

*Research
Division*

*1968-69
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Macomb County

BOARD OF EDUCATION - CHIPPEWA VALLEY SCHOOLS
and
CHIPPEWA VALLEY EDUCATION ASSOCIATION
1968 - 1969

This Agreement entered into _____
by and between the Chippewa Valley School District of Mount Clemens, Michigan,
hereinafter called the "Board", and the Chippewa Valley Education Association,
hereinafter called the "Association".

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare
that providing a quality education for the children of the Chippewa Valley 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 programs designed to
improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to
the Public Employment Relations Act, Act 379 of the Michigan Public Acts of
1965, 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 understandings
which they desire to confirm in this Agreement.

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

*Chippewa
Bd. of Edu.*

*M.E.A.
1216 KENDALE
E. LANS., MI.
48820*

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all certified teaching personnel under contract, but excluding supervisory and executive personnel, office, clerical, and maintenance and operating employees.
- (1) The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit as above defined.
- (2) The term "board" shall include its officers and agents.
- B. The Board agrees not to negotiate with 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 to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful 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 Act 379 or other laws of Michigan and/or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher in any way by reason of his membership in the Association, his participation in any lawful activities of the Association, or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding 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. The rights granted to teachers hereunder shall be deemed to be the same as, and in addition to, those provided by Board policies, law, or on contracts, individual or collective.
- C. The Chippewa Valley Education Association or any member thereof, shall have the right to use the school buildings and facilities, without charge, for professional meetings during the times when the building is covered by the operating staff, as provided in "D" below. Room clearance shall be made with the Principal involved.

- D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with, or interrupt normal school operations.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of 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 shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the district mail service and teacher mail boxes for communications to teachers. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association, either on or off school premises.
- G. The Board agrees to make available to the Association in response to reasonable requests from time to time, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board Meetings, treasurer's reports, census and membership data, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- H. The Board shall consult with the Association on any new or 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 consult with the Board with respect to said matters prior to their adoption and/or general publication whenever possible.
- I. Teachers shall be entitled to full rights of citizenship and the exercising of such rights shall not be grounds for any discipline or discrimination with respect to the professional employment of such teachers. 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 concerning the wages, hours, terms and conditions of employment, shall be applied in a manner which is not arbitrary, capricious or discriminatory, and without regard to race, creed, religion, color, national origin, age, sex, marital status. The Board of Education shall have the right to retire employees after their sixty-fifth birthday if, in its judgement, such action would best serve the interests of the children of the school district. The above may not be construed to mean that every teacher will be guaranteed the right to teach until the age of 65.

- K. Consistent with the Code of Ethics of the Education Profession, membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status, or national origin.
- L. If any tuition students are admitted to the district, teachers employed by the Board who do not reside in the district shall, upon request, be permitted to have their children attend the Chippewa Valley Schools on a tuition basis.
- M. The Association shall have the right to review the individual contracts of any professional member of its bargaining unit.
- N. No teacher may be dismissed from his contracted duties without just cause.
- O. One given member of the Association, to be determined by the Association, may be released the last three periods (hours) of his school day to transact Association business. His salary shall be adjusted accordingly.
- P. One other member of the Association, to be determined by the Association, may be unassigned the last period (hour) of the day to transact Association business. His salary shall be adjusted accordingly.

ARTICLE III

RIGHTS OF THE BOARD OF EDUCATION

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all its powers, rights, authorities, duties and responsibilities including those conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States. The exercise of these powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and implied terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE IV

MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS

- A. The deduction of membership dues shall be scheduled with the payroll clerk for ten (10) months beginning in September and ending in June of each year, and the Board agrees to promptly remit to the Association all monies deducted on its behalf, accompanied by a list of teachers from whom the deductions have been made.
- B. The Board shall continue to make payroll deductions upon receipt of written authorization from teachers for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE V

TEACHING HOURS AND CLASS LOAD FOR FULL DAY SCHEDULE

- A. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' regular school day in the morning. Teachers shall be permitted to leave fifteen (15) minutes after close of the pupils' regular school day. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher, except that on Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupils' day. Administrators may call faculty meetings once a week for forty-five (45) minutes.
- B. The elementary school day shall provide a maximum five (5) hours and thirty (30) minutes of instructional time for pupils. The secondary school day shall provide for a maximum of six (6) hours and thirty (30) minutes of instructional time for pupils. The teachers' day shall be a maximum of seven and one-half (7-1/2) hours. (See Appendix for hours of school day.)
- C. All teachers shall have a duty free lunch period of at least thirty (30) consecutive minutes.
- D. Secondary teachers will be assigned the equivalent of one class period as a preparation period. Elementary teachers will be provided two (2) fifteen (15) minute relief periods each day. In addition, elementary teachers may use for preparation, all time during which their classes are being instructed by special teachers in the areas of Art, Music, and Physical Education, provided that the specialists do not request his presence in the classroom. Should there be a question of merit of the teacher remaining, the Principal will listen to both sides and make a ruling.
- E. Teachers of music, art, and the laboratory sciences, librarians, speech therapists, reading consultants, visiting teachers, counselors, and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the district.
- F. Professional librarians shall be employed as circumstances require, and necessary clerical assistance shall be provided.
- G. No departure from these norms shall be made without mutual agreement between the party or parties concerned and the administration.

