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Cassopolis, Mich.

67-68

A G R E E M E N T

THIS AGREEMENT made and entered into this _____ day of _____, 1967, by and between the Board of Education of the Cassopolis Public School District, Cassopolis, Michigan, hereinafter referred to as the "Board," and the Cassopolis Education Association, hereinafter referred to as the "Association,"

W I T N E S S E T H :

ARTICLE I - PURPOSE AND INTENT

The general purpose of this agreement is to set forth the basis for determining wages, hours and other conditions of employment which shall prevail for the duration of this agreement. The Board and the Association recognize and declare that providing a quality education for the children in the Cassopolis Public School District is their mutual aim and intent and that the character of such education depends in large measure upon the quality and morale of the teaching service and upon the Board's ability to acquire and retain a qualified staff.

The Board recognizes its obligation to bargain with the Association pursuant to Act 379, Public Acts of the State of Michigan of 1965. Accordingly, it is the purpose of this agreement further to create a forum in which teachers may participate in an advisory capacity in the developing of policies and recommendations affecting the conditions under which they teach and to establish clearly the remuneration they will receive for such activities.

Therefore, the Board and the Association, for and in consideration of the mutual promises, stipulations and conditions hereafter specified, agree to abide by the terms and provisions set forth herein for the duration of this agreement.

ARTICLE II - RECOGNITION

Section 1: The Board recognizes the Cassopolis Education Association as the exclusive bargaining representative for all certificated teaching personnel employed by the Cassopolis Public School Board, excluding supervisory and executive personnel, special education teachers, vocational education director and director of adult education. The Board further agrees that, for the duration of this agreement or any extension thereof, it will not recognize or bargain with any entity other than the Association with respect to the compensation and working conditions of its teachers.

43-8-15-68
22- yes
24- no
25- no

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

Cassopolis Public School District

MEA
1216 Kendale
E. Lansing, MI 48823

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Section 2: It is agreed by the Board and the Association that neither shall discriminate against any teacher because of race, color, creed, sex, or nationality, nor shall they discriminate against any teacher because of his exercising rights reserved to him under state or federal law.

Section 3: From the first pay check of each month from those employees who so authorize by properly executed payroll deduction authorization cards, the contents of which comply with all federal and state requirements, the Board agrees to deduct dues for the Michigan Education Association, the National Education Association and the Cass County Education Association and remit the same to the proper organization no later than fifteen (15) days after the dues have been deducted.

- (a) Although the employer will employ diligence in keeping its records and making such deductions, it will not be obligated for any errors which occur in deductions from the employees' pay as provided in this Article.

ARTICLE III - BOARD'S RIGHTS

Section 1: Reserved exclusively to the Board are all responsibilities, powers, rights and authority vested in it by the laws and constitution of the State of Michigan, of the United States or which have been heretofore properly exercised by it excepting where expressly and in specific terms limited by the provisions of this agreement.

- (a) It is agreed that the Board retains the right, among others, to establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of teachers and their working conditions which are not inconsistent with the provisions of this agreement or violative of the law. The Board agrees, however, that prior to the effective date of any such rules or personnel policies established by it related to wages, hours and working conditions of teachers, it shall give the Association reasonable notice of any proposed rule or policy. Such notification shall be given to afford the Association the opportunity to consult with the Board as to the same before its effective date.

ARTICLE IV - TEACHERS' RIGHTS

Section 1: Nothing contained in this agreement shall be construed to deny or restrict to any teacher those rights he may have under the Michigan General School Laws or applicable Civil Service Laws and regulations, if any. All rights granted to teachers hereunder shall be determined to be in addition to those provided elsewhere.

Section 2: Each teacher shall have the right, upon request, to review the contents of his own personnel file, provided that all confidential material has been removed before it is made available to him. A representative of the Association may, if the teacher so desires, be requested to accompany the teacher in such review.

Section 3: A teacher may be released, at the discretion of the administration, from regular duties without loss of salary for the purpose of participating in professional meetings or in area or regional meetings of the Michigan Education Association.

