

7-1-72 to 8/31/75

~~Roscommon, Mich.~~  
C.O.O.R. Intermediate School District

PROFESSIONAL AGREEMENT

between

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT

and the

C.O.O.R. EDUCATION ASSOCIATION, M.E.A.-N.E.A.

LABOR AND INDUSTRIAL  
RELATIONS LIBRARY  
Michigan State University

C.O.O.R.  
Route 4  
Roscommon, Mich.

September 1972

48653

SALARY SCHEDULE

1973 - 1974 School Year

STEP	INDEX	B.A.	B.A. + 15	M.A.	M.A. + 15	SP	SP + 15
0	1.00	8,400.	8,700.	9,000.	9,300.	9,600.	9,900.
1	1.05	8,820.	9,135.	9,450.	9,765.	10,080.	10,395.
2	1.10	9,240.	9,570.	9,900.	10,230.	10,560.	10,890.
3	1.15	9,660.	10,005.	10,350.	10,695.	11,040.	11,385.
4	1.20	10,080.	10,440.	10,800.	11,160.	11,520.	11,880.
5	1.25	10,500.	10,875.	11,250.	11,625.	12,000.	12,375.
6	1.30	10,920.	11,310.	11,700.	12,090.	12,480.	12,870.
7	1.35	11,340.	11,745.	12,150.	12,555.	12,960.	13,365.
8	1.40	11,760.	12,180.	12,600.	13,020.	13,440.	13,860.
9	1.45	12,180.	12,615.	13,050.	13,485.	13,920.	14,355.
10	1.50	12,600.	13,050.	13,500.	13,950.	14,400.	14,850.

COOR INTERMEDIATE SCHOOL DISTRICT  
Route 4  
Roscommon, Michigan 48653

LETTER OF AGREEMENT

August 30, 1972

James Rutledge, President  
COOR Board of Education  
Roscommon, Michigan 48653

Dear Mr. Rutledge:

On August 30, 1972 at 1:08 p.m. Robert Rombouts, State Labor Mediator; Warren Bailey, representing the C.O.O.R Education Association; and I met and agreed to a three (3) year contract, as presented for the Board's ratification, with the following items open for negotiations during this period:

1. Appendix B, Teacher Salary Schedule.
2. Working conditions as construed to mean, facilities at the various constituent school districts.
3. Artical XXII, Insurance Protection.
4. Union Security.

Sincerely,

John H. Gretzinger, Jr.  
Deputy Superintendent

JHG:mk

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C.O.O.R. EDUCATION ASSOCIATION AGREEMENT, 1972-73

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1972, by and between the C.O.O.R. Education Association, a voluntary, \*(unincorporated association), hereinafter called the "Association," affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA" and the Intermediate School District of C.O.O.R., the city of Roscommon, Michigan, hereinafter called the "Board." The signatories shall be the sole parties to this Agreement.

WITNESSETH:

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

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

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

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

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

ARTICLE I  
RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all Certified or Professional Personnel, under contract. Such representation shall cover all personnel assigned to newly created certified or professional positions unless the parties agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude superintendent, assistant superintendents, directors of school and community relations, business manager, and any other person engaged at least 50% of the time in the direct administration and supervision of professional personnel. The term "teacher" when used hereinafter in the Agreement shall refer to all certified and professional employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teacher shall include female teachers.

The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

ARTICLE II  
ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the 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 or collective professional negotiations with the Board, or his institution of any grievance, complaint or preceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its representatives shall have the right to use Intermediate office facilities at all reasonable hours for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore. No change shall be made for use of facilities before the commencement of regular office hours or after regular office hours.
- D. Duly authorized representatives of the Association shall be permitted to transact official Association business on Intermediate property at times other than regular office hours.
- E. The Association may use Intermediate facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association may use the district teacher mail boxes for communication to teachers.

- G. The Board agrees to furnish to the Association in response to reasonable requests all available information concerning the financial resources of the district, together with information which may be necessary for the Association to process any grievance or complaint.
- H. The Board will advise the Association on any new or any modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Association shall be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.
- I. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board.
- J. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, sex, marital status, or national origin.
- K. The Board may place on the agenda of each regular Board Meeting as an item for consideration under "New Business" any matters brought to its attention by the Association so long as those matters are made known to the superintendent's office seven days prior to said regular meeting.



ARTICLE III  
RIGHTS OF THE BOARD

The Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

Such Rights shall include by way of illustration and not by way of limitation, the Right to:

1. Manage and control the schools' business, the equipment, and the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, determine the size of the work force and to lay off employees so long as such action does not conflict with the seniority and lay-off and recall provisions of this Agreement.
4. Determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees, in accordance with state law.
7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, department, divisions or subdivision thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from employees as specifically provided for in this Agreement.
11. Determine the policy affecting the selection, training of employees, providing that such selection shall be based upon lawful criteria.

ARTICLE IV

PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board as assignment authorizing deduction of Professional Dues in the Association which sum shall be in the amount of \$140.00 for the school year 1972-73, and shall thereafter be as established by the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year.
- B. With respect to all sums deducted by the Board pursuant to authorization of the employee for Professional Dues, the Board agrees to disburse said sums.
- C. This Article shall be effective retroactively to the date of the Agreement and all sums payable hereunder shall be determined from said date.
- D. Upon appropriate written authorization from Certified or Professional Personnel, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, or credit union.

