

4349

6/30/2000

AGREEMENT

BETWEEN THE

**BEAVERTON RURAL SCHOOLS
BOARD OF EDUCATION**

AND

BEAVERTON EDUCATION ASSOCIATION

1998-2000

Beaverton Rural Schools

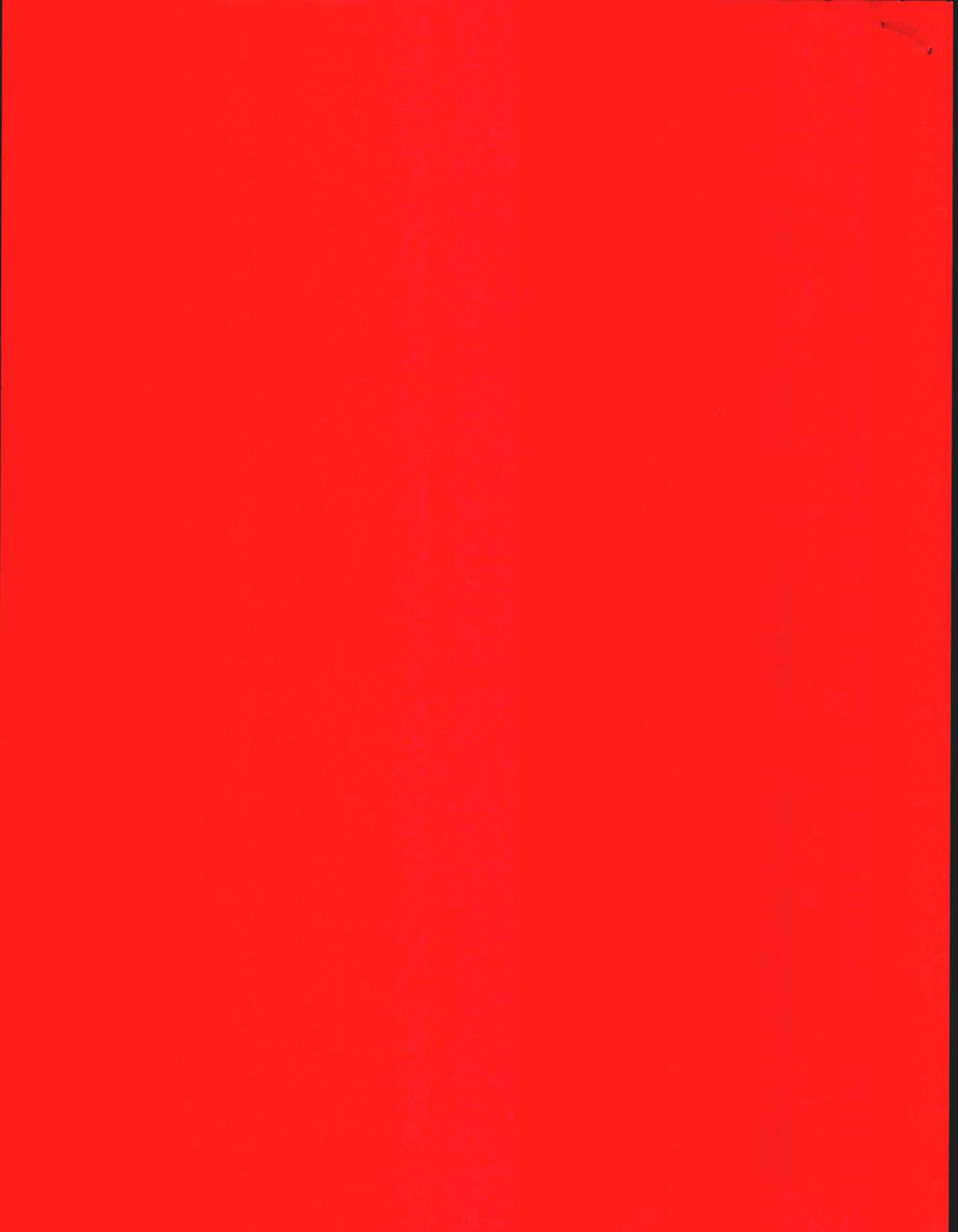
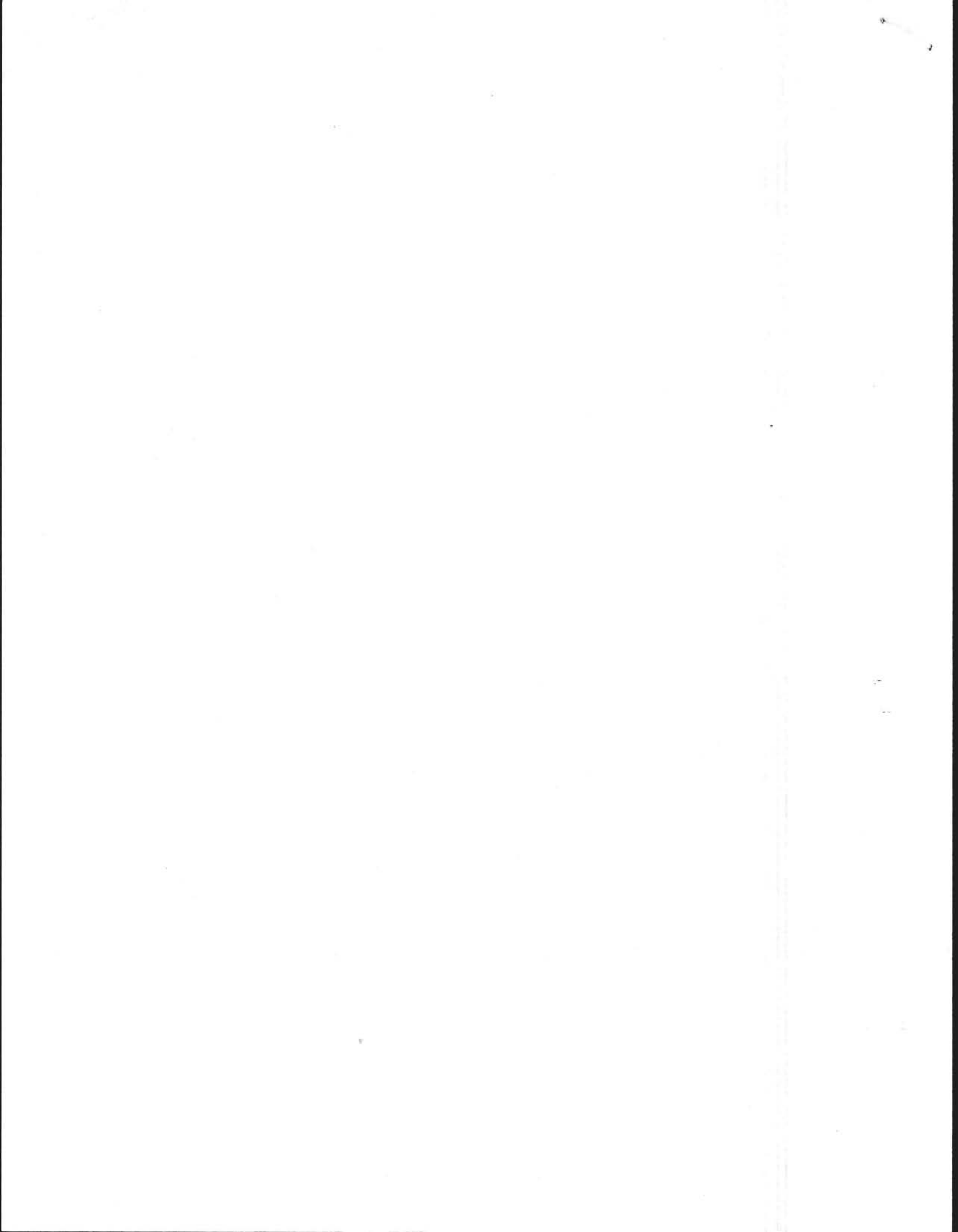


