

3/31/69

66-69

A G R E E M E N T

Between The

COLDWATER BOARD OF EDUCATION

And The

COLDWATER EDUCATION ASSOCIATION

THE COLDWATER PUBLIC SCHOOL SYSTEM

Coldwater, Michigan

MEA
1216 Kendall
E. Lansing, Mi.
48823

Coldwater Public Sch.

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AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 1966 by and between the BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF COLDWATER, MICHIGAN, hereinafter called the "Board", and the COLDWATER EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the School District of Coldwater is their mutual aim and that the character of such education depends upon many factors among which are the quality and morale of the teaching service, sound budgets, capable administration, and general community support, and

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

WHEREAS the parties desire to enter into this Agreement with respect to hours, wages and terms and condition of employment.

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

ARTICLE I
Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all classroom teachers in the K-12 program, librarians, counsellors, special education teachers, visiting teachers, speech therapists, and vocational education personnel on tenure or probation; but excluding the superintendent, assistant superintendent, principals, assistant principals, elementary coordinator, reading consultants, director of vocational education programs, plant engineer, custodians, maintenance personnel, bus drivers, cafeteria personnel, office and clerical employees, adult education personnel, substitute teachers, and all personnel paid by the hour.

Wherever the word teacher or classroom teacher is used in this agreement such word or words shall be deemed to mean all persons within the bargaining unit unless the context clearly shows otherwise.

Special education teachers shall be governed by the terms of this contract except as to salary schedule, ~~life insurance benefits,~~ and ~~health insurance benefits,~~ which items shall be determined separately, and ~~included~~ in Schedule B.

B. Within thirty days of the beginning of their employment hereunder, all members of the bargaining unit may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education

Association, the Michigan Education Association, and the Coldwater Education Association).

ARTICLE II

Section I. - TEACHERS RIGHTS

A. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings, provided they have clearance with the Administrative office. Bulletin boards, mailboxes, mail distribution and daily bulletins shall be made available to the Association and its members.

B. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, tentative budgetary requirements and allocations and such information as will assist the Association. Such information shall, however, be prepared only in such form as it is prepared for use of the Board of Education.

C. Nothing contained herein shall be construed to deny or restrict any teachers rights. The rights granted to teachers and the duties imposed upon teachers hereunder shall be deemed to be in addition to those provided elsewhere.

Section II - MANAGEMENT RIGHTS

A. The Board, on its own behalf and on behalf of the electors

of the school district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its teachers;
2. To hire all teachers and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the State of Michigan, and the Constitution and laws of the United States.

B. Required health and tuberculosis examination. All new teachers shall be required to file with the Board an annual certification of satisfactory health signed by a competent physician of the teacher's own choice. This certification shall be filed prior to the opening of the teacher's work year.

All teachers are to have an annual chest x-ray or a Mantoux test for T.B. Evidence of such a test or x-ray is to be placed in the teacher's personnel folder annually.

C. The superintendent of schools may request a physical or psychiatric examination of any teacher. Whenever an examination is required, the request shall be accompanied by a written statement with valid reasons for the request. The teacher may select the physician who shall furnish a report of the examination to the superintendent. If the examination and the records show that the teacher is not in proper condition to perform his duties, he may be obliged to take a leave of absence immediately, or to extend the existing leave of absence until he can furnish satisfactory evidence of his fitness to return to work. All examinations shall be conducted by a qualified physician. All examinations requested by the board are to be paid for by the school district.

ARTICLE III
PROFESSIONAL COMPENSATION

A. The salaries of teachers are as set forth in schedule A which is attached to and incorporated in this agreement. Such salary schedule shall remain in effect during the terms of this agreement providing, however, ^{that} and the agreement may be reopened for annual negotiations of the base, the per cent of index, and the number of increments of the salary schedule, but may ~~be~~ ^{be} be reopened as to the structure thereof. Negotiations shall further be limited to a proportionate share of: (1) increase per pupil of State Aid, and (2) increase of real and personal tax revenues, and (3) increase of general aid from Federal sources, which funds are available to the Board each year over those provided by law to the Board as of the fourth Friday following Labor Day in the year 1966. The sum of eighteen thousand dollars (\$18,000) from 1966-67 revenues shall be held by the District during such school year for application to the improvement or sustaining of the salary schedule for teachers during the 1967-68 year.