ARTICLE V  
HOURS AND CASE LOADS

- A. Certified and Professional Personnel shall report to their school of record or assignment fifteen minutes (15) prior to, and at their work station at least ten (10) minutes prior to the commencement of classes each day and shall remain at their school of record and/or assignments at least fifteen minutes after the closing of classes, for consultation with students, teachers, administrative personnel, or parents, unless they have business at the COOR office or are making a home visitation or other professional business.
- B. Certified and Professional Personnel shall be available at their school of record and/or assignment from the date of teacher orientation until the last student day of that school and/or assignment.
- C. Should COOR Intermediate School District hire personnel certified in the general area of special education as required by law and in compliance with P.A. 198 of 1971, their case load shall be as follows:
- I. Basic Classroom Program:
    - A. Mentally Handicapped:
      - 1. Educable M.H. 1 per 15 identified E.M.H.
      - 2. Trainable M.H. 1 per 15 identified T.M.H
      - 3. Severely M.H. 1 per 6 identified S.M.H.
    - B. Physically Handicapped:
      - 1. Hearing Impaired 1 per 6 identified H.I.
      - 2. Visually Handicapped 1 per 8 identified V.H.
      - 3. Crippled & otherwise Health Impaired 1 per 15 identified C.O.H.I.
    - C. Emotionally Disturbed 1 per 10 identified E.D.
  - II. Supportive Services:
    - A. Teacher Counselor for:
      - 1. Mentally Handicapped 1 per 30 identified
      - 2. Hearing Impaired 1 per 20 identified
      - 3. Visually Handicapped 1 per 20 identified
      - 4. Crippled & Otherwise Physically Handicapped 1 per 20 identified
    - B. Speech Correction 1 per 75 - 100 identified
    - C. School Social Work 1 per 2,500
    - D. School Psychologist Diagnostician 1 per 5,000

ARTICLE VI  
TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that case load and/or class size shall conform with State Law. If for any reason the above listed maxima are exceeded in any class, the Board will hire a teacher aide to work with said class. Said teacher aide will perform such non instructional duties as are delegated to him by the teacher to whom he is assigned.

The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in the district and include therein all texts which are reasonably requested by the teachers of that intermediate school district.

The Board shall provide if possible:

1. A desk for each teacher in the district of record, with a lockable drawer space.
2. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
3. Adequate chalkboard space in every classroom.
4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
5. A complete and unabridged dictionary in every classroom.
6. Adequate instructional materials such as tape recorders, language masters or phonic mirrors, bulletin boards, listening center with earphones and other such material required in daily teaching responsibility.
7. Adequate storage space in each classroom for instructional materials.

ARTICLE VII

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. No new Certified or Professional Personnel shall be employed by the Board for a regular assignment who does not comply with criteria, as defined by the State Department of Educations' Certification Manual for Administrators.
- B. All teachers shall be given written notice of their school of record and/or assignment for the forthcoming year no later than the preceding fifteenth day of June. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teachers' schedules be made later than the 15th day of September, unless an emergency situation requires same, and the Association shall be so notified in each instance.
- C. All teachers will be expected to schedule parent teacher conferences to review their students' progress, and give their recommendations to parents at the time their school of record and/or assignment engages in such a program or at a time mutually agreeable to the parent and the teacher.
- D. Friday afternoon may be used for administrative activities, in-service activities, consultation and preparation of materials.
- E. All teachers shall be entitled to a duty-free uninterrupted lunch period equivalent to a regular class period.
- F. Prior to the beginning of each teacher school year a period of one (1) week shall be set aside for the activities of developing case load and schedule, and at the end of each school year one (1) week shall be set aside for administrative activities and reports.
- G. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.

ARTICLE VIII  
VACANCIES, PROMOTIONS, AND TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different work assignment or position shall be made in writing. One copy of which shall be filed with the Deputy Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be reviewed once each year to assure active consideration by the Board.
1. An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The Deputy Superintendent shall notify the affected teacher and the Association of the reasons for such transfer. If the teacher objects to such transfer for the reason given, the dispute may be resolved through the grievance procedure.
- B. A vacancy shall be defined for purposes of this contract as a situation where a vacant position was previously held by an employee or when a new position covered by this article is created.
- C. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the Deputy Superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current semester at which time the position will be considered vacant.
- D. The Board declares its support of a policy of filling vacancies, including vacancies in supervisory position, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the Deputy Superintendent shall promptly notify the Association no less than 10 working days before the position is filled. Vacancies shall be filled on the basis of the experience, competency and qualifications of the applicant, length of service in the district, and other relevant factors. Any new positions, including supervisory positions, shall be announced with accompanying job descriptions. An applicant with less service in the district shall not be awarded such position unless his qualifications shall be substantially superior.
1. Whenever vacancies occur during the normal summer months when school is not in session, the following procedure, in addition to the procedures heretofore outlined, shall be followed:
- a. Teachers with specific interests in possible vacancies will notify the Deputy Superintendent, in writing, during the last regular week of school and shall include a summer address.

