

June 30, 1971

Lake Fenton

AGREEMENT
BETWEEN THE
LAKE FENTON BOARD OF EDUCATION
AND THE
LAKE FENTON EDUCATION ASSOCIATION

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University

TABLE OF CONTENTS

	ARTICLE	PAGE
Signature Page		1
Preamble		2
Recognition	Article I	3
Association and Teacher Rights	Article II	3
A. Right to organize		
B. Rights by law		
C. Use of School building		
D. Transacting business on school property		
E. Use of School facilities		
F. Notices and insignia		
G. Receipt of financial data		
H. Consultation on program revisions		
I. Private and personal rights		
J. Non-discriminatory rights		
K. Board agenda		
Rights of the Board	Article III	5
A. Executive management		
B. Personnel		
C. Operational rights		
D. Operational rights		
Professional Dues or Fees and Payroll	Article IV	6
A. Deduction of professional fees		
B. Maintenance of membership		
C. Miscellaneous deductions		
Teaching Hours and Class Load	Article V	7
A. Duty day		
B. Assigned teaching periods and preparation periods		
C. Lunch periods		
D. Elementary recess periods		
E. Specialized teachers		
F. Adherence to norms		
G. Negotiation during duty hours		
Teaching Conditions	Article VI	8
A. Statement of Principle		
B. Class size		
C. Educational tools		
D. Duplication of instructional materials		
E. Materials provided		
F. Transportation of students		
G. Space reserved for staff		
H. Telephone		

	ARTICLE	PAGE
Teaching Conditions (Continued)		
I. Vending machines		
J. Parking facilities		
K. Hazardous working conditions		
L. Discipline of teachers		
Qualifications and Assignments	Article VII	11
A. Certification, full		
B. Certification, special		
C. Assignments to major fields		
D. Probationary contracts		
E. Provisional and permanent contracts		
F. Substitute permits		
G. Tentative schedules		
H. Extra duty		
Vacancies, promotions and transfers	Article VIII	13
A. Transfers		
B. Vacancies		
C. Involuntary transfers		
D. Return to teacher status		
Illness and Disability	Article IX	14
A. Workmen's compensation		
B. Computation of daily wage		
C. Sick leave and personal business		
D. Leave of absence		
E. Conference leave		
Professional and Association Leave	Article X	15
A. Professional business days		
B. Association business days		
C. Association officer days		
D. Association meetings		
Sabbatical Leave	Article XI	15
A. Basis and pay		
B. Return status		
C. Number on leave		
D. Return to local school		
Unpaid Leave of Absences	Article XII	16
A. Unpaid leaves, general		
B. Extending education		
C. Military leaves		
D. Officer of the Association		
E. Public office		
F. Maternity leave		
Personal Business	Article XIII	17
A. Financial hardship		
B. Conditions		
C. Application		
D. Holidays		
E. Jury duty		

	ARTICLE	PAGE
Academic Freedom	Article XIV	18
Teacher Evaluation and Progress		
A. Frequency and progress		
B. Evaluator and techniques		
C. Right to appeal		
D. Teaching coach		
E. Final evaluations		
F. Review of personal file		
Professional Behavior	Article XVI	19
A. Rules and regulations		
B. MEA Code of Ethics		
C. Association responsibility		
D. Right to request witness		
E. Just cause		
Professional Improvements	Article XVII	20
A. General commitment		
B. Conference attendance		
C. Inservice meetings		
Reduction in Personnel, Annexations & Consolidations of Districts	Article XVIII	21
A. Limits of agreement		
B. Consolidation and teacher employment		
C. Changes in student population		
D. Reduction of personnel		
Continuity of Operations	Article XIX	22
A. Strikes		
B. Unfair labor practices		
C. Inclement weather		
D. Excessive days missed through acts of God		
E. Violation of this Article		
Student Discipline and Teacher Protection	Article XX	23
A. Board's responsibility		
B. Students needing specialized help		
C. Philosophy of approach		
D. Suspension by teacher		
E. Suspension by principal		
F. Self protection		
G. Assault upon a teacher		
H. Civil suit		
I. Loss of teacher time		
J. Complaints toward a teacher		
K. Loss of personal property		
L. Corporal punishment		

AGREEMENT

between the

Lake Fenton Board of Education

and the

Lake Fenton Education Association

This agreement entered into this twenty-second day of October, 1969, by and between the School District of Lake Fenton Community Schools of Fenton, Michigan, hereinafter called the "Board", and the Lake Fenton Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Lake Fenton Schools is their mutual aim, and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenant, it is hereby agreed as follows:

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certificated personnel under contract, on leave, or on a per diem hourly or class rate basis, employed by the Board. Such representation shall cover all personnel assigned to newly created positions unless the parties agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude Superintendents, Assistant Superintendents, Directors of School and Community Relations, Principals, Assistant Principals, Business managers, Deans of Students, and any other person engaged fifty percent of the time in the direct administration and supervision of professional personnel. The term "teacher" when used hereinafter in this agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers include female teachers.
- B. The Board agrees not to negotiate with or recognize any teacher's organization other than the Association for the duration of this Agreement.

