

Mr. Shugart
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AGREEMENT

BOARD OF EDUCATION, LAKEVIEW PUBLIC SCHOOLS
St. Clair Shores, Michigan

66-69

MEA

and

216 Kendale

LAKEVIEW EDUCATION ASSOCIATION

E. Lansing, Mi. 48823

This agreement entered into this 10 day of June, 1966 by and between the Board of Education of the Lakeview School District, St. Clair Shores, Michigan, hereinafter called the "Board", and the Lakeview 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 Lakeview School District, St. Clair Shores, Michigan is their mutual aim and, particularly where 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 qualified to assist in suggesting policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to the applicable Michigan statutes, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and the bargaining unit in which it has been certified, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

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

Lakeview
Bd. of Ed.

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as certified through appropriate statutes, for all certificated teaching personnel under contract: Excluding: Superintendent, Assistant Superintendents; Administrative Assistant to Superintendent; Director of Adult Education, Director Special Education; Principals; Assistant Principals and coordinator Pupil Services. The term "teacher", when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this agreement.
- C. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association upon such conditions as the Association shall establish. Such sum shall be deducted as dues from the regular salaries of all such teachers and remitted not less frequently than monthly to the Association.
- D. The Association agrees the Board is to be free from liability for the funds deducted as dues except to issue a check in the name of the Association.
- E. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- F. Upon written notice to the Board prior to September 30, annually any teacher may discontinue prior authorization of deduction of membership dues or assessments of the Association.

ARTICLE II

Teacher Rights

- A. Pursuant to Michigan Statutes, the Board hereby agrees that every employee in this Bargaining Unit shall have the right to organize, join and support the Association without interference with assigned duties. 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 laws of Michigan or the Constitutions 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, his participation in any activities of the Association in accordance with this agreement or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.
- B. The Board recognizes the right of its employees to make application to the State Labor Mediation Board, and the Board agrees to be bound by any lawful order or award thereof, subject to any review permitted by law.
- C. The Association and its members shall have the right to use school Building facilities at all reasonable hours, not to include teaching time, for meetings.

A bulletin board in the teachers' lounge shall be made available to the Association and its members. Other established media for communication in the school district will be made available to the Association and its members provided a copy of all written or duplicated material to be distributed widely to its membership shall be delivered to the Office of the Superintendent concurrent with delivery of the material to buildings.

This shall not include copies of material for limited distribution to members of a Bargaining Committee unless such material is also made available for general distribution.

- D. The Board agrees to furnish to the Association in response to reasonable requests available information concerning the financial resources of the district, tentative budgetary requirements and allocations 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.
- E. Recognizing that the education of children is the basic reason for establishment and operation of our public school system, the Lakeview Education Association agrees that no strike, as defined under Act 379 of the Michigan Public Acts of 1965, will be voted, condoned, authorized or undertaken by its members within the life of this contract and that any teacher engaging in a strike, authorized or unauthorized by the LEA, in the Lakeview School District or in any of its schools will be subject to dismissal according to statutory provisions.

Article II continued -

- F. The right to hire, assign, promote, transfer, discharge or discipline for cause and to maintain efficiency of teachers shall proceed through proper channels from building principal through central office administration with final responsibility of the Board except that association members shall not be discriminated against as such; in addition the subjects to be taught, the location and operation of the schools and the assignment and scheduling of teachers are finally the responsibility of the Board of Education.

ARTICLE III

Professional Compensation

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such schedules shall remain in effect during the three-year term of this Agreement, provided, however, that upon written notice to the other party at least sixty (60) days prior to the first day of March of every year of this Agreement, either party may request the re-opening of negotiation of such salary schedule.
- B. The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day.
- C. The School Calendar appears in Schedule B, to be negotiated annually beginning prior to February 1.
- D. The salary schedule is based upon a normal weekly teaching load, as hereafter defined in Articles IV and V.

No additional compensation will be made for any service rendered by the teacher and no additional duties will be assigned unless a prior written agreement setting forth the terms and nature of such extra salary and duty has been made in writing and signed by both teacher and superintendent or his appointed representative and approved by the Board.

- E. The President-Elect and a delegate to the MEA Representative Assembly shall be released from regular duties without loss of salary to attend a President's Workshop of one school day, and to attend a Representative Assembly not to exceed two school days, provided approval is granted by the Board of Education, or its delegated authority through the conference leave policy; or, the duly elected President-Elect and delegate to the Representative Assembly shall be released from regular duties with such duties charged to business under the leave policy.
- F. Upon approval of the Board of Education, a teacher engaged during the school day in any professional grievance negotiations with representatives of the Board of Education and the Labor Mediation Board shall be released from regular duties without loss of salary; or, the teacher may charge such time necessary under personal business included in the leave policy.

ARTICLE IV

Teaching Hours

A. The teacher's normal teaching hours in the secondary schools shall be as follows: or the equivalent gross time between starting and dismissal time.

- | | | |
|---|------------------------|-------------------------|
| (1) Teachers check in no later than | <u>HS</u>
7:45 a.m. | <u>JHS</u>
7:45 a.m. |
| (2) Teachers at assigned place of duty not later than | 7:55 a.m. | 7:55 a.m. |
| (3) Teachers shall leave school no earlier than | 3:15 p.m. | 3:15 p.m. |

B. The teacher's normal teaching hours in the elementary schools shall be as follows:

- (1) Teachers shall be at assigned place of duty at the time of the first bell in the morning.
- (2) Teachers shall return to their classrooms by the time of the first bell in the afternoon.
- (3) Unless permission is granted by the principal, teachers may leave the school no earlier than fifteen minutes after the children are dismissed.
- (4) Hours of the kindergarten teachers shall be fixed by the principal at the beginning of each semester but shall in no event be longer than the foregoing.

C. Duty Free Lunch Proposal:

- (1) Elementary teachers (K-6), with the exception of special pupil needs referred to below, shall have a duty free lunch period, a minimum of 45 minutes, with teachers free from duties after children have been dismissed orderly, until assigned to supervise youth re entering.
- (2) Building Administrators shall schedule adequate teacher supervision of children leaving the school building and property at dismissal time, and shall schedule adequate teacher supervision as the children enter the building and classrooms.
- (3) Where there are special pupil needs clearly identified, such as those of special education pupils, the Building Administrator may assign the classroom teacher who works with the children throughout the regular school day to have lunch with the specific children identified. These specific cases will include some suspected Aphasiac children, some Emotionally Disturbed children, and some other children assigned to special education classes.

