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1968-69

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M A S T E R C O N T R A C T

SCHOOL YEARS 1968/19⁶⁹

Kenowa Hills Board of Education
and
Kenowa Hills Education Association

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Kenowa Hills Bd. of Education

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AGREEMENT BETWEEN KENOWA HILLS PUBLIC SCHOOLS,
KENT AND OTTAWA COUNTIES, MICHIGAN, AND
THE KENOWA HILLS EDUCATION ASSOCIATION

* * * * *

This agreement entered into this first day of September, 1968, between Kenowa Hills Public Schools, Kent and Ottawa Counties, Michigan, hereinafter called "District" and the Kenowa Hills Education Association, hereinafter called "ASSOCIATION",
WITNESSETH:

PREAMBLE AND RESOLUTION RECOGNIZING
KENOWA HILLS EDUCATION ASSOCIATION AS
EXCLUSIVE COLLECTIVE BARGAINING REPRESENTATIVE

Member Martin Schuiling, supported by member Robert Hughes, moved the adoption of the following preamble and resolution:

WHEREAS:

(1) Section 11 of Act No. 336, PA 1047, as added by Act No. 379, PA 1965, requires a public employer to recognize a representative designated or selected for purposes of collective bargaining by a majority of the public employees in an appropriate unit as the exclusive collective bargaining representative of all public employees in such unit; and

(2) The Kenowa Hills Education Association, a District of the Michigan Education Association, has requested that this Board of Education recognize it as the representative for the purpose of collective bargaining for the employees of this school district in a unit defined as "the professional staff, exclusive of those in supervisory or executive positions" and that the term "professional staff, exclusive of those in supervisory or executive positions" means only classroom teachers under contract, librarians, guidance counsellors, and does not include the elementary, junior high, or high school principals, administrative assistant, the assistant superintendent of instruction, the superintendent of schools, director of school social services, or office, clerical, nurses, maintenance, custodial or transportation personnel.

(3) The Kenowa Hills Education Association has filed a letter with this Board of Education certifying that it represents a majority of the teachers as defined being in the bargaining unit in Section 2 for the purpose of negotiating the 1968-70 contract and these teachers have designated said Association as their exclusive collective bargaining representative:

RESOLVED, that:

1. This Board of Education hereby determines that all certified teaching personnel under contract, exclusive of those in supervisory or executive positions, as the term "professional staff, exclusive of those in supervisory or executive positions" is defined in paragraph (2) of the preamble hereof, constitutes an

2. This Board of Education hereby determines that the Kenowa Hills Education Association, a District of the Michigan Education Association, was selected by a majority of this school district's employees in such unit as their exclusive collective bargaining representative.

3. This Board of Education hereby recognizes the Kenowa Hills Education Association, a District of the Michigan Education Association, as the exclusive collective bargaining representative for the employees of this school district in such unit.

ARTICLE I

Recognition

Section 1.

The District agrees not to negotiate with any teacher's organization other than the Kenowa Hills Education Association for the duration of the agreement.

Section 2.

If any provision of this agreement or any application shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent of that permitted by law. All other provisions or applications shall continue in full force and effect.

ARTICLE II

Teacher Rights

Section 3.

In accordance with Act 379 of the Public Acts of 1965 the District hereby agrees that every employee covered by this agreement 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 so long as the same if not designed to and does not interfere with the full, faithful and proper performance of the duties of employment. The District agrees that it will not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by law. The District agrees 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 or active participation in the Kenowa Hills Education Association.

Section 4.

The Association and its members shall have the right to use school building facilities at all reasonable hours outside of the school day upon prior written or verbal request submitted

to the building principal and approved by him. A designated bulletin board in an established teacher rest area (or lounge) shall be made available to the Association and its members, in each building. The building principal retains the rights to approve or disapprove posted materials. Materials shall be limited to official association materials and in no way shall involve students in association affairs.

Section 5.

