

8/20/86 8
85-8/20/86
33040 e1

AGREEMENT

BETWEEN

BOARD OF EDUCATION
DANSVILLE, MICHIGAN

INGHAM CLINTON EDUCATION ASSOCIATION

1985-1986

Dansville Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
Introduction1
I Recognition.1
II Board Rights2
III Teacher Rights2
IV Professional Compensation and Contracts.3
V Teacher Hours.4
VI Teaching Conditions.6
VII Vacancies and Promotions7
VIII Leave Policy7
IX Teacher Evaluation	13
X Protection of Teachers	15
XI Negotiation Procedures	15
XII Grievance Procedures	16
XIII Strike Prohibition	21
XIV Professional Study Committee	21
XV Teacher Education.	21
XVI Miscellaneous Provisions	21
XVII Teacher Agency Shop - Dues Checkoff.	22
XVIII Layoff and Recall.	23
XIV Duration	29
 <u>APPENDIX</u>	
A Salary Schedules	30
B Supplementary Pay Schedule	31
C Fringe - Insurance Benefits.	33
D Evaluation Form.	35
E 1985-86 School Calendar.	39

EDUCATION ASSOCIATION AGREEMENT

This agreement entered into this twentieth day of August, 1985 by and between the Board of Education of the Dansville Schools, hereinafter called the "Board" and the Ingham Clinton Education Association, hereinafter called the "Association."

Witnesseth

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

WHEREAS, it is the purpose of this agreement to reduce in writing the total understanding of the parties regarding wages, hours and working conditions of employees of the Board covered by this agreement, and that all such understanding written to be mutually binding, and

WHEREAS, the members of the teaching profession are particularly qualified to offer advice to the district concerning policies and programs designed to improve educational standards, and

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

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel on contract with the Dansville School, but excluding supervisory and executive personnel, office and clerical personnel. Teachers who are employed in the same position as long-term substitutes shall become members of the bargaining unit upon the forty-sixth day of their employment with ICEA representation retroactive to their first day of employment; the provisions of right to layoff and recall shall not be afforded to substitutes until the ninety-

first day except as required by law.

- B. Teachers may authorize deduction of membership dues of the Association. Such sum shall be deducted from the regular salaries and remitted to the Association

ARTICLE II

Board Rights

- A. The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon 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 during the working day.
 - 2. To hire all employees and subject to the provisions of the law, to determine their qualifications and conditions for their continued employment, of their dismissal or demotion; and promote and transfer all such employees.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, and the adoption of policies, rules, regulations, and practice in the furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the State of Michigan, and the Constitution and the laws of the United States.

ARTICLE III

Teacher Rights

- A. The Board agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his or her membership or non membership in the Association.
- B. The Association and its members shall have the right to use school buildings after school hours for meetings provided, however, that such meetings of the Association shall not interfere with officially approved school activities.

- C. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship, and no religious or political activities outside the school day of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board unless it has a direct and immediate tendency to affect the teacher's classroom instruction adversely.
- D. No teacher on continuing tenure shall discontinue service with the Board except by mutual consent, without giving a written notice to said Board at least sixty days before September 1 of the ensuing school year. Any teacher discontinuing services in any other manner than as provided in this section may forfeit in accordance with the Act any rights to continuing tenure previously acquired under the Tenure Act.
- E. No teacher shall be disciplined, discharged, or reduced in compensation without reasonable and just cause.

ARTICLE IV

Professional Compensation and Contracts

- A. The salaries of teachers covered by this agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect for the years covered by this contract.
- B.
 - 1. The salary schedule is based upon a normal yearly teaching load as described in Appendix E, "School Calendar," and Article V, "Teaching Hours," and other sections of this Agreement. The school year will be governed by the calendar, Appendix E, and will not exceed 181 student membership days, 184 workdays for returning teachers, and 185 workdays for new teachers. For extra work, the teacher will be entitled to appropriate additional professional compensation in accordance with Appendix B of this Agreement.
 - 2. Teachers working longer than the established school year (e.g., guidance counselor) shall be compensated at their daily rate of pay.
- C. A teacher engaged during the school day in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular

duties without loss of salary or loss of leave days if no other time can be found.

- D. At the beginning of each school year, the Association shall be credited with ten (10) days to be used by officers or agents of the Association at the discretion of the Association. The purpose of these days is to permit our teachers to attend meetings and workshops for the direct benefit of our staff. They agree to notify the Board at least forty-eight (48) hours in advance of the meeting they wish to attend. Substitute pay shall be paid to the Board by the Association at the regular substitute pay rate. These are not to be business days of those attending.
- E. Teachers who are called for unavoidable jury duty shall be compensated the difference between the regular daily teaching pay and the daily pay received for the performance of such civic obligations. Those days shall not be charged to sick leave or personal business leave.

ARTICLE V

Teaching Hours

- A.
 - 1. All teachers: 7:35 a.m. - 3:00 p.m.
 - 2. Exceptions for leaving early are to be restricted to emergency situations or those of unusual nature. Teachers must receive permission from the administration.
- B. All teachers shall be entitled to a duty free lunch period, in no event less than thirty (30) minutes.
- C. The normal weekly teaching load shall include a least five (5) unassigned preparation or conference periods. This period will vary in length and frequency from high school to elementary. It is understood that the conference period will be utilized for parent or child conferences, preparation of lessons, counseling, tutoring, and other official school business.
- D. Elementary teachers may be relieved from scoring and recording standardized tests. They shall do the recording on pupil's records. Those who wish to score their own may do so if it is not done on pupil time.
- E. A schedule shall be set up for regular teachers' meetings to be held monthly, which all teachers shall be required to attend. Principals or the Superintendent may call meetings for smaller groups of teachers, beyond the school day, when necessary. The principals shall

provide the teachers with an agenda at least twenty-four (24) hours in advance of the meeting.

