

Aug. 31, 1975

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Michigan State University
BOARD OF EDUCATION - CHIPPEWA VALLEY SCHOOLS
and
CHIPPEWA VALLEY EDUCATION ASSOCIATION

OCT 18 1974

1974 - 1975

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.

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 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 employ-
ment, and,

WHEREAS, the Association is a member of the Michigan
Education Association and National Education Association, and by direct
delegation possesses the authority and power to bind said parent association
to any and all obligations and commitments herein made for purposes of
obtaining benefits herein conferred upon individual members of this bargain-
ing unit, 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 Valley School
19230 Cass Avenue
Mt. Clemens, Michigan
48043

Chippewa Valley Board of Education

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 negotiation unit as above defined.
 - (2) References to male teachers shall include female teachers.
 - (3) 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 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 of 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 time when the building is covered by operating staff, as provided in "D" below. Room clearance shall be made with the Principal involved AT LEAST 24 HOURS PRIOR TO THE MEETING OR EVENT.
- 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 operation.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeo-graphing 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.

Article II cont.

- F. All formally recognized organizations within the faculty shall have the exclusive right to post notices of its activities and matters of Association concern on teacher bulleting boards, at least one of which shall be provided in each school building. All faculty members may use the district mail service and teacher mail boxes for communion to teachers in their respective buildings. No teacher shall be prevented from wearing insignia, pins, or other identification 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. Such information shall be made available within five (5) working days of said request. Reasonable requests made by an individual teacher will also be honored.
- 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 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. In their personal lives, teachers shall have the right to think freely and to express themselves openly and without fear. This includes the right to take part in social, civil, and political affairs. They shall have the right to participate in political campaigns and to hold office. They shall have the same freedom in all things as other citizens. No discrimination shall ever be shown by any school personnel or the Board toward any teacher because of race, religion, or political activities, or beliefs.

Article II cont.

- J. The provisions of this Agreement concerning 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 shall have the right to retire employees after their 65th 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 years.
- 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.
- Q. The Board shall place on the agenda of each regular Board Meeting, any matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's office within sufficient time to appear on the official Board agenda.

ARTICLE III

RIGHTS OF THE BOARD OF EDUCATION

- A. 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 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 conformity 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.
- C. All teachers, as a condition of continued employment shall, within sixty (60) days, execute and deliver to the Board, signed authorization to deduct from payroll, a monthly sum equivalent to the dues and assessments of the Association, including the National and Michigan Education Associations.
- D. CHARGE by the Association THAT a teacher FAILED TO comply with the provisions of paragraph "C" shall cause the Board to forthwith notify said teacher that his or her services will be discontinued within ten (10) days of the date of such notice. Provided, however, that any teacher so notified shall have the opportunity, before the end of ten days, to redeem his or her position by paying annual dues to the Association."
- E. The Association, the Michigan and National Education Associations, shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board for the purpose of complying with this article.
- F. The Association shall, when the Board is sued individually or jointly, make available, competent legal counsel for such defense at the expense of the Association and the Michigan and National Education Associations.

ARTICLE V

THE 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 teachers, except that on Fridays or on days preceeding holidays or vacations, the teachers 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.) The normal weekly teaching load in the junior and senior high schools will be twenty-five (25) teaching clock-hours and five (5) unassigned preparation clock-hours. No secondary teacher shall have more than five (5) teaching assignments per day. Assignment to a supervised study period shall be considered a teaching period for purposes of this Article. The normal weekly teaching load in the elementary school will be twenty-five (25) teaching clock hours and five (5) unassigned preparation clock-hours.
- C. All teachers shall have a duty free lunch period of at least thirty (30) consecutive minutes.
- D. In no event will the half-hour per day that teachers may be required to stay before and after the pupils' regular school day be considered as part of their preparation time. However, in the elementary schools, that time during which the pupils are under the responsibility of another person, such as recess time and Art, Music and Physical Education Instruction, may be considered as part of the teachers' preparation time. The teacher will not be required to be in the classroom during this time.

Article V cont.

- E. Teachers of Art, Music, Physical Education, Laboratory Sciences, Speech Therapists, Reading Consultants, and all Special Education Teachers, shall be provided with relief and preparation time to the same extent of other teachers in the district. Travel time will not be included as part of the preparation time of any special teacher as defined above.
- F. 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-fifth ($1/5$) 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 Six Dollars (\$6.00) per period.
- G. It is agreed that it sometimes becomes necessary to have teachers present for evening meetings. Each teacher may be required to attend three (3) 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.
- H. A teacher engaged during the school day in negotiations 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.
- I. Teachers who participate in full day (5 hour) in-service workshop on a non-obligation day shall be paid a stipend of Twenty-Five (\$25.00) Dollars. The half-day in-service stipend will be Thirteen (\$13.00) Dollars.

ARTICLE VI

SPECIAL STUDENT PROGRAM

A. Special Education Students

The parties recognize that children having special physical, mental and emotional problems, as defined by Rules 340. 1701 to 340. 1714 inclusive, may require specialized classroom experiences and that their presence in regular classrooms may interfere with the normal instructional program, and place extra-ordinary and unfair demands upon the teacher. In the event that such a child is to be placed in a regular classroom, the following provisions shall be made:

- (1) The child will be placed in the regular classroom upon the teacher's full knowledge and understanding of the child's handicap.
- (2) The teacher will be supplied with adequate materials and specialized equipment needed for the proper education of the child possessing a handicap, as determined by the Educational Planning and Placement Committee.
- (3) The services of a consultant, who is a specialist in the specific area handicap, will be made available to the classroom teacher.
- (4) The severely handicapped child shall be considered as more than one student when referring to class size.

B. General Education Students

During the course of the school year, if a child is found to possess a physical, mental, or emotional handicap, the following steps will be taken:

- (1) The teacher will take the responsibility for referring the child to the counselor and building principal.
- (2) After consultation and joint agreement between the teacher, counselor, and building principal, the student may be removed from the classroom until further steps can be taken to achieve a solution to the problem.
- (3) Student must be referred to Special Education Department for evaluation.

ARTICLE VII

TEACHING CONDITIONS

- A. The parties recognize that optimum school facilities for both students and teachers 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.

- C. The following class size provisions shall prevail:

<u>GRADES</u>	<u>RANGE</u>	<u>AVERAGE CLASS SIZE</u>
<u>Elementary</u>		
Kindergarten	24 - 27	24
Grade 1	22 - 28	25
Grade 2	22 - 28	25
Grade 3	23 - 29	26
Grade 4	24 - 30	27
Grade 5	26 - 32	29
Grade 6	26 - 32	29
<u>Secondary</u>		
Grades 7 - 8	27 - 33	30
Grades 9 - 12		
(General - English, Social Studies, General Education, Mathematics, Language, Business, Physical Education, Science, Hygiene)	27 - 33	30

Typing, Industrial Arts, Shop,
Vocational, Homemaking, Music,
Art, Lab Science

As facilities permit

Junior and Senior High School Counselors - as per North Central A.A.
requirements.