ARTICLE IV continued

- (4) If the Building Principal finds it necessary to assign one teacher to have lunch with special children, the Building Administrator shall relieve the specific teachers involved from other teacher-supervisory activities outside the classroom not related directly to the special children involved.
- (5) The Building Administrator shall schedule one certified teaching or administrative employee on a rotating basis to be on call during the noon period to assist any lay citizen supervisor of children in any specific disciplinary or management problem. A record of the dates and circumstances of such emergency call for services shall be maintained and used in the evaluation of an in-service training of lay citizen supervisors.
- (6) There shall be no restrictions placed upon any certified teacher who wishes to voluntarily perform educational services to individual pupils or groups of pupils during the assigned duty-free lunch period.
- (7) Secondary teachers (7-12) shall have a scheduled duty-free lunch period, a minimum of 25 minutes if the lunch period for pupils is a total of 30 minutes, or the duty-free lunch period shall be 5 minutes less than the scheduled lunch period for pupils. The Building Administrator shall provide for teacher supervision at the doorway of each classroom as pupils enter and leave the classroom.

ARTICLE V

Teaching Loads and Assignments

A. Secondary school teachers shall be employed for a normal 30 hour teaching week plus a homeroom period or other assignment not to exceed 25 minutes, all to be assigned within teaching hours established in Article IV. Approximately 5 hours per week will be scheduled for preparation, conference, and evaluation. Adjustments may be made in accordance with the established patterns of shortened class periods when assemblies are held. In accordance with established practice, each teacher will accept one co-curricular club or activity other than those listed in schedule A.

Elementary school teachers shall be employed for a normal teaching day of 5 hours and 45 minutes.

All teachers will be available for before-school and after-school supervision, conferences, etc. in accordance with provisions of Article IV.

All teachers will attend scheduled teachers' meetings unless prior authorization is obtained from the building administrator. Teachers' meetings may be scheduled once per week for one hour.

All teachers shall evaluate student work, such as the established practice of checking papers, preparing home reports, preparing for and conducting parent-teacher-student conferences scheduled with school day and evening sessions, etc.

The building administrator shall have authority to re-assign any teacher duties to meet any emergency situation.

Nothing in this contract shall be construed to discourage exploration of unique organization for instruction such as a block time program or flexible scheduling.

B. Since pupils are entitled to be taught by teachers who are working within their areas 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 fields of study.

C. Teachers will receive a tentative assignment for the next school year, preferably by June 1. Whenever a change in tentative assignment is necessary, the teacher will be notified as soon as practicable.

D. Any certified teacher may voluntarily perform additional educational services when such are approved by the superintendent or his delegated representative.

ARTICLE VI

Vacancies, Promotions and Transfers.

A. Teaching positions posted with placement bureaus of colleges and universities will be posted in all school buildings at the same time. A teacher availability questionnaire will be distributed to all faculty members on which preference of teaching assignment and buildings may be listed. Transfer requests will be summarized and considered as specific vacancies occur.

B. The parties agree that transfers of teachers from one school to another be minimized except where the teacher and administrators involved agree that improved services to youth may result from a transfer.

C. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teaching 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 VII

Consultant Services - Special Services - Role of Elementary Classroom Teacher

1. Each elementary classroom teacher will have children assigned as equitably as reasonable considering attendance areas, numbers of children per grade, possibilities of combination grades, etc. Elementary teachers shall have primary responsibility for the educational program of their class. This shall include the integrated instruction of art, music, and physical education when the teacher specialist is not scheduled in their classroom. ~~Elementary teachers shall plan with teacher specialists the necessary skills and activities to be taught and plan for the utilization of available teacher specialist services.~~
2. Teacher specialists available to assist classroom teachers include art, vocal music, instrumental music, physical education, librarians, instrumental service center personnel.
3. Special education services available include, psychologist, diagnostician, visiting teachers, speech correction, teachers for the homebound, mentally handicapped, physically handicapped and emotionally disturbed.
4. Each classroom teacher will consult with the building administrator whenever special needs of children assigned are recognized, and each classroom teacher will refer specific children for special services utilizing appropriate forms provided.
5. The building administrator will assist the classroom teacher as liaison person between classroom teacher and Director of Special Education or special services personnel.
6. The building administrator will communicate with all classroom teachers informing them of the scheduled time teacher specialists are available ~~to serve children within the school building~~, and will work with the teachers to determine the most appropriate plan for maximum utilization of such teacher specialists for the educational program within the building.
7. *Insert New Sentence.*
~~The teacher is responsible for making reasonable plans for the use of teacher specialists in music, art, and physical education in the educational plan for the youth assigned. Each classroom teacher will remain in the classroom with the teacher specialist until the teacher is familiar with the special techniques demonstrated by the specialist. The teacher may leave the classroom in charge of the teacher specialist for specified periods of time, in order for the teacher to utilize this time for effective planning, consultation with other teachers, consultation with the building administrator, with parents, or with specific children or special teachers.~~
8. Each teacher shall review with the building administrator periodically, the effectiveness of and any problems involved with the educational program for the children assigned, with recommendations.
9. The building administrator shall prepare a report setting forth the effectiveness of the educational program under this plan, with recommendations, one month prior to the close of each semester until agreement has been reached, recommendations made, and Board of Education approval, of this or an alternate plan to insure the maximum utilization of all available teacher specialist services and special teacher services.

ARTICLE VIII

Tenure

A. Conditions of Tenure

1. All fully qualified teachers who have been employed two or more years in the Lakeview Public Schools and who have given satisfactory service may be given continuing contracts as defined under the State Tenure Act.
2. Administrators, supervisors, and individuals performing supplementary services shall not be deemed to acquire tenure in their positions. (They may qualify for tenure as teachers, by serving the customary probationary period as classroom teachers).
3. Teachers who have acquired continuing tenure shall be notified at least sixty (60) days prior to the end of the school year of any changes intended to terminate their tenure, in accordance with Section 15, 2002 of the Tenure Laws, State of Michigan.
4. Employees shall be notified of the beginning and ending dates of the next school year and their salaries as soon as approved budget figures are available.
5. The probationary period begins with the date of the initial employment provided that all conditions of the tenure law are met.

