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8/31/2002

AGREEMENT

between

CHARLEVOIX PUBLIC SCHOOLS

and the

**NORTHERN MICHIGAN EDUCATION
ASSOCIATION OF CHARLEVOIX**

September 1, 1999 - August 31, 2002

Charlevoix Public Schools

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PREAMBLE

Recognizing that providing a high quality of education for the children of Charlevoix is the paramount aim of this School District, and that good morale in the teaching staff is necessary for the best education of the children, we do hereby declare that:

- A. The Board of Education, under law, has the final responsibility of establishing policies for the district.
- B. The Superintendent and his/her staff have the responsibility of carrying out the policies established.
- C. The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

NORTHERN MICHIGAN EDUCATION ASSOCIATION OF CHARLEVOIX
AGREEMENT

This Agreement entered into this 1st day of September, 1999, and ending the 31st day of August, , by and between the School District of Charlevoix in the City of Charlevoix, Michigan, hereinafter called the "Board", and the Northern Michigan Education Association of Charlevoix, hereinafter called the "Association".

W I T N E S S E T H

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Charlevoix School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

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

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

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

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

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Northern Michigan Education Association of Charlevoix as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel on tenure, probation, classroom teachers, school librarians, counselors, advisors, or critic teachers employed or to be employed by the Board (whether or not assigned to a public school building) but excluding supervisory and executive personnel, per diem substitutes, office and clerical employees, community education, and other personnel who may incidentally hold a teaching certificate but for which a certificate is not required in their position. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Northern Michigan Education Association of Charlevoix in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

- B. The Board agrees not to negotiate with any teacher's organization other than the Northern Michigan Education Association of Charlevoix 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 Northern Michigan Education Association of Charlevoix, if the adjustment is consistent with the terms of this

agreement provided that the Northern Michigan Education Association of Charlevoix has been given the opportunity to be present at such adjustment.

ARTICLE II

ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under 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 the Act or other laws of Michigan or the Constitution 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 or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its members have the right to use school building facilities at any reasonable hours for Association meetings, provided the building principal or central office has been notified forty-eight (48) hours in advance of the meeting.

No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin board space shall be made available to the Association in each building. The Association agrees to pay the Board a fee of fifty dollars per year as reimbursement for paper supplies and use of copying machines used for Association business. This fee shall be reviewed annually.

- D. The Board agrees to make available to the Association in response to reasonable requests from time to time available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations (including County Allocation Board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint. It is expressly understood that information contained within an individual's personnel file may only be released by written permission of the individual.

- E. The Board shall consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration, and the Association shall be given opportunity to make recommendations to the Board with respect to said matters prior to their adoption and/or general publication.
- F. The provisions of this Agreement and the wages, hours terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex or marital status.
- G. No religious or political activities of any teachers or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher provided the same does not occur during the hours of duty. The private and personal life of any teacher shall not be subject to any disciplinary action by the Board or its agents as long as it does not affect his teaching effectiveness.

ARTICLE III

RIGHTS OF THE BOARD

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 administrative 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, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities and the terms and conditions of employments.
6. To establish reasonable rules and regulations.

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

States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School laws or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE IV

PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

A. Agency Fee.

1. Each employee covered by the negotiated Agreement between the Board and the Association shall, as a condition of employment on or before thirty-one (31) days from the date of commencement of duties join the Association or pay a service fee to the Association not to exceed the amount of dues uniformly required of the members of the Association, less any amounts not permitted by the law; provided, however, that the employee may authorize payroll deduction for such fee. If an employee shall not pay such service fee directly to the Association or authorize payment through payroll deduction, the Board shall, at the request of the Association, deduct the service fee from the employee's salary and remit same to the Association under the procedure provided below.
2. The procedure in all cases of non-payment of the service fee shall be as follows:
 - (a) The Association shall notify the employee of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance, and shall further provide ten (10) days for compliance and shall advise the recipient that a request for wage deduction may be filed with the Board if compliance is not effected.
 - (b) If the employee fails to remit the service fee or authorize deduction for same, the Association may request the Board make such deduction pursuant to the opening paragraph above.
 - (c) The Board, upon receipt of request for involuntary deduction, shall provide the employee with an opportunity for a due process hearing limited to the question of whether or not the employee has remitted the service fee to the Association or authorized payroll deduction for same.

The Association has established a "Policy Regarding Objections to Political-Ideological Expenditures." That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-Association employees. The remedies set forth in that policy shall be exclusive and, unless and until such procedures (including any administrative or judicial review thereof), shall have been availed of and exhausted, no dispute, claim, or complaint by an objecting employee concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.

- B. The Association agrees to indemnify and save the school district, its administrators, and the Board including each individual school board member harmless against any and all claims, demands, costs, suits, or other forms of liability, including back pay and all court or administrative agency costs that may arise out of or by reason of action taken or not taken by the employer, or in reliance upon signed authorization cards or lists furnished to the employer by the Association for the purpose of payroll deduction of dues, or for the purpose of complying with this Agreement, subject to the following conditions:
- (1) The Association, after consultation with the Board, has the right to decide whether to defend any such action or whether or not to appeal the decision of any court or other tribunal regarding the validity of this section or the defense which may be assessed against the Board by a court or tribunal;
 - (2) The Association has the right to choose the legal counsel to defend any said suit or action; however, the Board shall be kept informed of the status of such litigation;
 - (3) The Association shall have the right to compromise or settle any claim against the Board under this section.
- C. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid school year (December, January or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.
- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board and provided a minimum of six (6) employees participate in deduction of such funds. Deductions to programs or plans with fewer than six (6) participants in existence prior to September 1, 1993, shall be continued. The Board shall be held harmless for such payroll deductions.
- E. Pursuant to the above, the Board shall deduct 1/10 of such dues or fees from the second regular salary check of the teacher each month for ten (10) months, beginning in September and ending in June of each year. Deductions for teachers employed after commencement of the school year shall be prorated to complete payment by the following June. All such monies shall be promptly remitted to the Association. The Association agrees to promptly advise the Board of all members of the Association in good standing as well as prospective fee payers on September 30, January 15, and March 30.

ARTICLE V

TEACHING LOAD AND ASSIGNMENTS

- A. A teacher's working day including lunch period shall be 7 ½ consecutive hours. A teacher's working day shall start no earlier than 7:35 A.M. and shall end no later than 3:45 P.M. unless mutually agreed upon by the Board and Association. A duty free, uninterrupted lunch period of at least 45 minutes for elementary and middle school teachers and at least 35 minutes for high school teachers shall be scheduled as near the middle of the teacher's working day as possible. On Fridays, teachers may leave after the buses have departed.

All teachers shall be in their classrooms or other areas performing school business during the teacher's working day except during lunch period or relief period. Conference periods may be spent in lounge and/or work facilities available to the teachers.

All teachers shall accept assignment for the supervision of students equally throughout the year during those duty hours which are not assigned for instruction, conference, lunch or relief; provided that a maximum of four (4) teachers per building may be assigned to supervising students at any given time.

Teachers shall be scheduled for supervision assignment a minimum of 15 days in advance. Teachers may arrange substitutes from amongst faculty members and give notice to the principal.

- B. Teachers are encouraged to remain for a sufficient period after normal work day to attend to those matters which properly require attention at that time, including consultations with parents, when scheduled directly with the teacher. On days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.
- C. Requests may be made to the building principal or his designated representative if the principal is out of the building by a teacher to leave his assigned buildings prior to the time stated above. These requests should be made as early as possible. Listed below are areas which will be considered of an important nature.
1. Medical appointments.
 2. Dental appointments.
 3. One regularly scheduled Association membership meeting per month, such schedule to be submitted to the Superintendent at the beginning of each semester, and such other Association meetings which are approved by the administration.
 4. School connected business.
 5. Emergencies.
- D. The weekly teaching load in the high school will be no more than 25 teaching periods and no less than five unassigned preparation periods. The weekly teaching load in the middle school will be no more than 30 teaching periods and no less than 5 unassigned preparation periods. Assignment to a supervised study period shall be considered a teaching period for purposes of this Article. The normal teaching load in the elementary school shall not exceed 25 hours of pupil contact per week.