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AGREEMENT BETWEEN THE BEAVERTON RURAL SCHOOLS

AND

BEAVERTON EDUCATION ASSOCIATION

- A. This Agreement entered into by and between the Board of Education of Beaverton Rural Schools, Beaverton, Michigan, hereinafter called the "Board", and the Beaverton Education Association, hereinafter called the "Association".

GENERAL STATEMENT OF POLICY

- B. The Board of Education of the Beaverton Rural Schools and the Beaverton Education Association agree that the development and implementation of a high quality instructional program is a joint responsibility. It is further agreed that the best way to discharge the joint responsibility is through close consultation among the Board, the Administration and the teaching staff speaking through their elected representative (Association).
- C. Since these groups have the same goal of providing the best possible education for all students enrolled in the schools, relationships must be established which are based upon these high ideals, common interest and the proposition that education is a public trust and a professional calling.
- D. The Association agrees that the Board has final authority in all such matters.

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional certificated personnel, but excluding superintendents, assistant superintendents, business managers, principals, assistants principals, community school director, school social worker, school nurse, and school psychologists, and other supervisory personnel. The term "teacher", when used hereinafter in the Agreement shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teacher's 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.

ARTICLE I

PAYROLL DEDUCTION OF ASSOCIATION DUES AND FEES

- A. All teachers employed in the Beaverton Rural Schools shall either:
1. Sign and deliver to the Superintendent or his designated agent an assignment authorizing deduction of membership dues of the Association, the Michigan Education Association and the National Educational Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1st and September 1st of a given year, or
 2. Cause to be paid a representation fee equivalent to the membership dues of the Association, the Michigan Education Association and the National Education Association.
- B. The failure of any teacher to comply with the above provision shall constitute just and reasonable cause for termination of employment, and the Board, upon receipt of a signed statement from the Association indicating that the above provision has not been complied with, shall immediately inform said teacher that his/her employment will be discontinued at the termination of the current semester.
- C. The Association will protect and save harmless, the Board from any or all claims, demands, suits and other forms of liability by reason of any action taken or not taken by the Board or its designated agent for the purpose of complying with this Article.
- D. The deductions of membership dues and/or fees shall be made from the first paycheck of each month from October to June of each year of this contract and:
1. For new employees who are employed after the beginning of the deduction period, the Association shall commence receiving the regular monthly deductions for such teachers from the next succeeding paycheck.
 2. The remission of all dues and fees deducted from the Association under a. (1 and 2), shall be made to the treasurer of the Association together with a list of teachers from whom deductions have been made within five (5) days after the first paycheck of each month.
- E. All refunds claimed for dues and/or fees of the Beaverton Education Association, the Michigan Education Association and the National Education Association under such dues authorization shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deductions and agrees to hold the Board harmless from all claims or excessive dues deductions.
- F.
1. The Board agrees that upon written authorization they will deduct from the first paycheck of the month, subsequent to the authorization and forward the amount specified in the authorization to a credit union doing business in Gladwin County or,
 2. for a tax deferred annuity that has a minimum enrollment of 10 members and is approved by the Superintendent/Board of Education.

- G. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under Michigan General School Laws. The rights granted to teachers within this Agreement shall be deemed to be in addition to those provided in the general school laws.

ARTICLE II

TEACHER'S RIGHTS

- A. Pursuant of Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other lawful concerted activities for mutual aid and protection. As duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan 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 lawful activities of the Association or collective professional negotiations with the Board, or his institution of any grievance.
- B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relation Committee, or a mediator from such public agency.
- C. With prior approval of the building principal, the Association and its members shall have the right to use a room within a school building at any reasonable hour for meetings. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. A bulletin board in the teacher's lounge and other established media of communication shall be made available to the Association.
- D. The Board agrees to make available to the Association in response to a specified request, information available to the residents of the district concerning the financial resources of the district, tentative budgetary requirements and allocations and such other generally available information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.
- E. It is expressly understood that the Board shall not be required to furnish to the Association or teachers, information from the College Placement Offices. However, each teacher shall be informed of any additional information added to their file.

ARTICLE III

BOARD RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retain and reserve 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 employees while performing assigned duties.
 2. To hire all employees and subject to the provisions of law, to evaluate 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 classes 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 make the final decision on the means and methods of instruction, the selection of textbooks, other teaching materials, and the use of teaching aids of every kind of nature.
 5. To determine class schedules, the hours of instruction and the duties, responsibilities, and assignment of teachers and other employees with respect thereto; and with respect to administrative and Appendix B and C activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices if furtherance herewith 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 laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE IV

PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Additional hours above BA shall be approved for graduate credit and undergraduate credit with prior Board representative approval. Such salary schedule shall remain in effect during the term of this Agreement.
- B. The salary schedule is based upon a normal weekly teaching load, as hereinafter defined, on or about August 20th to on or about June 15th during normal teaching hours.

However, certain extra-curricular activities shall be enumerated according to Appendix B and C.

- C. Any teacher who is assigned and accepts an extra class shall be compensated at the portion of their salary which is the inverse of number of class periods the teacher would be teaching. Example: 6 period day, 1/6 of salary: 7 period day, 1/7 of salary.