B. Teacher Certification

1. The Board of Education shall employ teachers with a provisional, permanent or life certificate and a degree whenever possible.
2. Teachers who do not possess a degree or are not "certificated" by the State Board of Education, as the term is defined by the State Board of Education, shall be eligible for continuing contracts at the sole discretion of the Board of Education.
3. Prior service on a special certificate shall be counted in the probationary period.

C. Probationary Period

1. All statutory regulations of the State of Michigan regarding teacher probation will be observed.
2. Teachers during the first two years of employment shall be deemed to be in a period of probation.
3. No teacher shall be required to serve more than one probationary period in the Lakeview Public School District. An extension of the probationary period or a third year of probation may be granted by the Board of Education upon notice to the Tenure Commission.

C. Continued

4. Teachers on tenure transferring from another school district, may be accepted fully by the Board of Education or required to serve not more than one year of probation.
5. At least sixty (60) days before the close of each school year, the Board of Education shall provide the probationary teacher with a definite written statement as to whether or not his work has been satisfactory.

Failure to submit a written statement shall be considered conclusive evidence that the teacher's work is satisfactory. Any probationary teacher or teacher not on continuing contract, shall be employed for the ensuing year unless notified, at least sixty (60) days before the close of the school year, that his services will be discontinued.

6. After satisfactory completion of the probationary period, a teacher shall be employed continuously by the controlling board under which the probationary period has been completed. A teacher shall not be dismissed or demoted except as specified in the State Tenure Act. (Articles I and II)

D. Evaluation - To Improve Services

The Superintendent shall administer a program of evaluation for all probationary employees which shall be directed toward helping them succeed in their respective appointments. This program of evaluation shall be uniform in all Lakeview Public Schools.

1. There shall be two evaluations each year during the probationary period.
The first evaluation shall be completed prior to December 15 and the second prior to March 15.
2. The evaluation shall be made by the Principal after one or more periods of actual classroom observation.
3. The Principal shall evaluate each observation in writing and keep the probationary employee informed of his success or needs.
4. It shall be the responsibility of the Principal to assist the probationary employee, in any way feasible, to succeed in his appointment.
5. Should a probationary employee feel that he has been misjudged in his final evaluation, he may present his case in writing and/or in person to the Superintendent.

He may request other persons to appear in his behalf.

E. Physical Examination

Each contracting teacher and the Board of Education recognize that for efficient operation of the Lakeview School District, all teachers must be in such state of health as to not interfere with their work or to be in such physical condition that such teacher's physical condition could be transmittible to students. Therefore, in view of these facts, the Board of Education may;

1. Request each teacher at the beginning of the school year to undergo a chest x-ray for tuberculosis to be taken at the mobile chest x-ray station or the Board may designate a licensed physician for this purpose and the expense of such examination shall be borne by the Board of Education. For due cause the teacher can be directed to appear before a physician for a complete examination.
2. After such request by the Board of Education, the teacher requested to have such examination may select a physician of his own choice, but such examination shall be at the teacher's own expense.
3. Whether 1 or 2 are followed, the report of such examination shall be in detail and in duplicate and shall bear the signature of the physician. A copy of this report shall be retained by the teacher involved and the Board of Education.
4. In the event of dissatisfaction with the results of the examination by either the teacher or the Board of Education, a re-examination shall be had in a recognized hospital or clinic and the report of those results shall be given by the physician in charge. The second examination shall be taken by mutual agreement by both teacher and Board as to the examiner. If the examiner is chosen by the teacher the Board shall pay the going rate of such examination.
5. The Board shall make such disposition of the case after evaluating the reports as in its discretion shall seem best, but any teacher who is adversely affected by such decision may appeal to the Tenure Commission as in the statutes required.

Article 6, Section 1 (Right to Appeal) Michigan Tenure Act.

F. Psychological and/or Psychiatric Examination

~~In recognition of the principles set forth in E above, the Board of Education may:~~

1. Upon request of the Board of Education for due cause the teacher shall undergo a psychological and/or psychiatric examination to determine the teacher's mental competencies. The Board may designate a licensed psychologist and/or psychiatrist for this purpose and the expense of such examination shall be borne by the Board.

F. Continued

2. After such request by the Board of Education, the teacher requested to have such examination may select a psychologist or psychiatrist of his own choice. The expense of this examination shall be borne by the Board.
3. Whether 1 or 2 are followed, the report of such psychologist and/or psychiatrist shall be in detail and in duplicate and shall bear the signature of the physician. A copy of this report shall be retained by the teacher involved and the Board of Education.
4. In the event of dissatisfaction with the results of the examination by either the teacher or the Board of Education, a re-examination shall be had in a recognized hospital or clinic and the report of those results shall be given by the physician in charge. The Board will base their decision on the results of the two exams.
5. The Board shall make such disposition of the case after evaluating the reports as in its discretion shall seem best, but any teacher who is adversely affected by such decision may appeal to the Tenure Commission as in the statutes required.

Article 6, Section 1 (Right to Appeal) Michigan Tenure Act.

G. Retirement

1. An employee who reaches the age 65 on or before June 30 of the year, shall be discontinued on Tenure Status. The Board of Education reserves the right to extend an annual contract to teachers beyond that age.
2. An employee, who reaches retirement (65 years) before completing the service requirement as established by law or board policy, and who wishes to continue in the employ of the Board in order to complete the service requirement, may make application annually for an extension of the employment period. The Board shall consider the application and take action as it deems best.
3. All persons employed by the Board may be granted an extension of the employment period upon annual application until such employee reaches age 70.

ARTICLE IX

Protection of Teachers

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. Any case of assault upon a teacher during performance of duty shall be promptly reported to the Board or its designated representative. The Board attorney will advise the teacher of his rights and obligations with respect to such assault.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board attorney will advise the teacher of his rights with respect to such action.

