

**Master
Agreement**

for the

**WEST OTTAWA
PUBLIC SCHOOLS**

and the

**WEST OTTAWA
EDUCATION
ASSOCIATION**

2013-2017

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MASTER AGREEMENT
for the
WEST OTTAWA PUBLIC SCHOOLS
2013-2017
AGREEMENT

This Agreement made and entered into this 20th day of October 2014, by and between the WEST OTTAWA SCHOOL DISTRICT, Ottawa County, Michigan, hereinafter referred to as the District, and the WEST OTTAWA EDUCATION ASSOCIATION, hereinafter referred to as the Association.

**ARTICLE 1
PURPOSE AND INTENT**

- 1.01 The District and the Association recognize: That their joint objective is to provide a quality education to the students of the District, and that the quality of the education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the Administration. The provisions of this Master Agreement set forth the specific rights and obligations of the parties to this Agreement in attempting to work toward the goals stated in this section.
- 1.02 Being engaged in a mutual endeavor in the public interest, the District and the Association encourage fair and harmonious relations between their respective representatives at all levels.
- 1.03 In the above spirit and pursuant to the requirements of Act 336 of the Michigan Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, the District and the Association herein set forth their Agreement with respect to rates of pay, wages, hours and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Article 2 who are covered hereby, insofar as such matters are not controlled by applicable Michigan Laws, such Laws superseding anything which may be contained herein.

**ARTICLE 2
RECOGNITION**

- 2.01 **BARGAINING UNIT** Pursuant to and in accordance with applicable provisions of Act 336 of the Michigan Public Acts of 1947, as amended by Act 379 of the Michigan Public Acts of 1965, the District hereby recognizes the Association as the sole bargaining agent for purposes of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment for those employees of the District, described as all full-time classroom teachers, all part-time classroom teachers, vocational instructors, teacher consultants, counselors, special education teachers, librarians, specialists, psychologists, social workers, and all other professional employees of the District. It is understood that guest teachers, shared time teachers who work exclusively in this capacity as defined by the Agostini decision, all supervisory, administrative, and executive personnel, including, but not limited to, superintendents, assistant superintendents, principals, and assistant principals, and all other employees not specifically included as part of the bargaining unit as mentioned above shall not be covered by this Agreement.

The term “teacher” when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining unit. When used hereinafter, the term “non-classroom professional” or “NCP” shall refer to those employees whose employment is not regulated by the Michigan Teachers’ Tenure Act, as amended, MCL38.71 et seq, which shall include but may not be limited to bargaining unit employees who are not required to possess a valid Michigan teaching certificate for their assignment or employees who do not possess a valid Michigan teaching certificate.

- 2.02 **SUPERVISORS** Supervisory personnel are employees of the District whose principal responsibility and authority as defined in the job description is to hire, assign, transfer, evaluate, reprimand, or otherwise direct the work responsibilities of employees of the District, using independent judgment.

Teachers performing these functions in relation to non-professional employees or performing any of the supervisory functions on a limited basis shall not be considered supervisors.

**ARTICLE 3
DISTRICT RIGHTS**

- 3.01 The District retains exclusively all of its legal customary and normal functions of management of the affairs of the District including (but not limited to) the determination of the number and types of schools and the location, schedule, curriculum and staffing thereof, the hiring, transfer, promotion and demotion of its employees, the establishment and enforcement of rules to maintain efficiency of discipline among its employees, and the suspension, discipline, and discharge of its employees for cause. The Board retains all rights except those limited by the specific terms of this Agreement.

**ARTICLE 4
ASSOCIATION RIGHTS**

- 4.01 **WOEA REPRESENTATIVES** The Association shall keep the Superintendent informed of the names of its President, Chief Negotiator, Grievance Chairperson, and Association Representatives.
- 4.02 **BULLETIN BOARDS** Bulletin board space will be made available to the Association for posting notices of Association activities, provided that requests for posting such material will be coordinated with the administration involved as to the appropriate bulletin board to be used.
- 4.03 **USE OF EQUIPMENT AND FACILITIES** The Association will be allowed to use equipment and facilities for Association meetings and other business. Materials used by the Association for Association business shall be provided and paid for at cost.
- 4.04 **FURNISHING INFORMATION** The Board agrees to furnish the Association, in response to reasonable requests, all normally available information in the form kept by the District concerning finance and other information, unless release of such information is expressly prohibited by law.
- 4.05 **WOEA MEETINGS** Members of the WOE Executive Board will be excused from any staff meetings to attend WOE Executive Board meetings, which shall be scheduled on the first Monday that school is in session each month. The WOE may schedule up to three membership meetings each school year, and no staff meetings will be called for that day providing advance notice is given to the administration.
- 4.06 **ASSOCIATION PRESIDENT RELEASED TIME** The Association President shall have one (1) hour of paid release time during the student day to work on District/Association business.

**ARTICLE 5
VOLUNTARY MEMBERSHIP**

- 5.01 **VOLUNTARY MEMBERSHIP DUES** Each bargaining unit member may join the Association and pay union dues or decline to join the Association and decline to pay union dues.

**ARTICLE 6
TEACHER RIGHTS**

6.01 **RECOMMENDATIONS TO BOARD** Teachers may make recommendations to the Board for the Board's consideration in establishing the curriculum goals and objectives of the District. These goals and objectives should reflect the desires and ideals of the community. The teachers may make such recommendations through their representative on the West Ottawa Leadership Team. The teachers will carry out appropriate instruction within the instructional guidelines of the District.

6.02 **DISCIPLINE OF NON-CLASSROOM PROFESSIONALS (NCP)** No written reprimand shall be placed in a NCP's file nor shall more stringent discipline be taken without just cause. A NCP shall be entitled to have present a representative of the Association during any such disciplinary action and shall be so advised before any action is taken.

In the event discipline is necessary, the District agrees to follow a policy of progressive discipline unless the administration determines the NCP's action was of a nature that requires more serious measures.

When a NCP has engaged in conduct that is minor in nature and/or it is the first time such conduct has occurred, the administration may issue an oral warning. This does not, however, prohibit the administration from keeping an administrative record of the oral warning, provided that this administrative record must be placed into the NCP's personnel file within six (6) months if it is to be used for employment purposes.

6.03 **INDIVIDUAL CONTRACTS** The parties, at this time, recognize the need and validity of individual contracts of employment for migrant teachers and teachers who teach beyond the normal school year between the District and employees who are covered by the Agreement. The District agrees not to eliminate, for individual employees in said contracts, rights or benefits specifically granted hereunder.

6.04 **LUNCH PERIOD** All teachers shall be provided a duty-free lunch period of at least thirty (30) minutes.

6.05 **COMPLAINT PROCEDURES**

A. Any report of unsatisfactory conduct or any unsatisfactory report submitted by parents, students, other teachers, or based on any other sources of information shall be discussed with the teacher before it is included in the teacher's record and the teacher will be given an opportunity to respond to the report. All complaints to be placed in a teacher's file shall include the names of the complainants, date, and details of the complaint, provided that the District may withhold the names of the complainants from the teacher in extreme circumstances, and further provided that the Association may grieve the reasonableness of withholding the complainant's name in any given situation.

B. Except in extreme circumstances, the District shall ask any complainants to meet with the teacher to provide the teacher and the complainants with the opportunity to resolve the issue.

C. Upon receipt of a complaint, the District shall investigate the complaint to determine its accuracy prior to placing it in the teacher's personnel file or taking any other action. The complaint will be placed in the teacher's personnel file only if the complaint is found to be

accurate by the administration. If the complaint is found to be inaccurate by the administration, the complaint and all copies of the complaint will be destroyed.

If the completed investigation by the District does not provide sufficient evidence to determine whether the complaint is accurate or not, the complaint and all investigative documents will be maintained in an investigative file for no longer than six (6) months separate from the teacher's personnel file unless the District is otherwise required by law to destroy the complaint and investigative file. Investigative files will not be released to third parties unless required by law.

- D. If the teacher's personnel file contains information which the teacher believes is false, the teacher may utilize the contractual grievance procedure to have said material removed and destroyed.
- E. The teacher shall have the right to attach a written response to any complaint, and this written response will be attached to all copies of the complaint.
- F. A complaint against a teacher may not be used as a basis for disciplinary action unless such complaint was called to the attention of the teacher within ten (10) work days from the receipt of said complaint.

6.06 **ASSAULTS ON TEACHERS** The parties recognize their mutual responsibility to provide the maintenance of control and discipline in the classroom. In the event of an assault upon a teacher directly related to the performance of his/her duty, the District shall render reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. Time lost, by reason of any assault, shall not result in loss of pay or leave time. However, losses compensated for by Worker's Compensation shall not be compensated under this section.

6.07 **MAILBOXES** Each teacher shall be provided with a mail box. Teachers shall be allowed to use the Intra-school service.

6.08 **TEACHING SUPPLIES** Teachers shall be provided with the supplies, furniture and equipment necessary to teach with and sufficient workroom space in which to prepare. Any alleged violation shall be subject to the grievance procedure through the Board level.

6.09 **STAFF CENTER** Each school building in the District shall have at least one staff center designated for teachers.

6.10 **PARKING** Each school building shall have adequate off-street parking designated for teachers.

6.11 **REIMBURSEMENT FOR DAMAGE**

A. The District agrees to reimburse teachers for reasonable losses related to the destruction of clothing, personal property, and/or glasses due to an assault on a teacher while performing his/her professional responsibility by a pupil, or a pupil's guardian or family member provided:

- 1. That in the opinion of the Principal or Immediate Supervisor the teacher was exercising reasonable care in dealing with the student.

2. Within three (3) days of the occurrence the teacher shall file a written report with the building supervisor detailing the incident.
 3. The District will reimburse teachers for a reasonable amount.
 4. Teachers may be required to submit evidence of the amount of damage done.
- B. Teachers who have personal teaching equipment stolen, damaged, or destroyed from their classroom, shall be reimbursed the replacement cost of such equipment provided the principal has received a written list of the personal equipment that the teacher has in the building or on school property and has approved of its use.
- C. Teachers who have insured vehicles on the District's premises which are stolen or damaged (through no fault of the teacher) and as a result of the teacher's professional responsibility shall be reimbursed for such property by the District less any insurance settlements. The damage or theft must be properly reported to the police and building administrator immediately after the discovery of the damage or loss. This does not include traffic accidents between two employees.
- 6.12 **ADEQUATE CLASSROOMS** Classrooms shall be adequate for the subjects being taught.
- 6.13 **NON-DISCRIMINATION** The Board shall not knowingly discriminate against and/or between teachers on the basis of their race, creed, religion, color, national origin, ancestry, age, sex, marital status, and/or physical characteristics.
- 6.14 **PROFESSIONAL DRESS** Teachers shall be dressed in professional or business attire during their professional responsibilities. On paydays, teachers shall continue to dress professionally but are allowed to wear blue jeans with black/white or West Ottawa apparel. Blue jeans in poor condition or with holes are not considered professional attire.

ARTICLE 7 NON-CLASSROOM PROFESSIONAL (NCP) EVALUATION

- 7.01 Appraisals shall be conducted by the NCP's immediate supervisor. In the case where NCPs have several supervisors, one shall be designated for all appraisals for the school year. Should the designated supervisor not be available, another supervisor may be designated by the Board. Only certified administrators OR administrators who were issued an administrator's certificate prior to the state's discontinuation of said certificate OR administrators in a planned Educational Leadership Program OR non-certified administrators who have earned both a teaching certificate and a masters degree or higher in school administration shall be permitted to do NCP appraisals.
- 7.02 Required appraisals shall take place by May 15 for NCPs. Any NCP experiencing problems that may result in the overall performance for the year being deemed unsatisfactory shall have his/her appraisal completed and the written copy received by April 1.
- 7.03 Normally, if more than one observation is made in a semester, it shall be conducted at a different hour of the day than the previous observation(s).
- 7.04 During their second and third years in the appraisal process, NCPs shall fill out their "Personal Development Goals" for professional growth and self-reflection. In the spring, the "self-reflection" section shall be completed by the NCPs, and a discussion shall be held with each NCP

and the administrator. The NCPs retain this appraisal form for their records; it is not to be placed in their personnel files.

- 7.05 If, during the appraisal process, a supervisor edits or modifies a NCP's appraisal in any way whatsoever, all earlier drafts of the appraisal shall be expunged from all District files. Only the final copy of a NCP's appraisal shall be included in District files.

ARTICLE 8 GRIEVANCE PROCEDURE

- 8.01 The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which are subject to this procedure. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each step of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration in an effort to resolve matters without recourse to the grievance procedure. Nothing in this agreement shall be construed to restrict or deny the District its full rights and authority to take any action it deems necessary to comply with Federal and State law.
- 8.02 A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or a violation, misinterpretation or inconsistent application of any Board policy or regulation involving wages, hours, and/or conditions of employment may be processed as a grievance in accordance with the procedures contained herein.

It is recognized by the parties that the Board reserves the sole and exclusive right to change, modify or revise, in any manner the Board deems appropriate, any policy or regulation of the Board in existence or hereinafter adopted and such action by the Board shall not be subject to the grievance procedure by any teacher, or the Association, provided such change, modification or revision does not violate the express and specific terms of this Agreement.

NOTE: The term "days" when used in this article means work days, and the number of days indicated at each step are to be considered as maximum.

- 8.03 Step One - Immediate Supervisor
- A. A grievance may be filed in writing with the principal or appropriate administrator within twenty (20) days from the time the grievance is known or should have been known to exist.
 - B. The grievance shall be identified as "individual" or as "Association."
 - C. The principal or appropriate administrator will meet with the grievant and/or the Association within ten (10) days after receiving the grievance. The principal or appropriate administrator will respond in writing within ten (10) days of this grievance meeting.

- 8.04 Step Two – Superintendent

In the event the aggrieved person is not satisfied with the disposition of his grievance at Step One, or if no decision has been communicated within ten (10) days after presentation of his grievance at Step One, he may within ten (10) days file a copy of the grievance with the Association's Grievance Committee. If the Committee decides that there is a legitimate grievance, the grievance shall be presented to the Superintendent within ten (10) days. The Superintendent will

meet with the grievance committee within ten (10) days after receiving the grievance, and shall complete his decision in writing within ten (10) days after this joint meeting.

8.05 Step Three - Board

In the event the Grievance Committee is not satisfied with the disposition of the grievance at Step Two, or if no decision has been stated in writing within ten (10) days from the date of the joint meeting, the Grievance Committee may within ten (10) days refer the grievance to a committee of the Board of Education as appointed by the Board. Within fifteen (15) days of receipt of the grievance, the committee of the Board shall meet with the Association's Grievance Committee for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be arrived at and transmitted to the Association within ten (10) days after the meeting.

Only the Association may appeal a grievance to arbitration.

8.06 Step Four - Arbitration

- A. In the event the grievance is not satisfactorily resolved at Step Three, or if no decision is reached within the ten (10) day period, the Association shall have the right to appeal to arbitration by submitting a written Demand to Arbitrate within fifteen (15) days of the answer at Step Three.
- B. The arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association (A.A.A.). The costs and expenses of the arbitrator shall be shared equally by the Board and the Association.
- C. During all proceedings in connection with the arbitration, the rules of the A.A.A. shall be observed.
- D. The decision of the arbitrator shall be final and binding.
- E. The authority of the arbitrator shall be limited to interpretation of this Agreement and the arbitrator shall have no authority to add to, detract from, or vary the terms of the Agreement.
- F. It is further recognized that the following matters are not subject to the arbitration procedures:

- 1. The failure to re-employ any probationary teacher.
 - 2. Failure to re-employ any teacher to a position on Schedule B.
 - 3. Any procedure that is subject to the specific procedures under the Teacher Tenure Act.
 - 4. Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of law.

- 8.07 The Association and the Board may mutually agree in writing to waive one or more of the steps in the grievance procedure in an effort to expedite the solution of the grievance. Every effort should be made to expedite the process. In the absence of the principal or superintendent, an officially designated representative shall be responsible to carry out the grievance procedure.
- 8.08 Failure of the Association or the aggrieved to advance a grievance through the grievance procedure within the established time limits shall result in said grievance being considered withdrawn without prejudice to future grievances of a similar nature. If the Administrator or Board fails to respond to each step according to the established time limits, the grievance may be appealed to the next step in the grievance procedure.
- 8.09 The time limits may be extended by written mutual consent.
- 8.10 Any grievant may have present at any meeting or hearing at any step of the grievance procedure Association Grievance Committee members, Association officers and/or an Association representative.
- 8.11 An Association grievance may, at the Association's option, commence in writing at either Step One or Step Two of the grievance procedure.
- 8.12 No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- 8.13 All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of all participants.
- 8.14 Access shall be made available to all parties of all public documents, communications and/or records upon which any party relies in the course of processing a grievance, unless release of such information is expressly prohibited by law.
- 8.15 Meetings relating to grievances, and investigation, discussion or processing of grievances shall be done outside normal class hours unless mutually agreed otherwise.
- 8.16 Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment, and further provided that individual teachers may only present grievances through the Board step. Only the Association has the authority to appeal a grievance to arbitration.

ARTICLE 9
VACANCIES, PROMOTIONS, AND TRANSFERS
LAYOFF AND RECALL PROCEDURES FOR NON-CLASSROOM PROFESSIONALS (NCP)

9.01 **DEFINITION OF CERTIFIED AND QUALIFIED** For the purposes of this article, Vacancies, Promotions, Transfers, Layoffs, and Recalls, the following definitions shall be applied:

CERTIFIED: Possessing a Michigan Certificate valid for the teaching level.

QUALIFIED: Qualifications mean and include appropriate state certifications and meeting all State and Federal requirements, and having attained a sufficient number of credit hours in subject areas to meet accrediting agency standards.

9.02 **SENIORITY** Seniority for all purposes under this Agreement shall be defined as the length of unbroken service within the bargaining unit since the last date of hire or transfer into the bargaining unit. Accumulation of seniority shall begin with the employee's first working day in the bargaining unit (since last date of hire / transfer into the bargaining unit).

All bargaining unit seniority shall be lost by an employee upon resignation, retirement, transfer to a non-bargaining unit position, and/or discharge for cause. Neither layoff nor the taking of a leave as provided under this Agreement shall constitute a break in service. Seniority shall continue to accumulate during a leave as provided under this Agreement. During a period of layoff, seniority shall continue to accumulate up to the total amount of time that the teacher was employed by the district at the time of the layoff, and then shall be frozen. [Example: A teacher who is laid off at the end of the third year of employment shall continue to accumulate seniority while on layoff for up to three years, and will then be frozen at six years.]

An employee who terminates employment in the bargaining unit and is later rehired or transfers back into the bargaining unit shall begin as a new hire from the most recent date of hire and shall not retain any seniority from previous bargaining unit employment.

If two or more persons have equal seniority, their seniority shall be determined by the highest last four digits of their social security numbers.

The Board shall maintain a current list of seniority. Not later than November 1 of each year, the District shall provide the Association president with a current seniority list.

9.03 **DEFINITION OF VACANCY**

A. **Permanent Vacancy:** A permanent vacancy is any job opening within the bargaining unit which the District intends to fill, including but not limited to, regular full-time or part-time jobs; newly created positions; any permanent opening in an existing job created by death, resignation, discharge, retirement, or permanent transfer; a position vacated by an employee on a leave (paid or unpaid) without the right to return to his/her position; or any other vacancy as determined by the District.

B. **Temporary Vacancy:** A temporary vacancy is defined as an opening within the bargaining unit created by an employee on a leave (paid or unpaid) with the right to return to his/her former position. A temporary vacancy also includes vacancies that occur on August 1 or later, that the District elects to post and fill as temporary vacancies.

- 9.04 **HIRING QUALIFIED, CERTIFICATED PERSONNEL** The District recognizes the need to hire qualified personnel according to the laws and standards of No Child Left Behind. In making its decision in filling vacancies, the District will continue to do so with qualified, certificated personnel for teaching positions.

Contracts will not be offered to new persons (for teaching positions requiring certification) who do not possess or are having processed a valid certificate until July 15 of any year and only then if there are no certificated personnel applying for such teaching positions who are acceptable in the District's judgment.

The District shall notify the Association in situations where the vacancy calls for a certificated person for the teaching position, but where a person who is not certificated is being considered. The Association will be notified so that it may make suggestions regarding the decision to hire.