- F. The administration will make a sincere attempt to advise all teachers of their assignments by August 15th of each year. Assignment changes after that date will be as limited as circumstances reasonably permit.
- G. Teachers are expected to remain with their children at all times during the regular teaching hours. Emergency situations should be the only exception, and must be cleared with the administration as soon as possible. Leaving pupils unsupervised to run errands that could be taken care of at other times cannot be considered an emergency. Teachers are required to be in their classroom when the second, or last bell rings indicating the end of the lunch period and not when the first bell rings as a warning that the lunch period will end.
- H.
 1. Because the pupil-teacher ratio can be an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible and to the extent feasible (taking into account the availability of qualified staff, staff, facilities, funds, and state requirements). It is agreed that the following limits on class size represent desired objectives:
 - a.

K-3	25 students
4-12	30 students
 - b. Class sizes of thirty (30) shall serve as a guide in secondary schools with the exception of activity classes, such as physical education, typing, band, chorus, study hall, etc.
 - c. The Board of Education will provide some assistance to any teacher, upon request, grades K-6 whose enrollment exceeds these figures. The aide may only be during reading or math. The teacher is to work out with the administration a reasonable schedule of most critical times.
 2. The class size suggested above are offered as desirable levels and are subject to modification for educational purposes. such as avoidance of split-grade classes or half-day classes, specialized or experimental instruction, improvement of instructional methods, changes in enrollment or any other valid reason. If the above numbers are exceeded, the principal will explain the situation to the teacher(s) involved.
 3. It is agreed that the provisions regarding class

size shall be considered along the lines of expectation of higher student performance as the rationale for consideration. It follows that demands for smaller class sizes will lead to higher student performance levels as determined by periodic administrative evaluation of the aforementioned performance level of

students.

4. Teachers and building principals shall cooperatively distribute the children by grades and/or classrooms. Students with special needs along with other factors shall be considered in making class assignments.

I. All professional personnel will be expected to attend graduation ceremonies.

J. 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 breakdowns, or health conditions as defined by the city, county or state health authorities, may be rescheduled in the discretion of the Board of Education to insure that there are a minimum of one hundred eighty (180) days of actual student instruction. Teachers shall receive their regular pay for days which are canceled but shall work on any rescheduled days with no additional compensation.

Only scheduled student instruction days necessary to fulfill the required 180 days of student instruction for full state aid may be rescheduled by the Board. Rescheduling shall be consistent with the School Calendar as mutually agreed between the Board and Association. Specifically, "President's Day" shall be the first utilized if there have been two cancellations on or before that day. Any days made up thereafter shall be added to the end of the school calendar in an unbroken, continuous fashion, excluding Saturdays, Sundays and legal holidays, if any.

Total annual salary is based upon 184 days of work during the entire school year regardless of whether the days actually worked are the same as originally scheduled or are different from those originally scheduled due to rescheduling by the Board. Teachers will be paid an additional per diem rate only for any days which they are required to work as part of the regular school year beyond 184.

ARTICLE VI

Teaching Conditions

The Board shall make available restroom and lavatory

facilities for teachers use only and a room appropriately furnished and ventilated which shall be used as a faculty lounge and study room. With the first major building addition, a more suitable teachers' lounge shall be provided which may be used for smoking.

ARTICLE VII

Vacancies and Promotions

- A. A vacancy shall be defined, as when a new teaching position is created or when a teaching position is vacated by an employee who has resigned or otherwise been terminated. Positions eliminated by Board action shall not be considered vacancies.
- B. Whenever vacancies in bargaining unit position or administrative position shall occur, the Board shall provide for written notification to teachers in the next weekly Superintendent's bulletin. During the summer months an ICEA designee shall be notified.
- C. Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background of all applicants.

Should certification, amount of accredited hours training in the subject matter recency of training in the subject matter, amount and recency of experience in subject matter, and general teaching criteria be equal, then seniority in the district will become the deciding factor after the provisions for recall have been met.
- D. When a vacancy (or vacancies) in a bargaining unit position exists after the provisions for recall of district teachers have been met, the Board will post a notice of such vacancy (or vacancies) with the President of the Ingham Clinton Education Association. It will be the responsibility of the ICEA to keep the Superintendent informed as to the current mailing address of its President.
- E. The Board and the Association recognize that involuntary transfers may be necessary to implement the provisions of layoff and recall.

ARTICLE VIII

Leave Policy

- A. Sick Leave: Sick leave with pay shall be allowed to each full-time employee amounting to ten (10) days per

year, accumulative to sixty (60) days. In addition, teachers will have access to a bank of sick leave days established in the 1975-76 school year. When workers' compensation or a disability policy held by the district begins, sick leave days will not be paid or deducted from the bargaining unit members accumulated sick days.

1. Sick leave shall be granted for and include personal illness or physical disability of the employee. The purpose of sick leave is to cover the period of illness or physical disability.
 2. Sick leave days may also be utilized for illness or death in the immediate family and attendance at funerals of relatives or attendance at funerals as a faculty representative appointed by the Board (time necessary). The principal retains the right to deny any day if these qualifications are not met.
 3. Any teacher who willfully abuses, misrepresents, or otherwise violates use of sick leave may be subject to disciplinary action such as loss of accumulated sick leave, docking of pay, or in cases of repeated violations, dismissal.
 4. A teacher unable to report for duty because of illness or emergency shall, when possible, call his or her principal between 6:00 a.m. and 6:30 a.m. of the day of the illness or before 10:00 p.m. of the day before. It shall be the responsibility of the principal to arrange for a substitute teacher.
- B. At retirement, the teacher will be eligible for one-half (1/2) a day's pay for each unused sick day up to a maximum of fifty (50). (Retirement as defined by the State of Michigan Retirement System.)
- C. Sick leave bank - Each bargaining unit member shall contribute one day upon initial employment to the sick leave bank.
1. Each teacher must use his/her own sick days before drawing on the above bank. Any days used from the bank are to be repaid in the fall of the following year and other years until repaid. Teachers leaving the district owing days to the above bank will be required to reimburse the district monetarily for days owed.
 2. In the event the days in the sick bank are depleted, each teacher will contribute one day of his/her accumulated sick leave to replenish the bank.
 3. Whenever possible, requests for sick bank days must

be made in writing and accompanied by appropriate verification either before or after use. It is understood that the granting of sick bank days is not automatic. Approval will be based on a majority decision of the sick bank committee.

