

9035

7/1/90

Professional Agreement

Between the

Lakeview Education Association

and the

Lakeview Community Schools
Board of Education

1987-1990

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

Lakeview Community Schools

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ARTICLE I
AGREEMENT

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1. This Agreement is made and entered into by and between the Board of Education of Lakeview Community Schools, Montcalm, Mecosta, and Kent Counties, Michigan, hereinafter called the "Board" and the Lakeview Education Association, hereinafter called the "Association".
 2. This Agreement shall constitute the complete and only statement of contractual relationship between the Board and the Association. The Board and the Association accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support and seek to fulfill, subject to the ability of the respective parties, financial and otherwise, to perform under governing law.
 3. If any provision of this Agreement or any application of the Agreement to any Teacher in the bargaining unit is held by a court of final jurisdiction to be illegal or unlawful, the same shall not affect or impair the validity of any other provision contained in this Agreement.
 4. All teachers will be treated fairly under the terms of this agreement under any Board rule, order or regulation.

ARTICLE II
RECOGNITION

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1. The Board recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for all certificated professional employees (hereinafter generally called "Teachers"), below the ranks of superintendent, principal, assistant principal, community education director and any other administrators under contract with the Board and to the extent required by Act 379.

2. This Agreement is negotiated under Act 379 of the Michigan Public Acts of 1965, in order to fix for its term the salaries and other conditions of employment provided herein. 1
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3. Subject to the provisions of Public Act 379, as the same may be amended, the Board agrees not to negotiate with any Teachers' organization other than the Association for the duration of the Agreement. The Board recognizes the right of the Association to seek assistance of the Michigan Employment Relations Commission or other mutually agreeable mediator. Except for such negotiations under Public Act 379, however, the Board shall be free to communicate with Teachers or their representatives, or any other persons, individually or by group, for whatever lawful purpose the Board may deem desirable in the discharge of its responsibilities. 4
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ARTICLE III 13

BOARD RIGHTS 14

1. The Board retains unto itself "all powers, rights, authority, duties and responsibilities conferred upon it by the laws and Constitution of the State of Michigan and the United States" and that the contract limits such powers, rights, authority, duties and responsibilities only to the extent such limitations "are in conformance with the Constitution and the laws of the State of Michigan, and of the United States" 15
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2. Nothing in this Agreement which changed pre-existing Board policy, rules or regulations, written or otherwise promulgated, shall operate retroactively unless expressly so stated. 21
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ARTICLE IV
TEACHER RIGHTS

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| 1. Nothing contained herein shall be construed to deny or restrict to any Teacher rights he/she may have under the Michigan General School Laws. | 3
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| 2. No Teacher will be required to have a student teacher. The money received by the school for student teachers will be put in a fund administered jointly by the L.E.A. and the Board. It is recommended that the funds be used by the department or grade level that the Teacher worked in. | 5
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| 3. Prior to the end of the school year, all Teachers, in conference with their building principals, will be given a tentative schedule or assignment for the coming year. Every effort will be made to make a firm assignment by July 15th. Any change thereafter shall be made only with the consent of individuals involved unless courses, sections, or special areas are eliminated. Should any rescheduling take place, it shall be the least senior member of the grade or the department who shall be assigned any non-academic duties. | 9
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| 4A. No Teacher shall be transferred in assignment, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. | 17
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| 4B. For probationary teachers hired subsequent to Board ratification of the 1987-90 master contract, it is expressly understood that termination of services, failure to reemploy, or placement on a third year of probationary status shall not be subject to the grievance procedure set forth in Article XV. | 20
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| Such actions by the Board will not be arbitrary or capricious. | 25 |
| Such probationary teachers will be granted, upon request, a closed hearing before the Board of Education, the right to call witnesses, and the right to representation by the Association or their representatives. | 26
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5. Nothing contained in this Agreement shall be construed to prevent any individual Teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, providing the Association has been given opportunity to be present at such adjustment.
6. It is agreed that the provisions of individual contracts 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.
7. Thirty days prior to the opening of school, all Teachers returning to contracted extracurricular activities, in conference with the appropriate supervisory personnel, will be given a tentative assignment for the coming year. Every effort will be made to make a firm assignment(s) prior to the opening day of school. Any changes thereafter shall be made only with the consent of the individual involved unless programs or activities are eliminated.
8. A Teacher may request of the Community Education Director, the use of his/her own classroom for extra-curricular activities. Any reasonable request will be honored and confirmed with the teacher.

ARTICLE V
ASSOCIATION RIGHTS

1. The Association shall have the right to use the school building facilities at reasonable times and intervals for Association meetings before or after regular class hours. Such meetings shall not be conducted in a place or at times which might interfere with school activities, including extra-curricular activities conducted after class hours. Prior notification of intent to hold a meeting shall be given and the Director of Community Education shall designate the room in which the meeting is to be held.

2. The Association shall be provided sufficient bulletin board space in each school for the posting of Association notices and other materials. 1
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3. All rights granted in Section 1 and 2 shall be lost during times of work stoppage. 3
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4. The Board shall place on the agenda of each regular Board meeting, so as to be brought to the floor during the 1st hour of new business, any reasonable matters brought to its consideration by the L.E.A. so long as these matters are made known to the superintendent's office four (4) days prior to said meeting. The Association President shall receive copies of all Board meeting minutes and notification of all Special meetings, except executive sessions. The Association President shall receive a copy of each month's approved bills upon reasonable request. 5
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5. Up to six (6) teacher days may be taken by designated individuals for Association business approved by the Association and duly delegated to these individuals. Classes and/or costs for substitutes will be covered by the Association. This does not count against the individuals' personal leave. 13
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6. The Association President and its Building Representatives, as elected and/or designated by the Association, will be permitted to use their preparation/conference time for the purpose of conducting Association business throughout the entire school system, providing that consent of the building Principal is given and that the preparation time may be rescheduled by the Principal. 17
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ARTICLE VI 23

NON-DISCRIMINATION 24

1. The Board agrees to continue its policy of not discriminating against any Teacher on the basis of race, creed, color, national origin, sex or marital status or membership or participation in, or association with the activities of, any Teachers' organization. 25
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2. The Association agrees, in accordance with its constitution, to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status and to represent equally all Teachers without regard to membership or participation in, or association with the activities of, any Teachers' organization.