- 9.05 **NON-CLASSROOM PROFESSIONAL (NCP) STAFF REDUCTION** In the event it becomes necessary to reduce the NCP staff, the following procedures will be utilized:

- A. Non-Certificated NCPs with permits or approvals in the specific positions being reduced or eliminated will be laid off first, provided there are certified and qualified NCPs remaining to replace and perform all of the duties of the laid off NCPs.
- B. NCPs in the specific positions being reduced or eliminated will be laid off in inverse order of seniority.
- C. NCPs laid off under this procedure may displace the most junior NCP in the system in positions for which the laid-off NCP is certificated and qualified.
- D. Written notice of layoff shall be given to affected NCPs no later than July 1, prior to the school year in which the layoff is scheduled to take effect.
- E. All laid-off NCP's shall be recalled, when conditions so allow, in the order of their seniority provided they are certificated/licensed and qualified for the available positions.
 1. A NCP being recalled shall be notified by registered mail and shall have ten (10) days from the time the notice is received to reply and/or report to work, but may state his/her position in writing any time before the end of the ten day period. It shall be the responsibility of the NCP to keep the District informed of his/her current address.
 2. A NCP being recalled to less than a full-time position may reject such a position without losing his/her right to recall.
 3. A NCP being recalled to less than a full-time position may accept such a position and still retain the right to accept the first full-time position that he/she would otherwise be entitled to.
 4. A NCP being recalled who is under a contract of one year or less with another employer, which is a recognized educational institution (excluding home schooling), may reject a recall which would be effective during the term of the contract with the other employer without losing his/her future right to recall. At the conclusion of the current contract with the other employer, said NCP may displace a less senior NCP in the district provided he/she is certificated and qualified for such a position.

- a. When a NCP receives a recall notice at least sixty days before the beginning of the semester for which the NCP is being recalled, the NCP shall make a written request directed to his/her present employer to be released from that contract with a copy of the written request and reply sent to the West Ottawa Superintendent.
 - b. If the current employer timely agrees to release the NCP without penalty, the NCP shall return according to the terms of the recall notice at the beginning of the next semester.
 - c. In the event the NCP fails to request the release as set forth in paragraph 4-a above, or if the NCP is released and fails to return to employment in West Ottawa in accordance with paragraph 4-b above, the NCP thereby waives all contractual rights to recall under the terms and conditions of the Master Agreement.
5. The District shall not be permitted to implement the provisions of Section 9.05 E 1-4 above unless all of the following have been done:
- a. The recall notice shall include a statement – in clear, unambiguous language – explaining:
 - 1) that the NCP is required to make a written request to be released from his/her contract with the teacher's present employer, and
 - 2) that the NCP is required to send a copy of this written request to the WOPS Superintendent, and
 - 3) that the NCP is required to send a copy of the reply to the WOPS Superintendent.
 - b. The recall notice shall also include a statement – in clear, unambiguous language – explaining that if the NCP fails to request the release as set forth in paragraph 4a above, the NCP waives all contractual rights to recall.
 - c. The recall notice shall also include a statement – in clear, unambiguous language – explaining that if the NCP fails to return to employment in West Ottawa in accordance with paragraph 4b above, the NCP waives all contractual rights to recall.
 - d. If a NCP fails to comply with these requirements, the District shall notify the NCP by registered mail of this failure, and shall notify the NCP that if he/she does not comply with these requirements within two (2) week days (excluding holidays) after receipt of the letter, the NCP's employment will be terminated.
6. NCPs on layoff from the employer who register to substitute will be placed in a priority position on the guest NCP calling list and will normally be called before other guest NCPs. Such NCPs will so register each school year and will be paid at the guest teacher rate.
- G. Reduction of a position from full-time to part-time shall be avoided whenever possible. Any reduction of a position from full-time to part-time shall be considered a layoff.

**ARTICLE 10
LEAVES**

10.01 PAID LEAVES

- A. **BEREAVEMENT LEAVE** In the event of a teacher's absence because of a funeral at which the teacher is in attendance, a leave of absence shall be granted for a period of time which is of duration appropriate to the circumstances presented, up to a maximum of three (3) work days. This three (3) day limit may, upon request, for cause acceptable to the District, be extended for two (2) additional days, for a total maximum of five (5) days.

The District, at its discretion, may require verification of the death, relationship, and actual attendance at the funeral following the leave and may withhold payment if the employee(s) did not make immediate request for leave, prior to taking the time off, so that his/her work could be covered in his/her absence.

1. If the leave is for the death of an extended family member, all such leaves shall be deducted from the number of "PAID sick leave days" accumulated by the teacher.
 2. In cases when the death involves a member of the teacher's immediate family, or the immediate family of the teacher's spouse, or the death of a relative living in the same household as the teacher, the teacher shall be paid for such leave time. Immediate family as used herein shall include only spouse, parent, grandparent, child, brother and sister, those who stood *in loco parentis*, and others as approved by the administration.
- B. **MILITARY LEAVE** It is agreed that the matter of leave of absence for an employee during the period of his military service with the Armed Forces of the United States, and of his reinstatement thereafter, shall be governed by applicable statutes as they may be interpreted by decision of the Courts.
- In the event members of the National Guard or Reserves are ordered to participate in activities which result in loss of time from their teaching responsibilities, such members will be paid the difference between the total amount paid by the government and the amount they would have otherwise received from the District. This payment shall apply only to the period not to exceed the first fifteen (15) working days after the period of being called into duty for which they would otherwise have received pay from the District.
- C. **JURY DUTY** Teachers required to serve on jury duty or subpoenaed to testify in a judicial proceeding to which they are not a party, shall be allowed a leave of absence. Teachers who secure a leave for such purpose will be compensated the difference between what they receive for such duty (excluding travel allowances) and their normal pay.
- D. **MATERNITY RELATED ILLNESS OR DISABILITY** Teachers may use sick leave and/or sick bank, subject to the limitations in 10.01G, for maternity related illness or disability.
- E. **PERSONAL LEAVE** At the beginning of every school year each teacher shall be credited with three (3) paid personal leave days. A teacher planning to use a personal leave day or days shall notify his/her principal as early as possible. A personal leave day will not normally be granted for the day preceding or the day following holidays or vacation, and the first and last days of the school year. If a teacher requests personal leave time for the day preceding or the day following holidays or vacation, the first or last days of the school year,

or three consecutive days, the teacher may be asked to explain the reasons for the personal leave request.

Only one (1) personal leave day may be used after May 1st each year. In special circumstances, requests to use additional personal days after May 1st should be made to the Assistant Superintendent for Human Resources.

Unused personal leave days at the end of the school year will be rolled over into a teacher's accumulated sick leave.

F. **SICK LEAVE**

1. An employee who is injured, ill, or disabled and whose claim of injury, illness, or disability is supported by satisfactory evidence, shall be granted a sick leave of absence without loss of pay up to fifteen (15) days in the first year of employment and up to ten (10) work days in any single school year thereafter, with unused leave cumulative to a maximum of one hundred (100) days.
2. Employees shall be allowed to use up to five (5) days per year sick leave for absence occasioned by the critical illness, injury, or disability of a member of the immediate family as defined in Article 10.01.A. An additional 15 days will be available when attending physician determines the teacher's presence is necessary.
3. An employee granted such leave upon his/her verbal request shall at the first reasonable opportunity support such request with an application in writing and with such evidence as the District may reasonably require.
4. Employees with more than 90 sick days in May can elect to be paid \$25 for each day over 90. This election must be made in writing by May 31.

G. **SICK LEAVE BANK** The District shall initiate a voluntary Sick Leave Bank.

1. The Sick Leave Bank is established for the purpose of providing a teacher income protection in the event an illness or injury exhausts accumulated sick leave before income protection insurance begins or the teacher recovers and can return to work.
 - a. A teacher may apply if they have been absent at least five consecutive work days for a catastrophic/serious illness or injury.
 - b. The bank is not available for day-to-day occasional absences except for follow-up treatments or tests for catastrophic/serious illness or injury.
2. Those wishing to participate will enroll in September. Each year during the month of May, bargaining unit members may contribute one (1) or more days (up to a maximum of ten (10) days per year) of accumulated sick leave for the purpose of funding a Sick Leave Bank. This contribution must be made in writing by May 31.
3. For days borrowed beginning October 1, 2013:
 - If the teacher owes 15 days or less, the teacher will pay back three (3) days per year at the daily rate of BA Step 1 at the time of borrowing.

- If the teacher owes 16 to 30 days, the teacher will pay back five (5) days per year at the daily rate of BA Step 1 at the time of borrowing.
- If the teacher owes 31 days or more, the teacher will pay back ten (ten) days per year at the daily rate of BA Step 1 at the time of borrowing.

Teachers will pay the amount owed through payroll deduction beginning with the first paycheck after the first day is borrowed. The deduction will be spread over the remaining paychecks for the school year and continue with future school years until the balance is paid back in full.

The number of days paid back each year will not be reduced. For example, if a teacher borrows 40 days, the number and rate of days paid back will not be reduced from 10 days per year to 5 days per year when the balance falls below 31 days.

For days borrowed prior to October 1, 2013, the teacher shall repay the Bank for the days owed (number of days borrowed minus number of days contributed) at the rate of three (3) days per year. When a teacher's accumulated sick leave days reach twenty (20) or more days, she/he shall pay back at the rate of 5 days per year.

If a member retires, resigns or for other reasons plans to leave the district before repaying the Bank, the teacher will repay the district, prior to departure, for the number of days still owed at the daily rate of the BA Base Step 1 of the current year. (All days owed prior to the 2005-2006 Contract Extension shall not be affected by this pay back requirement if a teacher leaves the district.)

4. The Bank shall be administered by the Assistant Superintendent for Human Resources. All applications and any additional requested paperwork will be sent to the Office of Human Resources. Bank applications shall be reviewed and eligibility decisions made jointly by the Asst. Superintendent of Human Resources and the WOEA President/designee. The applicant shall receive notification from the Office of Human Resources as to approval or non-approval of his/her request and, if approved, the number of days approved.
5. **Bank Use with one day in bank** – a teacher may apply for sick leave days from the bank when he/she has exhausted his/her own personal accumulated paid sick leave days and they are a member of the bank with one day in the bank. If the application is approved:
 - a. The teacher shall have a waiting period of five (5) unpaid days which will be subtracted from their total eligible days.
 - b. The payroll deduction for these unpaid five (5) days shall be prorated over the remaining pay periods unless the teacher requests other approved payroll deduction arrangements.
 - c. The number of bank days available shall be computed as follows:
Years in the district (Completed years) times three (3) days – minus the five (5) Waiting period days.
Total eligible days. (___ yrs x 3) = ___ - 5 unpaid days = ___ Eligible days.
 - d. The days are to be used for the teacher's catastrophic/serious illness or injury only. These days may not be used for family sick leave or child care.

6. Days available for use for teachers with more than one (1) day banked:

- a. Teachers may borrow from the bank their own banked days in addition to the number of general Bank days they are eligible for under the formula when their application is approved, without being required to reimburse the cost, as described in 3, for their own donated days.
- b. Teachers with days in the bank may use their days for illness/injury until their total days are down to one (1) day.
- c. The number of general bank days available to a teacher (not their own banked days) shall be equal to the number of completed years in the District minus five (5) waiting period days.
Eligible days = (___ yrs. x 3) = ___ - 5 unpaid days = Eligible days + banked days.
- d. The total number of days that a teacher with days banked may use shall be 6b. and 6c.

7. The Sick Bank Guidelines

- a. The member will provide a statement from the attending physician if requested by the Asst. Superintendent of Human Resources describing the nature of the disability, treatment rendered, and prognosis for return to work.
- b. In the event the initial application is not approved, the member shall be entitled to submit additional evidence and/or meet with the Asst. Superintendent of Human Resources and the WOEPA President/designee to review the request.
- c. The decision on the Sick Leave Bank application shall be final.
- d. A new disability period shall begin after a member has returned to work for ninety (90) calendar days. A member can draw up to the maximum for a new disability or subsequent disability providing the waiting period has been satisfied.
- e. A member using the sick leave bank days shall submit a written medical update to the Office of Human Resources every thirty (30) days.
- f. Before 180 calendar days (6 months) absence from work and using the sick leave bank, the teacher shall initiate the long-term disability (LTD) process. The application shall be made available through the business office.
- g. The Bank shall be administered in a manner that is not arbitrary or capricious.
- h. No member shall receive days from the Sick Leave Bank for which they are compensated from other sources, including but not limited to worker's compensation, Long-Term Disability, Social Security Disability, or retirement disability, excluding Short Term Disability. Any funds received via the bank which constitutes a double payment under the terms of this Article shall be immediately repaid to the District.
- i. HIPPA guidelines and policies shall be followed.

- H. **WORKERS' COMPENSATION** When it is necessary to be absent from duty due to illness or injury compensable under the Michigan Workers' Compensation Act, the teacher shall receive the difference between his/her salary (including any extra-curricular pay) and that amount received through Workers' Compensation.

Such differences in salary shall be figured on a percentage basis, and this same percentage shall be deducted from the teacher's sick leave accumulation until the teacher's sick leave is exhausted or upon the teacher's return to duty, whichever is sooner. (For example: If Workers' Comp pays 60% of the full pay, sick leave will pay only 40% and the sick leave accumulation shall be charged .4 of a day for each day used.) It is the intent of the District and Association that an employee shall continue to receive 100% of his/her salary, but not more than 100% of his/her salary, while prorated sick leave is being used. The District's obligation to pay the difference between the teacher's salary and Workers' Compensation shall end when the teacher has used thirty (30) full sick leave days.

10.02 **UNPAID LEAVES**

- A. **FAMILY AND MEDICAL LEAVE ACT** All Family Medical Leave Act Leaves of Absence shall be subject to and administered in accordance with the Family Medical Leave Act and its regulations. The Board reserves all rights granted to school districts under the Act. See FMLA Fact Sheet in Appendix A.
- B. **CHILD CARE LEAVE** Unpaid child care leave shall be granted for up to one full year upon the teacher's request. A second year will be considered for the purpose of caring for the employee's infant, adopted child, or child with a medical condition. Request for leave shall be made within thirty (30) days in advance of such leave. Any employee on a child care leave shall not be employed elsewhere during the period covered by such leave. If the employee takes a job elsewhere, the leave is cancelled.
- C. **OTHER LEAVES** Leaves of absence may be granted by the administration at its discretion. The request for such leave shall be made in writing at least (sixty) 60 days prior to the end of the school year preceding the year for which the leave is requested or 60 days prior to the date the leave is to begin. This required 60 day notice may be waived by the Superintendent in cases where unusual circumstances justify a waiver. The request must include the purpose of the leave, and a statement by the teacher confirming that the teacher intends to return to the District at the beginning of the next semester following the end of the leave.

Teachers may request a sabbatical leave for the purpose of advanced education. If it is approved by the Superintendent, the terms of the leave shall be worked out with the Association and the teacher regarding salary and fringe benefits. The teacher will be granted a leave without loss of seniority and upon return will be placed on the salary schedule as if he/she had been working the year(s) he/she was out of the district.

- D. **SHORT-TERM LEAVE** Other short-term leaves may be granted by the Superintendent without Schedule A pay.

10.03 **PROFESSIONAL LEAVES**

- A. **ASSOCIATION LEAVES** At the beginning of every school year the Association shall be credited with five (5) days to be used by teachers who are officers or agents of the Association; such use to be at the discretion of the Association. The Association may purchase five (5) additional Association days per year at the cost of \$95.00 per day.
- B. **PRESCHEDULED ABSENCES** The number of pre-scheduled absences from a building for conferences, professional development, and personal leave shall be limited to twelve percent (12%) of the building staff unless the administration deems it advisable for additional staff members to attend a conference or inservice, or in special circumstances an additional personal leave day is required.

10.04 **EARLY RETURN** A teacher may make written application to the Superintendent for reinstatement prior to the expiration of the leave. The Board reserves the right in its sole discretion to approve requests for early return from leave on the basis of each individual case.

10.05 **NOTICE OF RETURN** The teacher on leave must submit written notice to the Superintendent by April 1 of the school year in which the leave expires (or in the case of leaves for less than a year, such other date as may be set by prior agreement between the Superintendent and the teacher) stating the teacher's intent to return to work the following year.

10.06 **UNAUTHORIZED LEAVE** Personnel who fail to follow the above procedures will be notified by the District and given a deadline to respond to the notification. If the teacher fails to respond by the deadline, he/she will be considered to have terminated employment and will be considered to have resigned.

10.07 **DISTRICT INITIATED LEAVE** In the event the District has reason to question a teacher's physical, emotional, or mental ability to carry out some or all responsibilities of the assigned teaching position, the District reserves the right to require a teacher, by written notice, to be examined by a doctor acceptable to the District, at the District's expense.

The District may place the teacher on leave status pending receipt of the doctor's report. If placed on leave status, the teacher shall have a right to a hearing in accordance with the Michigan Tenure Act (see Article V, Michigan Teacher's Tenure Act), or to grieve and arbitrate the District's actions in accordance with the grievance provisions (see Article 8 of the Master Agreement). There shall be no interruption in pay while in this status and the teacher's accumulated sick leave shall be reduced only by the number of days the doctor's report certifies as days on which the teacher was too ill to perform regular services.

ARTICLE 11
TEACHING CONDITIONS

- 11.01 **PLAYGROUND, LUNCH & RECESS DUTY** Elementary, middle school, and high school teachers will not be assigned noon playground duty, lunch duty or recess duty. One (1) elementary recess will be scheduled either in the morning or in the afternoon, as determined by the teachers in each building. If a teacher decides to participate in a second recess, he/she shall be responsible for the class during this time.

Teachers who are on their duty-free lunch time are free of student supervisory responsibility. However, if a teacher schedules students to be in his/her room during the lunch time, the teacher shall have responsibility for the students. In case of emergency or inclement weather, however, a teacher may be assigned to this duty on a rotating basis. Nothing shall prevent a teacher from volunteering or being hired to accept playground, lunch, or recess duties.

- 11.02 **PUPIL-TEACHER RATIO** Pupil-teacher ratio is an important aspect of an effective educational program, and it is further recognized that normally it is desirable to have a lower pupil-teacher ratio in the primary elementary level than the upper elementary level.

Recognizing these considerations, it is agreed to continue the effort to keep class sizes at a level at which the teaching process can be conducted most effectively subject to the financial resources of the District, availability of building facilities and qualified personnel and the overall best interest of the District.

- 11.03 **IMPARTIAL ADVISORY PANEL** If the administration and/or the Association believes that application of the above factors is creating undue hardship on students by imbalance of class size, then either party may request a meeting, to be scheduled at a mutually agreeable time. This meeting will be between representatives of the Administration and the Association and shall be to discuss the matter in an effort to explore the problem and reach an amicable solution.

If either party believes that an amicable solution has not been realized, said party may move to convene an Impartial Advisory Panel. The Impartial Advisory Panel shall be composed as follows: (1) The President of the Board and the President of the WOECA will each submit one nominee to the Panel. Said nominee will neither be members of the Board of Education nor employees of the District. These two nominees will mutually select a third nominee to the Panel. (2) The three members of the Panel shall select one of the members to be chairperson who shall convene and preside over a hearing. Subsequent to the hearing, the chairperson shall issue an advisory report to the Association, the Board and the community. (3) Costs and expenses incurred by the Panel shall be borne equitably between the Board and the Association. To facilitate the Association's use of 11.03, the District shall provide the Association with an accurate student count classroom by classroom, including the number and category of the inclusion students in each classroom. This information shall be provided to the Association within two (2) weeks of the scheduled student count days.

- 11.04 **ELEMENTARY CLASSROOM SIZE** Whenever an elementary classroom population exceeds thirty (30) students, the Board shall provide that teacher with one (1) hour of aide time for each student in excess of thirty. Aide time required shall be provided as follows:

A. Extra aide time will not be provided the first week of school. (A week shall be defined as having at least two student count days.)

- B. After the first week of school, extra aide time shall be provided within six (6) student count days, but not later than Monday of the third week of school, if a class load exceeds thirty (30) students.
- C. After the Monday of the third week of the school year, “whenever,” as stated in this section, shall mean within two (2) school days if a class load exceeds thirty (30) students.
- D. When the class enrollment drops below thirty-one (31) students, the services of the aide will be withdrawn the third day or later.

11.05 **SPLIT GRADES** If the administration concludes that distribution of students necessitates the possibility of split grades, the teachers in the school of the classes involved, if available, shall have an opportunity to make suggestions as to whether larger classes or split grades offer the better educational setting, subject to final determination by the administration. In connection with determining the assignment of paraprofessional employees of the District, the administration, as a part of its evaluation of needs, will consider the particular conditions which exist within certain classrooms, on certain playgrounds, the number of teachers in each building, and the number of self-contained split grades within the building. In the event split grades are necessary, the teachers in the classes affected will have an opportunity to make suggestions on the need for additional paraprofessional assistance.