- E. Elementary teachers will be provided a minimum of one fifteen minute relief period each day during recess with half the teachers of the group at recess supervising students during recess period. In addition, elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists. When such specialists are absent, the administration shall make a reasonable effort to secure substitutes for them.
- F. A teacher may be required to attend individual, group or building meetings when called by the administration during his working day unless excused because a conflict exists with a teacher's other school business which cannot be postponed. It is recognized that teachers and administrators should use sound professional judgment with respect to attendance of meetings after the teacher's working day.
- G. If school is closed, due to weather, after the beginning of the teacher workday, all teachers will be free to leave after the students leave.
- H. The parties to this agreement shall meet at least thirty (30) days prior to the end of the 1999-00 school year and similarly again prior to the end of the 2000-01 and 2001-02 school years to determine necessary action to be taken to comply with the state requirement regarding clock hours of instructional time. The parties agree that the district shall comply with such requirements and that additional student contact time, if needed, shall be provided from within the existing student day as was in effect during the 1995-96 school year, if possible. The next option to be considered would be from within the existing teacher day as was in effect during the 1995-96 school year, if possible. If additional student contact time is added to the total teacher duty day to meet the requirements as provided herein, the salary schedule shall be increased by one-tenth percent (.1%) for each hour of time added per year. Both parties agree to review this paragraph at the end of this contract.

ARTICLE VI

TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

- A. The Board agrees in so far as possible to make available in each school adequate typing, duplicating, stencil and mimeograph facilities to aid teachers in the preparation of instructional material.
- B. In so far as possible the Board shall provide:
 - 1. A separate desk for each teacher in the district with lockable drawer space.
 - 2. Suitable closet space for each teacher to store coats, overshoes and personal articles.
 - 3. Adequate chalkboard space in each room.

4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
 5. Adequate storage space in each classroom for instructional materials.
 6. Adequate attendance books, paper, pencils, pens, chalk, erasers and other material required in daily teaching responsibility.
- C. The Board shall work to make available in each school adequate restroom and lavatory facilities exclusively for adult use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall not be permitted.
- D. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that an ideal class size should not exceed 25 pupils in the elementary and middle schools, and the Board agrees to continue working toward this goal. The maximum student load in the secondary school will meet North Central requirements. The ratio of pupils to teachers and other professional staff members of the school shall not exceed 24 to 1. Only a staff member's time actually devoted to teaching duties in the high school may be counted in determining the pupil-teacher ratio.

ARTICLE VII

QUALIFICATIONS AND ASSIGNMENTS

- A. No new teacher shall be employed prior to July 1st by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university and a provisional or permanent certificate.
- B. The employment of teachers by individual contracts based on special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials and the Association shall be so notified in each instance. Upon request the Board shall indicate the extent to which they endeavored to fill the position with a fully certificated person.
- C. Unless deemed necessary by the Administration no full-time teacher serving in a regular position will be hired under the provisions of the State Board of Education special 90 day certificate.
- D. Persons with less than a bachelor's degree who are eligible only for the Michigan substitute permit shall be employed by the Board on a day to day basis and for no more than 90 days per school year.
- E. Teachers shall not be assigned outside the scope of their teaching certificates and their major or minor field of study except temporarily and for good cause, and the Association shall be notified in each instance, along with a written statement of reasons for such assignment.
- F. All teachers shall be given written notice of their schedules for the forthcoming year no later than the last day of the school year. In the event that changes in such schedules are proposed,

all teachers affected shall be notified promptly and consulted. No changes in teachers' schedules will be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires same or it becomes necessary to comply with other articles of this Agreement. The Association shall be notified in each instance.

- G. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education and summer school courses, shall not be obligatory but shall be with the consent of the teacher.

Preference in making such assignments will be given to teachers regularly employed in the district.

- H. Any teacher who is required to teach in more than one building in the course of their normal working day and loses conference or lunch time or adds additional teaching time to their workload shall be compensated. Teaching time shall be compensated at salary rate. Non-teaching time shall be compensated at the rate of \$20.00 per hour.

ARTICLE VIII

VACANCIES, PROMOTIONS AND TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.
- B. The Board declares its support of a policy of filling vacancies, including vacancies in supervisory positions, with the best candidate available. Whenever a vacancy arises, the superintendent shall post notice of same for no less than 10 working days before the position is filled and notify the Association. All applicants for the position presently employed by the school district shall be given full consideration for the vacancy, which shall be filled on a combination of the following; seniority, experience, competency, and qualifications of the applicant as determined by the Board.
- C. Any teacher who shall be transferred to the supervisory or executive position and shall later return to the 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. The administrator or supervisor shall be given credit on the salary schedule while serving as an administrator or supervisor if they return as a classroom teacher in the school system.

ARTICLE IX

ILLNESS, DISABILITY AND PERSONAL BUSINESS

- A. At the beginning of each school year each teacher shall be credited with a twelve (12) day sick leave allowance to be used for absences caused by illness or physical disability of the teacher or illness of an immediate family member. The unused portion of such allowance shall

accumulate in the teacher's sick bank to a maximum of 170 days. A teacher who is hired after the beginning of the school year shall be credited on a pro-rated basis. In the case of serious surgery, etc. for parents, children, or other close family members, the administration could grant approval for this use of the teacher's sick days.

In cases of terminal illness in the family as diagnosed by the school board's designated physician, the Board may grant additional paid leave at the teacher's request. Days used for illness in the family shall be deducted from the teacher's sick days.

- B. No teacher, absent from school due to illness or personal leave, shall have time charged against his/her accumulated sick leave when school is closed on the day of absence.
- C. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year, and the leave may be renewed each year upon written request by the teacher.
- D. Each teacher may use two (2) days per year to transact personal business. Cognizant of community relationships, each teacher is encouraged to use sound judgment in the use of such days. Applications for such leave shall be filed with the principal as far in advance as practicable and at least 24 hours prior to the date of the expected absence, except in case of an emergency. Not more than eight (8) teachers may be absent for personal business on any one day, unless substitute teachers are available, or in cases of emergency. Personal business days may not be used on the work day preceding or succeeding a vacation, holiday or other school recess. Unused personal business days will be added to the teacher's sick day accumulation.
- E. A teacher shall be granted up to five (5) days of uncharged leave with pay when death occurs in his or her immediate family. The superintendent may approve additional leave days to be deducted from personal or sick days. Immediate family would include spouse, parents, grandparents, children, grandchildren, other close family members or members of the teacher's household not otherwise listed as well as the same members of the spouse's family. Additionally, no more than ten (10) teachers shall be granted up to one (1) day of uncharged leave to attend the funeral of a fellow teaching staff member. Additional teachers may be released for such purpose at the discretion of the administration. If a member of a teacher's family passes away, up to five (5) teachers may be allowed to use one (1) uncharged day to attend the funeral as representatives of the school district.
- F. A teacher called for jury duty or to give testimony pertaining to the district or to the teacher's employment with same before any judicial or administrative tribunal or in arbitration, negotiations, mediation, or fact-finding proceedings shall be compensated for the difference in the individual teacher's pay and the pay received for the performance of such obligations.
- G. Officers or designated agents of the Association shall be granted leave to attend meetings sponsored by state or national Associations outside the district or to represent the Association at arbitration proceedings. The Association agrees to notify the superintendent no later than forty-eight (48) hours before the intended use of said leave. No more than six (6) teachers shall be absent on any given day for said purpose without the agreement of the administration. The total days used during the school year shall not exceed fifteen (15).

- H. Any teacher who wishes may denote up to two days of his accumulated sick days to another teacher facing personal long term illness or the long term illness or death of an immediate family member.