ARTICLE VII
DEDUCTIONS AND AGENCY SHOP

1. The Board of Education agrees to deduct from Teachers' salaries dues for the L.E.A., M.E.A., N.E.A., including M.E.A., N.E.A. PAC monies, amounts deposited to the Montcalm Public Employees Credit Union, Annuities, and insurance as the Teacher individually and voluntarily authorizes in writing to the Board prior to October 1.
2. The L.E.A., M.E.A., N.E.A. dues shall be deducted in equal installments, October - July.
- 3A. Teachers shall, as a condition of continued employment, pay any of the following:
1. Association membership dues, or
 2. Service fees in an amount established by the Association, or
 3. An amount equal to the service fee to the James Kos Memorial Scholarship Loan Fund, or
 4. An amount equal to the service fee to the Lakeview Education Association Scholarship Fund.

Such amounts may be payroll deducted or paid directly. Such payments for new teachers covered by the terms of this agreement shall commence within thirty-one (31) days of his/her first date of employment.

38. If any Teacher to whom the foregoing provisions apply fails to comply therewith and the Association certifies such fact to the Board and requests it to institute dismissal proceedings, the Board shall give such Teacher notice that his employment will not be continued after the end of the current school year.
39. In the event that the Board, acting on the request of the Association, discharges or attempts to discharge a teacher for failure to comply with these provisions, the Association shall provide the counsel and assume all costs and liabilities of whatever nature incurred by the Board in connection with such proceedings.
30. The Association agrees to protect and save the Board harmless from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with this Article.

ARTICLE VIII

PROFESSIONAL COMPENSATION

1. The Board shall provide without cost to the employee fully paid MESSA Super Med 2 (with MESSA Care Rider) protection for the employee and their eligible dependents as defined by MESSA. The Board shall provide without cost to the employee MESSA/Delta Dental Plan 100/50/50 with \$1000 adult orthodontic rider, including internal and external coordination of benefits for all employees and their eligible dependents as defined by MESSA/Delta. The Board shall provide without cost to the employee MESSA Vision Service Plan A (effective within 30 days of Board ratification of the 1987-90 agreement, the plan will be changed to VSPI.) for all employees and their eligible dependents as defined by MESSA, including internal and external coordination of benefits. The Board shall provide without cost to the employee MESSA Negotiated Term Life Insurance in the amount of \$5000 that shall be paid to the employee's designated beneficiary. The plan shall include accidental death and dismemberment (AD&D). The Board shall provide without cost to the

employee Long Term Disability Insurance. Benefits shall be paid at 66 2/3% of salary up to a monthly maximum of \$2500 and shall begin after the expiration of 90 consecutive calendar days.

2. Employees not electing health insurance coverage through the school shall be able to apply \$72.10 (effective within 30 days of Board ratification of the 1987-90 Agreement, the amount will be changed to \$100.00 per month) toward a MEFLSA tax deferred annuity or other IRS approved designated tax deferred annuities, or any MESSA non-taxable Fixed Option program as determined by the option group. Any remaining dollars shall be applied on an individual basis to purchase any of the MESSA non-taxable Variable Options. Any amounts exceeding the Board subsidy shall be payroll deducted. An open enrollment period shall be provided whenever premium subsidy amounts change for the group.

3. The Board shall issue a pass, upon advance request, to a Teacher for any school sponsored event. Receiving such pass signifies the Teacher's willingness to help (crowd control, student behavior, etc.) if so requested by the sponsor in charge.

4. The Board agrees to pay an amount of longevity as follows:

Years	15-19	\$500	25-29	\$1400
	20-24	\$900	30-	\$2000

This is years taught in the Lakeview system. All full and part-time teachers shall continuously earn credit towards longevity in direct proportion to their years of service. This language shall be interpreted to mean the part-time teacher will receive longevity pay in direct proportion to the percent of each day worked.

All teachers wishing to advance onto the longevity schedule must show evidence of accumulating five (5) credit hours. These hours are graduate hours except for those retraining hours as may be approved by the Superintendent.

5. All Teachers retiring from the Lakeview School System with at least ten years of teaching in the Lakeview School System shall be given:
- \$20 per day for unused sick days accumulated unlimited if retirement occurs between the ages of 50-54.
 - \$19 per day for unused sick days accumulated unlimited if retirement occurs between the ages of 55 and 60.
 - \$18 per day for unused sick days accumulated unlimited if retirement occurs at the age of 61.
 - \$17 per day for unused sick days accumulated unlimited if retirement occurs at the age of 62.
 - \$16 per day for unused sick days accumulated unlimited if retirement occurs at the age of 63.
 - \$15 per day for unused sick days accumulated unlimited if retirement occurs at the age of 64.
 - \$14 per day for unused sick days accumulated unlimited if retirement occurs between the ages of 65 and 70.
- If a Teacher notifies the Board of retirement before the beginning of their last year, the amount due them from unused sick days will be added to their last year's salary with the understanding that for each day used during their last year an amount equal to the per day allotment will be deducted from their salary.
6. Incoming Teachers may be given full credit for experience in other districts. In the event a new teacher agrees to forego full credit for other experience, the Board shall deliver to the Association, within twenty four (24) hours, a letter signed by the new Teacher stating the Teacher's agreement and saving the Association harmless from future claims for full credit for experience.
7. Part-time Teachers shall receive salary in direct proportion to the percentage of each day worked for each applicable step. Part-time Teachers shall advance a full step for each year of service but shall be paid in direct proportion to the percentage of each day worked as in accordance with Appendix A. Should a part-time Teacher transfer to full-time, the Teacher will receive credit for each proportional part of each year worked. For example, a half-day Teacher transferring to a full-time position will

receive credit for one (1) year's experience for every two (2) years taught at half days.

8. Extra duty pay for employees covered by this Agreement is set forth in Appendix B which is attached to and incorporated in this Agreement.

9. Coaching pay for employees covered by this Agreement is set forth in Appendix C which is attached to and incorporated in this Agreement.

ARTICLE IX
VACANCIES AND PROMOTIONS

1. A vacancy for purposes of this Article is a bargaining unit position which is presently unfilled.

2. The Board shall inform the president of the Association in writing of vacancies occurring on a professional level. Each position shall include a detailed job description. Such vacancies shall be posted for 15 days prior to filling the job. However, in circumstances where the period could prevent successful inception of a program, the Association agrees to waive the waiting period provided all possible applicants have been notified. During the summer months, the Board shall agree to mail to all Teachers job postings that occur on a professional level. The Association agrees to provide the labor to assist in such mailings; if so requested by the Superintendent or his designee.

