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Aug. 18, 1967

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

Harper Creek Educ Union.

AGREEMENT BETWEEN
THE BOARD OF EDUCATION
AND
THE HARPER CREEK
EDUCATION ASSOCIATION

1967-68

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OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

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PREAMBLE

AGREEMENT BETWEEN THE BOARD OF EDUCATION
AND
THE HARPER CREEK EDUCATION ASSOCIATION

This Agreement entered into this 27th day of August, 1967 by and between the Board of Education of the Harper Creek Community Schools of Battle Creek, Michigan hereinafter called the "Board", and the Harper Creek 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 Harper Creek is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

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

WHEREAS, the Board will furnish, upon reasonable request, all public information to the Association, and that the Association will reimburse the Board for additional expenses incurred in furnishing such information. However, the Association may use its own personnel to get the necessary information and use such records or information in the Administration Building.

WHEREAS, the Harper Creek Education Association will furnish, upon reasonable request, all public information to the Board of Education, and that the Board of Education will reimburse the Association for additional expenses incurred in furnishing such information. However, the Board of Education may use its own personnel to get the necessary information and use such records or information.

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representatives of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

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

ARTICLE I
RECOGNITION

SECTION A -

The Board hereby recognizes the Association as the exclusive bargaining representatives, as defined in Section I I of Act 379, Public Acts of 1965, for all personnel holding Provisional, Permanent, Special, or Vocational certificates with the exception of substitute teachers, evening, summer school, and teaching interns, authorized by

SECTION A - continued

the State Board of Education for the State of Michigan, but excluding supervisory and executive personnel. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiation unit as above defined.

SECTION B -

The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

SECTION C -

Teachers are urged to, within thirty days of the beginning of their employment hereunder, sign and deliver to the Board an assignment authorizing deduction for membership dues or assessments of the Association (including the National Education Association, and the Michigan Education Association) upon such conditions as the Association shall establish.

SECTION D -

Nothing contained in this contract shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws and/or any other laws of Michigan or the United States.

SECTION E -

The Board hereby retains and reserved 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/or the United States, including, but without limiting the generality of the foregoing: the management and control of school properties, facilities, grades and courses of instruction, athletic and recreational programs, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

SECTION F -

In accordance with Section I of Public Act 336 of 1947, State of Michigan, as amended, and in keeping with the high standards of the profession, the Association agrees that upon ratification of this Agreement, and for the duration, thereof, it shall refrain from any work stoppage for any purpose.

ARTICLE II
TEACHER RIGHTS

SECTION A -

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover 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 or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or any other terms of conditions of employment.

SECTION B -

The Board specifically recognizes the right of its teachers as defined in Section A of Article I, appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.

ARTICLE III
TERMS AND CONDITIONS OF EMPLOYMENT

SECTION A - TEACHING LOAD

Reasonable efforts shall be made to keep class sizes at a number that will make effective teaching possible. Principals shall work closely with building staff to ascertain professional and curricular requirements in this matter, taking into account individual needs in class level and subject areas.

An Administrative Review Board is to be established to insure that class load and class size are maintained at a level which will allow for quality educational processes. This Board shall be composed in the following manner:

1. The superintendent or his representative
2. The president of the Association or his representative
3. The building principal
4. The teacher concerned

This Board shall be convened upon written request of the Association.

SECTION B - TEACHER ASSIGNMENT

Every effort possible shall be made by the administration to avoid split building and split class assignments for regular classroom teachers.

By the end of the school year, teacher assignments shall have been made for the subsequent school year, but may be changed by mutual consent.

Before teacher assignments are made for each subsequent school year, information shall be made available concerning grade levels or subject areas to be filled, and teachers already in the system given an opportunity to request placement in those areas for which they are qualified.

Before assignment change, teachers shall be consulted prior to public release of said change.