ARTICLE X

UNPAID LEAVES OF ABSENCE

- A. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries, foreign or military teaching programs, the Peace Corps, teacher's cultural travel or work program related to his professional responsibilities, provided said teacher states his intention to return to the school system.
- B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- C. A leave of absence of up to one (1) year may be granted to any teacher, upon application, for the purpose of serving as an officer of the Association or on its staff. The teacher will not be given credit on the salary schedule while serving as an officer or on the staff of the Association.
- D. A leave of absence of not less than one (1) year nor more than four (4) years may be granted to any teacher, upon application, for the purpose of campaigning for, or serving in, a public office. The teacher shall not be given credit on the salary schedule while campaigning for, or serving in, a public office.
- E. A leave of absence without pay shall be granted for one (1) year, renewable upon application, to any teacher for the purpose of maternity or adoption. A request in case of adoption shall be filed upon notification that the child will be placed for adoption. A teacher shall be entitled to return to service with the Charlevoix Public Schools only upon certification by a doctor that she is physically capable of performing the duties of teacher.

ARTICLE XI

PROFESSIONAL BEHAVIOR

- A. Teachers shall comply with all rules, regulations, directives and policies adopted from time to time by the Board or its representatives which are not inconsistent with the provisions of this Agreement. Provided, however, that no action shall be taken against any teacher for failure to comply with any board policy which is not part of the current Teacher's Handbook which shall have been distributed to all teachers and updated from time to time.

- B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession, copy of which is attached hereto and made a part, by reference, of this Agreement.
- C. No teacher shall be disciplined without just and reasonable cause. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. The Association agrees to provide such representative within a reasonable length of time.
- D. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of discipline or the Code of Ethics of the Education Profession shall be promptly reported to the offending teacher and to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher. Nothing contained in this paragraph shall deny or abrogate any rights of the Board under existing laws of this state.

ARTICLE XII

PROFESSIONAL IMPROVEMENT

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.
- B. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.
- C. Upon request by a teacher and if recommended by the superintendent, a teacher may attend selected professional conferences and Michigan Department of Education curriculum committee meetings with expenses to be reimbursed in accordance with Board policy. Teachers attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation, and teachers shall submit a check-off form regarding such conferences.
- D. Reimbursements shall be made to teachers for tuition for each course taken beyond the hours required for provisional, permanent, or continuing certification provided, however, such courses shall be approved by the Superintendent. Maximum reimbursement shall be six (6) semester hours per fiscal year.

- E. Professional employees are entitled to attend at least one mutually agreed upon conference per school year with all expenses paid.

ARTICLE XIII

REDUCTIONS IN PERSONNEL AND ANNEXATIONS AND CONSOLIDATIONS OF DISTRICT

- A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- B. In the event this district shall be combined with one or more districts, the Board agrees it will take no action to discontinue recognition of the Association and will use its best efforts to assure the continued employment of its members.
- C. In the event of a necessary reduction in the number of teachers employed by the Board, a reduction of personnel will be made according to the following:
 - 1. Seniority for the purposes of this reduction shall be defined as non-terminated years of employment in the school district in positions that require teacher certification. Leaves of absence shall not be considered terminations, however, time spent on unpaid leaves shall not count toward seniority.
 - 2. Prior to lay off of any teachers, a seniority list of all teachers shall be prepared by the Board and presented to the Association which shall inform the Board of any disagreement with the list within ten calendar days.
 - 3. Teachers on probation or annual contracts will be released prior to teachers on tenure or continuing contracts.
 - 4. The order of reduction and recall will first be according to certification and qualification and then according to seniority. Any teacher on lay off shall be recalled in inverse order of lay off provided he/she is certified for the vacancy.
- D. If a position exists within the school district for which the released teacher with the most seniority is certified and qualified, the teacher shall be notified by certified mail. Within five (5) calendar days of the receipt of a written offer to return to employment, the teacher shall accept the position by replying in writing or it shall be determined that he has declined the position thereby losing his right to recall. No new staff member shall be hired until all certified and qualified staff laid off in accordance with this article have been offered an opportunity in writing to return to active employment. It is the teacher's responsibility to keep his address current with the administration.
- E. All provisions of a teacher's individual contract of employment including salary payments shall terminate 45 calendar days following receipt by the teacher of notification by certified mail of lay off. The teacher may be required to continue to work in order to receive salary during

the 45 days at the option of the Board; however, this option shall be applied equally to all teachers laid off during any 45 day period. It is understood that layoffs shall not occur during the school year until such conditions shall be discussed with the Association before a decision is made to lay off during the school year. The Association shall notify the Superintendent of Schools immediately when any of their members have hearsay information about a possible lay off.

ARTICLE XIV

CONTINUITY OF OPERATIONS

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike as defined by Section I of the Public Employment Relations Act.
- B. The Board and Teachers agree that they will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

ARTICLE XV

PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. The Board of Education may grant a teacher new to the system credit for experience teaching in other public schools, community colleges, business schools, colleges and universities, parochial schools, or other institutions as determined by the Board of Education. Upon being granted a tenure contract, a teacher shall receive full credit on the salary schedule for full or half years of experience in the above mentioned institutions. Vocational teachers whose certificate requires work experience shall, upon being granted a tenure contract, be given credit for full or half years of said work experience.
- C. The salary schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement. If the employment of teachers in excess of the regular school calendar or the normal working load becomes necessary, compensation shall be set by mutual agreement between the Association and the Board. Whenever a teacher is requested by the Administration to substitute for another teacher during the conference period, the teacher who performs the substitution shall be paid \$20.00 per period. Such substitution shall be voluntary except in case of an emergency. A teacher shall not be required to perform such substitution if another teacher volunteers to do it.

- D. Teachers involved in extra duty assignments set forth in Appendix D which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof.
- E. Teachers who qualify for the next higher track on the salary schedule shall be placed on the next higher tract effective at the beginning of their contract providing the proof of completion of requirements is received in the central office by the fourth Friday after Labor Day. When proof of completion is received after the fourth Friday, teachers shall be placed on schedule the Monday following receipt of proof.
- F. All teachers shall be compensated in accordance with the provisions of this article.
- G. Hereinafter, one half year of experience shall be defined as the completion of the teaching responsibilities of a full time teacher for one semester or one half of the normal classroom responsibilities for two semesters. Teachers may accumulate equivalent fractions of teaching assignments toward a one half year of experience. This shall not apply to any experience earned prior to September 1, 1976.
- H. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at the IRS rate per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district.
- I. When a regular payday occurs during a vacation which begins within the five days preceding the payday, paychecks shall be available by noon of the last school day prior to the vacation.
- J. Beginning with the 1984-85 school year, teachers assigned to less than a full-time position shall receive pro-rated benefits in relation to the percentage of the day they work. Teachers who have worked in the school system on a part-time basis prior to the 1984-85 school year will continue to receive a percentage no less than what was paid during the 1983-84 school year. However, any teachers who go from part-time to full-time employment with the system and then return to a part-time status in the future will receive pro-rated benefits.
- K. Benefits shall be pursuant to the rules of the Michigan Public School Retirement System. All bargaining unit members shall automatically become members of the retirement system. Additionally, upon retirement, resignation, or other termination of employment, other than termination for cause, with a minimum of 12 years accumulated service in the Charlevoix School System be paid at his/her current salary level for one-half (1/2) of unused days in his/her sick bank. The Board of Education is to receive written notice of retirement by March 1 and retirement to be effective August 31 of that year.
- L. EARLY RETIREMENT INCENTIVE AND UNIVERSAL BUY-IN CREDIT
1. For the Association Members who opt for early retirement and are eligible to receive benefits through MPSERS, the Board agrees to provide a two year generic buy-in with taxes paid by the retiree. In addition, the retiree will receive at retirement a \$3,000.00 cash stipend.
 2. To qualify for early retirement incentive, the Association Member must have twelve years of cumulative service as a teacher in the Charlevoix Schools and at least twenty-

eight years of service credit. The Association Member must retire no later than August 31, 1992.