3. Whenever a Teacher is interested in being considered for assignment to any professional position in the District, he/she may file a written notice of his/her interest with the Superintendent. In filling vacancies in teaching positions, the Board shall give consideration to teaching experience, academic credentials, seniority and other relevant factors.

4. The Board shall give special consideration to Teachers of the Lakeview Community School System in the assignment of any extra and co-curricular positions. In filling such vacant extra and co-curricular positions, the Board of Education shall give due weight to the experience, training and attainments of all applicants, the length of time each has been in the School System of this District, and any other relevant factors. If no interest is shown from within the bargaining unit, the manner in which the job will be filled at the sole discretion of the Board.

ARTICLE X

TRANSFERS

1. Transfers will be made only after consultation with the Teachers involved.
2. Any Teacher who is transferred to a supervisory or executive position and shall later return to Teacher status, shall be entitled to retain such rights as he/she may have had under the Agreement prior to such transfer to supervisory or executive status.

ARTICLE XI

TEACHER EVALUATIONS

1. Each Teacher shall have the right, upon request, to review the contents of his/her own personnel file maintained by the school system. The review will be made in the presence of the administrator responsible for the safe keeping of the file. Privileged information such as confidential credentials, letters of reference from universities, individuals, and previous employers are specifically exempted from such review. The administrator shall remove such privileged information from the file prior to a review of the file by the Teacher. A representative of the Association

may, at the Teacher's request, accompany the Teacher in this review. The administrator shall have the right to request a second administrator present during this review. Each Teacher's personnel file shall contain the following minimum items of information:

- Annual TB report and required medical information
- All Teacher evaluations
- Copies of annual contract(s)
- Teacher certificate
- A transcript of academic records
- Tenure recommendation

No material other than privileged information as defined above may be placed therein without allowing the Teacher an opportunity to file a response thereto, and said response shall become a part of said file. Monitoring and observation of Teachers shall be carried on openly.

2. Probationary Teachers shall be evaluated in writing at least two times each year by their principals. The first evaluation shall take place on or before December 1 and the second on or before March 15.
3. Tenure Teachers shall be evaluated in writing at least once every two (2) years. Any Teacher may be evaluated more than the minimum requirement. The building principals shall conduct the evaluation and shall report their findings to the Superintendent.
4. A copy of each formal evaluation will be made available to the teacher within twenty (20) work days after the completion of the evaluation.
5. Any complaint or request for a conference by a parent of a student directed toward a Teacher, which complaint or request is considered serious by the appropriate administrator, or is to be written into the Teacher's personnel file, or is to be used as a basis for reprimanding a Teacher, shall be called to the Teacher's attention by the person receiving the complaint or request. If any question of breach of Professional Ethics is involved, the Association shall be notified.

ARTICLE XII
COMPENSABLE LEAVE

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| 1. All Teachers unable to teach because of personal illness, accident or disability shall be granted ten (10) days of sick leave per year with the unused portion being accumulated on an unlimited basis. | 3
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| 2. Absence from duty not to exceed three (3) days per year shall be granted after application has been made to the Superintendent of Schools for the following reason: Illness in the immediate family (immediate family shall be interpreted as: father, mother, spouse, parent(s) of spouse, child, sister, brother, dependent, member of the immediate household, or other significant person as determined by the Superintendent in each individual case). This leave is to be deducted from the individual's accumulated sick leave days. | 6
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| 3. Five (5) days shall be allowed for bereavement in the immediate family (as defined in this Article). This leave is to be deducted from the individual's accumulated sick leave days. | 14
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| 4. Two (2) of the individual's accumulated sick leave days may be taken to transact important, necessary, personal business that cannot be transacted on a non-contracted day (the key word is necessary). Arrangements for such leave should be made at least forty-eight (48) hours in advance with the Superintendent or designee. Reasons for taking such leave need not be stated. Personal business days shall not be used to carry out activities that are in part or in whole concerned with a second job or activity from which the individual derives, hopes to derive or intends to derive an income from work apart from the position contracted with the Lakeview Community Schools. | 17
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| 5A. First year employees shall be eligible for combined leave at the rate of one half (1/2) the annual leave allowance during the first one half (1/2) of their year employment, and the remainder of their year's allowance during the second half of the year. | 27
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- 5B. Part-time employees shall receive leave days at a rate proportional to their employment. 1 2
6. The Board reserves the right to require, and will pay for, a doctor's written statement as evidence of illness. The doctor shall be designated by the Board. In the case of a conflict in medical opinion and the Board wishes to deny a benefit normally due an employee because of illness or accident, a third opinion shall be sought at the Board's expense. If a third opinion is sought, the doctor shall be selected by the LEA President and the Lakeview Superintendent from a list provided by the Mid-Michigan Health Department. 3 4 5 6 7 8 9 10
7. Upon written authorization from the Association, the Board shall deduct one (1) day from each teacher's accumulated sick leave days for purposes of funding the Sick Bank. If so authorized by the Association, the Board may deduct more than one (1) day. The Board shall deduct one (1) day from each new teacher's leave days during the first year employment. The maximum number of days accumulated by the Bank shall not be more than three times the number of personnel represented by the Association. If the number of accumulated Bank days becomes excessive, these surplus days will be returned to the members who have contributed the most days. Teachers may request at any time and receive within twenty-four (24) hours the number of days accumulated. 11 12 13 14 15 16 17 18 19 20 21
- 8A. JURY DUTY: A teacher called for jury duty will be paid his/her regular salary provided any compensation received for jury duty is remitted to the school district. Teachers shall report to work at all reasonable times when not serving as a juror. 22 23 24 25
- 8B. RESERVE DUTY: A teacher will be released with pay for a period not to exceed two (2) weeks per year for required armed services reserve duty. 26 27
9. The Superintendent shall certify to the legitimacy of a claim for compensation for absence. 28 29

10. The Teacher shall be eligible to the use of her accumulated sick leave for childbirth or any pregnancy related disability. To receive said sick leave benefits, said teacher must perform all duties until physically disabled and return to service as soon as she is physically able to perform all duties as certified by her physician.

