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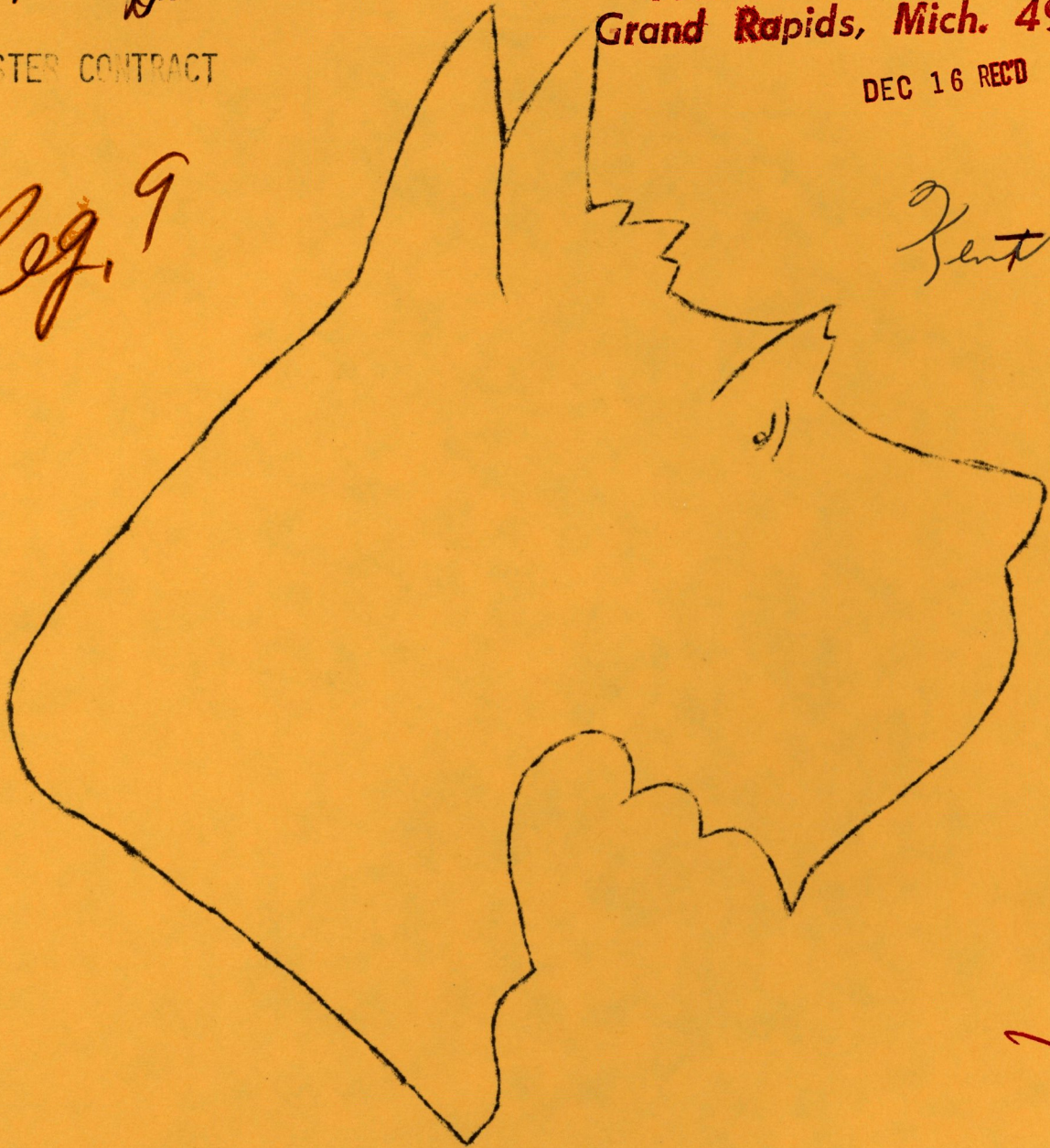
MEA AREA OFFICE
REGION 9
4020 Eastern Ave. S.E.
Grand Rapids, Mich. 49508

MASTER CONTRACT

DEC 16 RECD

Reg. 9

Sent



Caledonia Bd. of Ed.

BETWEEN

CALEDONIA EDUCATION ASSOCIATION

AND

M.e.a. CALEDONIA BOARD OF EDUCATION

1216 Kendale 1969-1970

E. Lans. Mi.

48823

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MASTER CONTRACT
CALEDONIA EDUCATION ASSOCIATION
AND
BOARD OF EDUCATION
AGREEMENT

1. This agreement entered into this
2. by and between the Board of Education of Caledonia Community
3. Schools of Kent, Allegan and Barry Counties, hereinafter called
4. the "Board" and the Caledonia Education Association, hereinafter
5. called the "Association".

Witnesseth

6. Whereas, the Board and the Association recognize and declare
7. that providing a quality education for the children of Caledonia
8. community is their mutual aim and that the character of such
9. education depends predominantly upon the quality and morale of the
10. teaching service, and

11. Whereas, the Board has a statutory obligation, pursuant to
12. Act 379 of the Michigan Public Acts of 1965 to bargain collectively
13. with the Association as the representative of its teaching person-
14. nel with respect to hours, wages, terms and conditions of
15. employment, and

16. Whereas, the parties, following extended and deliberate
17. professional negotiations, have reached certain understandings
18. which they desire to make a matter of record: It is agreed as
19. follows:

ARTICLE I

Recognition

20. A. The Board hereby recognizes the Association as the ex-
21. clusive bargaining representative, as defined in Section 11 of
22. Act 379, Public Acts of 1965, for all certificated classroom
23. teachers, part-time teachers, substitute teachers, librarians
24. and guidance counsellors under contract with the board, but ex-
25. cluding supervisory and executive personnel and office, clerical,
26. maintenance and operating employees. Economic benefits applied
27. to part-time teachers and substitute teachers will be clearly
28. defined in subsequent articles. The term teacher, when used here-
29. inafter in this Agreement shall refer to all employees represented
30. by the Association in the bargaining or negotiating unit as above
31. defined and references to male teachers shall include female
32. teachers.