ARTICLE II

Association and Teacher Rights

- A. Pursuant to the Michigan Employment Relations Act, the Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiating and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to

hours, wages, or any terms or conditions of employment by reason of his membership in the Association or collective professional negotiations with the Board, or his institution of any grievance complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.
- C. The Association and its representatives shall have the same rights as other community groups to use school buildings at all reasonable hours for meetings, provided that where custodial services are required, the Board may take the same charge that is made to other community groups.
- D. Duly authorized representation of the Association and their respective affiliates shall be permitted to transact official association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operation.
- E. The Association shall have the privilege to use school facilities and equipment normally used for instructional purposes when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.
- F. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards not accessible to students at least one of which shall be provided in each building. The Association may use teacher mailboxes for communications to teachers. The informational materials will be identified with the name of the individual posting it or the unit authorizing it. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises.
- G. The Board agrees to furnish to the Association in response to reasonable requests information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocation (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which

may be necessary for the Association to process any grievance or complaint. The Association shall specify in writing the information desired.

- H. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration to advise the Board with respect to said matters prior to their adoption and/or general publication.
- I. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board except as it exceeds the bounds of questionable, ethical or moral behavior that brings disgrace and discredit to the Lake Fenton Community Schools.
- J. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, religion, color, national origin, age, sex, or marital status.
- K. The Association shall have the same privileges for placing items on the agenda for Board consideration as other community groups. Such items shall be submitted to the Superintendent, in writing, at least five days prior to the scheduled meeting.

ARTICLE III

Rights of the Board

The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
- B. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;

- C. To establish grades and courses of instruction including special programs, establish rules and regulations, and to provide for athletic, recreational and social events for students, as deemed necessary or advisable by the Board.
- D. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching responsibilities and the terms and conditions of employment.

ARTICLE IV

Professional Dues or Fees, and Payroll Deductions

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the MEA and the NEA. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the second regular salary check of the teacher each month for ten months, beginning in September and ending in June of each year. Deductions for teachers employed after commencement of the school year shall be appropriately prorated to complete payments by the following June. The Association agrees to furnish a comprehensive list which shall indicate the name of teacher and the amount to be deducted from each paycheck.
- B. On the effective date of this Agreement all members of the Bargaining Unit who are currently members of the L.F.E.A. agree to maintain membership or to pay a fee equal to the local, State and National Association dues to the local Association for the duration of this Agreement.

In addition, after July 1, 1970, newly hired certified personnel agree to become members of the Association or to contribute a like amount of dues (local, State and National) to the local Association in terms of a service fee.

Certified personnel, who refuse to tender such dues or fees within thirty (30) days of the beginning date of employment, shall be released at the end of the current semester.

The Lake Fenton Education Association agrees to save harmless the Lake Fenton Board of Education from any legal action or damages resulting from this clause.

ARTICLE IV (Cont.)

- C. Upon appropriate written authorization from the teacher the Board shall deduct from the salary of that teacher and make appropriate remittance for annuities, credit union, savings bond, and Red Feather.

ARTICLE V

Teaching Hours and Class Load

- A. The teacher's duty day shall be as listed on Schedule C.
- B. The normal weekly teaching load in the junior and senior high school will be 25 teaching periods and 5 unassigned preparation periods. Assignment to a supervised study period shall be considered a teaching period for purposes of this Article.

The term "unassigned preparation/conference" shall be construed to include the use of this period for the purpose of preparation and the following when deemed necessary in the judgement of the Principal:

1. Parent/Teacher conferences.
 2. Paid classroom substitution, such substitution to be on a rotating basis. If the teacher does not wish to substitute in his turn, the administration shall make an attempt to secure another substitute. In the event no other can be found, the teacher scheduled shall fill the vacancy.
 3. An assignment other than teaching in an extreme emergency,
- C. All teachers shall be entitled to an uninterrupted lunch period of not less than 35 minutes with the following exceptions:
1. High School teachers with a noon-time assignment shall be given an extra-duty contract rider as listed in the Extra Duty Schedule B.
 2. The Board agree to hire a playground supervisor to assume supervision duties during the noon period. Elementary teachers may be assigned duty which may result in a duty-free lunch period of less than 35 minutes in the event of the absence of the hired supervisor. Every effort should be made to notify the teachers at least two hours in advance of this duty period.

ARTICLE V (Cont.)

- D. All elementary teachers shall be required to serve not more than six (6) duty recess periods in a three (3) week block of time.
- E. Teachers of music, art, teaching specialists, librarians, speech therapists, reading consultants, visiting teachers, counselors and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in their area.
- F. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need or desirability of such deviation the matter may be processed through the professional grievance procedure hereinafter set forth.
- G. In the event that the Board of Education requests a negotiating session or a meeting involving a professional grievance during the school day, any teacher participating in said meeting shall be relieved of duty without loss of pay during this meeting.

ARTICLE VI

Teaching Conditions

- A. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the primary duty and the responsibility of the teacher is to teach and that organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

The parties realize the need for special and individual attention for all pupils in the district. It is therefore desirable to have available special education and remedial programs through the school, K-12

- B. The Board and the Association accept the responsibility to continue to work toward smaller class sizes. The following class sizes will be used for planning purposes and should be observed when existing conditions and space permit.

(Possible solutions to class sizes may include building additions, portable classrooms, teacher aids, schedule adjustments or other solutions).

Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible and practical to the following maximums:

(1) Kindergarden	22 pupils
(2) Elementary School Grades	25 pupils
(3) Special classes for handicapped or mentally retarded	15 pupils
(4) Special sight-saving and hearing conservation classes	12 pupils
(5) Emotionally disturbed classes	9 pupils
(6) Junior Primary	20 pupils

The maximum class size per teacher in the secondary school should be as follows whenever possible and practical:

English, Social Studies, General Education, Math, Science, Language, Business	25 pupils
Typing	30 pupils
Industrial Arts	20 pupils
Drafting	30 pupils
Vocational Shops	20 pupils
Homemaking	20 pupils
Music	35 pupils
Art	25 pupils
Health Education	40 pupils
Hygiene	25 pupils

In the event that the enrollment in a class reaches a number which, in the opinion of the teacher and the Association, seriously handicaps effective teaching in the particular room, the teacher with Association representation may attempt to resolve the situation with the building principal. If the problem is not resolved to the teacher's satisfaction, the teacher may request an audience with the Instructional Policies Council to present the facts. The Council shall, after hearing the complaint, make a recommendation to all parties concerned as to the disposition of the issue. Suggestions will be given due consideration and implemented as soon as possible and practical.

- C. The Board recognizes that appropriate texts, library references, facilities, maps and globes, laboratory equipment, current periodicals, audio-visual equipment, art supplies and athletic equipment, standard tests and questionnaires, and similar materials are the tools of the teaching profession. Further, that efforts shall be continued to seek and use textbooks and supplemental reading materials which contain the contribution of minority groups to the history, and scientific and social development of the United States. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board agrees to implement all decisions thereon made by its representatives and the Association as soon as practical. The Board agrees at all times to keep the schools properly equipped and maintained.

ARTICLE VI (Cont.)

- D. The Board agrees to make available in each school adequate typing, duplicating, stencil and mimeograph facilities to aid teachers in the preparation of instructional material. Where practical, clerical personnel shall be provided to aid teachers in the preparation of instructional materials.
- E. The Board shall provide:
1. A separate desk for each teacher in the district.
 2. Closet space for each teacher to store coats, over-shoes and personal articles.
 3. Chalkboard space in every classroom.
 4. Copies, exclusively for each teacher's use, of all adopted texts used in each of the courses he is to teach.
 5. One collegiate dictionary shall be furnished for each teacher in the system when requested.
 6. Preparation areas shall be provided for teachers.
 7. Storage space in each classroom for instructional materials.
 8. Record books, paper, pencils, pens, chalk, erasers, and other such material normally required in daily teaching responsibilities.
 9. Smocks for art and home economics teachers, laboratory coats for laboratory science teachers, shop coats for vocational and industrial education teachers. Said clothing shall be identified as school property.
- F. Under no conditions will a teacher be required to drive a school bus or transport students.
- G. The Board shall make available in each school adequate lunchroom, restroom, and lavatory facilities for teacher use, and such areas shall not be used by students. A room shall be provided, reasonably furnished, cleaned, and adequately ventilated which shall be reserved for use as a faculty room during teacher duty hours and in which smoking shall be authorized.
- H. Telephone facilities will be made available to teachers for school business and limited personal use, and such use shall be limited to non-toll calls except for school business. Every effort will be made to provide a reasonable degree of privacy when such phones are being used.

ARTICLE VI (Cont.)

- I. Vending machines may be installed by the Association in the teacher's lounges. Maintenance, operation, proceeds and losses shall be accented by the Association.
- J. Reasonably maintained parking facilities shall be provided for teachers.
- K. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
- L. Discipline of Teachers:
The Board may adopt rules and regulations not in conflict with the terms of this Agreement concerning discipline of teachers.

No teacher shall be disciplined, including a reprimand, suspension with or without pay, demotion or discharge without just cause. Just cause shall include, but not be limited to:

- a) Incompetence
- b) Insubordination against reasonable rules and regulations of the Board or its agents.
- c) Moral misconduct
- d) Violation of the terms of this Agreement.

Notwithstanding the foregoing, in the case of the discipline of a tenure teacher within the meaning of the Michigan Tenure of Teachers Act, just cause shall be determined under this act.

Discipline of teachers shall be subject to the grievance procedure; provided that:

- a) As to probationary teachers, the Board shall give such notices of unsatisfactory work and such other notices as shall be required or permitted by the Michigan Tenure of Teachers Act.
- b) As to teachers on tenure, pending grievances shall be dismissed on the filing of written charges under the Michigan Tenure Teachers Act.

ARTICLE VII

- A. No new teachers shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's Degree from an accredited

ARTICLE VII (Cont.)

College or University except in the event that a person with these qualifications is not readily available and where said teacher has outstanding credentials.

- B. The employment of teachers upon special certificates is to be only in cases of absolute necessity and shall conform to the rules and regulations established by the State Department of Education.
- C. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study. Temporarily, as used in this paragraph, shall mean not to extend beyond one year.
- D. Teachers classified as probationary under the Teacher Tenure Act, may be offered a contract of employment subject to the terms of the Master Agreement for the following school year by the Board. Said contract may not be offered earlier than June 1, and on request by the Board, must be signed and returned not later than July 1, or the teacher will be assumed to have resigned.
- E. All personnel presently on the staff without Provisional or Permanent Certification, shall have until September, 1970 to receive such certification.
- F. Persons with less than a Bachelor's Degree who are eligible for the Michigan Substitute Permit only shall be employed by the Board on a day to day substitute basis and for no more than 90 days per school year.
- G. All teachers shall be given written notice of their tentative schedules for the forthcoming year no later than the preceeding first day of June. In the event that changes in such schedules are proposed, all teachers effected shall be notified promptly and consulted. In no event will changes in teachers' schedules be made later than the first day of August preceeding the commencement of school, unless an emergency situation requires same. The Association shall be so notified with a written statement of reasons why this was considered necessary.
- H. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in schedule B, shall be with the consent of the teachers. Preference in making such assignments will be given to qualified tenure teachers regularly employed in the district.