ARTICLE XIII

UNPAID LEAVE

1. Unless otherwise specified in writing, a leave of absence when granted by the Board of Education shall:
- (a) Entitle the Teacher to return to employment in the same subject area and grade level from which leave was taken. A refusal of offered employment following the leave of absence shall immediately end this privilege.
 - (b) Not entitle the employee to accrual of sick leave.
 - (c) Not entitle the employee to advancement on a schedule for the time away from actual employment prearranged with the Superintendent of Schools.
 - (d) Not entitle the employee to any school system subsidized insurance premiums, retirement payments, or unemployment compensation.
 - (e) All leaves granted under Article XIII shall be without pay.
2. A leave of absence may be granted on recommendation of the Superintendent of Schools for a period not to exceed one (1) year to any employee having successfully completed the probationary period. The time period is subject to renewal at the will of the Board following written request by the Teacher. A request for a renewal must be made before termination of the leave. The request shall not exceed one year for each renewal.
3. Any Teacher whose personal illness extends beyond the period compensated under Article XII shall be granted a leave of absence without pay for one (1) year, subject to renewal at the will of the Board. Upon return from such leave, a Teacher shall be assigned to the same position, or a substantially equivalent position, provided always that the Teacher is able to perform the duties required by the position.

4. Teachers will be granted a Leave of Absence when drafted into the Armed Forces, or for voluntary service duty during a declared National Emergency. Teachers returning from this military leave shall be given re-employment in the same capacity held before the leave of absence. They shall also be given the benefit of any increments and advancements on schedule which would have been granted to them had they remained in active service with the school system. 1
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5. Teachers who have been employed by the Board may be granted an Educational Leave for Teacher Improvement of up to one (1) year. It is agreed that Teacher improvement includes, but is not limited to: attending a college or university or other educational institution, traveling which will improve the Teacher's ability to teach, and serving as an officer in the Michigan Education Association, or the National Education Association. Teachers on Educational Leave shall be allowed one-half (½) credit toward retirement for times spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees Retirement Board. While on Educational Leave, a teacher's seniority shall accrue. Upon returning from Educational Leave, the Teacher shall be restored to the same teaching position or to a position of like nature and be placed on the salary schedule as the Teacher would have been if he/she taught in the district during the educational leave period. 8
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6. A Teacher shall, upon request, be granted a child care leave. The duration of the leave shall be one (1) year, renewable at the discretion of the Board. Requests for such leaves must be submitted at least ninety (90) days prior to the expected date of birth as certified by the attending physician. 22
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7. A full day's pay (based on the number of contracted days for the school year) will be deducted for days taken other than approved as "personal" or "sick leave". 27
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ARTICLE XIV
CLASS SIZE

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| 1. | The following are class size limitations and provisions: | 3 | |
| Class size maximums: | Junior Primary | 20 (effective 1988-89) | 4 |
| | Grades K-1 | 25 (effective 1988-89) | 5 |
| | Grade 2 | 26 (effective 1988-89) | 6 |
| | Grades 3-4 | 27 | 7 |
| | Grades 5-12 | 29 | 8 |
| | Typing | 35 | 9 |
| | Music | 50 (with all performing groups exempt) | 10 |
| | Phys. Ed | 45 (full gym usage) | 11 |
| | | 35 (half gym usage) | 12 |
| 2. | In determining class size the following provisions will be adhered to: | 13 | |
| (a) | Class size shall not exceed the physical limitations of the facility. No student shall be denied the opportunity to take a class as long as the number of students remains below the maximum, and that student's teacher has given his/her consent. | 14
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| (b) | In grades K-8, there will be an equal distribution of students among classroom teachers by building at each grade level. | 18
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| (c) | Prior to a mainstreamed student's enrollment in vocational or industrial education classes, a meeting of the teacher, principal, counselor and parent shall occur so as to determine the course's suitability. | 20
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| (d) | If class sizes as stated are exceeded and the teacher(s) involved seeks relief, one (or a combination) of the following alternatives shall be implemented if requested by the teacher(s) involved. | 24
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| (1) | Redistribute class loads | 27 | |
| (2) | Hire additional faculty | 28 | |
| (3) | Assign adult aides | 29 | |
| (4) | Restructuring of the program, but only after input from the faculty. | 30
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| (5) | Assignment of student aides (but only if requested by the teacher(s) involved). | 32
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| 3. | In determining adult aide distribution, the following provisions will be adhered to: | 34
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| (a) When an adult aide is assigned to a grade because class size exceeds the stated maximums, all teachers involved shall share the aide time, and the schedule of the aide shall be determined after discussion with the building principal. | 1
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| (b) If an aide is assigned for purposes other than to assist staff with class sizes that exceed the maximums, all teachers shall have the opportunity to discuss the distribution of aide time before the aide's schedule is determined. Library aides shall not be subject to either of these statements. | 5
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| 4. In no case shall the class size article be considered if such consideration would place the District in deficit. A deficit position shall occur when the cash fund equity drops below 1 1/2% of the current fiscal year budget. This contingency fund is not cumulative and will not exceed 1 1/2% of each year's budget. | 10
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ARTICLE XV
GRIEVANCE PROCEDURE

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| 1. Definition: A "grievance" is hereby defined as a claim by a Teacher, group of Teachers, the Association, or the Board, that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, or any rule, order or regulation of the Board which conflicts with the terms of this agreement. | 15
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| 2. Purpose: The grievance procedure affords the sole and exclusive remedy for complaints and grievances under the agreement, and the sole method of expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of employment or their betterment. | 22
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| 3. Limitation: No grievances shall be made, filed or processed based on facts or events which have occurred and/or become known to the grievant(s) prior to ten (10) school days, excluding weekends and holidays, before the grievance is filed, or reasonably should have been known. | 27
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4. Procedure: Grievances shall be processed from one step to the next in the grievance procedure within the time limits prescribed. Any grievance upon which an appeal is not taken within the limits prescribed, shall be closed upon the basis of the action last taken by the party against whom the complaint was filed. Time limits may be extended by mutual consent.
5. Initiation: Any formal grievance process will be initiated by the filling in and signing of the Grievance Report Form, which can be obtained from duly authorized personnel of the Association, or from the Board or its designee.