B. The salary schedule is based upon a normal weekly teaching load. If the teacher is assigned an additional period of instruction, he shall be paid the equivalent to what he is being paid per assigned class period in the day including preparation period.

C. Teachers may be required to report on Thursday and Friday prior to Labor Day and classes shall commence each year on the day after Labor Day. Teachers may be required to remain two days after classes end in June of each year.

(professional compensation, cont.)

D. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary provided that the time for such negotiation has previously been set by mutual agreement of the parties hereto.

E. With the approval of the administration, teachers shall be released from regular duties without loss of salary for the purpose of participating in conferences beneficial to the school program.

F. Compensation is based upon a teaching year of 192 contractual days. For a teacher's absence not chargeable to the absences permitted in Article Eight there shall be deducted from such teacher's salary a proportionate share of the annual salary.

G. Teachers shall be paid on a semi-monthly basis, calculated over a twelve months period of time. Teachers shall have the option of receiving the balance due on their current contractual salary on June 30, of the current year, providing thirty days notice is given in writing.

H. Once a teacher accepts extra duty for extra pay assignment, she or he is not to be relieved of such duty until a suitable replacement can be obtained.

ARTICLE IV
TEACHING HOURS

A. All teachers are to be in the school to which they are assigned and available to students, parents, administration and other teachers for one-half hour before the final bell for the beginning of classes. All secondary teachers shall remain one-half hour after the close of the school day, and elementary teachers shall remain fifteen minutes after the close of the school day and during such time shall be available to students, parents, administration and teachers. The pupil's school day shall not be lengthened for the duration of this contract.

The Association shall have one meeting a month which is cleared on the school calendar at the beginning of the school year, and that on such designated day, each month, elementary teachers shall be allowed to leave their respective classrooms at the end of the school day without remaining for the fifteen minute period which would be otherwise required.

A. T Teacher shall attend and/or participate in P.T.A. meetings when required to do so by his principal or supervisor.

Lunch Period, Secondary Level

B. All secondary teachers shall be given a duty-free thirty-minute lunch period.

Teachers assigned noon hour duty in the junior high school shall be paid \$500.00 per year for the school year 1966-67.

C. It is agreed that teaching personnel shall be in charge of noon hour supervision of students. It is further agreed that all

(lunch period, elementary level, cont.)

elementary teachers shall have one-half hour duty-free noon hours on days of supervision assignments.

There shall be one teacher or administrator supervisor for each 100 children. In addition, one supervisor shall be provided for each 50 students in excess of 100. Yearly average noon hour attendance will be used as a basis of calculation.

The following plans will be used for the appointment of noon hour supervisors:

1. PLAN A

a. Full-time teacher supervision shall be used in all buildings whenever possible. Such teachers will be acquired from each building staff on an annual voluntary basis by the building principal.

b. In buildings where there is a volunteer teacher supervisor for noon hour, the salary shall be \$500.00 per year, plus meals for each supervisor.

2. PLAN B

a. Plan B should be used only if there are no volunteer or volunteers under Plan A.

b. Full-time teaching personnel including special teachers assigned to buildings will be given noon-hour supervision assignments on a scheduled basis. This will be a platoon system with one team of teachers taking 30 minutes of the planned noon hour, and another team taking the remaining thirty minutes.

c. Under Plan B, each teacher will be paid \$2.50 per clock hour plus meals for supervision assignment work.

d. Principals shall make out assignment schedules at least one week in advance.

3. PLAN C

If necessary to fulfill the student-supervisor ratio required, a combination of both Plan A and Plan B will be used.

For the purposes of making operative the noon hour provisions, elementary school shall open at 9:00 A.M. and close for the noon hour at 12:00 noon. All classroom teachers who are not on supervision assignments will have from 12:00 P.M. until 12:45 P.M. for the noon hour. School shall start at 1:00 P.M.

In the event the administration alters the beginning time from 9:00 A.M., then this schedule shall be altered accordingly.

ARTICLE V
TEACHING ASSIGNMENTS

A. Each teacher shall have an appropriate planning period, or its equivalent, per day.

B. Every teacher will be responsible for one major assignment and one minor assignment without extra pay. Major and minor assignments shall be the responsibility of the principal with the approval of the school superintendent.