ARTICLE VIII

Vacancies, Promotions and Transfers

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Request by a teacher for a transfer to a different class, building, or position shall be made in writing, on forms furnished by the Board, one copy of which shall be filed with the Superintendent. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be renewed each year to assure active consideration by the Board.
- B. The Board declares its support of a policy of filling vacancies, including vacancies in supervisory positions, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the Superintendent shall promptly post notice of same on a bulletin board in each school building lounge for no less than seven calendar days before the position is filled and notify the Association. Vacancies shall be filled on the basis of experience, competency and qualifications of the applicant, length of service in the district, and other relevant factors. Any new positions, including supervisory positions shall be posted with accompanying summary of responsibilities. Every effort shall be made to give first consideration to the applicant with the greatest years of service.
- C. An involuntary transfer during the school year will be made only in the case of emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the effected teacher and the Association of the reasons for such transfer. If the teacher objects to such transfer for the reasons given, the dispute may be resolved through the Professional Grievance Procedure.
- D. Any teacher who shall be transferred to an administrative or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE IX

Illness or Disability

- A. Any teacher who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law may receive from the Board the difference between the allowance under the Workmen's Compensation Law, plus the appropriate loss of income insurance and his regular salary. This daily differential may be paid for a period of time not to exceed thirty (30) days.
- B. The computation of a teacher's daily wage will be based on the current year's teacher duty days being divided into the salary of the teacher.
- C. At the beginning of the school year, each teacher shall be credited with 10 days of sick leave to be used at the discretion of the teacher and 2 personal business days. Unused sick leave days shall be accrueable to 110 days total. Each Association member shall contribute one (1) of the business leave days to a sick leave bank and the Board shall likewise contribute one (1) day for each Association member. Unused sick bank days shall be accrueable. The Association shall administer the use of the sick day bank.
- D. Any teacher who's personal illness extends beyond the period compensated under this article shall be granted a leave of absence without pay upon presentation of medical verification for such time as is necessary for complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.
- E. Leaves of Absence with pay not chargeable against the teacher's allowance shall be granted for approved visitation at other schools, and/or for attending approved conferences or conventions.

ARTICLE X

Professional and Association Leave

- A. At the beginning of every school year each teacher shall be credited with 3 days to be used for the teacher's professional business. Professional business days may be used for any educational purpose at the discretion of the Board. The teacher planning to use a professional business day shall notify his Principal at least one week in advance of his absence. Professional business days shall be used for the purpose of: a) Visitation to view other instructional techniques or programs; b) Conferences, workshops, or seminars conducted by colleges or universities. The teacher may be requested to file a written report within one week of his attendance at such visitation, conferences, workshops or seminars.
- B. The Association shall be credited with 6 days to be used by teachers who are officers or agents of the Association to attend T.E.P.S., curriculum or other non-negotiating oriented meetings under the approved conference attendance article in this Agreement.
- C. The Association shall be credited with 3 days to be used by officers of the Association to attend other meetings. The Association agrees to reimburse the Board the per diem substitute wages for each day used.
- D. The Association is granted permission to schedule five (5) system-wide Association meetings per year beginning at 3:30 P.M. if the elementary teachers schedule an equal time block (3 hours and 45 minutes) in parent/teacher conferences.

ARTICLE XI

Sabbatical Leave

- A. Teachers who have been employed for six (6) years shall be granted a sabbatical leave for up to one year. During said sabbatical leave the teacher shall be considered to be in the employ of the Board and shall be paid one-half his annual salary and full related fringe benefits. In the event a sabbatical leave is granted for one semester, the teacher shall receive one-fourth his full annual salary and full related fringe benefits. Applications for leaves under these provisions must be submitted to the Board no later than 120 days prior to the effective beginning date of such leave.

- B. A teacher, upon return from a sabbatical leave, shall be restored to his former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- C. Not less than one percent (1%) of the teaching staff shall be placed on sabbatical leave upon request.
- D. At the request of the Board, the teacher will agree to return to employment in the Lake Fenton School system for one full year in the event of a semester's leave, or two full years in the event of a year's leave.

ARTICLE XII

Unpaid Leaves of Absence

A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school district, states, territories or countries; foreign or military teaching programs; the Peace Corps, Teachers Corps, or Job Corps as a full time participant in such programs; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon the teacher's return, the Board shall evaluate the experience and if the experience is valid, credit shall be granted on the salary schedule and the teacher placed in the same or an equivalent position, if available.

- B. A leave of absence of up to one (1) year may be granted to any teacher after three years of service in the Lake Fenton Community Schools District, upon application, for the purpose of engaging in study at an accredited college or university related to his professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed on the same position on the salary schedule as he would have been had he taught in the district during such period except that the above obligation shall not apply for service beyond the teacher's initial commitment.
- D. A leave of absence up to two (2) years shall be granted to any teacher upon application for the purpose of serving as an officer of the Association or its staff. Upon return from such leave, the teacher shall be placed in the same or an equivalent position, if available, and shall be paid at the salary step immediately higher than the step applicable to said teacher at the beginning of such leave.