After August 31, 1992, to qualify for full early retirement incentive, a teacher must have at least twenty-eight years of service credit; or be no closer than seven years to normal retirement age (65), and have twenty-eight years of service credit. After August 31, 1992, to qualify for 1/2 of the early retirement incentive, a teacher must have at least twenty-eight years of service credit; or be no closer than six years to normal retirement age (65), and have twenty-eight years of service credit.

3. A maximum of five teachers may participate in the early retirement incentive provision each year. Selection is to be based upon total years accumulated in the State Retirement System (MPSERS).
4. Any qualified teacher denied the opportunity to participate in early retirement due to the five teacher limit will automatically be placed in the appropriate position on the seniority list for the following year. The Board reserves the right to increase the five (5) teacher limit if the Board determines circumstances justify doing so.
5. A teacher who is qualified to retire and is among the top five qualifying candidates for early retirement, may exchange places on the seniority list with the next qualified teacher candidate not among the top five candidates.

6. Chart

<u>Years from normal Retirement age (65)</u>	<u>Universal Service Credit</u>	<u>Early Retirement Incentive</u>
7	2 years	\$3,000
6	1 year	\$1,500

7. For purposes of this article "retirement" shall mean severance of active employment with the district.
8. The Board shall publish, by the 1st Friday of each school year, a teacher seniority list based upon the number of years of service credit as determined through MPSERS. This list shall be clearly posted in the lounges of each school. Teachers are responsible for providing the board with current information on their years of service in the State Retirement System.

M. CONTRIBUTORY ANNUITY PLAN The Board and Association recognize the importance of each teacher pursuing an active savings program to provide for a safe retirement plan. Beginning with the 1991-92 school year and each school year thereafter, the Board will provide a contributory annuity. To accomplish this goal all bargaining unit members will hereafter be provided with an MEA contributory annuity or other existing annuity to which a teacher presently contributes. The Board agrees to contribute a dollar amount equal to 1% of the teacher's gross salary as determined by the teacher's position on the salary schedule.

Each bargaining unit member may choose one of two options for contributing into the contributory annuity plan. A bargaining unit member may payroll deduct an amount up to

their specified limits into an individual tax sheltered annuity or a bargaining unit member may choose to make a one time payment in an amount up to their specified limits into an individual tax sheltered annuity. At the point during the school year when the bargaining unit member's contribution reaches 1% of their gross salary, the Board will contribute an equal amount to that member's annuity account. The Board's contributions will be made as of the a) first pay in November, b) first pay in March, or c) first pay in June.

ARTICLE XVI

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. The Board of Education recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom, on school property and during school sponsored events. The Association pledges the support of all teachers in enforcing the published rules and regulations of the school district as they apply to students. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, The Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- B. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing.
- C. Suspensions of students from school may be imposed only by a principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted.
- D. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault. Provided the teacher is not in violation of any published Board policy or administrative regulations, the Board of Education and their designated representatives will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- E. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense, provided the teacher has not violated any published Board policy or any published administrative regulations.
- F. Time lost by a teacher in connection with any incident mentioned in the Article shall not be charged against the teacher, provided the time lost is not due to the misconduct or negligence of the teacher.
- G. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such

matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

ARTICLE XVII

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or misapplication of any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided. The grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy nor to the termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule except for coaches during the first five years of employment in that position dating from September 1, 1974, or the date of employment in the coaching position, whichever shall be later.
- B. The term "days" as used herein shall mean days in which school is in session. During summer months "days" shall mean Monday through Friday.
- C. A teacher believing there is a basis for a grievance shall as early as possible but at least within ten days of its alleged occurrence discuss the alleged grievance with his building principal either personally or accompanied by an Association representative in an attempt to resolve the problem. Days when the principal is not available in the building shall be added to the above number of days. If the grievance involves more than one school building or if the grievance is based on the Superintendent's action or Board action, the grievance may be filed with the superintendent or his designee. If no resolution is obtained within ten days of the initial discussion, the teacher shall reduce the grievance to writing and file the same with the principal. The principal shall render a decision in writing and transmit the same to the grievant and the Association within five days of receipt.
- D. Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant or grievants;
 2. It shall be specific;
 3. It shall contain a synopsis of the facts giving rise to the alleged violation;
 4. It shall cite the section or subsections of the contract alleged to have been violated;
 5. It shall contain the date of the alleged violation;
 6. It shall specify the relief requested.
- Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations herein set forth.
- E. If the decision of the principal is not satisfactory to the grievant, the teacher shall file within five days of receipt of the principals's disposition a copy of the written grievance with the superintendent. Within ten days of receipt of the grievance, the superintendent or his designee shall arrange a meeting with the grievant and/or the Association representative. Within ten days of the discussion the superintendent or his designee shall indicate his disposition in writing to the grievant and furnish a copy to the Association.

- F. If the decision is unsatisfactory to the grievant and the Association, the grievant may appeal the grievance to the Board of Education by filing a copy of the grievance along with the decision of the superintendent with the secretary or other designee of the Board within six school days of receipt of the superintendent's disposition. The Board, no later than its next regular meeting or within two calendar weeks, whichever shall be later, shall meet with the grievant and Association on the grievance. Disposition of the grievance in writing by the Board shall be made no later than thirty days from the meeting and a copy given to the Association.
- G. If the Association is not satisfied with the disposition of the grievance by the Board and the Association intends to submit the matter to arbitration, the Association will notify the Board of such intention within 15 days of receipt of the Board's disposition. If the parties cannot agree upon an impartial arbitrator within five days from the notification date that arbitration will be pursued, the Association shall, within 10 days from the date that the Board is notified the Association will seek arbitration, demand arbitration through the American Arbitration Association in writing in accord with its rules which shall likewise govern the selection of the arbitrator. Neither party may raise a new defense or ground at the Arbitration having not previously raised or disclosed. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, and lawful decision of the arbitrator shall be forthwith placed into effect.
- H. Powers of the arbitrator are subject to the following limitations:
- a. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.
 - b. He/she shall have no power to change any practice, policy, or rule of the Board nor substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board when not in violation of this contract.
 - c. He/she shall have no power to interpret state or federal law.
- I. The fees and expenses of the Arbitrator shall be shared equally by the parties.
- J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Should the Board or Administration fail to timely present a disposition, the grievance shall be deemed denied and the Association may timely proceed to the next step of the grievance procedure.
- K. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

- L. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the first occurrence or nonoccurrence of the event upon which the grievance is based.

ARTICLE XVIII

NEGOTIATION PROCEDURES

- A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. At a reasonable time, but not later than March 1, of the year in which this Agreement expires, upon request of either party, negotiations will be undertaken for an Agreement covering the next school year(s).
- C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

ARTICLE XIX

STUDY COMMITTEE

- A. There is hereby established a permanent "Professional Study Committee" composed of ten (10) members, five (5) of whom shall be teachers selected by the Association, and five (5) of whom shall be appointed by the Board.
- B. The PSC shall meet at least once each month to discuss and study subjects mutually agreed upon relating to the school system.
- C. The PSC is empowered to appoint subcommittees composed of teachers and administrators to study and report upon any mutually agreed upon subjects.
- D. All reports of the PSC or its subcommittees, including their recommendations, shall be submitted in writing to all members of the PSC.
- E. Subject of study by subcommittees shall include but not be limited to:

1. Discipline policy
2. Evaluation of teachers
3. Development of curriculum
4. In-service training

Upon completion of its study and report on the subject assigned to it, each subcommittee shall be considered dissolved, and once dissolved, no subcommittee shall be reactivated except by mutual consent of the members of the PSC.

- F. The parties agree that the PSC and its subcommittees serve in an advisory capacity only, and that the failure of the Board to place any of its recommendations in effect shall not constitute the basis for a grievance.
- G. The clerical assistance to the PSC and its subcommittees shall be supplied by the Board.

