

SCHEDULE A-2

PROFESSIONAL GROWTH SCHEDULE

- A. Tuition Reimbursement – The Board will pay the actual cost of tuition for pre-approved classes taken up to a maximum of the charge for the credit hours (but not over) with the total amount available to the district per year as follows (see item G below for reimbursement process);

2012-13	\$18,000
2013-14	\$18,000
2014-15	\$18,000

If a class is taken from an institution other than Grand Valley State University or Western Michigan University, the Board will pay the above plus thirty (30) percent of any additional tuition cost if funds are available.

1. Reimbursement for classes shall begin when a teacher has furnished to the Superintendent evidence of a Permanent, Continuing, or Professional certificate.
2. No reimbursement will be paid for classes that are reimbursed by another source.
3. The Superintendent, prior to enrollment in the class, must approve all credits and C.E.U.'s. Employees must fill out the Professional Growth Plan form (A-2-1) and submit for final approval. The courses must be related to the employee's assignment or be part of a pre-approved (by the Superintendent or designee), planned program. The intent is for the Superintendent (or designee) and the employee to meet and discuss said program.
4. All payments will be made August 31 following the successful completion of the course as evidenced by a transcript or grade card and receipt of payment.
5. The district shall reimburse a maximum of three semester hours per employee per semester, assuming four (fall, winter, spring and summer) semesters in an academic year, not to exceed 12 credits in a year. The Superintendent may grant exceptions regarding the three-semester hour limit.

In the event a teacher receives payment in August and does not return in the fall, the teacher shall be responsible for the repayment of the funds to the district. In the event the teacher is still on payroll, such funds may be payroll deducted by the district pursuant to the authority set forth in M.C.L.A. 408.477.

- B. Permanent or Continuing Certificate Required – A teacher must have a Permanent or Continuing certificate, or qualify for a Permanent or Continuing certificate, to qualify for the professional growth schedules. (BA-20 means 20 credit hours beyond the BA degree).
- C. Timeline for Salary Advancement - Notification of the satisfaction of the requirements for advancement on salary schedule or placement on the longevity steps shall be presented to the Superintendent, in writing, in order for the teacher to receive compensation for that year. Transcripts must be presented to the Superintendent as per the following timelines:

SEMESTER	NOTIFICATION TO SUPERINTENDENT	TRANSCRIPT
First	August 1	September 1
Second	December 1	January 10

The Superintendent may waive the transcript deadline under unusual conditions.

- D. Outdated Course Work – Credits earned since the summer of 1984 will count towards professional growth salary schedule placement.
- E. Undergraduate Classes – Recognizing there may be undergraduate classes of substantial benefit to the school district, the Board agrees to pay for such classes upon the recommendation of the Superintendent.
- F. C.E.U.’s – C.E.U.’s (Continuing Education Units) can be applied for qualification on the professional growth schedules. Three (3) C.E.U.’s are equal to one (1) semester hour of college credit. The Superintendent prior to enrollment must approve C.E.U.’s. This approval requires completion of the professional growth card and submission to the Superintendent.
- G. Payment Formula:

$$X = T/a$$

T = Total Budget per year (\$18,000)

X = reimbursement allowed for teachers

a = number of credits taken by teachers

SCHEDULE A-2-1 Professional Growth Plan

Directions for Teacher: 1. Fill out the form below. 2. Meet with your administrator to review and get his/her signature. 3. Forward the original to the central office (Terri Ricketson/Scott Gunn) for final approval.

Date: _____ Name of teacher: _____

Assignment: _____

“The courses must be related to the employee’s assignment or be part of a pre-approved planned program.”

Note: MCL 380 1531 (4) requires teachers who do not yet have a professional certificate to take a 3 credit course in "diagnosis, remediation of reading disabilities and differentiated instruction." This goes into effect in July of 2009.

Describe the planned program or area of focus or vision including a list of courses you plan to take. Note: this information will be used for reimbursement purposes, so if it changes, please make the necessary changes with the central office (i.e. resubmit the form).

EXAMPLE: EDR 624-Literature for Children

“We shall reimburse a maximum of three semester hours per employee per semester, assuming four (fall, winter, spring, and summer) semesters in an academic year, not to exceed 12 credits in a year. The Superintendent may grant exceptions regarding the three-semester hour limit.”