11.06 **MIDDLE AND HIGH SCHOOL CLASSROOMS**

- A. The high school shall follow a six-period schedule for grades 9-12.
- B. The middle school shall follow a seven-period schedule for grades 6-8.
- C. The Administration shall make a reasonable effort to level class numbers between sections in the same course.
- D. In no event shall the number of students assigned to a class exceed the number of student work stations available. Should the number of students assigned exceed the number of work stations, the Board will increase the work stations as necessary.
- E. Should the Board mainstream special students, the Board will attempt to mainstream them into the smaller classes.
- F. The maximum teacher load per semester in the high school shall be 150 students per teacher with the exception of performing music and physical education. The maximum teacher load per semester for physical education shall be 175 students per teacher with the exception of life guard instruction. The maximum teacher per class for life guard instruction shall be 15 students.
- G. The maximum teacher load per semester in the middle school shall be 160 students per teacher with maximum section loads of 29 with the exception of performing music and physical education. The maximum teacher load per semester for physical education shall be 174 students per teacher.
- H. Teachers may, with the approval from the administration and Association, elect to alter their teaching day typically one hour before or after school. Compensation for altered schedules, which may include a total FTE greater than 1.0, will be prorated to a typical Schedule A day. In the event of an altered schedule, the teacher must report to work at least 10 or 15 minutes

prior to the start of their instructional day, depending on the grade level and remain ten (10) minutes after students are dismissed as described above in 11.09B. Any teacher unable to attend a required Schedule A obligation due to having an altered schedule shall work with their administrator to fulfill the time requirement.

11.07 **PLANNING TIME**

- A. Bargaining unit members in the elementary schools (all-day every-day kindergarten and grades 1-5) shall have at least two hundred forty (240) minutes of planning time each week during the student day in blocks of at least thirty-minute periods.
- B. Each full time half-day kindergarten teacher shall have a morning and afternoon break either in the form of planning time, a duty-free recess period (covered by certified personnel), or a break given by the principal or educational assistant. Half time kindergarten teachers shall have a morning or afternoon break according to their schedule.
- C. All teachers in grades 6 through 12 shall have one scheduled planning period in each school day.
- D. Teachers in Grades 6-8 will have 50 minutes of planning time daily = 250 minutes per week.
- E. Teachers in grades 9-12 will have an average of 281 minutes per week of individual planning time with each daily planning period equal to the length of the regular class period.
- F. Planning time will be prorated for part-time teachers.
- G. Planning periods use shall be limited to matters such as conferences between teachers and students or parents of students, teachers' cooperative planning, teachers' preparation and planning for instruction, teacher-requested meetings with administrators, meetings with mentors or mentees, or other duties relating to teaching responsibilities.
- H. If, during the school year, the District concludes that under emergency circumstances a planning period cannot be included in the schedule of a bargaining unit member at the high school during the regular school day, the District shall inform the high school WOEА Negotiating Team Representative of such circumstances. The teacher's compensation shall be calculated by prorating the actual minutes of additional instructional time plus planning based on the teacher's current column and step on Salary Schedule A.
- I. Teachers who, at the request of the Administration voluntarily accept a teaching assignment occasionally in place of a planning period, shall be paid at the Schedule C hourly rate for each such planning period that the teacher gives up for such other assignment. In each such case, the teacher who accepts the assignment will be given a written record of the additional services rendered, such written record to be provided to the teacher as soon as practical after the services are rendered.

11.08 **TEACHERS' HOURS**

- A. The teachers' hours shall be in accordance with Schedule G.
- B. Teachers shall remain ten (10) minutes after students are dismissed.

All elementary teachers shall report to work at least 5 minutes prior to the start of their instructional day.

All teachers in grades 6-8 shall report to work at least 15 minutes prior to the start of their instructional day.

All teachers in grades 9-12 shall report to work at least 10 minutes prior to the start of their instructional day.

- C. Each kindergarten session shall be in accordance with Schedule G. At the end of the half-day morning session, kindergarten students who are waiting for parent rides shall be taken to the office to wait after the other kindergarten students are loaded on the buses.
 - D. No teacher shall be required to be at school more than seven (7) hours and eighteen (18) minutes (consecutive), except in case of special events as specified herein or in emergency situations.
- 11.9 **STAFF MEETINGS** Required staff meetings (as listed in Schedule E-2) scheduled at the conclusion of, or prior to, the school day shall not exceed one hour in length. After school meetings must begin within ten (10) minutes of student dismissal. Staff meetings prior to the school day must be mutually agreeable to the majority of the teachers and school administration involved. A notice of the meeting with stated purpose will be given to each teacher twenty-four (24) hours in advance of the meeting. A list of the staff meetings is incorporated as part of this Agreement and attached as Schedule E.
- 11.10 **EVENING ACTIVITIES** Principals may schedule a maximum of one (1) evening open house which the teachers are expected to attend. Principals may schedule additional evening building activities to which teacher will be invited but not required to attend, providing that the principal will confer with Association Representative(s) before scheduling these meetings. Such activities shall not be scheduled for more than 2½ hours in length. These activities do not include parent-teacher conferences, celebration of learning, or the West Ottawa showcase event as provided in the calendar.
- 11.11 **ADDITIONAL MEETINGS** Nothing in this Article shall prohibit a teacher or group of teacher from voluntarily planning and/or participating in more than the required meetings, provided such participation is strictly voluntary.
- 11.12 **STUDENT DAY** The school day for pupils shall be set by the Board.
- 11.13 **COMMUNICATIONS WITH PARENTS** Teachers are expected to communicate with the parents of their students on a weekly basis, using one or more of the following:
- A. Classroom or grade level newsletters
 - B. Flyers
 - C. Progress updates
 - D. E-Mail
 - E. Websites
 - F. Infinite Campus
 - G. Telephone

Each teacher shall notify his/her building principal of the method(s) of communications that he/she will use.

- 11.14 **SUMMER CLASSROOM USE** The teachers in buildings housing the Migrant Summer Program and/or the At Risk Program, and teachers in buildings that are undergoing remodeling or District reorganization that requires the teachers to move into new classrooms and/or buildings shall receive time to pack, move and unpack. If a teacher needs to prepare his/her classroom because of District-related summer programs, or move to a new classroom/building because of District reorganization, the teacher shall be paid \$75.00 during non-scheduled work time.
- 11.15 **CURRICULUM CHANGES** Curriculum changes and changes in related procedures will not be made after June 1st of the school year. Guidelines will be established.
- 11.16 **LESSON PLANS** Teachers will be expected to have weekly lesson plans. The lesson plans will include the following components: objective, instruction, assessment, and assignment. (Template attached – Appendix B.)
- 11.17 **PARENT-TEACHER CONFERENCES** The expectation for Schedule A Parent-Teacher conferences is that all teachers shall meet with parents during the scheduled conference time. In the instance where a teacher is unable to meet with parents during the scheduled conference time, an alternate scheduled time to meet with parents must be set up with approval by the building principal. In the event that a teacher does not meet with parents during scheduled conference time or during an approved alternate time, the Schedule A time will be unpaid.
- 11.18 **KINDERGARTEN EXTRA COMPENSATION**

A. PRE-ASSESSMENTS

1. Kindergarten teachers shall administer pre-assessment to incoming kindergarten students prior to the start of the school year. The pre-assessments shall last approximately four (4) to six (6) hours per class session. The date(s) and time(s) for kindergarten pre-assessments shall be set by the administration and the kindergarten teachers of each elementary building.
2. Based on numbers of sessions taught, each kindergarten teacher shall be permitted to select one (1) of the following options:
 - a. An all-day every-day kindergarten or half-time kindergarten teacher shall be allowed one-half (.5) compensatory day off during the school year. The procedures used for personal business days shall be applied to this compensatory day.
 - b. A full time half-day kindergarten teacher who has two (2) sessions shall be allowed one (1) compensatory day off during the school year. The procedures for personal business days shall be applied to this compensatory day.
 - c. The teacher shall be paid at his/her regular per diem salary rate prorated for the number of hours worked. Minimum payment shall be one-half (1/2) day pay for teachers with two (2) sessions, and one-fourth (1/4) day pay for teachers with one (1) session.

B. EXTRA CONFERENCES

1. Full time half-day kindergarten teachers who have two (2) sessions shall be compensated at the Schedule C hourly rate for the extra (above the nine scheduled hours) parent conferences in the fall. Hours shall be submitted on the time sheets and rounded to the nearest half hour of time.
2. Full-time half-day kindergarten teachers who have two (2) sessions shall be compensated at the Schedule C hourly rate for any extra (above the nine scheduled hours) hours spent in parent conferences in the spring.

**ARTICLE 12
MENTOR TEACHER**

- 12.01 The Teacher Mentoring process is a cooperative arrangement between peers in which new teachers are provided ongoing assistance and support by skilled and experienced teachers. This relationship should be collegial in nature, and should be directed toward the development and refinement of effective teaching skills.
- 12.02 A Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The Mentor Teacher shall be a member of the bargaining unit.
- 12.03 As used in the context of this article:
- A. **NEW TEACHER:** a beginning teacher within her/his initial three years of employment in teaching. (MENTEE)
 - B. **MENTOR:** a master teacher who voluntarily agrees to assist and support a new teacher within the context of an ongoing, caring relationship.
- 12.04 A new teacher in her/his first three (3) years of employment shall be assigned a Mentor Teacher. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
- 12.05 A Mentor Teacher shall be assigned in accordance with the following:
- A. The Mentor teacher shall be a tenured member of the bargaining unit and shall have worked in a similar grade level or discipline within the last five years.
 - B. Participation as a Mentor Teacher shall be voluntary. Assignments are made by the administration. Administrators will not participate as Mentor Teachers.
 - C. The Association President shall be notified of all those bargaining unit members requiring a mentor assignment. The notification shall include the Mentee's teaching assignment.
 - D. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification or work assignment (school social worker, etc.).
 - E. Mentee shall only be assigned to one (1) Mentor Teacher at a time.

- F. Subject to renewal each year, the Mentor Teacher assignment shall be for one (1) year and shall be reviewed by the Mentor Teacher and Mentee at the end of the year with the approval of the administration.
 - G. Because of the nature of the Mentor/Mentee program the relationship shall be confidential, neither one shall be permitted to participate in any matter related to the formal evaluation of the other.
- 12.06 The administration shall make available half days of released time so the Mentor may work with the Mentee in her/his assignment during the regular work day. Where possible the Mentor and Mentee shall be assigned common preparation time.
 - 12.07 Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development shall be scheduled prior to and throughout the school year.
 - 12.08 No later than the end of the first year that a bargaining unit member serves as a Mentor, she/he shall attend a workshop or conference approved by the Administration for the purpose of training. All expenses shall be paid by the school district.
 - 12.09 Compensation for the Mentor Teacher - per twelve month assignment - 1% of the BA Base. Beginning on the last day of the 2002-2003 Agreement, compensation for the Mentor Teacher shall be increased to 2% of the BA Base for first and second year mentees, and 1% of the BA Base for third year mentees.

ARTICLE 13 MISCELLANEOUS

- 13.01 **CONTRACT SUPERSEDES/WAIVER** This Agreement supersedes any practice or understanding, verbal or written, which is in conflict with this Agreement. It is recognized that innovation is essential, but could be restricted by a specific term of this agreement. Therefore, it is agreed that any part of this Agreement may be waived temporarily as mutually agreed by the Association and the Board. Any proposed waiver shall specify the persons affected by it, and the specific term of the Agreement to be affected by it. If the term of the proposed waiver cannot be resolved within ten (10) hours of negotiation time, or such additional time as may be mutually agreed upon, and ratified by both the Association and the Board, the proposed waiver shall be null and void and contract provisions as written shall continue to apply. Any waiver shall have no other effect on the other portions of the Agreement.
- 13.02 **PROVISIONS CONTRARY TO LAW** If any provision(s) of this Agreement shall be found contrary to state or federal law, then such provisions shall not be deemed valid, but all other provisions shall continue in full force and effect.
- 13.03 **BARGAINING REPRESENTATIVES** Neither party to the Agreement shall have any control over the selection of the bargaining representatives of the other party.
- 13.04 **REFERENCES** Whenever herein reference is made to the male pronoun – he, him, his, etc. – is intended and it shall be deemed to include reference to the equivalent female – she, her, hers, etc. Whenever herein reference is made to the word teacher, it is intended and it shall be deemed to include reference to any member of the bargaining unit as defined in Article 2.01.
- 13.05 **SCHOOL CALENDAR** The calendars for 2013-16 school years are attached.

- 13.06 **INCLEMENT WEATHER** Nothing in this article shall require the Administration to keep school open in the event of inclement weather or other uncontrollable circumstances. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty. When school openings are delayed due to the above conditions, teachers shall be required to report for duty in a timely, safe manner.

In the event that school is closed due to inclement weather on a scheduled exam or records day, the existing schedule, including the report card due date, will be moved back one (1) school day. If circumstances cause school to be closed longer than one (1) day, the existing schedule, including the records day, will be moved back the same number of days as school was closed, with report cards being due seven (7) days after the last rescheduled exam day. If the provisions in this paragraph would put the district below the minimum number of hours of student instruction required by the state, then the Administration and Association shall meet to mutually agree to an alternative.

- 13.07 **SPECIALIST TEACHERS** The Board, in exercising its right to determine program and curriculum will endeavor to employ, within the limits of finances and personnel acceptable to the District, specialist teachers, such as, but not limited to physical wellness, library/computers, art and music. During the regular school day when the specialist teachers are present and assuming prime responsibility for a class, teachers in the elementary grades will be permitted to use their time for planning and other duties related to their teaching.

Elementary specialists will be provided additional prorated per diem compensation for teaching and travel time which exceeds the instructional time of a regular elementary classroom teacher.

- 13.08 **T.B. TESTS** Teachers shall acquire T.B. tests as required by law. Teachers shall be reimbursed for said test when provided by the Ottawa County Health Department.

- 13.09 **SUMMER SICK LEAVE** Teachers working beyond the regular school year in summer programs for one (1) month or more shall receive one (1) sick leave day without loss of pay. This day is not cumulative.

- 13.10 **CORPORAL PUNISHMENT** A teacher, within the scope of his/her responsibilities, may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:

- A. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- B. For self-defense or the defense of another.
- C. To prevent a pupil from inflicting harm on himself or herself.
- D. To quell a disturbance that threatens physical injury to any person.
- E. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- F. To protect property.

In determining whether a teacher has acted in accordance with this provision, deference shall be given to reasonable good-faith judgments made by that person.

13.11 **JOB SHARING** Job Sharing shall refer to two (2) tenured bargaining unit members sharing one (1) full-time position.

- A. **RESPONSIBILITIES:** Responsibilities of an assignment by two job sharers may be divided and/or allocated according to a plan designed by the job sharers, with the agreement of the District. This shall include, but not be limited to, attendance at regular staff meetings, District meetings, parent conferences, etc. The teachers are required to attend full-day district inservice or special training days such as testing training, curriculum workshops, and grade level meetings which are required of regular full-time teachers.
- B. **COMPENSATION:** Compensation shall be determined by each teacher's step and column of the salary schedule, prorated. Each teacher will gain one full year of seniority and will move up one full step on the salary schedule, for each year worked at the job sharing position. Also, all other provisions under the contract shall continue as if the teacher had worked a regular full-time position.
- C. **BENEFITS:** A planning period shall be prorated and made available as specified in Article 11.09. Sick leave and personal business leave will be granted on a prorated basis. For the one full-time job sharing position there shall be one full fringe benefit share. The job sharers will select the reduced fringe benefits as provided in Section 15.11.
- D. **SUBSTITUTING:** In the event one of the teachers is absent and is covered by one of the paid leave of absence provisions in Article 10, the other teacher will have first opportunity to substitute for the absent teacher. The partner who is substituting shall be paid at his/her *per diem* rate of pay, prorated for the period of time that s/he substitutes for the absent partner.
- E. **APPROVAL:** The District, job sharing teachers, and the Association shall sign the approved job sharing agreement.

13.12 **EDUCATION FOR THE 21ST CENTURY** In an information age, when the volume of knowledge is literally doubling every few years, both lifelong learning and lifelong training are necessary. To relate then to these challenges, West Ottawa teaching staff may apply to work during summer institute and for any continuation work resulting from "Staff Option" days done during vacation days or on Saturdays. Teachers will be paid at the Schedule C hourly rate for each hour worked. The administration will determine which teachers will be allowed to work. The work shall consist of matters related to curriculum review, articulation, and development. The administration shall determine whether and when to conduct such a summer work program and continuation work for staff.

13.13 **SCHOOL IMPROVEMENT PLAN (SIP) AND SITE-BASED DECISION MAKING (SBD)**

A. **SCHOOL IMPROVEMENT PLAN (SIP)**

- 1. It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 (MCL 380.1277) to adopt and implement a three to five year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the terms of the collective bargaining agreement between them govern as to the wages, hours, and terms

and conditions of employment of teachers addressed therein and that those terms shall not be altered or modified through the school improvement process except by mutual agreement of the undersigned Board of Education and Association, executed in writing.

2. In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. Any provision(s) of a SIP or applications thereof affecting wages, hours, and/or other terms and conditions of employment of any bargaining unit members must have the written approval of the Board of Education and the Association prior to being adopted and/or implemented.
3. Staff input and involvement on the SIP committee(s) and various planning subcommittees and projects is encouraged. This allows the teachers in the buildings the opportunity to provide educational input and expertise to improve the quality of education. Employee participation on the various SIP committees is voluntary, and non-participation shall not be used as a criterion for evaluation, discipline, or discharge.

B. SITE-BASED DECISION MAKING (SBD)

1. Site-based decision making is the process by which administration and teachers at the work site jointly make decisions affecting school improvement. Decisions made by the SBD committee shall not violate the Master Agreement.
2. Decisions made by the SBD committee which affect wages, hours, and/or other terms and conditions of employment of any bargaining unit member will be approved by the Board of Education and the Association prior to implementation of the decisions.
3. Staff involvement in the planning process is encouraged as decisions made may affect the total staff in a building. Participation on a SBD committee is voluntary, and non-participation on a committee shall not be part of a teacher's evaluation, or otherwise be used to discipline the teacher.

- 13.14 **CPR AND LIFE SAVING RECERTIFICATION** Physical education teachers and teachers employed by the District as coaches whose assignment requires annual CPR and Life Saving certification will be given release time to attend certification classes. The fee(s) for the class(es) will be paid by the District so long as the teacher attends the class sessions arranged by the District.

Payment to coaches for taking classes or release time afforded teachers to take classes by the District shall not be considered precedent setting in any way regarding future State teacher certification requirements. The District does not accept by fact nor implication any future responsibility to grant other teachers release time or payment for certification purposes.

- 13.15 **EMERGENCY FINANCIAL MANAGER** Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager.

ARTICLE 14
PROFESSIONAL COMPENSATION

- 14.01 **SALARIES** The salaries of all individuals included in the bargaining unit covered by this Agreement are set forth in Schedule A, Schedule B, and Schedule C, which are all attached to and incorporated in this Agreement.
- 14.02 **CONTRACTS**
- A. **SCHEDULE A** Individuals included in the bargaining unit shall be placed on the salary schedule as appropriate in accordance with Schedule A of this Agreement. A contract is for a school year and for a normal school day.
- 14.03 **PRO-RATED CONTRACTS**
- A. A “teaching contract” is normally for a full school year and school day. Shorter contracts may be issued if necessary and shall be prorated.
- B. In cases where the District sets the hours per day in a full-year position, a teacher working:
1. Half-time or more receives one year of credit in the position.
 2. Less than half-time receives one-half year of credit in the position.
- C. In cases where the District determines the teacher will teach a portion of each week in a full-year position, a teacher working:
1. 2½ days or more per week receives one year of credit in the position.
 2. Less than 2½ days per week receives one-half year of credit in the position.
- D. In cases where a teacher works less than the entire year, a teacher working:
1. 138 or more days receives one year of credit.
 2. 46 - 137 days receives one-half year of credit.
 3. Less than 46 days receives no credit.
- E. As in previous years, both time worked and time on leave count, except that time on unpaid leaves under 10.02 A, B, C, and D do not count toward salary increment credit.
- 14.04 **TRANSFER TIME** Placement on Schedule A shall be as follows: Three (3) years of experience outside the District will be accepted at full credit. A teacher returning to the District will be given full credit for prior years’ experience in the District.
- 14.05 **COLUMN ADVANCEMENT ON SCHEDULE A** Upon receipt of a written notice, prior to the third (3rd) day school is in session of the contract year, that requirements for column advancement on Schedule A have been completed, an individual’s contract shall be amended to reflect the additional compensation. If the teacher does not establish the validity of this notice within thirty (30) calendar days, or by a mutually agreed later date, the Board may, upon notice to the teacher, adjust the salary to the previous level.