4. An individual, in order to be eligible for paid sick bank days, must be ill a minimum of two (2) consecutive workdays. The two (2) day period may be waived for subsequent leave requests for the same illness or incident.
 5. The Board must be notified in writing by the ICEA as to the number of days granted from this bank to each individual teacher. The Association must keep reasonable records which are subject to review by the Board.
 6. Reasons for use of sick bank days in this section shall be identical to reasons for use of sick days in this article.
 7. The maximum number of sick bank days which a person may draw shall not exceed any of the following for any given incident: (1) time to qualify for any Board sponsored L.T.D. policy which may be in force, (2) the end of the then current school year although a person who is qualified for sick bank days will qualify for sick bank days at the start of the next school year, or (3) ninety (90) working days.
 8. The sick bank committee will consist of three ICEA representatives and the Superintendent or his designee as a non-voting member.
 9. The Association agrees that the sick bank is vested in control of the Association as established herein and, therefore, not subject to the grievance procedure. The Association saves the Board harmless for actions of the sick bank committee.
- D. Business Leaves: The parties agree there may be personal conditions or circumstances which may require teacher absenteeism for other reasons than heretofore mentioned. The Board agrees that such leave shall not exceed two days per school year. The Board further agrees that these days shall accumulate into the teachers' sick leave accumulation if unused. These days which will not be deducted from sick leave, and are not to be accumulated, may be used under the following conditions:
1. This leave shall be used only in situations of urgency, for the purpose of conducting personal

business which is difficult to transact on the week-ends, after school hours or during recess periods.

2. Teachers desiring to use such leave shall request in writing to the principal at least three (3) working days in advance of the anticipated absence except in cases not anticipated, in such case, the teacher shall apply as soon as possible. The general reason, unless extremely confidential, shall be briefly explained on the request. The administrator shall respond to such requests within 24 hours unless circumstances make it impossible to do so.
3. It is understood such leave shall not be used for extending recesses or granted for the first or last day of the school year nor on the first two (2) working days preceding or two (2) days following a recess period or holiday.

E. Child Care Leave:

1. The Board shall grant a child care leave for up to (1) one year (one year being defined as at least fifty percent of a school year). The Board will re-employ all teachers at the end of this one (1) year child care leave in the same or comparable position.
2. This leave will be renewed for one year upon the teacher's request. Such request shall be made to the Board not less than sixty (60) calendar nor more than ninety (90) calendar days before the expiration of the leave of absence. The Board will re-employ all teachers on renewed child care leave in the same or comparable position.
3. The above child care leave procedure shall also apply to teachers who adopt a child.
4. The employee agrees not to accept full-time employment during the period of the leave without prior approval.
5. A teacher returning from a second year child care leave shall notify the Board not less than sixty (60) days prior to the expiration of such leave if there is intent to return.
6. A teacher returning from leave provided for in this paragraph shall be placed on that step of the salary schedule from which he or she went on leave unless he or she was employed for at least fifty (50) percent of his or her last teaching year, in which case he or she shall advance to the next step.

- F. In the event it is necessary to grant a leave of absence to a teacher for health reasons or by reason of incapacity, all fringe benefits shall be continued subject to the rules and regulations of the carrier for a period of up to one (1) year. Such vacancy shall be filled on a temporary basis for the balance of the school year and year following if necessary. At any time during this period the teacher may return at the beginning of the next marking period after specifying in writing such a desire at least thirty (30) days prior to the next marking period. Statements from doctor(s) approved by the Board may be required before the teacher may return to his/her position.
- G. If or when it becomes necessary to determine the daily salary of any particular employee for the purpose of loss of pay, it shall be figured by dividing the yearly salary by the actual number of days that the school employee is required to be on the job.
- H. Leave (up to 10 days) without pay may be granted to any employee at the discretion of the Superintendent. The Board of Education may grant leaves of greater duration. Upon expiration of such leave the teacher shall be returned to his/her position or position of like nature, seniority and pay.
- I. 1. Substitute teachers pay is to be determined by the Board of Education. Other days for which an employee shall receive regular pay if approved by the Board of Education prior to absence may be inservice meetings or conventions generally attended by teachers of the immediate area.
2. Comprehensive plans for at least the first day's work must be readily available.
- J. 1. For purposes of this agreement, job sharing shall be considered a partial leave of absence.
2. The parties agree that job sharing arrangements shall be restricted to two (2) currently employed teachers sharing one (1) full-time position in kindergarten and grades 3-12.
- a. Agreement to share a full-time job assignment shall commit the teacher(s) for not more than one (1) year and shall expire with the last workday of each school year.
- b. The teacher(s) shall have the options of renewing the established job sharing assignments, creating another job sharing assignment or returning to a position equivalent

to that held previous to the job sharing assignment.

- c. While involved teachers may choose the assignment to be shared it is expressly understood that upon dissolution of the shared assignment the more senior teacher shall retain incumbent building rights and the junior teacher shall be considered displaced.
 - d. The junior teacher shall have the right to displace the teacher with the least district-wide seniority provided he has the necessary certification and qualification.
 - e. Should the junior teacher not possess the necessary seniority and certification to effect paragraph 4 above, he shall have the option of creating another job sharing assignment or be subject to layoff.
3. Job sharing situations shall be arranged by the teachers involved and presented to the Superintendent of Schools and the Association President by May 1 annually. The foregoing May 1 may be extended upon mutual agreement of the parties.
 4. In order to establish a shared job assignment, the involved teacher shall:
 - a. Schedule the work time and designate the responsibility of each for the class, morning and afternoons: class hours at the secondary level, etc.
 - b. Provide a description of how the teaching responsibilities are to be shared for the approval of the building administrator who is responsible for supervising the job sharing team.
 - c. Provide a brief description of the process to be used in communicating with the immediate supervisor and with the partner in job sharing.
 5. Teachers in a shared job assignment shall substitute teach in the other's absence whenever possible. The substituting teacher shall be compensated at the per diem substitute rate.
 6. A job sharing arrangement cannot be implemented if it would cause a seniored part-time teacher from assuming a desired full-time position.