If a situation should develop requiring half-day sessions, those elementary classes on half-day sessions shall contain an average of twenty (20) students per session.

- D. The desirability of keeping all classes within the "range" is recognized and understood by the Board and the Administration, while teachers recognize that, in some cases it may be impossible to do so. In such cases where the upper range is exceeded prompt action will be taken to find a solution acceptable to the involved teacher, the Administration, and the Board. Once an

Article VII cont.

D. agreed upon solution has been found, it will be implemented. Some example solutions are:

- (1) Open a new section
- (2) Close enrollment
- (3) Re-distribute students
- (4) Employ a paraprofessional instructional aide.

E. Those classes recognized by the Administration and teachers as containing a majority of children with exceptional learning difficulties will be limited to one-half the number as shown in Article VII C. The philosophy of reduced class offerings will be followed when it has been determined that the class sizes are consistently too large.

F. 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 educational 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.

G. 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.

H. The Board shall provide:

- (1) Suitable space for each teacher to store coats, overshoes and personal articles.
- (2) Adequate chalkboard space for 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 responsibilities.
- (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.

Article VII cont.

- I. It is agreed that teachers' time should be spent performing professional duties. Whereever possible para-professionals will be engaged to assist in relieving teachers of non-professional duties. In the event that para-professionals are unobtainable, teachers may voluntarily assume such duties, or be assigned to such duties, if no other reasonable solution exists.
- J. The Board shall make available in each school adequate lunchroom, restroom and lavatory facilities exclusively for staff use, and at least one room, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. The teachers agree to aid in maintaining these facilities in a clean condition.
- K. Telephone facilities shall be made available to teachers for their reasonable use.
- L. Upon the request of the Association, vending machines shall be permitted in staff rooms.
- M. Adequate, off-street paved parking facilities shall be provided, properly maintained, lighted and identified exclusively for staff use during regular school hours.
- N. Teachers shall not be required to teach under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being.
- O. The Association and the Board are agreed that one purpose of education is to provide meaningful and integral experiences for students in a variety of areas. In recognition of this fact, specialized instruction in Art, Music and Physical Education at the elementary level will be provided on a regularly scheduled basis as facilities and personnel permit. In the event any or all of these programs are eliminated, the Board agrees to meet with the Association to negotiate the effect these changes will have on their working conditions. In the event that a special teacher is absent due to illness, a substitute will be provided to teach that regularly scheduled special class.
- P. Differentiated Staffing
 - (1) The Board may participate when and where feasible and practice with teacher groups, governmental units and agencies, or private organizations in such innovative means as deemed advisable to accomplish this improvement of educational quality. It is recognized that in such experimental programs or organizational structures some adjustments in the working conditions as set forth in the Master Agreement may be necessary. Adjustments to these working conditions will be negotiated by the Board and the Association prior to the implementation of any such program.

Article VII cont.

- P. (2) The staff (principal and teachers) of each school shall be given the responsibility to determine the instructional organization of the school within the limits imposed by the staffing budget and in accordance with the goals of the Chippewa Valley School District. The final approval remains the responsibility of the Board of Education.

Staff Approval

- (a) When the principal and a majority of the teaching staff in a given school approve a proposed program in their school they will be allowed to implement such program. However, the minority of teachers not in approval with the new program will be allowed to instruct as they did previously or be given priority in regard to transfers to other buildings.
 - (b) In a situation where a sub-set of teachers in a given building wish to organize and carry out a different staffing pattern that does not interfere with the rest of the program in the building, approval by this sub-set and by the principal will be considered staff approval under the terms of this contract.
- (3) Instructional Aides shall be recruited through the Principal and Personnel Office. The teacher, or group of teachers, with whom an instructional aide would work shall have at least one interview with a prospective aide and present a recommendation to the Principal or Personnel Office. Such interview will not be conducted while the teacher has a teaching assignment. The placement of instructional aides will be the result of recommendations of teachers and Principal interviews. However, the final authority to hire or not to hire is retained by the Board of Education.

ARTICLE VIII

DEPARTMENT CHAIRMEN & CURRICULUM DEVELOPMENT

I. Curricular Leaders and Department Chairmen

- A. There are established by this article two types of Department Chairmen: system-wide Department Chairmen, to be known hereafter as Curricular Leaders, and regular Department Chairmen, with duties defined below:
- B. There shall be system-wide Curricular Leaders in those areas as determined by the Board and the Association when curricular needs dictate and resources permit. For the 1974-75 school year, there will be Curricular Leaders in the following fields: Language Arts (Communicative Skills), Social Studies, Mathematics, and Science. Each shall be appointed by the Superintendent from among the members of a district curriculum council.
- C. Curricular Leaders shall perform the following duties:
 - (1) Perform all duties of regular Department Chairmen for their own building, if chosen from the high school.
 - (2) Coordinate and review with Department Members and the building principal curricular changes, applications, innovations, and implementations.
 - (3) Coordinate selection of recommended texts in their area.
 - (4) Consult with teachers on a scheduled basis in all buildings for the purpose of improving instruction.
 - (5) Develop and coordinate with other Curricular Leaders, In-Service Workshops at the elementary level.
 - (6) Chair Curricular Meetings in their area of competency at various grade levels.
 - (7) Assist in coordination of the program in their area between buildings.
 - (8) Serve as Chairmen of the District Curriculum Council in their area.
 - (9) Perform other curricular duties as recommended by the Superintendent.
 - (10) To keep all teachers advised of what is happening on the Curriculum Council.
- D. All Curricular Leaders have, at the discretion of the Leader, the choice of one full day per week, two half days per week, or one hour per day of released time. One of the three released time options must be chosen by the Curricular Leader prior to the beginning of the school year.

Article VII(continued)

- E. Curricular Leaders will receive an annual stipend of \$850.00.
- F. Senior High School Department Chairmen will be chosen on the following basis:
 - (1) Department Chairmen in the English, Social Studies, Science and Mathematics departments will receive one hour of released time.
 - (2) If a department has three (3) or more members, the chairmen will be compensated as per Appendix B¹.
 - (3) Departments eligible for chairmen are Art, Music, Physical Education, Home Economics, Business, Industrial Arts, Counseling and Language.
 - (4) The number of teachers in a given department will be equated on the basis of full time or equivalent.
 - (5) Chairmen will be chosen by the principal and approved by the department members on a yearly basis.