Section 4: All teacher evaluations, both probationary and tenure, shall be conducted in the following manner:

- (a) A teacher, at his own request, shall be entitled to have present a representative of the Association when any reprimand or discipline is being exercised under this agreement. When a request for such representative is made, no action shall be taken with respect to that teacher until such representative of the Association is present, provided said representative is available within a reasonable time, not to exceed three (3) school days.
- (b) In order to make a valid written report, an administrator must observe a teacher at least twice. There must be a conference between the teacher and the administrator following each written evaluation. Such conference is for the purpose of clarifying differences of opinion, suggesting areas of improvement, restating areas of strength, counselling the teacher in areas of weakness and assisting in the formulation for professional growth. At the request of the teacher, principal or superintendent, the second conference may be held for the purpose of again reviewing the evaluation.

Section 5: The complaint by a parent of a student directed toward a teacher may be called to the teacher's attention. However, no

disciplinary action or report shall be taken or made against a teacher unless such complaint has been brought to the teacher's attention within a period of five (5) school days after receipt of the complaint.

Section 6: Teachers who will be affected by a change in grade assignment or building assignment in the elementary school grades and by change in subject assignment in the secondary school grades will be notified and consulted as soon as is practical by their administrator and, whenever possible, prior to June 1.

- (a) Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers should not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor fields of study.

Section 7: Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative herein. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

Section 8: Assignment of teachers to school positions and their transfers shall rest solely in and shall be the responsibility of the superintendent of schools.

Section 9: It is recognized by the parties that the Board has an established policy regarding retirement and tenure which is set forth and attached hereto as Appendix C, which shall govern the parties in the administration of these functions and responsibilities.

ARTICLE V - ASSOCIATION'S RIGHTS

Section 1: The Board agrees to make available to the Association, in response to reasonable requests, all public information.

Section 2: A committee of teachers may be selected by the Association, if they so desire, by the levels they represent to work with the Board's representatives in planning any pre-school conference and in-service training program.

Section 3: The Board and the Association recognize that an optimum education environment includes a teacher who is working within his area of special competence and in the school setting best suited to

his personal circumstances. Therefore, the superintendent shall advise the faculty of any existing vacancy during the school year by letter and shall provide opportunities to teachers to express their desires for changes in assignment for a period of five (5) school days after such notice.

ARTICLE VI - TEACHING CONDITIONS

Section 1: The parties recognize that the availability of optimum school facilities for both teachers and students is desirable to insure the high quality of education that is the goal of both the Association and the Board. It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day shall be directed at insuring that the energies of the teacher are primarily utilized to this end.

- (a) To this end, it is recognized that the normal weekly teaching load in the senior high school will be twenty-five (25) teaching periods and five (5) assigned preparation periods. The normal weekly teaching load in the junior high school will be twenty-five (25) teaching periods and five (5) assigned preparation periods. The normal weekly teaching load in the elementary schools will be thirty (30) teaching periods. While it is not contemplated that a departure from these established norms shall take place, exceptions may be made in cases of emergency.
- (b) The Board shall make available, wherever possible and practical, in each school, adequate lunchroom, rest room and lavatory facilities exclusively for teacher use. It is recognized that facilities as they are now are adequate and that, wherever possible or practical, at least one room, appropriately furnished, shall be reserved for use as a faculty lounge.
- (c) It is recognized that the facilities as they are now are adequate and that telephone facilities and adequate parking facilities shall be made available to teachers for their use.

Section 2: The administration shall continue to support and assist teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears to the administration and

the teacher that a particular pupil requires special counselling, social workers, law enforcement personnel, physicians or other professional persons, the administration will take reasonable steps to the extent practical and possible with respect to such pupil.

ARTICLE VII - PROFESSIONAL COMPENSATION

Section 1: The salaries of teachers covered by this agreement are set forth in Appendix A attached hereto and incorporated in this agreement.