The major assignment is the teaching assignment.

School clubs, advisorships, supervision at school events, hall duty, and other similar activities on a scheduled basis shall be considered minor assignments.

A teacher, in certain cases, may be assigned a minor assignment in a building other than where he teaches.

If it is necessary for a teacher to have two minor assignments, the teacher shall be paid an additional \$50.00 a year.

Coaching, Forensics, Debate, Dramatics, Publications and others listed are duties which shall be considered major extra-duty assignments and will be paid for according to Schedule A.

ARTICLE VI
TEACHING CONDITIONS

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree the class sizes should be lowered whenever possible and reasonable. The ratio of total pupils in the school system to total teachers and professional staff members in the school system shall not exceed twenty-seven to one. This ratio shall not be a standard as to any individual class.

B. The Board shall make available in each new school building or school building hereafter remodeled an adequate lunchroom, restroom, and lavatory facilities exclusively for teacher use, and at least one room, appropriately furnished which shall be reserved as a faculty lounge.

C. Telephone facilities shall be made available for teachers for their reasonable use.

D. Adequate parking facilities shall be made available to teacher for their exclusive use.

ARTICLE VII

VACANCIES, PROMOTIONS AND TRANSFERS

A. Whenever any vacancy in any professional position in the District shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be filled, except in case of an emergency, on a temporary basis, until such vacancy shall have been posted for at least five days.

B. Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length and time each has been in the school system of the District, and other relevant factors. An applicant with less service in the system shall not be awarded the position unless his qualifications therefor shall be in the judgment of the administration and the Board of Education superior to applicants with greater service. The Board declares its support of a policy of promotions from within its own teaching staff, including promotions to supervisory and executive levels, but the Board nevertheless retains its right to fill such vacancies from persons outside the staff when and in its sole judgment such persons outside the staff have superior qualifications.

ARTICLE VIII
LEAVES OF ABSENCE

A. All teachers of the school district are allowed ten days a year of absences for personal illness with unlimited accumulation.

B. A teacher will be allowed three days per year leave of absence, non-cumulative, for necessary business that cannot be performed outside of school hours. All requests for leave under this paragraph must be approved by the superintendent or the teacher's principal. Any request for leave for illness in the family of the teacher shall be chargeable to the three days of leave provided in this paragraph.

C. A teacher shall be entitled to a maximum of five days of leave in the event of the death of a relative of the teacher who resides in the same household as the teacher, or in the event of the death of the mother, father, child, husband, wife, sister or brother of the teacher. In the event of death of any other member of the teacher's family where such teacher is responsible for funeral arrangements, the administration may grant leave.

D. Any teacher who becomes an expectant mother shall give written notice of the fact to the Superintendent of Schools at least five (5) months before the expected confinement date. The Board shall have power to determine in each case when the teacher concerned shall discontinue her school duties and shall go on leave of absence without pay; but in no case, shall this be later than approximately

four (4) months prior to the expected confinement date or at the beginning of the semester, whichever comes first. The maternity leave shall extend until the beginning of a school year or semester following the expiration of a period of at least two (2) months after the birth of the child.

Before returning to her position, providing there is a position open, the teacher must submit evidence that:

- a. She is in fit physical condition to perform the duties of her school position, and
- b. Her family circumstances are such that she can devote the required amount of time and attention to the duties of her school position.

EXCEPTION: Should the course of nature be interrupted within the period of maternity, the rules may be relaxed.

E. A teacher who is absent because of injury or disease compensable under the Michigan Workmen's Compensation Law shall receive from the Board the difference between the Workmen's Compensation benefits and his regular salary for the duration of his illness but not to exceed the time when accumulated sick leave is exhausted. During the time that a teacher is drawing the difference between Workmen's Compensation benefits and regular salary, there shall be subtracted one-half of sick leave from such teacher's credit for each day that such teacher is absent.

F. Teachers who are officers of the National or State Associations or are appointed to its paid staff should, upon proper appli-

cation, be given leave of absence without pay for the purpose of performing duties for the Association.

G. Military leaves of absence shall be granted without pay to any teacher who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States.

Teachers on military leave shall be given for a maximum period of three years the benefit of any increments and sick leave allowances which would have been credited to them had they remained in active service to the school system.

H. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office, but any leave granted under this paragraph shall be for a period of not less than one semester.