Middle School Department Chairmen and/or Team Leaders will be chosen and compensated on the following basis:

- (1) Department eligible for chairmen are Math, English, Social Studies, Science, Physical Education, and Unified Arts (industrial arts, Music, Art and Home Economics).
 - (2) The number of teachers in a given department or on a given team will be equated on the basis of full time or equivalent.
 - (3) Department Chairmen will be chosen by the principal and approved by the department members on a yearly basis. Team Leaders will be chosen by the particular team and approved by the Principal.
 - (4) If a building decides to have both Department Chairmen and Team Leaders, these teachers will be compensated at a lesser level equal to (total %'s paid to normal Department Chairmen per Appendix B¹) divided by (total number of Department Heads plus Team Leaders).
- G. Regular Department Chairmen shall perform the following duties:
 - (1) Development and implementation of system-wide goals and behavioral objectives as developed by their respective Curriculum Councils and assist individual Department Members in developing their own goals and objectives.
 - (2) Assume responsibility for recommending to the principal budget and purchases for the department and execution of approved budget at their particular school.
 - (3) At the middle school level, budget and purchases will be recommended to the principal by the Department Chairmen and Team Leaders.

Article VIII (continued)

- (4) Coordinate and review with the Curricular Leader and building principal concerning curriculum changes, applications, innovations, and program evaluations.
- (5) Assist probationary teachers.
- (6) Work with teachers for the purpose of improving instruction.
- (7) Act in an advisory capacity to the administration in hiring teachers for his department area.
- (8) Help familiarize new teachers with department curriculum and policies.

H. Evaluation of the need for curricular leaders and the subject fields in which they will serve will be made jointly by the C.V.E.A. and the Board in May and June 1975.

II. Curriculum Workshops

- A. To facilitate interbuilding communication, elementary teachers will be provided with two half days of released time per year for attendance at Curriculum Workshops. One half day shall be in the morning and the other in the afternoon. These workshops will be developed and coordinated by the Curricular Leaders, teachers and/or administrators.
- B. Upon request, a minimum of one Faculty Meeting per month can be designated as a Curriculum Meeting at the elementary level.
- C. Other Curriculum Workshops may be established upon petition to the Superintendent by a group of three or more teachers within a given subject field.

III. Curriculum Councils

- A. The Board of Education, C.V.E.A. to bring about desirable curricular changes establishes professional staff Curriculum Councils. The purpose of these Councils is to provide effective consultation with, and assistance to the Superintendent and to make needed improvements in the instructional program which are deemed feasible. Realizing that education is an everlasting process, the Administration and the teaching staff will work jointly in developing curriculum needs of the schools, and work toward establishing a comprehensive kindergarten through twelfth grade curriculum.
- B. Curriculum Councils will be formed in the major subject areas of Language Arts, (Communicative Skills), Social Studies, Mathematics and Science.

Article VIII (continued)

- C. Membership on each Council, other than the Language Arts Council, will consist of the following: A representative selected by the Administration, and a teacher representative from each school building in the district. The Language Arts Council will consist of all Reading Clinicians, an Administrator, a teacher representative from each elementary school, and an English teacher from each middle school and high school. Teacher representatives from each elementary and middle School will be elected by their colleagues. The high school representative will be the Department Chairmen.
- D. The Curricular Leader will be chosen from among members on each Council by the Superintendent.
- E. Each Curriculum Council will meet a minimum of once per month between the months of October and May inclusive. Attendance at meetings will be deemed to be part of the regular professional day. Meetings will alternate on after school and 1/2 day released time basis.
- F. Each Curriculum Council shall proceed in the following manner:
 - (1) Establish at first meeting council goals and objectives for the school year.
 - (2) Establishment of general and specific system-wide goals and behavioral objectives in each subject area.
 - (3) Evaluation of present district-wide curricular offerings in each subject area in regard to objectives determined above.
 - (4) Recommendation to the District Elementary and/or Secondary Curricular Evaluation Committees by regular December meeting of each year of proposed changes in district-wide curricular practice as determined by the Council.
 - (5) Preparation of a report by February 1, of each year, to be sent to the Elementary and Secondary District Curricular Evaluation Committee, and to the Elementary and Secondary Principals, recommending changes or no change in textbooks used in a particular subject competency.
 - (6) Submission of a final year-end report by June 1, of each year, to the Superintendent.
- G. Special Curriculum Councils in other subject areas may be convened by the Superintendent upon appeal by teachers from at least two separate schools who wish to discuss a specific curricular problem. One of these teachers will serve as Chairman of the Ad Hoc Council and an Administrator will be appointed to serve by the Superintendent.

Article VIII (continued)

- H. In individual buildings the principal and the teacher member of a particular Curriculum Council will serve as a local Committee to evaluate and send on individual teacher proposals.
- I. It is not the intent of this article to obstruct internal curricular change arrived at by Building Administrators and their staffs, Rather it is intended that Curriculum Councils assist and facilitate curriculum development by suggesting good curricular practice in each area. It is recognized that each school is unique, and that local curriculum must be modified to meet the needs of individuals in a particular setting. Any internal curricular change not affecting behavioral goals may be adopted by the staff of an individual school after consultation with the Curricular Leaders. If the Curricular Leader disapproves of a change, he can carry it to a higher level.
- J. It is also recognized that the Superintendent will have the final responsibility to recommend to the Board of Education any curricular change. It is in the spirit of council, advice, and professional team work that this Article is written.

IV. Elementary and Secondary Curricular Evaluation Committees

- A. In keeping with the laws of the State of Michigan and with the hope of providing Chippewa Valley School children with up-to-date materials for their educational endeavors, the Association and the Board of Education establish Elementary and Secondary Curricular Evaluation Committees.
- B. The Elementary Curricular Evaluation Committee shall consist of one elementary and one middle school principal and one teacher representative from each elementary and middle school. Teacher representatives will be elected by their colleagues to serve on this committee. The Superintendent or his representative will sit as ex-officio members of the group.
- C. The Secondary Curricular Evaluation Committee shall consist of one high school and one middle school Administrator, one teacher from each high school and middle school, and one secondary counselor. Teacher representatives will be elected by their colleagues within their building to serve on this committee. The Superintendent or his representative will sit as ex-officio member of the group.
- D. It is recommended that Curricular Evaluation Committee Teacher Members are not also members of a Curriculum Council.
- E. Each Curricular Evaluation Committee will meet monthly between October and May inclusive after Curriculum Councils have had their meetings. Meetings will alternate on an after school and half day

Article VIII (continued)