- H. If a teacher shall be permanently assigned to teach more than the normal teaching load as set forth in this Article, he shall receive additional compensation at one-sixth (1/6) his annual base salary, as pro-rated, per period. When a teacher accepts an assignment upon occasion to be a substitute teacher during his preparation period, he shall receive pay for such at the rate of Five Dollars (\$5.00) per period.

- I. Daily preparation for effective teaching, correcting examination papers, themes, attending faculty meetings and similar activities, require many hours of application outside the classroom and add to the professional responsibilities of the teacher. In addition, demands are made for attendance at staff conferences, parent-teacher conferences, PTA meetings and the like, which demands can readily become excessive. It is agreed that it sometimes becomes necessary to have teachers present for evening meetings. Each teacher may be required to attend two (2) evening meetings per semester. For more than two (2) required evening meetings per semester, the teacher will be compensated by released time during the school day. Forty-eight (48) hours' notice will be given.

- J. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board by Board request, including participation in professional grievance negotiation, shall be released from regular duties without loss of salary during such engagement.

ARTICLE VI

SPECIAL STUDENT PROGRAM

- A. The parties recognize that children having special physical, mental, and emotional problems may require specialized classroom experience and that their presence in regular classrooms may interfere with the normal instructional program and place extraordinary and unfair demands upon the teacher. Sincere and concerted steps will be taken to achieve a solution to the problem in the event such a child is placed in a regular class.
- B. The parties accordingly, will cooperate to provide adequate psychological services for students in the community.
- C. The administration and teaching staff will work jointly in developing curriculum needs of the school. Consultant services will be available.
- D. Situations will develop when certain students will need special counseling and guidance. The parties agree to take concerted steps to insure the availability of this service.

ARTICLE VII

TEACHING CONDITIONS

- A. 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.
- B. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible to meet optimum standards; such standards to be recommended by the Instructional Policies Council.

It is agreed class size should not exceed the following recommendations by more than ten per cent (10%) except in large group instruction, and other classes where teachers have voluntarily agreed to exceed these standards:

- (1) Elementary
 - Kindergarten - Third Grade (25)
 - Fourth Grade - Sixth Grade (30)
- (2) Secondary daily class average per teacher:
 - English, Social Studies, General Education, Mathematics, Science, Language, Business (30)

Typing, Industrial Arts, Drafting, Vocational)	
Shops, Homemaking, Music, Art, Physical)	As facilities
Education, Hygiene.)	permit.

- (3) Special Education to be determined at a later date.

If at any time it is found the proposed recommended class size is exceeded by more than 10%, then the involved principal, the involved teacher, an Association representative, and the Superintendent's representative, shall meet to plan means for relieving the situation. Agreed to changes will be put into effect before the limit is exceeded by 20%, providing there are agreed upon changes.

- C. The Board agrees that it will make every reasonable effort to keep class sizes within the levels as recommended by the Instructional Policies Council.
- D. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials, are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such education tools and the Board undertakes promptly to implement all joint decisions thereon made by it and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained.
- E. The Board agrees to make available for each school, adequate typing, duplicating stencil and mimeograph facilities and clerical assistance to aid teachers in the preparation of instructional materials.
- F. The Board shall provide:
- (1) Suitable space for each teacher to store coats, overshoes, and personal articles.
 - (2) Adequate chalkboard space in every classroom.
 - (3) Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
 - (4) A collegiate dictionary in every classroom.
 - (5) Adequate storage space in each classroom for instructional materials.
 - (6) Adequate attendance books, paper, pencils, chalk, erasers, and other materials required in daily teaching responsibility.
 - (7) Teachers not assigned a regular classroom shall be given adequate storage space in each classroom in which they instruct.
 - (8) Adequate smocks for Art and Home Economics teachers, laboratory coats for laboratory Science teachers, and shop coats for Industrial Education teachers will be provided. Laundering of such items will be the responsibility of the teachers.
- G. Non-professionals will be hired to relieve teachers of non-professional responsibilities when possible.

- H. The Board shall make available, wherever possible in each school, adequate lunchroom, restroom, and lavatory facilities exclusively for staff use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Provision for such facilities will be made in all future buildings.
- I. Telephone facilities shall be made available to teachers for their reasonable use.
- J. Upon the request of the Association, vending machines shall be permitted in staff rooms.
- K. Adequate off-street paved parking facilities shall be provided which are off limits to students.
- L. Teachers shall not be required to teach under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being.
- M. Specialized instruction in Art, Music and Physical Education at the elementary level, if provided, will be on a regularly scheduled basis.