33. B. The Board agrees not to negotiate with any teachers'
34. organization other than the Association for the duration of this
35. agreement. Nothing contained herein shall be construed to prevent
36. any individual teacher from presenting a grievance and having the
37. grievance adjusted without intervention of this Association, if

1. the adjustment is not inconsistent with the terms of this Agree-
2. ment, provided a representative of the Association has been
3. given opportunity to be present at such adjustment.

4. C. Within thirty days of the beginning of their employment
5. hereunder, teachers may sign and deliver to the Board an assign-
6. ment authorizing pay-roll deduction for membership dues or assess-
7. ments of the Association (including the National Education
8. Association and the Michigan Education Association) upon such
9. conditions as the Association shall establish. Such sum shall be
10. deducted as dues from the pay of such teachers and remitted to
11. the Association. The Association agrees that the Board shall
12. not be liable for funds deducted except to issue a check to the
13. Association.

14. D. Nothing contained herein shall be construed to deny or
15. restrict to any teacher rights he may have under the Michigan
16. General laws. The rights granted to teachers hereunder shall be
17. deemed to be in addition to those provided by law.

ARTICLE II

Teacher Rights

18. A. Pursuant to Act 379 of the Public Acts of 1965, the Board
19. hereby agrees that teachers shall have the right freely to
20. organize, join and support the Association for the purpose of
21. engaging in collective bargaining or negotiation and other con-
22. certed activities for mutual aid and protection, as long as
23. activities do not conflict with normal school routine and assigned
24. duties. As a duly elected body exercising governmental power
25. under cover of law of the State of Michigan, the Board undertakes
26. and agrees that it will not directly or indirectly discourage or
27. deprive or coerce any teacher in the enjoyment of any rights con-
28. ferred by Act 379 or other laws of Michigan or the Constitutions
29. of Michigan and the United States; that it will not discriminate
30. against any teacher with respect to hours, wages or any terms or
31. conditions of employment by reason of his membership in the Assoc-
32. iation, his participation in any lawful activities of the Assoc-
33. iation or collective professional negotiations with the Board, or
34. his institution of any grievance, complaint or proceeding under
35. this agreement or otherwise with respect to any terms or conditions
36. of employment.

37. B. The Board specifically recognizes the right of its teach-
38. ers as well as itself appropriately to invoke the assistance of
39. the Michigan Employment Relations Commission.

40. C. Upon approval of the building principal or superintendent
41. the Association shall have the right to use school facilities and
42. equipment. The Association shall pay for the cost of all materials
43. and supplies incident to such use. If the activity is held when
44. a custodian is not on duty, the Association shall pay for cost of
45. same.

46. D. The Board agrees to make available to the Association, in
47. response to a written request to the superintendent all available
48. financial information in the form maintained by the Board and

1. available to the constituents of the School District. Original
2. records will not be removed from the office in which they are
3. located.

4. E. Upon approval of the building principal or superinten-
5. dent the Association may use the intra school mail service and
6. teacher mail boxes for communications to teachers.

7. F. Reduction in Personnel. Should substantial and unforeseen
8. changes in student population or other conditions made necessary
9. a general reduction in the number of teachers employed by the
10. Board, the Board will retain, as nearly as possible, those teachers
11. with proper teacher certificates for the remaining teaching pos-
12. itions based first on teaching qualifications as determined by the
13. administration and secondly on longest service in the district.

14. The Board will further use their efforts to assist all
15. teachers terminated to secure employment in adjacent school
16. districts upon terms and conditions as nearly comparable as
17. possible.

ARTICLE III

Board of Education Rights

18. A. The Board, on its own behalf and on behalf of the electors
19. of the school district, hereby retains and reserves unto itself,
20. without limitation, all powers, rights, authority, duties and
21. responsibilities conferred upon and vested in it by the laws and
22. the Constitution of the State of Michigan, and/or the United States.

23. B. The Association recognizes that the Board is legally
24. responsible for the operation of the entire school system within
25. the boundaries of the School District of Caledonia, and that the
26. Board has the necessary authority to discharge all of its re-
27. sponsibilities.

28. C. In meeting such responsibilities, the Board acts through
29. its administrative staff. Such responsibilities include, without
30. being limited to, the establishment of education policies, the
31. the construction, acquisition and maintenance of school buildings
32. and equipment, the hiring, transfer, assignment, supervision,
33. discipline, promotion and termination of teachers, and the estab-
34. lishment and revision of Rules and Regulations governing and per-
35. taining to work and conduct of its employees. The Board and
36. administrative staff shall be free to exercise all of its manager-
37. ial rights and authority to the extent permitted by law, provided
38. however, that no actions shall violate any of the express terms
39. of this Agreement and no rules or regulations shall be adopted or
40. revised which violate the express terms of this Agreement.

1. D. Contrary to Law Provision. If any provision of this
2. agreement or any application of the agreement shall be found
3. contrary to law, then such provision or application shall not be
4. deemed valid except to the extent permitted by law.

5. E. The Board will not be responsible for purchases made by
6. teachers unless issued on a school purchase order properly approved
7. by authorized personnel.

ARTICLE I.V

Study Committees

8. A. The Board and the Association recognize the valuable
9. assistance to be gained from effective communication. There is
10. hereby established a permanent "Professional Study Committee"
11. (PSC) composed of six members, three of whom shall be highly
12. qualified teachers selected by the Association, and three of
13. whom shall be appointed by the Board. At least one member of the
14. PSC as appointed by the Board shall be a board member.