The Board agrees to make available to the Association, through the office of the Superintendent, all available information in the form maintained by the Board and available to the constituents of the School District.

Section 6.

Nothing contained in this agreement shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws.

ARTICLE III
Board of Education Rights

Section 7.

The District's Board of Education being charged by law with the responsibility for policy making, the Board of Education maintains its right and the right of its administrative staff to have such rules and regulations as are necessary for the school system to function and to be maintained properly, smoothly and efficiently, subject only to provisions of contract.

Section 8.

Districts Board of Education being charged by law to be the local governing body of this school district, the Board of Education shall have the right to determine and develop the philosophy of education and the Association agrees to use this philosophy as the basis for all teaching within the provisions of the contract.

Section 9.

The process of labor mediation and negotiation shall not alleviate an employee's responsibility from subscribing to the professional code of ethics of this school system as defined in the written policies.

Section 10.

Districts Board of Education being charged with the responsibility of providing the best educational program possible for every child, the District has the right to expect each teacher to assume his professional obligations of working to the best of his ability at all times.

Section 11.

The Board, on its own behalf and on behalf of the electors of the 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 administration control of the school system and its properties and facilities, and the activities of its employees;
2. to hire all employees 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;
3. to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
4. to decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature;
5. to determine class schedules, laws of instruction and duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.

Section 12.

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

ARTICLE IV
School Calendar

Section 13.

Teachers contract shall be limited to ¹⁸⁸~~190~~ contract calendar days. Should the school term exceed the above limit each teacher shall receive an additional payment of 1/~~190~~ of his current contract wage for each additional day of duty. 188

Section 14.

The term "Contract calendar days" is defined as a day on which a teacher is required to report for service.

Section 15.

In no case shall this calendar be contrary to standards set by the Department of Education, and North Central Association.

ARTICLE V
Teaching Hours

Section 16.

Teachers are encouraged to attend school events. Teachers attendance will be required at staff meetings.

Section 17.

Teachers shall arrive at school at least fifteen (15) minutes before classes begin and stay at school at least fifteen (15) minutes after school is dismissed. All teaching personnel (including coaches) agree to remain an additional one hour after the basic school day one day each week for professional meetings when said meetings are scheduled. There will be no Friday meetings except in emergency.

Section 18.

The Association agrees that the proper discharge of a teacher's professional responsibility to his students and the school district will require him to devote time outside normal school hours to prepare lessons and plans, grade papers, attend staff and PTA meetings, curriculum meetings, parental meetings etc. and agree that such professional responsibilities will be met.

Section 19.

Elementary teachers are entitled to one hour lunch period. However, the first fifteen minutes shall be spent in supervising their own room while children are eating. The remainder of the 45 minutes shall be duty free.

Section 20.

Junior and Senior High School teachers are entitled to a duty free lunch period of not less than twenty-five (25) minutes per day.

Section 21.

Any period of time given during the school day designated as preparation period should be used for that purpose only. Any exceptions shall have the approval of the building principal.

ARTICLE VI
Teaching Loads

Section 22.

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to limit class size to 30 except in exceptional circumstances.

ARTICLE VII
Assignments

Section 23.

The teacher affected by a change in grade, subject assignment, or building, will be notified and consulted by his principal as soon as practicable. Such changes shall be voluntary to the extent feasible.

Section 24.

Any request by a teacher for a change of assignment shall be made to his building principal by April 1.

ARTICLE VIII
Vacancies and Promotions

Section 25.

Whenever a vacancy occurs in any professional or extra duty position in the district, the district shall give written notice of such vacancy to the President of the Association immediately when the vacancy is determined, and post notice of the fact in all school buildings. No vacancy shall be filled except in case of emergency on a temporary basis, until notice of such vacancy shall have been posted for ten (10) contract days. During the summertime, the President of the Association will be notified immediately when a vacancy is determined, but there will be no stipulation of time before the position is filled.