ARTICLE XX

TEACHER EVALUATION

- A. The performance of all teachers shall be evaluated in writing. A teacher's performance shall be rated as either satisfactory or unsatisfactory for each of the enumerated criteria in the evaluation instrument which are observed during the observation periods. The criteria shall be reviewed and modified if necessary by the principal and teaching staff of each building during the last five weeks of each school year. The current evaluation instrument will be used until a new instrument is agreed upon.
- B. Written evaluation reports shall be prepared by the teacher's building principal or another principal or superintendent of this district. Each written evaluation report shall be preceded by a formal classroom observation conducted openly and in view of the teacher or other arrangements agreed upon by the teacher and building representative. The written evaluation report shall be given to the teacher within ten (10) working days of the formal classroom observation. Any anecdotal information compiled during the above required formal classroom observation and not referred to in the written evaluation report shall be destroyed at the end of the evaluation period.
- C. By November 15, each probationary teacher will be provided with an Individualized Development Plan (IDP) developed by the building principal in consultation with the individual teacher; and

The teacher will be provided with at least an annual year-end performance evaluation by May 1st of each year during the teacher's probationary period. The annual year-end performance evaluation shall be based on, but is not limited to, at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval between the two (2) classroom observations is mutually agreed upon by the teacher and the building principal. The building principal may perform an evaluation more often if warranted, or if requested by the teacher; and

The performance evaluations shall include at least an assessment of the teacher's progress in meeting the goals of his/her IDP along with the completed appraisal report.

- D. Tenured teachers will be provided with a performance evaluation at least once every three (3) years prior to February 1st. The building principal may perform an evaluation more often if warranted, or if requested by the teacher; and

If the teacher has received a less than overall satisfactory performance evaluation, the teacher will be provided with an IDP developed by the building principal in consultation with the individual teacher.

The performance evaluation required every three (3) years shall be based on, but is not limited to, at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval between the two (2) classroom observations is mutually agreed upon between the teacher and the building principal. If the teacher has an IDP, the evaluation shall include at least an assessment of the teacher's progress in meeting the goals of the IDP.

- E. Steps for conducting evaluation reports:

- a. An evaluation period is completed upon the presentation of two written, dated, signed copies of the report to the teacher by an evaluator.
- b. A conference shall be held at the time the teacher is presented with the evaluation report. The obligation to hold this conference shall be mutually shared by the teacher and evaluator.
- c. The teacher shall return one copy of the evaluation report to the evaluator accompanied by a signature which acknowledges receipt of the evaluation. This signature shall not be interpreted as agreement with the evaluators comments.
- d. In the event that the teacher feels the evaluation report was incomplete or incorrect, he may put his objections or comments in writing within 10 working days after the conference and have them attached to the evaluation report and have them placed in his personnel file.

- F. No later than March 30th of each probationary year, a final written recommendation report which shall include all written evaluation reports and any comments attached thereto by the teacher will be furnished to the Board through the superintendent covering each probationary teacher. A copy of this recommendation report shall be furnished to the teacher. If this recommendation report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Board through the superintendent.

- G. Each teacher shall have the right to review the contents of his own personnel file. A representative of the Association, at the request of the teacher, may accompany the teacher in this review. Unauthorized removal or destruction of material contained in this file shall be grounds for dismissal.

H. Each teacher's personnel file shall contain the following minimum items of information:

1. Annual TB report and required medical information.
2. All written evaluation reports and recommendation reports.
3. Copies of annual contracts.
4. Copies of teacher's certificate.
5. Letters of commendation (if any).
6. An up-to-date transcript of academic record (to be furnished by the teacher).
7. Tenure recommendations (where applicable).
8. Record of voluntary extra-curricular activities.

I. An administrator shall not be precluded by any provision contained herein from informally documenting and evaluating the performance or activities of any teacher, provided that a teacher shall be informed within 10 working days of the occurrence of any anecdotal information included in his personnel file which reflects negatively on the teacher's performance.

J. The content of an evaluation report shall not be grievable.

ARTICLE XXI

SCHOOL IMPROVEMENT AND SITE BASED MANAGEMENT

The parties recognize that teachers can make a significant contribution to the improvement of the educational programs of the District through participation in the processes of school improvement and site-based decision making. It is recognized that such participation promotes professional improvement and should be considered part of the professional responsibilities of each teacher. The parties hereby express their mutual desire that teachers will participate in such activities consistent with the professional objectives specified.

1. Committee participation by the employee is voluntary.
2. Non-participation shall not be used as a criteria for evaluation, discharge or discipline.
3. In the event that any provision(s) of a SIP or application thereof violates, contradicts or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in the written and signed amendment to this Agreement.

- B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be part of the established policies of the Board.
- D. 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 provisions 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.
- E. The Board of Education or the Superintendent acting as its representative may require a physical or psychiatric examination of a teacher. The Board of Education or the Superintendent shall determine the physician or psychiatrist to be employed and shall pay the full expenses of the required examination. In addition teachers who are required to submit to an examination under the terms of this provision shall be allowed released time for the examination and shall be reimbursed for mileage and other incurred expenses in accordance with the current board policy.
- F. Copies of this Agreement shall be reproduced at the expense of the Board and presented to all teachers employed by the Board.
- G. In order to receive the fifteenth, twentieth and twenty-fifth increments on the Salary Schedule in Appendix B, teachers must have earned four (4) hours of credit in the previous five year period, two semester hours of which may be equated credits for workshops, audit courses, extensive pre-approved travel and in-service training as determined by committee of two teachers and two administrators. Each party to this agreement shall select their representatives to this committee. Failure to obtain these required credits will result in the teacher being retained on his present salary step until credit is earned.

Teachers at or above the 25th step as of September 1, 1990, shall be eligible for the 25th step increment without longevity credit requirement, provided the teacher has previously qualified for the 20th step.

Starting on September 1, 1991, in order to qualify for the 25th step, teachers must have completed two (2) hours of longevity credit requirement.

Starting on September 1, 1992, and thereafter, teachers must have fulfilled the longevity credit requirement.

- H. Prior to the end of the first semester, a seniority list of all teachers shall be prepared by the Board and presented to the Association which shall inform the Board of any disagreement with the list within ten (10) working days. For purposes of this section, seniority shall be determined according to the employee's most recent date of hire. In case of more than one

(1) member with the same date of hire, the Association shall conduct a drawing with the affected members or their authorized representatives to determine the order of appearance on the seniority list.

- I. Seniority shall be defined as continuous, unbroken service to the district as a bargaining unit member. Leaves of absence shall not be considered as a break in service, however, time spent on unpaid leaves shall not count toward seniority.
- J. The Board and the Association agree that association members who are currently employed as of September 1, 1990, and who presently live outside the Charlevoix Public School District may enroll their children tuition free in the Charlevoix Public Schools.
- K. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical break downs, or health conditions as defined by the city, county or state health authorities, may be rescheduled at mutually agreed upon time by the Board and the Association so that there are a minimum of one hundred seventy-eight (178) days of student instruction and sufficient number of days and hours necessary to meet state mandates, as referenced under Article V, Section H. Teachers will receive their regular pay for days which are canceled, but shall work on any rescheduled days with no additional compensation.

ARTICLE XXIII

LEAST RESTRICTIVE ENVIRONMENT

The Board and the Association acknowledge least restrictive environment main streaming special education students is legally mandated and intended in the best educational interest of the student. For the purpose of this section, such students shall be referred to as "Mainstreamed Students."

- A. If any teacher, in writing, advises the Administration and reasonably believes that a Mainstreamed student assigned to the teacher has a current IEPC report that is not meeting the student's unique needs as required by law, the Administration shall call a case study meeting which shall include the teacher.
- B. Recognizing periodic changes in student status and enrollment subsequent to the start of the school year, to the extent possible, the Administration will strive to equalize Mainstreamed students across general education grade levels within each elementary location and across course sections within the middle and senior high school. This section will not apply if the teacher volunteers to take additional Mainstreamed students. In such situations, the administration will reduce class size by an equivalent number of students. Such changes shall be made at the next available natural break in the schedule (such as marking period, semester break, or vacation, etc), taking into account the needs of all students involved.
- C. In general education classrooms:
 - 1. Any teacher who will be providing instructional or other services to a Mainstreamed student in a regular education class shall be invited to participate in the student's IEPC. If the teacher is not identified prior to the IEPC, a meeting will be convened

with the teacher to review the IEPC. Such a meeting will be arranged in consultation with the teacher as soon as possible.