Estimated time frame

Building Principal Signature: _____ Date: _____

Asst. Supt. Signature: _____ Date: _____

Distribution original: central office; copy: staff member

**Schedule A-3
Extra Duty**

**Kelloggsville Public Schools
2012-2013
.5%**

Base =		\$41,122				Formula = % x Base						
Position	%	Step 1	%	Step 2	%	Step 3	%	Step 4	%	Step 5	Notes:	
Recess Supv.	4.00%	\$1,645										Per Year
Safety Squad	3.00%	\$1,234	4.00%	\$1,645	5.00%	\$2,056						Per Year
Athletic Director	18.00%	\$7,402	19.00%	\$7,813	20.00%	\$8,224	21.00%	\$8,636	22.00%	\$9,047		
Soccer Head Coach	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Soccer Asst.	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Baseball Varsity	11.00%	\$4,523	11.50%	\$4,729	12.00%	\$4,935	12.50%	\$5,140	13.00%	\$5,346		
Baseball JV	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701		
Basketball Varsity	15.00%	\$6,168	16.00%	\$6,580	17.00%	\$6,991	18.00%	\$7,402	19.00%	\$7,813		
Basketball JV	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Basketball 9th	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Basketball - MS	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Basketball - MS Asst	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056		
Cross Country - Varsity	11.00%	\$4,523	11.50%	\$4,729	12.00%	\$4,935	12.50%	\$5,140	13.00%	\$5,346		
Cross Country - Asst	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701		
Cross Country - MS	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Cross Country-MS Asst	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056		
Football - Varsity	15.00%	\$6,168	16.00%	\$6,580	17.00%	\$6,991	18.00%	\$7,402	19.00%	\$7,813		
Football - Asst. Varsity	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Football - JV	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Football - General Asst	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Football - 9th	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Golf - Head Coach	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Golf - Asst.	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Tennis - Head Coach	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523		
Tennis - Asst.	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Track - Head Coach	11.00%	\$4,523	11.50%	\$4,729	12.00%	\$4,935	12.50%	\$5,140	13.00%	\$5,346		
Track - Asst.	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701		
Track - MS	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290		
Track - MS Asst.	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056		
Wrestling- Head Coach	12.00%	\$4,935	13.00%	\$5,346	14.00%	\$5,757	15.00%	\$6,168	16.00%	\$6,580		
Wrestling - Asst.	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112		
Wrestling - MS	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879		
Wrestling - MS Asst.	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056		
Softball - Varsity	11.00%	\$4,523	11.50%	\$4,729	12.00%	\$4,935	12.50%	\$5,140	13.00%	\$5,346		
Softball - JV	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701		
Volleyball - Varsity	12.00%	\$4,935	13.00%	\$5,346	14.00%	\$5,757	15.00%	\$6,168	16.00%	\$6,580		
Volleyball - JV	8.00%	\$3,290	8.50%	\$3,495	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112		
Volleyball - MS	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879		
Volleyball - MS Asst.	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056		
Football - Faculty Mgr.	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056						
Basketball-Faculty Mgr	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056						
MS Faculty Mgr.	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	6.50%	\$2,673				

**Schedule A-3
Extra Duty**

**Kelloggsville Public Schools
2012-2013
.5%**

Girls - Faculty Mgr.	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	8.50%	\$3,495			
Cheerleading-Vars/Fall	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	
Cheerleading-JV/Fall	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	
Cheerleading-Var/Winter	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	
Cheerleading-JV/Winter	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	
Cheerleading - 9th	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	
Cheerleading - 8th	2.50%	\$1,028	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	
Cheerleading - 7th	2.50%	\$1,028	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	
Bowling Coach	9.00%	\$3,701	9.50%	\$3,907	10.00%	\$4,112	10.50%	\$4,318	11.00%	\$4,523	
Dance Team-Head Coach	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	
Dance Team-Asst	3.00%	\$1,234	3.50%	\$1,439	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	
HS Student Council	2.50%	\$1,028	3.00%	\$1,234	3.50%	\$1,439					
MS Student Council	1.50%	\$617	2.00%	\$822	2.50%	\$1,028					
Academic Team Coach	1.50%	\$617	2.00%	\$822	2.50%	\$1,028					Interscholastic
HS Forensics Coach	6.00%	\$2,467	6.50%	\$2,673	7.00%	\$2,879	7.50%	\$3,084	8.00%	\$3,290	
HS/MS Noon Supervisor	3.00%	\$1,234	4.00%	\$1,645	5.00%	\$2,056					
Play Director - Fall	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	
Play Director - Spring	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	
HS Auditorium Director	4.00%	\$1,645	4.50%	\$1,850	5.00%	\$2,056	5.50%	\$2,262	6.00%	\$2,467	Full Year
Play - Technical	1.50%	\$617	2.00%	\$822	2.50%	\$1,028					Per Season (Fall & Spring)
Play - Set Construction	1.50%	\$617	2.00%	\$822	2.50%	\$1,028					Per Season - 1 position
Close Up Advisor	3.00%	\$1,234	4.00%	\$1,645	5.00%	\$2,056					
Yearbook Supervisor	6.00%	\$2,467	7.00%	\$2,879	8.00%	\$3,290					
Band Director	12.00%	\$4,935	14.00%	\$5,757	16.00%	\$6,580					
Band - Asst. Director	5.00%	\$2,056	6.00%	\$2,467	7.00%	\$2,879					
Vocal Music Director	3.00%	\$1,234	4.00%	\$1,645	5.00%	\$2,056					HS/MS Principal Recommendation
Counselor - MS/HS	13.00%	\$5,346					To include 8 additional days and 6th hour - - if assigned by the Supt.				
Teacher Leader Projects	3.00%	\$1,234					By appointment of Principal -- For school year				
K-7 Grade Level Leaders	3.00%	\$1,234					As appointed by the Supt. For school year				
HS/MS Media	10.00%	\$4,112	11.50%	\$4,729	13.00%	\$5,346	To include 8 additional days & 6th hour - - if assigned by Supt.				
Media Projects	0.075%	\$30.84					Projects assigned by Supt. Paid at hourly rate				
Community Ed Director	12.00%	\$4,935	14.00%	\$5,757	16.00%	\$6,580	If position held by KEA member & not part of regular assignment				
Community Ed-Faculty Mgr	3.00%	\$1,234	4.00%	\$1,645	5.00%	\$2,056					Per Semester
Community Ed Teacher	0.055%	\$22.62									Per hour
Recreation Director	8.00%	\$3,290	9.00%	\$3,701	10.00%	\$4,112	If position held by KEA member & not part of regular assignment				
Recreation Faculty Mgr	1.50%	\$617	2.00%	\$822	2.50%	\$1,028					Per sport season (fall - winter - spring)
Recreation Instructor	0.050%	\$20.56									Per hour
Intramurals/After School	0.050%	\$20.56									Per hour
Driver Education Teacher	0.075%	\$30.84									Per hour
Driver Ed Coordinator	2.50%	\$1,028									If there is a position
Teaching as Substitute	0.075%	\$30.84									K-12 Teachers
Teacher Training	0.075%	\$30.84									
12th Grade Sponsor	4.00%	\$1,645									

