

July 1, 1976

OCT 18 1974

AGREEMENT

This Agreement is made and entered into this _____ day of _____, 1974, by and between the Board of Education of Lakeview Community Schools, Montcalm, Mecosta and Kent Counties, Michigan, hereinafter called the "Board" and the Lakeview Education Association, hereinafter called the "Association".

ARTICLE I

GENERAL

1. The Board recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379 of the Michigan Public Acts of 1965, for all certificated professional employees (hereinafter generally called "Teachers"), below the ranks of superintendent and principal and other administrators under contract with the Board and to the extent required by Act 379.

2. This agreement is negotiated under Act 379 of the Michigan Public Acts of 1965, in order to fix for its term the salaries and other conditions of employment provided herein.

3. This Agreement shall constitute the complete and only statement of contractual relationship between the Board and the Association. The Board and the Association accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor; support and seek to fulfill, subject to the ability of the respective parties, financial and otherwise, to perform under governing law.

Lakeview Board of Education
(Montcalm, Mecosta & Kent Counties)

Lakeview Community Schools
9500 Youngman Road,
Lakeview, Michigan
48850

4. Because it is recognized that the teaching profession is particularly qualified with regards to education, it is acknowledged that the teachers should be consulted and may assist but not determine formulating policies and programs designed to improved education standards prior to adoption and or general publication.

5. Subject to the provisions of Public Act 379, as the same may be amended, the Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. The Board recognizes the right of the Association to seek assistance of the State Labor Mediation Board or other mutually agreeable mediator. Except for such negotiations under Public Act 379, however, the Board shall be free to communicate with teachers or their representatives, or any other persons, individually or by group, for whatever lawful purpose the Board may deem desirable in the discharge of its responsibilities. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the greivance adjusted without 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.

ARTICLE II

BOARD AND TEACHER RIGHTS

1. The Board of Education retains unto itself "all powers,

rights, authority, duties and responsibilities conferred upon it by the laws and Constitution of the State of Michigan and the United States" and that the contract limits such powers, rights, authority, duties and responsibilities only to the extent such limitations "are in conformance with the Constitution and the laws of the State of Michigan, and of the United States".

2. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws.

3. Nothing in this Agreement which changed pre-existing Board policy rules or regulations, written or otherwise promulgated, shall operate retroactively unless expressly so stated.

4. The Board agrees to continue its policy of not discriminating against any teacher on the basis of race, creed, color, national origin, sex or marital status or membership or participation in, or association with the activities of, any teachers' organization.

5. The Association agrees, in accordance with its constitution, to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status and to represent equally all teachers without regard to membership or participation in, or association with the activities of, any teachers' organization.

6. It is understood that extra-duty positions are not tenure positions. Failure to re-employ teachers in extra duty positions can not be interpreted as discipline, suspension, demotion or discharge and shall not be the subject of a grievance under this contract.

ARTICLE III

NEGOTIATIONS

1. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement.

2. It is recognized that no final agreement between the parties may be executed without the ratification by the Board of Education and by the members of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to ultimate ratification.

3. Before March 1st prior to expiration of this agreement the parties will likewise begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

ARTICLE IV

DEDUCTIONS

The Board of Education agrees to deduct from teachers salaries, dues for the L.E.A., M.E.A., N.E.A., amounts deposited to the Montcalm Public Employees Credit Union, Annuities, and insurance, as the teacher individually and voluntarily authorize in writing, to the Association prior to September 23, which shall be transmitted to the board prior to October 1.

The M.E.A. - N.E.A. dues shall be deducted in ten equal monthly installments, October - July. The L.E.A. dues shall be deducted in a lump sum on the first payday of October.

ARTICLE V

PROFESSIONAL COMPENSATION

1. The Board reserves the right in special cases, with the written approval of the Association which shall not be unreasonably withheld, to pay increments, to teachers in order to employ in the district teachers to fill special needs who would not otherwise be available.

2. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary. The salary of the substitute teacher will be shared jointly by the Board of Education and the Association.

3. Teachers are expected to report for duty 30 minutes before the opening of the pupils regular school day, and are expected to remain 20 minutes after the close of the regular school day.

At least ten (10) minutes before classes begin all teachers should be in their classroom area in the morning and afternoon session. Teachers are encouraged to remain for a sufficient period after the close of the pupils school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher, except that on Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupils' day. Any exceptions shall be cleared with the building principal.

3a. All staff shall have at least a 35 minute duty free lunch period.

4. School Calendar for the 1974-75 school year appears on Appendix D.

5. The Board of Education will provide room and time for consultations and preparation for teachers and will assign teachers as much as possible in accordance with preparation and interest.

6. The Board of Education agrees to provide teacher aides, playground supervision and as much duty free lunch as possible.

7. The Board recognizes that the pupil teacher ratio is a factor in quality education and that while there is nothing magic in the number 30, they will strive to keep the ratio from rising above that point. If and when more than 30 pupils per period are assigned to a classroom, the board will attempt to make the services of a para professional available, except in the areas of music and physical education.

ARTICLE VI

VACANCIES AND PROMOTIONS

1. The Board shall inform the president of the Association in writing of vacancies occurring on a professional level with a job description as detailed as possible. Such vacancies shall be posted for 15 days prior to filling the job. However in circumstances where this period could prevent successful inception of a program, the Association agrees to wave the waiting period provided all possible applicants have been notified.

2. Whenever a teacher is interested in being considered for assignment to any professional position in the District, he may file a written notice of his interest with the Superintendent. Before any such vacancy is filled, the qualifications of each teacher who has filed a notice of interest therein shall be reviewed.

3. Consistent with the parties' basic purpose of providing a quality education for the children of the District, such vacancy shall be filled by the Board with best qualified person available as determined by the Board in the exercise of its sole judgement and discretion.

ARTICLE VII

TRANSFERS

1. Since the frequent transfer of teachers from one department to another and from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that transfers of teachers are to be minimized and avoided whenever possible. Transfers will be made only after

consultation with the teachers involved. Final decision rests with the Board of Education.

2. Any teacher who is transferred to a supervisory or executive position and shall later return to teacher status, shall be entitled to retain such rights as he may have had under the Agreement prior to such transfer to supervisory or executive status.

3. Refer to Article VI for Vacancies.

ARTICLE VIII

TEACHER EVALUATION

Each teacher shall have the right, upon request, to review the contents of his own personal file maintained by the school system. The review will be made in the presence of the administrator responsible for the safe keeping of the file. Privileged information such as confidential credentials, letters of reference from universities, individuals and previous employers are specifically exempted from such review. The administrator shall remove such privileged information from the file prior to a review of the file by the teacher. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personal file shall contain the following minimum items of information.

- annual TB report and required medical information
- all teacher evaluation
- copies of annual contract
- teacher certificate
- a transcript of academic records
- tenure recommendation

No material other than privileged information as defined above may be placed therein without allowing the teacher an opportunity to

file a response thereto, and said response shall become a part of said file. Monitoring and observation of teachers shall be carried on openly.

ARTICLE IX

LEAVE PAY

1. All teachers unable to teach because of sickness or accident shall be granted ten (10) days of sick leave per year with the unused portion being accumulative unlimited.

2. Absence from duty not to exceed three (3) days per year shall be granted after application has been made to the Superintendent of Schools for the following reason. Illness in the immediate family. This leave is included in the 10 days per year. Five (5) days for bereavement in the immediate family. (Immediate family shall be interpreted as: father, mother, wife, husband, child, sister, brother, or dependent of immediate household resident.) These days shall be included in the ten (10) days per year. The Superintendent of Schools shall have discretionary powers in interpretation of this section.

3. Personal leave is included in the ten (10) days per year. Any full time personnel regularly employed by the Board shall be granted two (2) days leave per year to transact personal business, which is of urgent nature and cannot be transacted at another time providing arrangements for such leave are made at least 48 hours in advance with Administration if possible. Reasons for taking such leave need not be stated.