ARTICLE VIII

DEPARTMENT CHAIRMEN

- A. The Department Chairmen shall exercise such coordinating and administrative functions as have heretofore been performed, including serving as liaison between the teachers of the Department and the School Administration. Such Chairmen shall not be considered supervisory employees.
- B. Upon the acceptance of a work program by the Superintendent and the Instructional Policies Council, a Department Chairman will be given released time necessary to carry out the program.

ARTICLE IX

QUALIFICATIONS AND ASSIGNMENTS

- A. No new less than fully-certified teacher will be hired for a regular full-time teaching position if a satisfactory fully qualified teacher is available at the time of hiring. Vacancy lists will be posted.
- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except for good cause, outside the scope of their teaching certificates or their major or minor field of study.
- C. All teachers shall be given written notice of their schedules for the forthcoming year no later than the preceding first 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 August preceding the commencement of the school year unless a compelling situation requires same.
- D. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Schedules "B", and Summer School courses, shall not be obligatory, but shall be with the consent of the teacher. Preference in making such assignments will be given to teachers regularly employed in the District.

ARTICLE X

VACANCIES, PROMOTIONS & TRANSFERS

- A. A teacher may apply for any position, including administrative positions, at an time. Such application should be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application should be renewed annually.
- B. 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. Such a vacancy may be filled on a temporary or tentative basis until the end of the normal school year at which time the position will be considered vacant.

- C. In filling vacancies in administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the School District, of all applicants from within the School District, as well as applicants from outside the School District. Whenever an administrative vacancy arises, or when new positions are created, the Superintendent shall promptly notify the Association who shall post notice of said vacancy in the faculty room of each building in the Chippewa Valley School System. The vacancy shall not be filled less than one week after the Association is notified. The parties recognize however that the filling of vacancies at the supervisory and administrative levels, and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.
- D. An involuntary transfer in teaching assignment or building assignment will be made only in case of emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected teacher and the Association of the reasons for such transfer.
- E. Any teacher who shall be transferred to a supervisory or executive position and shall later return to teachers status shall be entitled to retain such rights or benefits as he may have had under this agreement prior to such transfer to supervisory or executive status excluding those positions held under a supplementary contract.
- F. An Administrative Intern Program will be established.

ARTICLE XI

ILLNESS OR DISABILITY AND LEAVES OF ABSENCE

- A. Teachers will have ten (10) days a year allotted as sick days, with 150 days accumulation.
- B. A teacher who is absent because of injury compensable under the Michigan Workmens' Compensation Law shall receive from the Board the difference between the allowance under the Workmens' Compensation Law and his regular salary for the duration of the school year with no subtraction of sick leave.
- C. The Board of Education will cooperate in the operation of a sick leave bank.
- D. Each employee enrolling in the bank will donate one day of his sick leave to the bank which will be added to the current balance.
- E. The first ten (10) consecutive school days of illness or disability will not be covered by the bank, but must be covered by the person's own accumulated sick leave or absence without pay.

- F. Before applying for days from the sick bank, these criteria must be met:
- (1) Verification must be obtained from the payroll department that all personal sick leave days have been used.
 - (2) The teacher will have a doctor's certificate attesting to his own illness.
- G. Teachers may draw up to twenty (20) days from the bank. Upon approval by the Board and the Association, a teacher may draw additional days from the bank. The days need not be replaced.
- H. The sick leave bank will be controlled by the Association Sick Bank Committee.
- I. The Association will collect Sick Bank authorization cards that must be forwarded to the Board no later than thirty (30) days after the teachers commence employment for each school year.
- J. Leaves of absence with pay, chargeable against the teacher's allowance, shall be granted upon notification to the Board Office one (1) week prior to the anticipated absence, except in emergency situations, for the following reasons:
- (1) A critical illness in the immediate family.
 - (2) When emergency illness in the family requires a teacher to make arrangements for necessary medical or nursing care.
 - (3) Attendance at own graduation to receive a degree, for such portion of the day as is necessary.
 - (4) One day, unless travel warrants additional time, for attendance at the school graduation of a son, daughter, husband, or wife.
 - (5) Two days for any business at the teacher's discretion. Should application for business days exceed availability of substitutes, the Association will decide priority.
 - (6) Time necessary for funeral of person whose relationship warrants such attendance.
- K. Leaves of absence with pay, not chargeable against the teacher's allowance:
- (1) Death Leave - Up to five days because of each death in the immediate family, beginning at that date of death and within one week after death. One day only will be allowed upon the death of a grandparent, parent-in-law, uncle, aunt, first cousin, niece or nephew.
Immediate Family Defined - Mother, father, brother, sister, son, daughter, and spouse.
 - (2) When a teacher is called for jury duty. Amount equal to jury pay to be deducted.
 - (3) Court appearance as a witness in any case connected with teacher's own employment or when subpoenaed to attend any proceeding.
 - (4) Visitation at other schools, attendance at educational conferences or functions, and Association meetings, when approved by the Superintendent. Up to ten (10) teacher days per year will be allowed for Association business providing the Association makes written application for such within five (5) days of the proposed absence and agrees to pay for substitute teachers if required.