- E. released time basis. The Superintendent will appoint a temporary chairman. The Committee will evaluate reports submitted to them by each Curriculum Council, determine district-wide priority areas for curricular change, (including new textbooks) and establish a priority list for curricular change. This priority list will be submitted to the Superintendent for review, as the Committee continues to recommend whatever action in top priority areas can be done during the current year. Curriculum Committees can make recommendations in such areas as in-service training, textbook selections, summer curricular work for teachers, report card changes, school district philosophy, etc.
- F. When a determination of first priority change has been made, the particular Curriculum Leader and/or the initiator in the discipline selected for the proposed change shall be invited to join the District Curricular Committee in its endeavors to improve curricular practice. If textbooks are part of a recommended change, the Curricular Council in one particular discipline involved will serve as Textbook Selection Committee and recommend proposed textbook changes to the Superintendent by June 1.
- G. It is not the intent of this article to obstruct internal curricular change arrived at by Building Administrators and their staffs. Rather it is intended that Elementary and Secondary Curriculum Committees assist and facilitate curriculum development by suggesting good curricular practice in each area. It is recognized that each school is unique, and that local curriculum must be modified to meet the needs of individuals in a particular setting.
- H. In the event the Superintendent or the Board does not accept the Elementary/Secondary Curriculum Committee recommendations, the answer and reasons will be presented in writing to the Committee Within three (3) weeks.

V. Presentation of Proposals -

- A. Proposals for curricular changes may originate with teachers, Board Members, administrators, parents, students or community members.
- B. Proposals for curricular change may come from any level of the established structure. However, they must be prepared carefully on Form A and sent to a local building committee or committees as illustrated on the flow chart and routing form.
- C. Routing Form B will be sent along with each proposal and returned to the initiator after final action is complete.
 - (1) A proposal may be sent on to the next level until two disapprovals are recorded on the routing form.
 - (2) However, a disapprover or disapproving group may request a minor change to be made in order to become acceptable.
- D. Proposal not oriented to a specific subject would by-pass the Curriculum Leaders and their councils and go directly to the Curriculum Committee.

FORM A

OUTLINE FOR WRITING A CURRICULUM PROPOSAL

The initiator of a proposal must complete each of the following steps and prepare 20 dittoed copies of the proposal.

I. Needs:

- a. What identified needs has led to the writing of this proposal?

II. Objectives:

- a. What are the objectives of the proposal stated in the behavioral terms?

III. Research:

- a. What current research supports the needs for this proposal?
- b. What current research supports this type of proposal?

IV. Proposal Outline:

- a. What outline has been developed to show how the proposal would work?

V. Evaluation:

- a. What evaluation procedures will be used to determine the success or failure of the proposal?

VI. Time, Personnel, Funding:

- a. What is the time schedule for the proposal?
- b. What personnel are involved?
- c. What is the anticipated cost of the proposal?

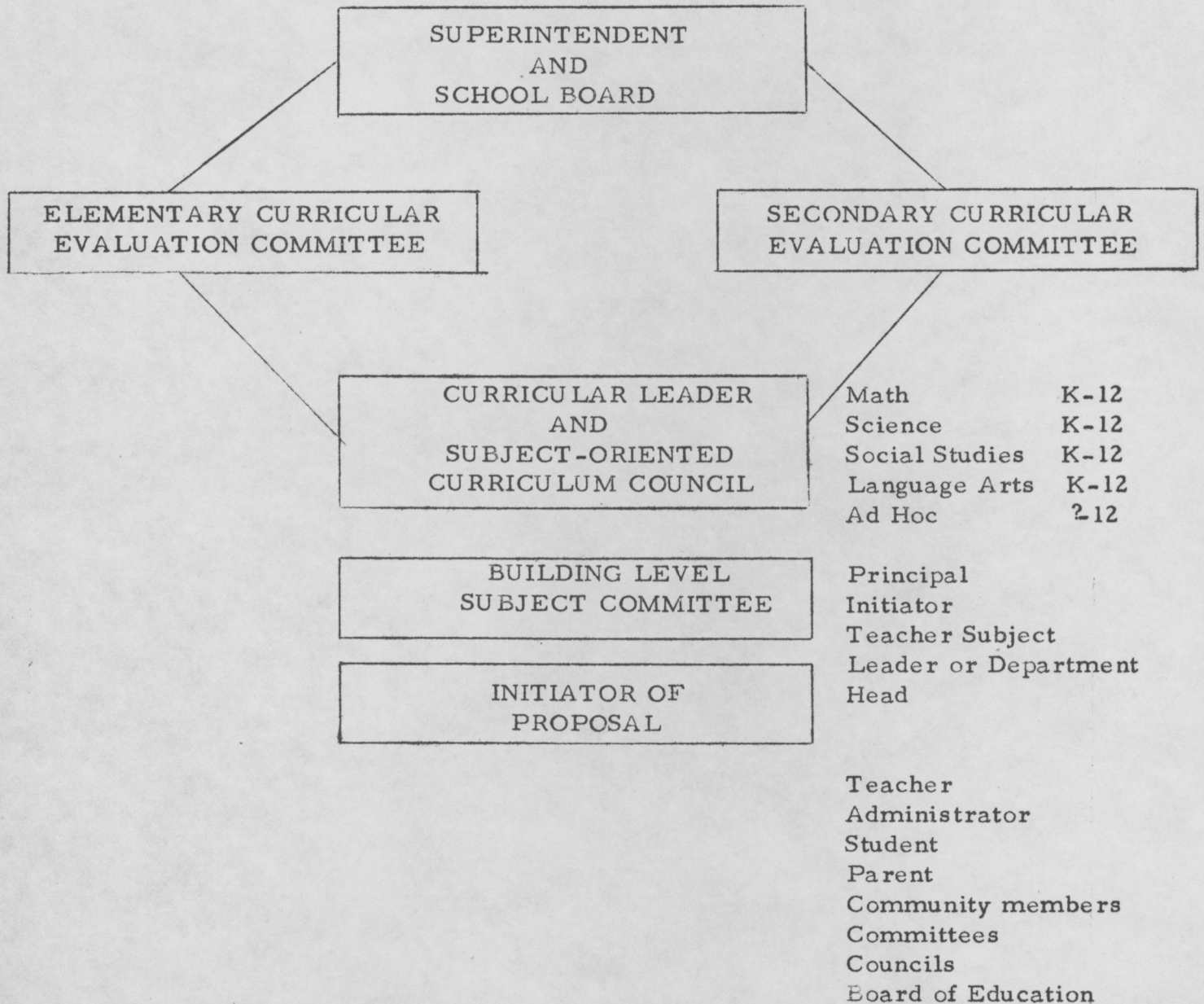
FORM B

ROUTING FORM

A proposal must be prepared in multiples of 20 copies and routed through the following personnel:

	<u>Approve</u>	<u>Disapprove</u>	<u>Date</u>
Building Level -			
Building subject Leader or			
Department Chairman			
Principal			
Articulation Level -			
Curricular Leader			
Subject Curriculum Council			
Implementation Level -			
Curriculum Evaluation			
Committee or Committees			
Superintendent and School			
Board			

CURRICULAR FLOW CHART



ARTICLE IX

QUALIFICATIONS AND ASSIGNMENTS

- A. No new, less than fully-certified teacher will be hired for a regular full time teaching position. Teachers will be hired at the discretion of the Board as soon as possible after the occurrence of a vacancy. Teachers hired at the high school level must have a major or its equivalent in their main assigned teaching area. Vacancies 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. If a teacher opposes, in writing, his re-assignment he may have the option of being released from his contract without recrimination from the Board. For this option to take effect, the teacher must tender his resignation within thirty (30) calendar days of his notice of reassignment. The Board must accept the resignation within sixty (60) calendar days of the reassignment notice.
- C. In no event will changes in teachers schedule be made later than the 15th day of August preceeding the commencement of the school year unless a compelling situation requires same. If a teacher opposes, in writing, his reassignment, he may have the same option set forth in paragraph B of this article.
- D. Any assignment in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education 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 AND TRANSFERS

- A. A teacher may apply for any position, including administrative positions, at any time. Such application should be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, wither during the school year or during the summer. Consideration of the application shall be on the basis of qualification. This application should be renewed annually. The Board and The Association agree to seek the establishment of an integrated teaching staff reflective of all races.
- B. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them 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 arised, 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 filling of vacancies at the supervisory and administrative levels, and the filling of newly created supervisory and administrative positions, is the 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. If the teacher opposes in writing, his reassignment, he may tender his written resignation to be effective immediately, within thirty (30) calendar days of reassignment and the Board will accept his resignation. The preceding will take place within sixty (60) calendar days of written notification of such reassignment. Involuntary transfers will be made on the basis of non-tenured teachers, and teachers with the least teaching experience in a particular department will be transferred first.

Article X cont.

- E. Any teacher who shall be transferred to a supervisory or executive position, and shall later return to teacher 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. The staff accepts the concept of administrative internship. However, teachers involved will be designated as administrators and, during their time of internship, will be given released time. The teacher will be compensated at the same rate as their regular teaching salary.
- G. Teachers who are interested and qualified may be assigned, at the discretion of the Superintendent, to part-time administrative duties, either during the summer, or on a released time basis.
- H. Before the Board makes any necessary reduction in personnel due to decrease in student enrollment, program reduction, or lack of finances, it will consult with the Association regarding the effects of such reduction. In the event of the above reductions, the following criteria will be followed:
 - (1) Teachers indicating "by resignation".
 - (2) Permit teachers except when assigned to permit status by the Board.
 - (3) Non-tenure teachers at the Board's discretion. Equally qualified non-tenure teachers will be released by least seniority in the System.
 - (4) Tenure teachers, teaching in their major area, would be released through consultation with the Board, administration and Association.
 - (5) The Recall procedure will be the reverse of the above (i. e. the last laid off will be the first hired).
- T Teacher shifting of teaching assignment from different levels of instruction, such as from elementary to high school, is discourage so as to maintain staff cohesiveness and continuity of program. Particular areas of instruction could be protected by relaseing teachers with more seniority in other areas.
- I. No teacher shall be discharged unless he has been given a written notification of said action and the opportunity for a hearing before the Board of at least sixty (60) days before the end of the current school year.
- J. All vacancies for extra-curricular activities will be posted and open to all personnel. All personnel will have equal opportunity to apply. All extra-curricular activities will be filled from full time personnel, assuming a qualified person in the district applies and is available at the times needed.

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 Workmen's Compensation law shall receive from the Board the difference between the allowance under the Workmen's 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. When applying for days from the sick bank, verification must be obtained from the payroll department that all personal sick leave days have been used, and reasonable proof of illness must be presented to the Association and/or to the Board upon request from their respective officers.
- F. 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.
- G. The sick leave bank will be controlled by the Association Sick Bank Committee.
- H. 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.
- I. Leaves of absence with pay, chargeable against the teachers 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.

Article XI (continued)

- I. 5. Three (3) days for any business at the teacher's discretion. Should application for business days exceed availability of subs, the Association will decide priority. These days may not be used consecutively without the approval of the Superintendent. These days may not be used the day before or the day after a holiday or the first or last week of school, without the approval of the Superintendent.
6. Time necessary for funeral of person whose relationship warrants such attendance.
- J. Leaves of absence with pay, not chargeable against the teachers' 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, uncle, aunt, first cousin, niece or nephew. Immediate family defined: mother, father, mother-in-law, father-in-law, 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.
- K. 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. ~~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.

Failure to notify by April 15th of availability for the following year will result in loss of reinstatement rights.

- B. 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 providing a position is available for which he is certified and qualified. Failure to notify by April 15th of availability for the following year will result in loss of reinstatement rights.
- C. 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.
- D. 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.
- E. 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.

ARTICLE XII (continued)

F. Maternity leave -

1. Maternity leave without pay is available to female teachers. The length of the leave shall not exceed one (1) year. Requests for renewal of leaves taken under this article must be received by the Board at least three months prior to expiration of the leave period. A teacher is entitled to only one renewal of a maternity leave.
2. In order to provide for continuity in the classroom between pupil and teacher, the teacher, except in cases of emergency, shall notify the Superintendent's office in writing at least three (3) months prior to the expected date of birth so that necessary arrangements can be made to procure the teacher's replacement.
3. Within thirty (30) days thereafter the teacher shall submit a written request for maternity leave to the Board of Education. The request shall specify the date upon which the teacher desires to commence leave and be accompanied by her physician's statement that there is no reason why the teacher cannot continue to perform services until the beginning date of the leave. The Board reserves the right to require additional medical evidence from the pregnant teacher in the event that a question arises as to the ability of the teacher to perform her required job functions.
4. A teacher will become eligible to return from maternity leave upon filing of a physician's statement that she is physically fit for full-time employment. The teacher may request a prospective termination date of the leave of absence at the time of request for the leave.
5. Upon return from such leave a teacher shall, if possible, be assigned to the same position. Should this not be possible, the teacher shall be assigned to the first available position for which she is qualified and certified. Failure to notify prior to April 15th of availability for the following year will result in loss of reinstatement rights.
6. In the event of a miscarriage prior to the start of a maternity leave, the sick leave of Article XII, Section G shall apply.
7. A teacher adopting a child shall receive a similar leave.
8. A teacher returning from leave provided in this article 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 XII (continued)

- G. Any teacher whose personal illness extends beyond the period compensated under Article XI shall be granted a leave of absence not to exceed one year. Upon return from such leave a teacher shall, if possible, be assigned to the same position. Should this not be possible, the teacher shall be assigned to the first available position in which he is qualified and certified.