A teacher who acts as a substitute during their conference period, relief time or special shall be paid \$32.50 per hour.
- D. Teachers shall not be required to report more than one day prior to the beginning of classes or to remain more than one day after classes end. Additional days will be required for new hires and probationary teachers as noted in Article V, para B.
- E. The following holidays shall be observed and all schools closed: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.
- F. A teacher engaged during the school day in negotiation on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.
- G. Teacher representatives of the Association shall be released from regular duties without loss of salary or sick leave days a total of five (5) days per year for the purpose of participating in area, regional or state meetings of the Michigan Education Association or other Association business. Five (5) additional days may be used by the Association provided the Board is reimbursed for the substitute's pay.

ARTICLE V

TEACHING HOURS

- A. The district administration may structure the teacher's work day schedule such that starting and ending times may vary, but all instructional and non-instructional times shall be equitable within his/her assignment level (ie., arrival, starting, preparation, lunch, relief and ending of the work day).

The teacher's normal teaching hours shall be as follows:

1. K-6 teachers shall not be expected to arrive at their assigned building prior to 7:45 A.M.
7-12 teachers shall not be expected to arrive at their assigned building prior to 8:00 A.M.
2. Teachers may be assigned to their teaching station as close as five (5) minutes after their required arrival time.
3. K-6 teachers shall leave school not earlier than 3:00 P.M. unless permission is obtained from the building principal.

7-12 teachers shall leave school not earlier than 3:15 P.M. unless permission is obtained from the building principal.

4. Hours of kindergarten teachers shall be fixed by the principal at the beginning of each semester but in no event be longer than the foregoing.
 5. The Board recognizes the principle of a standard forty-hour workweek and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard workweek. The Board will not require teachers regularly to work in excess of such standard workweek within or outside of any school building except compensated extra curricular activities.
 6. Counselors whose positions require student, parent or other contacts beyond the limits of the regular instructional day shall develop appropriate flexible schedules within the standard teacher work week, subject to the approval of the principal. A supporting work log may be required.
 7. Regular K – 12 teachers will not be required to remain at their teaching stations beyond the times set forth above, except as required elsewhere in this Agreement.
- B. There shall be no less than 182 days of pupil instruction, and two (2) teacher record days, one (1) teacher orientation day, two (2) inservice day, and one (1) parent-teacher conference day will be worked by all professional staff. Additional days will be scheduled as follows:
1. Up to two (2) days of in-service will be required for all new hires effective with this agreement. These days must be completed prior to the first day of the calendar of this agreement. Teachers hired after the first day of the calendar of this agreement must complete the two (2) day in-service requirement prior to their first day of assignment. In case of an emergency, a teaching position may be filled without the two (2) days of in-service. However teacher will have to be scheduled for the two (2) days of in-service at a later date.
 2. Probationary teachers will be required to attend up to two (2) days of in-service. These days will be in addition to the in-service days for the total teaching staff. These days may be scheduled in the summer or during the school year. If the days are during the summer, the Building Principals must confer with the probationary teacher and reach an agreement on the scheduling of the days. The probationary teacher will be paid at the Training Expense rates as set in this agreement. This will also include all expenses for mileage, food, fees, room charges and materials. Once the probationary teacher reaches the mandatory number of in-service days as set forth by the State, he or she will not be required to attend any further probationary in-service training. Any new hire who has acquired prior probationary in-service training will be given credit for those days towards the total required days.
 3. State mandated test program days will be scheduled within the annual calendar for student instruction. Each building principal will assign his/her staff to their assignments for these days

4. A professional development committee will be formed from representative of the BEA, Administration and the Board of Education. This committee will develop, plan, and schedule all professional development/in-service days for the school system. All professional development/in-service days must be scheduled at least ten (10) days in advance.
- C. In-services will be scheduled on non-game or extracurricular days whenever possible. Coaches and advisors are required to attend in-service/professional development meetings scheduled, including those held until 3:30 p.m.
- D. All teachers shall be entitled to a duty free lunch period unless requested by the building principal to temporarily assist in school related activities. Teachers will continue to respond to student needs during lunch period or make arrangements to assist students at another time during the day.
- E. K-6th grade elementary classroom teachers will be provided with two (2) relief periods, a.m. and p.m., for a minimum of 15 minutes each, and/or one 30 minute period, during the student day. These relief periods may be used during recess, music, art, library, P.E., computer education or other regularly scheduled specials. Every effort will be made to schedule at least one of the relief periods during recess
- F. No teacher shall be expected to be at school on days when buses cannot run.
- G. On homecoming afternoon if students are dismissed, the teachers will be excused also.
- H. Change as a result of the change in the starting and ending times for the high and elementary buildings. Morning faculty meetings must be scheduled at least one day prior to the meeting and teachers duly notified of such. After school faculty meetings may be scheduled as follows: One forty-five (45) minute meeting per month with 72 hours notice, one thirty (30) minute meeting per month with 48 hours notice, and unlimited meetings of fifteen (15) minutes per month with 48 hour notice.

ARTICLE VI

TEACHING LOADS AND ASSIGNMENTS

- A. Each secondary classroom teacher will be given an equivalent of one unassigned preparation period each day. In the event that the secondary goes to a Block Schedule, all secondary teachers will be given the equivalent amount of total hours of conference time, in blocks throughout the year, that they would have received under Article VI, paragraph A.
- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.
- C. Teachers who will be affected by a change in grade and building assignments in the elementary school grades and by changes in secondary school grades will be notified and consulted by their principals as soon as possible and prior to June 10th. Such changes will be voluntary to the extent possible. Except in emergencies, final teaching and

building assignments must be made by July 1st and teacher notified of such assignment. Every effort will be made to avoid reassigning probationary elementary (K-6) school teachers to different grade levels.

- D. CA-60's shall be recorded with children information by K-6 teachers if released time is allowed. CA-60 folders and permanent record books shall be filled out by office personnel for all 7-12 grade teachers.
- E. Teachers assigned to any classroom responsibility shall, except for emergencies, remain in the room and/or laboratory during classroom hours unless a suitable adult or other teacher takes his/her place.
- F. All secondary (7-12) teachers are to be at their classroom door between classes to assist controlling students in the hall, unless working with a student, parent or an administrator.
- G. With the approval of the Building Principal/Superintendent, School Counselors and Media Specialists may be required to begin work one week before school opens and to remain one additional week after school ends for purpose of working on related school activities. Pay for these extra weeks to be equal to their normal weekly pay. Notification will be given fifteen (15) calendar days prior to the end of school and will concern both the pre-school and the post-school sessions.