Section 2: The Board agrees that, in establishing a school calendar, it will not schedule more than one hundred and ninety (190) membership days. In the event circumstances occur beyond the control of the Board of Education, the school calendar may be expanded to include the necessary membership days in order to meet minimum requirements, either state or federal.

Section 3: The salary schedule set forth in Appendix A is based upon a normal weekly teaching load during normal teaching hours which shall be the same as those for the school year 1966-67.

- (a) All teachers shall be entitled to a duty-free, uninterrupted lunch period equivalent to a regular class hour, but in no event less than forty (40) minutes.
- (b) Elementary teachers for grades one (1) through six (6) shall have two (2) fifteen (15) minute relief periods (recess periods) per day.

ARTICLE VIII - SICK LEAVE

Section 1: Ten (10) days of sick leave per year with full pay shall be granted to each teacher, which may be used by teachers in case of necessary absence due to:

- (a) Personal illness of the teacher;
- (b) Illness in the teacher's immediate family, to include present spouse, son, daughter, mother or father.

Section 2: Unused sick leave days shall be allowed to accumulate for each teacher to an unlimited number.

- (a) Teachers hired after the beginning of the school year shall accumulate one (1) day of paid sick leave for each month worked.
- (b) Upon request by the Board of Education, a teacher must submit a certificate from a medical doctor indicating the nature of his illness and a statement to the effect that such teacher is physically or mentally able to return to his classroom duties.

ARTICLE IX - FUNERAL LEAVE

Section 1: A funeral leave shall be granted with pay for a period not to exceed five (5) days to attend the funeral of a teacher's immediate family, to include the present spouse, son, daughter, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law.

ARTICLE X - LEAVES OF ABSENCE

Section 1: Any teacher whose personal illness extends beyond the period compensated in Article VIII may be granted a leave of absence, without pay, for such time as is necessary for complete recovery. Upon return from leave during the school year, the teacher shall be assigned to the same position, if available, or a substantially equivalent position if any position is available.

Section 2: In addition, each teacher may be allowed two (2) days discretionary leave per school year. Such leave shall be deducted from the teacher's accumulated sick leave and shall be for the purpose of permitting the teacher to transact that personal business which is of an urgent nature that cannot be transacted at another time and provided arrangements for such leave have been made at least twenty-four (24) hours in advance with the principal and approved by the superintendent of schools.

Section 3: Teachers who enter the military service by draft or enlistment shall be granted a leave of absence for that period and, at the conclusion of such leave of absence, shall be reinstated in accordance with all applicable provisions of the Selective Service Training Act and any other applicable law then effective.

Section 4: The parties recognize that it has been the established policy of the Board to grant sabbatical leaves, maternity and adoptive leaves, health and hardship leaves and political leaves.

The policies governing such leaves are set forth in Appendix B attached hereto.

Section 5: The teacher has an obligation for performance of civic duty. A teacher is not automatically excused from jury duty and is subject to call if his name is drawn for this service. The jury system is dependent on the caliber of individuals available for such duty. Time for jury duty shall be granted and the Board shall pay the difference between jury duty salary and the teacher's regular salary.

ARTICLE XI - GRIEVANCE

Section 1: A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the terms and provisions of this agreement.

Section 2: FIRST STEP: A teacher who believes he has a grievance shall first discuss the matter with his principal personally or accompanied by an Association representative within five (5) school days after the occurrence of the event upon which the grievance is based. It shall be the objective of both parties to resolve the matter in this informal manner.

Section 3: SECOND STEP: Those grievances which have not been settled in the First Step are to be appealed to the Second Step and those grievances submitted by the Association shall be submitted in writing to the superintendent within ten (10) school days after the occurrence of the event upon which the grievance is based and shall state the facts upon which the grievance is based, when they occurred and shall be signed by the teacher who is filing the grievance or an officer of the Association when the Association is filing the grievance. The superintendent or someone by him designated shall meet with the grievant and/or Association representative or representatives within five (5) school days after receipt of the grievance to consider the grievance. The superintendent shall give a written answer to the aggrieved teacher and/or his Association representative or representatives within five (5) school days after the date of this meeting. If the answer is mutually satisfactory, the grievant shall so indicate on the grievance form and sign it with two (2) copies of the grievance thus settled retained by the Association and one (1) by the superintendent.