SECTION C - TEACHER ASSIGNMENT TO NON-PROFESSIONAL TASKS

Teachers shall not be assigned, with or without extra compensation, to tasks which are essentially non-professional, specifically:

1. Selling and taking tickets at athletic events
2. "Crowd handling" at athletic events
3. Chaperoning and/or driving buses to athletic events
4. Collecting and accounting for milk and lunch monies
5. Collecting and accounting for book rental fees, work books, periodicals used in class, towel and lock fees, insurance, school pictures, and other fees charged for student supplies and services
6. Chaperoning student activities of a predominantly social nature.

PROVIDED: That nothing in this Agreement shall prevent teachers from voluntarily performing such tasks outside regular school hours, at compensation satisfactory to them.

SECTION C - continued

A volunteer list for performance of duties is to be circulated by the building principal at the beginning of the school year.

SECTION D - VACANCIES, PROMOTIONS, AND TRANSFERS

Whenever any vacancy or new position is created in the teaching staff or in administrative positions in elementary, junior or senior high schools, written notice of such vacancies and qualifications shall be posted in each building in the district, and, during the summer, be published monthly in TAB, and presented in writing to the president of the Association. No vacancy shall be filled within five (5) school (working) days from the date of notification of such vacancy.

Qualified Harper Creek teachers, principals and administrators who apply for any vacancy or new position shall be placed upon an eligibility list and the vacancy shall be filled from the eligibility list.

Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

SECTION E - TEACHER EVALUATION

No teacher shall be required to evaluate himself or his professional activities in writing; however, conferences between the supervisor and the teacher for the purpose of evaluation shall be encouraged. Teachers shall be informed of the criteria by which they are evaluated.

SECTION F - TEACHER TENURE

The Harper Creek Tenure Committee, the composition and functions of which are defined in the Policy Handbook, pages I-19, 20, 20A, shall be consulted by the Board of Education or Superintendent whenever release of a staff member, whether probationary or on tenure, is contemplated, or whenever the extension of a probationary teacher to an additional year of probation is contemplated. Such consultation shall include making available to the Tenure Committee all information held by the school administration, both written and verbal, which pertains to the matter under consideration.

PROVIDED: That in cases of clearly voluntary resignation of a staff member, there shall be no obligation for consultation with the Committee.

PROVIDED: That the function of the Tenure Committee shall be advisory to the Board and administration.

SECTION G - LEAVE

1. SICK LEAVE AND SICK LEAVE NOTIFICATION

No deductions shall be made for absence to an aggregate of ten (10) days yearly, with unlimited accumulation of unused days, due to person illness, serious illness and/or

SECTION G - continued

death in the immediate family, and absence necessitated by exposure to contagious disease in which the health of others would be endangered by his or her attendance on duty. Not more than five days are to be used for reasons other than personal illness. Not more than one (1) days sick leave may be used in case of death of relatives not listed as immediate family. A new teacher who is absent due to illness at the time school opens in the fall, or at the time his contract begins, may have sick leave pay up to ten days included in the first regular check after he reports for work. A teacher who has a contract, but never reports for work will receive no sick pay. In case of resignation, unearned sick-day pay will be deducted from final check. (Earned at the rate of one day per month of contract.) To be eligible for consecutive days ill beyond five (5), a doctor's verification may be required.

Immediate family is interpreted to mean parent, wife, husband, sister, brother, child, grandparent, uncle, aunt, person whom the employee is engaged to marry, or anyone living under the same roof and supported by the employee. Sick leave cannot be transferred from one employee to another.

Any teacher who is absent because of an injury or disease 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 illness, not to exceed ten (10) months with no subtraction of sick leave after payments under Workmen's Compensation Law begin.

Each year, preceding the closing of school in June, each staff member shall receive from the administrative office a statement of his sick leave status, that is, the number of sick leave days used during the current year and the number remaining to his credit at the time said statement is issued.

2. SUBSTITUTE TEACHERS

Whenever a teacher is absent from school, for whatever purpose, every reasonable effort shall be made by the administration to hire a qualified substitute. It shall not be general practice to assign regular teachers or counselors as substitutes.

3. PERSONAL LEAVE

Two days per year shall be granted for conducting of personal affairs except to seek other employment. (not cumulative)

A forty-eight hour written notification must be given. Personal leave cannot be granted on the days of opening and closing school, and also the day prior to and following a vacation, except in case of an emergency.