15. B. The PSC shall meet at least once each month to discuss
16. and study subjects mutually agreed upon relating to the school
17. system.

18. C. The PSC shall have the power to appoint sub-committees
19. composed of its members to study assigned areas such as any new
20. or modified fiscal, budgetary or tax programs, construction
21. programs, or major revisions or educational policy and report
22. these findings or recommendations to the PSC.

23. D. All reports of the PSC, including its recommendations,
24. shall be submitted to all board members and the superintendent
25. in writing.

26. E. The parties agree that the PSC, and its sub-committees,
27. serve in an advisory capacity only and that the failure of the
28. Board to place any of its recommendations in effect shall not
29. constitute the basis for a grievance.

30. F. "This article will be in effect until June 30, 1970."

ARTICLE V

Negotiating Procedure

31. A. The contract incorporates negotiated agreements by the
32. parties on all agreed issues which were subject of negotiation.
33. Such negotiated items are not to be re-negotiated during the
34. term of this contract. Nevertheless, because of the special
35. nature of the public education process, it is likewise recognized
36. that matters may from time to time arise of vital mutual concern
37. Of the parties which have not been fully or adequately negotiated
38. between them. The parties undertake to co-operate in arranging
39. meetings, selecting representatives for such discussions, furnish-
40. ing necessary information and otherwise constructively consider-
41. ing and resolving any such matters.

1. B. "By mutual agreement the parties will begin negotiations
2. before the expiration of the contract."
3. C. Neither party in any negotiations shall have any control
4. over the selection of the negotiating or bargaining representatives
5. of the other party and each party may select its representatives
6. from within or outside the school district. While no final agree-
7. ment shall be executed without ratification by the majority of the
8. Association and the majority of the Board, the parties mutually
9. pledge that their representatives will be clothed with all neces-
10. sary power and authority to make proposals, and make concessions
11. in the course of negotiations.
12. D. If the parties fail to reach an agreement in any such
13. negotiations, either party may invoke the mediation machinery of
14. the Michigan Employment Relations Commission, and/or the procedure
15. described in Act 379 of the Michigan Public Act of 1965 will be
16. followed.

ARTICLE VI

Teaching Hours and Class Loads

17. A. Teachers will be in their classrooms or their assigned
18. locations (15) fifteen minutes before the opening of the pupils
19. regular school day in the morning. During the school day teachers
20. are expected to remain in their classrooms with their students as
21. much as possible. Excessive deviation from the above rules except
22. as outlined below or except as expressly approved by building
23. principals is justification for disciplinary action. Teachers are
24. encouraged to remain for a sufficient period after the close of
25. the pupils school day to attend to those matters which properly
26. require attention at that time, including consultation with parents
27. when scheduled directly with the teacher except that on Fridays or
28. on days preceding holidays or vacations, the teachers day shall
29. end at the close of the pupils day.
30. Normal departure time for teachers in the elementary schools
31. is 25 minutes after the close of the pupils day.
32. Normal departure time for teachers in the junior and senior
33. high schools is 20 minutes after the close of the pupils day.
34. Any teacher desiring to leave his assigned building prior
35. to the completion of his daily schedule as set forth above, shall
36. notify his immediate supervisor or his appointee.
37. The above mentioned normal departure times are not applicable
38. when staff meetings are called.
39. B. The normal weekly teaching load in the four grades of
40. Senior High will be twenty-five (25) teaching periods and five
41. (5) unassigned preparation periods.
42. The normal weekly teaching load in the 7th and 8th grade
43. will be thirty (30) teaching periods and five (5) unassigned
44. preparation periods.
45. Assignments to a supervised study period shall be considered
46. a teaching period for purposes of this article.

1. C. All teachers shall be entitled to a duty free lunch
2. period.
3. D. Recess duties in elementary schools shall be assigned
4. to teachers on a rotating basis.
5. E. All Junior and Senior High School teaching specialists
6. such as music, art, laboratory sciences, speech therapists, and
7. reading consultants shall have the same preparation time as other
8. teachers in like schools. All Elementary teaching specialists
9. will have relief time equal to that of other elementary teachers.
10. F. No departure from these norms, except in case of
11. emergency shall be made without prior consultation with the
12. Association. In the event of any disagreement between the repre-
13. sentative of the Board and the Association as to the need and
14. desirability of such deviation, the matter may be processed
15. through the professional grievance procedure hereinafter set forth.
16. G. If a teacher shall teach more than the normal teaching
17. load as set forth in this Article, he shall receive additional
18. compensation of \$6.00 for each teaching period in excess of such
19. norms. Staff teachers substituting during planning period shall
20. receive compensation at the rate of \$6.00 per class period.
21. H. It is the responsibility of each individual teacher to
22. accept extra duties normally associated with the teaching pro-
23. fession, i.e. attendance at staff meetings is compulsory.
24. I. Inasmuch as the pupil classroom teacher ratio is an
25. important aspect of an effective educational program and is dir-
26. ectly related to the quality and volume of a teacher's work, it
27. is agreed that the following limits on class size represent desired
28. objectives insofar as possible. The utilization of facilities
29. and personnel and the future planning of construction and staff
30. recruitment shall be such as to move toward these objectives.
31. Elementary: K-2= 28. 3, 4, 5, 6 = 30.
32. If at any time it is found that a specified limit is exceed-
33. ed by more than 10% then the involved principal, the involved
34. teachers and Association representative, and the Superintendent's
35. representative shall meet to plan means for relieving the situation.
36. Any recommendations from the meeting will be submitted to the
37. Board. It is the intent of the Board to maintain an equalized
38. distribution of students in the classroom through busing and/or
39. other means.