Schedule A-3
Extra Duty

Kelloggsville Public Schools
2012-2013
.5%

11th Grade Sponsor	4.00%	\$1,645									
10th Grade Sponsor	2.00%	\$822									
9th Grade Sponsor	2.00%	\$822									
Steps: Base - 2	8.00%	\$3,290								1. Teacher must submit written proof MA required 60 semester hours.	
Steps: 3 - 4	9.00%	\$3,701								Supt. will detail required evidenc.	
Step: 5	8.00%	\$3,290								2. Stipend only payable if teaher is MA level: MA +15, MA+30, ED.S excluded	
Steps: 6 -7	9.00%	\$3,701								from stipend.	
Steps: 8 -9 - 10	10.00%	\$4,112								3. The 60 hour MA is assignedto the MA level and will move only to the	
Step: 15	11.00%	\$4,523								ED.S. column - - ED.S. degree must be completed to move to column.	
Step: 20	12.00%	\$4,935								The 60 hour MA is excluded from the MA +15 and MA+30 scales.	
Steps: 25 - 30	13.00%	\$5,346									

Schedule A-4
Kelloggsville Public Schools

2012-13

I. Accumulated Leave Compensation as per 14.1.2

Accumulated Leave Days	Leave Factor	Leave Pay Per Day	Retirement Factor	Retirement Pay Per Day
1 -49	0.20	\$24.37	0.30	\$36.56
50 - 125	0.30	\$36.56	0.50	\$60.93
126 - 200	0.40	\$48.75	0.65	\$79.21
201 +	0.50	\$60.93	0.80	\$97.49
09-10 Base=	\$118.01	X	1.0275	10-11 Base \$121.26
11-12 Base =	\$ 121.26	X	1.0000	11-12 Base \$121.26
12-13 Base=	\$ 121.26	X	1.0050	12-13 Base \$121.87

II Retirement Compensation for Years of Service as per 14.2.1

Years Service	Leave Factor		Per Year Base	Per Year Service
10	0.50	X	\$121.87	\$60.93
11 - 15	0.55	X	\$121.87	\$67.03
16 - 20	0.60	X	\$121.87	\$73.12
21 - 25	0.65	X	\$121.87	\$79.21
26 - 30	0.70	X	\$121.87	\$85.31
30 +	0.75	X	\$121.87	\$91.40
09-10 Base=	\$118.01	X	1.0275	10-11 Base \$121.26
11-12 Base =	\$ 121.26	X	1.0000	11-12 Base \$121.26
12-13 Base=	\$ 121.26	X	1.0050	12-13 Base \$121.87

Schedule A-5
Kelloggsville Public Schools

Overload Relief as Per 7.1.4

2012-13

Program	Article	Factor	Base	Amount per Student
Elementary	7.1.4.1	0.450	\$12.19	\$5.49
Elementary Specials/Electives	7.1.4.1	0.045	\$12.19	\$0.55
6 - 8	7.1.4.2	0.095	\$12.19	\$1.16
6 - 8 Electives	7.1.4.2	0.095	\$12.19	\$1.16
9 - 12	7.1.4.2	0.095	\$12.19	\$1.16
Discovery High School	7.1.4.3	0.085	\$12.19	\$1.04
Special Education	7.1.4.4	0.100	\$12.19	\$1.22
2011-12 Base =	\$12.13	X	1.005	2012-13 \$12.19