D. If a teacher is injured while in the line of duty, medical, surgical or hospital care will be furnished to the limit of Workmen's Compensation insurance.

E. Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention and ~~plaintiff's~~ *Accusers* identity revealed if a written record of such complaint is to become a part of the teacher evaluation file.

ARTICLE X

Teacher Evaluation

- A. (1) All monitoring or observation of a teacher shall be conducted with the full knowledge of the teacher.

All teachers shall be visited in the classroom by the Building Administrator or his appointed representative who may be the Assistant Building Administrator, Department Head, or Tenure Coach, or Buddy Teacher, etc.

Three types of visits should be used:

- 1 - The Administrator should schedule a visit when the teacher teaches a lesson of her choice;
- 2 - The Administrator should schedule a visit and the type of lesson he wants to observe; and
- 3 - The visit to the classroom without prior notice when the teacher should teach in accordance with plans.

- (2) Written evaluation of each teacher shall be required in accordance with the School District Tenure Policy.
- (3) Teacher evaluation has the prime purpose of helping the teacher to develop a level of competence desired by the school district.
- (4) Failure of the teacher to demonstrate competence shall result in the evaluation used as evidence to require extended probationary period or termination of services at the end of a probationary contract.
- (5) In extreme cases of incompetence a teacher may be re-assigned to another teaching situation or to a roving substitute position or to a non-teaching position for the duration of a contract at the same salary provided for in the contract.

- B. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may be requested to accompany the teacher in such review.
- C. A teacher shall at his request be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative is present.
- D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

ARTICLE XI

Business and Sick Leave

- A. All regular 10 month instructional and non-instructional employees are entitled to 11 DAYS leave per year from service in their respective positions, and

All 12 month instructional and non-instructional employees are entitled to 13 DAYS leave per year for the following specific reasons:

- (1) Personal illness or accident.
- (2) Serious illness of a member of the immediate family residing with the employee, to permit time to arrange for adequate care.

(ANY OTHER PERSON ACCEPTABLE AS A DEDUCTION ON PERSONAL INCOME TAX WILL ALSO BE CONSIDERED WITH THE SAME STATUS AS A MEMBER OF THE IMMEDIATE FAMILY, BUT MUST BE SO STATED IN THE WRITTEN REPORT OF REASON FOR ABSENCE.)

(Immediate family shall mean - father, mother, husband, wife, son, daughter, brother, sister, father-in-law, mother-in-law, GRANDPARENTS)

- (3) Death of a member of the immediate family.

(A reasonable limitation on the time taken for any one such occurrence is expected to be that time necessary to be with the family and assist with funeral arrangements.)

- (4) TO ATTEND A FUNERAL OF A MEMBER OF THE IMMEDIATE FAMILY, A RELATIVE, OR A FRIEND.

- (5) To a limit of three (3) days in any one school year from the 11 DAYS leave covered under this policy, employees may take time away from regularly assigned duties for such personal business that cannot be taken care of outside regular school hours for the following specific reasons:

- (a) The closing of purchase or sale of property which must be handled during time scheduled by a bank, mortgage company, etc.

- (b) To review tax settlements with local, state or federal agencies where such is impractical to be handled by correspondence. (These appointments should be scheduled early in the day or late in the day in order that one-half ($\frac{1}{2}$) day will usually be sufficient time from the position.)

ARTICLE XI continued -

- (c) Court appearances to give testimony or upon subpoena.
- (d) Legal counseling regarding personal matters when such legal counseling is not available outside regular school hours; reading of wills, closing estates, etc.
- (e) Moving household goods which should be limited to one day for any one moving.
- (f) Counseling at a college or university regarding an advanced degree, when such counseling cannot be handled by correspondence, telephone outside of regular school hours.
- (g) Marriage ceremony where the employee is the bride, groom, or a member of the official wedding party.

(ONE DAY IS SUFFICIENT EXCEPT WHERE EXCESSIVE TRAVEL MAKES IT NECESSARY FOR TWO OR THREE DAYS.)

- (h) For specific emergencies that requires the individual employee to be absent from his assigned duties, such as:
 - (1) A serious fire at home.
 - (2) Furnace explosion or failure.
 - (3) Natural disaster at home such as windstorm damage, flooding damage, etc.
- (i) Other personal matters that cannot be taken care of outside the regular school day with the specific approval of the Superintendent:
- (j) Exception: No personal business days will be granted on the day before or the day after a holiday except with approval of the Superintendent.
- (k) Jury Duty. Any employee called to Jury Duty will receive the difference in salary between the regular contract salary with the school district and the amount of money received for Jury Duty. The employee will report to Lakeview Schools for work when not actually serving jury duty.

Days lost for jury duty will not be charged to the leave bank.

- (1) Subpoena. Any employee subpoenaed into court to give testimony relating directly to a student under the employee's charge shall be paid full salary minus the amount paid for the subpoena and will not have such days charged to the leave bank.

Subpoena for personal matters not directly related to services with the Lakeview Schools is covered under the leave policy.

ARTICLE XI continued -

B. Items that will be specifically forbidden to be covered under leave policy with salary:

- (a) Extension of holiday leave or vacations.
- (b) Appointments with beauticians, etc.
- (c) Purchase or installation of equipment.
- (d) Conferences with child's teacher in another district unless there are some extenuating circumstances that may be clearly identified.
- (e) To inspect or shop for real estate with a realtor or owner.
- (f) To repair ones automobile, house, appliance or equipment to save the cost of service fees.
- (g) To attend programs based upon the employee's desire rather than necessity.

All employees shall report absence on the form provided to his building administrator or immediate supervisor stating the reason for such absence. The written statement shall be filed with the Payroll Department.

C. All unused leave days shall be accumulated to 100 days for 10 month employees and 120 days for 12 month employees.

D. Leave policy shall be administered as one day per month with one bonus day credited upon completion of each full contract year.

ARTICLE XII

Sabbatical and Other Leaves of Absence

A. Any tenure teacher whose personal illness extends beyond the period compensated under Article IX shall be granted a leave of absence without salary until there is complete recovery from such illness.