ARTICLE VII

Vancancies, Promotions and Transfers

40. A. The Board recognizes that it is desirable in making
41. assignments to consider the interests and aspirations of its
42. teachers. Requests by a teacher for transfer to a different
43. class, building, or position shall be made in writing, one copy
44. of which shall be filed with the superintendent and one copy
45. shall be filed with the Association. The application shall set
46. forth the reasons for transfer, the school, grade or position

1. sought and the applicant's academic qualifications. Such requests
2. shall be renewed once each year to assure active consideration
3. by the Board.

4. B. The Association recognizes that when vacancies occur
5. during the school year it may be difficult to fill them from the
6. district without undue disruption to the existing instructional
7. program. If the superintendent in his judgement so determines,
8. such a vacancy may be filled on a temporary or tentative basis
9. until the end of the normal school year at which time the pos-
10. ition will be considered vacant.

11. C. The Board declares its support of a policy of filling
12. vacancies, including vacancies in supervisory positions, from
13. within its own teaching staff. Whenever a vacancy arises or is
14. anticipated, the superintendent shall promptly notify the Assoc-
15. iation in writing and shall provide for appropriate posting of
16. said vacancy in every school building in the district. Vacancies
17. shall be filled on the experience, competency, and qualifications
18. of all applicants. An applicant with less service in the
19. district shall not be awarded such position unless his qualif-
20. ications be substantially superior. "Service" in the district,
21. for purposes of this agreement, shall mean continuous employment
22. in a school of the district, including substitute service,
23. irrespective of tenure status, and shall include all periods
24. when the teacher was on sabbatical or professional leaves of
25. absence.

26. Teachers who desire to apply for such positions shall file
27. their application promptly with the superintendent of schools.
28. The superintendent will acknowledge in writing to the Association
29. that said application was received.

30. D. The Board accepts the principle that new teachers will
31. be properly certified in accordance with Michigan School Laws,
32. (Act 287 of Public Acts of 1964) provided a satisfactory applicant
33. is available at time of hiring.

34. E. The decision of the Board to the filling of such vacanci-
35. es, as described in the preceeding paragraphs of this article,
36. however, will be final.

ARTICLE VIII

Protection of Teachers

37. A. Since the teacher's authority and effectiveness in his
38. classroom are undermined when students discover that there is
39. insufficient administrative backing and support of the teacher,
40. the Board recognizes its responsibility to give all reasonable
41. support and assistance to teachers with respect to the maintenance
42. of control and discipline in the classroom. The Board further
43. recognizes that the teacher may not fairly be expected to assume
44. the role of warden or custodian for emotionally disturbed students
45. nor to be charged with responsibility for psycho-therapy. When-
46. ever it appears to the classroom teacher and/or counselor; and
47. in conjunction with the principal that a pupil or pupils requires
48. the attention of special counsellors, social workers, law enforce-
49. ment personnel, physicians or other professional persons,

1. the Board will take reasonable steps to relieve the teacher of
2. responsibilities with respect to such pupil.

3. B. It is recognized that discipline problems are less likely
4. to occur in classes which are well taught and where a high level
5. of student interest is maintained. It is likewise recognized
6. that when discipline problems occur, they may most constructively
7. be dealt with by encouragement, praise, and emphasis upon the
8. child's desirable characteristics. A teacher may use such reason-
9. able force as is necessary to protect himself from attack or to
10. prevent injury to another student while acting in the line of duty
11. while in the employ of the Board.

12. C. A teacher may exclude a pupil from one class meeting when
13. the grossness of the offense, the persistence of the misbehavior
14. or the disruptive effect of the violation makes the continued
15. presence of the student in the classroom intolerable. In such
16. cases, the teacher will furnish the principal, as promptly as his
17. teaching obligations will allow, full particulars of the incident.

18. D. Suspension of students from school may be imposed only
19. by a principal or his designated representative. School author-
20. ities will endeavor to achieve correction of student misbehavior
21. through counselling and interviews with the child and his parents
22. when warranted. Transfer of the student to another teacher or oth-
23. er measures, short of suspension, will first be exhausted.

24. E. Any case of assault upon a teacher while acting in the
25. line of duty as an employee of the Board shall be promptly report-
26. ed by the Board or its designated representative. The Board will
27. provide legal counsel to advise the teacher of his rights and
28. obligations with respect to such assault and shall render all
29. reasonable assistance to the teacher in connection with handling
30. of the incident by law enforcement and judicial authorities.

31. F. If any teacher is complained against and sued by reason
32. of disciplinary action taken by the teacher in accord with school
33. policy against a student, the Board will provide legal counsel
34. and render all necessary assistance to the teacher in his defense.
35. For clarification of approved disciplinary action see school
36. board policy book.

37. G. In cases of an assault or injury inflicted by a student
38. on a teacher while the teacher is acting in the line of duty as
39. an employee of the Board, the time lost by the teacher shall not
40. be charged against the teacher's sick leave, however, the teacher
41. shall continue to be paid by the Board. When Workmen's Compen-
42. sation is paid, the Board shall pay the difference between the sum
43. and the teacher's regular salary at time of injury not to exceed
44. three (3) years.

45. If a teacher is suspended in connection with disciplinary
46. action taken by the teacher against the student as mentioned in
47. this Article, the time lost by the teacher shall not be charged
48. against the teacher's salary unless he was found guilty by a court
49. of law or the suspension or discharge was upheld in other appro-
50. priate proceedings (such as tenure or grievance procedure).

1. H. The Board will reimburse teachers for any damage, or destruction
2. of clothing or personal property of the teacher while on duty in the school
3. or on the school premises due to administering disciplinary action.

4. The Board assumes no responsibility for lost or stolen property of
5. teachers, nor does the board assume responsibility for teachers property
6. damaged by vandalism.