7. The Board of Education reserves to itself the final right to approve or deny all shared teaching assignments.
8. Teachers in a shared job assignment shall accrue seniority and salary schedule credit as if employed full time.
9. Employment in a job sharing position is subject to the terms and conditions outlined in this article and the master agreement negotiated by the Board and the Association.
10. In all situations involving job sharing, such assignments would be considered only for teachers who have voluntarily agreed to work together.
11. Teachers in a shared job assignment receive the prorated share of salary which reflects the fraction of time the position is shared and as provided in the master agreement. The teacher shall also receive the prorated fringe benefits as provided in the master agreement. Sick leave and individual leave days shall be accrued as specified in the master agreement.
12. Participation in a job sharing program shall be voluntary. Refusal to participate in a job sharing program shall not be grounds for any discipline nor shall a refusal diminish any rights a teacher might have under the collective bargaining agreement.
13. Three (3) days of work equals sixty percent (60%) of full salary. A.M. or P.M. teaching (1/2) day equals fifty percent (50% of full salary).

ARTICLE IX

Teacher Evaluation

- A. It shall be the responsibility of the administration to reprimand teachers who are in violation of this contract and/or the policies and procedures of the Board of Education, and take whatever action is necessary to resolve the violation.
- B. All teachers' reprimands should be handled on an individual basis between teacher and administrator.
- C. Upon request, a teacher shall be entitled to have a union representative (designated by ICEA) present during all formal evaluations, warnings or reprimands (formal -

defined as a conference where the teacher will be receiving written notification) and all suspension, reduction in rank or discharge. It is the teacher's responsibility to secure a union representative as soon as possible. If no representative is available, the meeting will be postponed until the following day. ICEA shall have a representative available the following day.

It is the union's responsibility to inform the Board and Administration of all designated union representatives prior to the beginning of the school year.

- D. It is the responsibility of the administration to give a written evaluation of each tenure teacher at least once a year, and each probationary teacher at least three times per year by November 30, January 31, and March 31, except where circumstances render it impossible to do so. Such circumstances shall be defined as extreme absence by the teacher and/or the evaluating supervisor. In any case the teacher will receive the formal written evaluation as soon as the condition causing the delay ceases to exist. Each evaluation shall be written on the form attached as Appendix D. The form will be dated and signed by the administrator giving the evaluation. All evaluations shall be conducted openly with full knowledge of the teacher.
- E. In the event that the administration recommends to the Board of Education the non-renewal of a contract for probationary teachers, the teacher involved shall have the right to a hearing before the Board of Education. Such hearing shall be public or private at the option of the teacher. A teacher may be represented by the Association or an attorney and shall have the right to call witnesses and cross-examine witnesses. Upon request, all testimony shall be taken under oath or affirmation.
1. The probationary teacher shall request such hearing within ten (10) days from the date of receipt of notification of unsatisfactory performance from the District, and such hearing shall be held within thirty (30) days thereafter.
 2. The Board shall issue a written opinion deciding such hearing within thirty (30) school days.
 3. This section shall not apply to non-renewals resulting from staff reduction.
 4. There shall be no appeal to the grievance procedure nor arbitration from the decision of the Board.

ARTICLE X

Protection of Teachers

- A. The Board recognizes its responsibility to continue to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Each teacher, however, bears the primary responsibility for maintaining proper control and disciplinary actions and methods invoked by them shall be in accordance with established Board policy. Whenever it appears that a particular pupil requires special attention, the teacher shall advise the principal in writing, and if the principal concurs and such help is available, reasonable steps shall be taken to provide such special attention as required.
- B. A case of assault upon a teacher shall be promptly reported to an administrator. The Board will provide legal counsel in connection with handling of the incident by law enforcement and judicial authorities.
- C. Any complaints by a parent of a student against a teacher shall be called to the teacher's attention at the Superintendent's or building principal's discretion, provided, however, that all complaints by parents that are entered in the personnel file of a teacher be given to the teacher in written form by the Superintendent or building principal.
- D. Pupil Removal: A teacher may remove a pupil from class to a place designated by administrator 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 promptly furnish the principal full particulars of the incident in writing. The pupil shall not be returned to the class until after consultation by the principal with the teacher.

ARTICLE XI

Negotiation Procedures

- A. This Agreement shall become effective August 20, 1985 and shall continue for one (1) year. This contract can be extended thereafter from year to year with the approval of the Association and the School Board. Matters not specifically covered by the Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of the agreement upon written request by either party to the other.

- B. Not later than April 15 prior to the expiration of this Agreement, the parties shall begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of teachers.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification of the Board of Education and of the membership of the Dansville Education Association and ICEA governing board, but the parties mutually pledge that their representatives, shall have all necessary power to make and consider proposals and make concessions.

ARTICLE XII

Grievance Procedure

- A. A claim by a teacher that there has been a violation, misinterpretation or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided. Such grievance shall be submitted to the following grievance procedure, with the exception of matters covered by the Teacher Tenure Law.
- B. The number of days indicated at each step of the Grievance Procedure should be considered as maximum and every effort should be made to expedite the grievance process. Any time may be extended by mutual consent.
- C. The failure of a grievant to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- D. The failure of an administrator to communicate his decision to the teacher within the specified time limits shall permit the teacher and/or Association to proceed to the next step in the Grievance Procedure.
- E. In the handling and processing of a grievance, the following procedure shall apply:

Level One - A teacher believing himself wronged by an alleged violation of the express provisions of this contract shall within fifteen (15) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant(s) or a representative of the Association;
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 this contract alleged to have been violated;
5. It shall contain the date of the alleged violation; and
6. It shall specify the relief requested.

Level Two - A copy of the written grievance shall be filed with the Superintendent with the endorsement thereon of the approval or disapproval of the Association. Within ten (10) days of receipt of the grievance, the Superintendent shall arrange a meeting with the grievant(s) to discuss the grievance. Within five (5) days of the discussion, the Superintendent shall render his decision in writing, transmitting a copy of the same to the grievant, the grievance chairman, the building principal in which the grievance arose, and place a copy of same in a permanent file in his office.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than five (5) days prior to the next regularly scheduled Board meeting.