Upon certification from an appropriate medical authority, the teacher may return from leave and shall be assigned to the same position, if available, or the first available position for which the teacher is qualified. The teacher may be assigned as a substitute teacher until a regular teaching position for which he qualifies is available.

B. A teacher who becomes pregnant while under contract may be required by the Board of Education to discontinue teaching in the Lakeview Public Schools at the end of the fifth month of pregnancy, except when this date falls within two school months of the end of a semester, the teacher may be permitted to complete the semester upon filing a statement each month, after the fifth month of pregnancy, from the attending physician advising of physical and emotional fitness satisfactory to continue teaching.

Upon request, a Tenure teacher may be granted a maternity leave, without salary, upon approval of the Board of Education. Such leave of absence shall be for a period of not less than one nor more than two school years. The leave may, upon approval of the Board of Education, be renewed for a second two year period.

At the beginning of a semester the teacher shall be entitled to return from such leave when a position for which she qualifies is available, and upon submitting a certificate of physical and emotional fitness from an appropriate medical authority.

Salary increments shall not be recognized for the period of maternity leave.

In case the period of confinement is interrupted or upon approval of the Board of Education the teacher may return as soon as physically able, dependent upon:

- a) a statement of physical and emotional fitness from her physician.
- b) an available position for which she is qualified.

C. Sabbatical Leave Policy:

The rules and regulations of the Lakeview Schools sabbatical leave policy will be administered in accordance with the foregoing Michigan statutory provisions and any amendments thereto, and the local school district rules and regulations which follow:

1. Any professional employee of the Lakeview Public Schools who has served the school district in a contractual professional capacity for 7 consecutive years or more of satisfactory service as a full-time professional employee in the Lakeview Public Schools may file an application for a sabbatical leave.

ARTICLE XIII continued -

2. The applicant must hold a Michigan Life or Permanent teaching certificate, and must hold a Master's Degree, or Bachelor's Degree if the quota is not filled with Master Degree applicants.
3. No professional employee will be granted more than two sabbatical leaves, a minimum of 7 years have elapsed between the first and second leave.
4. A sabbatical leave may be granted for a period of not less than one full semester nor more than two full consecutive semesters.
5. The applicant shall file with the Board of Education an agreement that he will remain in the service of the Lakeview Public Schools for a minimum period of two years after the expiration of the sabbatical leave.

If an employee does not continue employment with the Lakeview Public Schools for two years immediately following his sabbatical leave, he shall repay the Board of Education an amount of money equal to 5% of his total sabbatical leave each month of the unexpired portion of the two years required service following the expiration of sabbatical leave, but not to exceed a total of 20 months or the total amount received in sabbatical leave salary.

In cases where the person becomes incapable of rendering professional services the Board of Education shall automatically extend the leave of absence time without further salary until the person is able to return, or the Board of Education may, in its judgment, waive this rule.

6. The compensation for the professional employee on sabbatical leave shall be one-half (1/2) of the salary he would receive if on a full-time contract salary basis in his position.
7. Salary shall be paid to the staff member on sabbatical leave on the regular pay dates established for other members of the professional staff. It shall be the responsibility of the employee on leave to keep the business office informed of his correct address.
8. Upon return from sabbatical leave the employee shall be entitled to advance to the next level of the salary schedule, receive benefit of increment while on sabbatical leave, provided all requirements of the sabbatical leave policy have been fulfilled satisfactorily, as agreed in the judgment to be made by the superintendent.
9. Sabbatical leave is granted to professional personnel to permit them to improve their ability to render services to the Lakeview Public Schools and its educational program. Therefore, sabbatical leave may be granted for the following purposes:

ARTICLE XII continued -

- a. for formal study in a program of recognized courses leading to an advanced degree, conducted by a recognized college or university in the United States or abroad.

A minimum of 10 semester hours of credit should be earned each semester.

- b. for individual research, study, or writing under the direct supervision of the school district or an accredited college or university.

10. The regular sick leave policy will apply to an employee on sabbatical leave.

The superintendent must be notified promptly of accident or illness in order that such days shall be appropriately recorded.

11. Payment of hospitalization insurance for the staff member on sabbatical leave will be in accordance with the Board of Education policy for all professional staff members.

12. The professional employee on sabbatical leave shall not accept outside employment while on such leave without prior approval of the Board of Education. The employee while on sabbatical leave, however, is encouraged to apply for and accept college fellowships in the particular field of study; details of such fellowships shall be reported to the Board of Education.

13. The employee on sabbatical leave will be required to file periodic reports with the Superintendent of Schools as follows:

- a. an initial report setting forth the plan of study.
- b. a mid-semester progress report.
- c. end of semester final report.

14. The application for sabbatical leave must be filed with the Superintendent of Schools between January 1 and February 15 for the fall semester consideration and between July 1 and August 15 for the mid-semester consideration. All applications shall be considered on their merits as they relate to the potential benefits to the Lakeview Public School District.

Consideration will be given to:

- a. potential benefit to the school district.
- b. evidence of professional growth of the employee during preceding years.
- c. seniority of service.

ARTICLE XII continued --

- d. previous leave of absence.
 - e. date of filing.
 - f. any other factors that demonstrate the advisability of granting such leave.
15. Approval of a sabbatical leave by the Board of Education will be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.
16. A sabbatical leave once granted may not be terminated before the date of expiration unless authorized by the Board of Education upon the request of the applicant and recommendation of the Superintendent.
17. The Board of Education will limit the number of employees on sabbatical leave at any time to 1% of the total professional staff.
- D. Military Leave of Absence shall be granted to any teacher who shall be inducted or shall enlist for military duty with any branch of the armed forces of the United States.
- 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, provided the teacher returns to Lakeview Schools as soon as a position for which he qualifies becomes available after honorable discharge from military service. The Board of Education upon written request may approve extended leave of absence, without increments, for a specific purpose such as continued education.
- E. A leave of absence shall be granted for Tenure teachers who volunteer for Peace Corps service.
- Upon return directly from Peace Corps service as soon as a position for which the teacher qualifies becomes available, any increments which would have accrued had he remained in active service with the school system will be granted.
- F. The Board of Education shall grant a leave of absence without salary to any teacher to campaign for election to public office. At the beginning of a semester, the teacher may return to Lakeview Schools when a position for which he qualifies becomes available.
- G. Upon return from leave of absence accumulated sick days shall be reinstated. No additional sick days shall be accumulated during time of leave of absence.