Section 26.

Any qualified teacher may apply for any vacant position. In filling the position, the District agrees to give due weight to the professional background and attainments of all applicants. The factors being the same, internal candidates will be given primary consideration.

Section 27.

The Board of Education shall not make it a practice to employ any husband or wife teaching combination in the same school building.

Section 28.

No substitute special certificate teacher shall be employed on a regular basis except in the event of extreme emergency, and in that event the teacher shall remain only until a certified teacher can be contracted. Substitute special teachers shall be compensated at the normal rate as per substitute teachers.

ARTICLE IX
Transfers

Section 29.

Teachers transferred to a supervisory and/or executive position and later returning to teacher status shall be entitled to all benefits and protection that this agreement affords.

ARTICLE X
Leaves of Absence

Section 30.

Leave of absence for any reason shall be subject to approval of the District. Upon return from a leave of absence the teacher shall be employed in the first position open for which he is qualified. The District will make every effort to return the teacher to the same or comparable position held before the leave. The above privileges do not apply to extra duties.

Section 31.

Maternity Leave without pay will be granted upon recommendation of the Superintendent. Such leave will begin by the sixth month of pregnancy. The teacher may not return less than one month after the birth of the baby. In the event of the pregnancy of a teacher, it is expected that a teacher will not begin a school year of teaching after the third month or pregnancy. If the leave has been granted by the District, the District may request a statement from the teacher's physician as to the teacher's fitness to resume her duties.

Section 32.

Teachers enlisting or entering the military or naval service of the United States, pursuant to the provisions of the Selective Service Act of 1940, as amended, shall be granted all rights and privileges provided by the act.

Section 33.

Days on which an employee is in attendance at professional conventions, visitations to other schools and school systems, educational conferences and meetings, speaking engagements etc. shall not be regarded as an absence if prior administrative approval has been secured. Approval shall be upon recommendation of building principal and with the approval of the Superintendent.

ARTICLE XI
Protection of Teachers

Section 34.

The District recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The District further recognizes that the teacher may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students provided such student has been diagnosed by a professional person. If it appears that a particular pupil requires the attention of special counsellors, social workers, law enforcement personnel, physicians or other professional persons, upon recommendation of such person, the Administrative staff will take reasonable steps to assist the teacher in the discharge of his responsibilities with respect to such pupil.

Section 35.

Any case of assault upon a teacher shall be promptly reported to the Superintendent. The District will provide legal counsel to be chosen by the District to advise the teacher of his rights and obligations with respect to such assault. If any teacher is sued by reason of corporal punishment administered by the teacher against a student, in accordance with District's policy, the District will provide legal counsel of its own choosing to the teacher for his defense.

Section 36.

Time lost by a teacher in connection with such assault or corporal punishment shall not be charged against a teacher provided it does not exceed 30 contract calendar days. Such compensation shall be paid only if said teacher is blameless in the incident.

Section 37.

In case of assault or malicious destruction by a pupil, the District will reimburse a teacher for any loss, damage or destruction of clothing or personal effects of the teacher while on duty in the school, on the school premises, or on school business.

Section 38.

Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention. The plaintiff's identity shall be revealed only when such complaint is to become part of the teacher's personnel file and shall be at the discretion of the Building Principal.

ARTICLE XII
Sick Leave

Section 39.

Each probationary teacher under a full year teaching contract shall be allowed ten (10) days of sick leave each school year, accumulating to 20 days. One day of the sick leave to be designated as a personal business day. Notification must be given to the principal one day in advance. Personal leave shall not be used for personal pleasure: i.e., such as fishing and hunting trips, travel time, extending vacation time. Nor can they be taken the first or last day of the school year.