Level Three - Upon proper application as specified in Level Two, the Board shall allow the teacher or his Association Representative an opportunity to be heard at the meeting for which the grievance was scheduled. This scheduling is to be within one (1) month of submission of grievance to the Board. Within one month (1) from the hearing of the grievance, the board shall render its decision in writing. The Board may hold future hearings therein, may designate one (1) or more of its members to hold future hearings therein or otherwise investigate the grievance, provided, however, that in no event except

with express written consent of the Association shall final determination of the grievance be made by the Board more than one (1) month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the secretary of the Association.

Level Four - Grievances not represented by the Association will not be submitted to arbitration.

If the grievance remains unresolved at the conclusion of Level Three, it may be submitted for binding arbitration at the request of either party, provided written notice of the request for submission to arbitration is delivered to the Board or Association within fifteen (15) days after the date of the decision under Level Three. Following the written notice of request for submission to binding arbitration, the Association and a representative of the Board shall attempt to select an arbitrator.

If mutual agreement on the selection of an arbitrator cannot be reached within five (5) days after the date of the request for submission to arbitration, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other.

- F. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.
1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 2. He shall have no power to rule on any of the following:
 - (a) The termination of services of or failure to re-employ any probationary teacher.
 - (b) The placing of a non-tenure teacher on a third year of probation.
 - (c) The termination of services or failure to re-

employ any teacher to a position on the extra-curricular schedule.

3. In rendering decision, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
 4. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 5. 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, any lawful decision of the arbitrator shall be forthwith placed into effect.
 6. (a) All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he may have received from any source of a like nature during the period of the back pay.

(b) No decision in any case shall require a retroactive wage adjustment in any other case unless previously agreed to by the parties.
 7. 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.
 8. More than one (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
- G. The cost of arbitrator shall be borne by the non-prevailing party except each party shall assume its own cost for representation including any expense of witnesses.
- H. Miscellaneous
1. A grievance may be withdrawn at any step without prejudice.
 2. The Association shall have the right to initiate a grievance involving the right of a teacher(s) unless

the Association is requested in writing not to initiate the grievance by the teacher(s).

3. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.
4. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating Association Representative are to be at their assigned duty stations.
5. All time limits in the grievance procedure shall refer to working days.
6. No grievance shall be filed for or by any teacher after the effective date of his resignation.
7. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this Agreement.
8. If any teacher has a grievance regarding any condition of employment covered by the Michigan Tenure Act, such grievance shall be dealt with exclusively through the provisions of said Act and the established procedures thereof.
9. It is understood by the parties that no grievance shall be filed or based upon any prior or previous agreement or upon any alleged grievance occurring prior to the effective date of this Agreement.
10. In the event the alleged grievance involves an order, requirements, etc., the grievant shall fulfill or carry out such order or requirements, etc., pending the final decision of the grievance.
11. Mass grievances on the same subject shall be handled by the Board as one grievance and the answer directed to the Association Representatives.
12. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discussing and having it resolved informally with the Employer; provided that the Association be given the opportunity to be present at the hearings or meetings of such grievance and that the final decision by the Employer is not inconsistent with the terms of this Agreement and shall not establish precedent.

ARTICLE XIII

Strike Prohibition

The Association recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, by teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement it will not direct, instigate, participate in, encourage or support any strike against the Dansville Board by any teacher or group of teachers.

ARTICLE XIV

Professional Study Committee

A Professional Study Committee shall be organized. It will be composed of 6 members, 3 selected by the Board and 3 selected by The Association. The goal of this committee shall be to upgrade the educational program through investigation, evaluation, and recommendation. This committee shall meet the second working Tuesday each month.

ARTICLE XV

Teacher Education

- A. Subject to administration approval, any teacher may have, in addition to his sick leave, additional days to attend conferences in his field; in most cases not to exceed two (2) days per year. Arrangements must be made two (2) days in advance of the conference.
- B. Professional Conferences: Teachers shall be reimbursed for travel, lodging, if necessary, and registration fees for attendance at professional conferences if approved in advance by the administration. Reimbursement under this provision shall not exceed the budget allocation for purpose. (\$1,000)

ARTICLE XVI

Miscellaneous Provisions

- A. Copies of the Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- B. 1. Any teacher, after reaching the age of 70, will no longer be considered under tenure but may be employed on a "year-to-year" contract. This "year-to-year" contract may be offered only after formal approval by the Board. To be considered for this additional contract, the teacher may be required by the Dansville Board to present a certificate of medical fitness. The physical and/or mental examination will be paid for by the Board of Education and the teacher shall go to a doctor named by the Dansville Board of Education.
2. For teachers age 65 who are eligible and enroll for Medicare, the Board will pay the cost of the premium and continue to provide supplementation of Medicare.
- C. This Agreement shall superseded any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. A discipline committee will be formed in cooperation with administrators and teachers selected within and by the administration and teachers respectively. The teaching staff members will not exceed (3) three people. Any recommendations of the committee are subject to final approval by the Board.

ARTICLE XVII

Teacher Agency Shop - Dues Checkoff

All personnel defined in the recognition clause of this Agreement shall, thirty (30) days after his/her date of hire sign and deliver to the Association an authorization, which form shall be provided by the Association, for membership in the Association, MEA and NEA or pay the equivalent fees and assessments as paid by members or the reduced Agency Fee. It is agreed by the parties that the Association, to enforce payment of dues, shall have the right to collect such dues via a court of competent jurisdiction. It is further agreed that the Board shall transmit all dues collected with the first pay day of October. The Association shall save the Board harmless from any lawsuit as a result of this Article with the Association retaining the right to select legal counsel and make an out-of-court settlement.

If any teacher objects to the amount of the deduction as it

may relate to political action, or whatever, that is expressly understood to be an internal union problem. The Board has no responsibility for computing or defending deduction amounts or purposes. The Board's sole obligation in this matter is to deduct according to the amounts certified by the Association to the administration.