**Schedule A-6
Zero Hour or Additional Class**

Kelloggsville Public Schools

**2012-13
.5%**

Step	BA	Factor BA	BA + 20	Factor BA + 20	M.A.	Factor M.A.	M.A. + 15	Factor MA+15	MA + 30	Factor MA + 30	ED.S.	Factor ED.S.
Base	\$6,826		\$7,031	1.03	\$7,577	1.11	\$7,782	1.14	\$8,123	1.19	\$8,260	1.21
1	\$7,236	1.06	\$7,372	1.08	\$7,918	1.16	\$8,123	1.19	\$8,464	1.24	\$8,533	1.25
2	\$7,509	1.10	\$7,645	1.12	\$8,260	1.21	\$8,464	1.24	\$8,806	1.29	\$8,942	1.31
3	\$7,850	1.15	\$8,055	1.18	\$8,669	1.27	\$8,942	1.31	\$9,284	1.36	\$9,352	1.37
4	\$8,260	1.21	\$8,396	1.23	\$9,079	1.33	\$9,352	1.37	\$9,693	1.42	\$9,830	1.44
5	\$8,601	1.26	\$8,806	1.29	\$9,557	1.40	\$9,761	1.43	\$10,103	1.48	\$10,239	1.50
6	\$9,011	1.32	\$9,215	1.35	\$9,966	1.46	\$10,171	1.49	\$10,581	1.55	\$10,854	1.59
7	\$9,420	1.38	\$9,625	1.41	\$10,444	1.53	\$10,649	1.56	\$11,058	1.62	\$11,468	1.68
8	\$9,830	1.44	\$10,034	1.47	\$10,922	1.60	\$11,195	1.64	\$11,605	1.70	\$11,673	1.71
9	\$10,239	1.50	\$10,444	1.53	\$11,400	1.67	\$11,673	1.71	\$12,082	1.77	\$12,219	1.79
10	\$10,649	1.56	\$10,854	1.59	\$11,878	1.74	\$12,082	1.77	\$12,560	1.84	\$12,765	1.87
15	\$10,990	1.61	\$11,468	1.68	\$12,287	1.80	\$12,628	1.85	\$13,106	1.92	\$13,311	1.95
20	\$11,331	1.66	\$11,809	1.73	\$12,697	1.86	\$12,970	1.90	\$13,448	1.97	\$13,652	2.00
25	\$11,605	1.70	\$12,082	1.77	\$12,970	1.90	\$13,379	1.96	\$13,857	2.03	\$13,925	2.04
26	\$11,673	1.71	\$12,151	1.78	\$13,038	1.91	\$13,448	1.97	\$13,925	2.04	\$13,994	2.05
27	\$11,741	1.72	\$12,219	1.79	\$13,106	1.92	\$13,516	1.98	\$13,994	2.05	\$14,062	2.06
28	\$11,809	1.73	\$12,287	1.80	\$13,175	1.93	\$13,584	1.99	\$14,062	2.06	\$14,130	2.07
29	\$11,878	1.74	\$12,355	1.81	\$13,243	1.94	\$13,652	2.00	\$14,130	2.07	\$14,198	2.08
30	\$11,946	1.75	\$12,424	1.82	\$13,311	1.95	\$13,721	2.01	\$14,198	2.08	\$14,267	2.09

11-12				12-13		12-13	Factor		
Base	\$40,917	1.0050	=	Base	\$41,122	X	0.166	=	\$6,826

1. The base for zero hour and/or additional class is computed on the base = \$41,122 x a factor of 1/6 = 0.166
 The result is: 12-13 Base \$41,122 x 0.166 = \$6,826 as the new base for 12-13

SCHEDULE B - 1

DAILY SCHEDULE TIMES

Elementary School:

Starting time	teacher	8:15 am
Class starting	student	8:43 am
Class ending	student	3:33 pm
Ending time	teacher	3:43 pm

Middle School:

Starting time	teacher	7:45 am
Class starting	student	8:10 am
Class ending	student	3:05 pm
Ending time	teacher	3:15 pm

High School:

Starting time	teacher	7:40 am
Class starting	student	8:00 am
Class ending	student	3:00 pm
Ending time	teacher	3:10 pm

Discovery Alternative High School:

Day Classes:

Starting time	teacher	7:40 am
Class starting	student	8:00 am
Class ending	student	2:55 pm
Ending time	teacher	3:10 pm

Evening Classes:

Class starting	student	3:30 pm
Class ending	student	8:45 pm

**Kelloggsville Public School
District Calendar 2012-2013
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2012						
19	20	21	22	23	24	25
26	27	28 Bldg. Mtgs 8:00 a.m. Staff Lunch Prof. Dev. p.m.	29 Prof. Dev.	30	31	
September 2012						
						1
2	3 Labor Day	4 1 st Day of School	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October 2012						
	1	2	3 Count Day	4	5	6
7	8	9	10	11	12	13
14	15	16 Conferences 4:30-8:00 p.m.	17	18	19	20
21	22	23	24 Conferences 4:30-8:00 p.m.	25	26	27
28	29	30	31			
November 2012						
				1 End of 1 st MP	2 Records a.m. Prof. Dev. p.m.	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 No School	22 No School Thanksgiving	23 No School	24
25	26	27	28	29	30	
December 2012						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 No School Christmas Eve	25 No School Christmas Day	26 No School	27 No School	28 No School	29
30	31 No School New Year's Eve					
January 2013						
		1 No School New Year's Day	2 No School	3	4	5
6	7	8	9	10	11	12

**Kelloggsville Public School
District Calendar 2012-2013
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2013						
13	14	15	16	17	18	19
20	21	22	23	24 ½ Day Students a.m. Records p.m.	25 Prof. Dev.	26
27	28 3 rd MP	29	30	31		
February 2013						
					1	2
3	4	5	6	7	8	9
10	11	12	13 Count Day	14	15	16
17	18	19	20 Conferences 4:30-8:00 p.m.	21 Conferences 4:30-8:00 p.m.	22 No School	23
24	25	26	27	28		
March 2013						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Records a.m. Prof. Dev. p.m.	29 No School	30
31 Easter						
April 2013						
	1 No School	2 No School	3 No School	4 No School	5 No School	6
7 Easter	8 4 th MP	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2013						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 No School Memorial Day	28	29	30	31	
June 2013						
						1
2	3	4	5	6	7	8
9	10	11	12½ Day Students a.m. – Last Day Teacher Records & Checkout p.m.	13	14	15

2012-13 Calendar Details:

180 Student Days – (2 of which are ½ days)
185 Teacher Days

Three (3) staff meetings per month, two meetings will be dedicated to department and/or grade level meetings. All staff meetings will be for a time period of one (1) hour scheduled by the building administrator and will take place before or after school.