Each regularly employed tenure teacher shall be allowed fifteen (15) days of sick leave each school year accumulative to one contract year. Two days of the sick leave is to be designated as personal business days. Notification must be given to the building principal one day in advance. Personal leave shall not be used as a personal pleasure day: i.e., such as fishing or hunting trips, travel time, extending vacation time. Nor can they be used the first or last day of the school year. Tenure teachers who exhaust their bank of accumulated sick days may borrow up to five (5) additional days of sick leave per year for an extended illness. Days borrowed are to be repaid by being deducted from those sick days forthcoming the following school year. Should a teacher fail to return the following school year, he shall be required to repay the school district any and all amounts owed by virtue of borrowing. Payment for same shall be 1/190 ¹⁸⁸ deduction of salary per day. Unused sick days previously acquired shall be retroactive to the consolidation of the Kenowa Hills School System.

Section 40.

Personal illness shall qualify for sick leave. Absences in excess of five consecutive days may require a statement from a physician. Upon recommendation of the Superintendent, the Board may, at its expense, require a teacher to submit to physical or mental examinations by appropriate specialists to determine whether involuntary sick leave is warranted.

Death in immediate family shall qualify for sick leave—mother, father, brother, sister, child, wife or husband, to a maximum of three days.

Special conditions must be approved by Superintendent only.

Section 41.

Failure to report for service as required shall be penalized with like amount of time against the personal business leave or loss of pay. Notification of illness by 7:00 A.M. to proper administrative official will be charged against sick leave.

Section 42.

In cases of illness or accident wherein the teacher is paid benefits under the Workmen's Compensation Act sick leave payments shall not exceed the difference between the benefits paid under the provisions of the act and normal salary.

Section 43.

Violation of sick leave regulations: Sick leave is compensable time off for illness and is given by the District for the protection of the teacher. Sick leave that has been used for any purpose other than that for which intended shall constitute a violation of the code of ethics and the teacher shall be notified. If the Board and Association jointly determine that a teacher has been guilty of a second violation of the rules governing sick leave, the teacher shall forfeit and lose all rights to paid sick leave for a period of one year immediately thereafter.

ARTICLE XIII
Substitute Teaching

Section 44:

Teachers shall not substitute during their regular preparation period unless an emergency exists. The rate per period shall be \$6.00 Senior High, \$5.00 Junior High.

Section 45.

If a teacher agrees to take an additional class load for the duration of the school term, or for any specified time period, he shall receive additional compensation at the rate of one sixth ($1/6$) of his regular daily salary per period. ($1/7$ for Junior High).

Section 46.

The District at all times shall maintain a list of available substitute teachers. Regular teachers shall be given a telephone number to call before 7:00 A.M. to report unavailability. It shall be the responsibility of the Administration to arrange for a substitute teacher.

Section 47.

Teachers that leave during the school day because of illness shall be deducted one half ($1/2$) day of sick leave if a substitute is necessary.

ARTICLE XIV
Teacher Evaluation

Section 48.

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

Section 49.

Each teacher shall have the right upon request to review the contents of his file. A representative of the Association may accompany the teacher if so requested.

Section 50.

One copy of the evaluations shall be included in this file within 30 days after time of observation.

Section 51.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. An adverse evaluation that jeopardizes his position shall be subject to the grievance procedures set forth.

Section 52.

Before March 1, each tenure teacher shall be evaluated in writing at least one time unless the teacher requests additional evaluations. Each probationary teacher shall be evaluated in writing at least three (3) times.

Section 53.

The Association shall use its best efforts to correct any breaches of professional behavior and may institute proceedings against any offending teacher.

ARTICLE XV
Extra Duties

Section 54.

Extra duties, defined as all tasks outside of the area of classroom teaching for which pay is given, shall be apportioned among teachers who are qualified to perform said duties.

Section 55.

Within one (1) year, no teacher shall be entitled to hold more than two extra duties annually. In the area of athletics, no teacher shall hold more than one major and one minor coaching position. If no other applicants, and where the sport would have to be dropped because of lack of applicants, these stipulations would be waived.