- b. Should a vacancy occur, the teachers who have expressed an interest in said position or a similar position shall be contacted by the Deputy Superintendent and notified of the vacancy.
  - c. The teachers so notified shall have the responsibility of contacting the Deputy Superintendent indicating their interest in said position within three (3) days of receiving such notification.
- D. Any teacher who shall be transferred to an administrative or executive position and shall later return to teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer.



ARTICLE IX  
ILLNESS OR DISABILITY

- A. At the beginning of each school year each teacher shall be credited with fifteen (15) days of leave, the unused portion of which shall accumulate from year to year, but not to exceed thirty (30) days. The leave days may be taken by a teacher for the following reasons and subject to the following conditions:
1. Personal Illness or Disability - The teacher may use all or any portion of his leave to recover from his own illness or disability.
  2. Death in the Immediate Family - The teacher may take a maximum of four (4) days per death. Immediate family shall be interpreted as husband, wife, mother, father brother, sister, children, grandchildren, father- and mother-in-law, and grandparents.
  3. Other Deaths - The teacher may take one (1) day per death to attend the funeral of any person.
  4. Medical or Nursing Care - The teacher may take three days to make arrangements for medical or nursing care for a member of his immediate family. (See definition in #2 above.)
  5. Illness in the Immediate Family - The teacher may take a maximum of four (4) days per illness. Immediate family shall be defined as in #2 above.
- B. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total sick leave credit.
- C. A teacher may be asked to explain the reason for any sick leave for a school day immediately after a holiday, or recesses.
- D. At the beginning of each school year, each teacher will contribute five (5) of the foregoing sick leave allowance to a common bank to be administered by the Association. Teachers may make reasonable withdrawals as determined by the Association, provided there are sufficient days in the bank and the following conditions are met:
- The teacher must have exhausted all of their accumulated sick leave.

A waiting period of five (5) consecutive work days must have elapsed following the exhaustion of the teacher's accumulated personal sick leave.

Upon application, withdrawals may be made for up to the balance of the school year.

If the teacher is qualified to receive compensation from another source such as teachers' retirement disability, or Social Security disability, they shall make application for same and upon approval for this source of compensation, stop drawing days from the sick leave bank.

When the sick leave bank shall reach 180 days, no further contribution shall be made the teachers until the bank has been reduced to 150 days, at which time the above procedure will again be initiated.

The administration of the bank shall be the responsibility of a committee of three elected for a three year period. This committee shall be appointed by the president with the initial appointment to consist of one (1) person for three years, one (1) person for 2 years, and one (1) person for 1 year. Should a committee member leave the system, the president shall appoint another member to fulfill the remaining term of the committee member.

- E. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year and the leave may be renewed each year upon written request by the teacher.
- F. Absence due to injury or illness incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days, provided that the Board shall pay to such teacher the difference between his salary and benefits received under the Michigan Workmen's Compensation Act for the duration of such absence.
- G. A teacher absent from work because of mumps, scarlet fever, measles, or chicken pox shall suffer no diminution of compensation and shall not be charged with loss of personal sick leave.

- H. In case of death, with the following limitations, any unused sick leave shall be paid in a lump sum to the survivor named by the teacher. Such payment shall be computed by multiplying the number of unused sick days times fifty percent (50%), times the teacher's daily rate of pay at the time of death. Such payment shall not exceed thirty (30) days.

ARTICLE X

PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

- A. At the beginning of every school year each teacher shall be credited with five (5) days to be used for the teacher's professional business. Professional business days may be used for any educational purpose at the discretion of the teacher. The teacher planning to use a professional business day shall notify his Deputy Superintendent at least one week in advance of his absence. Professional business days shall be used for the purpose of:
1. Visitation to view other instructional techniques or programs;
  2. Conferences, workshops, or seminars conducted by colleges, universities. The teacher will file a written report, within one week of his attendance at such visitation, conference, workshop, or seminar.
- B. At the beginning of every school year each teacher shall be credited with two (2) days to be used for the teacher's personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his Deputy Superintendent at least ten (10) days in advance, except in cases of emergency. The teacher may be asked to explain the reason for any personal leave requested for a school day immediately before or after a holiday, week-end, or vacation period, and reasonable restrictions may be imposed on personal leaves on such days.
- C. Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter shall be paid his full salary less any amount received for such time spent on jury duty or giving testimony.
- D. At the beginning of every school year, the Association shall be credited with 2 days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave.

ARTICLE XI  
SABBATICAL LEAVE

- A. With Board approval, certified and other professional personnel who have been employed for seven (7) consecutive years by the Board may be granted a Sabbatical Leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution, travel which will improve the individuals ability to teach.
- B. Teachers on Sabbatical Leave shall be allowed credit toward retirement for the time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees Retirement Board.

ARTICLE XII  
UNPAID LEAVES OF ABSENCE

- A. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said teacher states, IN WRITING, his intention to return to the school system.
- B. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities.
- C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.
- D. A leave of absence shall be granted upon application for the purpose of serving as a professional officer in the Michigan Education Association, or the National Education Association.
- E. The Board shall grant to any teacher a leave of absence for the purpose of child birth. Such leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned and shall last, after the termination of the pregnancy, until such time as, in the opinion of her physician, she is able to adequately assume the duties to which she is regularly assigned.