Section 4: THIRD STEP: If the grievance has not been settled in the Second Step and if it is to be appealed to the Third Step, the grievant and/or his Association representative or representatives

shall notify the superintendent in writing within five (5) school days after receipt of the superintendent's Second Step answer of the desire to appeal. If such request is made, the grievance shall be reviewed at a meeting between the Board or its designated representative, the superintendent, the grievant and/or the Association representative or representatives within ten (10) school days after receipt by the superintendent of the notice of desire to appeal. A written answer shall be given by the Board's representative within fifteen (15) school days after the date of the Third Step meeting.

Section 5: If the grievance has not been settled in the Third Step, the grievant and/or his Association representative or representatives may submit the matter to mediation under the Act or, if mutually agreed upon by both parties, may submit such grievance, except as provided below (teacher discharge), to arbitration provided such submission is made within ten (10) school days after receipt of the Third Step answer.

- (a) All matters submitted to arbitration shall be submitted to the American Arbitration Association in accordance with its Voluntary Rules and Regulations then obtaining within the time specified above and such rules shall govern the arbitration hearing. The arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this agreement nor hear any matter which is provided for under Section 7 of this Article (teacher discharge). Both parties agree to be bound by the award of the arbitrator and that the costs of any arbitration proceeding under this provision shall be borne equally between the parties.

Section 6: Grievances which are not appealed within the time limits specified in the above grievance procedure shall be considered to be withdrawn by the grievant and/or Association.

Section 7: In the event any teacher under the jurisdiction of the Association shall be discharged from his employment from and after the date hereof and he believes he has been unjustly discharged, such discharge shall constitute a case arising under the laws of the State of Michigan to include the Tenure Act of 1937, as amended.

Section 8: The presentation and discussions of grievances provided for in this Article shall take place outside of the regular school hours, except during the first two (2) steps of this

procedure (Sections 2 and 3 of this Article) which will be held during school hours so long as all persons involved could so meet without interference with their assigned duties.

Section 9: In the event grievances filed under this Article shall not be satisfactorily settled during the school year, they shall continue after the end of the school year with the weekdays Monday through Friday being as if they were school days in determining the time limits set forth above.

ARTICLE XII - CONFERENCE COMMITTEE

Section 1: The Board recognizes the valuable assistance to be gained in its responsibility of determining school policies from effective communications with the Association. Accordingly, it is agreed that representatives of the Board and the Association will meet not less than once each month to discuss school policies of legitimate concern to the Association and to the Board and the problems relating to the implementation of the collective bargaining agreement. These meetings shall be held after school hours and at the first meeting the Board and the Association representatives will establish rules of procedure for such meetings aimed at making them an efficient means of communications between the parties in such matters.

- (a) In no event are such meetings to be used for discussion of existing grievances, matters properly within the jurisdiction of established committees or by either party to demand any modification of the provisions of this agreement.

ARTICLE XIII - PROFESSIONAL STUDY COMMITTEE

Section 1: The Board and the Association recognize that there are certain matters that need continuing study and improvement relating to the school instructional program. It is agreed that the parties shall cooperate in a continuing program whereby the teachers may recommend and suggest desirable changes and innovations in teaching methods and techniques, class composition, curriculum and other phases of the instructional program. The Association agrees, therefore, to establish a committee to provide effective consultation with and assistance to the Board necessary to make recommendations it determines to be feasible. Additional ad hoc committees or subcommittees may be established as deemed necessary.

ARTICLE XIV - GENERAL

Section 1: There shall be no strikes or work stoppages for any reason whatsoever during the life of this agreement.

Section 2: If, during the life of this agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of this agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Board and the Association shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

Section 3: 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. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board.