Section 56.

Summer and vacation custodial work by teachers shall come under the provisions of the extra duty contract article. Compensation for such work shall be left at the discretion of the Superintendent, but shall not be less than \$2.00 per hour.

Section 57.

The Board shall pay full Blue Cross-Blue Shield Hospitalization Insurance for all teachers listed on policy, including all legal dependents.

Section 58.

By the third Friday after the beginning of their employment hereunder, teachers may sign and deliver to the District a notification authorizing deduction of membership dues or assessment of the Associations (including the National Education Association and Michigan Education Association). Such Sum shall be deducted from the regular salaries of all such teachers in eight equal payments, starting with the first pay period in October and monthly thereafter.

Section 59.

Kenowa Hills Education Association members shall pay full amount of dues. Non-members shall contribute an equal amount to the Kenowa Hills Education Association.

ARTICLE XVI
Professional Compensation

Section 60.

Basic Salary Schedule Exhibit B

Section 61.

Extra Duty Scale Exhibit C

Section 62.

Athletic Scale Exhibit D

{ Schedules B, C and D covering
{ Salaries, Duty Scales, Athletic
{ Scales are attached hereto and
{ incorporated herein by reference
{ and shall be treated as a part of
{ this agreement as though they were
{ set forth herein in full.

ARTICLE XVII
Retirement Age

Section 63.

There will be a mandatory retirement age of 65. If age 65 is reached prior to September 1, no contract will be issued for the following year. If age 65 is reached during the school year, the teacher will be allowed to finish the school year. In the event a qualified teacher cannot be hired, the Board may retain a teacher on a temporary basis.

ARTICLE XVIII
Individual Contracts

Section 64.

This agreement shall supersede any rules, regulations or practices of the District which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contract heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this agreement. The provision of this agreement shall be incorporated into and be considered part of the established policies of the District.

ARTICLE XIX
Promulgation

Section 65.

Copies of this agreement shall be printed at the expense of the Board of Education, and presented to all teachers employed by the Board.

ARTICLE XX
No Interruption of Education Clause

Section 66.

The District, Association and each teacher recognize that their primary responsibility is to the children of the District and declare that their mutual objective is to provide those children with a proper education. To that end it is agreed that during the life of this agreement they will not permit, cause, or encourage any interruption, disturbance or interference with the continuous normal education afforded the children of the Kenowa Hills Public Schools.

ARTICLE XXI
Duration of Contract

Section 67.

This agreement shall be effective September 1, 1968 and shall continue in effect until ~~January 1, 1970.~~

Section 68.

Sept. 1, 1969
During the duration of this contract either party to the contract upon request, written and filed for not more than thirty days, has the absolute right to re-open negotiations due to matters of question, interpretation, urgency or contingency etc.

Section 69.

The written request will be submitted to mutual executives with accompanying reasons for re-negotiation.

ARTICLE XXII
Grievance Procedures

Section 70. Definitions

- a. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation, or misapplication of any provision of this agreement or any existing rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment may file a written grievance. Any individual teacher at any time may present a grievance to the administrative staff, formally or informally, and have the grievances adjusted with or without intervention of the Association as long as the adjustments are consistent with the terms of the master contract. The term "teacher" may include any individual or group of teachers who are certified and who are members of the bargaining unit.
- b. A "party of interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- c. The term "days" when used in this section shall, except where otherwise indicated, mean contract days.

Section 71. Purpose

- a. The primary purpose of the procedure set forth in this article is to secure, at the lowest level possible, equitable solutions to the problems of the parties.
- b. The parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedures. Nothing contained herein shall be construed as limiting the right of any teacher having grievance to discuss the matter informally with any appropriate member of the administration.