7. Providing the Board has met the conditions set forth in this contract
8. Article XI, Section C, 1 and 2.

9. Also, that any monies paid by the Board would be less any amount covered
10. by personal insurance policy. (That is: No double compensation).

11. I. The administration will prepare a written evaluation for all non
12. tenure teachers approximately at the end of November, and February. This
13. evaluation will be submitted to and discussed with the aforementioned pro-
14. bationary teacher for the purpose of giving that teacher an opportunity to
15. correct those areas indicated on the evaluation. With the probationary
16. teachers permission a copy of these evaluations shall be sent to the C.E.A.
17. Tenure Committee. "In return, the C.E.A. Tenure Committee will furnish the
18. administration a copy of their evaluations of probationary teachers".

19. In the event of a non tenure teacher's services are to be terminated
20. he shall be notified in accordance with the tenure act.

21. J. No disciplinary action shall be taken upon any complaint by a
22. parent of a student directed toward a teacher, nor shall any notice thereof
23. be included in said teacher's personal file unless such matter is promptly
24. reported in writing to the teacher concerned. If any question of breach of
25. professional eithics is involved, the Association shall be notified.

ARTICLE IX

Sick Leave and Leaves of Absence

26. A. 1. Each teacher may be granted ten (10) days per school year for
27. absences caused by illness or injury. Unused sick leave days may accumulate
28. to a maximum of 180 days. Each day of absence must be approved by the build-
29. ing principal or superintendent.

30. a. The teacher may be required to present a physicians state-
31. ment of illness or injury at the request of the building principal or
32. superintendent.

33. b. Absences in excess of accumulated sick leave will be deducted
34. at the rate of the substitute teachers pay for each day absent.

35. 2. Any teacher whose personal illness extends beyond the period of
36. accumulated sick leave shall be granted a leave of absence without pay for
37. such time as is necessary for complete recovery from such illness. Upon
38. return from leave, a teacher shall be assigned to the same position, if
39. available, or a substantially equivalent position. The teacher shall be en-
40. titled to return from such leave at any time within one year at the teachers
41. salary increment level at time of leave. No credit for experience will be
42. given during leave.

1. B. Leave of absence, with pay and not charged against sick
2. leave, shall be granted for the following reasons. Each day of
3. absence must be approved by the building principal or superinten-
4. dent.

5. 1. Each teacher may be granted two (2) personal business
6. days per school year. The purpose of personal business days is
7. for conducting personal business which can not be conducted out-
8. side of school hours.

9. a. Personal business days will not be granted for
10. personal reasons.

11. b. Personal business days will not be accumulative.

12. 2. Each teacher may be granted five (5) days per school
13. year for death in the immediate family. Immediate family is
14. limited to parents, grandparents, children, grandchildren,
15. brothers, sisters (in laws), spouses or individuals residing
16. for an extended period in the household.

17. a. Unused days will not be accumulative.

18. 3. Absence when a teacher is called for jury service.
19. The amount received for jury duty will be deducted from his
20. salary.

21. 4. Absence for court appearances as witness in any case
22. connected with the teacher's employment of the school.

23. 5. Absence for time necessary to take selective service
24. physical examinations.

25. 6. A total of four (4) persons one day each or one person
26. for four (4) days leave per year will be granted to the C.E.A.
27. for the purpose of attending State or Regional conferences of
28. MEA and/or CEA oriented meetings.

29. a. Three days advanced notice must be given to the
30. building principal.

31. b. The cost of the substitute teacher's pay will be
32. reimbursed to the school district by the C.E.A.

33. c. No time off from regular teaching hours will be
34. granted for conducting local C.E.A. business.

35. C. Leaves of absence, with pay but charged against sick
36. leave shall be granted for the following reasons: Each day of
37. absence must be approved by the building principal or superinten-
38. dent.

39. 1. Each teacher may be granted five (5) days per school
40. year for absence caused by injury or illness to a member of a
41. teachers immediate family. Immediate family is limited to parents,
42. children, spouses or individuals residing for an extended period
43. in the household.

1. a. Absences in excess of five (5) days will be de-
2. ducted at the rate of 1/ 183 of the teachers salary
3. schedule pay for each day absent.

4. D. Leaves of absence without pay shall be granted upon
5. application for the following purposes:

6. 1. Study related to the teacher's license field.

7. 2. Study to meet eligibility requirements for a license
8. other than that held by the teacher.

9. 3. Study, research, or special teaching assignment
10 involving probable advantage to the school system.

11. The regular salary increment occurring during such
12. period shall be allowed upon satisfactory completion of items
13. 1, 2, or 3 above.

14. E. A maternity leave shall be granted without pay, com-
15. mencing not later than the end of the sixth month of pregnancy,
16. except that when this date falls within one school month of the
17. end of the semester. The teacher shall be entitled to return
18. from such leave at any time within five years at the beginning
19. of any school year or beginning of second semester, provided a
20. suitable vacancy is available.

21. F. Leave of absence will be granted of up to two years to
22. any teacher who joins the Peace Corps in a related field as a
23. full time participant in such programs. Any period so served
24. shall be treated as time taught for purposes of the salary con-
25. siderations set forth elsewhere in this Agreement.

26. Peace Corp service prior to becoming a teacher in the
27. Caledonia system does not accrue toward salary level.

28. G. Teachers who are officers of the Association or are
29. appointed to its staff should, upon proper application, be
30. given leave of absence without pay for the purpose of performing
31. duties for the Association. Teachers given leaves of absence
32. without pay shall receive credit toward annual salary increments
33. on the schedule appropriate to their rank with regular increment
34. increases to continue for two years and leave to continue for
35. five years.