1st Marking Period = 43 Student Days
2nd Marking Period = 48 Student Days
3rd Marking Period = 42 Student Days
4th Marking Period = 47 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:30 p.m.
PM Staff Professional Development Release Times: 3:30 p.m.

2013-14 Calendar will be determined upon re-opening of Master Agreement

2014-15 Calendar will be determined upon re-opening of Master Agreement

SCHEDULE C

INSURANCE

1.0 Election of Benefits

- 1.1 Election will be made annually during the open enrollment period.
- 1.2 There will be no change in elections during the school year **unless** there is a change in family status as follows:
 - 1.2.1 You have married or divorced.
 - 1.2.2 Your spouse or child has died.
 - 1.2.3 You have a new child by birth or adoption.
 - 1.2.4 Your spouse begins or terminates employment.
 - 1.2.5 You or your spouse's employment status is changed from full-time to part-time, or vice-versa.
 - 1.2.6 You or your spouse takes an unpaid leave of absence.
 - 1.2.7 You or your spouse has a significant change in your health coverage as a result of your spouse's employment.

2.0 Insurance Benefits: The following are guidelines for 2012-13, with insurance bargaining to re-open for years 2013-14 and 2014-15.

2.1 Health Insurance:

- 2.1.1 The Board agrees to furnish to all full-time teachers, who elect such coverage, the insurance protection. Qualifying employees may select the benefits that best serve their personal needs as per Section 1.0 (Election of Benefits) of this Schedule.
- 2.1.2 Employees who qualify for health insurance benefits will receive them in accordance with MESSA's coverage guidelines.
- 2.1.3 Employees who qualify will contribute, out of 21 pays, for premium costs beyond cap limits as follows:

Single Cap:	\$5,500
Two Person Cap:	\$11,000
Full Family Cap:	\$15,000

MESSA Coverage Guidelines:

- **All qualifying employees will have MESSA Choices II – \$100/\$200 deductible with \$10/\$20 drug card through the month of September 2012**
- **All qualifying employees will have MESSA Choices II - \$100/\$200 deductible with RX saver card starting October 1, 2012**
- **KPS will offer open enrollment in November 2012 for staff wishing to change to MESSA ABC Plan 1, which will take effect January 1, 2013**

2.1.4 If employees chose to opt out of Health Insurance, they are eligible for Cash In Lieu Of [CILO] at 50% of premium, qualified.

2.2 Dental Insurance (Plan Specifications Schedule C-1):

2.2.1 Employees who qualify for dental insurance benefits will receive them in accordance with coverage guidelines.

2.2.2 If employees chose to opt out of Dental Insurance, they are eligible for Cash In Lieu Of [CILO] at 75% of premium, qualified.

2.3 Vision Insurance (Plan Specifications Schedule C-2):

2.3.1 Employees who qualify for vision insurance benefits will receive them in accordance with district coverage guidelines.

2.3.2 If employees chose to opt out of Vision Insurance, they are eligible for Cash In Lieu Of [CILO] at 75% of premium, qualified.

2.4 Long Term Disability (Plan Specifications Schedule C-3):

2.4.1 Employees who qualify for long term disability insurance benefits will receive them in accordance with district coverage guidelines.

2.4.2 There is no Cash In Lieu Of [CILO] benefit available.

2.5 \$40,000 Term Life (Plan Specifications Schedule C-3):

2.5.1 Employees who qualify for long term life insurance benefits will receive them in accordance with district coverage guidelines.

2.5.2 There is no Cash In Lieu Of [CILO] benefit available.

3.0 Part-Time Teachers

3.1 Part-Time teachers shall receive pro-rated insurance benefits, where permitted by the insurance carrier. Where not permitted, the teacher shall receive equivalent, pro-rated the Cash In Lieu Of [CILO] benefit.

3.2 Any health insurance premiums paid by the teacher will be with pre-tax dollars as per the Flexible Benefits Plan

SCHEDULE C - 1

DENTAL INSURANCE

A. Dental Plan Definitions:

1. The Board shall provide Full Family dental care, per SET Ultra-Dent specifications.
2. Eligible Participants: All Active Full-time Instructional Staff.
3. Eligible Dependents: (1) an employee's spouse while not divorced or legally separated from the employee; (2) each of the employee's unmarried children who are dependent within the meaning of the IRS code, to the age of 25. Coverage is provided through December 31 of the year in which the dependent becomes 25.
4. Eligible Dental Year: September 1 through August 31
5. Annual Combined Maximum: \$1,000 per year/per person
6. Orthodontics Lifetime Maximum: \$2,500 Per Person

Basic Services - 50% of R&C*^

Such as:

Examinations	Diagnostic X-Rays
Cleaning	Oral Surgery and Anesthetics
Fillings	Root Canals (Endodontics)
Fluoride Treatment(to age 18)	Peridontics
Inlays, Onlays and Crowns	Post/Cores and Repair
(Lifetime Deductible \$0)	

Major Services - 50% of R&C*

Such As:

Dentures (Full and Partial)
Bridges and Bridge Repair
(Annual Deductible \$25 Maximum - 2 Per Family)

Orthodontic Services - 50% of R&C*

(To age 19 - Deductible \$0)

*R&C means reasonable and customary

^An incentive plan is incorporated in this benefit. The benefit level will begin at 50% on selected basic services for the first year, than it increases 10% each succeeding benefit year, to a maximum of 100%, provided you visit the dentist at least once during the calendar year for a regular exam and/or cleaning

SCHEDULE C - 2

VISION INSURANCE

A. Vision Plan Specifications – The Board will provide a full family vision program as per the listed specifications.

1. Plan Year: September 01 to August 30

2. Steps for Employee Reimbursement:

- a. The employee will obtain vision services from a provider of their choice and pay at the point of service.
- b. The employee will submit a detailed paid receipt with a reimbursement form to accounts payable.
- c. Employer will remit an amount to the employee as per the listed maximum rates after \$25 individual/\$50 family deductible.
- d. Employee will receive reimbursement for only **one pair of glasses or contacts** per person per plan year.
- e. Reimbursements will be processed at the end of each month.

3. Schedule Rates:

Exam (Optometrist)	\$ 60
(Ophthalmologist)	\$ 70
Regular lens	\$135
Bifocals	\$135
Trifocals-progressive	\$175
High Index	\$175
Contacts	\$175
Frames	\$160
Photochromics: (sun or gradient tints/colors coated)	
Single lenses	\$ 60
Bifocal	\$100
Trifocal-progressive	\$150
Polaroid:	
Single lenses	\$ 80
Bifocal	\$125
Trifocal-progressive	\$150
Oversize/Rimless/Blended Bifocal:	
Included in lens allowance shown above-employee pay balance.	
Items not covered: Non-Glare Coatings, Polycarbonates, Warranties, and Refractions	

SCHEDULE C - 3

LONG-TERM DISABILITY & LIFE INSURANCE

A. L.T.D. Plan Specifications

1. There will be ninety (90) day modified file waiting period.
2. The maximum benefit shall be 66 2/3% of your regular contractual salary subject to subject to a maximum schedule amount of \$4,750.
3. The combined limit can be 70%.
4. There will be a pre-existing condition waiver.
5. There will be a social security freeze.
6. There will be a primary social security offset.
7. There will be no exclusion on Mental & Nervous (two year limitation).
8. There will be a primary employee retirement offset.
9. Up to one year of health insurance premiums will be paid by the Board provided the employee does not have other coverage initiated by the disability.

B. Life Insurance

1. \$40,000 benefit for qualifying employees.

APPENDIX A

TENURE POLICY

The Kelloggsville Public Schools Tenure Policy is set up to implement this Act.

We believe that an evaluation program constructively used is a valuable measure to improve the growth of the new teacher if it is administered in a beneficial, reasonable and just manner. Its policies should be used to enhance the growth of the probationers and tenure teachers in order to attain professional growth. We also believe that it will help to provide better instruction for the school children of the Kelloggsville School District.

TEACHERS ON PROBATION

- I. Guides for Principal to follow: (The term, Principal, shall include hereafter Assistant Principal.)
 - A. Shall explain the tenure program and the evaluation form to all new probationers within the first month of the school year.
 - B. Shall assign a helping teacher to the probationer when the probationer's employment begins. A new helping teacher shall be appointed for the probationer upon the request of the probationer, the helping teacher or the principal.
 - C. Shall schedule at least two probationer-principal conferences: one in each semester, the second before the April Board of Education meeting. A basis for this conference is the guide sheet (Appendix C). Within one week, a summary of the conference, using the Principal-Teacher Conference on Probationary Teacher Growth form (Appendix E), is to be given to the probationer and the Superintendent at the same time.
 - D. Shall be advised of their progress toward tenure at each probationer-principal conference.
 - E. Shall schedule observations of the probationer prior to each conference held, allowing sufficient time to observe and assess the individual's strengths and weaknesses.
 - F. Shall evaluate the work of the probationer and make advisory recommendations regarding tenure status to the Superintendent on or before the April Board of Education meeting.
 - G. Shall help tenure teachers to maintain the high standards expected of those on tenure.

H. This section shall in no way affect the principal's administrative responsibility to visit a classroom at any time.

II. Guides for Mentor Teacher (Non-Grievance)

- A. Shall stand in the position of a friendly counselor and helpful personal advisor.
- B. Shall be a tenure teacher, if possible, from the same department or building and grade level.
- C. Shall make the probationer familiar with the routine procedures and policies of the department, building and school system.
- D. Shall ask the principal to make a change in the event the probationer-helping teacher relationship proves unsatisfactory.