In case any dispute as to whether a teacher, under this provision, is able to adequately perform the duties to which she is regularly assigned, the physician who has treated the teacher through her pregnancy shall make the final and binding determination.

Provided, however, that at the option of the teacher, the leave of absence may extend to the end of the school year in which teacher commenced such leave of absence and further provided that:

1. The reinstatement shall be to the teacher's former position.
2. The leave may be extended up to a period of five (5) years, by the written request of the teacher and approval of the Board.
3. In the event of miscarriage prior to the start of maternity leave or in cases where the duration of the leave does not exceed the teacher's accumulated sick leave, the sick leave provision of the collective agreement shall apply.

ARTICLE XIII  
ACADEMIC FREEDOM

- A. Academic freedom shall be guaranteed to teachers. The right to academic freedom herein established shall include the right to support or oppose political causes and issues outside of the normal classroom activities.
  
- B. All communications obtained by a teacher in the course of his professional duties and deemed, by said teacher, to be of a confidential nature, need not, except with the consent of said teacher, be disclosed to anyone unless said disclosure is required by law.

ARTICLE XIV  
TEACHER EVALUATION AND PROGRESS

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals. In this Section, Certified and Professional Personnel will be called teacher.

- A. Probationary teachers shall be observed for the purposes of evaluation at least three times during the school year. These observations shall occur at least one month following a teacher's commencement of service, four months after teacher's commencement of service, and ninety days prior to the end of the probationary year. Tenure teachers shall be observed for the purposes of evaluation at least once every year.
- B. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems and similar surveillance devices shall be strictly prohibited.
- C. All evaluations shall be reduced to writing and a copy given to the teacher within ten (10) days of the evaluation. If the teacher disagrees with the evaluation, he may submit a written answer which shall be attached to the file copy of the evaluation in question and/or submit any complaints through the grievance procedure.
- D. A teacher will have the right to review the contents of his personnel file originating after original employment and to have a representative of the Association accompany him in such review.
- E. No material originating after original employment will be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher believes that material to be placed in his file is inappropriate or in error, he may receive adjustment, provided cause is shown, through the grievance procedure whereupon the material will be corrected or expunged from the file. If the teacher is asked to sign material placed in his file, such signature shall be understood to indicate his awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.



- F. Any complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person will be promptly called to the attention of the teacher if said complaint is to be placed or retained in any of the records or files of the Board.
- G. If a teacher is to be disciplined or reprimanded by the Board or its agents, he shall be entitled to have a representative of the Association present.
- H. Each observation of a teacher shall not be for less than one-half hour or the duration of a particular teaching unit.
- I. Each evaluation of a teacher shall be followed by a personal conference between the teacher and his evaluator for the purposes of clarifying the written evaluation report.
- J. Failure of the Board to follow any provision of this agreement or the policies of the Board with respect to the evaluation of teachers shall result in restoring any teacher against whom action has been taken, to full teaching status with appropriate compensation for any embarrassment caused by the Board (or its agents) wrongful acts, and the record surrounding the event in question shall be destroyed.
- K. If an evaluator finds a teacher lacking, the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the teacher is to improve and of assistance to be given by the administrator and other staff members. In subsequent evaluation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.
- L. Any disciplinary action taken against a teacher shall be appropriate to the behavior which precipitates said action.
- M. No evaluation shall unduly interfere with the normal teaching-learning process.
- N. A pre-evaluation conference shall be held between the evaluator and the teacher so that the evaluator can be apprised of the teacher's objectives, methods, and materials planned for the teaching-learning situation to be evaluated.
- O. Each teacher, upon his employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he will be evaluated. No criterion shall be

used which has not been previously discussed by the Association and is applicable for that teaching position held by the teacher being evaluated.

P. All evaluators shall be fully and properly trained in the techniques and criteria to be used in the evaluation process. If systematic analysis is to be utilized, the evaluator shall demonstrate his proficiency at the recommended reliability level.

Q. No later than March 15 of each probationary year, the final written evaluation report, including the recommendation as to whether the teacher should be advanced to tenure status, offered additional probationary status, or denied a contract for the ensuing school year, will be furnished by the administration to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent. In the event a teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing with a copy to the Association and provide for a hearing where requested. Refusal to offer or renew a contract shall be grounds for a grievance.

R. Sections A through Q shall be in compliance with the State Plan for the implementation of P.A. 198 of 1971.

ARTICLE XV  
PROFESSIONAL BEHAVIOR

- A. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. The Board, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline shall be promptly reported to the offending teacher. The Association will use its best efforts to correct breaches of professional behavior by any teacher.
- B. Certified and Professional Personnel may request in writing to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation, no action shall be taken with respect to the teacher until such representative of the Association is present.
- C. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Association.