14.06 **PART-TIME SALARY PRORATION** A part-time teacher shall be paid pro rata salary as compared with the regular school day for a full-time teacher.

14.07 **SALARY OPTIONS** All teachers must participate in the direct deposit option for payroll checks in accordance with procedures established by the business office. The salary of bargaining unit members shall be paid in equal installments. The equal installments will be paid in accordance with the teacher's choice of payment under Option 1, Option 2, or Option 3 as set forth in this section. After switching to twenty-four (24) pays in 2016, if the 1st or 15th is on a weekend, holiday or non-business day, the payday will be on the preceding regular business day.

A. **OPTION 1** - A member of the bargaining unit may request his pay to be computed and paid in twenty-one (21) equal installments. Beginning September 2016, this option will convert to twenty (20) equal installments. The pays will occur on the 1st and 15th day of each month. In case of teachers who select this option, the first installment will be paid on the first scheduled payday of the school year.

B. **OPTION 2** - A member of the bargaining unit may request his pay to be computed and paid in twenty-six (26) equal installments. Beginning September 2016, this option will convert to twenty-four (24) equal installments. The pays will occur on the 1st and 15th day of each month. These pays will start on the first scheduled payday of the school year and continue thereafter on every other Friday until paid in full except that a teacher on this plan shall receive the balance of his salary for the school year on the first regularly scheduled payday on or after the close of the school year in June.

For teachers on the 26-pay plan Option (24 pays beginning in 2016), the District will compute deductions for insurance and other programs through the summer on the basis of information available as of May 15 of the school year and will assume no obligation nor have any responsibility to make adjustments in case of changes in any premiums or costs for such benefits that may take place after May 15 of the school year.

C. **OPTION 3** – A member of the bargaining unit may request his/her pay to be computed and paid in twenty-six (26) equal installments. These pays will start on the first scheduled payday of the school year and continue on every payday until paid in full. Beginning September 2016, this option will convert to twenty-four (24) equal installments. The pays will occur on the 1st and 15th day of each month.

14.08 **PAYROLL DEDUCTIONS**

A. The District shall make such payroll deductions as required by law and other deductions as authorized by the individual for those purposes now available and any other as authorized by the Superintendent. A list of all available payroll deductions shall be available from the office of Central Administration.

B. In case of payroll deductions for any teacher for insurance, the District will deduct such amounts as are authorized by the individuals in writing on appropriate forms and in such amounts as the insurance carrier notifies the District in writing are due from the individual. Article 15.16 shall determine the mandatory employee premium contributions made through payroll deduction. The District shall have no responsibility for the individual tax consequences associated with the failure to submit a Salary Reduction Agreement for employee premium contributions. The District shall deduct Article 15.16 premium contributions regardless of employee pre-approval.

Upon appropriate written authorization from the bargaining unit member, the District shall deduct from the salary of any such bargaining unit member and make appropriate remittance for programs jointly approved by the Association and District.

1. Any program for deductions must have a minimum of five participants to be established and remain in effect.
 2. The initial deduction or change in deduction must be delivered to the payroll office seven days prior to the effective payroll date.
 3. Amendments to annuity programs shall be effectuated on the first payday of each month, but not later than the first payday in June.
 4. The 1996-97 list of deductions shall remain in effect as long as the terms of number (1) and (2) are met.
 5. Employees may make voluntary payroll deductions to the extent allowed under Internal Revenue Service (IRS) guidelines. Employees will be responsible for all employee taxes, including any penalties arising out of deductions that exceed the limits allowed by law that are assessed against the employee.
- C. Overpayment/Underpayment – The parties agree that where an overpayment or underpayment to a bargaining unit member has been discovered, restitution will be made based upon the amount overpaid or underpaid over the past three (3) years. In the case of overpayment, the bargaining unit member shall be given the opportunity to make restitution through payroll deduction, for a period of time at least equal in length to the time period during which the overpayment was made or until the termination of employment, whichever is less.

14.09 **CERTIFICATION APPLICATION FEE** The District will pay for the renewal or reinstatement application fee for teacher certificates for all teachers who need to renew certification every five (5) years.

14.10 **STUDENT ASSESSMENTS** Elementary (K-5) classroom teachers shall, upon request, be furnished with two (2) half-day guest teachers to complete their Student Assessments/Running Records in the very best positive testing situation to provide the students a testing environment free from class distraction.

**ARTICLE 15
FRINGE BENEFITS**

15.01 **HEALTH INSURANCE** Each teacher (other than substitutes), full or regular part-time working fifty percent (50%) or more of a regular school week, may elect in writing one of the following options subject to the conditions listed below. The cost of Option A, B or C will be paid by the Board so long as the teacher remains under its employ, less the employee contributions detailed in Article 15.16.

A. **OPTION A** - Full coverage as desired by the teacher under the MESSA Choices II with \$500/\$1,000 Deductible, \$10 Office Visit Copay, and Saver Rx Program.

2013-2014: For teachers electing Option A, the District shall contribute \$400/\$800 (\$400 per single member and \$800 for all others) annually to a Medical Deductible Reimbursement Account maintained for each member in compliance with a Section 125 plan. This contribution shall be made on a pro rata basis for all part-time employees electing medical insurance and employees working less than a full year. The contribution will be made as soon as is administratively feasible.

2014-2015:

Beginning July 1, 2014, the following coverage will be provided: MESSA Choices II with \$500/\$1,000 Deductible, \$20 Office Visit Copay, and Saver Rx Program. For teachers electing Option A, the District shall contribute \$250/\$500 (\$250 per single member and \$500 for all others) annually to a Medical Deductible Reimbursement Account maintained for each member in compliance with a Section 125 plan. This contribution shall be made on a pro rata basis for all part-time employees electing medical insurance and employees working less than a full year. The contribution will be made as soon as is administratively feasible.

2015-2016:

Beginning September 1, 2015, the following coverage will be provided: MESSA Choices II with \$500/\$1,000 Deductible, \$20 Office Visit Copay, and Saver Rx Program. For teachers electing Option A, the District shall contribute \$0/\$0 (\$0 per single member and \$0 for all others) annually to a Medical Deductible Reimbursement Account maintained for each member in compliance with a Section 125 plan.

Teachers must request reimbursement through the Medical Deductible Reimbursement Account and provide receipts and other documentation so that the Section 125 plan complies with the Internal Revenue Code.

B. **OPTION B** - For teachers who do not elect health insurance coverage, the District will contribute \$510 per month cash in lieu of insurance. This money may be used to purchase coverage for any of the option programs provided by MESSA for which the teacher is eligible under the MESSA policy.

C. **OPTION C** - Full coverage as desired by the teacher under the MESSA ABC Plan 2 with \$2,000/\$4,000 deductible and ABC Rx program beginning January 1, 2015.

D. The Board, through payroll deduction procedures, will handle payment by teachers of any costs beyond the District's contribution for the insurance coverage selected by teachers under the above choices.

- E. For the 2014-2015 and 2015-2016 plan years, the Association and District may elect to change/modify MESSA medical health plans. Any such changes will not change the provisions of Article 15.16.
- 15.02 **DENTAL INSURANCE** The District shall provide to all bargaining unit members and their eligible dependents (as defined by MESSA/Delta) the following MESSA/Delta Dental Plan:
- A. Class I, Class II, and Class III Co-pays of 90%, 90% and 90%, with \$1,500 maximum;
 - B. Class IV Orthodontic Rider with Co-pay of 90%, with \$3,200 maximum;
 - C. Internal and external coordination of benefits (COB);
 - D. Sealants.
- 15.03 **LIFE INSURANCE** The District shall provide to the bargaining unit member MESSA Negotiated Term Life Insurance protection in the amount of \$40,000, which shall be paid to the bargaining unit member's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount. The plan shall include Accidental Death and Dismemberment (AD&D) and Waiver of Premium (WOP).
- 15.04 **LONG TERM DISABILITY INSURANCE** The Board of Education shall provide MESSA Long Term Disability Insurance for each member of the bargaining unit. The following benefits shall be included:
- A. Benefit percentage - 66 2/3 %
 - B. Maximum monthly income benefit - \$5,000
 - C. Maximum eligible monthly salary - \$7,000
 - D. Qualifying period - 180 calendar days modified fill
 - E. Maternity coverage
 - F. Pre-existing condition waiver
 - G. Social Security freeze
 - H. Alcoholism/Drug Abuse waiver
 - I. Mental/Nervous Conditions waiver
- 15.05 **VISION INSURANCE** The District shall provide to the bargaining unit member, MESSA Vision Service Plan 3 for all bargaining unit members and their eligible dependents as defined by MESSA.
- 15.06 **MESSA PAK** The health, dental, life, long-term disability and vision insurance coverage described above in Sections 15.01 through 15.05 shall be put into a "MESSA PAK" for all full-time teachers. The health, dental, life, long-term disability and vision coverage described above in Sections 15.01 through 15.05 shall be purchased "ala carte" (as individual insurance plans, rather than in a MESSA PAK) for all teachers who are less than full time.

- 15.07 **ENROLLMENT PERIOD** The above option elections must be made by the teacher in writing annually during the enrollment period during the month of September, or in the case of teachers hired after the enrollment period, within thirty (30) calendar days of the beginning of employment. Insurance coverage for such employees who enroll and otherwise qualify will become effective as the terms of the insurance policies and the regulations of the insurance carrier permit. Teachers who fail to complete the necessary paperwork during the designated enrollment period may have their coverage discontinued and forfeit their coverage, provided the District communicates all deadlines to the individuals and to the Association in writing. The open enrollment process may be done electronically at the option of the district.
- 15.08 **FULL YEAR'S BENEFITS** Any teacher working the full school year will receive the full year's benefits. For health, the insurance year is September 1 (or the first day worked for new hires) through August 31. For dental, life, LTD and vision, the insurance year is September 1 through August 31.
- 15.09 **PRORATION OF HEALTH BENEFITS: LESS THAN FULL-TIME** Any teacher working less than full time (except job sharers) shall be covered by the following (unless the FMLA required additional coverage):
- A. The District shall provide 100%, less the applicable employee contribution described in Article 15.16, of the single subscriber health coverage as described in Article 15.01-A; OR
 - B. The teacher may elect to receive cash equal to one-half (½) the single subscriber rate, pursuant to a Section 125 Plan; OR
 - C. At the teacher's option, the District shall provide a prorated amount of the health coverage as described in Article 15.01, less the applicable employee contribution described in Article 15.16. This prorated amount shall be equal to the percentage of time a teacher works times the appropriate rate. [Example: A teacher with a 60% assignment will have District-paid health insurance equal to 60% of the appropriate rate, less the applicable employee contribution described in Article 15.16.]
 - D. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.
- 15.10 **PRORATION OF HEALTH BENEFITS – JOB SHARERS** Two teachers who are job sharing in a full time position shall be covered by the following:
- A. The intent of this section is that job sharing teachers will share one (1) fringe benefit package for jointly filling a full-time assignment less the applicable employee contributions described in Article 15.16.
 - B. The job sharing teachers shall elect, in writing, one (1) of the following:
 - 1. One teacher shall elect the health insurance coverage (or cash in lieu of health) and the other shall elect the dental, vision, and life insurance coverage. Both teachers shall be provided District-paid long term disability; OR
 - 2. Each teachers shall elect health (or cash in lieu of health), dental, vision and life insurance coverage. The District shall pay a prorated amount of the premium for each

teacher, equal to the percentage of time each teacher works. Each teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan. Both teachers shall be provided District-paid long-term disability.

- C. These provisions shall be subject to MESSA's rules.
- D. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.

15.11 **PRORATION OF BENEFITS** Any teacher working less than the full school year shall be covered by the following provisions:

- A. When a teacher begins employment after the beginning of the school year, resigns before the end of the school year, and/or requests and is granted a leave of absence without pay during the school year, the District will provide two (2) days of fringe benefits for each day worked or on paid leave.
 - 1. Example #1: A teacher who resigns at the end of the first semester has completed approximately 92 days and thus will receive 184 days of benefits.
 - 2. Example #2: A teacher who requests and is granted 20 days of unpaid leave during the year would work 162 days and, therefore, would receive 324 days of benefits.
- B. In implementing the foregoing, it is recognized that insurance premiums are paid by the month and, consequently, coverage will be provided through the end of the month during which the formula would otherwise expire.
- C. In the event a teacher's prorated share of the annual cost of the coverage paid by the District is not sufficient to cover the costs of premiums for the balance of the year until the beginning of the school year in the following fall, the teacher may continue coverage by contributing any additional amounts necessary to pay the full premium cost.
- D. In the event another employer provides equivalent benefits, the foregoing benefits will be terminated at the end of the next month.
- E. If a teacher breaks his contract, his insurance benefits will terminate at the end of the last month worked.

15.12 **TEACHER BECOMES DISABLED** When a teacher becomes disabled during any school year and is unable to work, the District will continue insurance benefits through the year when paid sick leave expires and until the teacher's benefits for the following year would resume. The District has no responsibility to provide such benefits during a school year in which no work is performed or sick leave is drawn by the teacher under the terms of this Agreement.

15.13 **SURVIVOR'S INSURANCE COVERAGE** In the event that a teacher dies, and the family is not eligible for state retirement survivor's health insurance, the District shall continue District-paid group insurance benefits for the surviving spouse and/or dependent children of the deceased teacher through the end of the current insurance year. This continuation shall be subject to the rules of the carrier.

15.14 **MISCELLANEOUS PROVISIONS**

- A. The liability of the District, and its agents, is limited to timely payment of the applicable premium.
- B. Changes in family status shall be reported by the employee to the business office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- C. The Board agrees to provide the above mentioned benefit programs within the Underwriting Rules and Regulations as set forth by the carrier(s) in the master contract held by the policyholder.

15.15 **SECTION 125 PLAN**

The District shall maintain its existing dependent care and medical reimbursement plans to allow participation by WOEBA bargaining unit members.

15.16 **EMPLOYEE PREMIUM CONTRIBUTIONS** Teachers shall contribute toward the total cost of benefits paid by the District under Article 15:

- A. The employer shall pay 82% of the total cost of the MESSA Option A and 82% of the total cost of the MESSA Option B premium described above for each qualifying employee.

Each employee enrolled in Option A or Option B shall pay 18% of the premium for their elected plan. The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from each paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding.

Beginning in January 2015, employees electing Option C (MESSA ABC 2) shall pay 18% of the premium costs of dental, life, long term disability and vision insurances. If Option A exceeds the PA 152 inflation-adjusted "hard cap" amounts, employees electing Option C shall pay toward the medical premium costs of Option C. The amount paid by each employee electing Option C shall be such that the District total monthly cost for Option C shall not exceed \$40 more per month than the net Option A cost (after employee contribution).

- B. Both parties agree that the above provisions must be in compliance with PA 152. If during any plan year the above provisions do not comply with PA 152, the parties agree that insurance plans and employee insurance contributions are mandatory subjects of bargaining and the parties will immediately bargain changes to the above to remain in compliance with PA 152. All costs invoiced to the District by the provider are included as premium costs.

If a successor agreement is not settled prior to September 1, 2016, employees shall pay the full benefit cost increase effective with the July 2016 premium change. This employee contribution increase will continue until a successor agreement is reached.

- C. Payroll deductions for premium contributions during 2013-2014 shall be made over twenty (20) paychecks.

Beginning in September 2014, payroll deductions for premium contributions shall be evenly distributed starting with the second payroll in September and ending with the last payroll in August. Employees paid over a time period less than twelve (12) months shall have their

premium contributions deducted evenly over all paychecks as much as is administratively feasible.

Failure by either party to initiate payroll deductions in September shall not alter the employee's financial obligation.

- D. The monthly cost of the premium shall be determined by the applicable rate (single, two person, family) indicated on the invoice received from the provider for each month of each year. The monthly deduction will be adjusted for any changes in familial status or size so that the employee's contributions coincide with the invoiced premium and other provider invoiced costs.
- E. Employees not returning for employment in the subsequent year will have their contributions reduced for the premiums for the July and August after their work year has concluded provided that the employee resigns or retires in writing with an effective date of June 30th and delivers the written resignation to the Superintendent or designee by March 15th. This cost will also be waived if the employee experiences an IRS qualifying event on June 30th and elects cash in lieu of insurance for the months of July and August.

Any employee leaving employment for any reason during the school year shall pay the prorated health insurance deduction based on the number of months for which benefits were received.

Employees shall make their premium contributions through a Salary Reduction Agreement and payroll deduction. Employees shall submit amended and/or additional Salary Reduction Agreements as necessary to comply with the Internal Revenue Code.

- F. As premium amounts change, the District shall deduct the appropriate amount after the changes go into effect and as soon as is administratively feasible. The District shall notify the WOEPA President of any changes in premiums or other provider invoiced costs.
- G. Employees shall reimburse the District if employment or paychecks are terminated for any reason and payroll deductions are not enough to cover the deduction required to meet the amount stated above.

ARTICLE 16
SPECIAL EDUCATION/LEAST RESTRICTIVE
ENVIRONMENT/MEDICAL PROCEDURES

- 16.01 **PLACEMENT INFORMATION** Any teacher who, as a result of an IEPC placement, will be providing instruction or other services for a handicapped student in a special or regular education classroom setting will be advised of the identity of the handicapped student and provided with access to information pertaining to the student's placement available from the special education teacher and education records containing information of legitimate educational interest to the teacher.
- 16.02 **IEPC ATTENDANCE** The District shall provide written notice to any teacher who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement) of the student in a regular education classroom.
- 16.03 **PROBLEMS** If any teacher to whom a handicapped student is assigned advises the District, in writing, of a reasonable basis to believe that problems exist in the implementation of the student's

current IEPC which negatively impact the student's educational progress and/or impede the learning progress of non-handicapped students in the same classroom setting, the teacher shall have the right to request a meeting of appropriate staff to discuss the problems and possible solutions or to request the convening of another IEPC meeting.

- 16.04 **TRAINING** If requested by the teacher, the District will provide in-service and/or other training to teachers regarding the instruction and behavioral management of handicapped students in regular education classroom settings.
- 16.05 **MEDICAL PROCEDURES** Where clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, or similar procedures, are necessary to maintain a student in the classroom, these procedures will be performed by school support personnel or county nurse(s) who will be provided with appropriate training. Teachers will not be required to perform these procedures.

**ARTICLE 17
PROBATION AND CONTINUING STATUS
FOR NON-CERTIFIED TEACHERS**

- 17.01 The provisions of this Article shall apply to all bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act (MCLA 38.71 *et. seq.*; MSA 15.1971 *et. seq.*).
- 17.02 A bargaining unit member may, upon initial employment with the District, be required to serve a probationary period not to exceed two (2) calendar years from his/her anniversary date of employment. If an employee works a partial school year, such periods shall be aggregated for purposes of computing the two year probationary period if the experience has occurred within four (4) calendar years of the time when continuing status is claimed.
- 17.03 At least sixty (60) days before conclusion of the probationary period described in paragraph 18.02 above, the District shall determine whether the employee's performance is satisfactory or unsatisfactory, and shall notify the employee in writing. The determination of unsatisfactory performance shall be based on the employee's Teachers' Appraisal Form (AF 8-95). If the District determines unsatisfactory performance, it shall provide the employee with the specific reasons for the determination.
- 17.04 If the District determines that the probationary employee's performance is unsatisfactory in accordance with the above paragraphs, the employee's contract shall not be renewed.
- 17.05 For purposes of non-renewal, the employee shall be considered "probationary" under the terms of this Agreement.
- 17.06 If the District does not determine unsatisfactory performance in accordance with the above paragraphs, the employee shall be considered to be on "continuing status." The term "continuing status" shall be equated to the term "tenure" under the terms of this Agreement for bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act, MCLA 38.71 *et. seq.*

ARTICLE 18
TEACHERS' FILES

- 18.01 Before any written document is placed in a teacher's personnel file, the following shall be done:
- A. Any document about a teacher or teachers that is to be placed in a file shall be put in writing and dated. The teacher shall be given a copy of any such document when it is put in the file. In addition, disciplinary actions and/or complaints shall conform to the requirements contained in Article 6. Documents that do not contain all of this information shall not be included in the teacher's file;
 - B. The teacher shall receive a copy of the written document(s) before they are placed in his/her file;
 - C. The District shall correct or expunge from all District files any information determined by the District and/or an arbitrator to be inaccurate.
- 18.02 The teacher shall have the right to submit a written response to any material placed in his/her file, and this response shall be attached to all copies of the written document, including but not limited to all copies provided to all third parties.
- 18.03 In the event that any material from a teacher's personnel files is provided to any third party, the teacher shall be notified of the name(s) of the parties that received the information, and shall, upon request, be given a copy of all information provided to the third parties.
- 18.04 If the District releases any material from a teacher's personnel file, the District shall simultaneously release the corresponding teacher's response(s) to the material.
- 18.05 In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any teacher(s), or any portion thereof, the District shall immediately notify the teacher by telephone or FAX (or if the teacher is unavailable, by mail), and shall provide the following to the affected teacher(s) and to the Association:
- A. A copy of the FOIA request;
 - B. The name(s) of the requesting parties, and all documents and communications received by the District;
 - D. The District shall take the maximum time allowable by law to respond to a FOIA request to allow the teachers and/or Association the opportunity to take whatever legal action is available to bar disclosure of any or all of the requested document(s).
 - D. The teacher will be provided an opportunity to review the contents before the release of the information, and will, upon request, be provided with copies of all communications and documentation sent to the requesting parties by District administrators or other District agents or attorneys.
- 18.06 Upon receiving a FOIA request, the District will only divulge those items it is compelled by law to disclose, and will withhold all information it is permitted by law to withhold.