I. In the event that leave is granted by the Board to any teacher in accordance with paragraphs D, F, and H, ^{or} as for any other reasons, the teacher granted leave shall retain accumulated sick leave time, shall retain tenure, and upon making contributions therefor, shall retain health benefits and life insurance benefits. No increment on the salary schedule shall be allowed for any leave. During such leave the teacher shall be entitled to no other benefits.

ARTICLE IX

INSURANCE

The Board will secure that health and hospitalization plan known as Blue Cross-Blue Shield Master Medical Plan and will pay not to exceed \$10.00 per month for each teacher towards the cost thereof. Any additional cost for each teacher or persons insured by each teacher shall be borne by such teacher.

The Board will secure and pay the premium on a group policy of term life insurance insuring the life of each teacher in principal amount of \$3,000.00 for natural or accidental death.

ARTICLE X

TEACHER EVALUATION

All monitoring or observation of the work performance of the teacher shall be conducted openly and with full knowledge of the teacher.

ARTICLE XI

RETIREMENT

A teacher shall not be issued a contract if his 65th birthday occurs prior to the commencement of the teaching year.

ARTICLE XII
PROTECTION OF TEACHERS

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to maintenance, control and discipline of the classroom. Whenever it appears that a particular pupil requires the attention of special counsellors, social workers, law enforcement personnel, physicians or other professional persons, the administration will take reasonable steps to assist the teacher with respect to such pupil.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representatives. The Board will upon request provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Time lost by a teacher in connection with any such incident shall not be charged against said teacher.

C. The Board will reimburse a teacher for any damage or destruction to clothing or personal property over \$10.00 while such teacher is on duty in the school or on school premises unless such loss or damage is caused by the negligence of the teacher, by act of God, or by persons who are not students.

ARTICLE XIII

AMENDMENTS

This contract may be amended from time to time by the mutual agreement of the parties.

ARTICLE XIV

PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition involving hours, working conditions, or compensation.
2. The "^{aggrieved}~~aggreived~~ person" is a person making the claim.
3. The term "teacher" includes any individual who is a member of the bargaining unit covered by this contract.
4. The term "days" shall mean calendar days.

B. Purposes

The purpose of this section is to secure a settlement of a grievance as rapidly as possible. The procedures herein stated shall be the sole and exclusive remedy for the handling of grievances. Both parties agree that the grievance proceeding shall be kept as confidential as may be appropriate at each level of the procedure.

C. Structure

The association may select building representatives for each school building and shall also select a Professional Responsibilities and Rights Committee which shall serve as the Association Grievance Committee. In the event that any Building Representative or any member of the Association Grievance Committee is a party in interest to any grievance, he shall disqualify himself and a substitute shall be named by the Association.

The Building Principal shall be the administrative representative when a grievance arises in that building. The Board designates the Superintendent or personnel director as its representative when the grievance arises in more than one school building.

Upon selection of building representatives and Association Grievance Committee, the Association shall notify the Office of the Superintendent as to such designated persons.

D. Procedure

The number of days indicated at each level shall be considered as maximum and every effort should be made to expedite the grievance handling process. Time limits may be extended by mutual consent.

If the grievance is filed on or after June 1st, the time limit shall be reduced in order to affect a solution prior to the end of the school year or as soon thereafter as is practicable.

1. Level One

A teacher with a grievance shall discuss it with his immediate supervisor or principal, and may at the teacher's option, call in his building representative.

2. Level Two

In the event the aggrieved person is not satisfied with the disposition of his grievance at Level one, or if no decision has been rendered within five (5) days after presentation of the grievance, he may file the grievance in writing with the Association's

Professional Rights and Responsibilities Committee. The Association Representative will assist in writing the grievance which shall specifically state the facts upon which the grievance is based and shall state the Articles and Sections of the Agreement if alleged to have been violated, shall state the relief requested, and must be signed by the aggrieved person.

- (b) Within five (5) days of receipt of the grievance, the Professional Rights and Responsibilities Committee shall decide whether or not it believes there is a legitimate grievance. If the Committee decides that no grievance exists and so notifies the claimant, the teacher may continue to process his grievance without Association support. If the Committee believes there is a legitimate grievance, it shall immediately file the grievance with the Superintendent of schools together with a letter of transmittal to the effect that it believes that a grievance exists. Within ten (10) days of receipt of the letter of transmittal the grievance, the superintendent shall render a decision as to the solution.