ARTICLE VII

TEACHING CONDITIONS

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible. In the event a teacher in grades K-6 is required to instruct more than thirty (30) pupils they shall be compensated at \$100 per pupil above thirty. The foregoing based on the membership count as of the fall membership count days.
- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representatives and the Association, within budgetary allowances.
- C. Under no conditions shall a teacher be required to drive a school bus as a part of his/her regular assignment.
- D. The board shall make available in each school a lunchroom, restroom, and lavatory facilities exclusively for staff use and at least one furnished room which shall be reserved for use as a staff lounge.
- E. Telephone facilities for local calls shall be made available to staff for their use in the five (5) lounges.
- F. Adequate parking facilities shall be made available to staff for their own use.

- G. No religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private life of a teacher is of no concern to the Board, unless it affects the performance in the classroom. However, any member of an UnAmerican activities group shall be thoroughly investigated and dismissed or discharged from employment according to the due process of law.
- H. The provisions of this Agreement and the wage, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex or marital status or membership in an association with the lawful activities of any employee organization.
- I. Class size for all transition rooms shall be limited to a maximum of twenty (20) pupils.

ARTICLE VIII

VACANCIES AND PROMOTIONS

- 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 an Association Officer and provide for appropriate posting in every school building. No vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least fifteen (15) calendar 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 of time each has been in the school system of the district, and other relevant factors.
- C. "Service" in the system, for purpose of this Agreement, shall mean continuous employment in a school district, including substitute service, irrespective of tenure status, but shall exclude all periods when the teacher was on leave of absence for any cause except involuntary service in the armed forces.
- D. The above fifteen (15) day limitation will be dropped on openings that occur in the late summer, between semesters or emergency openings that occur during the school year, provided the BEA President is consulted and approves in writing.

ARTICLE IX

TRANSFERS

- A. The parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.

- B. In the event that transfers of teachers appear to be necessary, lists of available positions in other buildings shall be posted in the same manner as provided in Article VIII.
- C. 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.

ARTICLE X

LEAVE POLICIES

A. Sick Leave Policy

- 1. Each teacher shall accrue (10) days per year for salaried covered sick leave. These days are subject to all provisions of the master agreement. Accrual shall accumulate to a total of one hundred forty (140) days. Sick leave shall be available to contracted teachers, regardless of whether they report on the first day of school. Sick leave is defined as illness preventing one from performing normal duty. Sick leave cannot be used for personal business or recreation. Any teacher exceeding the 140 accumulated sick leave limit in any given year shall be awarded \$70.00 for each day in excess of the 140 day limit at the end of the school year. This amount shall be paid in the pay period closest to June 30th and the teacher shall begin in the fall at his/her accrued total from the previous year and begin to accrue days as described above.
- 2. Any portion of the salary-covered sick leave may be used to cover absences for illness of the employee or illness his immediate family* or death of child, spouse, parent, parent-in-law, brother or sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, aunt, uncle, niece, nephew or other dependents of the immediate household. Additional days may be included at the discretion of the Superintendent of Schools. *Immediate family constitutes any member of the immediate household and in addition father, mother, children, sister or brother of employee, his/her husband or wife.
- 3. A teacher absent from work because of mumps, scarlet fever, measles, chicken pox, pink eye and lice shall suffer no diminution of compensation and shall not be charged sick leave.

B. Leaves of Absence:

- 1. General Policies
 - a. All requests for leaves will be applied for and granted in writing and shall specify the reason and the beginning and ending dates desired or granted. The teacher must apply for the leave at least sixty (60) days prior to its commencement except in cases of emergency or when some other time limit is established (for the particular type of leave requested.)
 - b. Beginning and ending dates of leave are to correspond as nearly as possible with the beginning or ending of school, a semester or marking period in order to maintain the teacher-student relationship as effectively as possible.

- c. A teacher on leave must notify the Board of his or her desire to return from such leave on or before April 1st for those who wish to return at the beginning of the next school year or at least forty (40) school days prior to their return at other times of the year, unless physically or mentally unable to reply at that time.
 - d. There is no guarantee that any teacher shall be returned to a specific building, grade level or special assignment at the conclusion of a period of absence exceeding one semester. Whenever possible, the Board will make every effort to return a teacher who has been on extended leave to the same or a comparable position to that held before the leave. The Board may extend the leave for an additional year if requested to do so by a teacher wishing to return who is unwilling to accept the assignment offered or if there is no position available for which he or she is qualified.
 - e. Failure to abide by the conditions and dates as specified for the leave application, the leave as granted or return from leave may result in the termination of all rights of employment unless a variance had been granted by the Board upon the request of the teacher.
2. Leaves of absence with pay not chargeable against the teacher's allowance, shall be granted for the following reasons:
- a. The Board will pay an amount equal to the difference between the teacher's daily salary and the daily jury duty fee paid by the court for each day on which the teacher reports or performs jury duty on which he otherwise would have been scheduled to work and provided a certified replacement cannot be found, the teacher will cooperate with the administration in seeking to be excused for such service.
 - b. Court appearance as a witness.
 - c. Approved visitation at other schools or attending educational conferences or conventions.
 - d. Time necessary to take the selective service physical examinations.
3. Leaves of absence without pay shall be granted upon application, providing a suitable replacement can be found, for the following purpose:
- a. Study related to the teacher's licensed field
 - b. Study to meet eligibility requirements for a license other than that held by the teacher.

The regular salary increment occurring during such period shall be allowed.

4. Maternity leave will be granted upon request to female teacher up to a maximum of one (1) year, renewable at the discretion of the Board. The application for

such leave shall be accompanied by a statement from the attending physician giving the anticipated date of birth and an evaluation of the health of the teacher. Such leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned. Sick leave with pay will be allowed for the period the teacher is physically unable to perform the duties to which she is regularly assigned.

5. To insure continuity of instruction, the Board shall not be required to return the teacher to employment except at the beginning of a semester unless otherwise specified in the leave granted and then only in accordance with the general return from leave policy.
6. In case of any dispute as to whether a teacher is able to return and adequately perform the duties to which she is regularly assigned, the physician who has treated the teacher through pregnancy will be asked to furnish a statement as to her physical health and well being.
7. Should the course of nature be interrupted or should the death of the child occur during the period of leave, the above regulations may be relaxed at the discretion of the Superintendent.
8. Leave will not be counted as credit toward steps on any salary schedule unless the teacher had taught ninety (90) days or more in the school year.
9. Leave of absence will be granted of up to two years to any teacher who joins the Peace Corps as a full-time participant in such programs. Any period so served shall be treated as time taught for purpose of the salary schedule set forth in Appendix A of this Agreement.
10. A maximum of two (2) teachers who are officers of the Association or who are appointed to its staff should, upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association. Teachers given leaves of absence without pay shall receive credit toward annual salary increment on the schedule appropriate to their rank.
11. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for one tour of military duty to any branch of the armed forces of the United States.