Such leave may be renewed by the Board upon written application at least three (3) months in advance of the expiration date of the leave period.

ARTICLE XIII

ACADEMIC FREEDOM

- A. The parties seek to educate young people in the democratic tradition, to foster a recognition of 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. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship, indoctrination, and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
- B. Academic freedom in teaching will 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. The teacher is expected to teach the students in the best manner of which he is capable.
- C. Freedom of individual expression will be encouraged and fair procedures will be developed to safeguard the legitimate interests of the schools and to exhibit by appropriate examples, the basic objectives of a democratic society. Teachers have an obligation to present facts without bias, and to encourage students to think and to draw objective conclusions.
- D. The right of teachers and students, within the confines of the school, to participate in the process of education, free from public clamor or political influence, shall be protected by the Board of Education.

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. The above shall include the right to receive released time, upon approval of the Department Chairman, and building administrator, to observe other teaching, evaluate his method of instruction, and consult with other teachers, and with the administration concerning these methods.
- 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 easesdropping, 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 10th 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 therefore 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.

Article XIV (continued)

- 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 teachers, who are included in the personnel file, shall be called to the teacher's attention at the time of inclusion. The faculty member shall have the right to petition for removal of any false or irrelevant material from his personnel file. All materials proven to be false shall be removed. The teacher shall also have the right to answer any material filed, and his answer should be attached to the file.
- H. Special Education and Special Services personnel will be evaluated by their Building Principal and/or the Director of Special Education. Upon the request of the teacher, the Director of Special Education will participate in the evaluation.

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 of 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 condition in the school building. Alleged breaches of discipline shall be promptly reported to the offending teacher and to the Association.
- 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 representation 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 for full tuition for courses taken to a maximum of \$105.00 per year. Payment shall be made after the course credit has been received.
- C. If there is a dispute between the principal and the teacher as to whether course is related to their instructional responsibilities, a review committee will meet and decide if the course is related to their instructional responsibilities. In the Secondary, the Committee will consist of the Principal, the Department Head and the Building Representative. If there is no Department Head, the Building Representative may select another teacher to be on the Committee. In the Elementary, the Committee will consist of the Principal and the two Building Representatives. The decision of the majority of the Committee will be final.
- D. New teachers signing initial contracts will not be granted credit for hours enrolled prior to the time they actually began working for the District. Compensation for classes begun after the second semester, as determined on the school calendar, shall be made upon receipt of course credit, provided that documentation of such credit shall be received prior to the last calendar week of school. If such course credit is not received until after the last week of school, compensation shall be made upon the teacher's return in the Fall.
- E. 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.

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 not required to report to their buildings. Sick or business days shall not be deleted from a teacher's yearly allowance for such school closings.
- 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 Appendix "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 12, 1975 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.

ARTICLE XIX

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 term of this Agreement.

Teachers shall select one of the following options:

- (1) 26 pays
- (2) 26 pays with the last six in a lump sum payment on the last pay day of the regular school year.
- (3) 21 pays

The teachers must inform the payroll office of the option they choose on forms provided at least two weeks prior to the first pay day.

Teachers choosing option 1 will have the obligation to give the payroll office notice of their summer address two weeks prior to the final day of school.

- B. All teachers employed shall be given credit on the salary schedule for up to eleven years outside experience for the school year.
- C. Teachers contracted for supplemental extra duty assignments set forth in Appendices B-1 and B-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 Appendices without deviation. Any teacher paid above said Schedule shall forfeit like amount 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 thirteen cents (13¢) 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 percent (5%), but not to exceed \$900.00, of his basic salary. Thereafter, for each additional five (5) years of service, he will receive an additional salary increase of five percent (5%), but not to exceed \$900.00, of his 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 immed-

Article XIX cont.

- F. iately prior to having met the years of service requirement.
- G. In recognition of services to the school district, a terminal leave payment of \$500.00 will be paid to him upon retirement provided the teacher shall have been employed in the school district for at least ten (10) years.
- H. Upon approval of Central Administration, Industrial Arts, Art, Physical Education, Home Economics, and Laboratory Science teachers may be allowed to work up to 25 hours of extra time per year at a rate of five (\$5.00) dollars per hour in organizing, repairing, and performing other non-academic duties involved in teaching their subjects. Requests for such payment must be submitted to the Building Administration on regular payroll forms.
- I. Upon approval of Central Administration, Co-op Placement teachers will receive \$125.00 for extra summer work in locating jobs for co-op students. In addition the teacher will receive \$20.00 per pupil for each pupil placed in a job to a maximum of \$500.00.
- J. (1) All teachers will have the option of receiving supplementary salaries or salaries for extra duty: (a) at the end of the school year, or (b) when activity is completed.
(2) Pay days shall be alternate Fridays.
(3) Professional dues shall be deducted from the first pay of each month and insurance premiums (if applicable) shall be deducted from the second pay of each month.
(4) High School Counselors' contracts for 43 weeks.
(5) Junior High School Counselor's for 42 weeks.
- K. Pursuant to the authority set forth in Public Act 136 of the Public Acts of 1945, as amended by Public Act 244 of the Public Acts of 1974, the Board agrees to pay the employee's contribution to the State of Michigan Public Employees Retirement System.

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.
- C. Supervision by a teacher of a student teacher shall be voluntary and no teacher shall supervise more than one such student teacher simultaneously. Such teachers will also have either a Masters Degree and tenure, or at least five (5) years of teaching experience. They shall work directly with the University program coordinator, assist in developing extensive opportunities for the intern teacher to observe and practice the arts and skills of the profession.
- D. Renumeration paid to the school district for the placement of student teachers will be handled in the following manner:
 - (1) Half shall be paid to the supervising teacher
 - (2) Half shall be put into a fund set up in each building. The supervising teacher in each building will determine how the money in the fund will be used.

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. On request, 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 teacher for the purpose of determining if a particular student is a consistent and incorrigible offender. The teacher's meeting for such purpose shall include all those teachers having the student in class and the meeting shall include the principal and his disciplinary representative. Upon unanimous recommendation of the teachers concerned, action will be taken which may include the permanent suspension of the student.

Article XXI cont.

- 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 Board of Education or their 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 Board 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 Board 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 the 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 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.
- H. The teacher upon written request to the principal shall have a student removed from his class when that administrator deems the student unsafe in the classroom.

ARTICLE XXII

INSURANCE PROTECTION

- A. Each teacher covered by this Agreement shall be eligible to receive hospital and surgical insurance benefits under the M. E. S. S. A. Super Med. II, or the Blue Cross MVFII Master Medical Option IV, at no cost to himself, according to one of the following with no riders:

- Self Only
- Self and Spouse
- Self and Children
- Self, Spouse and Children

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.