ARTICLE XVI  
PROFESSIONAL IMPROVEMENT

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, foreign travel, and participation in community, state and federal education projects.
- B. Any teacher who with Board approval, enrolls in a course related to his instructional responsibilities at an NCATE (National Council for Accreditation of Teacher Education) accredited college or university shall receive reimbursement from the Board for his one-half ( $\frac{1}{2}$ ) tuition expenses upon the successful completion of such course.

ARTICLE XVII

MAINTENANCE OF STANDARDS

- A. All conditions of employment, including teaching hours, extra compensation for duties outside regular teaching hours, relief periods, leaves, and general teaching conditions shall be maintained at not less than the highest minimum standards in effect in the district at the time this agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this agreement. This agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.
- B. The duties of any Certified or Professional Personnel or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the Association.

ARTICLE XVIII

REDUCTIONS IN PERSONNEL AND ANNEXATION, CONSOLIDATION,  
OR OTHER REORGANIZATION OF THE DISTRICT

- A. In the event that this district shall be combined with one or more districts, the Board will use its best efforts to assure the continued recognition of the COOR Education Association and the continued employment of its members in such consolidated district.
- B. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel unless there is substantial decrease in the students enrolled in the school district, a change of program or there is a substantial decrease in the revenues of the school district. The decision as to the existence of cause for necessary reduction in personnel may be the subject of a grievance.
- C. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel during the school year 1972-73.
- D. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless said teacher shall have been notified of said discharge or lay-off at least sixty (60) days prior to the last teaching day of the previous school year. No teacher shall be discharged or laid off for any school year or portion thereof if said teacher shall have contracted, on an individual basis, to teach for said year or portion thereof.
- E. In the event that a substantial decrease in revenues occurs later than sixty days prior to the last teaching day of the current school year, the parties agree, as an alternative to reduction in personnel, that the school year shall be condensed in proportion to the resources available.
- F. In the event that a reduction of personnel, as heretofore defined, shall become necessary, the Board shall first retain those teachers who possess current teaching certificates, have the longest period of continuous service in the school district, and who are qualified to teach in those areas or disciplines to be preserved.
1. In the event of lay-off, the Board will make every effort to insure that separated personnel may be placed in other teaching situations that may be under the Board's control.

2. In the event of lay-off, the Board will institute a recall procedure which, when implemented, will insure teachers that they will be recalled in the reverse order of lay-off. Recall will be initiated immediately upon resolution of any financial crisis which may have precipitated the necessary reduction in personnel.

G. Any teacher laid off pursuant to this Article shall continue to receive insurance protection, as outlined in this agreement, for a period of one calendar year from the date of lay-off.

ARTICLE XVIX  
CONTINUITY OF OPERATIONS

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike, as said term is defined by the Public Employment Relations Act.

In the event that this Agreement shall extend beyond a period of one school year, and shall provide for reopening of one or more items, this clause shall cease to be operative upon notice being served by either party that a matter is reopened for subsequent negotiation.

- B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.
- C. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by Act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.



ARTICLE XX  
SCHOOL CALENDAR

The parties agree that for the term of this Agreement, the school calendar shall be as set forth in Appendix A. There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association. The school calendar shall consist of a maximum of 190 days falling between August 25 and June 15.

ARTICLE XXI

PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such Salary Schedule shall remain in effect during the designated periods.
- B. All teachers shall be given up to six (6) years credit on the Salary Schedule set forth in Appendix B for full years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency.
- C. The Salary Schedule is based upon the normal teaching assignment as defined in this Agreement. (Section VIII B). For teaching assignments in excess of the regular school calendar and the normal teaching load, teachers will be compensated at their regular hourly rates.
- D. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance of ten (10) cents per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district.
- E. The mandatory retirement age shall be 65.
- Should a teacher reach the age of 65 during the school year, that teacher shall have the option of completing the above mentioned school year.
- Said teacher must state his option by June 1 of the preceding school year.
- F. Upon notification, the Board shall pay the cost of joining one organization in the individual teacher's specialty area.

ARTICLE XXII  
INSURANCE PROTECTION

The Board agrees to furnish to all teachers the following insurance protection:

- A. The Board shall provide, without cost to the employee, complete health care protection for a full twelve-month period for the employee's entire family through the MESSA Program.
- B. Employees not wishing health care protection may apply the equivalent of an individual employee's single subscriber premium toward the Selection Option package available through MESSA.
- C. The Board shall provide NEA Accidental Death and Dis-  
memberment.
- D. Additional programs available through MESSA shall be available at the employees' cost through payroll deduction.
- E. This program will remain in force until a new contract is ratified.

ARTICLE XXIII

SPECIAL, STUDENT AND INTERN TEACHING ASSIGNMENTS

- A. Supervisory teachers of student teachers shall be tenured teachers possessing a minimum of Master's Degree in academic preparation who voluntarily accept the assignment and they shall be known as "Supervisory Master Teachers." The parties recognize that "Supervisory Master Teachers" are not supervisory teachers under Public Act 379 of 1965.
- B. Supervisory Master Teachers shall work directly with the University program co-ordinator, assist in developing extensive opportunities for the student teachers to observe and practice the arts and skills of the profession.
- C. The Association agrees to accept student teachers as honorary members during their student teaching period and include them in appropriate meetings and activities of the Association.
- D. The Supervisory Master Teacher shall file a written report and evaluation with the University co-ordinator and the administration with a copy to the student teacher each four weeks.
- E. The Association agrees to accept intern teachers as full members of the Association during the period of internship, and said interns shall be subject to all conditions, entitled to all benefits, imposed and bestowed by this Agreement. The Board agrees to disclose all terms of the proposed contract existing between the Board and the intern placing institution.
- F. The Board shall disclose the amount received from the University placing the student teachers. Monies made available to the district by the placing University shall be used for: In-service training programs, released time for permanent staff, and materials and equipment.