Teachers on military leave shall be given 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.
12. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office.
13. Any teacher who is absent because of an injury or disease which is compensated under Michigan Worker's Compensation Law shall upon written application receive from the Board the difference between the allowances under the Worker's Compensation Law and his regular salary for the duration of the illness

with no subtraction of sick leave through the duration of the individual teacher's contract.

14. Upon retirement and entering a teacher retirement program or upon death, after ten (10) years service to the Beaverton Rural Schools, the Board agrees to grant terminal leave pay amounting to \$75.00 per year, in the system, up to a maximum of \$2,250.

ARTICLE XI

PERSONAL LEAVE

- A. Each probationary teacher shall be granted annually two (2) personal leave days with regular pay. Each tenure teacher shall be granted annually three (3) personal leave days with pay. These days, if not used, will be added to the teacher's accumulated sick leave at the end of the school year.
- B. These days shall not be used to extend scheduled vacations, except those noted in Article XI, para C, nor shall they be used the first two weeks of school or the last two weeks of school except in case of emergency. At least 48 hours advance notice must be given to the building principal except in case of emergency. Not more than two (2) teachers per building shall be given personal leave on the same day. Personal days shall not be used for in-service days or snow-day make up days that are not used as a vacation day or to extend a snow-day make up day that is a vacation day.
- C. Each teacher shall be allowed the use of one (1) personal day in the month of May. Additional personal days at the discretion of the Superintendent on a case by case basis. No case is to be precedent setting. The following vacation/holidays may be extended by use of personal days: Christmas, Good Friday/Easter, Thanksgiving, Deer Hunting (Nov. 15), Spring Break and Memorial Day. Any teacher may apply for the use of personal days to extend either pre or post any one of the above listed vacation/holidays. When a teacher is granted use of personal days for any one of the 12 vacation/holidays he or she will not be eligible to apply for any other extension for the duration of the school year unless there is less than the maximum number of teachers applying to use the additional dates. The selection of teachers who do get the extensions will be done in each building by the Principal using a random drawing of names. Teachers must apply at least sixty-five (65) days prior to the vacation/holiday date that they are seeking to extend. No applications will be taken prior to September 10th of each year. All drawings must be done sixty (60) days before each vacation or holiday. If no applications have been made, the time limits may be waived by the building principal, provided a substitute can be scheduled and no more than one (1) teacher per building, as a result of this provision, will be absent on a first come, first served basis.
- D. Unpaid leave, if approved by the administrator, will not receive Board paid benefits after the second day of absence.

ARTICLE XII

INSURANCE PROTECTION

A Pursuant to the authority as set forth in the Michigan Public School Code, as amended by the Public Act 27, 1969, the Board agrees to provide the following insurance protection to all full and part time teachers:

B. Upon written application, the Board shall provide: for the 1998-99 school year a maximum of \$198.08 per month, plus seventy-five percent amount over the cap for a single subscriber, \$438.63 per month, plus one-half of the amount over the cap for self/spouse and \$481.07 per month, plus one-half of the amount over the cap for full family health insurance.

Upon written application, the Board shall provide: for the 1999-2000 school year a maximum of \$206.00 per month, plus seventy-five percent amount over the cap for a single subscriber, \$456.18 per month, plus one-half of the amount over the cap for self/spouse and \$500.32 per month, plus one-half of the amount over the cap for full family health insurance.

C. In addition for the 1998-99 school year, the Board will provide \$51.32 per month for Dental Class I-II (80%) and \$15.29 per month for Vision Care insurance for each full time teacher and their eligible dependents.

In addition for the 1999-2000 school year, the Board will provide \$53.38 per month for Dental Class I-II (80%) and \$15.90 per month for Vision Care insurance for each full time teacher and their eligible dependents.

D. The employee shall have the option, at their expense, to purchase from the Board named carrier an upgraded version of the health policy, if available.

E. The following options shall be available to all part-time teachers and those not wishing to have health insurance: Dental Class I, II (80%) plus \$70.00 per month in 1998-99 (plus FICA) and \$75.00 per month in 1999-2000 (plus FICA) to be taken as income. Employees have under the conditions of Article I, paragraph F2 the right to contribute a portion of salary to Board approved annuities.

ARTICLE XIII

TEACHING EVALUATION

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eaves-dropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

- B. Each teacher shall have the right upon request to review the contents of his own personnel evaluation file within the system. This excludes any confidential material, such as recommendations from colleges, universities and previous employers. A representative of the Association may be requested to accompany the teacher in such review.
- C. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- D. No teacher shall be disciplined, reprimanded or deprived of any professional advantage which does not amount to a demotion under the Tenure Act without just cause. Any such discipline, reprimand or deprivation including adverse evaluation of teacher performance asserted by the Board or any agent or representative thereof shall be subject to the professional grievance procedure hereinafter set forth.
- E. The Board of Education reserves the right to make all extracurricular assignments on a year to year basis. Such assignments or dismissal from assignment are not subject to the grievance procedure. However, written reasons for dismissal shall be provided to the individual affected.

ARTICLE XIV

PROTECTION OF TEACHERS

- A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board 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 Board further recognizes that the teacher may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students nor be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement, physician or other professional workers, such as school diagnostician, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupils.
- B. Any case of assault upon a teacher who is acting within the framework of Board policy, shall be promptly reported to the Board or its designated representative. The Board may 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.
- C. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under worker's compensation, shall not be charged against the teacher unless he/she is adjudged guilty by a court of competent jurisdiction.

- D. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property in cases of assault against the teacher while on duty in the school or on the school premises. If a teacher is injured while in the line of duty, cost of medical, surgical or hospital care will be furnished by the Board over and above that covered by hospitalization insurance or worker's compensation. If a teacher using reasonable caution shall suffer a loss while on duty at an away school activity, he may be reimbursed for such loss by the Board.
- E. Any formal complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention.
- F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of negligence or neglect of duty, for any damage or loss to person or property.