2. The Mainstreamed student's placement shall be determined to the extent permissible by law and through the IEPC in such a way to minimize any negative impact on the classroom.
3. The Administration shall provide, upon the teacher's request, prior to such placement whenever possible, in-service training on instruction and behavioral management of such Mainstreamed students. Similar awareness programs may be provided for classmates upon the teacher's request. If such prior training is not possible, the training will be provided as early as can be arranged after the placement has occurred. If such training is not readily or reasonably available, the administration and the Association will meet with the affected teacher(s) to discuss possible alternatives.

- D. If delivery of related school health services is necessary to provide a student with a free appropriate public education, as mandated by the Individuals With Disabilities Education Act, those functions shall be performed by a qualified person. Where clean intermittent catheterization, nasal suctioning, tracheotomy care and similar procedures are necessary to maintain a student in the classroom, appropriate training will be provided to each teacher prior to the placement of that special education pupil in the teacher's room. Except in life threatening or extenuating circumstances, and/or unless the teacher volunteers, teachers shall not be required to perform medical, hygienic, or other non-instructional specialized medical procedures for or on Mainstreamed students.

This training shall include an explanation of procedure(s) for delivery of the school health service, identification of the appropriate persons to whom performance of that function may be permissibly delegated, the extent and availability of supervision for performance of the procedures and the authority for alteration, modification or termination of the procedures.

The Board shall indemnify and hold harmless, any teacher who provides such specialized services from liability for the performance of such service to the extent permitted by law provided the teacher's actions were reasonable.

ARTICLE XXIV: MENTOR TEACHER

- A. Bargaining unit mentor teacher positions shall be developed on an as-needed basis to function as an advisor/resource person to teachers defined in MSA 15.41526 by the employer according to the following guidelines:
1. Such mentor teachers shall be experienced tenure teachers.
 2. A bargaining unit mentor teacher shall serve on a voluntary basis and shall work with mentees from a related area of expertise, responsibility or experience.
 3. A bargaining unit mentor teacher may have released time as approved by his/her principal to use to observe or otherwise be available to the mentee assigned.

4. The mentor teacher shall not be expected to act in an evaluative, disciplinary or supervisory capacity over a mentee. The mentor teacher shall not be required to provide information for use in such administrative functions regarding the mentee assigned. The function of mentoring shall not be included in the mentor teacher's evaluation.
5. The mentor teacher shall assist the mentee in planning with the administration fifteen (15) days of professional development within the first three (3) years of employment of the mentee.

Such professional development may include the experiencing of effective practices linked in university professional development schools, ISD and regional seminars conducted by master teachers and other mentors regarding proper classroom management and instructional delivery methods.

6. It is understood and agreed that a mentor teacher may not continue in that position from year to year unless requested to do so by the principal. The mentee involved shall have input into this process.
7. A. Upon request, the Administration and the Association shall meet and make a joint determination by May 1 of each year regarding the number, kind, duration and compensation of (for) professional development leaves to be offered on a voluntary basis to prospective or continuing mentor teachers for training such teachers to aid in the professional development of mentees. Mentor professional development would depend upon the availability of funds as determined by the Board.

- B. Mentor teachers shall be paid at the following rate:

1st year of mentee	\$300.00
2nd year of mentee	\$200.00
3rd year of mentee	\$100.00

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1999, and shall continue in effect until the 31st day of August, 2002. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By

Daniel V. Bennett
Chairperson NMEA

By

David Baum
NMEA Uniserv Officer

By

Thomas F. Seehard
Chief Negotiator

By

Roger J. Howell
President

By

James R. Flynn
President-Elect

By

Barry D. Pierce
Negotiator

By

Mary P. Lieberman
Negotiator

By

Karen Anne Pierce
Negotiator

BOARD OF EDUCATION

By

A. S. J. H.
President

By

Ardeeth Wieland
Vice President

By

Larry Levingood
Secretary

By

Billy
Treasurer

By

Scott W. Boss
Trustee

By

David Kalman
Trustee

By

Michael M. M.
Trustee

**1999-2000 Charlevoix Public Schools
District Calendar**

SEPTEMBER

M	T	W	T	F
	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JANUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

MAY

M	T	W	T	F
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
	30	31		

OCTOBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
	22	23	24	25
28	29			

JUNE

M	T	W	T	F
				2
5	6	7	8	9
12	13			

NOVEMBER

M	T	W	T	F
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23			
29	30			

MARCH

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	

DECEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21			

APRIL

M	T	W	T	F
	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- Sept. 7 Students - p.m. only
- Nov. 24,25,26 Thanksgiving break
- Fall K-5 P/T conferences (additional 6-9 p.m.)
- Dec. 21 Last day prior to Christmas Break (1/2 day K-5) classes resume Jan. 3
- Jan. 21 Teacher work day
- Feb. 21 Mid winter break
- Mar. 23 Last day prior to spring break (1/2 day K-5) classes resume April 4
- Spring K-5 P/T conferences
- April 21 Good Friday
- May 26 K-5 1/2 day (conf. Makeup)
- May 29 Memorial Day
- June 13 Last day - students 1/2 day
- Unscheduled Two teacher inservices during school year (3:30 p.m. - 7:00 p.m.)
- Unscheduled Two teacher inservices during school year (3:30 p.m. - 7:00 p.m.) Voluntary
- 180 Student days
- 184 1/2 walk through + 1/2 P/T conf. + 1 teacher prep day + 2 inservices 1-7 p.m. + 1 end of semester work day

ch:k:Carol:board:bergain:calendar199900

The calendar for 2000 - 2001 will be negotiated by June 30, 2000.

The calendar for 2001 - 2002 will be negotiated by June 30, 2001.

APPENDIX B

1999-00 Increase 2.6% on step at the beginning of the contract year. On the last pay of the contract year, the salary schedule shall be refigured and paid retroactively (if necessary) on the following basis:

If the final total state aid to the district as determined by the formula;

$$\frac{1999-00 \text{ \#FTE students} \times \text{state foundation grant}}{1998-99 \text{ \#FTE students} \times \text{state foundation grant}} > 2.6\% \text{ increase,}$$

then the salary schedule shall be increased by the difference, not to exceed an additional 2.6%. The total 1999-00 increase shall not exceed 4.0% over the 1998-99 salary.

2000-01 Increase 2.6% on step over the final 1999-00 salary schedule at the beginning of the contract year. On the last pay of the contract year, the salary schedule shall be refigured and paid retroactively (if necessary) on the following basis:

If the final total state aid to the district as determined by the formula;

$$\frac{2000-01 \text{ \#FTE students} \times \text{state foundation grant}}{1999-00 \text{ \#FTE students} \times \text{state foundation grant}} > 2.6\% \text{ increase,}$$

then the salary schedule shall be increased by the difference, not to exceed an additional 2.6%. The total 2000-01 increase shall not exceed 4.0% over the 1999-00 salary.

2001-02 Increase 2.6% on step over the final 2000-01 salary schedule at the beginning of the contract year. On the last pay of the contract year, the salary schedule shall be refigured and paid retroactively (if necessary) on the following basis:

If the final total state aid to the district as determined by the formula;

$$\frac{2001-02 \text{ \#FTE students} \times \text{state foundation grant}}{2000-01 \text{ \#FTE students} \times \text{state foundation grant}} > 2.6\% \text{ increase,}$$

then the salary schedule shall be increased by the difference, not to exceed an additional 2.6%. The total 2001-02 increase shall not exceed 4.0% over the 2000-01 salary.

Note: FTE means Full time Equated regarding the number of students as reported to the State of Michigan, not including adult education FTE's for purposes of State Foundation Grant revenues. The symbol > means "is greater than . . ."