- (5) Time necessary to take ~~the selective service~~ physical examination.
- (6) Teachers selected by the Association, at the Board's request, to aid the school district in hiring new teachers.

L. Leaves of absence without pay shall be granted upon application for the following purposes to tenure teachers at the end of a year, or at other times at the discretion of the Board:

- (1) Study related to the teacher's license field.
- (2) Study to meet eligibility requirements for teacher certification other than that held by the teacher.
- (3) Study, research, or special teaching assignment involving probable advantage to the school system. One regular salary increment occurring during such period shall be allowed.

M. A teacher absent from work because of mumps, scarlet fever, measles, or chicken pox, shall suffer no diminution of compensation.

ARTICLE XII

UNPAID LEAVES OF ABSENCE

- A. A leave of absence of up to two (2) years may be granted to any tenure teacher upon application for the purpose of participating in exchange teaching programs in other states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teachers' Corps, or Job Corps, as a full-time participant in such program. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period.
- B. A leave of absence shall be granted a teacher who is inducted or enlists for one period of enlistment in any branch of the armed forces of the United States. Reinstatement on completion of such service shall be in accordance with the requirements of the applicable laws of the United States. Regular salary increments shall accrue.
- C. Tenure teachers who are officers of the Professional Association, or who are appointed to its staff shall, upon proper application, be given leaves of absence without pay for the purpose of performing duties for the Association, but shall receive credit toward annual salary increment on the schedule appropriate to their ranks.

- D. A leave of absence shall be granted to any teacher prior to the beginning of, or at the conclusion of the school year upon application, for the purpose of campaigning for, or serving in a public office.

- D. Upon written application, a maternity leave shall be granted commencing no later than the sixth month of pregnancy, except when this date falls within one month of the end of the semester, the teacher may be permitted to complete the semester. The teacher shall be entitled to a leave for one year. Further extensions may be granted by the Board. Upon return a teacher will be assigned to the same or similar position, providing a vacancy exists. A female teacher adopting a child may receive a similar leave. A teacher returning from leave provided in this paragraph shall be placed on the salary schedule with credit for each semester or major portion thereof taught in the year the leave is granted.

ARTICLE XIII

ACADEMIC FREEDOM

- A. The parties seek to educate young people in the democratic tradition, to foster their recognition of both individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality.

- B. Responsible academic freedom in teaching shall be encouraged for all teachers who shall exercise such freedom within the framework of the curriculum, the Code of Ethics, administrative directives, and school policies. Good judgement, common standards of decency, and individual conscience shall prevail at all times. Within these guidelines, the teacher is encouraged to teach the students in the best manner of which he is capable.

- C. Teachers have an obligation to present facts without bias, and to encourage students to think and to draw objective conclusions.

ARTICLE XIV

TEACHER EVALUATION

- A. The work performance of all teachers shall be evaluated in writing. It is recognized that probationary teachers should be evaluated, encouraged, and receive guidance as soon and as often as possible. In any event, each probationary teacher shall be evaluated by observation and conference at least once during the first six (6) weeks of the school year. Should any

teacher feel that he requires guidance, he may notify his administrator and he shall be evaluated, counseled, and helped in any way possible to become a more proficient teacher.

- B. Evaluations shall be conducted by the teacher's immediate supervisor or an administrator working in the same building or otherwise familiar with the teacher's work, who shall be designated by the Board.
- C. Each observation shall be made in person for an adequate period of time. All monitoring or observation of the work of the 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.
- D. A copy of the written evaluation shall be submitted to the teacher at the time of such personal interview or within ten days thereafter, and the teacher shall have the opportunity to review the evaluation report. All evaluations shall be based upon valid criteria for evaluating professional growth.
- E. No later than April 10 of each probationary year, the final written evaluation report will be furnished 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 probationary teacher is not continued in employment, the Board or its designee, will advise the teacher of the reasons therefor in writing and provide for a hearing where requested.
- F. Upon approval of a written request made to the administration, a probationary teacher may be assigned an experienced teacher by the Association to offer assistance to him in those areas stated in the request. Such effort expended by the Association shall be done on a voluntary basis and as a service to the profession.
- G. Review of Personal File - Each teacher shall have the right upon request to review the contents of his own personal files maintained at the teacher's school or at the Administration Building. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safekeeping of these files. All communications, including evaluations by Chippewa Valley administrators, commendations, and validated complaints directed toward the teacher, which are included in the personnel file, shall be called to the teacher's attention at the time of inclusion.