III. Guides for Probationer (Non-Grievance)

- A. Shall ask his helping teacher for assistance since it is difficult for the most cooperative helping teacher to know what help is needed unless he is consulted.
- B. Shall familiarize himself with the Personnel Policies (including the local Tenure Policy) and with the traditions and policies of the school system.
- C. Shall ask the principal to make a change in the event the probationer-helping teacher relationship proves unsatisfactory.

TEACHERS ON TENURE

I. A formal written evaluation of tenured teachers may occur every other year.

II. The principal has the right and authority to evaluate yearly or more frequently if desired and may provide a written evaluation at his/her discretion.

III. The teacher may request an annual formal written evaluation.

IV. All tenured teachers will continue to establish yearly goals and an informal conference between the teacher and principal will occur yearly to assess goal attainment and performance. No written evaluation is required.

V. A written summary of said conference shall be prepared by the principal, with the possibility of teacher comments, and shall be signed by both parties.

VI. A copy of said conference summary shall be given to the teacher and the Superintendent at the same time.

TEACHERS ON CONTINUING TENURE TRANSFERRING TO KELLOGGSVILLE

- I. A teacher on continuing tenure from another district beginning employment with Kelloggsville Public Schools shall be required by the Board of Education to serve as a teacher on probation for two years.

APPENDIX B

EVALUATION PROCESS

Goal of process: To be consistent throughout the district.
To have the areas evaluated be the same for all.
To focus on student learning and staff growth.

Level A

- Steps:**
1. All teachers up for evaluation do a self-assessment using the evaluation tool, to be turned in to a evaluator by September 1.
 2. Teachers up for evaluation meet with evaluator to go over self-assessment and annual goals by October 15.
 3. Teachers will develop goals in grade level or department by October 15 and meet to discuss their goals with the administrator assigned to their team.

Observation: Required Observation

- Three (3) or more drop-in observations per evaluation period (i.e. three for tenured and six (2 X 3 = 6) for non-tenured per year).
- One of the above will be scheduled, from each set of three.
- Each observation will be 10 – 15 minutes long minimally.
- Teacher will turn in lesson plans (objective, methods, assessment) and elements by the next day, which can be via e-mail, hard copy or in-person meeting.
- Evaluator will give teacher feedback by the end of the following day.
- There will be one post-conference after all informal observations are complete. Goals progress will also be discussed at this meeting. (Goals are not part of the final evaluation.)

Optional Observation

- Up to administrator or at teacher request.
- Always scheduled.
- There will be a pre-conference where lesson plans are turned in and discussed.
- The observation will be an uninterrupted 45-60 minutes long.
- There will be a post-conference for discussion and suggestions.

Level B

Goal: To afford teachers with demonstrated high ability an opportunity to further develop in an area of interest to them. This process would take the place of required observation (Level A).

Criteria for Level B: Proficient or Distinguished in all areas when evaluated by evaluator.

Note: When evaluation is due or requested, either evaluator or teacher can choose to return to evaluation tool.
All teachers, regardless of which level they are currently on will do a self assessment using the evaluation tool every two years. Evaluator will check in with the teacher to see how this went.

- Options:**
1. Based on goal (teacher choice) teacher would collect a portfolio with evidence of goal being attained. Teacher will meet with the evaluator at the beginning of the school year to set up goal. They will also meet mid year and at the end of the school year to dialogue progress toward that goal.
 2. Based on desired area of staff development the teacher would identify a number of activities that will lead to specific professional development. A meeting with the evaluator at the beginning of the year will confirm these activities. They will also meet mid year and at the end of the school year to dialogue progress toward identified staff development topic.
 3. Based on a creative and innovative idea / activity the teacher will meet with the evaluator at the beginning of the year to share idea / activity and get approval. They would also meet mid year and at the end of the school year to discuss any progress made in regards to the idea / activity.

APPENDIX C

KELLOGGSVILLE PUBLIC SCHOOLS

LEVEL B

Teacher:

Assignment:

Building:

School Year:

Goal / Staff Development Topic / Creative and Innovative Idea / Activity (to be filled out at first meeting):

Indicators of success:

Summary of progress throughout the school year (to be filled out at last meeting):

Teacher Signature: _____

Evaluator Signature: _____

Date completed: _____

APPENDIX D

GRIEVANCE FORM

Submit to Principal in duplicate.

Distribution of Form

1. Superintendent
2. Principal
3. Association
4. Employee

Building _____

Name/s of Grievant/s _____

Date of Occurrence _____

Date of informal discussion
with building principal (Level I) _____

Date of formal filing of grievance _____

=====

Synopsis of facts leading up to alleged violation:

Give section and/or subsections of the contract alleged to have been violated:

What relief is requested?

LEVEL II

Received by: _____
Signature of Principal Date

Signature of Grievant Date

Signature of Association Date

Disposition by Principal:

Position of Grievant and/or Association:

Signature Date

LEVEL III

Received by: _____
Superintendent Date

Date of Discussion _____

Disposition:

Response to Grievant: _____
Date

Response to Association: _____
Date

Position of Grievant and/or Association:

LEVEL IV

Received by: _____
Superintendent Date

This Grievance is being appealed because:

Board or Board Committee decision:

Signature Date

Position of Grievant and/or Association:

KELLOGGSVILLE PUBLIC SCHOOLS

Verification of Intent
Article XIX

This notice must be received by the Superintendent's Office by June 1 proceeding the school year (July 1 – June 30) of intended return.