- E. A leave of absence not to exceed four (4) years shall be granted to any teacher upon application for the purpose of serving in a State or National public office. Upon return from such leave, the Board shall evaluate such experience and if the experience is valid, credit shall be given on the salary schedule and the teacher placed in the same or equivalent position, if available.
- F. Maternity leave of up to twelve (12) months shall be granted a tenure teacher. A leave shall commence not later than the end of the sixth (6th) month of pregnancy, except that when this date falls within one school month of the end of a semester, the teacher may be permitted to complete the semester. It is suggested that a maternity leave is to commence at the beginning of a semester, whenever possible. A doctor's statement certifying fitness may be required in cases where the teacher tends to work when pregnant at least sixty (60) days prior to the beginning of a semester the teacher may apply to return to work. If requested, by the Board, she shall submit with such application a statement from a qualified physician attesting her ability to resume active duty. The teacher shall thereupon be assigned the same or an equivalent teaching position, if available, and shall be paid therefore at the salary step on the salary schedule immediately higher than the step applicable to her at the beginning of such leave. A teacher adopting a child may receive similar leave which shall commence upon entry of an order terminating the right of the natural parents by the Probate Court.

ARTICLE XIII

Personal Business

- A. The purpose of this leave is to relieve teachers of financial hardship in situations in which they have no control.
- B. Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session.
- C. An application for a personal business leave must be submitted to the principal in writing at least one week in advance (except in the event of an emergency when a shorter notice may be acceptable).
- D. A personal business leave day shall not ordinarily be granted for the day preceeding or the day following holidays or vacations, and the first and last days of the school year.
- E. A teacher called for jury duty or to give testimony in which he neither a defendant or plaintiff before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.

ARTICLE XIV

Academic Freedom

- A. The principle of academic freedom is recognized within the bounds of ethical, moral and socially acceptable standards.

ARTICLE XV

Teacher Evaluation and Progress

The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end the following procedure has been agreed to in an effort to accomplish these goals.

- A. The performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least once each semester. Tenure teachers shall be evaluated at least once each year.
- B. Evaluation shall be conducted only by a qualified building principal or other full-time administrators, with three (3) years successful teaching experience at a classroom teacher's level of performance. Each observation shall be made in person for a minimum of thirty consecutive minutes. All monitoring or observation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher. Each teacher shall be given the evaluation forms at the beginning of the year.
- C. Two copies of the written evaluation shall be submitted to the teacher at the time of personal interviews or within ten (10) days thereafter; one to be signed and returned to the Administration; the other to be retained by the teacher. In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personal file.
- D. A "teaching coach" shall be assigned to every teacher new to the system. The "teaching coach", insofar as possible, shall be a tenure teacher with a minimum of five (5) years teaching experience and shall be engaged

ARTICLE XV (Contd.)

in teaching within the same grade, building or discipline as the probationary teacher. It shall be the duty of the "teaching coach" to assist and counsel the probationary teacher in acclimating to the teaching profession and the school system. The "teaching coach" shall not be involved in the evaluation of the teacher.

- E. No later than March 15th of each probationary year a final written evaluation report will be furnished to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent.
- F. Each teacher shall have the right upon request to review the contents of his personal file concerning his work at the Lake Fenton Community Schools. A representative of the Association may be requested to accompany this teacher in such review.

ARTICLE XVI

Professional Behavior

- A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representative which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.
- B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession.
- C. The Association recognizes that abuses of sick leave off other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of discipline or the Code of Ethics of the education profession shall be promptly reported to the offending teacher. The breach by a member of any of the above may also be considered unprofessional behavior, a grievance, and shall constitute good cause as required in the tenure statutes.

ARTICLE XVI (Cont.)

- D. A teacher shall at any time be entitled to request the presence of a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance by a member of the Administration. When a request for such representation is made, no further action shall be taken with respect to the teacher until such representative of the Association is present. Such representative shall meet with the respective parties as soon as his teaching duties allow him to be present.
- E. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of a professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof without just cause, shall be subject to the professional grievance procedure hereinafter set forth. All information forming a basis for disciplinary action will be made available to the teacher.

ARTICLE XVII

Professional Improvements

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, and a participation in community educational program.
- B. Board policy on conference attendance accepted as written here:

Submission of Request:

- 1) Request must be made in writing and submitted to the Principal a reasonable number of days prior to the conference.
- 2) Any request not covered in these policies shall be submitted to the Board of Education.

Regulations:

- 1) Attendance is limited to the confines of the State of Michigan.

- 2) More than one teacher may attend from a department at the same time on a school day at the Principal's discretion and providing adequate substitutes are available. However, other teachers in the department may attend on non-school days upon prior approval of the Principal.
- 3) No more than two school days may be taken for any one conference.
- 4) The Principal shall be responsible for a fair rotation of teachers who will attend in succeeding years.
- 5) All conference requests will be subject to approval by the Principal.