Personal business shall be defined as:

- (a) Activities of a legal nature which requires the presence of the individual.
- (b) Activities of an urgent nature the absence from which would cause the individual serious financial and or personal loss.

- (c) Attendance at the funeral services of a person whose relationship to the employee is other than immediate family.

The items listed are to serve as guidelines for the Superintendent in granting or denying a request for business leave.

4. First year employees shall be eligible for combined leave at the rate of one half ($1/2$) the annual leave allowance during the first one half ($1/2$) of their year employment, and the remainder of their year's allowance during the second half of the year.

5. The Board reserves the right to require, and will pay for, a doctors written statement as evidence of illness.

6. The Superintendent shall certify to the legitimacy of a claim for compensation for absence.

7. A full days pay $1/185$ of contracted salary will be deducted for days taken other than approved as "personal" or "sick leave".

8. Each teacher shall contribute one (1) day of his sick leave to a Bank which may be given to a teacher in a hardship case, caused by his personal illness, by the Association. The maximum number of days accumulated by the Bank shall not be more than three times the number of personnel represented by the Association. Each new teacher shall also contribute one (1) of their sick leave days to the Bank. If the number of accumulated Bank days become excessive, these surplus days will be returned to the members who have contributed the most days

9. All teachers will be paid regular salary minus jury duty pay for jury duty days and no personal or sick leave days will be deducted.

10. Up to six (6) teacher days may be taken by designated individuals for association business approved by the association and duly delegated to these individuals. Classes and or costs for substitutes will be covered by the association. This does not count against the individuals personal leave.

ARTICLE X

LEAVES OF ABSENCE

1. Any teacher whose personal illness extends beyond the period compensated under Article IX shall be granted a leave of absence without pay for one (1) year, subject to renewal at the will of the Board. Upon return from such leave, a teacher shall be assigned to the same position, or a substantially equivalent position, if either are available, provided always that the teacher is able to perform the duties required by the position.

2. The Board shall grant a leave of absence for the purpose of childbirth. The leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned.

The teacher may request a leave of absence for the purpose of childbirth. This request shall be in writing and specify the termination date and a return date in accordance with the anticipated date of delivery. In case of miscarriage or death of the object child the leave may be extended or shortened by mutual agreement between board and teacher.

In any case of dispute as to whether a teacher, under the provisions of this Article, is able to adequately perform the duties to which she is regularly assigned, the regularly licensed physician

who has treated the teacher through her pregnancy shall make the final and binding determination. A teacher who uses more than 62 teacher days per pregnancy shall not be given credit for the full school year in which the leave terminates, as it applies to advancement on the salary schedule. However she can receive credit for a half year.

The pregnant teacher shall be eligible to the use of her accumulated sick leave until her leave begins.

3. A leave of absence may be granted, on recommendation of the Superintendent of Schools for a period not to exceed one (1) year to any employee having successfully completed the probationary period. The time period is subject to renewal at the will of the Board following written request by the teacher. Requests must be made before termination of the leave and shall not exceed one year for each renewal.

4. Unless otherwise specified in writing, a leave of absence when granted by the Board of Education shall:

(a) Entitle the employee to return to employment in the first vacant position for which, in the opinion of the Superintendent of Schools, he is qualified. This re-employment privilege shall extend for not more than two years following the date of termination of the leave of absence. A refusal of offered employment during this two year period shall immediately end this privilege.

(b) Not entitle the employee to accrual of sick leave.

(c) Not entitle the employee to advancement on schedule for the time away from actual employment prearranged with the Superintendent of Schools.

5. Teachers on military leave shall be given the benefit of any increments which would have been credited to them had they

remained in active service with the school system.

ARTICLE XI

CONTRACTS

It is agreed that the provisions of individual contracts shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE XII

GRIEVANCE PROCEDURE

1. A "grievance" is hereby defined as a claim by a teacher, group of teachers, the Association, or the Board, that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, or any rule, order, or regulation of the Board.