ARTICLE XV

NEGOTIATION PROCEDURES

- A. The Board and the Association hereby agree to establish under agreeable terms a regular schedule wherein representatives of the two parties may meet and confer toward the resolutions of salaries, wages, economic fringe benefits and hours of employment. Such a negotiations schedule must begin at least one hundred twenty (120) days prior to the expiration of this Agreement. Any agreement so negotiated shall apply to all members and shall be reduced to writing and signed by representatives of the Board and the Association upon ratification by the Board and by a majority of the membership of the Association.
- B. The Board and the Association pledge that the representatives selected by each shall have all necessary power and authority to present relevant data, exchange points of view, make proposals and counterproposals, and to sign an agreement or to effectively recommend acceptance of an agreement. In any negotiations described in this agreement, neither the Board nor the Association shall have any control over the selection of the negotiations representatives of the other party. Each party's group or team of representatives for negotiations shall consist of not more than seven (7) members. The internal organization of each team shall be determined by each team.
- C. Negotiation teams will meet in closed sessions, unless otherwise agreed upon in advance. Either team may ask for a recess or caucus. The time and agenda for the next meeting will be established before adjournment of each meeting. The rules of the procedure listed in this article may be changed at any time by consent of both teams.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Committee or take any other lawful measures it may deem appropriate.

ARTICLE XVI

PROFESSIONAL GRIEVANCE PROCEDURE

- 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 grievance in accordance with the following steps: The Board hereby designates as its representatives for such purpose the principal in each school building and the Superintendent of Schools where the particular grievance arises in more than one school building.
- B. The Association hereby agrees that it shall designate one Association representative per building and one alternate per building to act in the case of the absence of the representative and agrees to inform the principal of each building of the name of said Association representative within the first week of the school year.
- C. The term "days" shall be defined as follows:
 - school year-working days
 - summer vacation-calendar days
- D. Within five (5) days of the alleged occurrence of a violation, the teacher shall orally discuss the alleged violation with the Association representative and his immediate principal. If a satisfactory conclusion to the grievance is not reached orally within (5) five days of discussion, the teacher or group of teachers shall reduce the grievance to writing specifying the facts and the alleged section of the Agreement which has been violated and the relief requested and file same within five (5) days of the discussion with both the principal and the superintendent.
- E. Within five (5) days of receiving the written grievance, the principal shall specify in writing his decision to the Association, the grieving teacher and the superintendent.
- F. If the decision of the principal is not satisfactory to the grieving teacher and within (5) five days the Superintendent shall arrange a meeting with the grieving teacher and/or the Association and the principal. At said meeting all parties, including the principal shall be given an opportunity to be heard. Within five (5) days of the meeting the Superintendent shall render his decision in writing, filing a copy with the Association and the grieving teacher and retaining a permanent copy in his files.
- G. If the decision of the Superintendent is unsatisfactory to the grieving teacher, then he may file in writing an appeal from said decision with the Board of Education at least ten (10) days prior to the next regular Board meeting. Upon receipt of the grievance, the secretary of the board shall place same on the agenda for that meeting and at said meeting the teacher and/or representative shall be given an opportunity to be heard. The Board shall render a decision in writing not later than the next regular board meeting thereafter transmitting a copy of same to the Superintendent, the grieving teacher and the Association.

- H. Failure to appeal a decision at any level within the specified time limits, shall be deemed an acceptance of a decision at that level and all further proceeding shall be barred.
- Should a teacher withdraw his grievance at any level or leave the employment of the system, then all further proceedings of that grievance shall be barred. It is expressly understood that the grievance procedure shall not apply to discharge and demotion as defined in the Tenure Act.
- I. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration before an impartial arbitrator and/or arbitrators selected by the parties. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The Board shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the Association. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree that the decision of the arbitrator shall be final and binding and that judgement thereon may be entered in any court of competent jurisdiction.
- J. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged or improperly deprived, he shall be reinstated with full reimbursement of all professional compensation lost.
- K. The cost of arbitration under this Article shall be paid by either party to this Agreement requesting arbitration.
- L. For administrative convenience, the Board may cause complaints which may be subject of grievances under this Article to be presented to a department head, assistance principal, or other school employee, for informal processing, in an effort to reduce the number of formal grievances handled under the professional grievance procedure herein established. The parties shall mutually work out procedures for such informal processing upon request, but exhaustion of such informal procedures shall not be required as a condition precedent to invoking the grievance procedure, nor shall the participation of department heads, assistant principals or other employees in such informal procedures be deemed to be a supervisory or executive function.
- M. A standard form for all grievances shall be used. These forms shall be made available by the Board.

ARTICLE XVII

MISCELLANEOUS PROVISIONS

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a number they may call before 7:00 A.M. to report unavailability for work. Once a teacher has reported unavailable it shall be the responsibility of the Administration to arrange for a substitute teacher. An absent teacher must have written lesson plans available for the substitute teacher.

Every effort will be made to maintain the regular daily schedule; however, it shall be the building principal's responsibility to schedule or cancel classes or tutorials as dictated by the availability of substitutes.

- B. No polygraph or lie detector device shall be used in any investigation of any teacher or pupil.
- C. The Association shall be duly advised by the Board through the professional negotiation representatives, of fiscal, budgetary and tax programs affecting the district and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent terms with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established employed by the Board.
- E. Copies of this Agreement shall be made available at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- F. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- G. Training Expenses: Per day pay of \$70.00 for attendance at training sessions, when no other compensation is provided, or college credit taken, with mileage and meal allowance. This is applied only when the meeting is after school hours, summer, breaks, weekends, or in general on non-release time, under the following guidelines;
 - a. must be specifically approved in advance by both the building principal and central administration prior to attendance.
 - b. must be conducted for a minimum of two (2) hours. Parts of a day will be paid at the per cent of the day of the meeting. (i.e. 1/2 day = 1/2 pay)
 - c. voluntary general attendance at conferences and similar events, where the District has agreed to pay appropriate travel, registration, meals and lodging in accordance with District policy and/or agreements shall not be regarded as training and therefore not eligible for training pay.

ARTICLE XVIII

LAYOFF PROCEDURE

- A. **SENIORITY.** New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.

- B. The term seniority as hereinafter used shall be length of continuous service with the Beaverton Rural Schools Board of Education.

When a vacancy of a semester or less in the bargaining unit occurs, the position may be filled on a temporary basis. Should the position become more than a semester, the temporary employee will be hired retroactively as a bargaining unit member with seniority retroactive to date of hire. The teacher hired for the temporary semester or less position which does not become more than a semester position does not acquire seniority in the bargaining unit.