ARTICLE XV

PROFESSIONAL BEHAVIOR

- A. Teachers are expected to comply with the reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions or this Agreement.
- B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession.
- C. 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. Alleged breaches of discipline or the Code of Ethics of the Education Profession shall be promptly reported to the offending teacher and to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.
- D. A teacher shall at all times be entitled 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 is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- E. 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.

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 and participation in community educational projects.

- B. Teachers who have met all credit hour requirements for permanent certification and enroll in an approved course related to their instructional responsibilities at an NCATE (National Council for Accreditation of Teacher Education) accredited college or university, shall receive reimbursement from the Board at the rate of \$21.00 per semester hour and \$14.00 per quarter hour. Payment shall be made after the course credit has been received.
- C. New teachers signing initial contracts will not be granted credit for hours enrolled prior to the time they actually begin working for the District. Compensation for classes begun after the second semester, as determined on the school calendar, will be contingent upon the teacher's continued employment in the system.
- D. The Board agrees to provide upon approval of the Superintendent, the necessary funds for teachers who desire to attend select professional conferences and Michigan Department of Education Curriculum Committee Meetings. Travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences and meetings shall be granted sufficient leave time as determined by the principal and teacher, to attend without loss of compensation
- E. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction.

ARTICLE XVII

CONTINUITY OF OPERATIONS

- A. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an Act of God. When schools are closed temporarily because of weather conditions, teachers are encouraged to report to their buildings.
- B. During the term of this Agreement neither the teacher organization nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in, any strike (i. e., the concerted failure to report for duty, or willful absence of a teacher from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever
- C. The Board agrees that it will not knowingly, 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.

ARTICLE XVIII

SCHOOL CALENDAR

- A. For the term of this Agreement the school calendar shall be as set forth in Schedule "A". There shall be no deviation from, or change in, the school calendar except by mutual agreement of the Board and the Association.
- B. It is agreed that in the event the Board is unable, prior to June 13, 1969, to schedule and provide 180 days of student instruction as required by law, regardless of the cause of such inability, the Board and the Association shall schedule additional student instruction days prior to or subsequent to such date as may be needed to meet the legal requirement, without additional compensation to teachers.
- C. Inservice training and/or curriculum meetings shall be provided during the year. Times and dates will be set by the Administration in conjunction with the Association.

ARTICLE XIX

PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this Agreement are set forth in Schedule "B" which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. All teachers employed shall be given credit on the salary schedule for up to seven (7) years outside teaching experience.
- C. Teachers contracted for supplemental extra duty assignments set forth in Schedules B-1 and 2 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof. All such teachers shall be compensated in accordance with the provisions of this Article and the annexed Schedules without deviation. Any teacher paid above said Schedule shall forfeit like amounts until the overage has been repaid. Any teacher paid below said schedule hereinafter shall be reimbursed like amounts until the underage has been repaid. The method of payment shall be mutually agreed upon by both parties.
- D. Teachers authorized mileage payment in the course of their work shall receive ten cents (10¢) per mile.
- E. Active full-time duty in the military service for two years or more will count as one year for credit allowed on the salary schedule within the credit allowance for experience prior to employment within the District.

- F. After a teacher has served in the school district for fifteen (15) years, he will receive a salary increase of five per cent (5%) of his current basic salary. Thereafter for each additional five (5) years of service he will receive an additional salary increase of five per cent (5%) of his current basic salary. To qualify for this increase the teacher must earn not less than six (6) semester hours of credit during the three (3) year period immediately prior to having met the years of service requirement.

ARTICLE XX

SPECIAL TEACHING ASSIGNMENTS

- A. Assignments for the Adult Education, Driver Education, and Summer School Programs will be made by the Board on the basis of preference to teachers possessing teaching certificates regularly employed in the District during the normal school year.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:30 A.M. or one hour before start of school to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Substitutes shall be paid for a regular teaching day of not more than seven (7) hours. Salary will be \$23.00 per day.
- C. Supervision by a teacher of a student teacher shall be voluntary and no teacher shall supervise more than one such student teacher simultaneously.

ARTICLE XXI

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just. It shall be the responsibility of the teacher to report to his principal the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.

- B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.
- C. A teacher may remove a pupil from one class session when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident. The affected pupil will be re-admitted to the classroom only upon authorization of the principal or administrative designee. If requested, written guidelines for future handling of this case will be provided.
- D. Suspension of students from school may be imposed only by the Superintendent or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parent when warranted. Should such measures fail and it has been mutually decided by the teacher and administrator that the student's misbehavior is a disrupting influence on the class, the student will be removed from the class and the problem will be dealt with in a manner suitable to the administration. A meeting may be called by a student's teachers for the purpose of determining if a particular student is a consistent and incorrigible offender. The teachers meeting for such purpose shall include all those teachers having the student in class and the meeting shall include the principal and his disciplinary representatives. Upon unanimous recommendation of the teachers concerned, action will be taken which may include the permanent suspension of the student.
- E. Any case of assault upon a teacher which had its inception in a school centered problem shall be reported immediately in writing to the superintendent or his designated representative. In the event of such an assault, the teacher involved may request assistance of the board in such matter. These requests shall be made in writing to the superintendent who shall make a determination as to whether the conduct of the teacher making such request justifies any assistance from the board, and the extent thereof. The decision of the superintendent shall be in accordance with the Code of Ethics and school policy.
- F. The Board of Education will investigate, or report to the appropriate authorities incidents involving individuals who inflict damage to property of employees of the Board, or who appropriate property of such employees, provided such malicious action occurs on the school premises during times that employees are engaged in gainful employment. Further, it shall be the moral obligation of the Board to prosecute and/or require reasonable restitution for all such damages as are established where insurance coverage is not applicable.