2. The grievance procedure affords the sole and exclusive remedy for complaints and grievances under the agreement, and the sole method of expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of employment or their betterment.

3. No grievances shall be made, filed or processed based on facts or events which have occurred and/or became known to the grievant (s) prior to five (5) days, excluding week ends and holidays, before the grievance is filed, or reasonably should have been known. Time limit may be extended by mutual consent.

4. Grievances shall be processed from one step to the next in the grievance procedure within the time limits prescribed. Any grievance upon which an appeal is not taken within the limits prescribed, shall be closed upon the basis of the action last taken by the party against whom the complaint was filed.

5. Any formal grievance process will be initiated by the filling in and signing of the Grievance Report Form, Appendix E and available from duly authorized personnel of the Association, and the Board.

6. Step 1. The Association, any teacher or group of teachers or the Board believing that there has been a misinterpretation or misapplication of any provision of the Agreement, or any rule, order, or regulation of the Board, shall within five (5) days, excluding weekends and holidays, after the occurrence of the event giving rise to the grievance, or it become known to the grievant(s) or reasonably should have been known, shall first put the grievance in writing by preparing the Grievance Report Form. Time limit may be extended by mutual consent. Then a meeting will be set up to discuss the matter and seek formal adjustment of the same with the principal of the building in the case of complaint by the Association, a teacher or group of teachers, and with the Association's school representatives in the case of complaint by the Board. The results of this meeting will be recorded and signed on the Grievance Report Form.

7. Step 2. In the event the matter is not resolved informally under Step 1, the grievance shall be lodged with or submitted to the Superintendent in the case of complaint by the Association, a teacher or group of teachers, or the Association's school representative in case of complaint by the Board. Within five (5) days, excluding week ends and holidays, thereafter a meeting shall be held to resolve the grievance. Time limit may be extended by mutual consent. If such meeting does not resolve the grievance, the Superintendent, or the Associations's school representative, as the case may be, shall indicate such on the Grievance Report Form and written answer thereto shall be transmitted by the Superintendent to the Board in case of complaint by the Association, a teacher or group of teachers, and by the Association's school representative to the governing

body of the Association in case of complaint by the Board.

8. Step 3. At its next regular meeting or at any special meeting duly called therefor, the Board or the governing body of the Association shall receive the grievance. The Board or governing body of the Association, as the case may be, may then set up a meeting for discussion of the grievance, may designate one or more of its members to hold a meeting or otherwise investigate the grievance, or may prescribe such other procedure it deems appropriate for consideration of the grievance; provided, however, that in no event, except with the express written consent of the complaining party, shall final determination of the grievance be made more than thirty (30) days, excluding week ends and holidays, after the first meeting at which time it was received. Time limit may be extended by mutual consent.

9. Step 4. If the board of education, the aggrieved teacher and the teacher organization shall be unable to resolve any grievance, and it shall involve, an alleged violation of a specific article and section of this agreement, it may within ten (10) days, excluding week ends and holidays, after the decision of the board of education and/or Lakeview Education Association be appealed to arbitration. Time limit may be extended by mutual consent. Such appeal shall be in writing and shall be delivered to the American Arbitration Association and the Board of Education and/or Lakeview Education Association within said ten day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association.

The arbitrator so selected shall confer with the parties and hold

hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact reasoning, and conclusions on the issues submitted.

The arbitrator has no power to alter, modify, add to, or subtract from the provisions of this agreement. His authority shall be limited to deciding whether a specific article and section of this agreement has been violated and shall be subject to, in all cases, 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 arbitrator shall not usurp the functions of the board of education or the proper exercise of its judgement and discretion under law and this agreement.

The decision of the arbitrator, if within the scope of his authority as above set forth, shall be final and binding.

The arbitrator's fee and other expenses of arbitration shall be divided equally between the parties. Each party shall bear his own expense in connection therewith.