Step 1. The Association, any Teacher or group of Teachers or the Board believing that there has been a misinterpretation or misapplication of any provision of the Agreement, or any rule, order, or regulation of the Board, shall within ten (10) school days, excluding weekends and holidays, after the occurrence of the event giving rise to the grievance, or it becomes known to the grievant(s) or reasonably should have been known, shall first put the grievance in writing by preparing the Grievance Report Form. Time limit may be extended by mutual consent. Then a meeting will be set to discuss the matter within five (5) school days and seek formal adjustment of the same with the principal of the building in the case of complaint by the Association; a Teacher or group of Teachers, and with the Association's President or its designee in the case of complaint by the Board. The principal shall indicate his/her disposition of the grievance in writing within five (5) school days of such meeting and shall furnish a copy thereof to the Association.

Step 2. In the event the matter is not resolved informally under Step 1, the grievance shall be lodged with or submitted to the Superintendent in the case of complaint by the Association, a Teacher or group of Teachers, or the Association's President or its designee in case of complaint by the Board within five (5) school days. Within five (5) school days, excluding weekends and holidays, thereafter, a meeting shall be held to resolve the grievance. Time limit may be extended by mutual consent. If such meeting does not resolve the grievance, the Superintendent, or the Association's President or its designee, as the case may be, shall indicate such on the Grievance Report Form and written answer thereto shall be transmitted by the

Superintendent to the Board in case of complaint by the Association, a Teacher or group of Teachers, and by the Association's President or its designee to the Board of Directors of the Association in case of complaint by the Board within five (5) school days.

Step 3. At its next regular meeting or at any special meeting duly called therefor, the Board or the Board of Directors of the Association shall receive the grievance. The Board or Board of Directors of the Association, as the case may be, may then set up a meeting for discussion of the grievance, may designate one or more of its members to hold a meeting or otherwise investigate the grievance, or may prescribe such other procedure it deems appropriate for consideration of the grievance, provided, however, that in no event, except with the express written consent of the complaining party, shall final determination of the grievance be made more than thirty (30) days, excluding weekends and holidays, after the first meeting at which time it was received. Time limit may be extended by mutual consent.

Step 4. If the Board of Education, the aggrieved Teacher, and the Teacher organization shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this agreement, within ten (10) school days, excluding weekends and holidays, after the decision of the Board of Education and/or Lakeview Education Association be appealed to arbitration. Time limit may be extended by mutual consent. Such appeal shall be in writing and shall be delivered to the American Arbitration Association and the Board of Education and/or Lakeview Education Association within said ten (10) day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he/she shall be appointed under the rules of the American Arbitration Association.

The arbitrator so selected shall confer with the parties and hold hearings promptly and will issue his/her decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact reasoning, and conclusions on the issues submitted.

The arbitrator has no power to alter, modify, add to, or subtract from the provisions of this agreement. His/her authority shall be limited to deciding whether a specific article and section of this agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws or any other national, state, county, district, or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgement and discretion under law and this agreement.

The decision of the arbitrator, if within the scope of his/her authority as above set forth, shall be final and binding.

The arbitrator's fee and other expenses of arbitration shall be divided equally between the parties. Each party shall bear its own expense in connection therewith.

LAKEVIEW COMMUNITY SCHOOLS
GRIEVANCE PROCEDURE SCHEMATIC

Step 1: An Event Occurs		16
Grievance Filed	Within 10 School Days	17
Meeting with Principal	Within 5 School Days	18
Principal's Decision Filed	Within 5 School Days	19
Step 2: Decision Lodged with Superintendent or Association	Within 5 School Days	20
Meeting to Resolve, with Superintendent	Within 5 School Days	22
Decision Sent to Board	Within 5 School Days and placed on Agenda for next meeting.	24
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Step 3: Heard at Next Board Meeting	Within 30 days	1
Final Determination by Board	Within 10 School Days	2
Step 4: Written Appeal for Arbitration	Within 10 School Days	3
Arbitrator's Conference	Promptly	4
Arbitrator's Hearings	Promptly	5
Arbitrator's Decision	Not later than 20 days after close of Hearing.	6 7

ARTICLE XVI 8
NO INTERRUPTION OF EDUCATION 9

The Association recognizes that strikes (as defined by Section 1 of Public Acts 336 of 1967, as amended, of Michigan) 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 shall not direct, instigate, participate in, encourage or support any strike against the Board by any Teacher or group of Teachers. 10
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Employees should be aware that discipline and penalties are possible in cases of non-compliance with this Article. 18
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ARTICLE XVII

TEACHER PROTECTION

1. In the event of an assault upon a teacher at school or at any school sponsored activity; the teacher or his/her representative shall immediately report the incident in writing to the superintendent or his/her designated representative. In the event of such an assault, the Teacher involved may request assistance of the Board. These requests shall be made in writing to the superintendent. The Board of Education will provide legal counsel to advise the Teacher of his/her legal rights and obligations with respect to such assault. 1
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2. Time lost by a Teacher in connection with any assault mentioned not compensable under workmans' compensation, and for a period of time not to exceed 9 months at the Teacher's rate of pay at the time of assault, shall not be charged against the Teacher unless the teacher is adjudged guilty of an offense by a court of competent jurisdiction. 9
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3. Personal items brought into the school by the teacher for instructional purposes shall be registered with the Principal. If said items are damaged, destroyed or stolen, at school, and the Teacher is found to have exercised reasonable precautions in protecting personal property, the Teacher will be reimbursed by the Board. Claims shall be for not less than \$5.00 nor more than \$200 and never more than the worth of the item, less insurance coverage. 14
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4. If a teacher's clothing is in some manner damaged, while countering physical force in maintaining student discipline, the Board agrees to pay for such damages not to exceed an amount of two hundred dollars (\$200), providing that all other means of recompense have been exhausted. The responsibility for seeking recompense from the offending party shall be shared by the Teacher and administration. 21
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5. In the event that any loss of personal property or damage to clothing occurs as a result of an unprovoked assault on a Teacher while he/she is on duty, the Board agrees to pay the total cost of all damages, providing that all other means of recompense have been exhausted. The responsibility for 27
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seeking recompense from the offending party shall be shared by the Teacher and administration.

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ARTICLE XVIII
ORDERLY REDUCTION OF STAFF

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1. In the event of a need to lay off due to decreased student enrollment or shortage of revenue, the Board will eliminate positions and lay off Teachers according to the following procedure.

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(a) Probationary Teachers will be laid off first according to seniority providing there is a certified tenure Teacher for the position.

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(b) Tenured Teachers will be laid off in the following order:
(1) Certification and (2) Seniority.