- B. Employees not wishing health care protection may apply the equivalent of an individual employees' Super-Med. premium toward the following options available through M. E. S. S. A. :

- Group Term Life Insurance
- Loss of Time

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 grievance may invoke the formal grievance procedure on the form set forth in annexed Appendix "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

Article XXIII cont.

- F. 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. He shall have no power to rule on the failure of the Board to reemploy any probationary teacher or the placing of a non-tenured teacher on a third year of probation nor the failure to reemploy in an extra-curricular position any teacher who has served two years or less in that position on the extra-curricular schedule listed in Appendix B² and B³. 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 limit 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.

Article XXIII cont.

- 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. If the problem which occurred between the opening of school and September 20 has not been resolved before September 20 it may then be filed as a written grievance by September 30.

ARTICLE XXIV

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 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 upon 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 herewith, in a good faith effort to reach agreement concerning teachers' salaries, and other conditions of their employment. Any agreement 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 XXV

MAINTENANCE OF STANDARDS

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

ARTICLE XXVI

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 and 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 provisions of this Agreement, or any application of the Agreement to any employee or group of employees, shall be found to be 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 hereinafter 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 30, 103 Section III, of the Michigan Teacher Tenure Act of 1965, if applicable.

Article XXVI cont.

- J. The Chippewa Valley Education Association shall have ~~one~~ permanent advisory position to the Chippewa Valley Board of Education. This position shall be filled by a teacher designated by the Education Association.
- K. A joint committee for Contract Implementation will be established for the purpose of examining how, and to what extent the contract has been implemented and is operating. The Committee shall consist of two (2) members of the Board and two (2) members of the Association. The Committee shall set up a regular meeting schedule to be established at the first meeting.

ARTICLE XXVII

SABBATICAL LEAVE

Section 1: Purpose

In order to provide opportunities for maximal professional improvement, candidacy for Sabbatical Leave shall be available to teachers for: (1) formal full-time study at a recognized college or university, (2) travel, (3) research, (4) writing, and (5) other reasons as determined by the Committee.

Section 2: Eligibility to Apply for Consideration

- a. An applicant must possess a Michigan Life or Permanent Certificate and must have accrued seven consecutive full years of teaching service in the Chippewa Valley School District.
- b. Applicants must not have received a Sabbatical Leave during the seven years immediately preceeding any application.
- c. Each applicant must agree to return to service in the Chippewa Valley School District immediately upon termination of Sabbatical Leave and to continue in such service for a period of three years unless physical disability makes this impossible, or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to him during Sabbatical Leave, determined by the fraction of the three years not served following the leave.
- d. Applicants shall not be within three years of full retirement or Social Security Benefit Age.

Section 3: Application

- a. A written application shall be made to the Screening Committee for Sabbatical Leave on or before March 1 of each year.
- b. The application shall include: (1) plans for the use of the Sabbatical Leave; (2) an explanation of the plan's potential for increasing the applicant's professional competence; (3) an explanation of how the Leave will benefit the System, and (4) such other information as may be necessary as determined by the Committee for Sabbatical Leave, or the Board.

Section 4: Screening

- a. The Screening Committee for Sabbatical Leave shall consist of one Elementary Principal and one Secondary Principal appointed by the Superintendent, a teacher appointed by the Association, and the President of the Association. The Committee shall be chaired by the Superintendent who will vote only in the event of a tie.
- b. The Screening Committee will prepare a priority listing of eligible candidates and recommend names for Sabbatical Leave appointments. Provided there are qualified candidates, up to 3% of the body of teachers currently employed may be recommended for the consideration of the Board of Education.

Article XXVII cont.

- c. The Screening Committee will consider:
 - (1) Assured eligibility of the applicant.
 - (2) The proposed Leave's potential for contributing to the applicant's professional growth.
 - (3) Benefit to the School District.
 - (4) Other pertinent factors as may be established by the Screening Committee.
- d. The Board of Education shall grant Sabbatical Leave to one teacher provided the candidate qualifies and is recommended by the Screening Committee.

Section 5: Compensation

- a. While on Sabbatical Leave, a teacher shall receive salary according to the following:
 - \$1,250.00 per year (\$625.00) per semester, plus an amount equal to the difference of base salary (excluding pay for any additional duties or assignments such as Coaching, Department Heads, or any other), he would receive in active status, and the salary of a beginning degree-certified teacher.
 - Not to exceed 50% of the top step of the Master's Degree with Certificate and no additional hours, maximum.
 - Sabbatical Leave salary will be adjusted downward on the basis of cash awards, Fellowships, etc., received to the extent that total compensation from such would exceed the teacher's base salary.
- b. A teacher on Sabbatical Leave shall continue to receive paid hospitalization as per the Master Agreement on the same basis as a teacher in the classroom.
- c. Accumulated sick leave shall be retained.
- d. Pay checks will be mailed on the regular pay days and to that address provided by the teacher.
- e. Only those benefits listed herein apply to Sabbatical Leave grantees.

Section 6: Miscellaneous Administrative Provisions

- a. Sabbatical Leave may be for a portion of the year, but may not exceed a full school year.
- b. A teacher on Sabbatical Leave may not deviate from his approved plan except with the written permission of the Superintendent.
- c. Sabbatical Leave will be automatically terminated should the grantee be placed upon probationary status by his college or university.
- d. As may be determined by the Screening Committee for Sabbatical Leave, any intentional falsification of information by the teacher in the application, or other reports required as a part of Sabbatical Leave, will subject the Leave to termination.
- e. Upon return to teaching from Sabbatical Leave, the teacher shall be positioned on the salary schedule as though he had been employed as a teacher during the period of Leave and shall be restored to his

Article XXVII cont.

- e. former position if possible, provided that the employee remains eligible for reinstatement under other rules and regulations of the Board.

Section 7: Reports Required on Sabbatical Leave

- a. An employee on Sabbatical Leave shall report to the Superintendent as follows:
 - (1) An interim report shall be filed at the mid-point of the period for which the Leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the Leave is being utilized in the approved manner.
 - (2) A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, or the itinerary of travel, together with the applicant's appraisal of the professional value of the activities while on Leave and the manner in which the knowledge and experience gained may be applied to the benefit of the School District.
 - (3) The Superintendent may require, and the employee shall promptly furnish, such additional reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the agreement and all the requirements of the Leave. In the event that the Superintendent and the Screening Committee for Sabbatical Leave shall find that the employee is not fulfilling the agreement, or is dilatory in any respect, the amount received from the Board for the time during which the employee is not fulfilling the agreement shall immediately become due and all future payments may cease. If the employee is dilatory, all future payments may cease.