ARTICLE XXIV

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- B. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will underwrite the cost of legal counsel to be selected by the teacher and render all necessary assistance to the teacher in his defense.
- C. Time lost by a teacher in connection with incident mentioned in this Article shall not be charged against the teacher.
- D. The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises.
- E. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personal file unless such matter is promptly reported in writing to the teacher concerned.

ARTICLE XXV

LIAISON COMMITTEE

There is hereby established a liaison committee consisting of two (2) representatives appointed by the Association, two (2) representatives appointed by the Board. This Committee shall meet on the first Friday of every other month, in the p.m.

This Committee shall have the responsibility for:

1. Advising the Board on matters of education policy and administrative procedures for the district. Such advise shall include, but not be limited to:
  - A. Overseeing the in-service program for teachers.
  - B. Overseeing the review of curricular programs and making recommendations for modifications.
  - C. Development of innovative educational programs.
  - D. Overseeing the purchase of materials, supplies and equipment.

The Committee may request funds from the Board for funds necessary for this operation.

When recommendations are submitted to the Board from the Liaison Committee, the Board shall act on such recommendations within seventy-five (75) days of their submission.

ARTICLE XXVI

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided.
- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with the Deputy Superintendent either personally or accompanied by his Association representative. The grievance must be filed within ten (10) work days of the violation, misinterpretation or misapplication, or within ten (10) work days of the discovery thereof.
- C. If, as a result of the informal discussion with the Deputy Superintendent, a grievance still exists, he may invoke the formal grievance procedure through the Association on the form set forth in annexed Appendix C, signed by the grievant. A copy of the grievance form shall be delivered to the Deputy Superintendent. If the grievance involves more than one school building, it may be filed with the Deputy Superintendent or a representative designated by him.
- D. Within five (5) work days of receipt of the grievance, the Deputy Superintendent shall meet with the Association in an effort to resolve the grievance. The Deputy Superintendent shall indicate his disposition of the grievance in writing within five (5) work days of such meeting, and shall furnish a copy thereof to the Association.
- E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) work days of such meeting (or ten (10) work days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Deputy Superintendent. Within seven (7) work days the Deputy Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) work days of such meeting, and shall furnish a copy thereof to the Association.
- F. If the Association is not satisfied with the disposition of the grievance by the Deputy Superintendent or his designee, or if no disposition has been made within five (5) work days of such meeting (or ten (10) work days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee

of the Board. The Board, no later than its next regular meeting or within fourteen (14) work days, whichever shall be later, shall meet with the Association on the grievance. Disposition of the grievance in writing by the Board shall be made no later than seven (7) work days thereafter. A copy of such disposition shall be furnished to the Association. Utilization of this step of the grievance procedure shall be optional with the Association. If in the opinion of the Association there would be no useful purpose derived out of the utilization of this step, the Association may by-pass said step and proceed to its next level. The Association shall notify the Board of its intention in this regard within the time limits herein specified.

- G. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) work days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- H. The fees and expenses of the arbitrator shall be shared equally by the parties.
- I. If any probationary or tenure teacher for whom a grievance is sustained shall be found to have been unjustly discharged or unjustly denied renewal of his contract, he shall be reinstated with full reimbursement of all professional compensation lost. If any teacher shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.
- J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship of any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.



- K. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE XXVII  
NEGOTIATION PROCEDURES

- A. Before March 15th of the final year of this contract, the parties shall initiate negotiation for the purpose of entering into a successor agreement.
  
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other part. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

There shall be three signed copies of any final agreement. One copy shall be retained by the Board, one by the Association, and one by the Superintendent.

ARTICLE XXVIII

MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided in Appendix D and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. All teachers covered under this Agreement who participate in the production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the district, unless they are specifically paid for such a project.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such 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.
- F. Copies of this Agreement titled "PROFESSIONAL AGREEMENT BETWEEN THE COOR INTERMEDIATE SCHOOL DISTRICT AND THE C.O.O.R. EDUCATION ASSOCIATION, MEA-NEA" shall be printed at the expense of the Board within thirty days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further, the Board shall furnish 6 copies of the Master Agreement to the Association for its use.