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2. A laid off Teacher may bump into any position for which he/she is certified providing the Teacher effectuating the bump possesses greater system wide seniority, but if he/she has no experience in the subject area into which he/she is bumping, he/she cannot bump a Teacher with three (3) years experience or more in that subject area unless he/she has a major, minor, or Masters in that subject area.

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3. The laid off Teacher executing the bump must bump into the position of the least senior member in the department or grade as applicable.

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4. Laid off Teachers may not bump so that it causes part time employment for another Teacher.

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5. A laid off Teacher wishing to exercise his/her bumping right must submit to the Superintendent within fourteen (14) calendar days of receiving the lay off notification, a letter indicating the effectuation of bumping rights. The Superintendent shall transmit to the Association President a copy of the letter within twenty four (24) hours of its receipt.

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6. Part time Teachers will be laid off based on the total years of seniority (Example: Ten years of one-half time service equals 5 years of total seniority.) 1
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7. The Board shall prepare a seniority list reflecting length of Teaching service in the Lakeview Community School System, determined by date of hire, and shall transmit a copy of the same on or before the first (1st) day of November of each school year to the Association. It is expressly understood that the Association has the right to review and challenge the seniority list. 4
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8. Teachers who are laid off during the contract year shall be considered as having completed the Contract year for the purpose of placement on the salary scale if employed for more than one half (1/2) of the school year; otherwise such Teachers shall remain on the same salary step. 10
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- (a) No new Teachers shall be hired by the Board while there are any Teachers of the District who are laid off unless there are no laid off Teachers with proper certification to fill any vacancy which may arise. 14
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- (b) Any Teacher on lay off shall be recalled on the basis of seniority, provided the Teacher holds certification for the job vacancy. 18
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- (c) A laid off Teacher's refusal to accept employment for hours less than what he/she had been employed prior to the lay off shall not be considered a resignation under the terms of this agreement. 21
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- (d) The Board shall give written notice of recall from lay off by hand delivering or sending a registered or certified letter to the Teacher's last known address. It shall be the responsibility of each Teacher to notify the Board of current address. The Board's records shall be conclusive when used in connection with recall. 24
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9. All presently employed administrators will be placed on the seniority list and their seniority shall accrue as Teachers throughout their employment in the Lakeview system. It is understood that all persons hired as administrators after July 1, 1979, shall not accrue seniority as Teachers in the Lakeview Community School System during their tenure as an administrator. 29
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10. During times of shortage of revenues as declared by the Board of Education or its designee, a Teacher may apply for voluntary layoff. Providing the layoff does not cause a violation to occur to other sections of the Master Agreement, the request shall be approved. It is understood that a voluntary layoff entitles the employee to all rights and benefits afforded to all laid off employees.

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11. Tenure Teachers on layoff shall accrue seniority during layoff for a maximum period of one (1) year. If recalled, the Teacher will move up on the seniority list, but not on the salary scale.

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ARTICLE XIX
PROFESSIONAL STUDY COMMITTEE

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1. If either party deems necessary, a Professional Study Committee will be established. It will be composed of six (6) members: two selected by the Board, one from the Administration, and three by the Association.

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The member or members calling the meeting shall prepare an agenda for the meeting and it shall be in the hands of each member at least seven (7) days prior to the meeting. The agenda shall be delivered to the Association President and School Superintendent for proper distribution.

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2. Teachers should be consulted and may assist but not determine, formulating policies and programs designed to improve education standards prior to adoption and/or general publication. The instrument for this Teacher input should be the professional study committee.

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3. If the Professional Study Committee agrees on any one policy change, said change shall be recommended to the full Board for their consideration as Board policy.

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ARTICLE XX
TEACHING CONDITIONS & HOURS

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| 1. Teachers will report for duty at least thirty (30) minutes before the opening of the pupils' regular school day and will remain at least twenty (20) minutes after the close of the regular school day. In the morning Teachers will be in their classroom area at least ten (10) minutes before classes are scheduled to begin. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the Teacher, except that on Fridays or on days preceding holidays or vacations, the Teachers' day shall end at the close of the pupils' day. Any exceptions shall be cleared with the building principal. The Board of Education will provide teachers with an uninterrupted duty free lunch period of the same duration as students' lunch period. | 3
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| 2. Days of student instruction which are cancelled and which cannot be counted as a day of instruction for purposes of receiving state aid will be made-up at no added salary cost to the Board of Education. | 16
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| 3. Teachers will make themselves available for up to four (4) evenings per year for a scheduled school-related activity. Teachers may expect that notification will be given forty-eight (48) hours in advance of such activity. | 19
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| 4. A staff member may volunteer for or agree to a request by the building Principal to assume such duties as (but not be limited to): noon supervision, library supervision, work make-up supervision, etc. Time spent in extra supervision activities shall be compensated for by allowances for late arrivals, early leave time, or compensatory day(s) off to be agreed upon by the staff member involved and the building Principal. | 23
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| 5. Teachers will have 24 hours notice of staff meetings with administrators. | 29 |

6. Forms for reporting problems with the heating system, unsafe or hazardous working conditions will be available through each school building office.

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ARTICLE XXI
NEGOTIATIONS

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1. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

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2. It is recognized that no final agreement between the parties may be executed without the ratification by the Board of Education and by the members of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations on bargaining, subject only to ultimate ratification.

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3. The parties agree to enter into negotiations for a new agreement covering wages, hours, terms and working conditions at a reasonable time prior to the expiration date of this agreement.

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4. A Teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation with the Board or its designee including arbitration, shall be released from regular duties without loss of salary. The salary of the substitute Teacher will be shared jointly by the Board of Education and the Association.

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5. Copies of this Agreement shall be printed at the joint expense of the Board and Association and presented to all employees presently employed or employed during the term of this Agreement.

ARTICLE XXII
DURATION OF AGREEMENT

The provisions of this Agreement shall be effective as of July 1, 1987, except as herein otherwise expressly provided, and shall continue in full and effect until the first day of July, 1990. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first written.