- G. Unless the matter is promptly reported to the teacher concerned, no action shall be taken upon any complaint by a parent of a student directed toward a teacher and no notice thereof shall be included in said teacher's personnel file. The Association will be notified of documented breaches of professional ethics.

ARTICLE XXII

INSURANCE PROTECTION

Each teacher covered by this Agreement shall be eligible to receive hospital and surgical insurance benefits under the M. E. A. Super Med. Plan as may be purchased by the following premiums, at no cost to himself. If a teacher wishes he may select Blue Cross and the Board will pay a like amount.

Self only	\$12.00 per month
Self and Spouse	\$24.15 per month
Self and Children	\$21.15 per month
Self, Spouse and children	\$29.95 per month

Returning teachers will have insurance paid through the Summer months. Teachers leaving the System may retain summer coverage by paying premiums to the Board of Education.

Handwritten calculations:

$$\begin{array}{r} 2995 \\ \cdot 12 \\ \hline 5990 \\ 2995 \\ \hline 35940 \end{array}$$

Handwritten calculations:

$$\begin{array}{r} 12 \\ 12 \\ \hline 144 \end{array}$$

ARTICLE XXIII

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. The grievant may invoke the formal grievance procedure on the form set forth in annexed Schedule "C", signed by the grievant, and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal or supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.
- C. Within five (5) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three (3) days of such meeting, and shall furnish a copy thereof to the Association.
- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting, (or ten (10) school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Superintendent. Within five (5) school days the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three (3) school 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 by the Superintendent or his designee, or if no disposition has been made within the period above provided, 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 two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in Executive Session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the Association.
- F. 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, 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 the Agreement. Both parties agree to be bound by the award of the arbitrator.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them. Key persons directly involved in arbitration proceedings during school hours will not suffer loss of pay for such time spent away from classes.
- H. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.
- I. 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 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon as possible thereafter.
- J. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure the interests of the teachers shall be the sole responsibility of the Association.
- K. If a teacher does not file a grievance in writing with the principal or other designated Board representative within ten (10) school days after the occurrence, then the grievance shall be considered as waived. No grievance will be filed prior to September 20 of the current school year.

ARTICLE XXIV

INSTRUCTIONAL POLICIES COUNCIL

- A. The Board of Education, to bring about desirable curricula changes, established a professional staff Instructional Policies Council. The purpose of this Council is to provide effective consultation with, and assistance to the Board, to make needed improvements in the instructional program which is deemed feasible.
- B. The Instructional Policies Council shall be composed of three teachers to be chosen by the Executive Board of the Chippewa Valley Education Association and three representatives of the Board of Education.
- C. The Instructional Policies Council may appoint sub-committees to study given areas of the instructional program. The chairmen of these sub-committees shall be chosen by the Council. All Committee members and

sub-committee members shall serve without compensation. When recommended by the Instructional Policies Council, released time may be granted to any committee member or sub-committee member for study, upon approval of the Superintendent.

- D. All curriculum changes which originate in the Instructional Policies Council will be presented in writing with rationale to the Board of Education for consideration and action. This action shall consist of the acceptance and implementation of, or the rejection of the Council's recommendations. Should the Council's recommendation be rejected, the Council will be presented with written rationale supporting the rejection.
- E. Upon request of the Instructional Policies Council, teachers will be employed during a portion of the Summer for the purpose of curriculum construction, review, and evaluation. It will be the responsibility of the Instructional Policies Council to recommend the make-up of the study group and the length of time required. Teachers employed for the above purpose shall be compensated at the rate of \$5.50 per hour. To assist the Instructional Policies Council in recommending teachers for curriculum work, the chairman of each department, or a committee in the case of the grades, shall submit to the Instructional Policies Council prior to January 10, an evaluation of departmental curriculum needs and proposed projects. The department chairman shall also submit a list of those persons in his department who would be available for curriculum work in the summer of that year. Those persons appointed by the Board will be notified prior to May 15.