4. POLITICAL LEAVE

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

SECTION G - continued

- a. Since the time required to campaign for, or serve in, a public office varies greatly as does availability of substitutes and conditions under which substitutes can be hired, the Board of Education shall grant a leave of absence on an individual basis.
- b. The teacher shall make a written request for a leave of absence well in advance of his political campaign, but not later than July 15.
- c. The Board of Education shall give the teacher a written answer to a request for a political leave.
- d. The Board of Education shall not be obligated to grant a leave of absence for a longer period than one term of office or one unsuccessful campaign.
- e. Upon his return from leave, the teacher shall be placed on the same step on the salary schedule as he had upon his leave.

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

- a. The teacher shall make clear that his views do not necessarily represent those of the school system.

5. JURY DUTY

A leave of absence may be granted a teacher called for jury service. The Board shall pay an amount equal to the difference between the teacher's daily salary and the daily jury duty fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which the teacher reports for or performs jury duty and on which he otherwise would have been scheduled to work.

SECTION H - STAFF ROOMS

Each school building shall be provided with a staff room or lounge, available exclusively for staff use during the regular school day as a place for lesson preparation, conferring with other staff members and visitors to the school, smoking, refreshments, and other purposes commonly associated with staff rooms or lounges.

The room shall be provided by the school with tables, chairs, and an operable typewriter.

The staff room or lounge is not to be used by staff members to the neglect of regular professional duties.

Pending full implementation of this article, staff rooms or lounges, when not occupied by auxiliary services, shall be open to staff for uses stated above.

The school administration should provide other areas in the building for speech correction, visiting teacher work, fluoride treatments, inoculations, testing, sick room, storage, etc.

SECTION H - continued

Any future building will incorporate the provisions of this section, and as soon as possible rooms will be set aside for purposes of the activities which now take place in the staff rooms or lounges.

SECTION I - CHECK STUB IDENTIFICATION

The stubs attached to pay checks shall identify all deductions, using either the code presently appearing on the stub, or other identification.

SECTION J - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Teachers holding a B.A. Degree or less shall be required to earn six (6) hours of credit every four (4) years. Teachers holding a M.A. Degree shall be required to earn three (3) hours of credit every six (6) years. At the age of 60 teachers shall not be required to earn additional credits provided they are current at age 60.

2/3 of the required credits must be college credits.

Implementation:

All teachers who are current shall start these periods of time as of September 1966.

A teacher shall be considered current if;

1. he was not required to earn credits to stay on the salary schedule for 1967-68 or
2. he has earned credits since September 1965.

Any credits earned during the summer of 1966 shall apply to the earned credits for the first period unless these credits were needed to qualify for current status. If a teacher earns more than the required credits in any time period one half (1/2) of the additional credits may be carried to the next time period.

A maximum of 1/3 of the required credits may be met by auditing a college class.

The following may be considered as local credit:

1. Supervising student teachers - 1 hour for a full student teaching assignment.
Fractional credit for less than a full assignment.
2. Successful completion of an approved local credit class.
3. Travel.
4. Successful political term of office.
5. Attendance at an educational conference coming during the summer months and lasting a week or more will be considered to the extent of one (1) hour if the person attending does so at no expense to the Harper Creek Schools.

Exceptions to the foregoing policy will be made only by mutual agreement of the two parties of this Agreement.

SECTION K - PTSA AND PTA ORGANIZATIONS

Teachers are urged to participate in the activities of their unit of PTSA or PTA.

Because teachers are a vital part of PTSA and PTA organizations, teacher vice-presidents are to be released from their teaching duties so that they may attend meetings of their PTSA or PTA Councils, when their meetings are held during regular school hours.

SECTION L - DUTY FREE LUNCH PERIOD

All teachers shall be entitled to a duty free, uninterrupted lunch period.