BOARD OF EDUCATION
LAKEVIEW COMMUNITY SCHOOLS

By Ann Wolff
Its President

By Ellen Ann Baker
Its Secretary

LAKEVIEW EDUCATION ASSOCIATION

By Janet L. Johnson
Its President

By Beverly J. Bayer
Its Secretary

APPENDIX A
 TEACHER SALARY SCHEDULE
 1987-1988

<u>STEP</u>		<u>BA</u>		<u>BA+20</u>		<u>MA</u>		<u>MA+15</u>	
1	1.00	18,009	1.05	18,909	1.10	19,810	1.13	20,350	
2	1.06	19,090	1.10	19,810	1.15	20,710	1.18	21,251	
3	1.11	19,990	1.15	20,710	1.20	21,611	1.23	22,151	
4	1.16	20,890	1.20	21,611	1.25	22,511	1.28	23,052	
5	1.21	21,791	1.25	22,511	1.31	23,592	1.34	24,132	
6	1.26	22,691	1.30	23,412	1.37	24,672	1.40	25,213	
7	1.31	23,592	1.36	24,492	1.43	25,753	1.46	26,293	
8	1.37	24,672	1.42	25,573	1.50	27,014	1.53	27,554	
9	1.43	25,753	1.49	26,833	1.57	28,274	1.60	28,814	
10	1.49	26,833	1.56	28,094	1.64	29,535	1.67	30,075	
11			1.63	29,355	1.71	30,795	1.74	31,336	

APPENDIX A
 TEACHER SALARY SCHEDULE
 1988-1989

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<u>STEP</u>		<u>BA</u>		<u>BA+20</u>		<u>MA</u>		<u>MA+15</u>	
1	1.00	18,999	1.05	19,949	1.10	20,899	1.13	21,469	4
2	1.06	20,139	1.10	20,899	1.15	21,849	1.18	22,419	5
3	1.11	21,089	1.15	21,849	1.20	22,799	1.23	23,369	6
4	1.16	22,039	1.20	22,799	1.25	23,749	1.28	24,319	7
5	1.21	22,989	1.25	23,749	1.31	24,889	1.34	25,459	8
6	1.26	23,939	1.30	24,699	1.37	26,029	1.40	26,599	9
7	1.31	24,889	1.36	25,839	1.43	27,169	1.46	27,739	10
8	1.37	26,029	1.42	26,979	1.50	28,499	1.53	29,068	11
9	1.43	27,169	1.49	28,309	1.57	29,828	1.60	30,398	12
10	1.49	28,309	1.56	29,638	1.64	31,158	1.67	31,728	13
11			1.63	30,968	1.71	32,488	1.74	33,058	14

APPENDIX A
TEACHER SALARY SCHEDULE
1989-1990

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<u>STEP</u>		<u>BA</u>		<u>BA+20</u>		<u>MA</u>		<u>MA+15</u>	
1	1.00	19,949	1.05	20,946	1.10	21,944	1.13	22,542	4
2	1.06	21,146	1.10	21,944	1.15	22,941	1.18	23,540	5
3	1.11	22,143	1.15	22,941	1.20	23,939	1.23	24,537	6
4	1.16	23,141	1.20	23,939	1.25	24,936	1.28	25,535	7
5	1.21	24,138	1.25	24,936	1.31	26,133	1.34	26,732	8
6	1.26	25,136	1.30	25,934	1.37	27,330	1.40	27,929	9
7	1.31	26,133	1.36	27,131	1.43	28,527	1.46	29,126	10
8	1.37	27,330	1.42	28,328	1.50	29,924	1.53	30,522	11
9	1.43	28,527	1.49	29,724	1.57	31,320	1.60	31,918	12
10	1.49	29,724	1.56	31,120	1.64	32,716	1.67	33,315	13
11			1.63	32,517	1.71	34,113	1.74	34,711	14

APPENDIX B
EXTRA DUTY ALLOWANCES

Five Steps:

1st Step Percentage of base (BA)	3
2nd Step Percentage of 2nd step of salary schedule (BA)	4
3rd Step Percentage of 3rd step of salary schedule (BA)	5
4th Step Percentage of 4th step of salary schedule (BA)	6
5th Step Percentage of 5th step of salary schedule (BA)	7

Advisors (2) 12th	1.5 %	9
Advisors (2) 11th	1.5 %	10
Advisors (2) 10th	1.0 %	11
Advisors (2) 9th	1.0 %	12
Advisors (2) 8th	.75%	13
Advisors (2) 7th	.75%	14
Advisors (2) 6th	.75%	15
Advisors (2) 5th	.75%	16
Agriculture	16 % of Salary	17
Band	9 % for Varsity	18
	6 % for Junior High	19
B.O.E.C.	1.5 %	20
Chorus	3 %	21
Conservation Club	1.5 %	22
Counselor	1/185th pay for extra day worked	23
Debate	5 %	24
Detention Room *	\$7.00 per hour	25
Driver Education *	\$10.00 per hour	26
Forensic	3 %	27
F.H.A.	1.5 %	28
G.A.A.	4 %	29
Library Club	1.5 %	30
N.H.S.	1.5 %	31
Play Director	6 %	32
Play Director, Assistant	3 %	33
** Publications	4 %	34
SADD	1.5 %	35
Ski Club	1.5 %	36
Spanish Club	1.5 %	37
Student Government - H.S.	5 %	38
Student Government - M.S.	1.5 %	39
Yearbook	6 %	40

* Note: Increase by the same % as regular schedule in the 1988-89 and 1989-90 year. 41
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** The rate for this posting will be reconsidered in June of 1988 at the request of either party. 43
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Detention Room - \$7.00 hour 45

APPENDIX C

COACHING

Five Steps:

1st Step	Percentage of base (BA)		3
2nd Step	Percentage of 2nd step of salary schedule (BA)		4
3rd Step	Percentage of 3rd step of salary schedule (BA)		5
4th Step	Percentage of 4th step of salary schedule (BA)		6
5th Step	Percentage of 5th step of salary schedule (BA)		7
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ATHLETIC DIRECTOR	High School	20%	9
	Middle School	7%	10
BASEBALL	Head Coach	7%	11
	Junior Varsity	5% each	12
	Assistant	3%	13
BASKETBALL	Head Coach	11%	14
	Junior Varsity	7%	15
	Freshman	6%	16
	Junior High	5% Each	17
	Assistant Junior High	4% Each	18
CHEERLEADING	Varsity	4%	19
	J.V.	4%	20
CROSS COUNTRY	Head Coach	6%	21
FOOTBALL	Head Coach	11%	22
	Assistant Varsity	7% each	23
	Head Junior Varsity	7%	24
	Assistant Junior Varsity	5% each	25
	Junior High	4% each	26
GOLF	Head Coach	5%	27
SOFTBALL, GIRLS'	Head Coach	7%	28
	Junior Varsity	5%	29
	Assistant	3%	30
TENNIS	Head Coach	5%	31
TRACK	Head Coach	9%	32
	Assistant Varsity	6% each	33
	Jr. High Coach	5% each	34
VOLLEYBALL	Head Coach	7%	35
	Jr. Varsity	5%	36
WRESTLING	Head Coach	11%	37
	Assistant Coach	6% each	38
	Junior High	4% each	39