Allowances:

- 1) A maximum of \$50.00 will be allowed for any one conference per teacher in attendance.
 - 2) It is recommended by the Board of Education, that whenever possible, transportation and lodging expenses be shared with others attending the conferences.
 - 3) Mileage at the currently approved rate shall be paid to the site of the conference and return.
 - 4) The cost of meals, enroute and during the conference, shall be allowed.
 - 5) No more than two (2) nights of lodging shall be allowed.
 - 6) A maximum of \$30.00 per coach per school year will be allowed to be used for coaches to attend conferences or clinics, in their coaching field.
- C. At the request of the Association, or on the Board's initiatory, arrangements may be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend may be allowed to do so.

ARTICLE XVIII

Reduction in Personnel, Annexations & Consolidations
of Districts

- A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.

- B. In the event this district shall be combined with one or more districts, the Board will use its best efforts to assure the continued employment of its employees in such consolidated district.
- C. Should substantial and unforeseen changes in student population or other conditions make necessary a general reduction in the number of teachers employed by the Board, the Board should retain, as nearly as possible, those teachers with Permanent teaching certificates having the longest service in the district. Nothing herein shall relieve the Board from fulfilling the terms of any contract with a teacher.
- D. The following provisions shall apply to a necessary reduction in personnel:
 - 1) No teacher shall be discharged or laid off pursuant to necessary reduction in personnel for any school year or portion thereof unless they have been notified of said discharge or lay off at least sixty (60) days before the end of the previous school year.
 - 2) No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel unless he had been given a written notification of said action and the opportunity for a hearing before the Board of Education.
 - 3) The notice given pursuant to this Article must be accorded a teacher at least sixty (60) days before the end of the school year previous to the year or portion thereof for which the teacher is being discharged or laid off.

ARTICLE XIX

Continuity of Operations

- A. The Association agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike, as defined by Section 1 of the Public Employment Relations Act.
- B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.
- C. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.
- D. In the event that more than four (4) days of session are missed due

to acts of God, the school calendar will be adjusted for the days in excess of four (4) by either shortening vacation schedules or extending the school year. The dates for such adjustments shall be mutually agreed upon by the Board and the Association.

- E. Violation of this Article by any teacher or group of teachers will constitute just cause for discharge and/or the imposition of discipline or penalties.

ARTICLE XX

Student Discipline and Teacher Protection

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- B. Whenever it appears that a particular pupil requires the attention of a special counselor, social worker, law enforcement personnel, physician or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- C. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics.
- D. A teacher may suspend a pupil for one class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the Principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing.
- E. Suspension of students from school may be imposed only by a Principal or his designated representative. School authorities will endeavor to achieve correction of student behavior through counseling and interviews with the child and his parents when warranted. Transfer of the student to another teacher or other measures, short of suspension, will first be exhausted.
- F. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.

- G. Any cause of assault upon a teacher in connection with a school related activity shall be promptly reported to the Board or its designated representative. The Board may provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to enforcement and judicial authorities. The Board shall be under no obligation should it be determined that the teacher was the instigator or aggressor.
- H. If a teacher is complained against or sued in civil court by reason of disciplinary action taken by the teacher, within the policies of the Board, against a student, the Board may, at the teacher's request, provide legal counsel and render all reasonable assistance to the teacher in his defense.
- I. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under the Workmen's Compensation, shall not be charged against the teacher unless he is adjudged guilty by a court of competent jurisdiction.
- J. Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention if deemed meritorious by the Administrator. In addition, any notice thereof included in the teacher's personnel file shall be identified by the person or persons making such complaint. If any question of breach of professional ethics is involved, the Association shall be notified.
- K. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on school premises so long as such loss comes about as a result of student activity. The amount of reimbursement shall be limited to the repair or replacement cost of the article, whichever the Board deems appropriate.
- L. A written statement by the Board governing use of corporal punishment of students shall be publicized to all teachers no later than the first week of each school year.

ARTICLE XXI

Instructional Policies Council

- A. There is hereby established a joint Instructional Policies Council consisting of four (4) representatives appointed by the Association and four(4) representatives appointed by the Board. The Council shall establish the frequency of meetings and the agenda and shall advise the Board and the Association on such matters as teaching techniques, courses of study, textbooks, curriculum guides, pupil testing and evaluation, philosophy and

ARTICLE XXI

educational goals of the district, research and experimentation, educational specifications for buildings and related matters, teacher evaluation forms and procedures. The Board shall provide secretarial assistance to the Council.

ARTICLE XXII

Negotiation Procedures

- A. Special conferences for important matters shall be arranged between representatives of the Association and designated representatives of the Board upon the request of either party. Such meetings shall be between not more than two representatives of each party unless additional representation is mutually agreed upon in advance by both parties. Arrangements for such special conferences shall be made in advance and a written agenda of the matters to be taken up at the meetings shall be presented at the time the conference is requested.
- B. Between March 1st and March 15th, the parties, shall initiate negotiations for the purpose of entering into a successor Agreement for the forth-coming year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, and consider proposals.
- D. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties.

ARTICLE XXIII

Grievance Procedures

- A. Definitions:
 1. A "Grievance" is an alleged violation or misinterpretation of the terms of this Agreement and is a claim based on an event or conditions which affects conditions or circumstances related to school operation.
 2. The "Aggrieved Person" is the person or persons making the claim.

ARTICLE XXIII (Contd.)

3. The term "Teacher" is inclusive of any individual or group who is a member of the bargaining unit covered by this Contract.
4. A "Party of Interest" is a person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- B. Purpose:

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be constructed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration or proceedings independently as described at Level 2, paragraph B of these procedures.

