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8/30/95

MASTER AGREEMENT

between

MARYSVILLE PUBLIC SCHOOLS DISTRICT

and

ST. CLAIR COUNTY EDUCATION ASSOCIATION, MEA/NEA

SCHOOL YEARS 1993-94
1994-95

Marysville Public Schools

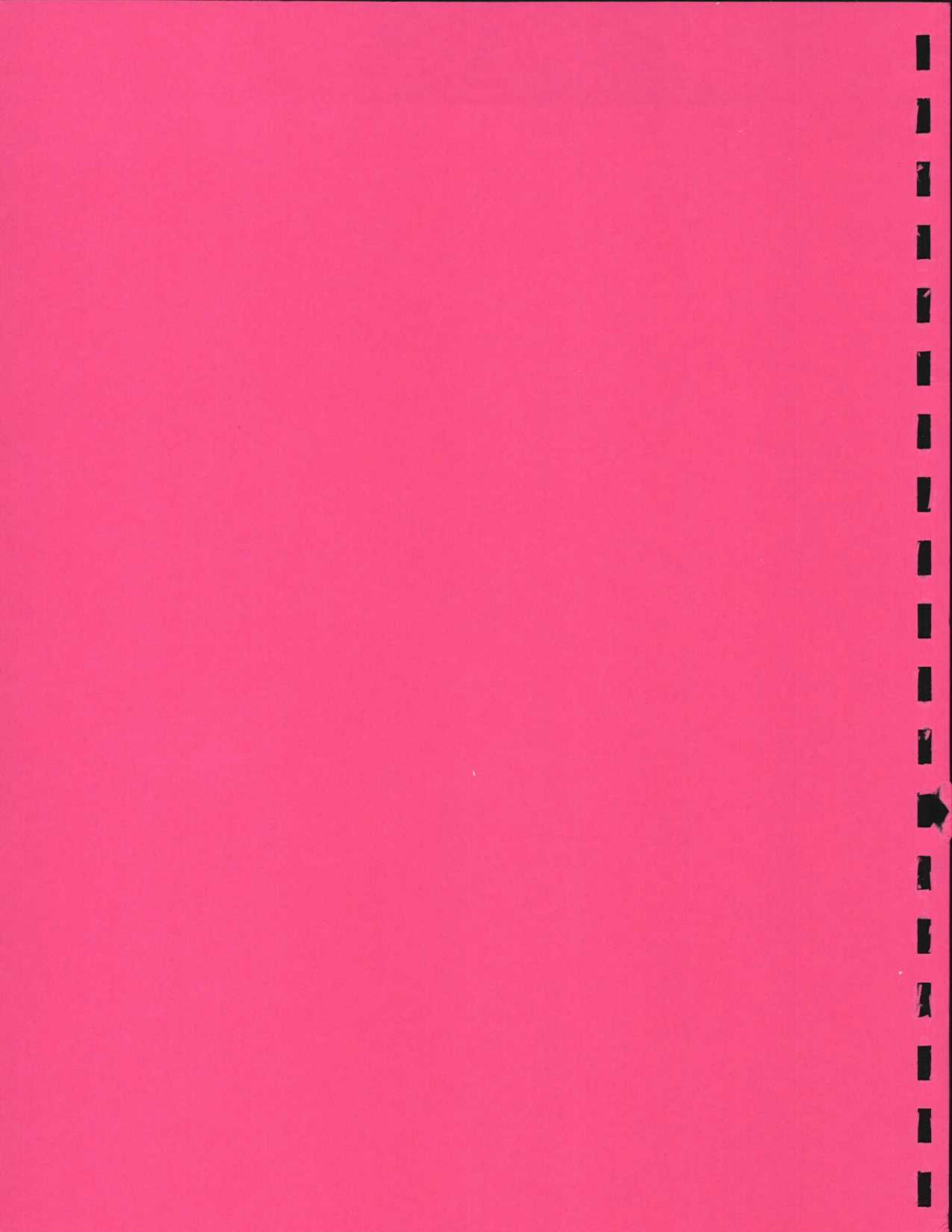
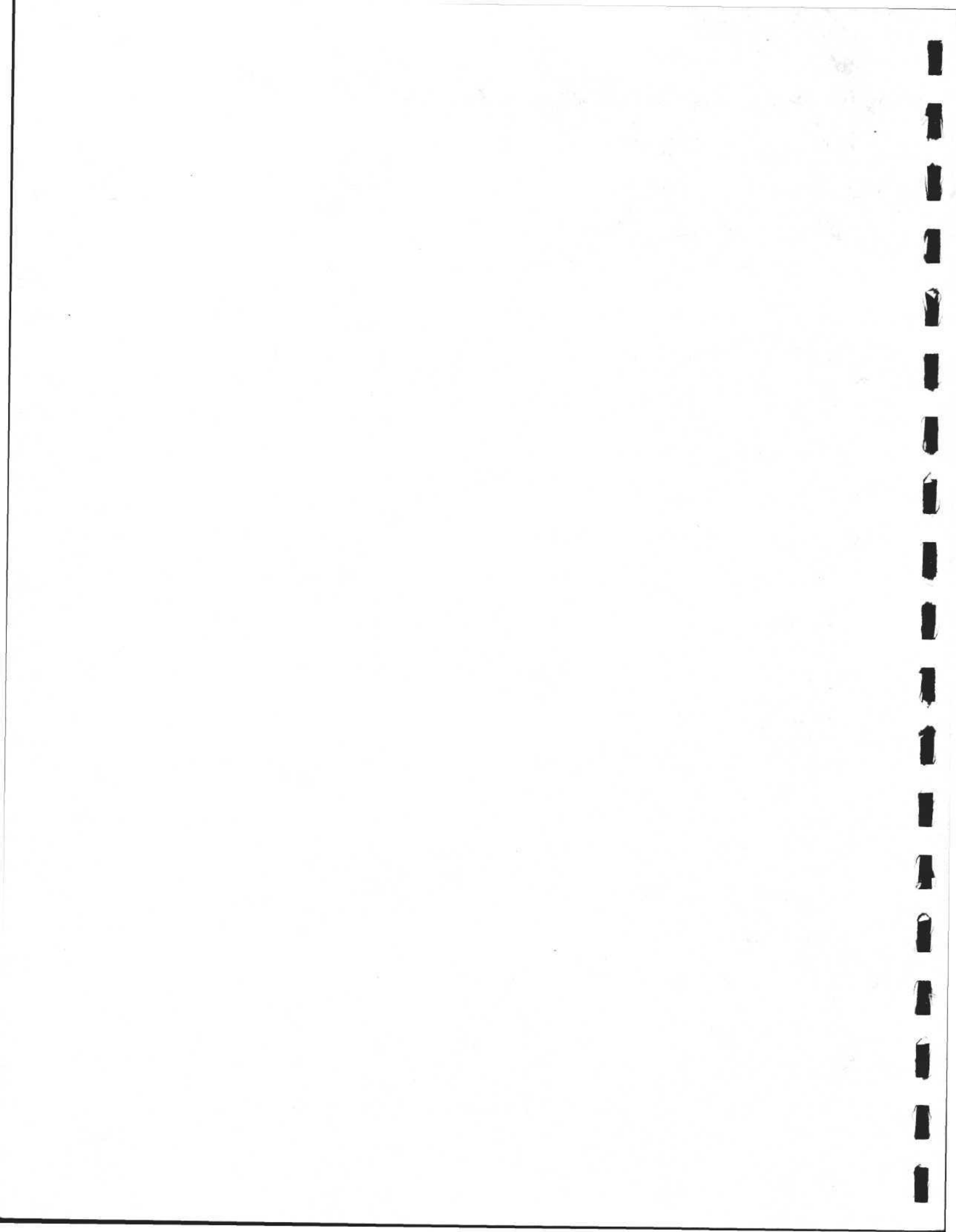
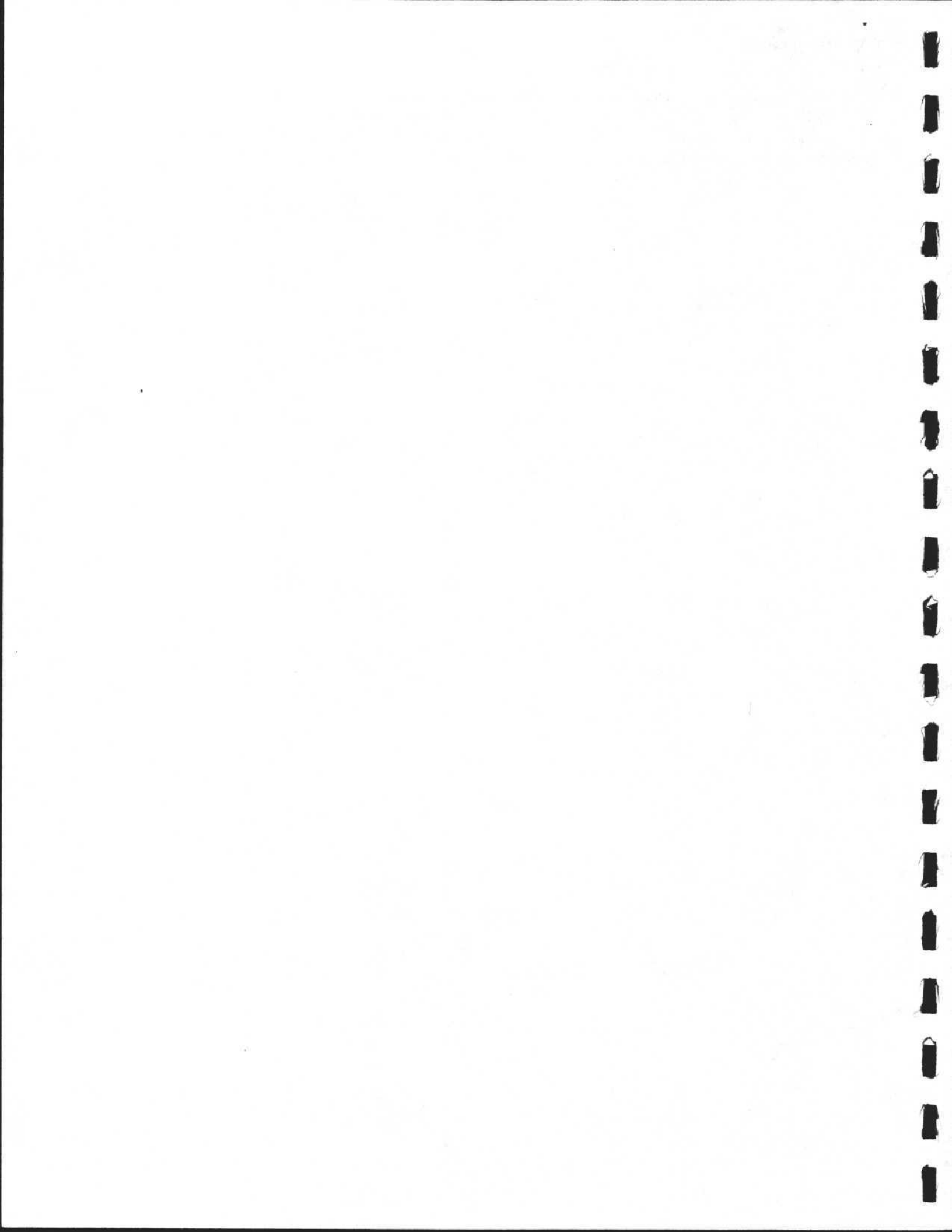