- G. All COOR Certified and Professional Personnel shall complete and return to the COOR Office not later than one week after completion of their weekly schedule the Travel and Expense Voucher and Weekly Schedule Form for processing.
- H. All COOR Certified and Professional Personnel shall keep an accurate daily log of their activities for perusal by the administration of their school of record and/or assignment in their room. Bi-weekly to coincide with the pay periods starting with the first pay period in September the daily log will be turned in to the administrator of the building in which they are working for the immediate forwarding to the COOR Office. One file copy shall be retained by the teacher in her building file.
- I. The COOR Office is open at 8:00 a.m. to receive phone calls and to take care of any other business.
- Teachers who will be absent from work should call the COOR Office between 8:00 and 8:30 a.m., telephone numbers 275-5137 or 275-5138, in order that their absence may be reported to the school to which they are assigned for that particular day. In the case of extenuating circumstances, the Deputy Superintendent may be called prior to this time.
- A current schedule should be on file at the COOR Office, so that it be known precisely where teachers are at all times. If for any reason there is any change in schedule, the COOR Office should be notified of such changes. Very often it is necessary for messages to be delivered to teachers, and if a current schedule is not maintained it involves several phone calls. The schedule will also allow the intermediate office to notify schools more readily for any absences.
- J. The Board agrees to enforce, as they pertain to a public school district, the laws of the State of Michigan, with specific attention being given to the Michigan School Code.

ARTICLE XXVIX

TENURE

All Certified Personnel within the bargaining unit of COOR may receive Tenure after two years of probationary teaching. No teacher shall be dismissed for anything other than just cause. All Association Personnel shall receive due process.

ARTICLE XXX  
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1972 and shall continue in effect until the 31st day of August, 1975. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its Secretary

By \_\_\_\_\_  
Chairman, Negotiation Committee

By \_\_\_\_\_  
Negotiating Committeeman

By \_\_\_\_\_  
Negotiating Committeeman

By \_\_\_\_\_  
Negotiating Committeeman

By \_\_\_\_\_  
Negotiating Committeeman

BOARD OF EDUCATION

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its Secretary

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1972

APPENDIX A

REGULAR SCHOOL CALENDAR

The School Calendar of the school of record and/or assignment shall be considered the Regular School Calendar.

APPENDIX B

SALARY SCHEDULE

1972 - 1973 School Year

STEP	INDEX	B.A.	B.A. + 15	B.A. + 30 M.A.	B.A. + 45 M.A. + 15	B.A. + 60 M.A. + 30 S.P	B.A. + 75 M.A. + 45 S.P. + 15
0	1.00	8,200	8,425	8,650	8,875	9,100	9,325
1	1.05	8,610	8,846.25	9,082.50	9,318.75	9,555	9,791.25
2	1.10	9,020	9,267.50	9,515	9,762.50	10,010	10,257.50
3	1.15	9,430	9,688.75	9,947.50	10,206.25	10,465	10,723.75
4	1.20	9,840	10,110	10,380	10,650	10,920	11,190
5	1.25	10,250	10,531.25	10,812.50	11,093.75	11,375	11,656.25
6	1.30	10,660	10,952.50	11,245	11,537.50	11,830	12,122.50
7	1.35	11,070	11,373.75	11,677.50	11,981.25	12,285	12,588.75
8	1.40	11,480	11,795	12,110	12,425	12,740	13,055
9	1.45	11,890	12,216.25	12,542.50	12,868.75	13,195	13,521.25
10	1.50	12,300	12,637.50	12,975	13,312.50	13,650	13,987.50

B.A. Schedule shall apply to all teachers possessing a Baccalaureate Degree from an accredited college or university and holding a Provisional or Permanent Teaching Certificate.

B.A. + 15 Schedule shall apply to all teachers possessing at least 15 semester credit hours beyond a Baccalaureate Degree from an accredited college or university and holding a Provisional or Permanent Teaching Certificate.

M.A. Schedule shall apply to all teachers possessing a Master's Degree from an accredited college or university and holding a Provisional or Permanent Teaching Certificate.

M.A. + 15 Schedule shall apply to all teachers possessing at least 15 semester credit hours beyond a Master's Degree from an accredited college or university and holding a Provisional or Permanent Teaching Certificate.

Educational Specialist Schedule shall apply to all teachers holding a Provisional or Permanent Michigan Teaching Certificate, a Master's Degree, and either: (1) Thirty (30) semester hours of advanced graduate credit; (2) A Specialist in Education Degree; or (3) Outstanding performance evidenced by extensive promotion and participation in youth activities or publication of professional articles or books on the arts of teaching and related research, as determined by the Association.

Credit hours for advanced salary schedules beyond the B.A. must be earned from an accredited college or university and must be applicable to a degree in the field of education or related to a field for which the teacher has instructional responsibility.



APPENDIX C

Grievance Procedure Form

Step "B" Nature of grievance: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Article and Section of Master Contract in Question \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Association Representative Signature

-----  
Superintendent's disposition

Date received: \_\_\_\_\_

Step "C"

The Grievance is (denied), (accepted) for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
Date returned: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

-----  
Teacher's response to Superintendent's disposition

Date received: \_\_\_\_\_

Step "D"

\_\_\_\_\_  
Date returned: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Association Representative Signature

-----  
Board of Education's disposition

Date received: \_\_\_\_\_

Date of Board Meeting : \_\_\_\_\_

\_\_\_\_\_  
Date returned: \_\_\_\_\_

\_\_\_\_\_  
Secretary of Board of Education

\_\_\_\_\_  
President of Board of Education

This Contract of Employment, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,

by and between the Board of Education of the School District of \_\_\_\_\_

\_\_\_\_\_, County of \_\_\_\_\_, State of Michigan (hereinafter

termed the District), and \_\_\_\_\_ (hereinafter termed the Teacher).