ARTICLE XII continued -

- H. The teacher, upon appropriate action of the Board of Education, terminates his contract with the Lakeview School system;
- 1) when he accepts another full-time position without prior written approval of the Lakeview Board of Education while he is on official leave of absence from the school district for specific reasons listed in this agreement or approved by the Board of Education.
 - 2) when a teacher permits his Michigan teaching certificate to expire, or when he does not complete satisfactorily college credit courses required for the certification to teach in Michigan Schools, or when he is convicted of a crime resulting in loss of Michigan certification.
 - 3) when the teacher accepts a contract to serve another school district, the Lakeview Public Schools contract will be terminated at the close of the last day of school of the current school year.

ARTICLE XIII

Professional Grievance Procedure

- A. Any teacher, believing that there has been a violation of any provision of this Agreement relating to wages, hours, terms or conditions of employment, may file a written grievance with the Association. The Board hereby designates as its representative for such purpose the principal in each school building and the Superintendent of Schools when the particular grievance arises in more than one school building.
- B. When a grievance has been filed it shall be reviewed and acted upon in the following order:
- (1) A grievance involving ^{me} 1 staff member or group of staff members in one building shall be reviewed and acted upon to its conclusion by;
 - a. the Association
 - b. Building Administrator
 - c. the appropriate Assistant Superintendent
 - d. the Superintendent of Schools
 - e. the Board of Education
 - (2) A grievance involving staff members in more than one building shall be reviewed and acted upon;
 - a. by the Association Grievance Committee
 - b. the Building Administrators at a special meeting
 - c. appropriate Assistant Superintendent
 - d. Superintendent
 - e. Board of Education
- C. Within ten (10) days of receipt of the grievance the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such a meeting. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the next position in the grievance procedure. He shall have ten (10) days from receipt to resolve the grievance prior to proceeding to the next position in the grievance procedure. If the grievance is not resolved by administrators, it shall immediately be transmitted to the secretary of the Board, with a statement of reasons why it has not been resolved.
- D. Within fifteen (15) days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board shall make final determination of the grievance within 30 days from its submission to the Board except by written agreement with the Association an extension of time may be determined for extended study and review.

ARTICLE XIII - continued -

- E. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been too severely penalized an agreement may be reached providing for an equitable settlement.

ARTICLE XIV

Negotiation Procedures

A. In the event the salary schedule is reopened for negotiation, by either party, as provided in Article II of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least (150) days prior to the 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.

B. In any negotiations described in this Article, neither party 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. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership 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 such ultimate ratification.

C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other action provided by law.

D. If either party desires to modify or change this agreement, it shall, 60 days in advance of (date) May 1, 1967, or any subsequent (date) May 1, give written notice to this effect, said notice to specify the exact terms and provisions as they are proposed to be modified or changed. Negotiations of such proposals will begin within ten days after receipt of such written notice. Change may be made at any time by mutual consent and this agreement shall remain in full force and effect until terminated as herein provided.

ARTICLE XV

Miscellaneous Provisions

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call to report unavailability for work one hour prior to starting time. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- B. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district and the Association shall, whenever feasible, have the opportunity to consult with the Board with respect thereto.
- C. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and 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.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- E. Copies of this Agreement shall be mimeographed or printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- F. 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 provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- G. Upon prior authorization the Board shall furnish without charge gym uniforms and tank suits for all physical education teachers, smocks for art teachers, home economics, manual training and science teachers, and shall provide without charge laundering service therefor.
- H. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- I. Notwithstanding their employment, 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 except that teachers shall not further political or religious convictions on school time, ~~or on school property.~~

Article XV continued -

- J. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.
- K. Existing telephone facilities shall be made available to teachers for their reasonable use.

ARTICLE XVI

Professional Study Committee

- A. There shall be a Professional Study Committee established which shall be composed of four members, two shall be selected by the Board of Education and two shall be selected by the Association.

The Professional Study Committee will meet periodically and report to the parties prior to April 1, yearly.

- B. Sub-Committees may be established as needed and may include existing committees such as the Curriculum Steering Committee.
- C. The Committee will consider questions related to the following areas of concern:
1. Review of policies affecting teachers.
 2. Review of policies affecting students.
 3. Review of matters pertaining to professional ethics.

ARTICLE XVII

Duration of Agreement

This Agreement shall be effective as of July 1, 1966
and shall continue in effect for three (3) years until the
30th day of June, 1969. This Agreement
shall not be extended orally and it is expressly understood that
it shall expire on the date indicated.

LAKEVIEW BOARD OF EDUCATION

By _____
Its President

Ratified

By _____
Its Secretary

Date

LAKEVIEW EDUCATION ASSOCIATION

By _____
Its President

Ratified

By _____
Its Secretary

Date

TEACHERS' SALARY GUIDE
(Effective July 1, 1966)

	Bachelor's Degree	Master's Degree	*Educational Specialist Degree	Doctor's Degree
BEGINNING SALARY	\$ 5,700	\$ 6,200	\$ 6,500	\$ 6,800
Annual Increments of	300	300	300	300
to	7,000	7,000	7,000	7,000
Annual Increments of	350	350	350	350
to		8,000	8,000	8,000
Annual Increments of		400	400	400
to				
MAXIMUM SALARY	8,950	10,050	10,350	10,650

* M.A. + 30 Semester Hours Credit earned after receipt of M.A. Degree toward an Advanced Degree or approved by the Superintendent will be accepted in lieu of Educational Specialist Degree for 1966-67 and 1967-68 contract years.

1. Each employee who elects to purchase Group Hospitalization Insurance shall have the equivalent of one-half Blue Cross-Blue Shield M-75 service rate paid by the school district.

This hospitalization to cover the individual employee, head of household or family plan as determined by the employee's individual election.