3. Level Three

In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered with ten (10) days from date of receipt of the grievance by the

superintendent, the aggrieved person may refer the grievance to the Board of Education or its designated Review Committee. The Committee of the Board of Education or the Board of Education shall meet with the Association's Professional Rights and Responsibilities Committee within ten days for the purpose of attempting to resolve such grievance. If the parties cannot resolve such grievance, the Board or its Committee shall within ten days thereafter issue its decision as to the grievance.

E. Rights to Representation

A teacher may be represented at all meetings and hearings at any level of the grievance procedure by another teacher. A teacher is entitled to be represented by the Association as provided by law.

F. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice.
2. The grievance discussed and the decision rendered at Level One may be placed in writing upon the request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to the teacher.
3. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance

procedure by reason of such participation. Reasonable access shall be made available to the parties to this agreement and any teacher concerning all records and information necessary to the determination and processing of any grievance.

ARTICLE XV
MISCELLANEOUS PROVISIONS

A. A teacher shall report unavailability for work as early as possible. If a teacher has reported unavailability for work, it shall be the responsibility of the administration to arrange for a substitute teacher.

B. The Association recognizes that all teachers are bound by the Michigan Code of Ethics of Teachers.

C. All future teacher contracts shall be made subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now or hereafter employed by the Board.

E. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

F. If any provisions of this agreement or application thereof is found to be contrary to the requirements of excellence of the North Central Accreditation Association, University of Michigan accreditation or to the State approval for the collection of tuition, then such provisions or application shall be deemed null and void but all other provisions shall continue in full force and effect.

ARTICLE XVI

DURATION AND RATIFICATION OF AGREEMENT

A. Except as herein otherwise expressly provided all of the provisions of this agreement shall be in full force and effect beginning July 1, 1966, and shall continue in full force and effect until Midnight March 31, 1969, and thereafter for successive one year periods unless one of the parties hereto on or before February 1, 1969 or February 1 of any successive year shall notify the other party hereto in writing of its desire to modify or terminate the same.

B. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

C. This Agreement may be opened, for salary only in accordance with Article III by either party serving notice in writing upon the other party that they wish to modify or negotiate on the salary schedule sixty (60) days prior to the anniversary date of this agreement.

D. This agreement has been ratified by the Board of Education and by a majority of the members of the Coldwater Education Association.

BOARD OF EDUCATION

BY: _____
Its President

BY: _____
Its Secretary

COLDWATER EDUCATION ASSOCIATION

BY: _____
Its President

BY: _____
Its Secretary

SCHEDULE A
COLDWATER COMMUNITY SCHOOLS
PROFESSIONAL GROWTH SALARY SCHEDULE

RATIONALE FOR THIS PLAN

This salary schedule places a premium upon teacher participation in educational pursuits. It provides opportunities for financial recognition of a teacher's effort to advance professionally. A teacher may improve his position on the salary scale by meeting specific professional requirements.

The purpose of the program is not to limit salaries or to reward only a few teachers; the basic purpose is to improve our educational system through professional growth of staff members.

The Board of Education expects each teacher of the Coldwater Community Schools to participate in professional growth. If there is no evidence of professional growth, the matter shall be considered before renewal of the contract.

IMPLEMENTATION OF THIS SCHEDULE FOR SCHOOL YEAR 1966-67

Teachers currently under contract with the Coldwater Community Schools shall be placed at that step on the new schedule which coincides with that step for which they would qualify.

New teachers placed at the third and sixth steps must receive two (2) points of credit before their second year of teaching in order to qualify for advancement beyond a plateau. All others must receive the required five (5) points prior to advancement beyond a plateau.

SCHEDULE A

All teachers at the ninth step on schedules (a) and (b) for the school year 1966-67 must receive two (2) points of credit prior to August 31, 1967 in order to qualify for advancement beyond the third plateau. Those teachers who are on the ninth step of the bachelor's degree schedule for the school year 1965-66 automatically qualify for additional increment for the school year 1966-67.

Increments become effective September 1 of each year, and advancement under the salary schedule shall be automatic as of September 1, following completion of required academic courses and/or professional growth points.