- 18.07 Records of disciplinary action which are more than four (4) years old shall not be released to any third party except as required by law, court order, or subpoena.
- 18.08 Each teacher shall have only one (1) “personnel file,” to be kept in the District’s central office.
- 18.09 Individual administrators may maintain separate “administrative files” regarding teachers if they are kept in the sole possession of the administrator and are not shared with or accessible to others. A record regarding an occurrence or fact about a teacher kept in an administrative file should be entered into the teacher’s personnel file within six (6) months of the date of the occurrence or the date the fact becomes known if it is to be used relative to the teacher’s qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.
- 18.10 The parties recognize that this Article is based on their best mutual understanding of the current law in this area; they agree to meet to discuss changes should further judicial proceedings or legislative action so require. The parties understand a binding interpretation by the courts supersedes this Agreement.

ARTICLE 19
TERMINATION

19.01 This Agreement shall be effective as of August 25, 2013, and will remain in effect through the last day before the first teacher day of the 2017-18 school year.

WEST OTTAWA PUBLIC SCHOOLS

2013-2017

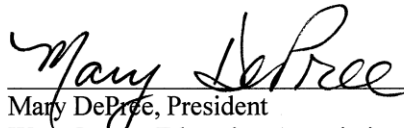
AGREEMENT

This Agreement made and entered into this 20th day of October 2014, by and between **WEST OTTAWA PUBLIC SCHOOL DISTRICT**, Ottawa County, Michigan, hereinafter referred to as the District, and the **WEST OTTAWA EDUCATION ASSOCIATION**, hereinafter referred to as the Association.

For the Association:

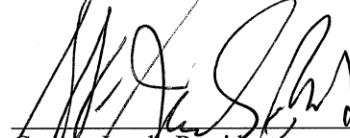


Renee Sandora, Representative
West Ottawa Education Association



Mary DePree, President
West Ottawa Education Association

For the District:



George Jacob, President
Board of Education
West Ottawa Public Schools



Thomas K. Martin, Superintendent of Schools
West Ottawa Public Schools

Schedule A

2013-14 Annual Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	38,124	39,267	40,411	41,173	42,317	43,461	44,223
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	38,886	40,053	41,219	41,997	43,163	44,330	45,108
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	39,967	41,166	42,365	43,164	44,363	45,562	46,362
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	41,078	42,310	43,543	44,364	45,597	46,829	47,651
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	42,220	43,487	44,753	45,598	46,864	48,131	48,975
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	43,394	44,696	45,997	46,865	48,167	49,469	50,337
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	44,600	45,938	47,276	48,168	49,506	50,844	51,736
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	45,840	47,215	48,590	49,507	50,882	52,258	53,174
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	47,114	48,528	49,941	50,884	52,297	53,710	54,653
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	47,114	49,877	51,330	52,298	53,751	55,204	56,172
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	48,424	51,263	52,757	53,752	55,245	56,738	57,734
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	48,933	52,689	54,223	55,246	56,781	58,316	59,339
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	48,933	54,153	55,731	56,782	58,359	59,937	60,988
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	48,933	55,659	57,280	58,361	59,982	61,603	62,684
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	48,933	57,206	58,872	59,983	61,649	63,316	64,426
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	48,933	58,796	60,509	61,651	63,363	65,076	66,217
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	48,933	58,796	62,191	63,365	65,125	66,885	68,058
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	48,933	58,796	62,191	65,126	66,935	68,744	69,950
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	48,933	58,796	62,191	66,937	68,796	70,655	71,895
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	48,933	58,796	62,191	68,797	70,708	72,619	73,894
21	1.284	1.542	1.631	1.836	1.887	1.938	1.972
	48,933	58,796	62,191	70,001	71,946	73,890	75,187
22	1.284	1.542	1.631	1.868	1.920	1.972	2.007
	48,933	58,796	62,191	71,226	73,205	75,183	76,502
23	1.284	1.542	1.631	1.901	1.954	2.007	2.042
	48,933	58,796	62,191	72,473	74,486	76,499	77,841
24	1.284	1.542	1.631	1.934	1.988	2.042	2.078
	48,933	58,796	62,191	73,741	75,789	77,838	79,203
25	1.284	1.542	1.631	1.968	2.023	2.077	2.114
	48,933	58,796	62,191	75,032	77,116	79,200	80,589
26	1.284	1.542	1.631	2.022	2.078	2.135	2.172
	48,933	58,796	62,191	77,095	79,236	81,378	82,806
27	1.284	1.542	1.631	2.078	2.136	2.193	2.232
	48,933	58,796	62,191	79,215	81,415	83,616	85,083
28	1.284	1.542	1.631	2.135	2.194	2.254	2.293
	48,933	58,796	62,191	81,393	83,654	85,915	87,423

Schedule A

2014-15 Annual Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	38,124	39,267	40,411	41,173	42,317	43,461	44,223
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	38,886	40,053	41,219	41,997	43,163	44,330	45,108
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	39,967	41,166	42,365	43,164	44,363	45,562	46,362
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	41,078	42,310	43,543	44,364	45,597	46,829	47,651
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	42,220	43,487	44,753	45,598	46,864	48,131	48,975
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	43,394	44,696	45,997	46,865	48,167	49,469	50,337
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	44,600	45,938	47,276	48,168	49,506	50,844	51,736
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	45,840	47,215	48,590	49,507	50,882	52,258	53,174
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	47,114	48,528	49,941	50,884	52,297	53,710	54,653
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	47,114	49,877	51,330	52,298	53,751	55,204	56,172
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	48,424	51,263	52,757	53,752	55,245	56,738	57,734
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	48,933	52,689	54,223	55,246	56,781	58,316	59,339
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	48,933	54,153	55,731	56,782	58,359	59,937	60,988
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	48,933	55,659	57,280	58,361	59,982	61,603	62,684
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	48,933	57,206	58,872	59,983	61,649	63,316	64,426
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	48,933	58,796	60,509	61,651	63,363	65,076	66,217
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	48,933	58,796	62,191	63,365	65,125	66,885	68,058
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	48,933	58,796	62,191	65,126	66,935	68,744	69,950
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	48,933	58,796	62,191	66,937	68,796	70,655	71,895
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	48,933	58,796	62,191	68,797	70,708	72,619	73,894
21	1.284	1.542	1.631	1.854	1.906	1.957	1.992
	48,933	58,796	62,191	70,689	72,653	74,617	75,926
22	1.284	1.542	1.631	1.887	1.939	1.991	2.026
	48,933	58,796	62,191	71,926	73,924	75,922	77,254
23	1.284	1.542	1.631	1.920	1.973	2.026	2.062
	48,933	58,796	62,191	73,185	75,218	77,251	78,606
24	1.284	1.542	1.631	1.953	2.008	2.062	2.098
	48,933	58,796	62,191	74,466	76,534	78,603	79,982
25	1.284	1.542	1.631	1.987	2.043	2.098	2.135
	48,933	58,796	62,191	75,769	77,874	79,978	81,382
26	1.284	1.542	1.631	2.022	2.078	2.135	2.172
	48,933	58,796	62,191	77,095	79,236	81,378	82,806
27	1.284	1.542	1.631	2.083	2.141	2.199	2.237
	48,933	58,796	62,191	79,408	81,614	83,819	85,290
28	1.284	1.542	1.631	2.145	2.205	2.265	2.304
	48,933	58,796	62,191	81,790	84,062	86,334	87,849

Schedule A

2015-16 Annual Salary Schedule*

STEP	BA 1	BA+15 2	BA+30 3	MA 4	MA+15** 5	MA+30** 6	Spec/PhD 7
	1.000	1.030	1.060	1.080	1.110	1.140	1.160
1	38,505	39,660	40,815	41,585	42,740	43,895	44,666
	1.020	1.051	1.081	1.102	1.132	1.163	1.183
2	39,275	40,453	41,631	42,417	43,595	44,773	45,559
	1.048	1.080	1.111	1.132	1.164	1.195	1.216
3	40,367	41,578	42,789	43,596	44,807	46,018	46,825
	1.077	1.110	1.142	1.164	1.196	1.228	1.250
4	41,489	42,734	43,978	44,808	46,053	47,297	48,127
	1.107	1.141	1.174	1.196	1.229	1.262	1.285
5	42,642	43,922	45,201	46,054	47,333	48,612	49,465
	1.138	1.172	1.207	1.229	1.263	1.298	1.320
6	43,828	45,143	46,457	47,334	48,649	49,964	50,840
	1.170	1.205	1.240	1.263	1.299	1.334	1.357
7	45,046	46,398	47,749	48,650	50,001	51,353	52,254
	1.202	1.238	1.275	1.299	1.335	1.371	1.395
8	46,298	47,687	49,076	50,002	51,391	52,780	53,706
	1.236	1.273	1.310	1.335	1.372	1.409	1.434
9	47,586	49,013	50,441	51,392	52,820	54,248	55,199
	1.236	1.308	1.346	1.372	1.410	1.448	1.473
10	47,586	50,376	51,843	52,821	54,288	55,756	56,734
	1.270	1.345	1.384	1.410	1.449	1.488	1.514
11	48,908	51,776	53,284	54,290	55,789	57,306	58,311
	1.284	1.382	1.422	1.449	1.489	1.530	1.556
12	49,422	53,215	54,765	55,799	57,349	58,899	59,932
	1.284	1.420	1.462	1.489	1.531	1.572	1.600
13	49,422	54,695	56,288	57,350	58,943	60,536	61,598
	1.284	1.460	1.502	1.531	1.573	1.616	1.644
14	49,422	56,215	57,853	58,944	60,582	62,219	63,311
	1.284	1.501	1.544	1.573	1.617	1.661	1.690
15	49,422	57,778	59,461	60,583	62,266	63,949	65,071
	1.284	1.542	1.587	1.617	1.662	1.707	1.737
16	49,422	59,384	61,114	62,267	63,997	65,726	66,880
	1.284	1.542	1.631	1.662	1.708	1.754	1.785
17	49,422	59,384	62,813	63,998	65,776	67,554	68,739
	1.284	1.542	1.631	1.708	1.756	1.803	1.835
18	49,422	59,384	62,813	65,777	67,604	69,432	70,650
	1.284	1.542	1.631	1.756	1.805	1.853	1.886
19	49,422	59,384	62,813	67,606	69,484	71,362	72,614
	1.284	1.542	1.631	1.805	1.855	1.905	1.938
20	49,422	59,384	62,813	69,485	71,416	73,346	74,632
	1.284	1.542	1.631	1.854	1.906	1.957	1.992
21	49,422	59,384	62,813	71,396	73,379	75,363	76,685
	1.284	1.542	1.631	1.905	1.958	2.011	2.046
22	49,422	59,384	62,813	73,360	75,397	77,435	78,794
	1.284	1.542	1.631	1.939	1.992	2.046	2.082
23	49,422	59,384	62,813	74,643	76,717	78,790	80,173
	1.284	1.542	1.631	1.972	2.027	2.082	2.119
24	49,422	59,384	62,813	75,950	78,059	80,169	81,576
	1.284	1.542	1.631	2.007	2.063	2.118	2.156
25	49,422	59,384	62,813	77,279	79,425	81,572	83,003
	1.284	1.542	1.631	2.042	2.099	2.156	2.193
26	49,422	59,384	62,813	78,631	80,815	83,000	84,456
	1.284	1.542	1.631	2.083	2.141	2.199	2.237
27	49,422	59,384	62,813	80,202	82,430	84,658	86,143
	1.284	1.542	1.631	2.145	2.205	2.265	2.304
28	49,422	59,384	62,813	82,608	84,903	87,197	88,727

Schedule A

2016-17 Annual Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1,000	1,030	1,060	1,080	1,110	1,140	1,160
	38,890	40,057	41,223	42,001	43,167	44,334	45,113
2	1,020	1,051	1,081	1,102	1,132	1,163	1,183
	39,668	40,858	42,047	42,841	44,031	45,221	46,015
3	1,048	1,080	1,111	1,132	1,164	1,195	1,216
	40,771	41,994	43,217	44,032	45,255	46,478	47,293
4	1,077	1,110	1,142	1,164	1,196	1,228	1,250
	41,904	43,161	44,418	45,256	46,514	47,770	48,608
5	1,107	1,141	1,174	1,196	1,229	1,262	1,285
	43,068	44,361	45,653	46,515	47,806	49,098	49,960
6	1,138	1,172	1,207	1,229	1,263	1,298	1,320
	44,266	45,594	46,922	47,807	49,135	50,464	51,348
7	1,170	1,205	1,240	1,263	1,299	1,334	1,357
	45,496	46,862	48,226	49,137	50,501	51,867	52,777
8	1,202	1,238	1,275	1,299	1,335	1,371	1,395
	46,761	48,164	49,567	50,502	51,905	53,308	54,243
9	1,236	1,273	1,310	1,335	1,372	1,409	1,434
	48,062	49,503	50,945	51,906	53,348	54,790	55,751
10	1,236	1,308	1,346	1,372	1,410	1,448	1,473
	48,062	50,880	52,361	53,349	54,831	56,314	57,301
11	1,270	1,345	1,384	1,410	1,449	1,488	1,514
	49,397	52,294	53,817	54,833	56,347	57,879	58,894
12	1,284	1,382	1,422	1,449	1,489	1,530	1,556
	49,916	53,747	55,313	56,357	57,922	59,488	60,531
13	1,284	1,420	1,462	1,489	1,531	1,572	1,600
	49,916	55,242	56,851	57,924	59,532	61,141	62,214
14	1,284	1,460	1,502	1,531	1,573	1,616	1,644
	49,916	56,777	58,432	59,533	61,188	62,841	63,944
15	1,284	1,501	1,544	1,573	1,617	1,661	1,690
	49,916	58,356	60,056	61,189	62,889	64,588	65,722
16	1,284	1,542	1,587	1,617	1,662	1,707	1,737
	49,916	59,978	61,725	62,890	64,637	66,383	67,549
17	1,284	1,542	1,631	1,662	1,708	1,754	1,785
	49,916	59,978	63,441	64,638	66,434	68,230	69,426
18	1,284	1,542	1,631	1,708	1,756	1,803	1,835
	49,916	59,978	63,441	66,435	68,280	70,126	71,357
19	1,284	1,542	1,631	1,756	1,805	1,853	1,886
	49,916	59,978	63,441	68,282	70,179	72,076	73,340
20	1,284	1,542	1,631	1,805	1,855	1,905	1,938
	49,916	59,978	63,441	70,180	72,130	74,079	75,378
21	1,284	1,542	1,631	1,854	1,906	1,957	1,992
	49,916	59,978	63,441	72,110	74,113	76,117	77,452
22	1,284	1,542	1,631	1,905	1,958	2,011	2,046
	49,916	59,978	63,441	74,094	76,151	78,209	79,582
23	1,284	1,542	1,631	1,939	1,992	2,046	2,082
	49,916	59,978	63,441	75,389	77,484	79,578	80,975
24	1,284	1,542	1,631	1,972	2,027	2,082	2,119
	49,916	59,978	63,441	76,710	78,840	80,971	82,392
25	1,284	1,542	1,631	2,007	2,063	2,118	2,156
	49,916	59,978	63,441	78,052	80,219	82,388	83,833
26	1,284	1,542	1,631	2,042	2,099	2,156	2,193
	49,916	59,978	63,441	79,417	81,623	83,830	85,301
27	1,284	1,542	1,631	2,083	2,141	2,199	2,237
	49,916	59,978	63,441	81,004	83,254	85,505	87,004
28	1,284	1,542	1,631	2,145	2,205	2,265	2,304
	49,916	59,978	63,441	83,434	85,752	88,069	89,614

Schedule A

2013-14 Daily Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	209.47	215.75	222.04	226.23	232.51	238.80	242.98
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	213.66	220.07	226.48	230.75	237.16	243.57	247.85
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	219.60	226.19	232.77	237.16	243.75	250.34	254.74
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	225.70	232.47	239.25	243.76	250.53	257.30	261.82
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	231.98	238.94	245.90	250.54	257.49	264.46	269.09
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	238.43	245.58	252.73	257.50	264.65	271.81	276.58
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	245.05	252.41	259.76	264.66	272.01	279.36	284.26
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	251.87	259.42	266.98	272.02	279.57	287.13	292.16
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	258.87	266.64	274.40	279.58	287.35	295.11	300.29
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	258.87	274.05	282.03	287.35	295.34	303.32	308.64
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	266.07	281.66	289.87	295.34	303.54	311.75	317.22
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	268.86	289.50	297.93	303.55	311.98	320.42	326.04
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	268.86	297.54	306.21	311.99	320.65	329.32	335.10
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	268.86	305.82	314.73	320.66	329.57	338.48	344.42
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	268.86	314.32	323.47	329.58	338.73	347.89	353.99
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	268.86	323.05	332.47	338.74	348.15	357.56	363.83
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	268.86	323.05	341.71	348.16	357.83	367.50	373.95
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	268.86	323.05	341.71	357.84	367.77	377.71	384.34
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	268.86	323.05	341.71	367.79	378.00	388.21	395.03
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	268.86	323.05	341.71	378.01	388.51	399.01	406.01
21	1.284	1.542	1.631	1.836	1.887	1.938	1.972
	268.86	323.05	341.71	384.62	395.31	405.99	413.12
22	1.284	1.542	1.631	1.868	1.920	1.972	2.007
	268.86	323.05	341.71	391.35	402.23	413.09	420.34
23	1.284	1.542	1.631	1.901	1.954	2.007	2.042
	268.86	323.05	341.71	398.20	409.26	420.32	427.70
24	1.284	1.542	1.631	1.934	1.988	2.042	2.078
	268.86	323.05	341.71	405.17	416.42	427.68	435.18
25	1.284	1.542	1.631	1.968	2.023	2.077	2.114
	268.86	323.05	341.71	412.26	423.71	435.16	442.80
26	1.284	1.542	1.631	2.022	2.078	2.135	2.172
	268.86	323.05	341.71	423.60	435.36	447.13	454.98
27	1.284	1.542	1.631	2.078	2.136	2.193	2.232
	268.86	323.05	341.71	435.25	447.34	459.43	467.49
28	1.284	1.542	1.631	2.135	2.194	2.254	2.293
	268.86	323.05	341.71	447.21	459.64	472.06	480.35