C. Structure:

1. There shall be one (1) Association representative (building representative) for each school building to be selected in a manner determined by the Association.
2. The Association shall establish a Professional Rights and Responsibilities Committee, which shall be broadly representative and which shall serve as the Association Grievance Committee. In the event that any Association representative or any member of the PR and R Committee is a party in interest to any grievance, he shall disqualify himself and a substitute shall be named by the Association.
3. The building Principal shall be the administrative representative when the particular grievance arises in that building.
4. If a grievance arises from action of authority higher than the Principal of a School, the Association, with the agreement of the Board, may present such grievance at the appropriate step of the grievance procedure.
5. The Board hereby designates the Superintendent as its representative when the grievances arise in more than one school building.

D. Procedure:

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. If the grievance is filed on or after June 1, the time limits shall be reduced in order to affect a solution prior to the end of the school year or as soon as is practicable.

1. Level One:

A teacher with a grievance must, within two (2) working days discuss with the appropriate supervisor or Principal the occurrence or event that gave rise to such grievance individually, together with his Association representative or through the Association representative. The supervisor or Principal must be given a maximum of five (5) working days to make his decision.

2. Level Two:

- (a) In the event the aggrieved person is not satisfied with the disposition of his grievance at level one, or if his decision has been rendered within five (5) working days after presentation of the grievance, he may file the grievance in writing with the Association's PR & R Committee and with the appropriate Board representative. The Association representative may assist in writing the grievance.
- (b) Within five (5) days of receipt of the grievance, the PR & R Committee shall decide whether or not there is a legitimate grievance. If the committee decides that no grievance exists and so notified the claimant, the teacher may continue to process his claim without Association help. If the Committee and the grievant decides there is a legitimate grievance, it shall immediately process the claim with the Superintendent of Schools. Within ten (10) working days from receipt of the grievance by the Superintendent, he shall render a decision as to a solution.

3. Level Three:

In the event the aggrieved person is not satisfied with the disposition of his grievance at level two, or if no decision has been rendered within 10 days from the date of the receipt of the grievance by the Superintendent, he may refer the grievance through the PR & R Committee, to the Board of Education or their representatives. Within ten (10) calendar days from receipt of the written referral by the Board, its Review Committee for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be rendered within twenty (20) calendar days.

ARTICLE XXIII (Contd.)

4. Level Four:

In the event the grievance is not settled through action of the parties at level three, the grievance may be submitted to arbitration before an impartial tripartite arbitration panel. Such panel shall be selected and function in the following manner:

- a) Each party shall select one person to serve as a member of the panel. These persons shall be selected within ten (10) calendar days.
- b) The two panel members so selected shall between them select a third person who shall both serve on the panel and act as its chairman. The chairman shall be selected within ten (10) days.
- c) The panel so selected shall initiate its hearings no later than ten (10) days after its formation.

Neither part shall be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.

The arbitration panel so selected will confer with the parties and hold hearings promptly and will issue their decision not later than twenty (20) days from the date of the close of the hearing. The arbitration panel's decision shall be binding and in writing and will set forth their findings of fact, reasoning, and conclusions on the issues submitted.

The arbitration panel shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. Its authority shall be limited to deciding whether a specific article and section of this Agreement has been violated and shall be subject in all cases to the rights, responsibilities and authority of the parties under the Michigan General School Laws or any other National, State, County, District, or Local Laws. The arbitration panel shall not usurp the functions of the Board of Education or the proper exercise of its judgement and discretion under Law and this Agreement.

E. Rights to Representation:

Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. Provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the Association.

F. Miscellaneous:

1. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgement of the Association representative and the Board, or the PR & R Committee, the grievance affects a group of teachers, the PR & R Committee may process the grievance at the level agreed upon by both parties.
2. The grievance discussed and the decision rendered at level one may be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.
3. 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.
4. Forms for filing and processing grievances shall be designed by the Superintendent and the PR & R Committee, shall be prepared by the Superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
5. Access shall be made available to all interest parties, places and records, for all pertinent information necessary to the determination and processing of the grievance.
6. If the teacher does not file a grievance in writing with the Principal or other designated Board representative within five (5) working days after the occurrence, then the grievance shall be considered as waived.
7. Failure on the part of the Board to answer a grievance within the specified time limits shall result in the relief requested in the grievance being granted. Failure to appeal a grievance within the specified time limit shall be deemed an acceptance of the decision at that previous level.
8. In the event that the teacher filing the original complaint at level one leaves the employ of the school district, or withdraws his complaint for any reason, the processing of said complaint shall cease.
9. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.
 - a) Termination of services of or failure to re-employ any probationary teacher.
 - b) The placing of a non-tenure teacher on a third year of probation.

- (c) Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of Public Acts, Extra Session of 1937 of Michigan, as Amended).

ARTICLE XXIV

Miscellaneous Provisions

- A. No Polygraph or Lie Detector shall be used by the Board in the investigation of any teacher.
- B. This Agreement supercedes and cancels all previous Agreements, verbal or written, or based on alleged past practices between the Board and the Association, and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding on either party unless executed in writing by the parties hereto.
- C. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. This Agreement shall supercede any rules, regulation, or practices of the Board which shall be contrary to or inconsistent with the terms.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid and consistent except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Copies for this Agreement shall be printed at the mutual expense of the Board and the Association in booklet form and presented to all teachers now employed and hereafter employed.
- G. All teachers covered by their Agreement who participate in the production of tapes, publications, or other produced educational material shall share to the extent of their participation in residual rights should they be copyrighted or sold by the district.