36. H. Military leaves of absence shall be granted to any
37. teacher who shall be inducted or shall enlist for military duty to
38. any branch of the Armed Forces of the United States, or called to
39. active duty while a member of the Reserve Armed Forces of the
40. United States.

41. Teachers on military leave shall be given the benefit of
42. any increments and sick leave allowances which would have been
43. credited to them had they remained in active service to the school.

44. I. The Board shall grant a leave of absence without pay to
45. any teacher to campaign for, or serve in, a public office. The
46. teacher shall be entitled to return from such leave at any time
47. within two years at the beginning of any school year or beginning

1. second semester, provided a suitable vacancy is available at teachers salary
2. increment level at time of leave.

ARTICLE X

Other Benefits

3. A. Teachers will be given full credit for experience in other
4. school systems and will be paid at the salary level to which they
5. are entitled based on their years in teaching when they obtain tenure
6. in the Caledonia School system. Before receiving tenure in the
7. Caledonia School system they may be given up to seven (7) years
8. experience on the salary level.
9. B. Sabbatical leave may be granted at the discretion of the
10. Board in accordance with Section 335 of the 1959-60 revision of
11. the school Code of 1955.
12. C. Any change in degree status must be made prior to the
13. Friday following Labor Day for first semester and the ninety-first
14. day of school for the second semester.
15. D. Any teacher who is absent as a result of an injury or
16. disease compensable under Michigan Workmens Compensation Law
17. and/or Federal Social Security laws shall receive from the Board
18. the difference between disability benefits provided by Workmens
19. Compensation and/or Social Security and the sick leave benefits
20. herein provided.
21. E. Hospitalization and Insurance benefits. The Board will
22. pay \$15.00 per month for 12 months for each teacher. The teacher
23. shall apply this to any Board approved insurance program. (For
24. the year 1969-70, the Board has approved Blue Cross-Blue Shield
25. or M.E.A. insurance plans). No teacher will receive the above in
26. cash.

ARTICLE XI

Teaching Conditions

27. A. The Board recognizes that appropriate texts, library
28. references, maps, and globes, laboratory equipment, audio-visual
29. equipment, art supplies, athletic equipment, current periodicals,
30. standard test and questionnaires, and similar materials are the
31. tools of the teaching profession. Adequacies of these items are
32. legitimate areas of study and recommendation to the Board by the
33. Professional Study Committee. The Board will continue its efforts
34. at all times to keep schools reasonably equipped and maintained
35. with said types of equipment.
36. B. The Board agrees to make available adequate typing and
37. duplicating facilities and clerical personnel to aid teachers in
38. the preparation of instructional material.
39. C. The Board shall provide:

1. 1. A separate desk for each teacher in the district
2. with lockable drawer space. (subject to inventory
3. pending a planned purchasing schedule)

4. 2. Suitable space for each teacher to store coats,
5. overshoes, and personal articles.

6. 3. Adequate chalkboard space in every classroom.

7. 4. Copies, exclusively for each teacher's use, of
8. all texts used in each of the courses the teacher is
9. to teach.

10. 5. A suitable Webster Teacher's Desk Dictionary in
11. every classroom.

12. 6. Adequate storage space in each classroom for instruc-
13. tional materials. (subject to inventory pending a
14. planned purchasing program).

15. 7. Adequate attendance books, paper, pens, chalk,
16. erasers, and other such material required in daily
17. teaching responsibility.

18. 8. Gym uniforms and tank suits for physical education
19. teachers, smocks for art and home economics teachers,
20. laboratory coats for laboratory or science teachers,
21. shop coats for vocational and industrial education
22. teachers. Proper laundering service for all of said
23. items shall be provided without charge for the teacher.

24. 9. Each building principal will develop a handbook to
25. cover the teachers operating procedures for that build-
26. ing. This handbook will be completed not later than the
27. end of the first semester of the 1969-70 school year.
28. These handbooks will be submitted to the superintendent
29. and school board for their approval.

30. It is recommended that the principals consult with
31. teachers to develop a workable handbook. Nothing in
32. the handbook will be in violation of or in conflict
33. with the master contract. The decision of the Board
34. relative to the suitability of the handbook will be
35. final.

36. D. The Board shall make available in each school adequate
37. dining area, restroom and lavatory facilities exclusively for
38. teacher use and at least one room, appropriately furnished which
39. shall be reserved for use as a faculty lounge in which smoking
40. shall be permitted. Provision for such facilities will be made
41. in all future buildings. Existing buildings that do not have
42. adequate rooms are excluded from this paragraph.

43. E. Telephone facilities shall be made available to teachers
44. for their reasonable use.

45. F. Upon request of the Association, vending machines, pro-
46. viding there will be no cost to the Board or unless mutually
47. agreed upon by both parties, shall be installed in the teacher's

1. lounge and lunchroom areas. The proceeds from all such machines
2. shall be placed in a student scholarship fund created for that
3. purpose. Said scholarship fund shall be administered jointly by
4. the Association and the Administration.

5. G. Whenever practical and possible adequate off street
6. paved parking facilities shall be provided with an area assigned
7. for teachers use.

8. H. Teachers shall not be required to work under unsafe or
9. hazardous conditions or to perform tasks which endanger their
10. health, safety or well being.

11. I. Teachers, other than newly-appointed and substitute
12. teachers, will be notified of their tentative programs for the
13. coming school year, including the schools to which they will be
14. assigned, the grades and/or subjects that they will teach, and
15. any special or unusual classes that they will have, as soon as
16. practicable and under normal circumstances not later than June 1.

ARTICLE XII

Professional Grievance Procedure

17. A. 1. Any teacher of the Association believing that there
18. has been a violation, misinterpretation or missapplication of any
19. provision of this agreement or any existing rule, order or reg-
20. ulation of the Board, or any other provision of law (except a
21. statute specifically establishing a procedure for redress) relat-
22. ing to wages, hours, terms or conditions of employment, may file
23. a written grievance with the Board or its designated representative.