The Association will save and hold the Board harmless for any errors, illegality, or impropriety that is later discovered in the Association's certification.

Any teacher presently employed who has previously signed a dues deduction may refuse to sign another if their conscience so dictates. They will be permitted to rejoin but not withdraw again but while not a member must render to the association either the equivalent fees or the reduced Agency Fee.

ARTICLE XVIII

Layoff and Recall

- A. In the event of a reduction in teaching staff, the order of the reduction shall be:
1. Probationary teachers shall be laid off first. A probationary teacher shall not be laid off unless there is a tenure teacher who is certified, qualified, and available to perform the duties of the position the probationary teacher is vacating, or unless the position that the probationary teacher is vacating is being eliminated altogether.
 2. If the reduction of teaching personnel is still necessary, then tenure teachers in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereinafter provided. Layoffs made pursuant to this section shall be made in the inverse order of seniority, i.e. those with the least seniority are to be laid off first. For the purpose of this Article "seniority" is defined to mean the amount of time an individual is continuously employed as a certificated teacher within the school district. Such seniority shall be measured from the first day of employment scheduled on the job. Should there be a tie in employment dates of persons scheduled for layoff, the teacher(s) retained of those tied shall be those with the greatest experience in the position(s) remaining whether such position(s) are created by exercising a necessary bump or assuming a scheduled position.

3. A tenure teacher who is laid off pursuant to this Article has the right to be placed in a teaching position for which he or she is certified and qualified to fill and which is occupied by a teacher with less seniority. If more than one position exists for which the laid off teacher is certified and qualified, then the laid off teacher will be placed in the position occupied by the teacher with the least seniority. For the purposes of this Article "qualified" shall be defined in the following manner:

- a) For placement in a pre K-6 grade level position, a tenure teacher is qualified if he or she has elementary certification and a minimum of six (6) semester hours credit in elementary reading methods. The Board agrees that this requirement shall be waived if the teacher has a minimum of one (1) year's experience at the pre K-6 level within the last five (5) years of employment with the district. Pre K-6 teachers to be qualified for assignment at grade 7-8 or grades 9-12 must have a major or minor or be certified by the Department of Education to teach in the specific areas in grades 7-8 or grades 9-12. In addition, if the teacher has not taught within the specific subject matter areas of grades 7-8 or grades 9-12 nor has taken any course work within the specific subject matter areas within the past five (5) years the teacher must complete at least six (6) semester hours of credit in the subject matter they will be assigned to at grades 9-12 and in reading instruction or the subject matter area (as determined by the administration) at grades 7-8 at an accredited institution of higher education. Such academic training shall commence with the next regular semester in which such subjects are taught at an accredited institution of higher education.
- b) For placement in a grade 7-8 teaching position a tenure teacher is qualified if he/she has a major, minor, is certified by the Dept. of Education or has taught the specific course one (1) year within the last five (5) years at the middle school level. Teachers in grades 7-8 to be qualified for assignment in grades 9-12 must have a major, minor or be certified by the Dept. of Education to teach the specific subject matter area. In addition, if the teacher has not taught within the specific subject matter area within the last five (5) years, in either a

9-12 or 7-8 setting or taken any course work in the subject matter area then the teacher must complete at least six (6) hours of credit in the subject matter they will be assigned to in grades 9-12 at an accredited institution of higher education. Such academic training shall commence with the next regular semester in which such subjects are taught at an accredited institution of higher education. Teachers in grades 7-8 to be qualified for assignment in grades K-6 must have certification from the Dept. of Education and have six (6) semester hours of credit in reading instruction for elementary level students. In addition, if the teacher has not taught within a K-6 setting within the past five years the teacher must complete at least six (6) semester hours of credit in Elementary Reading methods at an accredited institution of higher education. However, if the teacher has fifteen (15) hours of reading instruction the six (6) semester hour requirement is waived.

- c) For placement in a grade 9-12 teaching position a tenure teacher is qualified if he/she has a major, minor, is certified by the Dept. of Education or has taught the specific course one (1) year within the last five years of employment with the district to teach in the specific areas he/she would be assigned. Teachers in grade 9-12 to be qualified for assignment in grade 7-8 must have a major, minor or be certified by the Dept. of Education to teach the specific subject matter area. In addition, if the teacher has not taught within the specific subject matter area within the last five (5) years, in either 9-12 or 7-8 setting nor taken any course work in the subject matter area then the teacher must complete at least six (6) hours of credit in the subject matter they will be assigned to in grades 7-8 at an accredited institution of higher education. Such academic training shall commence with the next regular semester in which such subjects are taught at an accredited institution of higher education. Teachers in grades 9-12 to be qualified for assignment in grades K-6 must have certification from the Dept. of Education and have six (6) semester hours of credit in reading instruction for elementary level students. In addition, if the teacher has not taught within K-6 setting within the past five years the teacher must complete at least six (6) semester hours of credit in Elementary Reading methods at

an accredited institution of higher education. However, if the teacher has fifteen (15) semester hours of credit in reading instruction the six (6) semester hour requirement is waived.

- d) Additional endorsements on a teaching certificate will be considered the same as certification. (i. e., An endorsement for middle school is the same as being certified to teach in a fifth (5th) or sixth (6th) grade classroom.
4. The expenses of any training required by paragraphs A(3) a-c above shall be incurred by the teacher.
 5. The Board will provide a current seniority list annually and/or prior to impending layoff of bargaining unit members. The Association and the Superintendent agree to meet and establish a seniority rank number, from greatest to least, for such a list.