Leaves of absence granted pursuant to this contract shall not constitute an interruption in the continuous service. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

- C. Seniority within the school system shall first be determined by certification as approved by the Department of Education of the State of Michigan, and shall secondly be determined by years of continuous employment in elementary grades and by secondary grades. Every effort shall be made to place teachers of grades 7 and 8 in their major or minor field of preparation.
- D. Any teacher who is granted Tenure shall have seniority from the last date of hire.
- E. The Board of Education shall prepare a seniority list and transmit a copy of the same to the Association on or before the 1st day of April each year the Board deems it necessary to issue layoff notices.
- F. Necessary reduction of personnel - LAYOFF. The parties hereto, realizing that education, curriculum and staff to a large degree depend upon the economic facilities available to the Board as provided by the public and the State of Michigan, and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum, and staff when funds are not available, hereby agree as follows:
1. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum when economic necessity dictates.
 2. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be used:

Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
- G. Recall - Seniority teachers shall be recalled in inverse order for which they are certified and qualified without making application.

- H. In the event a teacher is recalled to a position in the Beaverton Rural Schools, he shall not sustain any loss in accumulated sick leave, seniority, or any other benefits which were accumulated prior to layoff.
- I. A recall list shall be maintained by the Board.
- J. Refusal to accept recall at any time terminates all rights.
- K. In the event a curtailment of the curriculum is necessary the relevance of the educational departments shall be studied by a joint committee of three representatives of the Board and three representatives of the Association. The Board shall make the final determination.
- L. A joint committee of three representatives of the Board and three representatives of the Association shall study qualification of teachers and make recommendations to the Board, which shall make the final determination based on the committee's recommendations.

ARTICLE XIX

Duration of Agreement

This agreement shall be effective as of July 1, 1998 and shall continue in effect until the 30th day of June, 2000. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

Rachel Anderson
President

Janet Zdrojewski
Secretary

Ron E. Hannah
Negotiation Representative

Negotiation Representative

BEAVERTON EDUCATION ASSOCIATION

Sharon L. Smith
President

Deborah L. Sheppard
Secretary

Jeanette L. Warner
Negotiation Representative

Jeffrey P. Fann
Negotiation Representative

Negotiation Representative

Negotiation Representative

BEAVERTON RURAL SCHOOLS

SCHEDULE "A"

1998-99

Step	Index	BA	BA+20	MA	MA+15	MA+30
0	1.00	25,270	27,035	27,955	28,878	29,799
1	1.05	26,534	28,387	29,354	30,322	31,290
2	1.10	27,797	29,739	30,751	31,766	32,780
3	1.15	29,061	31,091	32,149	33,210	34,269
4	1.20	30,324	32,442	33,547	34,654	35,759
5	1.25	31,588	33,794	34,945	36,098	37,249
6	1.30	32,851	35,146	36,342	37,541	38,740
7	1.35	34,116	36,498	37,740	38,986	40,229
8	1.40	35,379	37,849	39,138	40,430	41,719
9	1.45	36,643	39,201	40,536	41,873	43,209
10	1.50	37,906	40,553	41,934	43,317	44,700
11	1.55	---	41,905	43,331	44,761	46,189
12	1.60	---	43,256	44,729	46,205	47,679
15		---	44,282	45,755	47,231	48,705
20		---	45,308	46,781	48,257	49,731

The professional daily rate of any teacher shall be determined by dividing his base salary, as set forth, by contract days.

Upon written receipt of verification of successful completion of additional graduate hours, from college and/or university instruction, with a transcript furnished upon request, the Board of Education will move the teacher horizontally on the salary schedule at the beginning (first payroll period) of the subsequent semester.

BEAVERTON RURAL SCHOOLS

SCHEDULE "A"

1999 - 2000

Step	Index	BA	BA+20	MA	MA+15	MA+30
0	1.00	25,927	27,738	28,682	29,629	30,574
1	1.05	27,224	29,125	30,117	31,110	32,104
2	1.10	28,520	30,512	31,551	32,592	33,632
3	1.15	29,817	31,899	32,985	34,073	35,160
4	1.20	31,112	33,285	34,419	35,555	36,689
5	1.25	32,409	34,673	35,854	37,037	38,217
6	1.30	33,705	36,060	37,287	38,517	39,747
7	1.35	35,003	37,447	38,721	40,000	41,275
8	1.40	36,299	38,833	40,156	41,481	42,804
9	1.45	37,596	40,220	41,590	42,962	44,332
10	1.50	38,892	41,607	43,024	44,443	45,862
11	1.55	---	42,995	44,458	45,925	47,390
12	1.60	---	44,381	45,892	47,406	48,919
15		---	45,443	46,945	48,459	49,971
20		---	46,486	47,997	49,512	51,024

The professional daily rate of any teacher shall be determined by dividing his base salary, as set forth, by contract days.

Upon written receipt of verification of successful completion of additional graduate hours, from college and/or university instruction, with a transcript furnished upon request, the Board of Education will move the teacher horizontally on the salary schedule at the beginning (first payroll period) of the subsequent semester.

BEAVERTON RURAL SCHOOLS
SCHEDULE - B
1998 - 2000

Percent of the salary schedule based on years of experience in sport/activity and education level upon completion of posting period (unless waived), written application and appointed by Board of Education:

<u>Sport/Activity:</u>	<u>98/2000</u>
Baseball/Softball - Varsity	10
Baseball/Softball - Asst. Varsity	3
Baseball/Softball - J.V.	7
Baseball/Softball - Asst. J.V.	3
Basketball - Varsity	10
Basketball - J.V.	7
Basketball - 9 th	6
Basketball - 7 th /8 th	5
Basketball - 7 th /8 th Asst.	2.5
Cheerleading - Var. Basketball	2.5
Cheerleading - Var. Football	2.5
Cheerleading - J.V. Basketball	2
Cheerleading - J.V. Football	2
Cheerleading - 7 th /8 th	2.5
Cross Country - H.S.	8
Cross Country - J.H.	3
Football - Varsity	10
Football - Asst. Varsity	6
Football - J.V.	7
Football - Asst. J.V.	5
Football - 9 th	6
Football - Asst. 9 th	5
Golf	4
Pom Pon	2
Track - H.S. Head	10
Track - H.S. Asst.	6
Track - J.H.	4
Volleyball - Varsity	10
Volleyball - J.V.	7
Volleyball - 9 th	6

BEAVERTON RURAL SCHOOLS
SCHEDULE – C
1998 - 2000

Percent of the salary schedule based on years of experience in activity and education level upon written application with building principal approval:

<u>Activity:</u>	<u>98/2000</u>
Band – H.S.	10
Band – J.H.	1.5
Business Prof. Of Am.	4
Class Advisor – Freshman	1
Class Advisor – Sophomore	1
Class Advisor – Junior	2
Class Advisor – Senior w/Trip	5
- Senior wo/Trip	2.5
Drama – per play, others w/Board approval	3
Drivers Education – per hour	\$15.50
F.H.A./H.E.R.O.	4
Forensics – H.S.	4
Forensics – J.H.	2
National Honor Society	1
Student Council – M.S.	2
Student Council – J.H.	2
Student Govt. Advisor – H.S.	2
**Teacher Mentor – per year/per mentee	\$250.00
Yearbook – H.S.	8
Yearbook – J.H.	2
Special Groups:	2
Debate	
Hurray For Books	
Odyssey of the Mind	
PRIDE	
Quiz Bowl	
Science Olympiad	
Academic Track	

Training Expenses:

Per day pay of \$70.00 for attendance at training sessions*, when no other compensation is provided, or college credit taken, with mileage and meal allowance. This is applied only when meeting is after school hours, summer, weekends, or in general on non-release time, with prior administrative approval.

*School Improvement, Math Our Way, Reading Conference, Etc.

**Amount to be paid to one teacher as mentor, limited to one probationary teacher per year.

**BEAVERTON RURAL SCHOOLS
1998-99 SCHOOL CALENDAR**

AUG 24, 1998	TEACHER ORIENTATION DAY
AUG 25 AUG 26	FIRST DAY FOR STUDENTS FULL DAY ALL GRADES EXCEPT KINDERGARTEN
SEPT 7	NO SCHOOL – LABOR DAY
*OCT 19 OCT 21	IN SERVICE DAY-NO STUDENTS TWO HOUR INSERVICE
OCT 30	END OF FIRST MARKING PERIOD
NOV 5	PARENT/TEACHER CONFERENCE 4:00 P.M. – 8:00 P.M. Students dismissed at 11:35 a.m.
NOV 6	PARENT/TEACHER CONFERENCE 1:00 P.M. – 4:00 P.M. Students dismissed at 11:35 a.m.
NOV 18 NOV 26-27	TWO HOUR INSERVICE NO SCHOOL – THANKSGIVING
DEC 16 DEC 23	TWO HOUR INSERVICE LAST DAY BEFORE CHRISTMAS BREAK
JAN 4, 1999	SCHOOL RESUMES
JAN 15	END OF FIRST SEMESTER END OF SECOND MARKING PERIOD
JAN 18	NO SCHOOL – TEACHER RECORD DAY
JAN 19 JAN 20	SECOND SEMESTER BEGINS TWO HOUR INSERVICE
*FEB 12 FEB 16	IN SERVICE DAY- NO STUDENTS TWO HOUR INSERVICE
MAR 16 MAR 26	TWO HOUR INSERVICE END OF THIRD MARKING PERIOD
APR 1	LAST DAY BEFORE SPRING BREAK
APR 12 APR 20	SCHOOL RESUMES TWO HOUR INSERVICE
MAY 18 MAY 31	TWO HOUR INSERVICE NO SCHOOL – MEMORIAL DAY
JUN 2	LAST DAY FOR STUDENTS
JUN 3	TEACHER RECORD DAY
JUN 4	GRADUATION

*dates may change

**BEAVERTON RURAL SCHOOLS
1999-2000 SCHOOL CALENDAR**

AUG 23, 1999	TEACHER ORIENTATION DAY
AUG 24	FIRST DAY FOR STUDENTS
AUG 25	FULL DAY ALL GRADES EXCEPT KINDERGARTEN
SEPT 6	NO SCHOOL – LABOR DAY
*OCT 18	IN SERVICE DAY-NO STUDENTS
OCT 20	TWO HOUR INSERVICE
OCT 29	END OF FIRST MARKING PERIOD
NOV 4	PARENT/TEACHER CONFERENCE 4:00 P.M. – 8:00 P.M. Students dismissed at 11:35 a.m.
NOV 5	PARENT/TEACHER CONFERENCE 1:00 P.M. – 4:00 P.M. Students dismissed at 11:35 a.m.
Nov. 15	Rifle Season Opens
NOV 17	TWO HOUR INSERVICE
NOV 25-26	NO SCHOOL – THANKSGIVING
DEC 15	TWO HOUR INSERVICE
DEC 22	LAST DAY BEFORE CHRISTMAS BREAK
JAN 3, 2000	SCHOOL RESUMES
JAN 14	END OF FIRST SEMESTER END OF SECOND MARKING PERIOD
JAN 17	NO SCHOOL – TEACHER RECORD DAY
JAN 18	SECOND SEMESTER BEGINS
JAN 19	TWO HOUR INSERVICE
FEB 15	TWO HOUR INSERVICE
*FEB 18	IN SERVICE DAY- NO STUDENTS
MAR 21	TWO HOUR INSERVICE
MAR 31	END OF THIRD MARKING PERIOD
MAR 31	LAST DAY BEFORE SPRING BREAK
APR 10	SCHOOL RESUMES
APR 18	TWO HOUR INSERVICE
APR 21	Good Friday
MAY 16	TWO HOUR INSERVICE
MAY 29	NO SCHOOL – MEMORIAL DAY
JUN 1	LAST DAY FOR STUDENTS
JUN 2	TEACHER RECORD DAY
JUN 2	GRADUATION

*dates may change

GRIEVANCE REPORT FORM
Beaverton Rural Schools

Grievance #

Distribution of form: Superintendent, Principal, Teacher, BEA

Building	Assignment	Name of Grievant	Dated Filed

STEP I

A. Date Cause of Grievance Occurred:

B. 1. Statement of Grievance:

2. Relief Sought:

Signature

Date

C. Disposition by Principal:

Signature

Date

D. Position of Grievant/or Association:

Signature

Date

STEP II

- A. Date Received by Superintendent:
- B. Disposition of Superintendent or Designee:

Signature

Date

- C. Position of Grievant/or Association:

Signature

Date

STEP III

- A. Date Received by Board of Education or Designee:
- B. Disposition by Board:

Signature

Date

- C. Position of Association:

Signature

Date

STEP IV

- A. Date Submitted to Arbitration:
- B. Disposition & Award of Arbitrator:

Signature of Arbitrator

Date

If additional space is needed in reporting sections, attach additional sheets. All provisions of Article _____ of the Agreement dated _____, _____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.