ARTICLE XIII

NO INTERRUPTION OF EDUCATION

The Association recognizes that strikes (as defined by Section 1 of Public Acts 336 of 1967, as amended, of Michigan) by teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this agreement it shall not direct, instigate,

participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE XIV

TEACHER PROTECTION

1. Assault - Any case of assault upon a teacher which had its inception in a school centered problem shall be reported immediately in writing to the superintendent or his designated representative. In the event of such an assault, the teacher involved may request assistance of the board in such matter. These requests shall be made in writing to the superintendent. The board of education will provide legal counsel to advise the teacher of his legal rights and obligations with respect to such assault.

2. Time Lost - Time lost by a teacher in connection with any assault mentioned not compensable under workmans compensation, and for a period of not to exceed 9 months at the teacher's rate of pay at the time of assault, shall not be charged against the teacher unless he himself is adjudged guilty of an offense by a court of competent jurisdiction.

3. Damage - If, while on duty, a teachers clothing or any of his personal property brought into the school for instruction purposes is damaged or destroyed by a student or by something not the teacher's fault, the teacher will be reimbursed by the Board - not less than \$5.00 nor more than \$200.

4. Complaint - Any complaint or request for a conference by a parent of a student directed toward a teacher, which complaint or request is considered serious by the appropriate administrator, or is to be written into the teacher's personnel file, or is to be used as a basis for reprimanding a teacher, shall be called to the teacher's attention

by the person receiving the complaint or request. If any question of breach of Professional Ethics is involved the Association shall be notified.

ARTICLE XV

MISCELLANEOUS PROVISIONS

1. The Association shall be provided a bulletin board in each school for the posting of notices and other materials.
2. The Association shall have the right to use the school building facilities, at reasonable times and intervals, for Association meetings before or after regular class hours. Such meetings shall not be conducted in a place, or at times, which might interfere with school activities, including extra-curricular activities conducted after regular class hours. Prior notification of intent to hold a meeting shall be given and the administration shall designate the room in which the meeting is to be held.
3. If any provision of this Agreement or any application of the Agreement to any teacher in the bargaining unit is held by a court of final jurisdiction to be illegal or unlawful, the same shall not affect or impair the validity of any other provision contained in this Agreement.
4. Prior to school starting in September there will be notification to all personnel concerning their extra duty.
5. Teachers will make themselves available for 2 evenings per year for a scheduled school or school related activity. Teachers may expect that notification will be given 48 hours in advance of such activity
6. Calender for the 1975-76 School Year will be set prior to June 1, 1975.

7. In the event that it shall become necessary to reduce the present staff, a committee comprised of equal members of the board, association, and administrative staffs shall make recommendations which would effect final reductions.

8. Prior to the end of the school year, all teachers, in conference with their building principals, will be given a tentative schedule or assignment for the coming year. Every effort will be made to make a firm assignment by July 15th. Any changes thereafter shall be made only with the consent of individuals involved.

9. The Board shall place on the agenda of each regular board meeting, as the first item of new business, any reasonable matters brought to its consideration by the L.E.A. so long as these matters are made known to the superintendent's office four (4) days prior to said meeting. The Association shall receive copies of Board meeting minutes plus notification of all special meetings, except executive sessions.

10. No teacher will be required to have a student teacher. The money received by the school for student teachers will be put in a fund administered jointly by the L.E.A. and the Board. It is recommended that the funds be used by the department or grade level that the teacher worked in.

11. All probationary teachers will be granted Due Process (Due Process meaning the right to a hearing before the board of education, the right to call witnesses, the right to representation by the association or their representatives).

Probationary teachers shall be evaluated in writing at least two times each year. The first evaluation shall take place on or before December 1

and the second on or before March 15. Tenure teachers shall be evaluated in writing at least once a year. Any teachers may be evaluated in writing at least once a year. Any teacher may be evaluated more than the minimum requirement. The building principals shall conduct the evaluation and shall report their findings to the Superintendent. The board will supply the teacher with the reason they are not being hired back for the next year.