ARTICLE XXV

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection:

- A. \$6.00 per month for accident and loss of income protection through Washington National Insurance Company or MESSA.
- B. Up to a maximum of \$20 per month per policy for comprehensive hospitalization, medical and surgical benefits through Blue Cross or MESSA.

The Board shall make payment of all insurance premiums for teachers to provide the above insurance coverage for a full twelve (12) month period, commencing September 1 and ending August 31.

DURATION OF AGREEMENT

This agreement shall remain in full force and effect until 11:59 P.M., June 30, 1971 with the exception of Salary Schedule A and School Calendar, Schedule D attached which may be reopened by either party one hundred and twenty (120) days prior to June 30, 1970. Any or all other sections of this Agreement may be reopened prior to its expiration date of June 30, 1971 only by mutual consent of the parties.

SCHEDULE A
1969 - 1970

	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>ED.SP.</u>
1	7,200	7,416	7,713	7,944	8,262
2	7,416	7,638	7,944	8,182	8,509
3	7,638	7,867	8,182	8,427	8,764
4	7,905	8,142	8,468	8,722	9,071
5	8,221	8,468	8,807	9,071	9,434
6	8,550	8,807	9,159	9,434	9,811
7	8,892	9,159	9,525	9,811	10,203
8	9,248	9,525	9,906	10,203	10,611
9	9,803	10,097	10,501	10,816	10,249
10	10,600	10,950	11,400	11,750	12,200

I

Up to and including 6 years credits for teaching experience outside the Lake Fenton system shall be allowed whenever the prior service of the teacher is deemed satisfactory. No credit shall be given for a fractional part of a year.

II

Increments shall become effective September 1 of each year and advancement on the salary schedule shall be automatic following completion of required academic or professional courses.

III

Substitute pay: Per high school period - \$5.00. Per day, all grades - \$25.00.

IV

Head of Household: \$200.00 per year for those individuals currently receiving this allowance. No additions will be made to the current list.

V

Special Education: Certified individuals shall be recognized by the following schedule:

BA Temporary Certificate - \$400.00 in excess of the appropriate step.

BA Approved Certificate - \$800.00 in excess of the appropriate step.

SCHEDULE B
EXTRA DUTY RENUMERATION

Class Sponsors:			
Senior Class	\$200	Football:	9.5%
Junior Class	150	Varsity	7%
Sophomore Class	75	Varsity Asst.	7%
Freshman Class	50	J.V.	5.5%
8th Grade Class	50	J.V. Asst.	
7th Grade Class	50		
Department Coordinators:		Basketball:	9.5%
Business	\$150	Varsity	7%
English	150	J.V.	5.5%
Mathematics	150	9th Grade	5.5%
Science	150	8th Grade	3.5%
Social Studies	150	7th Grade	3.5%
Guidance	150		
Miscellaneous Sponsors:		Baseball:	5%
Cheerleading	\$200	Varsity	3.5%
Yearbook	300	J.V.	
Forensics	100		
Plays (each)	150	Cross Country	5%
Director	150	Track	5%
Art Director		Golf	5%
Head Teachers:		Girls Sports:	
West Shore	\$250	Speedball	3.5%
Primary	150	Basketball	5.5%
		Softball	3.5%
		Band	9.5%

ALL categories listed under extra duty need not necessarily be scheduled if finances and numbers participating does not warrant including the activity in the program.

Extra duty pay for athletics and band shall be computed as percentages of the first six steps on the BA Salary Schedule. The years of experience in directing the activity to which the individual is assigned will determine that individuals pay for that activity.

Regular noon assignments shall be paid on the basis of hourly substitute wages pro-rated according to the time worked.

SCHEDULE C
School Hours

	IN	IN	Recess	Noon	Recess	OUT	OUT
	Teachers	Teachers				Teachers	Students
High School	7:45	8:00		35		3:30	2:45
Grades 3-6	8:30	9:00	15	45	15	4:15	3:30
Grades 1-2	8:30	9:00	15	45	15	4:15	2:30
A.M. Kdg.	8:30	9:00	15			12:05	11:20
.P.M. Kdg.	12:40	1:00			15	4:15	3:20

SCHEDULE D
SCHOOL CALENDAR
REVISED

1969 - 1970

Nov. 26	Wednesday	School dismissed at regular time for Thanksgiving Vacation
Dec. 1	Monday	School resumes at regular time
Dec. 23	Tuesday	School dismissed at regular time for Christmas Vacation
Jan. 5	Monday	School resumes at regular time
Feb. 6	Friday	Semester end; students in session
Feb. 7	Saturday	Teacher Duty Day
March 26	Thursday	School dismissed at regular time for Easter Vacation
March 31	Tuesday	School resumes at regular time
May 28	Thursday	School dismissed at regular time for Memorial Day Recess
June 1	Monday	School resumes at regular time
June 18	Thursday	Semester end; students in session
June 19	Friday	Teacher Duty Day

	<u>Teacher Duty Days</u>	<u>Student Education Days</u>
September	21	19.5
October	11	11
November	18	18
December	17	17
January	20	20
February	21	20
March	20	20
April	22	22
May	20	20
June	15	13.5
Totals	<u>185</u>	<u>181</u>