6. "Seniority" shall be credited to administrators only for years of classroom teaching within the Dansville Schools.
7. Should reduction in hours take place, highest seniority teachers shall be retained in such a manner and to the extent possible in order to maintain a full contract day or year.
8. Teachers on layoff who can provide verification of college or university sponsored additions to their certifications (verification shall mean a letter from the university advisor or faculty outlining requirements for the certification and enrollment in the courses indicated and intent of the university to recommend the teacher for the addition endorsements), may exercise their seniority rights in the new certification if they notify the board at least thirty (30) days before the first day of school. Failure to complete such additional certification requirements shall forfeit exercising the right of this provision until the beginning of the next school year.
9. Teachers involved in layoff will receive at least sixty (60) days notice of impending layoff. Only in case of extreme financial hardship such as unanticipated loss of revenue causing immediate reductions may such notice be less than 60 days. In any case a thirty (30) day notice will be provided if possible.
10. Laid off teachers shall receive first priority in substituting for the school district. If the only offering for such subbing is outside the teachers certification and qualification area, the district may utilize alternative substitutes.
11. Approved leaves of absence shall not cause an interruption of continuous seniority; although seniority shall not accrue during leaves. Seniority for laid off teachers shall accrue uninterrupted except that probationary teachers shall not accrue beyond two years while on layoff.

B. Recall Procedures

1. Any teacher on layoff shall be recalled in inverse order of layoff provided he/she is certified and qualified for the vacancy. No new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there are no laid off teachers with proper certification and qualification to fill any vacancy which may arise.

2. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher at his/her last known address. The teacher's address as it appears on the Board's records shall be conclusive with layoffs, recall, or other notice to the teacher. If a teacher fails to report within ten (10) workdays excluding holidays or does not indicate a desire to return to the position offered within the time, said teacher shall be considered a voluntary quit and shall thereby terminate his/her individual employment contract. If a teacher indicates a desire to return within the time limit above and is under contract to another school district, he/she shall have until the end of the semester in which he/she was recalled to return. It is understood that the teacher will make every effort to return as soon as possible.
 3. When vacancies occur while teachers are on layoff, laid off teachers shall, if certified and qualified for the position, be offered the position prior to any posting. If however, a position is reinstated that was previously held by a teacher that was displaced from the position and that teacher is not on layoff, such teacher shall have the opportunity to return to the reinstated position if the return does not prevent the recall of a laid off teacher.
- C. The individual contract, executed between each teacher and the employer, is subject to the terms and conditions of this Agreement. It is specifically agreed that this Article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this Article.

ARTICLE XIX

Duration

This Agreement shall become effective on August 20, 1985 and shall continue in effect through August 20, 1986. In witness whereof, the parties have caused this Agreement to be executed by their authorized representatives.

BOARD OF EDUCATION:

INGHAM CLINTON EDUCATION
ASSOCIATION:

President

President ICEA

Secretary

Secretary ICEA

APPENDIX A

Salary Schedules

- A. 1. Teachers shall be paid in twenty-six (26) equal pays beginning on the first Friday after school starts.
2. All teachers shall be given full credit up to five (5) years on the salary schedule for outside teaching experience in the same field. This may be extended to ten (10) at the Superintendent's discretion. Credit may be given for up to three (3) years experience in related fields.

1985-1986

Step	BA	BA + 20*	MA	MA +15*
1	\$0	\$0	\$0	\$0
2	17,726	18,353	18,983	19,788
3	18,622	19,378	20,098	20,950
4	19,597	20,454	21,213	22,110
5	20,536	21,429	22,333	23,274
6	21,473	22,456	23,447	24,434
7	22,410	23,480	24,560	25,598
8	23,347	24,507	25,726	26,759
9	24,285	25,527	26,787	27,921
10	25,222	26,556	27,903	29,251
11	26,583	28,032	29,494	30,914

plus .5% per year longevity pay

* Semester Hours

Employees hired after June 1, 1985 with no experience shall be placed on step 2 of the schedule. Experience shall be credited for new employees beginning with step 2.

APPENDIX B

Supplementary Pay Schedule

Percentages will be applied to the appropriate step of the salary schedule. Salaries will be based upon years of experience in the same or related activity.

Varsity Football	12%	FHA	6%
Assistant	9%	7th and 8th grade cheerleading	2% ea.
JV Football	9%	Intramurals	\$10/hour
Assistant	9%	FFA	6%
Freshman Football	9%	Senior Sponsor	2%
Cross Country	10%	Junior Sponsor	2%
Varsity Basketball	12%	Combination Room	4%
JV Basketball	9%	Yearbook Class Period +	4%
Freshman Basketball	6%	Play Director (per play)	3%
8th Grade Basketball	4%	Freshman Cheerleading	2%
7th Grade Basketball	4%	Vocational Education Certified Teacher (maximum of 4)	2%
Wrestling	12%	Driver Education	\$10.00 per hour
Assistant	9%	Summer Band	\$10.00 per hour
Track	10%	Saturday School	\$10.00 per hour
Assistant	9%		
Varsity Baseball	10%	High School Student Council	2%
JV Baseball	9%	Middle School Student Council	1%
Volleyball Coach	12%	Special Education	\$300
Assistant	9%	for teachers hired prior to September, 1980	
Cheerleading Varsity & JV	3%	per squad per season	
Softball	10%	**If senior trip is authorized and taken by sponsor, 4% additional will be provided.	
JV Softball	9%		

Band 12%

Elem Camp Dir. 1% Elem Camp Teacher 2%

1. Teachers involved in extra duties assigned by the administration during the school day, such as substitution in a classroom on their own lesson preparation time, shall be compensated at the rate of \$10.00 per class period.
2. Teachers involved in extra duty assignments besides the regular school day, such as selling tickets, chaperoning dances, games, or on buses shall be compensated by the Board, not the sponsoring organization. Teachers will be paid quarterly at the rate of \$10.00 for each event, with the exception of dances after basketball games for which the rate will be \$4.00.
3. Positions which are added to the schedule shall be negotiated

APPENDIX C

Fringe - Insurance Benefits

- A. Each full-time teacher is entitled to the insurance benefits covered below. If a teacher is teaching 1/7 of the day, they will be entitled to a Board contribution toward insurance of 1/7 of the premium if they elect to pay their other 6/7. They are not entitled to cash or annuity in lieu of. Teachers teaching less than 1/2 time are not eligible for annuity. Part-time (one-half time or more) shall receive benefits prorated to the amount of time worked. Teachers on leaves of absence, except as provided for in Article VIII, section F., page 8, shall be required to pay for the insurance or else it will be terminated.
- B. To be eligible for fringe benefits as specified in this appendix employees must be able to perform the "at work requirement" with Dansville Agricultural Schools before benefits are effective, in accordance with the carrier, rules and regulations if such exist.