SALARY SCHEDULE
1999-2000 3/22/99 2.6%

STEP	BA 1.026	BA + 20	MA	MA + 15	MA + 30 ED. S.
1	\$29,487	\$30,738	\$31,709		
2	\$31,336	\$32,663	\$33,581		
3	\$33,046	\$33,993	\$35,325	\$35,906	
4	\$34,376	\$35,511	\$37,128	\$38,171	
5	\$35,704	\$36,846	\$38,618	\$39,884	
6	\$37,416	\$38,552	\$40,453	\$41,403	\$41,970
7	\$38,933	\$40,168	\$41,872	\$42,926	\$44,055
8	\$40,546	\$41,690	\$43,492	\$44,534	\$45,386
9	\$42,257	\$43,299	\$45,104	\$46,059	\$46,914
10	\$45,664	\$46,018	\$46,717	\$47,571	\$48,527
11		\$48,399	\$48,617	\$49,575	\$50,426
12		\$49,851	\$51,494	\$52,552	\$53,444
15	\$47,152	\$51,342	\$52,987	\$54,175	\$54,950
20	\$48,641	\$52,885	\$54,473	\$55,533	\$56,459
25	\$50,099	\$54,473	\$56,107	\$57,200	\$58,153

APPENDIX C

INSURANCE BENEFITS

- A. Upon acceptance of written application, the Board agrees to provide each employee in the bargaining unit with medical care protection for the employee and his immediate family through MESSA.

Rates for the above

Single
Employee and spouse
Employee and children
Full family

Effective upon ratification date 1990, the Board will contribute the current rate for MESSA Super-Care I PAK coverage on all employees in the bargaining unit for the duration of this Agreement.

Insurance must be carried through the school program--MESSA. Bargaining unit members not electing health insurance coverage may apply up to the amount of the Super Care I single subscriber premium to MESSA and/or MEA's Fixed Option programs as determined by the Association. The single subscriber premium amount may be applied on an individual basis to purchase any of the MESSA variable options. For the employees not electing health or MESSA options the employer shall provide a cash option in lieu of health benefits up to the amount of the Super-Care I single subscriber premium according to the following:

1. The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.
2. The amount of cash payment received may be applied by the bargaining unit member to an MEA Financial Services Tax-Deferred Annuity. To elect a tax-deferred annuity, the bargaining unit member shall enter into a salary reduction agreement.
3. The program will become effective not more than ninety (90) calendar days from the ratification of this agreement. Benefits currently being provided to bargaining unit member employees shall continue as is until the newly negotiated benefits program is in effect.
4. All cost relating to the implementation and administration of benefits under this program shall be borne by the employer.
5. The Section 125 administration shall be provided by MESSA OptionAll. The employer shall enter into a MESSA OptionAll Administrative Services contract.
6. Any amounts exceeding the employer subsidy share may be payroll deducted.

The provisions of this Article shall become effective upon ratification date 1990, and the Board shall make premium payments for all teachers who qualify for insurance on the first day the MESSA Super-Care I PAK goes into effect. Properly filing of insurance applications shall be the responsibility of the individual teacher. New employees will receive insurance benefits upon qualification after their employment. Board insurance contributions will continue each month through August of each school

year for which the teachers have fulfilled the terms of their contracts with the Board and are not in violation with the provisions of the Master Agreement.

- B. The Board shall provide the MESSA Dental Care Program, 100:90/90/90: with a \$1500 orthodontic rider in a MESSA-PAK for all employees of the bargaining unit and their eligible dependents.
- C. Beginning with the 1990-91 school year a \$50,000 AD&D negotiated life insurance policy will be in effect for each teacher employed in the school system. The term life insurance will be part of a MESSA-PAK.
- D. The Board shall provide the MESSA Vision VSP-3 program in a MESSA-PAK for all employees of the bargaining unit and their eligible dependents.
- E. The Board shall provide Long Term Disability for all eligible employees of the bargaining unit. Benefits shall be paid at 66 2/3% of employee's salary. The LTD will be part of a MESSA-PAK.

LETTER OF UNDERSTANDING

This letter of understanding by and between the Charlevoix Public School Board of Education, hereinafter referred to as the "Board", and the Charlevoix Education Association/NMEA/MEA/NEA, hereinafter referred to as the "Association", sets forth the understandings of the parties in regards to the change from MESSA Super-Med II to MESSA Super-Care I Health Insurance within the MESSA-PAK referenced in the current Master Agreement.

It is hereby understood and agreed that the health care coverage MESSA Super-Med II shall convert to MESSA Super-Care I as of the 1990-91 school year. It is further agreed by the parties that the Board shall pay the deductibles and the difference in prescription co-pay to be incurred by the bargaining unit members thereafter upon offer of proof of such incurred expense as outlined below.

Members shall be paid for deductibles in the amounts of fifty (\$50) dollars per year per covered person up to one hundred (\$100) dollars per year per family.

Any expense above fifty cents (\$.50) per prescription shall be paid to the member. Members shall offer proof in the form of receipts from pharmacies, providers or MESSA worksheets showing that such deductible or co-pay has been incurred. Such proof shall be presented at least ten (10) calendar days prior to a regularly scheduled board meeting with payment to be received no later than five (5) calendar days following the first board meeting of each month.

Receipts or worksheets so offered may have the identity of the individual provider or any other information of a sensitive or personal nature deleted at the member's discretion, but shall clearly show the amount so incurred and the date of the provided service.

LETTER OF UNDERSTANDING
RE: ARTICLE IX - SECTION H

SICK BANK LANGUAGE

In the event that a teacher is facing personal, long term illness or the long term illness or death of an immediate family member, a sick bank made up of voluntary contributions of up to two (2) days per contributing teacher may be established to aid the teacher facing these circumstances.

The following procedures shall be observed.

1. The Association will notify the central office when a teacher is found to be in the above circumstances.
2. Teachers who wish to contribute up to two (2) sick days from his/her accumulated sick bank will notify the central office of their desire to offer assistance.

LETTER OF UNDERSTANDING
ARTICLE XII - SECTION E

CONFERENCE LANGUAGE

All teachers are entitled to attend at least one (1) mutually agreed upon conference per school year with all expenses paid.

The following procedure shall apply:

1. The appropriateness of the requested conference shall be mutually agreed upon between the teacher and the building administrator.
2. All teachers in the bargaining unit shall be treated as equally as possible regarding conference expenditures.

LETTER OF UNDERSTANDING
RE: ARTICLE V - SECTION D

TEACHING LOAD AT THE HIGH SCHOOL

The parties agree that the current high school (1996-97) block schedule shall be as follows:

The weekly teaching load be no more than five instructional blocks per teacher in addition to two seminar blocks per week. Each teacher shall have no less than six unassigned preparation block periods per week.

Should the parties agree to discontinue the current block schedule format, a new format will be mutually negotiated by the parties.

APPENDIX D

ADDITIONAL COMPENSATION & ATHLETIC COACHES

The following shall be the schedule for teachers performing duties as indicated:

I. Athletics

Head Varsity Football	12
Assistant Football	8
Head Varsity Basketball	12
J.V. Basketball	8
Freshman Basketball	8
Jr. High Basketball	5.5 (one team) 9 (two teams)
Head Track	8
Assistant Track	5.5
Cross Country	8
Ski	8
Golf	8
Wrestling	10
Volleyball	8
JV Volleyball	6
Tennis	8
Baseball	8
Softball	8
Sports Medicine	3
Soccer	8

Coaches necessary to conduct practice prior to Labor Day will be paid \$150 per week, not to exceed three weeks.

- A. Percentages are based upon the number of years of coaching experience in that sport, and to be applied to that level of the B.A. track. Incoming coaches will be given full credit after being granted teacher tenure.
- B. Anyone receiving payment under Appendix D shall have the option of receiving one lump sum or having the payment distributed evenly throughout the remainder of their pay schedule for that year. Anyone involved with on going, year around activities shall have the option of receiving one lump sum or have their payment prorated and distributed evenly throughout the calendar year in their bi-weekly checks. Where applicable, payments will be made after inventory is made, equipment stored, and the material requisition for the following season is filed with the athletic director.
- C. In the event the Board hires assistant coaches for these sports where no assistant coach salary is listed above, the rate of pay shall be set at 2/3 the percent stipulated above for the head coach in that sport.