Section 72. Structure

- a. There shall be one or more Association representatives for each school building to be selected in a manner determined by the Association.
- b. The Association shall establish a broadly representative Grievance (PR & R) Committee and an Appeal Committee. No member of the Grievance Committee shall be a member of the Appeal Committee. In the event any representative or member of these committees is a party in interest to any grievance brought, he shall disqualify himself and shall be replaced by the Association.
- c. A group of not more than five persons shall represent the Board in all grievance cases, said group to be appointed by the Superintendent. When the particular grievance arises in a building, the building principal automatically shall be one of the five administrative representatives.

d. The District hereby designates the Superintendent or his appointee as its representative when the grievance arises in more than one school building.

Section 73. Procedure

a. The number of days indicated at each level should be considered as Maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. No grievance can be implemented if not acted upon within ten (10) days following the alleged infraction

In the event that there is a failure to appeal a decision at any level within fifteen (15) days, said failure shall be deemed an acceptance of the decision at that level and further proceedings of the case shall be prohibited.

If the grievance is filed on or after June 1, the time limits shall be waived by mutual consent and shall be resolved prior to the beginning of school the following September.

The teacher has at his disposal three (3) procedures for handling his alleged grievance: (1) He may proceed to process the alleged grievance by himself, (2) with the Association representative, or (3) he may elect to have the Association representative confer for him.

b. Level one - The teacher with an alleged grievance may first discuss the matter with his Association representative. If the Association representative concurs that a grievance exists, move to Level two. If the Association Representative does not feel a grievance exists, the grievant may appeal the Association Representative's decision to the Appeal Committee. The Appeal Committee shall render its decision within five (5) days as to whether a grievance exists and may be taken to Level Two or does not exist and may only be continued to Level Two at the grievant's own initiative without Association support.

c. Level Two - The teacher with a grievance shall discuss the matter with his principal, either individually or with his Association Representative, with the objective of resolving the matter informally. The principal shall make his decision known in writing within five (5) days.

d. Level Three - Within five (5) days of receipt of the grievance the Grievance Committee shall decide whether or not 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 claim without Association support. If the committee decides there is a legitimate grievance, it shall, within two (2) days, process the claim with the Superintendent of Schools. Within ten (10) days from receipt of the grievance by the Superintendent he shall render a decision as to the solution.

e. Level Four - In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within fifteen (15) days from date of receipt of grievance by the Superintendent, the teacher may refer the grievance through the Grievance Committee, to the Board of Education's Review Committee, which shall be composed of members of the Board of Education and others appointed by them. Within ten (10) days from receipt of the written referral by the Board, its Review Committee shall meet with the Association's Grievance Committee chairman and the Association's Negotiating Team for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A written decision shall be rendered within ten (10) days.

f. Level Five - In the event the grievance is not satisfactorily resolved at Level Four, or if no decision is reached within the ten (10) day period, the grievance may be transmitted to the State Labor Mediation Board. However, if a grievance has not been transmitted to the State Labor Mediation Board within fifteen (15) days of receipt of the decision under Level Four, the grievance shall automatically be considered withdrawn.

Section 74. Rights to Representation

Any party of interest at his discretion may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance processing, except where the grievance involves only questions of fact peculiar to the individual grievant.

Section 75. Miscellaneous

a. During the pendency of any proceedings and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.

b. A grievance may be withdrawn at any level without prejudice. However, if, in the judgment of the Association Representative or the Grievance Committee, the grievance affects a group of teachers, the Grievance Committee may process the grievance at the appropriate level.

c. There shall be no reprisals of any kind by administrative personnel taken against any party in interest or his Association Representative, any member of the Grievance Committee, Appeal Committee, or Ad Hoc Committees, or any other participant in the procedure set forth herein by reason of such participation.

d. The grievance discussed and the decision rendered at Level One shall be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.

e. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

f. 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.

g. If a teacher does not file a grievance in writing with the principal or other designated representatives within ten (10) days after the occurrence, then the grievance shall be considered as waived.

h. The following matters shall not be the basis of any grievance filed under the procedure outlined except for breach of Master Contract.