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THIS AGREEMENT entered into this eighth day of June, 1994, by and between the Marysville Public Schools District, Marysville, Michigan, hereinafter called the "District", and the St. Clair County Education Association, MEA/NEA, hereinafter called the "Association".



ARTICLE I

RECOGNITION

A. The District hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all regular full-time and regular part-time certified teachers, counselors, librarians, diagnosticians and social workers (employed or to be employed by the District), whether or not assigned to a public school building, but excluding all full-time and part-time supervisory, executive or administrative personnel, superintendent, assistant superintendent in charge of business, principals, assistant principals, director of reading, federal program coordinator, athletic director, substitute teachers, school nurses, aides, paraprofessionals, office and clerical employees, custodial employees, and all other employees not specifically included in the unit. The term "Teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above and references to male teachers shall include female teachers.

B. The District agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

ARTICLE II

DISTRICT RIGHTS

The District on its own behalf and on the behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by laws and the Constitution of the State of Michigan and of the United States.

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

ARTICLE III

TEACHER AND ASSOCIATION RIGHTS

A. Pursuant to Act 379 of the Public Acts of 1965, the parties agree that all teachers recognized in Article I, paragraph A shall have the right freely to join and support the Association.

B. There shall be available in each school building three sets of keys for teacher use when school is not in session. Request for use of these keys should be made in advance to the building principal.

C. The Association and its members shall have the right to use school buildings and related facilities without charge, provided such use has been approved by the Superintendent of Schools, or his agent. It is understood that a custodian will be on duty in the building, and such use shall not interfere or interrupt normal school operations. The Association may also use the inter-school mail and the bulletin boards located in the teacher's lounge or dining room.

D. A copy of the Board agenda shall be sent to the Association representatives in each building prior to the Board meeting. A copy of the minutes, with exhibits titled, shall be sent to the Association representatives the day following the Board meeting.

E. Copies of all information concerning financial resources of the district that are official or published will be sent to the Association within one week of their receipt from governmental or public sources upon request. Two copies of budgets, amendments and allocations will be made available to the Association within one week as each item is approved by the Board.

F. All available information which is necessary to the processing of any grievance will, with the written approval of the teacher involved, be available to the Association, except information found only in the confidential file of the teacher.

G. The private and personal life of any teacher is not usually within the appropriate concern or attention of the Board.

H. Teachers shall be permitted to wear appropriate insignia, pins or other identification of membership in the association on school premises provided the identification does not exceed three (3) square inches.

I. Each teacher shall have the right to review his personal file under the direction or supervision of the Superintendent of Schools who is the custodian of such files.

J. All newly hired full-time teachers shall hold a continuing certificate or at least a provisional certificate issued by the State Board of Education except State Board certified vocational instructors. Degree teachers whose Michigan certification has lapsed, or degree teachers who hold certification in a state with which Michigan does not have reciprocity may be hired under a special permit while fulfilling Michigan requirements.

K. Meetings shall be scheduled and held monthly between the building association representatives and the building principal. The date and time for such meetings shall be scheduled by the building representatives, and mutually agreed upon by the building representatives and the building principal.

L. The Association shall have the right to purchase supplies from the District through the use of requisition forms to the Central Office of the Board of Education.

ARTICLE IV

MEMBERSHIP FEES AND PAYROLL DEDUCTIONS

A. The payroll deduction of membership dues and nonmember service fees shall be made each pay period for ten months beginning with the second pay of the school year and ending in June of each year. The Association agrees to furnish the District with an initial list including the name of each teacher, the amount to be deducted, and the total amount to be remitted to the Association each pay period. The District will issue a check to the Association each pay period in the total amount indicated to be submitted for each pay period. Any modifications of this list will be submitted by the Association through its Treasurer. Staff changes shall be supplied to the Treasurer of the Association by the District as they occur.

A teacher who does not join the Association shall cause to be paid to the Association a service fee equivalent to the dues and assessments of the Association (including the National and Michigan Education Association) within sixty days of the commencement of employment. In the event the service fee shall not be paid, the District, upon receiving a signed statement from the Association indicating that the teacher has failed to comply with this condition, shall immediately notify said teacher that his or her service shall be discontinued at the end of the current semester. The refusal of said teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements is recognized as just and reasonable cause for termination of employment.