12. For the 2nd year of the agreement (75-76) the board shall provide \$59.90 to be paid toward, MESSA'S Super Med 2 protection for a full twelve-month period for the employee's entire family. Employees not wishing health insurance subsidy through the school may apply the equivalent of an individual employee's single subscriber premium toward any of the MESSA options including MESSA Tax-deferred Annuities. If a husband and wife are employed in the same district, they will be eligible for both full family health and the option. In the event of a premium larger than the \$59.90 provided, the difference will be deducted from the salary schedule agreed upon for the 1975-76 school year.

13. Negotiations for the 2nd year (75-76) salary schedule including extra duty pay, plus the possibility of one language item to be named by the teachers and one language item to be named by the board, will begin on January 6 and if agreement is not reached by March 1 both parties agree to mediation.

ARTICLE XVI

DURATION OF AGREEMENT

The provisions of this Agreement shall be effective as of July 1, 1974 and shall continue in full force and effect until the first day of July 1976. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first written.

BOARD OF EDUCATION
LAKEVIEW COMMUNITY SCHOOLS

By Jack Stant
Its President

and By Mary Ann Main
Its Secretary

LAKEVIEW EDUCATION ASSOCIATION

By Norman Romminga
Its President

and By Luanne Fultz
Its Secretary

APPENDIX A

1974-1976 Salary Schedule

Step	BA	BA + 20 hrs.	MA
1	\$ 8,410 + 420 = \$ 8,830	\$ 8,610 + 430 = \$ 9,040	\$ 9,000 + 450 = \$ 9,450
2	8,820 + 441 = \$ 9,261	9,060 + 453 = \$ 9,513	9,480 + 474 = \$ 9,954
3	9,250 + 462 = \$ 9,712	9,510 + 475 = \$ 9,985	9,950 + 497 = \$ 10,447
4	9,680 + 484 = \$ 10,164	9,960 + 498 = \$ 10,458	10,410 + 520 = \$ 10,930
5	10,110 + 505 = \$ 10,615	10,420 + 521 = \$ 10,941	10,890 + 544 = \$ 11,434
6	10,530 + 526 = \$ 11,056	10,870 + 543 = \$ 11,413	11,370 + 568 = \$ 11,938
7	10,950 + 547 = \$ 11,497	11,320 + 566 = \$ 11,886	11,850 + 592 = \$ 12,442
8	11,380 + 569 = \$ 11,949	11,790 + 589 = \$ 12,379	12,340 + 617 = \$ 12,957
9	11,820 + 591 = \$ 12,411	12,280 + 614 = \$ 12,894	12,810 + 640 = \$ 13,450
10	12,250 + 612 = \$ 12,862	12,720 + 636 = \$ 13,356	13,290 + 664 = \$ 13,954
11		13,190 + 659 = \$ 13,849	13,780 + 689 = \$ 14,469

The board agrees to pay full family MESSA Super Med or Time Insurance if no other insurance coverage is in force. Teachers who do not select hospitalization medical insurance will be provided an amount equal to the individual's Super Med rate per month per teacher to be spent on any MESSA options at the discretion of the individual teacher.

The Board agrees to pay an amount of longevity as follows: 15th thru 19th \$200, 20th thru 24th \$500, 25th thru 29th \$900, 30th year \$1400. This is years taught in the Lakeview System. Full time teachers only.

All teachers retiring from the Lakeview School system with at least ten years of teaching in the Lakeview school system shall be given \$5 per day for unused sick days accumulated up to 60 days.

Incoming teachers shall be given full credit for experience in other districts.

B.A. plus 20 hours must be graduate hours.

Half Day Teacher The half day teacher shall receive one half ($\frac{1}{2}$) of the salary allowed a full time teacher on the equivalent step and salary schedule. The half day teacher shall advance on the salary schedule the same as a full time teacher, except that they will receive one half ($\frac{1}{2}$) of the pay of that step. Should a half day teacher transfer to full time they will receive credit for one (1) years experience for every two years taught at half days.