C. Coverage:

1. A MESSA-PAK shall be offered to all teachers who may choose between Plan A or Plan B:

Plan A:

LTD (66 2/3%, Plan I. 90 calendar days modified, \$2,500 maximum, Social Security Freeze, Alcoholism/Drug addiction 2 years, mental/nervous same as any other illness)
Delta Dental E-01
Negotiated Life \$10,000
Vision VSP-1
Health - Super Med I Current single subscriber rate for SM I is 74.24/mo.

Note - Rates for plans are:
Plan A - \$212.74/mo.
Plan B - \$59.98/mo.

Plan B:

LTD 66 2/3% same as above
Delta Dental E-01
Negotiated Life \$10,000
Vision VSP-1
Board contribution toward T.S.A. equal to single subscriber health insurance.

2. If the bargaining unit member terminates for any reason whatsoever the member shall be entitled to have issued to him by the company, without further evidence of insurability, and upon application made to the company within 30 days after termination, and upon the payment of the premium applicable to the class of risk to which he belongs and to the form and amount of the policy at his then attained age, a policy of life insurance in any one of the forms customarily issued by the company except term insurance, in an amount equal to the amount of his protection under the group insurance policy at the time of his termination.
3. The Board shall provide the above program until this contract terminates.
4. Capital Area School Employees Credit Union: Teachers may participate in the Capital Area School Employees Credit Union through payroll deduction in accordance with Board of Education payroll procedures.
5. The Board shall make available the following tax sheltered annuity programs to all employees selecting an annuity in lieu of health insurance and to all employees desiring to participate on a voluntary basis. The Board shall pay for twelve (12) months, a sum equal to single person MESSA Super Med I rate then in force, to a Board approved tax-sheltered annuity for those employees who elect not to receive such health coverage as a benefit.
 - A. Variable Annuity Life Ins., Co.
 - B. Investors Diversified Services, Inc.

Other companies presently holding annuities for employees will be continued to be eligible for deduction and payment, however new annuity contracts may not be taken out unless 10 or more employees will participate.

6. Changes in family status affecting any of the above insurance policies shall be reported by the employee to the Superintendent's office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
7. The Board agrees to provide the above mentioned benefit programs within the underwriting rules and regulations set forth by the carriers in the Master contract held by the policyholder.

APPENDIX D

EVALUATION FORM

Teacher _____ Dansville Agricultural Schools

Classes Visited _____ Length of Visits _____

Dates _____ Class Size _____

Was conference held? Yes ___ No ___ Date _____

Rating Scale: 1 - Excellent - Exceeds expectations.
2 - Yes - Meets expectations.
3 - Needs Improvement to meet expectations.
4 - Unsatisfactory.

(circle one)

I. Professional Competencies:

A. Planning based on educationally sound principals of learning. 1 2 3 4

Commendable Points:

Constructive Points:

B. Utilizes effective and quality teaching methods. 1 2 3 4

Commendable Points:

Constructive Points:

C. Relates effectively with students. 1 2 3 4

Commendable Points:

Constructive Points:

- D. Demonstrates knowledge of instructional techniques and subject matter.

1 2 3 4

Commendable Points:

Constructive Points:

- E. Acts in conformity with existing administrative procedures, board policies and contract obligations.

1 2 3 4

Commendable Points:

Constructive Points:

II. Professional Attitudes and Personal Characteristics.

- A. Demonstrates a positive outlook and attitude.

1 2 3 4

Commendable Points:

Constructive Points:

B. Demonstrates a continued interest in professional improvement.

1 2 3 4

Commendable Points:

Constructive Points:

C. Demonstrates and maintains a cooperative relationship with others.

1 2 3 4

Commendable Points:

Constructive Points:

D. Consistently demonstrates emotional stability.

1 2 3 4

Commendable Points:

Constructive Points:

E. Maintains acceptable personal qualities.

1 2 3 4

Commendable Points:

Constructive Points:

F. Demonstrates responsibility or routine matters.

1 2 3 4

Commendable Points:

Constructive Points:

Teacher's Signature

Principal's Signature

Teacher's signature indicates the teacher has read and received a copy of this evaluation.

Appendix E

101 Student Days
104 Teacher Days
105 New Teacher
Days

1955-56 School Calendar

Th, Aug 22	New Teacher Orientation
Fr, Aug 23	All Teachers Report
Mo, Aug 26	First Day of School
Fr, Aug 30	No School - Labor Day Weekend
Mo, Sep 2	No School - Labor Day
We, Sep 25	Progress Reports Due
Mo, Oct 7	1/2 Day - Teacher Inservice
Tu, Oct 22	1/2 Day - P/T conferences*
Fr, Nov 1	End of the first marking period
We, Nov 13	1/2 Day - P/T conferences*
Th, Nov 28	Thanksgiving Recess
Mo, Dec 2	Classes Resume
We, Dec 4	1/2 Day - P/T conferences*
We, Dec 11	Progress Reports Due
Mo, Dec 23	Holiday Recess
Mo, Jan 6	Classes Resume
Th, Jan 23	End of the first semester
Fr, Jan 24	No School - Records Day
Mo, Feb 17	No School - President's Day (snow day make-up)
Tu, Feb 25	1/2 Day - Inservice & Planning
We, Feb 26	Progress Reports Due
Th, Mar 13	1/2 Day - P/T conferences*
Fr, Mar 28	1/2 Day - Good Friday; End of 3rd Marking Period
Mo, Apr 7	No School - Spring Break
Mo, Apr 14	Classes Resume
We, Apr 16	1/2 Day - P/T conferences
We, May 7	Progress Reports Due
Mo, May 26	No school - Memorial Day
We, Jun 4	1/2 Day - Last day for Students (tentative)
Th, Jun 5	Teachers Last Day or tentative snow day make-up

*School dismissal of 1/2 days is at the end of the 3rd hour in the high school day.

Parent-Teacher conferences are Scheduled from 4:00-7:00pm