ARTICLE XV - DURATION

This agreement shall become effective as of the 28th day of August, 1967, and the terms and provisions thereof shall remain in full force and effect through the 15th of August, 1968, and from year to year thereafter unless either party hereto shall notify the other in writing prior to February 1, 1968, or prior to February 1 of any subsequent, automatic renewal period, of its intention to amend, modify or terminate this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Cassopolis, Michigan on this ___ day of _____, 1967.

CASSOPOLIS EDUCATION ASSOCIATION BOARD OF EDUCATION

By: _____

By: _____

APPENDIX A

Section 1: For the duration of this agreement, the following salary schedule shall apply:

<u>YEARS</u>	<u>BS/AB</u>	<u>MA IN FIELD</u>	<u>MA OUT OF FIELD</u>
0	\$5,800	\$6,400	\$6,200
1	6,000	6,600	6,400
2	6,200	6,800	6,600
3	6,400	7,000	6,800
4	6,600	7,200	7,000
5	6,800	7,400	7,200
6	7,000	7,600	7,400
7	7,200	7,800	7,600
8	7,400	8,000	7,800
9	7,600	8,200	8,000
10	7,800	8,400	8,200
11	8,000	8,600	8,400

(Non-degree teachers' pay is not to exceed the base pay for a bachelor's degree--\$5,800.)

Full pay (increment) allowed for each year of experience outside of the Cassopolis Public School System up to five (5) years.

Section 2: For the duration of this agreement, the Board of Education agrees to increase all present extra curricular activity compensation by ten (10%) per cent.

Section 3: The Board of Education agrees to contribute an amount equal to five (\$5.00) dollars per month (not to exceed fifty (\$50.00) dollars per year) toward the purchase of MEA hospitalization insurance coverage.

APPENDIX B

SABBATICAL LEAVE

A. Sabbatical leave of absence may be granted to any teacher of the school district upon the recommendation of the superintendent of schools. The professional competence of the teacher and the general welfare and advantages accruing to the school shall be the general factors of consideration requisite to approval of requests for sabbatical leave. Other qualifications which should be met by the person making application for sabbatical leave are:

1. Applicant must hold a life or permanent certificate.
2. Applicant must have seven (7) consecutive years of satisfactory service as a full-time teacher in the Cassopolis Public Schools. Absence from service for a period of not more than one (1) year under a leave of absence without pay, granted by the Board of Education for professional improvement or restoration of health, shall not be deemed a break in the continuity of service in computing the seven (7) consecutive years.
3. Subsequent sabbatical leave may be authorized after eligibility has been re-established by service of an additional seven (7) consecutive years of satisfactory service as a full-time employee.
4. A sabbatical leave may be granted for a period of not less than one (1) full semester nor more than two (2) full consecutive semesters.
5. As a condition to receiving final approval for sabbatical leave, a teacher shall file a written agreement stipulating that he will remain in the service of the Cassopolis Public Schools for a period of one (1) year after the expiration of said leave.
6. Request must be made ninety (90) days prior to beginning of leave.

B. The following conditions pertain to the acceptance of applications for sabbatical leave:

1. The compensation for the teacher on sabbatical leave shall be ten (10%) per cent of the salary he would receive if on active staff status for the period in which the leave is effective.
2. Payment of salary to a teacher on sabbatical leave shall be made in accordance with the provisions of the Board of Education.
3. A term of sabbatical leave shall entitle a teacher to an automatic salary scheduled increment at the beginning of the next full year of school following his return to service in the system.
4. The regular sick leave policy shall apply to teachers on sabbatical leave.
5. A sabbatical leave granted to a regular teacher shall also operate as a leave of absence without pay from all other school activities.
6. Any teacher granted a leave of absence pursuant to this policy may be required to perform such services and to engage in such activities during the leave as the superintendent of schools and the teacher may agree upon in writing.
7. Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Michigan State Board of Control of the Public School Employees' Retirement Funds.
8. A teacher shall not be considered as having completed the requirements of the sabbatical leave until a final report has been approved by the superintendent of schools and transmitted to the Board of Education.
9. A teacher, upon return from sabbatical leave, shall be restored to his teaching position or to a position of benefit to the Cassopolis Public Schools as approved by the superintendent of schools.

10. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board of Education made pursuant to law.
11. If a teacher completes the planned program of the leave but does not return to service in the Cassopolis Public Schools, he shall, within two (2) years, repay to the Board of Education the amount received by him during the sabbatical leave.

MATERNITY AND ADOPTIVE LEAVES

A. The Board of Education shall grant a leave of absence for maternity or adoptive leave, without pay, to any teacher who has been employed by the school district for two (2) years or more.

B. This maternity leave shall be granted upon written request for such leave and upon proper certification of pregnancy by the teacher's physician.

C. Application for maternity leave must be filed not more than two (2) months after pregnancy has been determined.

D. All maternity cases shall terminate employment not later than the fifth month. In special cases where an extension would be beneficial to the school district, a limited extension may be granted by the school districts.

E. Maternity leave may be granted for a period of one (1) calendar year plus any unfinished year and may be renewed at the discretion of the Board of Education.

F. Teachers with less than two (2) years of service with the school system shall be presumed to have voluntarily resigned upon application for pregnancy or adoptive leave.

G. Pregnancy shall not be considered as sick leave within the interpretation of sick leave policy.

H. Adoptive leave, if requested by the foster mother within thirty (30) days after the child is assigned to her, shall be granted for a period not to exceed one (1) year, plus any unfinished year.

HEALTH AND HARDSHIP

A. The Board of Education may grant leaves of absence to teachers for reasons of health. Such leave shall be granted for a maximum of one (1) year plus any unfinished year, at the end of which leave the teacher must either return or resign unless a special extension is recommended by the superintendent of schools.

B. Such leave shall be granted upon the recommendation of a physician's statement certifying the teacher's inability to continue the position. It shall be within the right of the Board of Education to have a teacher examined by a physician designated by the Board. A notice of intent to return must be given at least ninety (90) days prior to expiration of the leave of absence or extension sought, otherwise the teacher's resignation will become automatic. He shall be notified fifteen (15) days in advance of the ninety-day period regarding this policy. Upon acceptance of his application for return to position, said teacher shall be assigned to the same position or to one for which he is qualified. Should there be no such vacancy existing at the time of the indicated return to service, he will be offered the next position for which he is qualified.

C. A teacher returning to duty after an absence due to a contagious disease or a nervous or mental disorder must present a statement from a physician. The Board of Education may require such a teacher to submit to an examination by a physician designated by the superintendent of schools and/or the Board of Education.

POLITICAL LEAVE

A. The Board of Education shall grant, without pay, a leave of absence to any teacher who has served a successful probationary period to campaign for, or serve in, a public office.

B. Since the time required to campaign for, or serve in, a public office varies greatly, the Board of Education shall grant a leave of absence on an individual basis.

C. The teacher shall make a written request for a leave of absence well in advance of his political campaign.

D. The Board of Education shall give the teacher a written answer to the request for a political leave no more than thirty (30) days after the written request has been received.

E. The Board of Education shall not be obligated to grant a leave of absence for a longer period than one (1) term of office or one (1) unsuccessful campaign.

F. Upon his return from leave, the teacher shall be placed on the same step on the salary schedule as he had upon his leave.

G. The teacher shall at all times during his campaign or term of office adhere to professional ethics.

H. The teacher shall make clear his actions do not represent the views of the school system.

I. A teacher engaged in political activity shall present unbiased views of issues to his students.

J. A teacher shall not use school materials, time, equipment or facilities for personal political advancement.

APPENDIX C

RETIREMENT

A. A teacher shall retire at age sixty-five (65).

B. The Board of Education may extend the retirement age for a teacher.

C. At the beginning of the school year in which a teacher reaches retirement age, he or she shall present to the superintendent a written request to serve in the district the following school year; this request to be accompanied by a report of a physical examination by a competent doctor.