CREDIT FOR OUTSIDE EXPERIENCE

A new teacher in the School District normally shall receive the minimum salary stated for the position he is to fill. However, professional experience gained outside the School District shall be evaluated by the Coldwater Board of Education. Credit for this experience shall be allowed as outlined below whenever the Board deems the prior experience to be satisfactory and applicable to the assignment involved.

Satisfactory prior experience for B.A. degree teachers shall not exceed 9 years and for M.A. degree teachers, 10 years. No credit shall be given for a fractional part of a year.

If a teacher has been out of teaching for a period of three years or more, the teacher shall not be placed on the salary schedule to exceed the fifth (5th) step. As soon as this teacher has been placed on tenure, the teacher may be allowed full credit for prior service, not to exceed 9 years for a B.A. degree or 10 years for a M.A. degree.

If served, credit for up to three (3) years of military service shall be given as part of the prior-experience allowance.

Vocational education personnel possessing both a teaching certificate and a vocational certificate for the subject area in which they are teaching, shall be credited with three steps on the salary schedule. Additional steps shall be granted at the rate of one step for every complete four years of related work experience beyond the three years necessary for a vocational certificate.

Non-degree teacher possessing only a vocational certificate shall be paid at the rate of \$5.00 per hour of contractual time.

IMPLEMENTATION

The professional growth plateaus are passed by successfully completing five (5) points. Each item in the list below is followed by the number of professional growth points accruing to it:

1. College or University Credit:

A minimum of two (2) points (2 semester hours) shall be actual college or university credit. A total of four (4) points (4 semester hours) may be obtained in this manner if the professional employee so desires. Undergraduate courses are eligible for full credit if approved by the Professional Growth Committee.

2. Travel:

A maximum of two (2) points will be allowed. All trips must be one week or longer. It must contribute to the cultural background and professional training of the teacher. It should provide experience which will improve teaching. Duplicate trips shall be ineligible for credit. Conducted tours (M.E.A., Cook's tours, travel agency tours, university-sponsored tours, etc.) of at least one week in length shall qualify for (1) or (2) one or two points of credit. Personal tours may qualify for one or two (1) or (2) points of credit if approved by the Professional Growth Committee. A written or oral report shall be required by the Committee, points of credit to be determined by the Committee.

3. Auditing of College Courses:

A maximum of one (1) point of credit, every three years, shall be given for auditing courses pertaining directly to the areas of teacher's work. This credit is to be considered as a part of four (4) points allowance for college credit. Prior approval must be obtained from the Professional Growth Committee.

4. Conventions:

Credit may be allowed for state or national professional conventions. A maximum of one (1) point every three years will be allowed. For one-half ($\frac{1}{2}$) point of credit, a minimum of three (3) calendar days; either in sequence or separately, will be allowed providing a report of the convention is approved by the Professional Growth Committee.

5. Publication of Original Research or Articles:

After evaluation of a copy of the publication, the Professional Growth Committee shall grant credit not to exceed one (1) point. If the publication is considered a major publication, additional credit may be given by the Professional Growth Committee. A maximum of two (2) points of credit shall be allowed every three years.

6. Civic Activities-Local, State or National:

After a written report of the responsibilities and nature of the civic activities, the Professional Growth Committee shall grant credit not to exceed one (1) point. A maximum of one (1) point shall be allowed every three years.

7. Professional Workshops and Clinics:

Credit will be allowed for non-credit workshops and clinics. A maximum of one (1) point every three years will be allowed. One-half ($\frac{1}{2}$) point of credit for a minimum of three (3) calendar days; either in sequence or separately, will be allowed providing a report of the workshop or clinic is approved by the Professional Growth Committee.

8. Work Experience:

Work experience related to the teacher's teaching may be eligible for credit. Prior approval of such experience shall be received from the Professional Growth Committee. Repeated work experience in the same area will not be credited in any subsequent period. Maximum of two (2) points every three years will be allowed.

9. Participation in Educational Associations or on Curriculum Committees:

To be eligible for one (1) point of credit, a position must be held in a professional educational association, or on a curriculum committee, for a period of one year. The Professional Growth Committee shall evaluate one's position with its responsibility in order to determine how much credit shall be given. A maximum of two (2) points shall be allowed every three years.