APPENDIX D

1

1987-88 CALENDAR

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		<u>Student Days</u>	<u>Teacher Days</u>	3
August 24	Teacher In-Service Day	5	6	4
August 25	1st Student Day			5
September 7	No School - Labor Day	21	21	6
October 8	School Dismissed 1:00 p.m.	22	22-1/3	7
	In-Service 1:00 - 5:00			8
October 21	School Dismissed 11:45			9
	County In-Service 1:00			10
October 30	End first marking period			11
November 11	Parent-Teacher Conferences	18	19-2/3	12
	6:00 - 9:00 P.M.			13
November 12	Parent-Teacher Conference			14
	3:15 - 5:00 P.M. and 6:00 - 9:00 p.m.			15
November 13	No School			16
November 26 & 27	No School - Thanksgiving			17
December 18	Christmas Break begins 3:00 p.m.	14	14	18
January 4	School Resumes	19	20	19
January 15	1st Semester ends			20
January 18	No School - Records Day			21
January 19	2nd Semester begins			22
February 4	School Dismissed 1:00 p.m.	20	20-2/3	23
	In-Service 1:00 - 5:00 p.m.			24
February 25	School Dismissed 1:00			25
	Parent/Teacher Conference			26
	2:00 - 5:00 & 6:00 - 8:00			27
February 26	No School			28
March 25	3rd Marking Period Ends	19	19	29
	Spring Break begins at 3:00 p.m.			30
April 4	School Resumes	20	20	31
May 30	No School - Memorial Day	21	21	32
June 3	Last Day of School 1:00	3	3-1/3	33
	Teacher Record 1:00 - ?			34
		<hr/> 182	<hr/> 187	35

APPENDIX D
1988-89 CALENDAR

		<u>Student Days</u>	<u>Teacher Days</u>	3
August 29	Teacher In-Service Day	2	3	4
August 30	1st Student Day			5
September 5	No School - Labor Day	21	21-1/3	6
September 13	Curriculum Study 3:00 - 5:00 p.m.			7
October 19	In-Service 1:00 - 5:00 p.m.	21	21-1/3	8
October 28	School Dismissed at 1:00 End first marking period			9 10
November 10	Parent-Teacher Conferences 6:00 - 9:00 P.M.	18	19-1/3	11 12
November 11	No School Parent-Teacher Conferences 8:00 a.m. - 3:00 p.m.			13 14 15
November 15	No School			16
November 24 & 25	No School - Thanksgiving			17
December 21	Christmas Break begins 3:00 p.m.	15	15	18
January 3	School Resumes	20	21	19
January 13	1st Semester ends			20
January 16	No School - Records Day			21
January 17	2nd Semester begins			22
February 23	School Dismissed 1:00 p.m. Parent-Teacher Conferences 2:00 - 5:00 & 6:00 - 8:00	19	19-1/3	23 24 25
February 24	No School			26
March 1	Curriculum Study 3:00 - 5:00 p.m.	17	17-1/3	27
March 23	3rd Marking Period Ends Spring Break begins 3:00 p.m.			28 29
April 3	School Resumes	20	20	30
May 29	No School - Memorial Day	22	22	31
June 9	Last Day of School Dismissed at 1:00 p.m. Teacher Record 1:00 - ?	7	7 1/3	32 33 34
		182	187	35

APPENDIX D

1

1989-90 CALENDAR

2

		<u>Student Days</u>	<u>Teacher Days</u>	3
August 28	Teacher In-Service Day	3	4	4
August 29	1st Student Day			5
September 4	No School - Labor Day	20	20-1/3	6
September 12	Curriculum Study 3:00 - 5:00 p.m.			7
October 18	In-Service 1:00 - 5:00 p.m.	22	22-1/3	8
	School Dismissed at 1:00 p.m.			9
October 27	End first marking period			10
November 9	Parent-Teacher Conference 6:00 - 9:00 p.m.	18	19-1/3	11
	No School			12
November 10	Parent-Teacher Conferences 8:00 a.m. - 3:00 p.m.			13
	No School			14
November 15	No School			15
November 23 & 24	No School - Thanksgiving			16
				17
December 21	Christmas Break begins 3:00 p.m.	15	15	18
January 2	School Resumes	21	22	19
January 12	1st Semester ends			20
January 15	No School - Records Day			21
January 16	2nd Semester begins			22
February 22	School Dismissed 1:00 p.m. Parent-Teacher Conferences 2:00 - 5:00 & 6:00 - 8:00 p.m.	19	19-1/3	23
	No School			24
February 23				25
March 1	Curriculum Study 3:00 - 5:00 p.m.	17	17-1/3	26
March 23	3rd Marking Period Ends Spring Break begins 3:00 p.m.			27
				28
April 2	School Resumes	20	20	29
April 13	No School - Good Friday			30
May 28	No School - Memorial Day	22	22	31
June 7	Last Day of School Dismissed at 1:00 p.m. Teacher Record 1:00 - ?	5	5-1/3	32
				33
				34
		<hr/> 182	<hr/> 187	35

APPENDIX E
GRIEVANCE REPORT FORM
LAKEVIEW COMMUNITY SCHOOLS

Grievance# _____

GRIEVANCE REPORT

Submit to Supervisor in Duplicate

Distribution of Form

1. Superintendent
2. Supervisor
3. Association
4. Employee

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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STEP I

1. Date Cause of Grievance Occured _____

2. (a) Statement of Grievance _____

(b) Relief Sought _____

Signature

Date

3. Disposition by Supervisor _____

Signature of Supervisor

Date

4. Position of Grievant and/or Association _____

Signature

Date

STEP II

1. Date Received by Superintendent or Designee _____

2. Disposition of Superintendent or Designee _____

Signature Date

3. Position of Grievant and/or Association _____

Signature Date

STEP III

1. Date Received by Board of Education or Designee _____

2. Disposition by Board _____

Signature Date

3. Position of Grievant and/or Association _____

Signature Date

STEP IV

1. Date Submitted to Arbitration _____

2. Disposition & Award of Arbitrator _____

Signature Date