24. 2. The Board hereby designates as its representative for
25. such purpose the principal in each school building and the super-
26. intendent of schools when the particular grievance arises in more
27. than one school building.

28. 3. The administration will not accept any grievance un-
29. less it has been approved by the Association or by any committee
30. of the Association. However, any person who was grieved against,
31. must sign the grievance.

32. B. Upon receipt of a grievance, if processed by the Pro-
33. fessional Rights and Responsibilities Committee of the Association,
34. the chairman of the Committee shall contact the appropriate
35. administrator at the proper level of the procedure for this grie-
36. vance and propose a date, time, and place for a meeting to discuss
37. the grievance. When possible, affected teachers should be present
38. at such a meeting. When the meeting is with the school principal
39. and the parties cannot agree, the grievance shall be transmitted
40. to the Superintendent within four (4) school days, who shall have
41. four (4) school days thereafter to approve or disapprove this
42. grievance. If the grievance shall be denied by the Superinten-
43. dent, either upon review of the action of the school principal, or
44. in the first instance, the grievance shall immediately be trans-
45. mitted to the Secretary of the Board with a statement of reasons
46. why it is being disapproved.

1. C. Within fifteen days from receipt of the grievance, the
2. Board shall pass upon the grievance. The Board may hold a hearing
3. thereon, may designate one or more of its members to hold a hearing
4. or otherwise investigate the grievance, or prescribe such procedure
5. as it may deem appropriate for consideration of the grievance, pro-
6. vided, however, that in no event except with express written con-
7. sent of the Association, shall final determination of the grievance
8. be made by the Board more than thirty days after its submission to
9. the Board.

10. D. In the event that there is a failure to appeal a decis-
11. ion at any level within ten days, said failure shall be deemed an
12. acceptance of the decision at the level and further proceedings
13. of the case shall be prohibited, unless a time limit is extended
14. by mutual consent.

15. E. Any teacher for whom a remedy exists under the Michigan
16. Teacher Tenure Act shall process his grievance in accordance with
17. the provision of that act, but the remedies under this article
18. shall not be available to him.

19. F. For administrative convenience, the Board may cause com-
20. plaints which may be the subject of grievances under this article
21. first to be presented to the principal for informal processing,
22. in an effort to reduce the number of formal grievances handled
23. under the professional grievance procedure herein established.
24. The parties shall mutually work out procedures for such informal
25. processing upon request, but exhaustion of such formal procedures
26. shall not be required as a condition precedent to invoking the
27. grievance procedure, nor shall the participation of principals in
28. such informal procedures be deemed to be a supervisory or execu-
29. tive function.

30. G. If an individual teacher has a personal complaint which
31. he desires to discuss with a supervisor, he is free to do so
32. without recourse to the grievance procedure. However, no grievance
33. shall be adjusted without prior notification to the Association
34. and opportunity for an Association representative to be present,
35. nor shall any adjustment of a grievance be inconsistent with the
36. terms of this Agreement. In the administration of the grievance
37. procedure, the interests of the teachers shall be the sole re-
38. sponsibility of the Association.

ARTICLE XIII

Mediation and/or Arbitration of Grievances

39. A. A grievance based upon an event or condition which is
40. not included in this Agreement which affects the welfare or con-
41. dition of employment may be processed through the Board level but
42. will not be subject to mediation or arbitration.

43. B. A grievance based upon improper application or inter-
44. pretation of this Agreement may be processed through mediation
45. and then through binding arbitration.

46. C. If a teacher does not file a grievance in writing with
47. the principal or other designated Board representative within five
48. (5) school days after occurrence of alledged violation, as out-
49. lined in "B" above, then the grievance shall be considered as
50. waived.

1. D. Mediation
2. If the Board, the agrieved teacher, and the Association
3. shall be unable to resolve any grievance as mentioned in para-
4. graph "B" of this article, it may within ten (10) days after
5. the decision of the Board be appealed to Mediation and Fact
6. Finding procedures established by Act 379, Public Act of 1965.
7. E. Arbitration
8. If the decision provided by the above procedure is not satis-
9. factory to either party, the grievance as mentioned in paragraph
10. "B" of this article may be submitted to arbitration within fifteen
11. (15) days after receipt of the mediator's decision. An impartial
12. arbitrator shall be promptly selected by the parties from a panel
13. of five qualified persons prepared by the Michigan Employment
14. Relations Commission in accordance with its procedures.
15. F. The power of arbitrator shall be limited to the interpre-
16. tation or application of the express terms of this Agreement and
17. he shall have no power to alter, add to, or subtract from the
18. terms of this Agreement as written. The arbitrator shall not
19. usurp the functions of the Board of Education or the proper
20. exercise of its judgement and discretion under law and this
21. Agreement.
22. G. The decision of the Arbitrator if within the scope of
23. his authority as set forth above shall be final and binding.
24. H. The fees and expenses of the arbitrator shall be shared
25. equally by the Board and the Association. All other expenses
26. shall be borne by the party incurring them, and neither party
27. shall be responsible for the expenses of witnesses called by the
28. other.

ARTICLE XIV

Professional Compensation

29. A. Salary schedule shall be as follows:

30. Year	B. A.	%	M. A.	%	Non Degree
31. Start	\$ 6900.00	100	\$ 7590.00	110	\$5900.
32. 1st step	7176.00	104	7866.00	114	6000.
33. 2nd step	7486.50	108.5	8176.50	118.5	6100.
34. 3rd step	7797.00	113	8487.00	123	6200.
35. 4th step	8107.50	117.5	8797.50	127.5	6300.
36. 5th step	8418.00	122	9108.00	132	6400.
37. 6th step	8804.40	127.6	9494.40	137.6	6500.
38. 7th step	9190.80	133.2	9880.80	143.2	6600.
39. 8th step	9577.20	138.8	10267.20	148.8	6700.
40. 9th step	9963.60	144.4	10653.60	154.4	6800.
41. 10th step	10350.00	150	11040.00	160	6900.