1. Elementary teachers for a period of time not less than fifty-five minutes.
2. Secondary teachers for a period of time not less than forty minutes.
3. The exception being that all teachers will be responsible for noon hour duty not to exceed one day in every seven working days.
4. This will be discussed during the pre-school week to insure full implementation if possible in all buildings.

SECTION M - SCHOOL HOURS

Secondary Schools	8:15 - 3:00
Elementary Schools	9:00 - 3:45
Kindergarten	9:00 - 11:45 1:00 - 3:45

1. Teachers shall report to their teaching station at least five (5) minutes before the start of the morning session and the afternoon session.
2. Secondary teachers will be in their buildings at 8:00 A.M. and allowed to leave at 3:30 P.M.
3. Elementary teachers will be in their buildings at 8:30 A.M. and allowed to leave at 4:00 P.M.
4. On Fridays and days preceding holidays, teachers may be excused at the end of the regular school day at the discretion of the building principal.

ARTICLE IV

GRIEVANCE PROCEDURE

The procedures herein described shall be considered in addition to Article I, Section B.

Grievance procedure is aimed at resolving minor complaints and irritations before they become major problems. It is designed primarily to settle these difficulties at the lowest possible level. The grievance procedure may be applied to any differences, disputes or complaints regarding the interpretation or application of this Agreement. No mention of a grievance incident shall be placed in the teacher's personnel records.

A grievance, defined as a signed, formal, written statement, may be filed with the Professional Negotiations Committee (as defined in the H.C.E.A. Constitution) by any teacher, group of teachers, or the Association whenever it is believed that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement. If the Professional Negotiations Committee by majority vote of members, determines that there is not a valid grievance, said grievance form will be returned to the submitting party or parties with a written statement, duly noting the reason or reasons for the unfavorable action of the Committee. If the Professional Negotiations Committee by majority vote of members, determines that there is a valid grievance the following procedure will be initiated.

- A. In matters specific to one building, said grievance shall be forwarded to the principal. In an effort to resolve said grievance, the principal shall within five (5) working days meet with designated representatives of the Professional Negotiations Committee and the teacher/teachers signing the grievance provided the latter elects to be present. If the grievance cannot be resolved at this level it shall be forwarded promptly to the Superintendent who shall have ten (10) working days thereafter to approve or disapprove the grievance.
- B. If the grievance shall be denied by the Superintendent, he shall immediately inform the Professional Negotiations Committee with a written statement of reasons for disapproval. If after due consideration the Professional Negotiations Committee feels that the grievance still exists the grievance shall be referred to the secretary of the Board of Education in writing through the office of the Superintendent. The Board shall then undertake to resolve said grievance within fifteen (15) calendar days.
- C. If a teacher does not file a grievance in writing with the principal or other designated board representative or committee within ten (10) school days after the occurrence of alleged violation, then the grievance shall be considered as waived.
- D. If more than one school is involved, said grievance shall go directly to the Superintendent. The Superintendent shall have fifteen (15) calendar days which may be extended by written mutual agreement to approve or disapprove the grievance. If the grievance shall be denied by the Superintendent, the procedure following the Superintendent's denial shall be as in Section B of this Article.
- E. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

ARTICLE IV - continued

- (a) The termination of services of or failure to re-employ any probationary teacher:
- (b) The placing of a non-tenure teacher on a third year of probation:
- (c) Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure (Act 4 of Public Acts, Extra Session, of 1937 of Michigan, as amended).

The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any teacher of any legal right which he presently has, provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.

Discipline of teachers will be subject to the grievance procedure set forth in this agreement; provided, however, that the Board's decision on the termination of the services of or failure to re-employ any probationary teacher on a third year of probation will be final and will not be subject to arbitration.

Nothing contained herein will deprive the controlling board of any rights which it has under the Michigan Teacher Tenure Act with regard to tenure teachers.

It shall be the general practice of all parties of interest to process grievance procedures during times which do not interfere with assigned duties; provided, however, in the event it is agreed by the Board to hold proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

Any individual employee at any time may present grievances to his employer and have the grievances adjusted, without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect, if the bargaining representative has been given the opportunity to be present at such adjustment.