Schedule A

2014-15 Daily Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	210.63	216.94	223.27	227.48	233.80	240.12	244.33
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	214.84	221.29	227.73	232.03	238.47	244.92	249.22
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	220.81	227.44	234.06	238.48	245.10	251.72	256.14
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	226.95	233.76	240.57	245.10	251.92	258.72	263.27
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	233.26	240.26	247.25	251.92	258.92	265.92	270.58
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	239.75	246.94	254.13	258.92	266.12	273.31	278.10
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	246.41	253.80	261.19	266.12	273.51	280.91	285.83
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	253.26	260.86	268.45	273.52	281.12	288.72	293.78
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	260.30	268.11	275.92	281.13	288.93	296.74	301.95
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	260.30	275.56	283.59	288.94	296.97	304.99	310.34
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	267.54	283.22	291.48	296.97	305.22	313.47	318.97
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	270.35	291.10	299.57	305.23	313.71	322.19	327.84
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	270.35	299.19	307.91	313.71	322.43	331.14	336.95
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	270.35	307.51	316.46	322.44	331.39	340.35	346.32
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	270.35	316.06	325.26	331.40	340.60	349.81	355.94
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	270.35	324.84	334.30	340.61	350.07	359.54	365.84
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	270.35	324.84	343.60	350.08	359.81	369.53	376.01
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	270.35	324.84	343.60	359.81	369.81	379.80	386.46
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	270.35	324.84	343.60	369.82	380.09	390.36	397.21
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	270.35	324.84	343.60	380.09	390.65	401.21	408.25
21	1.284	1.542	1.631	1.854	1.906	1.957	1.992
	270.35	324.84	343.60	390.55	401.40	412.25	419.48
22	1.284	1.542	1.631	1.887	1.939	1.991	2.026
	270.35	324.84	343.60	397.38	408.42	419.46	426.82
23	1.284	1.542	1.631	1.920	1.973	2.026	2.062
	270.35	324.84	343.60	404.34	415.57	426.80	434.29
24	1.284	1.542	1.631	1.953	2.008	2.062	2.098
	270.35	324.84	343.60	411.41	422.84	434.27	441.89
25	1.284	1.542	1.631	1.987	2.043	2.098	2.135
	270.35	324.84	343.60	418.61	430.24	441.87	449.62
26	1.284	1.542	1.631	2.022	2.078	2.135	2.172
	270.35	324.84	343.60	425.94	437.77	449.60	457.49
27	1.284	1.542	1.631	2.083	2.141	2.199	2.237
	270.35	324.84	343.60	438.72	450.91	463.09	471.22
28	1.284	1.542	1.631	2.145	2.205	2.265	2.304
	270.35	324.84	343.60	451.88	464.43	476.98	485.35

Schedule A

2015-16 Daily Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	212.73	219.12	225.50	229.75	236.13	242.51	246.77
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	216.99	223.50	230.01	234.35	240.86	247.36	251.71
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	223.02	229.71	236.40	240.86	247.55	254.24	258.70
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	229.22	236.10	242.97	247.56	254.44	261.31	265.90
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	235.59	242.66	249.73	254.44	261.51	268.57	273.29
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	242.14	249.41	256.67	261.51	268.78	276.04	280.88
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	248.87	256.34	263.81	268.78	276.25	283.72	288.70
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	255.79	263.46	271.14	276.25	283.93	291.60	296.72
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	262.91	270.79	278.68	283.93	291.82	299.71	304.97
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	262.91	278.32	286.43	291.83	299.93	308.04	313.45
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	270.21	286.06	294.39	299.94	308.23	316.61	322.16
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	273.05	294.01	302.57	308.28	316.85	325.41	331.12
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	273.05	302.18	310.98	316.85	325.65	334.45	340.32
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	273.05	310.58	319.63	325.66	334.71	343.75	349.78
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	273.05	319.22	328.51	334.71	344.01	353.31	359.51
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	273.05	328.09	337.65	344.02	353.57	363.13	369.50
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	273.05	328.09	347.03	353.58	363.40	373.23	379.77
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	273.05	328.09	347.03	363.41	373.50	383.60	390.33
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	273.05	328.09	347.03	373.51	383.89	394.27	401.18
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	273.05	328.09	347.03	383.90	394.56	405.23	412.33
21	1.284	1.542	1.631	1.854	1.906	1.957	1.992
	273.05	328.09	347.03	394.45	405.41	416.37	423.67
22	1.284	1.542	1.631	1.905	1.958	2.011	2.046
	273.05	328.09	347.03	405.30	416.56	427.82	435.33
23	1.284	1.542	1.631	1.939	1.992	2.046	2.082
	273.05	328.09	347.03	412.39	423.85	435.30	442.94
24	1.284	1.542	1.631	1.972	2.027	2.082	2.119
	273.05	328.09	347.03	419.61	431.27	442.92	450.70
25	1.284	1.542	1.631	2.007	2.063	2.118	2.156
	273.05	328.09	347.03	426.96	438.81	450.67	458.58
26	1.284	1.542	1.631	2.042	2.099	2.156	2.193
	273.05	328.09	347.03	434.43	446.49	458.56	466.61
27	1.284	1.542	1.631	2.083	2.141	2.199	2.237
	273.05	328.09	347.03	443.10	455.41	467.72	475.93
28	1.284	1.542	1.631	2.145	2.205	2.265	2.304
	273.05	328.09	347.03	456.40	469.08	481.75	490.20

Schedule A

2016-17 Daily Salary Schedule*

STEP	BA	BA+15	BA+30	MA	MA+15**	MA+30**	Spec/PhD
	1	2	3	4	5	6	7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
	211.93	218.29	224.65	228.89	235.24	241.60	245.85
2	1.020	1.051	1.081	1.102	1.132	1.163	1.183
	216.17	222.66	229.14	233.47	239.95	246.43	250.76
3	1.048	1.080	1.111	1.132	1.164	1.195	1.216
	222.18	228.85	235.51	239.96	246.62	253.29	257.73
4	1.077	1.110	1.142	1.164	1.196	1.228	1.250
	228.36	235.21	242.06	246.63	253.48	260.33	264.90
5	1.107	1.141	1.174	1.196	1.229	1.262	1.285
	234.71	241.75	248.79	253.49	260.52	267.56	272.26
6	1.138	1.172	1.207	1.229	1.263	1.298	1.320
	241.23	248.47	255.70	260.53	267.77	275.01	279.83
7	1.170	1.205	1.240	1.263	1.299	1.334	1.357
	247.94	255.38	262.81	267.77	275.21	282.65	287.61
8	1.202	1.238	1.275	1.299	1.335	1.371	1.395
	254.83	262.47	270.12	275.22	282.86	290.51	295.60
9	1.236	1.273	1.310	1.335	1.372	1.409	1.434
	261.92	269.77	277.63	282.87	290.73	298.59	303.82
10	1.236	1.308	1.346	1.372	1.410	1.448	1.473
	261.92	277.27	285.35	290.73	298.81	306.89	312.27
11	1.270	1.345	1.384	1.410	1.449	1.488	1.514
	269.19	284.98	293.28	298.82	307.07	315.42	320.95
12	1.284	1.382	1.422	1.449	1.489	1.530	1.556
	272.02	292.90	301.43	307.12	315.65	324.19	329.87
13	1.284	1.420	1.462	1.489	1.531	1.572	1.600
	272.02	301.05	309.81	315.66	324.43	333.20	339.04
14	1.284	1.460	1.502	1.531	1.573	1.616	1.644
	272.02	309.41	318.43	324.43	333.45	342.46	348.47
15	1.284	1.501	1.544	1.573	1.617	1.661	1.690
	272.02	318.02	327.28	333.45	342.72	351.98	358.16
16	1.284	1.542	1.587	1.617	1.662	1.707	1.737
	272.02	326.85	336.38	342.72	352.25	361.76	368.11
17	1.284	1.542	1.631	1.662	1.708	1.754	1.785
	272.02	326.85	345.73	352.25	362.04	371.82	378.35
18	1.284	1.542	1.631	1.708	1.756	1.803	1.835
	272.02	326.85	345.73	362.04	372.10	382.16	388.86
19	1.284	1.542	1.631	1.756	1.805	1.853	1.886
	272.02	326.85	345.73	372.11	382.45	392.78	399.67
20	1.284	1.542	1.631	1.805	1.855	1.905	1.938
	272.02	326.85	345.73	382.45	393.08	403.70	410.78
21	1.284	1.542	1.631	1.854	1.906	1.957	1.992
	272.02	326.85	345.73	392.97	403.88	414.80	422.08
22	1.284	1.542	1.631	1.905	1.958	2.011	2.046
	272.02	326.85	345.73	403.78	414.99	426.21	433.69
23	1.284	1.542	1.631	1.939	1.992	2.046	2.082
	272.02	326.85	345.73	410.84	422.26	433.67	441.28
24	1.284	1.542	1.631	1.972	2.027	2.082	2.119
	272.02	326.85	345.73	418.04	429.64	441.26	449.00
25	1.284	1.542	1.631	2.007	2.063	2.118	2.156
	272.02	326.85	345.73	425.35	437.16	448.98	456.86
26	1.284	1.542	1.631	2.042	2.099	2.156	2.193
	272.02	326.85	345.73	432.79	444.81	456.84	464.85
27	1.284	1.542	1.631	2.083	2.141	2.199	2.237
	272.02	326.85	345.73	441.44	453.70	465.97	474.14
28	1.284	1.542	1.631	2.145	2.205	2.265	2.304
	272.02	326.85	345.73	454.68	467.31	479.94	488.36

Schedule A

2013-2014 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	50,066		
10		62,417	64,228
11		64,429	66,239
12		67,647	69,458
13		67,647	69,458
14			69,458
15		70,866	72,676
16			72,676
17		70,866	72,676
18	72,435	74,246	76,096

2014-2015 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	50,566		
10		62,917	64,728
11		64,929	66,739
12		68,147	69,958
13		68,147	69,958
14			69,958
15		71,366	73,176
16			73,176
17		71,366	73,176
18	72,935	74,746	76,596

2015-2016 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	51,072		
10		63,546	65,375
11		65,578	67,406
12		68,828	70,658
13		68,828	70,658
14			70,658
15		72,080	73,908
16			73,908
17		72,080	73,908
18	73,664	75,493	77,362

*Based on step and lane placement in September 2013, some WOEAs members will be paid the salaries listed above because the new salary schedule would result in a pay reduction. Employees paid these salaries shall not move up any further on the step schedule until they move to the MA column. The step shown is based on the salary schedule in place in the 2012-2013 contract.

This salary listing ceases to exist as soon as all employees paid one of these salaries have left employment with the District. No employees shall be allowed to move on to this listing nor shall any new employees be paid these salaries.

Supplement to Schedule A

2014-2015 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	50,566		
10		62,917	64,728
11		64,929	66,739
12		68,147	69,958
13		68,147	69,958
14			69,958
15		71,366	73,176
16			73,176
17		71,366	73,176
18	72,935	74,746	76,596

2015-2016 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	51,072		
10		63,546	65,375
11		65,578	67,406
12		68,828	70,658
13		68,828	70,658
14			70,658
15		72,080	73,908
16			73,908
17		72,080	73,908
18	73,664	75,493	77,362

2016-2017 Salary for Certain Employees*

OLD STEP	BA	BA+15	BA+30
	1	2	3
5	51,582		
10		64,182	66,029
11		66,234	68,080
12		69,517	71,364
13		69,517	71,364
14			71,364
15		72,800	74,647
16			74,647
17		72,800	74,647
18	74,401	76,248	78,136

*Based on step and lane placement in September 2013, some WOEAs members will be paid the salaries listed above because the new salary schedule would result in a pay reduction. Employees paid these salaries shall not move up any further on the step schedule until they move to the MA column. The step shown is based on the salary schedule in place in the 2012-2013 contract.

This salary listing ceases to exist as soon as all employees paid one of these salaries have left employment with the district. No employees shall be allowed to move on to this listing nor shall any new employees be paid these salaries.

SCHEDULE B

A. **SCHEDULE B COMMITTEE** A Schedule B Committee shall be established whose make-up and responsibilities shall be as follows:

1. The Committee shall be composed of three (3) members to be chosen by the Association and two (2) members to be chosen by the District. The Association Chief Negotiator and the Assistant Superintendent of Human Resources will be representatives of this Committee.
2. The Committee will meet as necessary to carry out its purpose. It will, at a minimum, meet annually in November to review all existing Schedule B positions, job descriptions, and assigned points. Copies of its finding will be sent to both the Superintendent and the Association President.
3. The purpose of the Committee shall be limited to making recommendations regarding the points assigned each Schedule B position. Points as recommended shall be established by the Committee on the basis of as near uniform criteria and good judgment as possible so as to create a reasonable basis for compensation for the various positions.
4. It is further agreed that existing positions, new positions, and any significant modifications of positions, proposed by the Administration or by the Association, will be submitted to this Committee and that the Committee's recommendations will be considered by the Board and the Association. If agreed to by the negotiation committees of both the Board and the Association and ratified by both the Board and the Association, these points shall be the basis for compensation for that position.
5. All Schedule B positions and point total values as finalized shall be directly tied to an accepted job description for that position. Copies of each job description will be filed each with the Administration and the Association. Any change in the total point value from that time on shall come about only through a change in the corresponding job description and process listed above.

B. **SCHEDULE B POSITIONS AND POINTS**

1. District-wide Schedule B job openings will be posted district-wide in each building, and the application shall be made directly to the Assistant Superintendent for Human Resources or designee.
2. Schedule B job openings which apply to a particular building or buildings and can only be filled by a teacher in that building or buildings shall still be posted district-wide for information purposes, and the application shall be made directly to the Assistant Superintendent for Human Resources or designee.

C. **SCHEDULE B CONTRACT** Individuals performing services identified on Schedule B shall receive a "Special Services" Contract indicating the rate of pay for said service. No teacher will be expected to provide special services without a "Special Services" Contract. Before a Special Services Contract can be offered, a job description for that position must be on file and accepted, according to the provisions of the Schedule B Committee.

D. **SCHEDULE B POINT VALUE** The value for each Schedule B point shall be \$170.18 until .00423 x the annual pay rate of Schedule A, Step 1, Column 1 is greater than \$170.18.

- E. **SCHEDULE B LONGEVITY PAYMENTS** Bargaining unit members in the same Schedule B job for five (5) years or more shall receive an increase of 5% per point. Service performed need not be consecutive years of service. Teachers who move to different jobs within the same sport or activity shall gain service credit as if they held one job the entire time (i.e., this applies to class sponsors, theater advisors, and others not normally considered to be “coaches”).
- F. **SCHEDULE B PAY OPTIONS** Teachers in Schedule B positions may elect one of the following pay options on their Schedule B contract for yearly or seasonal positions:
1. The teacher may elect to be paid the full amount on the first payroll date following the last scheduled match of the season, provided all job responsibilities have been completed. Notification of job completion by the supervisor must be received by the payroll office the Friday previous to the scheduled pay day; or
 2. The teacher may elect to be paid a prorated amount each pay day in his/her regular paycheck for the duration of the Schedule B activity. The last paycheck will be issued following the last scheduled activity of the season, provided all job responsibilities have been completed. Notification of job completion by the supervisor must be received by the payroll office the Friday previous to the scheduled pay day; or
 3. If the position is for the entire school year, the teacher may elect to be paid in separate paychecks on the first pay day in December, March, and June.

SCHEDULE C

- A. The Schedule C hourly rate shall be used for programs paid on an hourly basis, including but not limited to driver's education, adult education (non-recreation), special services, summer institute, in-service training, teacher option days, etc. The Schedule C hourly rate shall be \$32.19 until $.0008 \times$ the annual pay rate of Schedule A, Step 1, Column 1 is greater than \$32.19.

SCHEDULE D
2013-2017
REGULAR CALENDARS

- A. Inclement weather days will be made up only if make-up days are needed to meet the state-required minimum number of days and/or hours, and if the District will lose state funding if the days are not made up.
- B. Only the days and/or hours necessary to meet the minimum number of days and hours required by the state will be made up.
- C. Make up days will be scheduled for regular week days at the end of the school calendar. For each day or fraction of a day made up under this subsection, each teacher will receive one (1) day of pay at the guest teacher rate of \$95.00 per day.
- D. If the state law is amended or appealed so that no loss of state aid occurs for Act of God days, the District and Association will meet to revise the calendar as needed.

Schedule D 2013-2014 West Ottawa Public Schools K-5 Calendar

		Teacher Days	Student Days
Aug. 27	Opening Day for Staff	1	0
Aug. 28-29	Professional Development	2	0
Sept. 3-Oct. 30	Full Days of School	42	42
Oct. 31	Last Day 1 st Quarter Full Day of School *2 hours Schedule C grades K-5 Report cards due Nov. 6 at 4:30 p.m.	1	1
	Quarterly Totals	46	43
Nov. 1-6	Full Days of School	4	4
Nov. 7	Late Start – PD	1	1
Nov. 8-13	Full Days of School	4	4
Nov. 14	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Nov. 15-18	Full Days of School	2	2
Nov. 19	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 20-26	Full Days of School	5	5
Nov. 27-29	No School – Thanksgiving Recess	0	0
Dec. 2-Dec. 10	Full Days of School	7	7
Dec. 11	Late Start – PD	1	1
Dec. 12-Dec. 20	Full Days of School	7	7
Dec. 23-Jan. 3	No School – Holiday Recess	0	0
Jan. 6-16	Full Days of School	9	9
Jan. 17	Half Day, .5 Records Day Report cards due Jan. 22 at 4:30 p.m.	1	1
	Quarterly Totals	44	43
	Semester Totals	90	86
Jan 20-Feb. 13	Full Days of School	19	19
Feb. 14-17	Mid-Winter Recess	0	0
Feb. 18	Professional Development	1	0
Feb. 19-Mar. 17	Full days of School	19	19
Mar. 18	Late Start – PD	1	1
Mar. 19-25	Full Day of School	5	5
Mar. 26	Last Day 3 rd Quarter Full Day of School *2 hours Schedule C grades K-5 Report cards due April 1 at 4:30 p.m.	1	1
	Quarterly Totals	46	45
Mar. 27	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 28-31	Full Days of School	2	2
Apr. 1	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Apr. 2-3	Full Days of School	2	2
Apr. 4-Apr. 11	No School – Spring Recess	0	0
Apr. 14-May 7	Full Days of School	18	18
May 8	Half Day of School, Tulip Time	.5	1
May 9-23	Full Days of School	11	11
May 26	No School – Memorial Day	0	0
May 27-June 5	Full Days of School	8	8
June 6	Half Day of School, .5 Records Day Report cards due June 11 at 4:30 p.m.	1	1
	Quarterly Totals	45.5	45
	Semester Totals	91.5	90
.5 Schedule A Day	Staff Development added to staff meetings, i.e. weekly or extended day	.5	0
	Yearly Totals	182	176

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 2 and February 12.

Schedule D 2013-2014 West Ottawa Public Schools 6-8 Calendar

		Teacher Days	Student Days
Aug. 27	Opening Day for Staff	1	0
Aug. 28-29	Professional Development	2	0
Sept. 3-Oct. 23	Full Days of School	37	37
Oct. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 25-28	Full Days of School	2	2
Oct. 29	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 30	Full Day of School	1	1
Oct. 31	Last Day 1 st Quarter No School, P/T Conf. 8-11 a.m. and 1-4 p.m. *3 hours Schedule C grades 6-8 Report cards due Nov. 6 at 4:30 p.m.	1	0
	Quarterly Totals	47	42
Nov. 1-6	Full Days of School	4	4
Nov. 7	Late Start – PD	1	1
Nov. 8-26	Full Days of School	13	13
Nov. 27-29	No School – Thanksgiving Recess	0	0
Dec. 2-Dec. 10	Full Days of School	7	7
Dec. 11	Late Start – PD	1	1
Dec. 12-Dec. 20	Full Days of School	7	7
Dec. 23-Jan. 3	No School – Holiday Recess	0	0
Jan. 6-16	Full Days of School	9	9
Jan. 17	Half Day, .5 Records Day Report cards due Jan. 22 at 4:30 p.m.	1	1
	Quarterly Totals	43	43
	Semester Totals	90	85
Jan 20-Feb. 13	Full Days of School	19	19
Feb. 14-17	Mid-Winter Recess	0	0
Feb. 18	Professional Development	1	0
Feb. 19-Mar. 17	Full days of School	19	19
Mar. 18	Late Start – PD	1	1
Mar. 19-25	Full Day of School	5	5
Mar. 26	Last Day 3 rd Quarter Full Day of School *3 hours Schedule C grades 6-8 Report cards due April 1 at 4:30 p.m.	1	1
	Quarterly Totals	46	45
Mar. 27	6-8 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 28-Apr. 1	Full Days of School	3	3
Apr. 2	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Apr. 3	Full Day of School	1	1
Apr. 4-Apr. 11	No School – Spring Recess	0	0
Apr. 14-May 7	Full Days of School	18	18
May 8	Half Day of School, Tulip Time,	.5	1
May 9-23	Full Days of School	11	11
May 26	No School – Memorial Day	0	0
May 27-June 5	Full Days of School	8	8
June 6	Half Day of School, .5 Records Day Report cards due June 11 at 4:30 p.m.	1	1
	Quarterly Totals	45.5	45
	Semester Totals	91.5	90
.5 Schedule A Day	Staff Development added to staff meetings, i.e. weekly or extended day	.5	0
	Yearly Totals	182	175

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Grades will be extracted for progress reporting at 7 a.m. on the following dates: October 9, December 11, February 26, and May 7.
- Student Count Days: October 2 and February 12.