ARTICLE XXV

NEGOTIATION PROCEDURES

- A. Terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties.
- B. The parties mutually agree that the negotiated terms and conditions set forth and/or implied in this Agreement represent the full and complete understanding and commitment pertaining to negotiated items between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in an amendment hereto.
- Recognizing that problems may arise in the implementation of the contract, the parties will select representatives who will meet on a monthly basis at mutually agreed times for the discussion and attempted resolution of such problems.

- C. Beginning not earlier than March 1 of the calendar year in which this Agreement expires, the teacher Association and the Board agree to negotiate over a successor agreement in accordance with the procedures set forth herein in a good faith effort to reach agreement concerning teachers' salaries and other conditions of their employment. Any agreements so negotiated shall apply to all teachers, and shall be reduced to writing and signed by the Board and the teacher Association.
- D. While no final agreement shall be executed without ratification by the Association and the Board, 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.

ARTICLE XXVI

MAINTENANCE OF STANDARDS

- A. The duties and responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior discussion with the Association.

ARTICLE XXVII

MISCELLANEOUS PROVISIONS

- A. No polygraph or lie detector device shall be used in any investigation of any teacher or pupil.
- B. This Agreement shall constitute 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 a written and signed amendment to this Agreement.
- C. 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 and any individual contract hereafter executed 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 the Agreement, during its duration the Agreement shall be controlling. The Association may, upon request, review any individual contract.

- D. 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.
- 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 for the duration of this Agreement.
- F. Copies of this Agreement and any amendments shall be duplicated at the expense of the Board and presented to all teachers now employed, or hereafter employed. The Association shall receive at least forty (40) additional copies for its use.
- G. Principals will continue to make themselves available to confer with pupils and/or teachers.
- H. Buildings shall continue to be adequately maintained and serviced.
- I. Time lost by a teacher as a result of a suspension shall be dealt with as indicated in Article IV, paragraph 38.103, Section III, of the Michigan Teacher Tenure Act of 1965, if applicable.

ARTICLE XXVIII

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1968, and shall continue in effect until August 31, 1969. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By _____
Its President (1968-69)

By _____
Its President

By _____
Its Secretary (1968-69)

By _____
Its Secretary

By _____
Chairman, Negotiating Comm.

By _____
Member

By _____
Committeeman

By _____
Member

By _____
Member

By _____
Member

By _____
Member

Dated this _____ day of
_____, 1968.

CHIPPEWA VALLEY SCHOOLS

APPENDIX "B"

SALARY SCHEDULE
1968 - 1969

	(a) Non-Deg. less than 106 hrs.	(b) Non-Deg. 106-119 hours.	(c) Degree no cert.	(d) B.A. and Cert.	(e) B. A. and cert. and 15 hrs.	(f) M.A. and Cert.	(g) M. A. & Cert. & 15 hrs.	(h) M. A. & Cert. & 30 hrs.
1.	6000.00	6100.00	6300.00	6800.00	7100.00	7400.00	7700.00	8000.00
2.	6300.00	6400.00	6600.00	7150.00	7450.00	7750.00	8050.00	8350.00
3.		6700.00	6900.00	7500.00	7800.00	8100.00	8400.00	8700.00
4.			7200.00	7850.00	8150.00	8450.00	8750.00	9050.00
5.				8300.00	8600.00	8900.00	9200.00	9500.00
6.				8750.00	9050.00	9350.00	9650.00	9950.00
7.				9200.00	9500.00	9800.00	10100.00	10400.00
8.				9700.00	10000.00	10300.00	10600.00	10900.00
9.				10200.00	10500.00	10800.00	11100.00	11400.00
10.				10700.00	11000.00	11300.00	11600.00	11900.00
11.						11800.00	12100.00	12400.00

- (a) Non-Deg. less than 106 hrs. Non-Degree - less than 106 semester hours
- (b) Non-Deg. 106-119 hrs. Non-Degree - 106 to 119 semester hours
- (c) Degree - No. Cert. Baccalaureate Degree but no teaching Certificate
- (d) B. A. and Cert. Baccalaureate Degree and certificate equivalent to Michigan Provisional or Permanent Certificate
- (e) B. A. and Cert. and 15 hrs. All those provisions in Item (d) and 15 additional semester hours earned after the degree and certificate have been granted.
- (f) M. A. and Cert. Masters Degree and Certificate equivalent to Michigan Provisional or Permanent certificate
- (g) M. A. and cert. and 15 hrs. All those provisions in (f) and 15 additional semester hours earned after the Masters Degree and Certificate have been granted.
- (h) M. A. and cert. and 30 hrs. All those provisions in (f) and 30 additional semester hours earned after the Masters Degree and Certificate have been granted.