42. B. Extra duties pay will be based on the following percentages
43. of base B.A. salary of \$6900.

	Athletic director	10.5%		
1.	Football:		Wrestling	7.5%
2.	Head varsity	10.5%		
3.	Asst Varsity	7.5%	Tennis	5.0%
4.	Head J.V.	7.5%		
5.	Asst J.V.	7.0%	Golf	5.0%
6.	Freshmen	5.0%		
			G.A.A. sponsor	3.5%
7.	Basketball:			
8.			Cheerleading	
9.	Varsity	10.5%	Sr. H.S.	3.5%
10.	J.V.	7.5%	Jr. H.S.	3.0%
11.	Freshmen	7.0%		
12.	8th grade	3.5%	Band Director	8.0%
13.	7th grade	3.5%		
14.			Choral director	4.0%
15.	Track:			
16.	Varsity	7.0%	Yearbook Sr. Hi.	6.0%
17.	Asst.	5.0%		
18.			Jr. Play Coach	3.5%
19.	Baseball:			
20.	Varsity	7.0%	Sr. play coach	3.5%
21.	Asst.	5.0%		
22.			Jr. Hi. newspaper & annual	3.0%
23.			Elem. Safety	2.0%
			Sponsors:	
24.			Sr. class	\$90.00 each
25.			Jr. class	80.00 each
26.			Soph class	70.00 each
27.			Fresh class	60.00 each

28. The extra duty pay schedule as covered in this article does not
 29. commit the Board to continuing all of these extra duty activities.

30. The Board reserves the right to approve or disapprove a
 31. specific extra duty activity.

32. The above extra duty index will be increased 0.5% for those
 33. teachers serving the third or more years in that position in the
 34. Caledonia School system.

35. C. Teachers shall receive extra compensation in the amount
 36. of \$50 for each 2 semester hours, (or the equivalent in term hours)
 37. of study credits successfully completed beyond the Bachelor's
 38. Degree in their related field.

39. 1. Before the extra compensation will be paid, the
 40. teacher will:
 41. a. Furnish proof to the Superintendent of success-
 42. ful completion of credit.
 43. b. Agree to remain in the Caledonia school district
 44. as a teacher for one additional semester.

45. 2. There will be a maximum of \$75.00 per teacher.

1. D. The following rates apply to instruction in driver
2. education. These rates are based on legal hours of class work
3. per student.

4.	Driver Education Coordinator	\$ 150.00 per year
5.	Instructors - 1st year	\$ 5.00 per hour
6.	2nd year	\$ 5.15 per hour
7.	3rd year	\$ 5.25 per hour

ARTICLE XV

School Calendar

8. A. Number of days pupils are in session - 180
9. B. Number of days teachers are on duty - 183
10. C. School shall not begin nor shall teachers be asked
11. to come to school before the first Tuesday following Labor Day.
12. D. The Board agrees to consult through its administrative
13. staff with the Association on the school calendar, but the Board
14. retains the right to set the calendar and the decision of the
15. Board will be final.

ARTICLE XVI

Duration of Agreement

1. This Agreement shall be effective as of July 1, 1969, and shall
2. continue in effect until the 30th day of June, 1970. This Agreement
3. shall not be extended orally and it is expressly understood that it
4. shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

BY _____
Ammon Miller Jr.

BY _____
William Reed

BY _____
Stuart Randolph

BY _____
Wayne Finkbeiner

BY _____
Ruby Fish

BY _____
George Rodgers

BY _____

BY _____
Wesley Huyser

BY _____

BY _____
Robert Buer

BY _____

BY _____
Howard Wenger

BY _____

BY _____
Donald Hilton

PROPOSED
 CALEDONIA COMMUNITY SCHOOLS
 CALENDAR 1969-70

SEMESTER I	<u>INSTRUCTIONAL & ATTENDANCE</u>	<u>TOTAL</u>
<u>FIRST PERIOD</u>		
September 2	Teachers Meetings	
3	Half Day all Grades A.M.	1
4-5	School all day - Lunches served	2
8-12		5
15-19		5
22-26		5
29-30	Oct. 1-3	5
October 6-10		5
13-17	Caledonia Elementary Conf. 1:00-8:00 P.M. 15-16 $\frac{1}{2}$ day for Caledonia Students	5
	<hr/>	<hr/>
	33	33

<u>SECOND PERIOD</u>		
October 20-21	Jr. High & Dutton Elem Conf. 1:00-8:00 P.M. $\frac{1}{2}$ day for Jr. High & Dutton Students	
20-23		4
24	No school teachers institute	
27-28	Kettle Lake Elem. Conf. 1:00-8:00 $\frac{1}{2}$ day for Kettle Lake students	
27-31		5
November 3-7		5
10-14		5
17-21		5
24-26		3
27-28	Thanksgiving Vacation	0
	<hr/>	<hr/>
	27	60

<u>THIRD PERIOD</u>		
December 1-5		5
8-12		5
15-19		5
22-Jan 2	Christmas Vacation	
January 5-9	School resumes Jan. 5	5
12-16		5
19-23	First semester ends. Jan. 23	5
	<hr/>	<hr/>
	30	90

SEMESTER II

<u>FOURTH PERIOD</u>		
January 26-30		5
February 2-6		5
9-13		5
16-20		5
23-27		5
March 2-6		5
4-5	Elem. Conf. Caledonia 1:00-8:00	
	<hr/>	<hr/>
	30	120