BACK PAY ADJUSTMENTS LIMIT:

1. To date grievance was filed in writing.
2. To amount of earnings actually lost, with deduction of all sums earned, or which by the exercise of reasonable diligence could have been earned during back pay period.
3. Elimination of liability for special compensation.

If any teacher against whom a grievance was sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall be found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him. (Subject to pay adjustment limits.)

ARTICLE IV-A
MEDIATION

- A. If the board of education, the aggrieved teacher and the Harper Creek Education Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board of Education be appealed to the mediation and fact-finding procedures established by Act 379, P.A. 1965.

Such appeal shall be in writing and shall be delivered to the labor mediation board, and the Board of Education within said ten (10) day period, and if not so delivered, the grievance shall be deemed abandoned. Arbitration: If the Board of Education, the aggrieved teacher and the Harper Creek Education Association shall be unable to resolve any grievance, and it shall involve, an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board of Education be appealed to arbitration. Such appeal shall be in writing and shall be delivered to the American Arbitration Association and the board of education within said ten day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association.

The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement. His authority shall be limited to deciding whether a specific article and section of this agreement has been violated and shall be subject in all cases to the rights, responsibilities and authority of the parties under the Michigan General School laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this agreement.

- B. The costs of any arbitration under this Article shall be paid by the parties ruled against.
- C. At any time in these proceedings, the Association or the teacher or teachers represented by the Association may withdraw the grievance; also, at any time during these proceedings, the Administrator or Board of Education may allow the grievance, thereby terminating the action.
- D. Nothing in this contract shall prevent a staff member from approaching his supervisors directly and informally for the purpose of solving any problems, provided that such adjustment does not violate the terms of this contract.

To be placed upon the B.A. scale, a vocational teacher without a Bachelors Degree must have earned a vocational certificate and have six years of work experience.

Experience in excess of six years shall be evaluated in terms of two years' industrial, office, or distributive experience being equal to one year of teaching experience.

ARTICLE V

SECTION A -

Years Allowed Experience	Bachelors	Masters	Specialist	Non-Degree
0	\$5,800	\$6,100	\$6,400	\$5,100
1	6,000	6,300	6,600	5,304
1-1/2	6,135	6,441		
2	6,270	6,583	6,897	5,516
2-1/2	6,411	6,731		
3	6,552	6,879	7,207	5,737
3-1/2	6,699	7,033		
4	6,846	7,188	7,531	5,966
4-1/2	7,000	7,349		
5	7,154	7,511	7,869	6,205
5-1/2	7,315	7,679		
6	7,476	7,848	8,223	6,453
6-1/2	7,644	8,024		
7	7,812	8,201	8,593	6,711
7-1/2	7,987	8,385		
8	8,163	8,570	8,979	6,979
8-1/2	8,346	8,762		
9	8,530	8,955	9,383	7,258
9-1/2	8,721	9,156		
10	8,913	9,357	9,805	
10-1/2	9,113	9,567		
11	9,314	9,778	10,246	
12		10,217	10,707	

SECTION B -

For over 40 weeks: 2-1/2 percent of Basic Salary per week.

SECTION C -

Additional per credit in advance of achieved minimums:

1. \$5.00 per semester hour applicable to a M.A. degree.
2. Teachers holding a M.A. degree shall be allowed \$100 for each additional 10 semester hour block of college credit.

SECTION D - ADDITIONAL PAY FOR SPECIAL SERVICES

	WEEKS	BASIC SALARY
1. Athletic Coaching		
a. Athletic Director (1 released class period per day)	40	8
b. Assistant Athletic Director		
Varsity Basketball Home Games		1.5%