D. The superintendent will submit to the Board of Education a written recommendation for extending or not extending the retirement age of any teacher.

E. The Board of Education shall answer in writing the request of the teacher within thirty (30) days after the request has been submitted.

F. The Board of Education shall grant a hearing to the teacher, if he so desires, if the request for the extension of the retirement age is denied.

G. The Board of Education shall not grant an extension of the retirement age to a teacher longer than one (1) year at a time.

H. A teacher shall use the same procedure as used at age sixty-five (65) each time he requests an extension of his retirement age.

TENURE

A. Employment under Tenure: Under tenure, we believe it is of the utmost importance that superior teachers be secured and retained on the staff. Recognizing that it is an administrative function to hire teachers, we also believe that the principal under whom the teacher works is in the best position to evaluate the work of the teacher.

B. In-Service Evaluation and Procedures: We believe that, in order to have the highest type of efficiency in

teaching personnel, it is necessary to have means of making a newcomer familiar with the tenure policies and the traditions of the system. The following plan may serve as a guide for this operation. At the first faculty meeting of the Fall Semester or before, the principal will appoint a Tenure Coach for each probationer.

1. Qualifications and Duties of a Tenure Coach
 - a. Must be a tenure teacher
 - b. Shall make the newcomer familiar with the traditions and policies of the school system
 - (1) Routine
 - (2) Professional Organizations
 - c. Shall help the new teacher adjust in his relationship with the adult personnel in his building
 - d. Shall answer such questions as the probationer may present regarding school routines, procedures and policies
 - e. Help in the personal adjustment of the new teacher to the school community life and offer constructive suggestions to encourage the probationer while, at the same time, establishing helpful, friendly relations between the two
 - f. At no time should the Tenure Coach assume the position of being a supervisor of the classroom work of the probationer; rather, he stands in the position of a friendly counselor and helpful personal advisor.

APPENDIX D

VOCATIONAL AGRICULTURE TEACHERS

A. LENGTH OF EMPLOYMENT. The vocational agriculture teacher shall be employed on a twelve (12) month basis.

B. SALARY DETERMINATION. Vocational agriculture teachers employed on a twelve (12) month basis shall be compensated financially at the same rate during the summer months as during the period of the regular school year. Vocational agriculture teachers' summer pay shall be computed on the basis of 52/37 of his appropriate salary schedule step as adopted within the master contract.

C. VACATION. Vocational agriculture teachers shall be entitled to three (3) weeks of paid vacation per year.

1. Two of these weeks shall be taken during the regular school summer recess, with these weeks being scheduled within his summer program and at the option of the teacher.
2. The third week of paid vacation shall be taken either during the regular Christmas or spring vacation and may be divided within both at the option of the teacher.

D. ADVANCED STUDY.

1. Vocational agriculture teachers shall be entitled to three (3) weeks of advanced study annually which shall include the two (2) week summer vacation period.
2. At least once every three (3) years, an additional three (3) weeks for advanced study shall be made available. This, coupled with the one (1) week for advanced study and the two (2) week summer vacation period provided in Article D, Section 1, would enable the teacher to participate in a six (6) week session for the express purpose of expanding his professional competence provided he has agreed to return the following year.

E. CLASS PREPARATION AND PERIOD ASSIGNMENT.

1. Vocational agriculture teachers shall not be required to conduct classes necessitating more than four (4)

lesson preparations per day during any given semester of the school year. This shall include adult and young farmer supplementary class preparations.

2. Assuming six (6) class periods per day to provide for the department head.
 - a. Two (2) periods of classroom instruction in day school vocational ag classes,
 - b. One (1) period for supervised ag experience programs, including land laboratories,
 - c. One (1) period for an adult class,
 - d. One (1) period for young farmers class, and
 - e. One (1) period for conference.
3. Assuming six (6) class periods per day would provide for the agriculture assistant.
 - a. Five (5) periods of classroom instruction in day school vocational ag classes, and
 - b. One (1) period for conference.