WITNESSETH:

1. The District agrees to hire the Teacher for the School year(s) 19\_\_\_\_ - 19\_\_\_\_, said school year to consist of \_\_\_\_\_ (\_\_\_\_\_) weeks, commencing \_\_\_\_\_, 19\_\_\_\_ and terminating

\_\_\_\_\_, 19\_\_\_\_, and the Teacher agrees to serve the District as a Teacher for said period and to faithfully perform the duties of his position subject to the rules and regulations of the Board of Education of the District, and other regulations, duties, and requirements imposed by applicable statutes of the State of Michigan.

2. The District agrees to pay the Teacher the sum of \_\_\_\_\_

(\$ \_\_\_\_\_) Dollars for performance of the terms of this contract. Said sum shall be paid in \_\_\_\_\_

(\_\_\_\_\_) equal installments, the first payment to be made on \_\_\_\_\_, 19\_\_\_\_, with subsequent payments to be made as follows: \_\_\_\_\_

The District shall be authorized to make such payroll deductions as shall be required by law or authorized by the Teacher. The Teacher shall be afforded the emergency and sick leave of absence benefits granted to teachers under the policies established by the Board of Education of the District, and said policies are specifically incorporated herein, and made a part of this Contract of Employment.

3. The Teacher represents that he holds all certificates and other qualifications required by law for a teacher of the District.

4. The Teacher shall be subject to assignment and transfer at the discretion of the Superintendent of Schools of the District.

5. The Teacher is herewith retained on a probationary basis as defined in the Tenure Act (Act 4, Public Acts of 1937, extra session, as amended), said probationary period to be of (one) (two) year duration. Continuing Tenure is not herein afforded to the Teacher, but is specifically withheld pending satisfactory performance during the probationary period.

6. The Teacher agrees that this is a contract for personal professional service which may not be assigned or transferred by the Teacher.

7. All masculine terms used herein shall include the feminine.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, STATE OF MICHIGAN.

_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Signature of Teacher)	

This Contract of Employment, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,

by and between the Board of Education of the School District of \_\_\_\_\_

\_\_\_\_\_, County of \_\_\_\_\_, State of Michigan (hereinafter

termed the District), and \_\_\_\_\_ (hereinafter termed the Teacher).

WITNESSETH:

1. The District agrees to hire the Teacher for the School year(s) 19\_\_\_\_ - 19\_\_\_\_, said school year to consist of \_\_\_\_\_ (\_\_\_\_\_) weeks, commencing \_\_\_\_\_, 19\_\_\_\_ and terminating

\_\_\_\_\_, 19\_\_\_\_, and the Teacher agrees to serve the District as a Teacher for said period and to faithfully perform the duties of his position subject to the rules and regulations of the Board of Education of the District, and other regulations, duties, and requirements imposed by applicable statutes of the State of Michigan.

2. The District agrees to pay the Teacher the sum of \_\_\_\_\_ (\$\_\_\_\_\_) Dollars for performance of the terms of this contract. Said sum shall be paid in \_\_\_\_\_

(\_\_\_\_\_) equal installments, the first payment to be made on \_\_\_\_\_, 19\_\_\_\_, with subsequent payments to be made as follows: \_\_\_\_\_

The District shall be authorized to make such payroll deductions as shall be required by law or authorized by the Teacher. The Teacher shall be afforded the emergency and sick leave of absence benefits granted to teachers under the policies established by the Board of Education of the District, and said policies are specifically incorporated herein, and made a part of this Contract of Employment.

3. The Teacher represents that he holds all certificates and other qualifications required by law for a teacher of the District.

4. The Teacher shall be subject to assignment and transfer at the discretion of the Superintendent of Schools of the District.

5. The Teacher shall be deemed to be granted continuing tenure by virtue of this Contract of Employment.

6. The Teacher agrees that this is a contract for personal professional service which may not be assigned or transferred by the Teacher.

7. All masculine terms used herein shall include the feminine.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, STATE OF MICHIGAN

_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Name)	_____ (Official Position)
_____ (Name)	_____ (Official Position)	_____ (Signature of Teacher)	

APPENDIX E

TRAVEL EXPENSE VOUCHER  
AND  
WEEKLY SCHEDULE

DATE	PLACE	MILES	AMOUNT	CONFERENCE EXPENSES	MEALS	OTHER EXPENSES	DAILY TOTAL

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

(For Conference Expenses Attach Receipt)  
Account No. \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Approved: \_\_\_\_\_

Date Submitted: _____
Period Covered: _____
Checked By: _____
Check No: _____

SCHEDULE FOR: MONTH \_\_\_\_\_ WEEK OF \_\_\_\_\_

DATE	PLACE	EVENT

Employee's Name \_\_\_\_\_

If past weeks schedule was different than submitted places show on the reverse side.

APPENDIX F

DAILY LOG

DATE:	TIME IN:	TIME OUT:	MILEAGE:	CONTACTS:	NOTES:
				Students Teachers Parents Administration Others:	