Schedule D 2013-14 West Ottawa Public Schools 9-12 Calendar

		Teacher Days	Student Days
Aug. 27	Opening Day for Staff	1	0
Aug. 28-29	Professional Development	2	0
Sept. 3-Oct. 23	Full Days of School	37	37
Oct. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 25-28	Full Days of School	2	2
Oct. 29	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 30	Full Day of School	1	1
Oct. 31	Last Day 1 st Quarter Full Day of School *2 hours Schedule C grades 9-12 Report cards due Nov. 6 at 4:30 p.m.	1	1
	Quarterly Totals	47	43
Nov. 1-6	Full Days of School	4	4
Nov. 7	Late Start – PD	1	1
Nov. 8-26	Full Days of School	13	13
Nov. 27-29	No School – Thanksgiving Recess	0	0
Dec. 2-Dec. 10	Full Days of School	7	7
Dec. 11	Late Start – PD	1	1
Dec. 12-Dec. 20	Full Days of School	7	7
Dec. 23-Jan. 3	No School – Holiday Recess	0	0
Jan. 6-16	Full Days of School	9	9
Jan. 17	Half Day, .5 Records Day Report cards due Jan. 22 at 4:30 p.m.	1	1
	Quarterly Totals	43	43
	Semester Totals	90	86
Jan 20-Feb. 13	Full Days of School	19	19
Feb. 14-17	Mid-Winter Recess	0	0
Feb. 18	Professional Development	1	0
Feb. 19-Mar. 3	Full days of School	13	13
Mar. 4	MME Testing – 11 th grade only	1	1
Mar. 5	MME Testing – Full day 9 & 11; ½ day 10 & 12	1	1
Mar. 6	MME Testing – Full day 10 & 11; ½ day 9 & 12	1	1
Mar. 13	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 14-17	Full Days of School	2	2
Mar. 18	Late Start – PD, P/T Conf. 5-8 p.m.	1.5	1
Mar. 19-25	Full Day of School	5	5
Mar. 26	Last Day 3 rd Quarter Full Day of School *2 hours Schedule C grades 9-12 Report cards due April 1 at 4:30 p.m.	1	1
	Quarterly Totals	47	45
Mar. 27-Apr. 3	Full Days of School	6	6
Apr. 4-Apr. 11	No School – Spring Recess	0	0
Apr. 14-May 7	Full Days of School	18	18
May 8	Half Day of School, Tulip Time,	.5	1
May 9-23	Full Days of School	11	11
May 26	No School – Memorial Day	0	0
May 27-June 5	Full Days of School	8	8
June 6	Half Day of School, .5 Records Day Report cards due June 11 at 4:30 p.m.	1	1
	Quarterly Totals	44.5	45
	Semester Totals	91.5	90
.5 Schedule A Day	Staff Development added to staff meetings, i.e. weekly or extended day	.5	0
	Yearly Totals	182	175

Graduation – June 1, 2014

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 5 and February 12

Schedule D 2014-2015 West Ottawa Public Schools K-5 Calendar

		Teacher Days	Student Days
Aug. 26	Opening Day for Staff	1	0
Aug. 27	Professional Development	1	0
Sept. 2-Oct. 29	Full Days of School	42	42
Oct. 30	Last Day of 1 st Quarter Full Day of School Report cards due Nov. 5 at 4:30 p.m.	1	1
	Quarterly Totals	45	43
Oct. 31-Nov. 12	Full Days of School	9	9
Nov. 13	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Nov. 14-17	Full Days of School	2	2
Nov. 18	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 19-25	Full Days of School	5	5
Nov. 26-28	No School – Thanksgiving Recess	0	0
Dec. 1-Dec. 19	Full Days of School	15	15
Dec. 22-Jan. 2	No School – Holiday Recess	0	0
Jan. 5-15	Full Days of School	9	9
Jan. 16	Half Day, .5 Records Day Report cards due Jan. 21 at 4:30 p.m.	1	1
	Quarterly Totals	44	43
	Semester Totals	89	86
Jan 19-Feb. 19	Full Days of School	24	24
Feb. 20-23	Mid-Winter Recess	0	0
Feb. 24-Mar. 24	Full days of School	21	21
Mar. 25	Last Day 3 rd Quarter Full Day of School Report cards due March 31 at 4:30 p.m.	1	1
	Quarterly Totals	46	46
Mar. 26	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 27-30	Full Days of School	2	2
Mar. 31	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Apr. 1-2	Full Days of School	2	2
Apr. 3-Apr. 10	No School – Spring Recess	0	0
Apr. 13-May 6	Full Days of School	18	18
May 7	Half Day of School, Tulip Time	.5	1
May 8-22	Full Days of School	11	11
May 25	No School – Memorial Day	0	0
May 26-June 4	Full Days of School	8	8
June 5	Half Day of School, .5 Records Day Report cards due June 10 at 4:30 p.m.	1	1
	Quarterly Totals	45.5	45
	Semester Totals	91.5	91
	Yearly Totals	180.5	177
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 1 and February 11.

Schedule D 2014-2015 West Ottawa Public Schools 6-8 Calendar

		Teacher Days	Student Days
Aug. 26	Opening Day for Staff	1	0
Aug. 27	Professional Development	1	0
Sept. 2-Oct. 29	Full Days of School	42	42
Oct. 30	Last Day of 1 st Quarter Full Day of School Report cards due Nov. 5 at 4:30 p.m.	1	1
Quarterly Totals		45	43
Oct. 31-Nov 10	Full Days of School	7	7
Nov. 11	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 12	Full Day of School	1	1
Nov. 13	No School, P/T Conf. 8-11 a.m. and 1-4 p.m.	1	0
Nov. 14-17	Full Days of School	2	2
Nov. 18	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 19-25	Full Days of School	5	5
Nov. 26-28	No School – Thanksgiving Recess	0	0
Dec. 1-Dec. 19	Full Days of School	15	15
Dec. 22-Jan. 2	No School – Holiday Recess	0	0
Jan. 5-15	Full Days of School	9	9
Jan. 16	Half Day, .5 Records Day Report cards due Jan. 21 at 4:30 p.m.	1	1
Quarterly Totals		44	42
Semester Totals		89	85
Jan 19-Feb. 19	Full Days of School	24	24
Feb. 20-23	Mid-Winter Recess	0	0
Feb. 24-Mar. 24	Full days of School	21	21
Mar. 25	Last Day of 3 rd Quarter Full Day of School Report cards due March 31 at 4:30 p.m.	1	1
Quarterly Totals		46	46
Mar. 26	6-8 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 27-31	Full Days of School	3	3
Apr. 1	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Apr. 2	Full Day of School	1	1
Apr. 3-Apr. 10	No School – Spring Recess	0	0
Apr. 13-May 6	Full Days of School	18	18
May 7	Half Day of School, Tulip Time	.5	1
May 8-22	Full Days of School	11	11
May 25	No School – Memorial Day	0	0
May 26-June 4	Full Days of School	8	8
June 5	Half Day of School, .5 Records Day Report cards due June 10 at 4:30 p.m.	1	1
Quarterly Totals		45.5	45
Semester Totals		91.5	91
Yearly Totals		180.5	176
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Grades will be extracted for progress reporting at 7 a.m. on the following dates: October 8, December 10, February 25, and May 6.
- Student Count Days: October 1 and February 11.

Schedule D 2014-15 West Ottawa Public Schools 9-12 Calendar

		Teacher Days	Student Days
Aug. 26	Opening Day for Staff	1	0
Aug. 27	Professional Development	1	0
Sept. 2-Oct. 22	Full Days of School	37	37
Oct. 23	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 24-27	Full Days of School	2	2
Oct. 28	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 29	Full Day of School	1	1
Oct. 30	Last Day of 1 st Quarter Full Day of School Report cards due Nov. 5 at 4:30 p.m.	1	1
	Quarterly Totals	46	43
Oct. 31-Nov. 25	Full Days of School	18	18
Nov. 26-28	No School – Thanksgiving Recess	0	0
Dec. 1-Dec. 19	Full Days of School	15	15
Dec. 22-Jan. 2	No School – Holiday Recess	0	0
Jan. 5-15	Full Days of School	9	9
Jan. 16	Half Day, .5 Records Day Report cards due Jan. 21 at 4:30 p.m.	1	1
	Quarterly Totals	43	43
	Semester Totals	89	86
Jan 19-Feb. 19	Full Days of School	24	24
Feb. 20-23	Mid-Winter Recess	0	0
Feb. 24-Mar. 24	Full days of School	21	21
Mar. 25	Last Day of 3 rd Quarter Full Day of School Report cards due March 31 at 4:30 p.m.	1	1
	Quarterly Totals	46	46
Mar. 26	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 27-Mar. 30	Full Days of School	2	2
Mar. 31	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Apr. 1-2	Full Days of School	2	2
Apr. 3-Apr. 10	No School – Spring Recess	0	0
Apr. 13-May 6	Full Days of School	18	18
May 7	Half Day of School, Tulip Time	.5	1
May 8-22	Full Days of School	11	11
May 25	No School – Memorial Day	0	0
May 26-June 4	Full Days of School	8	8
June 5	Half Day of School, .5 Records Day Report cards due June 10 at 4:30 p.m.	1	1
	Quarterly Totals	44.5	45
	Semester Totals	91.5	91
	Yearly Totals	180.5	177
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 1 and February 11
- MME Testing: To be announced, 1st or 2nd week in March

Schedule D 2015-2016 West Ottawa Public Schools K-5 Calendar

		Teacher Days	Student Days
Sep. 1	Opening Day for Staff	1	0
Sep. 2	Professional Development	1	0
Sept. 8-Nov. 4	Full Days of School	42	42
Nov. 5	Last Day 1 st Quarter Full Day of School Report cards due Nov. 10 at 4:30 p.m.	1	1
	Quarterly Totals	45	43
Nov. 6-11	Full Days of School	4	4
Nov. 12	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Nov. 13-16	Full Days of School	2	2
Nov. 17	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 18-24	Full Days of School	5	5
Nov. 25-27	No School – Thanksgiving Recess	0	0
Nov. 30-Dec. 18	Full Days of School	15	15
Dec. 21-Jan. 1	No School – Holiday Recess	0	0
Jan. 4-21	Full Days of School	14	14
Jan. 22	Half Day, .5 Records Day Report cards due Jan. 27 at 4:30 p.m.	1	1
	Quarterly Totals	44	43
	Semester Totals	89	86
Jan 25-Feb. 18	Full Days of School	19	19
Feb. 19-22	Mid-Winter Recess	0	0
Feb. 23-Mar. 23	Full days of School	22	22
Mar. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 25	Last Day 3 rd Quarter Full Day of School Report cards due March 30 at 4:30 p.m.	1	1
	Quarterly Totals	43.5	43
Mar. 28	Full Day of School	1	1
Mar. 29	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 30-31	Full Days of School	2	2
Apr. 1-Apr. 8	No School – Spring Recess	0	0
Apr. 11-May 4	Full Days of School	18	18
May 5 (or May 12)	Half Day of School, Tulip Time	.5	1
May 6-27	Full Days of School	16	16
May 30	No School – Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	Half Day of School, .5 Records Day Report cards due June 15 at 4:30 p.m.	1	1
	Quarterly Totals	48	48
	Semester Totals	91.5	91
	Yearly Totals	180.5	177
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 7 and February 10.

Schedule D 2015-2016 West Ottawa Public Schools 6-8 Calendar

		Teacher Days	Student Days
Sep. 1	Opening Day for Staff	1	0
Sep. 2	Professional Development	1	0
Sept. 8-Nov. 4	Full Days of School	42	42
Nov. 5	Last Day 1 st Quarter Full Day of School Report cards due Nov. 10 at 4:30 p.m.	1	1
	Quarterly Totals	45	43
Nov. 6-9	Full Days of School	2	2
Nov. 10	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 11	Full Day of School	1	1
Nov. 12	No School, P/T Conf. 8-11 a.m. & 1-4 p.m.	1	0
Nov. 13-16	Full Day of School	2	2
Nov. 17	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 18-24	Full Days of School	5	5
Nov. 25-27	No School – Thanksgiving Recess	0	0
Nov. 30-Dec. 18	Full Days of School	15	15
Dec. 21-Jan. 1	No School – Holiday Recess	0	0
Jan. 4-21	Full Days of School	14	14
Jan. 22	Half Day, .5 Records Day Report cards due Jan. 27 at 4:30 p.m.	1	1
	Quarterly Totals	44	42
	Semester Totals	89	85
Jan 25-Feb. 18	Full Days of School	19	19
Feb. 19-22	Mid-Winter Recess	0	0
Feb. 23-Mar. 23	Full days of School	22	22
Mar. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 25	Last Day 3 rd Quarter Full Day of School Report cards due March 30 at 4:30 p.m.	1	1
	Quarterly Totals	43.5	43
Mar. 28	Full Day of School	1	1
Mar. 29	Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Mar. 30-31	Full Days of School	2	2
Apr. 1-Apr. 8	No School – Spring Recess	0	0
Apr. 11-May 4	Full Days of School	18	18
May 5 (or May 12)	Half Day of School, Tulip Time	.5	1
May 6-27	Full Days of School	16	16
May 30	No School – Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	Half Day of School, .5 Records Day Report cards due June 15 at 4:30 p.m.	1	1
	Quarterly Totals	48	48
	Semester Totals	91.5	91
	Yearly Totals	180.5	176
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Grades will be extracted for progress reporting at 7 a.m. on the following dates: October 7, December 9, February 24, and May 4.
- Student Count Days: October 7 and February 10.

Schedule D 2015-16 West Ottawa Public Schools 9-12 Calendar

		Teacher Days	Student Days
Sep. 1	Opening Day for Staff	1	0
Sep. 2	Professional Development	1	0
Sept. 8-Oct. 28	Full Days of School	37	37
Oct. 29	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 30-Nov. 2	Full Days of School	2	2
Nov. 3	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 4	Full Day of School	1	1
Nov. 5	Last Day 1 st Quarter Full Day of School Report cards due Nov. 10 at 4:30 p.m.	1	1
	Quarterly Totals	46	43
Nov. 6-Nov. 24	Full Days of School	13	13
Nov. 25-27	No School – Thanksgiving Recess	0	0
Nov. 30-Dec. 18	Full Days of School	15	15
Dec. 21-Jan. 1	No School – Holiday Recess	0	0
Jan. 4-21	Full Days of School	14	14
Jan. 22	Half Day, .5 Records Day Report cards due Jan. 27 at 4:30 p.m.	1	1
	Quarterly Totals	43	43
	Semester Totals	89	86
Jan 25-Feb. 18	Full Days of School	19	19
Feb. 19-22	Mid-Winter Recess	0	0
Feb. 23-Mar. 16	Full days of School	17	17
Mar. 17	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 18-21	Full Days of School	2	2
Mar. 22	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 23-24	Full Days of School	2	2
Mar. 25	Last Day 3 rd Quarter Full Day of School Report cards due March 30 at 4:30 p.m.	1	1
	Quarterly Totals	44	43
Mar. 28-31	Full Days of School	4	4
Apr. 1-Apr. 8	No School – Spring Recess	0	0
Apr. 11-May 4	Full Days of School	18	18
May 5 (or May 12)	Half Day of School, Tulip Time	.5	1
May 6-27	Full Days of School	16	16
May 30	No School – Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	Half Day of School, .5 Records Day Report cards due June 15 at 4:30 p.m.	1	1
	Quarterly Totals	47.5	48
	Semester Totals	91.5	91
	Yearly Totals	180.5	177
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 7 and February 10.
- MME Testing: To be announced 1st or 2nd week in March

Schedule D 2016-2017 West Ottawa Public Schools K-5 Calendar

		Teacher Days	Student Days
Aug. 30	Opening Day for Staff	1	0
Aug. 31	Professional Development	1	0
Sept. 6-Nov. 3	Full Days of School	43	43
Nov. 4	Last Day 1 st Quarter Full Day of School Report cards due Nov. 9 at 4:30 p.m.	1	1
Quarterly Totals		46	44
Nov. 7-9	Full Days of School	3	3
Nov. 10	K-5 Half Day of School, P/T Conf. 1-4 p.m. & 5-8 p.m.	1.5	1
Nov. 11-14	Full Days of School	2	2
Nov. 15	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 16-22	Full Days of School	5	5
Nov. 23-25	No School – Thanksgiving Recess	0	0
Nov. 28-Dec. 21	Full Days of School	18	18
Dec. 22-Jan. 2	No School – Holiday Recess	0	0
Jan. 3-19	Full Days of School	13	13
Jan. 20	Half Day, .5 Records Day Report cards due Jan. 25 at 4:30 p.m.	1	1
Quarterly Totals		45	44
Semester Totals		91	88
Jan 23-Feb. 17	Full Days of School	20	20
Feb. 20	Mid-Winter Recess	0	0
Feb. 21-Mar. 15	Full Days of School	17	17
Mar. 16	Half Day of School, P/T Conf. 1-4 and 5-8 p.m.	1.5	1
Mar. 17-20	Full Days of School	2	2
Mar. 21	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 22-23	Full Days of School	2	2
Mar. 24	Last Day 3 rd Quarter Full Day of School Report cards due March 29 at 4:30 p.m.	1	1
Quarterly Totals		45	44
Mar. 27-30	Full Days of School	4	4
Mar. 31-Apr. 7	No School – Spring Recess	0	0
Apr. 10-May 3	Full Days of School	18	18
May 4 (or May 11)	Half Day of School, Tulip Time	.5	1
May 5-26	Full Days of School	16	16
May 29	No School – Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	Half Day of School, .5 Records Day Report cards due June 14 at 4:30 p.m.	1	1
Quarterly Totals		47.5	48
Semester Totals		92.5	92
Yearly Totals		183.5	180
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 5 and February 8.
- Secondary counselors will report for two additional days during the month of August, and will be given two comp days to be expended at a later time during the school year. These comp days will not be subject to leave day parameters but will be communicated at least two weeks in advance of their use to the building administrator.

Schedule D 2016-2017 West Ottawa Public Schools 6-8 Calendar

		Teacher Days	Student Days
Aug. 30	Opening Day for Staff	1	0
Aug. 31	Professional Development	1	0
Sept. 6-Oct. 26	Full Days of School	37	37
October 27	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
October 28-31	Full Days of School	2	2
Nov. 1	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 2	Full Day of School	1	1
Nov. 3	6-8 Students Half Day P/T Conf. 1-4	1	1
Nov. 4	Last Day 1 st Quarter Full Day of School Report cards due Nov. 9 at 4:30 p.m.	1	1
Quarterly Totals		47	44
Nov. 7-22	Full Days of School	12	12
Nov. 23-25	No School – Thanksgiving Recess	0	0
Nov. 28-Dec. 21	Full Days of School	18	18
Dec. 22-Jan. 2	No School – Holiday Recess	0	0
Jan. 3-19	Full Days of School	13	13
Jan. 20	Half Day, .5 Records Day Report cards due Jan. 25 at 4:30 p.m.	1	1
Quarterly Totals		44	44
Semester Totals		91	88
Jan 23-Feb. 17	Full Days of School	20	20
Feb. 20	Mid-Winter Recess	0	0
Feb. 21-Mar. 15	Full Days of School	17	17
Mar. 16	6-8 Students Half Day P/T Conf. 1-4 and 5-8 p.m.	1.5	1
Mar. 17-20	Full Days of School	2	2
Mar. 21	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 22-23	Full day of School	2	2
Mar. 24	Last Day 3 rd Quarter Full Day of School Report cards due March 29 at 4:30 p.m.	1	1
Quarterly Totals		45	44
Mar. 27-30	Full Days of School	4	4
Mar. 31-Apr. 7	No School – Spring Recess	0	0
Apr. 10-May 3	Full Days of School	18	18
May 4 (or May 11)	Half Day of School, Tulip Time	.5	1
May 5-26	Full Days of School	16	16
May 29	No School – Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	Half Day of School, .5 Records Day Report cards due June 14 at 4:30 p.m.	1	1
Quarterly Totals		47.5	48
Semester Totals		92.5	92
Yearly Totals		183.5	180
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Grades will be extracted for progress reporting at 7 a.m. on the following dates: October 5, December 7, February 22, and May 3.
- Student Count Days: October 5 and February 8.
- Secondary counselors will report for two additional days during the month of August, and will be given two comp days to be expended at a later time during the school year. These comp days will not be subject to leave day parameters but will be communicated at least two weeks in advance of their use to the building administrator.