2. Upon initial employment credit for teaching experience earned outside the school district may be allowed at \$200 per year up to five (5) years. Upon special recommendation of the Superintendent and approval by the Board of Education, an additional five (5) years at \$200 per year experience credit may be granted for special leadership positions or where the school district has a specific need for longer experience.

Upon special recommendation of the Superintendent and approval by the Board of Education, job-related experience credit may be granted to five years at a limit of \$200 per year, which may upon approval by the Board of Education be incorporated into the initial contract, or where such outside job-related experience is not included in the initial contract that upon administrative evaluation of the services rendered by the teacher in the performance of his duties during the first year teaching in Lakeview system, that additional salary credit may be granted in his second year contract, providing that evaluation indicates that his job-related experience seems to be of definite value to the teaching services being rendered in the Lakeview Schools.

NOTE: BEGINNING WITH THE 1967-68 SCHOOL YEAR CONTRACTS UPON INITIAL EMPLOYMENT FOR EXPERIENCE EARNED OUTSIDE THE SCHOOL DISTRICT MAY BE ALLOWED AT \$250 PER YEAR UP TO FIVE (5) YEARS. The remainder of Item #2 will remain the same.

3. Annual increments not retroactive for satisfactory service shall be granted in accordance with the amount on the guide; \$300 per year to \$7,000 salary, and after teaching one full year at a basic contract salary at or above the \$7,000 salary, increments shall be \$350 per year or \$400 per year as printed on the guide to the Maximum Salary.

One-half increments shall be granted for teachers who become members of Lakeview teaching staff on or before mid-semester.

4. Leave Policies: Cover both Sick Leave and Business Leave - shall be in accordance with Article IX of the Master Agreement:

11 days per year for 10 month positions, cumulative to 100 days.
13 days per year for 12 month positions, cumulative to 120 days.
5. Master Agreement: All certified teachers under contract as teachers receive all benefits and obligations set forth in the Master Agreement between the Lakeview Education Association and the Board of Education.
6. Tenure provided for all certified personnel under Michigan State Tenure Law and Local Tenure Policy.
7. Special Education Differential: \$300 over the above schedule for those teachers qualified to teach special education classes by the Michigan Dept. of Education and assigned to the Special Education Program in the Lakeview District.

8. Driver Education:

Qualified teachers when recommended by the High School Principal and Superintendent of Schools and approved by the Board of Education may teach Driver Education outside the regular school day and be paid salary as follows:

For classroom instruction salary shall be at the rate paid per hour of actual classroom instruction, to adult education and summer school teachers. (Not including planning time, checking papers, and recording information on cumulative records, reports, etc. These duties shall be considered part of the duties of the teacher without additional compensation.)

Each group shall have between 28 and 30 hours of classroom instruction. The groups should average 45 pupils during any calendar year. This may be done with 60 in a group for basic presentation and divided into two groups of 30 each for discussion, or may be grouped into sections of 45 each for total instruction, or may be grouped with 60 in some groups and 30 in other groups for total instruction.

For behind-the-wheel instruction which shall average six hours per student the teacher shall be paid at the rate of \$20.00 per student.

Reports shall be filed in the form prescribed by the Assistant Superintendent for Business

9. Tuition Reimbursement:

- a) Total tuition costs will be paid by the school district for the satisfactory completion of course work in local workshops and locally-sponsored courses designed to meet specific in-service education needs of the Lakeview School District. This will apply to all teachers who participate in these workshops or specific courses regardless of degree or certification status.

Whenever possible the tuition will be paid directly to the college or university conducting the in-service education workshop or specific course designed to be locally sponsored.

If the course work is not completed to the satisfaction of the college instructor, deductions will be made from this contract salary in accordance with the provisions of this policy.

- b) Teachers will be reimbursed at the rate of \$15.00 per semester hour (\$10.00 per term hour) upon satisfactory completion of college credit courses beginning after September 1 of the first year a teacher is under contract with the Lakeview Schools, and completed satisfactorily by a teacher while still under contract with the Lakeview Schools.

The following provisions shall be necessary to participate in the tuition reimbursement program for college credit courses:

- (1) Reimbursement will be made for college credit courses taken beyond a Bachelor's Degree, plus 10 semester hours required for a permanent certificate to a limit of 20 semester hours prior to receipt of a Master's Degree.
- (2) Reimbursement will be made to a limit of 30 semester hours beyond a Master's Degree toward a Specialist Degree.
- (3) Reimbursement will be made to a limit of 60 semester hours beyond a Master's Degree toward a Doctor's Degree. Doctor's Degree candidates must provide the school district with an annual status report to be reimbursed beyond 30 semester hours credit.
- (4) All college credit courses leading to an advanced degree will be accepted.
- (5) Other courses may be accepted upon prior approval of the Superintendent of Schools.
- (6) Reimbursement will be made upon evidence of satisfactory completion of the course.
- (7) Application and evidence of satisfactory completion shall be made on a form prescribed by the Superintendent.

The tuition policy does not apply to intern teachers.

- c) Upon certification prior to September 15 of the completion of an advanced degree salary increase will be granted for the year. Upon certification prior to February 15 of completion of advanced degree one-half of appropriate salary credit will be granted for the remainder of the contract. year.

EXTRA-CURRICULAR ACTIVITIES - SALARY PROVISIONS

Upon recommendation of Principal and Superintendent and approved by the Board of Education once each year for the entire contractual year, contract riders will be issued for the following services:

1.	FOOTBALL	Varsity	8%	of teacher's salary	
2.		Assistants (2)	6%	" "	" "
3.		Jr. Varsity Coach	6%	" "	" "
4.		Asst. Jr. Varsity Coach	6%	" "	" "
5.		9th Grade	5%	" "	" "
6.		7th - 8th Grade	5%	" "	" "
7.	BASKETBALL	Varsity	8%	" "	" "
8.		Jr. Varsity	6%	" "	" "
9.		9th Grade	5%	" "	" "
10.		8th Grade	5%	" "	" "
11.		7th Grade	5%	" "	" "
12.	BASEBALL	Varsity	6%	" "	" "
13.		Jr. Varsity	4%	" "	" "
14.		9th Grade	4%	" "	" "
15.		7th - 8th Grade	4%	" "	" "
16.	TRACK	Varsity	6%	" "	" "
		Assistant	4%	" "	" "
		Cross-Country	5%	" "	" "
		Jr. High	4%	" "	" "
17.	ASSISTANT	Jr. High Coach	3%	" "	" "
	(Upon recommendation of Principal and approval by Superintendent)				
18.	HOCKEY	Sr. High	7%	" "	" "
19.	WRESTLING	Sr. High	6%	" "	" "
20.	TENNIS	Sr. High	6%	" "	" "
21.	SKIING	Sr. High	3%	" "	" "
22.	GOLF	(When approved by the Board of Education) as school sponsored.	4%	" "	" "
23.	G.A.A.	Sr. High	1.5%	" "	" "
24.	G.A.A.	Jr. High	1.5%	" "	" "
25.	CHEERLEADING	Sr. High	2%	" "	" "
26.		Jr. High	1.5%	" "	" "
27.	HUSKETTES	Sr. High	2%	" "	" "
28.	CHEERLEADING	Hockey	1%	" "	" "

EXTRA-CURRICULAR ACTIVITIES - SALARY PROVISIONS

* 29.	INSTRUMENTAL MUSIC	Sr. High Jr. High	5% to 8% of teacher's 3% to 5% "	"	"	"
* 30.	VOCAL MUSIC	Sr. High Jr. High	2% to 4% " 0% to 3% "	"	"	"
31.	YEARBOOK EDITOR	Sr. High (5% of teacher salary) or Assistant (if no asst.)	4% 2%	"	"	"
32.	NEWSPAPER (If services are a part of regular class teaching)	Sr. High	4% 0%	"	"	"
33.	DRAMATICS (2 Plays)	Sr. High	4%	"	"	"
34.	DEBATE & FORENSICS	Sr. High	4%	"	"	"
35.	CLASS SPONSOR (2 per class)	Sr. High	2%	"	"	"
36.	BOOKSTORE	Sr. High	\$400			
37.	ADULT EDUCATION SALARY	In accordance with Adult Education and Summer School Guide				
38.	EXTENDED SCHOOL YEAR	Contract riders may be issued upon the recommendation of the Superintendent and approval by the Board of Education at an individually negotiated salary for a specific service or at the rate of 2% or 2½% per week of the basic 40 week contract salary, or at the Adult Education and Summer School rate.				
39.	DEPT. HEADS	As recommended annually by Building Administrators, Superintendent, and approved by the Board of Education with duties as posted and compensation from one or a combination of the following:				
		a. ½% per teacher supervised				
		b. Released time during the school day				
		c. Extended school year contract				

* Percentage approved shall remain the same for each complete school year.

PAYROLL PERIODS FOR PROFESSIONAL EMPLOYEES

The Board has established a policy which will allow 10 month professional employees to choose one of the following payroll schedule plans. The pay periods for the three plans are listed as follows for the 1966-67 school year. Pay dates are for two week periods unless otherwise indicated. A form for designating your choice is attached.

<u>Pay Dates</u>	<u>Plan A Column 1</u>	<u>Plan B Column 2</u>	<u>Option to Plan B Column 3</u>
Sept. 9	Pay #1 1/2 or 1 week	Pay #1	Pay #1
23	2	2	2
Oct. 7	3	3	3
21	4	4	4
Nov. 4	5	5	5
18	6	6	6
Dec. 2	7	7	7
16	8	8	8
30	9	9	9
Jan. 13	10	10	10
27	11	11	11
Feb. 10	12	12	12
24	13	13	13
Mar. 10	14	14	14
24	15	15	15
Apr. 7	16	16	16
21	17	17	17
May 5	18	18	18
19	19	19	19
June 2	20	20	20
16	Pay #21	Pay #21	Pay #21, 22, 23, 24, 25
30	Pay #22 (1/2 pay final)	22	Pay #26 (final)
July 14		23	
28		24	
Aug. 11		25	
25		26 (final)	

Under Plan A - Gross Bi-Weekly salary is found by dividing contract salary by 21. This gives the pay for every two weeks. However, the 1st and 22nd pay is for one week.

Under Plan B & B Option - Gross Bi-Weekly salary is found by dividing the contract salary by 26.

Under all plans the June 30th check will be mailed to address on check. If you wish your check mailed elsewhere send a self-addressed envelope to payroll dept. You may pick up checks at the Administration Bldg. by calling 1 day in advance.

Plan B - - If you wish your summer checks mailed other than to address on check, please send four (4) self-addressed envelopes to payroll, dating the envelopes. You may pick up checks at the Administration Bldg. by calling 1 day in advance.

SCHOOL CALENDAR - 1966-67

Monday, September 5	- - -	Labor Day - Schools closed
Tuesday, 6	- - -	Faculty Meetings
Wednesday 7	- - -	Registration and Faculty Meetings Elementary children in school - $\frac{1}{2}$ day Jr. High youth in school - $\frac{1}{2}$ day Sr. High enrollment of 1 grade, Tuesday, P.M., 1 grade Wed., A.M., 1 grade Wed. P.M.
Thurs. & Fri., November 3 and 4	- - -	State Teachers Institute - Schools Closed.
Wednesday, Nov. 23	- - -	Thanksgiving Vacation -(Close at Noon)
Thursday 24	- - -	Thanks giving Day (Schools closed)
Monday 28	- - -	Schools reopen
Friday, Dec. 23	- - -	Christmas Vacation (Close at noon)
Sunday, 25	- - -	Christmas Day
Sunday, Jan. 1	- - -	New Year's Day
Monday 2	- - -	Holiday (Schools Closed)
Tuesday 3	- - -	Schools reopen
Friday 27	- - -	End of First Semester - Records & Teachers Workshop - (No school for children)
Monday 30	- - -	Second Semester Begins
Friday, March 24	- - -	Easter Vacation (Close at noon)
Sunday, 26	- - -	Easter Day
Monday, April 3	- - -	Schools reopen
Tuesday, May 30	- - -	Memorial Day (Schools closed)
Friday, June 16	- - -	End of Second Semester - Records Day - No School for children.

Membership Days: 190
Attendance Days: 185
Teacher Work
Days: 188.5