APPENDIX C

EXTRA DUTY ALLOWANCES

Debate	3% base
Forensic	3% base
G.A.A.	4% base
Yearbook	3% base
Newspaper	4% base
F.H.A.	\$100 for one, if two \$75 & \$50
Student Council	\$100
F.B.L.A.	\$100
Library Club	\$100
Conservation Club	\$100
Play, Chorous, Operetta	\$750
Assistant Operetta	\$250
Spanish Club	\$100
Cheerleading	4% base for high school 2% base for Middle school
Athletic Director	11% base
Assistant Athletic Director	5% base
Counselor	1/185th of pay for each extra day worked
Band	16% Salary
Agriculture	16% Salary
Advisors (2) 12th	\$100
Advisors (2) 11th	\$100
Advisors (2) 10th	\$50
Advisors (2) 9th	\$50
Advisors (2) 8th	\$30
Advisors (2) 7th	\$30
Advisors (2) 6th	\$30
Advisors (2) 5th	\$30
Ski Club	\$100 for one, if two, \$75 & \$50
Driving Education	\$7.50 per hour for classroom \$5.50 per hour for driving

COACHING PER CENT OF BASE

FOOTBALL

Head Coach	11%
Assistant	7%
Head Junior Varsity	7%
Assistant JV	5%
Junior High	4%
Junior High	4%
Junior High	4%

BASKETBALL

Head Coach	11%
Junior Varsity Coach	7%
Freshman Coach	6%
Junior High	5%
Junior High	5%
Assistant Junior High	4%
Girls Varsity	7%
Girls JV	5%

WRESTLING

Head Coach	7%
Assistant Coach	5%

BASEBALL

Head Coach	7%
Junior Varsity Coach	5%

TRACK

Head Coach	7%
Assistant Varsity	4%
7th & 8th Grade Coach	4%

SKI

Head Coach	4%
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GOLF - Head Coach

CROSS COUNTRY - Head Coach	4%
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GIRLS SOFT BALL - Head Coach	3%
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SCHOOL CALENDAR
1974-1975

August 23	New Teacher Orientation
August 26	All Teachers Pre-school Conference
August 27	School in session
September 2	LABOR DAY - no school
Nov. 7-8	Parent Teacher Conferences
Nov. 28-29	THANKSGIVING
December 21	CHRISTMAS RECESS Begins
January 6	School in Session
January 17	Record Day - no school
February 28	In-Service Day - no school
March 24-28	SPRING VACATION
May 26	MEMORIAL DAY
June 5	Last day of classes
June 6	Record Day - no school

August	4
September	20
October	23
November	17
December	15
January	19
February	19
March	16
April	22
May	21
June	4
	180

180 days students
187 days New Teachers
186 days Teachers

School Calender

1974-1975

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
<u>4</u>	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
<u>17</u>	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
<u>19</u>	16	17	18	19	20	21
	23	24	25	26	27	28

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<u>21</u>						

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

G R I E V A N C E R E P O R T F O R M

Grievance # _____	School District _____	<u>Distribution of Form</u> 1. Superintendent 2. Principal 3. Association 4. Teacher
G R I E V A N C E R E P O R T		
Submit to Principal in Duplicate		
<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>
_____	_____	_____
_____	_____	_____

STEP I

A. Date Caused of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

 Signature Date

C. Disposition by Principal _____

 Signature of Principal Date

D. Position of Grievant and/or Association _____

 Signature Date

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature Date

C. Position of Grievant and/or Association _____

Signature Date

STEP III

A. Date Received by Board of Education or Designee _____
B. Disposition by Board _____

Signature Date

C. Position of Grievant and/or Association _____

Signature Date

STEP IV

A. Date Submitted to Arbitration _____
B. Disposition & Award of Arbitrator _____

Signature of Arbitrator Date of Decision