1. The termination of services of or failure to re-employ any probationary teacher.
2. The placing of a non-tenure teacher on a third year of probation.

EXHIBIT B

Kenowa Hills Public Schools

1968-69 Salary Schedule

<u>Years Experience</u>	<u>A.B.</u>	<u>A.B. + 15</u>	<u>M.A.</u>
0	\$6,600	\$6,800	\$7,000
1	6,803	7,000	7,200
2	6,995	7,195	7,395
3	7,320	7,520	7,720
4	7,595	7,795	7,995
5	7,870	8,070	8,270
6	8,195	8,395	8,595
7	8,470	8,670	8,870
8	8,745	8,945	9,145
9		9,220	9,420
10		9,495	9,695
11			9,970
12			10,245

1969-Jan. 1, 1970 Schedule

0	\$6,900	\$7,100	\$7,300
1	7,100	7,300	7,500
2	7,295	7,495	7,695
3	7,620	7,820	8,020
4	7,895	8,095	8,295
5	8,170	8,370	8,570
6	8,495	8,695	8,895
7	8,770	8,970	9,170
8	9,045	9,245	9,445
9		9,520	9,720
10		9,795	9,995
11			10,270
12			10,545

PROVISIONS: Six (6) years of experience outside the system will be given full credit.

Non-degree teachers shall receive an amount equal to one half ($\frac{1}{2}$) of the raise of the base. This amount shall not exceed \$7500. annually.

The 15 semester hours above a bachelor's degree shall be accepted graduate credit, which is part of a master's degree program. It is the responsibility of the teacher to file the necessary credentials with the Supt. to qualify for this scale prior to September 1. Teachers showing no additional coursework over the previous 12 months will be frozen at their current salary.

EXHIBIT C

Kenowa Hills Public Schools

EXTRA DUTY SALARY SCALE

DEBATE	\$175.00
FORENSICS	125.00
PLAY DIRECTOR	200.00
YEAR BOOK	300.00
SCHOOL PHOTOGRAPHER	125.00 (Weekly publicity releases)
HIGH SCHOOL VOCAL MUSIC	250.00
JUNIOR HIGH VOCAL MUSIC	125.00
ELEMENTARY VOCAL MUSIC	125.00
HIGH SCHOOL INSTRUMENTAL DIRECTOR	700.00
(Responsible for co-ordinator of junior and senior high school program and instrumentation)	
JUNIOR HIGH BAND	100.00 125.00
SPLIT GRADE (limit of 25/class)	300.00
SPECIAL EDUCATION	500.00
G.A.A.	400.00
INTERMURAL DIRECTOR	2.50 hour
DRIVER TRAINING	25.00 student
CLASS SPONSORS -	Senior 200.00 (2 at \$100 ea.) Junior 100.00 (2 at \$50 ea.) Sophomore 75.00 Freshman 50.00
SUMMER BAND PROGRAM	3.00 hour
LIBRARIANS	4.00 hour
COUNSELORS	4.00 hour

Ticket sellers, time keepers and score keepers and all chaperones shall receive \$5.00 per event to be paid by organization sponsoring the event.

EXHIBIT D

Kenowa Hills Public Schools
ATHLETIC DUTY SCALE

VARSAITY:

Basketball Football	10% of AB salary, not to exceed \$874.00
Baseball Track Wrestling	8% of AB salary, not to exceed \$650.00
Asst. Varsity Football Junior Varsity Football Junior Varsity Basketball	7% of AB salary, not to exceed \$580.00
Asst. JV Football Freshman Football Freshman Basketball Asst. Varsity Track Junior Varsity Baseball Cross Country Golf Tennis	5% of AB salary, not to exceed \$435.00
Junior High Basketball Junior High Track	4% of AB salary not to exceed \$348.00 3% of AB salary not to exceed \$261.00
Cheerleading	\$100. per squad