SCHEDULE "A"

SCHOOL CALENDAR
1968 - 1969

Friday	August.	30	Registration of new Staff Members
Tuesday	September	3	CVEA Meeting in A. M. Required attendance. Faculty Meeting in P. M.
Wednesday	September	4	Schools open in A. M. Faculty Meeting in P. M.
Thursday	October	24	Teachers' Institute (Schools closed).
Friday	October	25	Teachers' Institute (Schools closed).
Tuesday	November	26	Thanksgiving Vacation (Schools close at end of day)
Monday	December	2	Schools re-open.
Friday	December	20	Christmas Vacation (Schools close at end of day)
Thursday	January	2	Schools re-open.
Friday	January	24	End of First Semester - records day (Schools closed)
Monday	January	27	Schools re-open - Second semester begins.
Thursday	April	3	Easter Vacation (Schools close at end of day).
Monday	April	14	Schools re-open.
Friday	May	30	Memorial Day (Schools closed)
Monday	June	2	Schools re-open.
Sunday	June	8	Baccalaureate.
Thursday	June	12	Graduation and Records Day (Schools closed).
Friday	June	13	Records Day - End of Year (Schools closed).

CHIPPEWA VALLEY SCHOOLS

1
APPENDIX "B "

The following supplemental salaries will be based upon the Bachelor salary schedule at the step determined by the number of years served in that position in the Chippewa Valley School system.

	<u>Sr. High</u>	<u>Jr. High</u>
Music		
Instrumental	6%	2%
Vocal	2%	1%
Department Chairmen		
10 or more teachers (number of teachers equated on basis of full-time or equivalent)		6%
6-9 teachers		5%
3-5 teachers		4%
Director of Student Activities		10%
Dramatics (2 plays)		1-1/2% per play
Class Sponsors		
Seniors		4%
Juniors		3%
Sophomores		2%
Freshmen		2%
Forensics and Debate		4%
Yearbook		6%
Newspaper		4%
Junior High Student Council & Activities		4%

CHIPPEWA VALLEY SCHOOLS

APPENDIX "B"²

1968-1969 ATHLETIC SALARY SCHEDULE

Athletic salaries shall be based upon the Bachelor's salary schedule at the step determined by the number of years of contracted coaching at the secondary level in the given sport. Outside experience shall be granted up to and including five years. The Athletic Director's step shall be based upon the number of years in contracted coaching at the secondary level.

Head Football Coach	10%
Assistant Varsity Coaches	7%
Junior Varsity Coaches	7%
Assistant Junior Varsity Coaches	5%
9th Grade Coach	6%
Head Basketball Coach	10%
Junior Varsity Coach	7%
9th Grade Coach	6%
Head Track Coach	7%
Assistant Track Coach	5%
Cross Country Coach	4%
Head Baseball Coach	7%
9th Grade or Assistant Coach	5%
Wrestling Coach	5%
Junior High Basketball Coach	5%
Assistant Basketball Coach	4%
Junior High Track Coach	4%
Assistant Junior High Track Coach	3%
High School Athletic Director	12%
Gymnastics	7%
Golf	5%
Tennis	5%
G. A. A.	2%
Cheerleading - Senior High	3%
Cheerleading - 9th Grade	1%
Cheerleading - Junior High	1%

CHIPPEWA VALLEY SCHOOLS

APPENDIX "B³"

DRIVER EDUCATION

1. When not in use, driver education cars will be housed in the bus parking lot.
2. Instruction time shall meet State requirements. There shall be provided thirty (30) hours of classroom instruction and an average of six (6) hours behind the wheel time for each student.
3. Student load will be determined by number of students enrolled in the course.
4. Compensation for instructors for the Summer of 1969 shall be on an hourly basis at \$6.00 per hour for classroom instruction and/or \$6.00 per hour for behind the wheel instruction. Instructors shall be responsible to complete all records as required by the District for its records and/or by the State.
5. Instructor's time shall not exceed an average of six (6) hours per work day. In no case will instructors be paid for driving time in excess of a six (6) hour average per reimbursible student. Instructors teaching full time in the Summer program will be paid for eight (8) hours of preparation time and two (2) hours of record keeping time. Record keeping, making reports, and other requirements incidental to the Driver Education program shall not be compensated outside the stated allowance.
6. Instructors will work in cooperation with the administrator in charge of the program in setting up schedules for class time, driving time, films, special lectures, demonstrations, and all other necessary tasks.

CHIPPEWA VALLEY SCHOOLS

SCHEDULE "C"

Professional Grievance Report

School District _____ Grievance Number _____

School _____ Date of Occurrence _____

Date of Grievance _____

Subject to the provisions of the professional negotiations agreement between the Board and the Association, I hereby authorize the Association or its representative to process this grievance pertaining to the Articles and Sections shown below:

STATEMENT OF THE GRIEVANCE:

REMEDY REQUESTED:

Approved for processing:

Signature of Grievant, (Use reverse side for additional signatures if more than one grievant.)

Principal's Disposition:

Date _____

Signature of Principal

Association's Disposition

Satisfactory _____ Unsatisfactory _____

Date _____

Superintendent's Disposition:

Date _____

Signature of Superintendent

Association's Disposition

Satisfactory _____ Unsatisfactory _____

Date _____