SECTION D - continued

c. Baseball, Varsity	11	8.0%
d. Baseball, 9th grade (2)	9	4.5%
e. Baseball, 7th and 8th grade (2)	8	3.0%
f. Basketball, Varsity	15	9.0%
g. Basketball, Junior Varsity	14	6.5%
h. Basketball, 9th grade (2)	13	5.0%
i. Basketball, 7th and 8th grade (2)	8	3.0%
j. Cross-Country, Varsity	9	4.0%
k. Football, Varsity	13	9.0%
l. Football, Varsity Assistant (2)	12	6.0%
m. Football, Junior Varsity (2)	12	6.0%
n. Football, 9th grade (2)	12	5.5%
o. Football, Flag 7th and 8th grades (2)	7	3.0%
p. Golf, Varsity	11	5.0%
q. Tennis, Varsity	11	5.0%
r. Track, Varsity	12	7.0%
s. Track, Varsity Assistant	12	4.0%
t. Track, Junior High (2)	8	3.0%
u. Wrestling, Varsity	15	8.0%
v. Wrestling, Varsity Assistant	15	5.0%
w. Wrestling, Junior High (2)	8	3.0%

2. Other Assigned Duties

	% of Basic Salary	% of B. A. Base
a. Band Concerts and Programs		
Senior High	7	
Junior High	3	
b. Cheerleader Supervision		
Senior High	\$125	
Junior High	\$ 50	
c. Class Advisors		
Sophomore	\$100	
Junior	\$100	
Senior	\$100	
d. Dramatics - Senior High	2	
e. Driver Training - Senior High	\$4.50 per hr.	
f. Follies Director - Senior High	2	
g. Foreign Language Travel Seminars		
Spanish		2.5%
French		2.5%

SECTION D - continued

h. Girls Athletic Association	3.5
i. Strings, Concerts and Programs	1.5
j. Vocal Concerts and Programs Junior and Senior Highs	3
k. Pompon Advisor and Pep Club Sponsor	2
l. Coordinator of Cadet Teachers	1 hr or released time per week
m. Co-op Director and Co-op Club Sponsor Senior High	2 hours released time
3. Seminar Classes	\$3.75 per hour

Teaching, at request of principal, for absent teacher; provided absent teacher is charged with a sick day -- Substitute Rate

SECTION E - CREDIT FOR PREVIOUS EXPERIENCE

There shall normally be a maximum of five (5) years credit granted for experience outside the system. Experience other than teaching experience which makes an employee more valuable than a beginning teacher may be credited within the experience limitations of the salary guide. Teachers may be allowed up to ten (10) years of prior service on the salary schedule, upon special Board approval.

SECTION F - INSURANCE

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

- a. Health insurance with Blue Cross-Blue Shield, on the employee only.
- b. Group term life insurance.

The Board shall provide, without cost to the teacher, group life insurance protection which shall pay to the teacher's designated beneficiary the sum of \$2,000 upon death.

SECTION G - SABBATICAL LEAVE

Grant yearly sabbatical leaves at 1/2 salary for two teachers (tenure) who wish to pursue graduate work on a full-time basis not to exceed one year in duration.

A teacher, upon return from a sabbatical leave, shall be restored to his former position or to a position on the salary schedule as he would have been had he taught in the district during such period. All teacher who accept sabbatical leave will agree to work in the district the school year following the sabbatical leave. Sabbatical leaves will be granted only at the discretion of the Superintendent.

ARTICLE VI
PROFESSIONAL STUDY COMMITTEE

- A. There is hereby established a permanent "Professional Study Committee" (PSC) composed of six (6) members, three (3) of whom shall be teachers selected by the Association, and three (3) of whom shall be appointed by the Board.
- B. The PSC shall meet at least once each month to discuss and study subjects mutually agreed upon relating to the school system.
- C. The PSC is empowered to appoint subcommittees composed of teachers and administrators to study and report upon any mutually agreed upon subjects.
- D. All reports of the PSC or its subcommittee, including their recommendation, shall be submitted in writing to all members of the PSC. The PSC will report its recommendation to the Administration's principle negotiator and the Harper Creek Education Association Professional Negotiations Team simultaneously.
- E. Subjects of study by subcommittees shall include but not be limited to:
 - 1. Negotiations during working hours.
 - 2. In-Service Training Program.
 - 3. Utilization of school facilities based on a ten (10) month school year in the Harper Creek School District creates a continual demand for the development of plans for the construction of additional school facilities. The utilization of existing facilities on a year-round basis, and the utilization of potential tax savings to staff these facilities is to be explored. Providing teachers with full-year employment would also provide added earning power.
 - 4. Merit pay. Ways and means of recognizing, both monetarily and publicly, outstanding professional achievement should be sought. Achievements to be recognized should be sought. Achievements to be recognized should include, but not be limited to, new program development and/or implementation of outstanding performance. Consideration also should be given to the development of a "Beneficial Suggestion Program".
 - 5. Professional Salaries. A salary schedule should be developed representing mutually agreeable intermediate steps and percent of total budget to be devoted to Professional salaries.
- F. The parties agree that the PSC and its subcommittees serve in an advisory capacity only, and the Board and Association will not necessarily adopt their recommendations.
- G. The clerical expenses of the PSC and its subcommittees shall be borne by the Board.