All persons completing this intent must provide documentation (advisor's letter, plan of work signed by advisor, etc.) which states that completion of intended course work will result in certification in the area requested.

Name _____ Date of Lay-Off _____

School _____ Seniority Date _____

Current Certification _____ Position at Lay-Off _____

_____ Expected Completion Date _____

Intended Certification _____ Number of Hours _____

College or University _____

List below intended course work:

College or University Contact Person: _____

Should the above information change for any reason, the Superintendent's Office should be notified immediately.

Signature

Date

APPENDIX E

JOB SHARING

Job Sharing is defined as two (2) bargaining unit members sharing one (1) full-time position.

- A. Purpose – Two bargaining unit members may, at their request, pair up for the purpose of sharing one teaching assignment. This voluntary pairing shall not occur if the pairing results in involuntary layoff or involuntary transfer of a full-time teacher. It shall not occur if it prevents the recall of a laid off teacher. The application for Job Sharing shall be approved or disapproved in writing by the Board within thirty (30) days of the application. In the event a request is denied, the reasons shall be set forth in writing, and the applicants shall be given the opportunity to revise and/or modify their application. The final decision rests with the Board.
- B. Application – The teachers shall notify the Board and the Association by March 1 of each year explaining their working arrangement and indicating their desire to job share for the following school year. The plan shall include the specific work schedule for each job sharer, including responsibilities for faculty meetings, recess duty, field trips, planning time, etc. Once the teachers have submitted their plan, they may not deviate from it unless the teachers and the Board agree.
- C. Pairing – The teachers who have jointly agreed to work together must each be certified and qualified for the job they will share. The job sharing arrangement shall be for one year. Job sharing teachers who wish to continue job sharing for additional years shall reapply each year as specified under Paragraphs A and B.
- D. Responsibility – Both job sharers shall each be required to participate in parent teacher conferences, in-service days, grade level and staff meetings, professional and staff development meetings to the same extent as full-time teachers.
- E. Compensation – Compensation shall be determined by each teacher's step and column of the salary schedule, prorated for the amount of time worked. Each teacher will gain one full year of seniority and will move up one full step on the salary schedule for each year working at the job sharing position.
- F. Benefits – Sick leave and personal leave shall be granted on a prorated basis. Fringe benefits shall be provided in accordance with the Master Agreement.
- G. Substituting – In the event one of the teachers is absent and is covered by one of the paid leave of absence provisions, the other teacher will have first opportunity to substitute for the absent teacher. For daily substitute work, the other job sharer shall be paid at the Teacher Training Rate (Schedule A-3). For substituting for longer than ten (10) consecutive work days, the job sharer shall be paid according to the job sharer's full time daily rate for working the full position.

- H. Mid-Year Vacancy – Neither participant in a job sharing position may exercise seniority rights to displace the other participant from the portion of the assignment during the school year. In the event one of the job sharing teachers leaves the employment of the Board during the course of the school year, the other teacher shall automatically assume full-time status in the position being shared for the remainder of that school year. This provision may be waived upon the written approval of the Board.
- I. Year-End Vacancy – In the event one of the teachers terminates employment with the Board or the job share position at the conclusion of a school year, the other teacher in the position will be given first option for full time status in the position, or to reapply for the shared time position with another individual.
- J. Discontinuing Job Sharing – Both job sharing teachers will terminate all rights to their original classroom assignments. At the conclusion of a job sharing assignment, if either the Board or the job sharers elect to discontinue job sharing for the following school year, each teacher will have the right to return to full-time status in accordance with Paragraphs 1-5 below.
1. Teachers involved in job share assignment shall give notice of their intent to return to full time position for the next school year no later than March 1. The Board shall notify the job sharers no later than April 1 if it plans to discontinue the job sharing assignment.
 2. If a shared time assignment is discontinued, the job sharing teachers may apply for any vacancies that may be available.
 3. If no vacancies are available, said teachers shall continue in their job share position until a vacancy or vacancies become available.
 4. If the job sharing assignment is discontinued by the Board and there are no vacancies available, then the job sharers shall be treated under the Layoff and Recall (see Article XVIII) provisions of the Master Agreement as if their position had been eliminated.
 5. If the Board intends to implement or is in the process of implementing a reduction of personnel for the following school year, then the provisions of the Layoff and Recall provisions (Article XVIII) shall apply. If there is any conflict or inconsistency between this Article and Article XVIII (Layoff and Recall), then Article XVIII (Layoff and Recall) shall supersede this Article.
- K. Covered by Master Agreement – All other provisions of the Master Agreement shall continue as if the job sharing teachers were working in regular, full-time positions.
- L. Sign Off – Before the job sharing agreement is implemented, it shall be signed by the Superintendent, the President of the Kelloggville Education Association, and the job sharing participants, all of whom shall receive a copy of the signed job sharing agreement.

M. Enforceability – Once signed by the KEA President, the terms of the job sharing agreement shall not be subject to any grievance claiming that any of the terms of the job sharing agreement violate any of the terms of the Master Agreement. Likewise, the decision of the District to approve or deny the job sharing application rests with the Board in its sole discretion and shall not be subject to grievance and/or arbitration. If the intent of the job share agreement is not fulfilled it is subject to the grievance procedure.