The Professional Growth Committee shall be composed of:

1. The superintendent of schools or a member of the central administration, who shall act as chairman.
2. The principal of the building where the teacher is employed.

3. Two teachers; one from grades K-6 inclusive, and one from grades 7-12 inclusive, will be elected by the Coldwater Education Association and approved by the superintendent. The Coldwater Education Association will hold another election in the event a representative is unsatisfactory. In order for a teacher to be elected to the committee, he must have at least three years experience in the Coldwater School System.

SCHEDULE A

COLDWATER COMMUNITY SCHOOLS
PROFESSIONAL GROWTH SALARY SCHEDULE

<u>YEAR OF TEACHING</u>	<u>BS/BA DEGREE</u> <u>\$5400 base + 5%</u>	<u>MS/MA DEGREE</u> <u>\$5600 base + 5%</u>
1	\$5,400	\$5,600
2	5,670	5,880
3	5,940	6,160
	First Plateau	First Plateau
4	6,210	6,440
5	6,480	6,720
6	6,750	7,000
	Second Plateau	Second Plateau
7	7,020	7,280
8	7,290	7,560
9	7,560	7,840
	Third Plateau	Third Plateau
10	7,830	8,120
11	8,100	8,400
12		8,680

SCHEDULE A

NON-DEGREE TEACHERS

<u>YEAR OF TEACHING</u>	<u>NON-DEGREE</u>
1	\$5,000
2	5,100
3	5,200
4	5,300
5	5,400

SCHEDULE A

EXTRA DUTY PAY

<u>Classification:</u> (High School)	<u>Revised Salary:</u>	<u>No. of teachers:</u>	<u>Total:</u>
Athletic Director	\$750.00	1	\$750.00
Cross Country	200.00	1	200.00
Head Football	750.00	1	750.00
Assistant Football	400.00	6	2400.00
Head Basketball	750.00	1	750.00
J.V. Basketball	400.00	1	400.00
Frosh Basketball	300.00	2	600.00
Head Wrestling	500.00	1	500.00
Assistant Wrestling	300.00	1	300.00
Head Track	400.00	1	400.00
Assistant Track	250.00	1	250.00
Head Baseball	500.00	1	500.00
Tennis	300.00	1	300.00
Golf	200.00	1	200.00
Girls Athletic Association	200.00	1	200.00
Junior Play Director	200.00	1	200.00
Senior Play Director	200.00	1	200.00
Staging Director	150.00	1	150.00
Debate	200.00	1	200.00
Forensics	200.00	1	200.00
Internal Accounting	250.00	1	250.00
Mirror	350.00	1	350.00
Cardinal	350.00	1	350.00
Cardinal Chatter	150.00	1	150.00
Instrumental Music Program	400.00	1	400.00
Vocal Music Programs	400.00	1	400.00
 (Junior High)			
Football -IM	125.00	3	375.00
Basketball - IM	200.00	2	400.00
Basketball - Varsity	300.00	2	600.00
Track - IM	125.00	2	250.00
Tennis - IM	125.00	1	125.00
Girls Athletic Association	125.00	1	125.00
Intramural Director	125.00	1	125.00
Father-Son Shop	200.00	1	200.00
Instrumental Music Programs	400.00	1	400.00

\$13,950.00

Football coaches are required to report to work the second Wednesday prior to Labor Day.

SCHEDULE B

COLDWATER COMMUNITY SCHOOLS
PROFESSIONAL GROWTH SALARY SCHEDULE
SPECIAL EDUCATION TEACHERS

<u>YEAR OF TEACHING</u>	<u>BS/BA TEMPORARY APPROVAL</u>	<u>MS/MA TEMPORARY APPROVAL BS/BA FULL APPROVAL</u>	<u>MS/MA FULL APPROVAL</u>
1	\$5,940	\$6,190	\$6,440
2	6,210	6,465	6,720
3	6,480	6,740	7,000
	FIRST PLATEAU	FIRST PLATEAU	FIRST PLATEAU
4	6,750	7,015	7,280
5	7,020	7,290	7,560
6	7,290	7,565	7,840
	SECOND PLATEAU	SECOND PLATEAU	SECOND PLATEAU
7	7,560	7,840	8,120
8	7,830	8,115	8,400
9	8,100	8,390	8,680

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Miss Charlotte Cook

Rte 3

Caldwater 49036