ARTICLE VII

POLICY HANDBOOK

Policies as stated in the policy handbook together with additions and changes shall be in force, provided that said policies are consistent with the intent of this Agreement.

ARTICLE IX

DURATION AND OPEN CLAUSE CONTINGENCIES OF THIS AGREEMENT

SECTION A - DURATION OF THIS AGREEMENT

This Agreement shall be effective as of the 27th day of August, 1967 and shall continue in full force and effect for one (1) year until the 26th day of August, 1968.

SECTION B - OPEN CLAUSE CONTINGENCIES

This Agreement may be reopened by mutual consent of the Association and the Board.

BOARD OF EDUCATION
HARPER CREEK COMMUNITY SCHOOL
DISTRICT

By Richard D Shook
President

HARPER CREEK EDUCATION ASSOCIATION

By James A Miller
President

ARTICLE VIII
HARPER CREEK SCHOOL CALENDAR

Week	Month	Date	Teacher Attendance	Membership	Student Attendance		
1	Aug.	29	1				
		30	2				
		31	3				
2	Sept.	1	4			In-Service Day, Payroll	
		4				Labor Day	
	6	5	1	1			
	7	6	2	2			
	8	7	3	3			
3		11	8	4	4		
		12	9	5	5		
		13	10	6	6		
		14	11	7	7		
		15	12	8	8	Payroll	
		18	13	9	9		
		19	14	10	10		
		20	15	11	11		
4		21	16	12	12		
		22	17	13	13		
		25	18	14	14		
		26	19	15	15		
	5		27	20	16	16	
			28	21	17	17	
			29	22	18	18	Payroll
	6	Oct.	2	23	19	19	
3			24	20	20		
4			25	21	21		
5			26	22	22		
6			27	23	23		
9			28	24	24		
10			29	25	25		
11			30	26	26	Payroll	
7		12	31			MEA Institute	
		13	32			MEA Institute	
		16	33	27	27		
		17	34	28	28		
	8		18	35	29	29	
			19	36	30	30	
			20	37	31	31	
		21				Will Carlton Day	
		23	38	32	32		

8	Oct.	24	39	33	33	
9		25	40	34	34	
		26	41	35	35	
		27	42	36	36	Payroll
		30	43	37	37	
		31	44	38	38	
10	Nov.	1	45	39	39	Parent Teacher Conferences
		2	46	40	40	HC Jr. & WP Jr. Highs
		3	47			Full Day In-Service
		6	48	41	41	Parent Teacher Conferences
		7	49	42	42	Wattles Park Elem. & Sonoma
11		8	50	43	43	
		9	51	44	44	Parent Teacher Conferences
		10	52	45	45	Beadle Lake Elem., Payroll
		13	53	46	46	
		14	54	47	47	
12		15	55	48	48	
		16	56	49	49	
		17	57	50	50	
		20	58	51	51	
		21	59	52	52	
13		22	60	53	53	Payroll
		23				Thanksgiving Day
		24				Thanksgiving Recess
		27	61	54	54	
		28	62	55	55	
14		29	63	56	56	
		30	64	57	57	
	Dec.	1	65	58	58	
		4	66	59	59	
		5	67	60	60	
15		6	68	61	61	
		7	69	62	62	
		8	70	63	63	Payroll
		11	71	64	64	
		12	72	65	65	
16		13	73	66	66	
		14	74	67	67	
		15	75			Full In-Service Day
		18	76	68	68	
		19	77	69	69	
17		20	78	70	70	
		21	79	71	71	
		22	80	72	72	Payroll, Christmas Recess at 3:45 P.M.
		25				Christmas Day
	Jan.	1				New Year's Day
		2				Christmas Recess
18		3	81	73	73	School Reconvenes
		4	82	74	74	
		5	83	75	75	Payroll
		8	84	76	76	
		9	85	77	77	