II.	Cheerleading	12%
	Football -	5%
	Basketball -	5%
	Try Outs -	2%

A. The cheerleading sponsor will be under the supervision of the athletic director. Guidelines are to be established by the athletic director and principal. Suggested guidelines for cheerleading sponsor is two meetings per week, not to exceed 1 ½ hours each.

III.	Club Sponsors	\$ 350.00
	Newspaper Sponsor	\$ 550.00
	Yearbook Sponsor	\$ 600.00
	Debate, Drama, Forensics	12% of BA Track+yrs. of experience
	Band Director (Marching & Concert Bands)	9% of BA Track+ yrs. of experience
	Future Problem Solving	6% of BA Track+yrs. of experience
	Senior Class Sponsors (2) (total)	\$ 600.00
	Junior Class Sponsors (2) "	\$ 500.00
	Sophomore Class Sponsors (2) "	\$ 400.00
	Freshman Class Sponsors (2) "	\$ 400.00
	8th Grade Sponsor "	\$ 350.00
	7th Grade Sponsor "	\$ 350.00
	3rd Grade (Beaver Island Trip)	\$ 150.00 ea.
	Middle School Performing Arts	\$ 800
	Fine Arts (4 positions)	\$ 500
	Middle School Math (3 positions)	\$ 500
	High School Student Council	\$ 800
	Flag Corps	\$ 400
	Odyssey of The Mind	\$ 500

- A. One half to be paid at the end of each semester for yearbook, newspaper, dramatics and forensics, marching band and concert band.
- B. Marching band and concert band duties to include regular school activities such as athletic contests, concerts, festivals, baccalaureate and graduation. Twenty dollars per day will be paid to the director each time he accompanies his band to a parade or other event in addition to regular school activities.
- C. Class sponsors will be paid at the end of the second semester.
- D. The Vocational Director shall receive 1/10 and the Athletic Director shall receive 1/8 of their regular teaching salary.
- E. Driver Education instructors shall be paid on the BA track/hourly rate based on Driver Education instructor experience with the Charlevoix Public Schools.

- F. Summer band teachers shall receive \$20.00 per hour. The maximum teaching hours for this program shall not exceed 315 instructional hours for all teachers involved, plus Board approved additional hours for a band camp.
- G. Adult Education instructors shall be paid at a rate of \$20.00 per hour.

IV. Department Coordinator

- A. Department Coordinator may be appointed by the Board when it deems it necessary. Acceptance by the teacher of the appointment shall not be mandatory; however, should a teacher refuse an appointment the Board will have the right to make another appointment. Compensation for Department Coordinators will be 2%.
- B. K-12 Curriculum Committee members shall be paid \$25 per meeting if in attendance, not to exceed \$400.00 for the school year. The chairman of the committee will be paid \$55 per meeting not to exceed \$800.00 per school year.
- C. Percentages for Department Coordinators will be based on the first step of the B.A. salary schedule.

V. Public Relations Assignment

In the 1993-94 school year on a trial basis, one teacher per building to facilitate public relations and participate on building and district public relations committees shall be paid \$200. The Board will evaluate whether the committee will continue. If the committee is to be continued, it will be paid at a rate of \$400 per year thereafter.

VI. The Board reserves the right to determine if positions are to be filled. During the term of this contract the Board also reserves the right to determine if additional positions are to be added to Appendix D and, with mutual agreement with the Association, to determine the remuneration for each position added.

VII. Any teacher who is required by the Board of Education to perform activities not compensated for under the salary schedule or other schedules in this agreement shall be paid at the rate of \$20.00 per hour.

VIII. At least two (2) voluntary in-service days shall be scheduled each year and structured by the Curriculum Committee. Such days shall be paid at the rate of \$120 per teacher per day attended.

C. Position of Grievant and/or Association _____

Signature _____ Date _____

STEP III

A. Date Received by Board of Education or Designee _____
B. Disposition by the Board _____

Signature _____ Date _____

C. Position of Grievant and/or Association _____

Signature _____ Date _____

STEP IV

A. Date submitted to Arbitration _____
B. Disposition of Arbitrator _____

Signature of Arbitrator _____ Date of Decision _____

NOTE: All provisions of Article XVII of the Agreement dated 9-1-78 will be strictly observed in this settlement of grievance.

Professional leave _____ Field trip _____ Requested/Required _____ Other _____

EMPLOYEE NAME: _____

••FOR SCHOOL BUSINESS/CONFERENCE USE ONLY

TYPE OF ABSENCE:	DATE(S):	SUB. REQ. UIRED?
Sick day(s)	_____	_____
• Family illness (specify relationship)	_____	_____
• Bereavement (specify relationship)	_____	_____
Vacation	_____	_____
Personal Leave	_____	_____
School Business	_____	_____
• Other (specify)	_____	_____
No pay	_____	_____

Name and location of conference: _____

Sponsor: _____

•• Attach completed registration form and agenda

•• District will only reimburse for expenses incurred with itemized receipts attached to an expense voucher.

•• Estimated costs:

• Comments: _____

TRANSPORTATION NEEDED:

Car (sign up and keys at C.O.) _____

Van/Bus (complete transportation request form and return it to the bus garage.) _____

	CREDIT CARD CHARGE	PRE PAY	OFFICE USE ONLY Account numbers
Registration	\$ _____	\$ _____	_____
Banquet	\$ _____	\$ _____	_____
Meals	\$ _____	\$ _____	_____
Housing	\$ _____	\$ _____	_____
Transportation	\$ _____	\$ _____	_____
Substitute costs	\$ _____	\$ _____	_____
Other costs	\$ _____	\$ _____	_____
Cost Total	\$ _____	\$ _____	_____

Approval of Principal: _____

Approval of Superintendent/Central office: _____

Signature of Employee: _____

Date: _____

Date: _____

Reviewed by payroll: _____

Part 1 - Payroll

Part 2 - Originating building

Part 3 - Employee

CODE OF ETHICS OF THE EDUCATION PROFESSION

Adopted by the
NEA Representative Assembly, July 1975



PROVISIONS FOR NATIONAL ENFORCEMENT

CONSTITUTION, NATIONAL EDUCATION ASSOCIATION

ARTICLE VII, Section 2, a. The Review Board shall have original jurisdiction in the following cases:

1. Impeachment of an officer who is a member of the Executive Committee;
2. Alleged violations of the *Code of Ethics of the Education Profession*.

ARTICLE VII, Section 2, b. The Review Board shall have the following powers subject to the conditions as herein outlined:

1. To impeach an officer. The officer shall have the right to appeal to the Board of Directors;
2. To censure, suspend, or expel a member for violation of the *Code of Ethics of the Education Profession*. . . . The member shall have the right to appeal to the Executive Committee on procedural grounds only.
3. To vacate censure, lift suspension, or reinstate a member.

ARTICLE VII, Section 4. The Review Board shall establish its rules of procedure with the approval of the Board of Directors. Due process must be guaranteed in all its proceedings.

ADHERENCE TO THE CODE

CONSTITUTION, NATIONAL EDUCATION ASSOCIATION

ARTICLE II, Section 2, b. Members engaged in teaching or in other educational work shall adhere to the *Code of Ethics of the Education Profession*.

ARTICLE IV, Section 6. Executive officers of the Association may be impeached for violation of the *Code of Ethics of the Education Profession*,

ARTICLE VI, Section 4. Officers of the Association may be impeached for violation of the *Code of Ethics of the Education Profession*,

ARTICLE VII, Section 5, a. Members of the Review Board may be impeached (by the Executive Committee) for violation of the *Code of Ethics of the Education Profession*,

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive, and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPLE I COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.