ARTICLE XXVIII

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1974 and shall continue in effect until August 31, 1975. This Agreement shall not be extended orally, and is especially understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By _____
Its President

By _____
Its Secretary

By _____
Chairman, Negotiation Committee

By _____
Committeeman

BOARD OF EDUCATION

By _____
Its President

By _____
Its Secretary

By _____
Member

By _____
Member

By _____
Member

By _____
Member

By _____
Member

Dated this _____ day of
_____, 1974

APPENDIX A

SCHOOL CALENDAR 1974 - 1975

Thursday and Friday	August 29 & 30	Orientation - New Staff Members
Wednesday	September 4	C. V. E. A. Meeting in A.M. - Teachers Report to School at Noon
Thursday	September 5	Schools Open
Wednesday	October 23*	Teacher In-Service Education Day NO SCHOOL
Wednesday	November 13*	Parent-Teacher Conference Day
Wednesday	November 27	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	Records Day - End of First Semester
Monday	January 27	Second Semester Begins
Wednesday	March 19*	Parent-Teacher Conference Day
Thursday	March 27	Easter Vacation - Schools Close at End of Day
Monday	April 7	Schools Re-Open
Monday	May 26	Memorial Day - Schools Closed
Thursday	June 12	Last Day for Students
Friday	June 13	Last Obligation Day for Teachers
Monday	June 16	All Records Due

*These dates are tentative and are subject to administrative change.

APPENDIX B

SALARY SCHEDULE

1974 - 1975

Step	B. A. and Cert.	B. A. Cert. + 20 S. Hrs.	M. A. and Cert.	M. A. Cert. + 20 S. Hrs.	2nd M. A. or Spec. Cert.	PH. D. and Cert.
1	8,983	9,650	10,024	10,399	10,773	11,242
2	9,650	10,024	10,399	10,773	11,242	11,898
3	10,024	10,399	10,867	11,242	11,711	12,647
4	10,399	10,867	11,523	11,898	12,366	13,397
5	10,961	11,429	12,273	12,647	13,116	14,146
6	11,523	11,991	13,021	13,490	13,959	14,896
7	12,085	12,554	13,865	14,334	14,802	15,739
8	12,741	13,210	14,708	15,271	15,739	16,675
9	13,584	14,053	15,739	16,207	16,675	17,706
10	14,053	14,521	16,769	17,238	17,706	18,643
11			17,799	18,268	18,737	19,673

-
- | | | |
|-----|--|---|
| (a) | B. A. and Cert. | Baccalaureate Degree and Certificate equivalent to Michigan Provisional or Permanent Certificate. |
| (b) | B. A. and Cert.
+ 20 hours | All those provisions in Item (a) and 20 additional semester hours. |
| (c) | M. A. and Cert. | Masters Degree and Certificate equivalent to Michigan Provisional or Permanent Certificate. |
| (d) | M. A. and Cert.
+ 20 hours | All those provisions in (c) and 20 additional semester hours earned after the Masters Degree and Certificate have been granted. |
| (e) | 2nd M. A. or
Spec. and
Certificate | All those provisions in (c) and a second Masters Degree, or a Specialist Degree, earned after the first Masters Degree and Certificate have been granted. |
| (f) | PH. D. and
Certificate | Doctoral Degree and Certificate equivalent to the Michigan Provisional or Permanent Certificate. |

The above Salary Schedule, with the exception of the B. A. Step 1, reflects the index ratio which was established in the 1972 bargaining contract.

APPENDIX "B"¹

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	6%	2%
Department Chairmen	6%	
10 or more teachers		
(number of teachers equated on		
basis of full-time or equivalent)		
6-9 teachers	5%	
3-5 teachers	4%	
Director of Student Activities	10%	
Dramatics (2 plays)	2% (per play)	
Class Sponsors		
Seniors	4%	
Juniors	3%	
Sophomores	2%	
Freshmen	2%	
Forensics and Debate	4%	
Yearbook	6%	
Newspaper		
High School	4%	
Junior High School	2%	
Junior High Student Council and Activities	4%	

1974-75 ATHLETIC SALARY SCHEDULE

Athletic salaries shall be based upon the Bachelors Salary Schedule at the step determined by the number of years contracted coaching at the secondary level in the given sport. Outside experience shall be granted up to and including five (5) years. The Athletic Directors step shall be based upon the number of years in contracted coaching at the secondary level.

	<u>1974-75</u>
Athletic Directors	15%
Head Football Coach	12%
Assistant Varsity Coaches	9%
Junior Varsity Coaches	9%
Assistant Junior Varsity Coaches	7%
9th Grade Coach	8%
Assistant 9th Grade Coach	6%
Junior High Head Coach	7%
Assistant Junior High Coach	6%
Head Basketball Coach	12%
Junior Varsity Coach	9%
9th Grade Coach	8%
Junior High Basketball Coach	7%
Junior High Assistant Coach	6%
Head Track Coach	9%
Assistant Track Coach	7%
Junior High Track Coach	6%
Assistant Junior High Coach	5%
Cross Country Coach	7%
Head Baseball Coach	9%
Junior Varsity Baseball Coach	7%
9th Grade or Assistant Coach	7%
Head Wrestling Coach	9%
Assistant Wrestling Coach	7%
Golf Coach	7%
Tennis Coach	7%
Girl's Athletics	
G. A. A. (Both Senior & Junior High)	3%
Basketball	6%
Softball	5%
Cheerleading	
Senior High	5%
Junior High	3%

APPENDIX "B"³

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 of behind the wheel time for each student.
- (3) Student load will be determined by the number of students enrolled in the course.
- (4) Compensation for instructors shall be on an hourly basis, with a minimum of \$7.50 per hour for classroom instruction and/or \$7.50 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) Instructors 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 six (6) hours 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) A Department Chairman shall be selected for driver education and shall be compensated for at \$200.00 per year.
- (7) 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.

APPENDIX "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:

Date _____

Satisfactory _____ Unsatisfactory _____

APPENDIX "D"

The tentative beginning and ending times for the school day shall be as follows:

Chippewa Valley High School	7:45 A.M.	-	2:15 P.M.
Algonquin Middle School	8:20 A.M.	-	2:50 P.M.
Wayndot Middle School	8:20 A.M.		2:50 P.M.
Clinton Valley Elementary School	8:45 A.M.	-	3:15 P.M.
Huron Elementary School	8:20 A.M.	-	2:50 P.M.
Ojibwa Elementary School	9:00 A.M.	-	3:30 P.M.
Ottawa Elementary School	8:20 A.M.	-	2:50 P.M.

Definite time schedules will be developed jointly in cooperation with the Transportation Department.

During the first ten weeks of the fall semester, first grade teachers will have the option of supervising their class in an additional thirty minute recess period during the afternoon.