19	Jan.	10	86	78	78			
		11	87	79	79			
20		12	88	80	80			
		15	89			In-Service Day		
		16	90	81	81			
		17	91	82	82	End of First Semester		
		18	92	83	83			
		19	93	84	84	Payroll		
		22	94	85	85			
		23	95	86	86			
		21		24	96	87	87	Recorng Day
				25	97	88	88	
26	98			89	89			
29	99			90	90			
30	100			91	91			
22	Feb.			31	101	92	92	
				1	102	93	93	
		2	103	94	94	Payroll		
		5	104	95	95			
		6	105	96	96			
		23		7	106	97	97	
				8	107	98	98	
				9	108	99	99	
				12	109	100	100	
				13	110	101	101	
14	111			102	102			
15	112			103	103			
16	113			104	104	Payroll		
19	114			105	105			
25				20	115	106	106	
		21	116	107	107			
		22	117	108	108			
		23	118	109	109			
		26	119			In-Service Day		
		27	120	110	110			
		26	Mar.	28	121	111	111	
				29	122	112	112	
				1	123	113	113	Payroll
				4	124	114	114	
5	125			115	115			
27				6	126	116	116	
				7	127	117	117	
				8	128	118	118	
				11	129	119	119	
				12	130	120	120	
		28		13	131	121	121	
				14	132	122	122	
				15	133	123	123	Payroll
				18	134	124	124	
				19	135	125	125	
29				20	136	126	126	
				21	137	127	127	
				22	138			In-Service Day
				25	139	128	128	

		26	140	129	129	
30		27	141	130	130	
		28	142	131	131	
		29	143	132	132	Payroll
	Apr.	1	144	133	133	Parent Teacher Conferences
		2	145	134	134	Senior High & Beadle Lake Elem.
31		3	146	135	135	
		4	147	136	136	Parent-Teacher Conferences
		5	148	137	137	Wattles Park El. & Sonoma
		8	149	138	138	Parent-Teacher Conferences
		9	150	139	139	HC Jr. High & WP Jr. High
32		10	151	140	140	
		11	152	141	141	
		12	153	142	142	Payroll, Spring Recess Begins at 12:00 P.M.
		22	154	143	143	School Reconvenes
		23	155	144	144	
33		24	156	145	145	
		25	157	146	146	
		26	158	147	147	Payroll
		29	159	148	148	1/2 Day In-Service
34	May	30	160	149	149	
		1	161	150	150	
		2	162	151	151	
		3	163	152	152	
		6	164	153	153	
		7	165	154	154	
35		8	166	155	155	
		9	167	156	156	
		10	168	157	157	Payroll
		13	169	158	158	
		14	170	159	159	
36		15	171	160	160	
		16	172	161	161	
		17	173	162	162	
		20	174	163	163	1/2 Day In-Service
		21	175	164	164	
37		22	176	165	165	
		23	177	166	166	
		24	178	167	167	Payroll
		27	179	168	168	
		28	180	169	169	
38		29	181	170	170	
		30				Memorial Day Recess
		31				Memorial Day Recess
	June	3	182	171	171	
		4	183	172	172	
		5	184	173	173	
		6	185	174	174	
		7	186	175	175	Payroll
		10	187	176	176	
		11	188	177	177	Graduation

40	June	12	189	178	178
		13	190	179	179
		14	191	180	180
		17			
		18			
		19			
		20			
		21			

(Records Day)

Payroll-End of 42 Week Employees Contract