Schedule D 2016-17 West Ottawa Public Schools 9-12 Calendar

		Teacher Days	Student Days
Aug. 30	Opening Day for Staff	1	0
Aug. 31	Professional Development	1	0
Sept. 6-Oct. 26	Full Days of School	37	37
Oct. 27	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 28-31	Full Days of School	2	2
Nov. 1	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Nov. 2-3	Full Day of School	2	2
Nov. 4	Last Day 1 st Quarter Full Day of School Report cards due Nov. 9 at 4:30 p.m.	1	1
	Quarterly Totals	47	44
Nov.7-Nov. 22	Full Days of School	12	12
Nov. 23-25	No School – Thanksgiving Recess	0	0
Nov. 28-Dec. 21	Full Days of School	18	18
Dec. 21-Jan. 1	No School – Holiday Recess	0	0
Jan. 3-19	Full Days of School	13	13
Jan. 20	Half Day, .5 Records Day Report cards due Jan. 25 at 4:30 p.m.	1	1
	Quarterly Totals	44	44
	Semester Totals	91	88
Jan 23-Feb. 17	Full Days of School	20	20
Feb. 20	Mid-Winter Recess	0	0
Feb. 21-Mar. 15	Full Days of School	17	17
Mar. 16	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 17-20	Full Days of School	2	2
Mar. 21	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 22-23	Full Days of School	2	2
Mar. 24	Last Day 3 rd Quarter Full Day of School Report cards due March 30 at 4:30 p.m.	1	1
	Quarterly Totals	45	44
Mar. 27-30	Full Days of School	4	4
Mar. 31-Apr. 7	No School – Spring Recess	0	0
Apr. 10-May 3	Full Days of School	18	18
May 4 (or May 11)	Half Day of School, Tulip Time	.5	1
May 5-26	Full Days of School	16	16
May 29	No School – Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	Half Day of School, .5 Records Day Report cards due June 14 at 4:30 p.m.	1	1
	Quarterly Totals	47.5	48
	Semester Totals	92.5	92
	Yearly Totals	183.5	180
Additional Schedule A Time:	After School Professional Development: 11 hours and 39 min.		

- * Classroom teachers responsible for report cards.
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.
- Student Count Days: October 5 and February 8.
- MME Testing: To be announced 1st or 2nd week in March
- Secondary counselors will report for two additional days during the month of August, and will be given two comp days to be expended at a later time during the school year. These comp days will not be subject to leave day parameters but will be communicated at least two weeks in advance of their use to the building administrator.

SCHEDULE E
LIST OF STAFF MEETINGS
for 2013-2014

Unpaid (Required) Days:

1. August or September: One (1) evening open house – maximum 2½ hours
2. Eight (8) one-hour staff meetings may be called by principals. Five additional hours may be added by the principals in half (1/2) hour to one (1) hour segments. They may be added to the scheduled meetings or added as additional meetings. Dates shall be set at the start of the year whenever possible, or at least one (1) week if feasible prior to the meeting date to allow teachers to plan ahead for day care and medical appointments.

The meetings may be held during the months of:

September
October
November
January
February
March
April
May

3. A one (1) hour meeting shall be added at the District Level by Central Administration.
4. All staff will participate in a West Ottawa Show Case event for a maximum of ninety (90) minutes. The date and time of this event will be established or determined by May of the prior year.
5. In addition to the time and dates above, there shall be one-half Schedule A day, three (3) hours and thirty-nine (39) minutes, which is currently being utilized for staff development.

SCHEDULE E
LIST OF STAFF MEETINGS
for 2014-2016

Unpaid (Required) Days:

1. August or September: One (1) evening open house – maximum 2½ hours
2. Eight (8) one-hour staff meetings may be called by principals. Five additional hours may be added by the principals in half (1/2) hour to one (1) hour segments. They may be added to the scheduled meetings or added as additional meetings. Dates shall be set at the start of the year whenever possible, or at least one (1) week if feasible prior to the meeting date to allow teachers to plan ahead for day care and medical appointments.

The meetings may be held during the months of:

September
October
November
January
February
March
April
May

3. A one (1) hour meeting shall be added at the District Level by Central Administration.
4. All staff will participate in a West Ottawa Show Case event for a maximum of ninety (90) minutes. The date and time of this event will be established or determined by May of the prior year.
5. In addition to the time and dates above, there shall be eleven (11) hours and thirty-nine (39) minutes of Schedule A time to be utilized for professional development

SCHEDULE F
Calendar for Half Days and Exams
2013-2014

Half Days of School

- K-5 11/14, 1/17, 3/27, 5/8, 6/6
- 6-8 1/17, 3/27, 5/8, 6/6
- 9-12 1/17, 5/8, 6/6

2-Hour Delay

- K-12 11/7, 12/11, 3/18

Half Day Starting and Ending Times**Grades K - 5 = 3 hours 17 minutes**

- Glerum, Great Lakes, Lakeshore, Lakewood,
Pine Creek, Waukazoo, Woodside -8:35-11:52 a.m. Teacher Day 8:30-12:05 p.m.
- North Holland, Sheldon Woods -8:50-12:07 a.m. Teacher Day 8:45-12:20 p.m.

Grades 6-8 = 3 hours 17 minutes

- Harbor Lights, Macatawa Bay -7:50-11:07 a.m. Teacher Day 7:35-11:15 a.m.

Grades 9-12 = 3 hours 12 minutes

- North & South -7:45-10:57 a.m. Teacher Day 7:35-11:15 a.m.

Grades Extracted for Progress Reporting**Grades 6-8**

- Wednesday October 9 7:00 a.m.
- Wednesday December 11 7:00 a.m.
- Wednesday February 26 7:00 a.m.
- Wednesday May 7 7:00 a.m.

Report Cards Due 2013-2014**Grades K-12**

- Quarter 1 Wednesday November 6 4:30 p.m.
- Quarter 2 Wednesday January 22 4:30 p.m.
- Quarter 3 Wednesday April 2 4:30 p.m.
- Quarter 4 Wednesday June 11 4:30 p.m.

SCHEDULE F
Calendar for Half Days and Exams
2014-2015

Half Days of School

- K-5 11/13, 1/16, 3/26, 5/7, 6/5
- 6-8 1/16, 3/26, 5/7, 6/5
- 9-12 1/16, 5/7, 6/5

Half Day Starting and Ending Times

Grades K - 5 = 3 hours 17 minutes

- Glerum, Great Lakes, Lakeshore, Lakewood,
Pine Creek, Waukazoo, Woodside -8:35-11:52 a.m. Teacher Day 8:30-12:05 p.m.
- North Holland, Sheldon Woods -8:50-12:07 a.m. Teacher Day 8:45-12:20 p.m.

Grades 6-8 = 3 hours 17 minutes

- Harbor Lights, Macatawa Bay -7:50-11:07 a.m. Teacher Day 7:35-11:15 a.m.

Grades 9-12 = 3 hours 12 minutes

- North & South -7:45-10:57 a.m. Teacher Day 7:35-11:15 a.m.

Grades Extracted for Progress Reporting

Grades 6-8

- Wednesday October 8 7:00 a.m.
- Wednesday December 10 7:00 a.m.
- Wednesday February 25 7:00 a.m.
- Wednesday May 6 7:00 a.m.

Report Cards Due 2014-2015

Grades K-12

- Quarter 1 Wednesday November 5 4:30 p.m.
- Quarter 2 Wednesday January 21 4:30 p.m.
- Quarter 3 Wednesday April 1 4:30 p.m.
- Quarter 4 Wednesday June 10 4:30 p.m.

SCHEDULE F
Calendar for Half Days and Exams
2015-2016

Half Days of School

- K-5 11/12, 1/22, 3/29, 5/12, 6/10
- 6-8 1/22, 3/22, 5/12, 6/10
- 9-12 1/22, 5/12, 6/10

Half Day Starting and Ending Times**Grades K - 5 = 3 hours 17 minutes**

- Glerum, Great Lakes, Lakeshore, Lakewood,
Pine Creek, Waukazoo, Woodside -8:35-11:52 a.m. Teacher Day 8:30-12:05 p.m.
- North Holland, Sheldon Woods -8:50-12:07 a.m. Teacher Day 8:45-12:20 p.m.

Grades 6-8 = 3 hours 17 minutes

- Harbor Lights, Macatawa Bay -7:50-11:07 a.m. Teacher Day 7:35-11:15 a.m.

Grades 9-12 = 3 hours 12 minutes

- North & South -7:45-10:57 a.m. Teacher Day 7:35-11:15 a.m.

Grades Extracted for Progress Reporting**Grades 6-8**

- Wednesday October 7 7:00 a.m.
- Wednesday December 9 7:00 a.m.
- Wednesday February 24 7:00 a.m.
- Wednesday May 4 7:00 a.m.

Report Cards Due 2015-2016**Grades K-12**

- Quarter 1 Wednesday November 10 4:30 p.m.
- Quarter 2 Wednesday January 27 4:30 p.m.
- Quarter 3 Wednesday March 30 4:30 p.m.
- Quarter 4 Wednesday June 15 4:30 p.m.

SCHEDULE F
Calendar for Half Days and Exams
2016-2017

Half Days of School

- K-5 11/10, 1/20, 3/16, 5/11, 6/9
- 6-8 11/3, 11/20, 3/16, 5/11, 6/9
- 9-12 1/20, 5/11, 6/9

Half Day Starting and Ending Times

Grades K - 5 = 3 hours 17 minutes

- Glerum, Great Lakes, Lakeshore, Lakewood,
Pine Creek, Waukazoo, Woodside -8:35-11:52 a.m. Teacher Day 8:30-12:05 p.m.
- North Holland, Sheldon Woods -8:50-12:07 a.m. Teacher Day 8:45-12:20 p.m.

Grades 6-8 = 3 hours 17 minutes

- Harbor Lights, Macatawa Bay -7:50-11:07 a.m. Teacher Day 7:35-11:15 a.m.

Grades 9-12 = 3 hours 12 minutes

- North & South -7:45-10:57 a.m. Teacher Day 7:35-11:15 a.m.

Grades Extracted for Progress Reporting

Grades 6-8

- Wednesday October 5 7:00 a.m.
- Wednesday December 7 7:00 a.m.
- Wednesday February 22 7:00 a.m.
- Wednesday May 3 7:00 a.m.

Report Cards Due 2016-2017

Grades K-12

- Quarter 1 Wednesday November 9 4:30 p.m.
- Quarter 2 Wednesday January 25 4:30 p.m.
- Quarter 3 Wednesday March 29 4:30 p.m.
- Quarter 4 Wednesday June 14 4:30 p.m.

SCHEDULE G
School Day Starting and Ending Times 2013-17

Building	Student Instructional Day	Teacher Day	Teacher Time
Half-Day Kindergarten			
Glerum, Great Lakes, Woodside, Lakeshore, Lakewood, Pine Creek, Waukazoo	8:35 – 11:52 a.m.	8:30 – 12:09 p.m.	3 hours 39 minutes
North Holland Sheldon Woods	8:50 – 12:07 p.m.	8:45 – 12:24 p.m.	3 hours 39 minutes

All Day Every Day Kindergarten
First-Fifth Grades

Glerum, Great Lakes, Woodside, Lakeshore, Lakewood, Pine Creek, Waukazoo	8:35 – 3:38 p.m.	8:30 – 3:48 p.m.	7 hours 18 minutes
North Holland Sheldon Woods	8:50 – 3:53 p.m.	8:45 – 4:03 p.m.	7 hours 18 minutes

Secondary

Harbor Lights	7:50 – 2:43 p.m. 30 minute lunch	7:35 – 2:53 p.m.	7 hours 18 minutes
Macatawa Bay	7:50 – 2:43 p.m. 30 minute lunch	7:35 – 2:53 p.m.	7 hours 18 minutes
High School	7:45 – 2:43 p.m. 30 minute lunch	7:35 – 2:53 p.m.	7 hours 18 minutes

Appendix A

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

Appendix B

West Ottawa Lesson Plan Template

From the student's perspective:

- What am I learning? Why?
- How are you going to help me learn?
- How will I show you that I know?

Objective:

Instruction:

Assessment:

Assignment:

SCHEDULE B ATHLETIC POSITIONS

Appendix C

8/07/2014

*****The District may or may not fill all positions in a given year*****

Season	Gender	Sport	Level	Position	# of Pos	Pts	Total
Fall	Girls	Cheerleading - Sideline	9th Grade	Head Coach	1	13	13
Fall	Girls	Cheerleading - Sideline	Junior Varsity	Head Coach	1	13	13
Fall	Girls	Cheerleading - Sideline	Varsity	Head Coach	1	19	19
Total Cheerleading - Sideline							45
Fall	Boys	Cross Country	7th & 8th Grade	Head Coach	1	8	8
Fall	Girls	Cross Country	7th & 8th Grade	Head Coach	1	8	8
Fall	Boys	Cross Country	Varsity	Head Coach	1	30	30
Fall	Girls	Cross Country	Varsity	Head Coach	1	30	30
Total Cross Country							76
Fall	Boys	Football	7th Grade	Assistant Coach	2	17	34
Fall	Boys	Football	7th Grade	Head Coach	2	21	42
Fall	Boys	Football	8th grade	Assistant Coach	2	17	34
Fall	Boys	Football	8th grade	Head Coach	2	21	42
Fall	Boys	Football	9th Grade	Assistant Coach	1	31	31
Fall	Boys	Football	9th Grade	Head Coach	1	33	33
Fall	Boys	Football	Junior Varsity	Assistant Coach	1	31	31
Fall	Boys	Football	Junior Varsity	Head Coach	1	33	33
Fall	Boys	Football	Varsity	Assistant Coach	3	32	96
Fall	Boys	Football	Varsity	Head Coach	1	42	42
Total Football							418
Fall	Girls	Golf	Junior Varsity	Head Coach	1	20	20
Fall	Girls	Golf	Varsity	Head Coach	1	25	25
Total Golf							45
Fall		Intramural		Director	1	7	7
Total IntraMural							7
Fall		Physical Conditioning & Weight Training		Supervisor	1	6	6
Total Physical Conditionin & Weight Training							6
Fall	Boys	Soccer	7th Grade	Head Coach	2	12	24
Fall	Boys	Soccer	8th grade	Head Coach	2	12	24
Fall	Boys	Soccer	9th Grade	Head Coach	1	23	23
Fall	Boys	Soccer	Junior Varsity	Head Coach	1	23	23
Fall	Boys	Soccer	Varsity	Head Coach	1	28	28
Total Soccer							122
Fall	Girls	Swim	Varsity	Head Coach	1	35	35
Fall	Girls	Swim & Dive	Varsity	Assistant Coach	1	27	27
Total Swim							62
Fall	Girls	Tennis	7th & 8th Grade	Head Coach	2	12	24
Fall	Boys	Tennis	Junior Varsity	Head Coach	1	20	20
Fall	Boys	Tennis	Varsity	Head Coach	1	27	27
Total Tennis							71

SCHEDULE B ATHLETIC POSITIONS

Appendix C

8/07/2014

*****The District may or may not fill all positions in a given year*****

Season	Gender	Sport	Level	Position	# of Pos	Pts	Total	
Fall	Girls	Volleyball	7th Grade	Head Coach	2	12	24	
Fall	Girls	Volleyball	8th grade	Head Coach	2	12	24	
Fall	Girls	Volleyball	9th Grade	Head Coach	1	26	26	
Fall	Girls	Volleyball	Junior Varsity	Head Coach	1	28	28	
Fall	Girls	Volleyball	Varsity	Head Coach	1	34	34	
Total Volleyball								136
Fall	Boys	Water Polo	Varsity	Head Coach	1	27	27	
Total Water Polo								27
Winter	Boys	Basketball	7th Grade	Head Coach	2	17	34	
Winter	Girls	Basketball	7th Grade	Head Coach	2	17	34	
Winter	Boys	Basketball	8th Grade	Head Coach	2	17	34	
Winter	Girls	Basketball	8th Grade	Head Coach	2	17	34	
Winter	Boys	Basketball	9th Grade	Head Coach	1	33	33	
Winter	Girls	Basketball	9th Grade	Head Coach	1	33	33	
Winter	Boys	Basketball	Junior Varsity	Head Coach	1	34	34	
Winter	Girls	Basketball	Junior Varsity	Head Coach	1	34	34	
Winter	Boys	Basketball	Varsity	Head Coach	1	43	43	
Winter	Girls	Basketball	Varsity	Head Coach	1	43	43	
Total Basketball								356
Winter	Girls	Cheerleading - Competiti	7th Grade	Head Coach	2	13	26	
Winter	Girls	Cheerleading - Competiti	8th Grade	Head Coach	2	13	26	
Winter	Girls	Cheerleading - Competiti	9th Grade	Head Coach	1	29	29	
Winter	Girls	Cheerleading - Competiti	Junior Varsity	Head Coach	1	29	29	
Winter	Girls	Cheerleading - Competitive & Sideline	Varsity	Head Coach	1	37	37	
Total Cheerleading - Competitive								147
Winter	Girls	Competitive Dance	Varsity	Head Coach	1	18	18	
Total Competitive Dance								18
Winter	Boys	Hockey	Varsity	Head Coach	1	37	37	
Total Hockey								37
Winter		Intramural		Director	1	7	7	
Total IntraMural								7
Winter		Physical Conditioning & Weight Training		Supervisor	1	6	6	
Total Physical Conditionin & Weight Training								6
Winter	Boys	Swim & Dive	7th & 8th Grade	Assistant Coach	1	14	14	
Winter	Girls	Swim & Dive	7th & 8th Grade	Assistant Coach	1	14	14	
Winter	Boys	Swim & Dive	Varsity	Assistant Coach	1	26	26	
Winter	Boys	Swim	7th & 8th Grade	Head Coach	1	14	14	
Winter	Girls	Swim	7th & 8th Grade	Head Coach	2	13	26	
Winter	Boys	Swim	Varsity	Head Coach	1	34	34	
Total Swim								128

SCHEDULE B ATHLETIC POSITIONS

Appendix C

8/07/2014

*****The District may or may not fill all positions in a given year*****

Season	Gender	Sport	Level	Position	# of Pos	Pts	Total
Winter	Boys	Wrestling	7th & 8th Grade	Assistant Coach	2	10	20
Winter	Boys	Wrestling	7th & 8th Grade	Head Coach	2	16	32
Winter	Boys	Wrestling	Junior Varsity	Head Coach	1	28	28
Winter	Boys	Wrestling	Varsity	Head Coach	1	36	36

Total Wrestling 116

Spring	Boys	Baseball	9th Grade	Head Coach	1	23	23
Spring	Boys	Baseball	Junior Varsity	Head Coach	1	23	23
Spring	Boys	Baseball	Varsity	Head Coach	1	30	30

Total Baseball 76

Spring	Boys	Golf	Junior Varsity	Head Coach	1	20	20
Spring	Boys	Golf	Varsity	Head Coach	1	25	25

Total Golf 45

Spring	Co-ed	Intramurals		Director	1	7	7
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Total IntraMural 7

Spring	Boys	Lacrosse	Varsity	Head Coach	1	28	28
Spring	Girls	Lacrosse	Varsity	Head Coach	1	28	28

Total Lacross 56

Spring	Co-ed	Physical Conditioning & Weight Training		Supervisor	1	6	6
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Total Physical Conditionin & Weight Training 6

Spring	Girls	Soccer	7th Grade	Head Coach	2	12	24
Spring	Girls	Soccer	8th Grade	Head Coach	2	12	24
Spring	Girls	Soccer	9th Grade	Head Coach	1	23	23
Spring	Girls	Soccer	Junior Varsity	Head Coach	1	23	23
Spring	Girls	Soccer	Varsity	Head Coach	1	28	28

Total Soccer 122

Spring	Girls	Softball	Junior Varsity	Head Coach	1	23	23
Spring	Girls	Softball	Varsity	Head Coach	1	30	30

Total Softball 53

Spring	Boys	Tennis	7th & 8th Grade	Head Coach	2	12	24
Spring	Girls	Tennis	Junior Varsity	Head Coach	1	20	20
Spring	Girls	Tennis	Varsity	Head Coach	1	27	27

Total Tennis 71

Spring	Girls	Track & Field	7th & 8th Grade	Assistant Coach	2	10	20
Spring	Boys	Track & Field	7th & 8th Grade	Assistant Coach	2	10	20
Spring	Girls	Track & Field	7th & 8th Grade	Head Coach	1	13	13
Spring	Boys	Track & Field	7th & 8th Grade	Head Coach	1	13	13
Spring	Girls	Track & Field	Varsity	Assistant Coach	3	16	48
Spring	Boys	Track & Field	Varsity	Assistant Coach	3	16	48
Spring	Boys	Track & Field	Varsity	Head Coach	1	24	24
Spring	Girls	Track & Field	Varsity	Head Coach	1	24	24

Total Track & Field 210

Spring	Girls	Water Polo	Varsity	Head Coach	1	27	27
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Total Water Polo 27