The District will not be required to discharge a teacher for the failure of the teacher to pay nonmember service fees if such discharge is contrary to the laws, decisions, both judicial and administrative, and rulings of the State of Michigan, or while the question of discharge to effect an agency shop clause in a school district master agreement or school contract in Michigan is in the process of litigation.

B. The District shall make payroll deductions for credit unions, hospitalization, medical insurance, Association dues, Community Chest, United States bonds, and tax sheltered annuities, or for any other plans or programs jointly approved by the Association and the District.

C. The Association shall indemnify and save the District harmless from any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the District for the purpose of complying with Sections A and B of Article IV of this Agreement and in reliance upon signed authorization cards or lists furnished to the District by the Association for the purpose of payroll deduction or dues.

ARTICLE V

TEACHING HOURS AND LOADS

A. No high school or intermediate teacher shall be required to report for duty earlier than 15 minutes before the opening of the pupil's regular school day in the morning and no elementary teacher shall be required to report more than 30 minutes before such time. All teachers shall be permitted to leave 15 minutes after the close of the pupil's regular school day. All teachers shall be permitted to leave at the close of the pupil's regular school day on the last day of the school week. Unless permission is granted by the building principal, teachers shall leave no earlier than the above times.

B. Hours of kindergarten teachers shall be fixed by the Superintendent at the beginning of each semester but shall in no event be longer than the foregoing. There shall be no more than two sessions of kindergarten per day per teacher. If the teacher so requests, kindergarten classes shall have library once a week under the supervision of the teacher.

C. Teachers of music, art, physical education, and remedial teachers shall have at least 30 consecutive minutes relief period per day, exclusive of travel time. Teachers of grades 1-5 shall have at least five 30 consecutive minute relief periods per week, with not more than two a day.

D. All teachers shall have a duty-free uninterrupted lunch period. The school district will implement and subsidize this program.

Elementary lunch hour shall be no less than fifty (50) consecutive minutes. Intermediate and high school lunch hours shall be no less than 35 consecutive minutes exclusive of passing time.

Teachers of grades 7-12 may be assigned to lunch supervision provided he or they shall have a duty free uninterrupted lunch period. This time of lunch supervision will be part of his normal teaching assignment.

E. Elementary teachers of art, music, and physical education shall be required to teach no more than 300 minutes per day.

F. The normal weekly teaching load in the senior high school will be 25 teaching periods and 5 unassigned preparation periods. Secondary teacher (7-12) will not be required to have more than four (4) teaching preparations. Teachers may volunteer for additional subjects or preparations. In cases of undue hardship the superintendent may, in his sole discretion, reduce the number of preparations. The normal weekly teaching load in the Intermediate School will be no more than 25 clock hours. There shall be no more than 30 teaching periods per week. Each 7th and 8th grade teacher shall have 5 unassigned preparation periods per week. Sixth grade teachers shall have preparation periods during the time their students are in classes of art, music, physical education, and during scheduled library periods, but in any case, sixth grade teachers shall not have less total unassigned preparation time per week than 7th and 8th grade teachers.

G. Class loads will be:

1. Young 5's	Maximum 21
K-3	Maximum 28
4-6	Maximum 30

2. High School and Intermediate School classes shall have a maximum of 30 students except for the following:

Ind. Arts	25	Drafting	25
Voc. Shops	25	Typing	32
Home Ec.	25	Phys. Ed.	40
Art	25	Swimming	40
Art (6th Grade)	30	Outdoor Rec.	40
Art (7-8 Grade)	25	Lab Science	27
Office Practice	25	Study Hall	75
		Chorus	75

The above stated maximums may be exceeded through the second week of the beginning of either semester; however, by the eleventh (11) student day class sizes shall be adjusted to meet the above stated maximums.

The above stated maximums may be exceeded by one if after the third week of school, it is necessary in the scheduling of a transfer student, or new student, to exceed the maximum.

H. The above class size schedule does not preclude the adoption of innovative programs at any level--the proposed program or programs to be submitted to the Professional Study Council for their consideration and recommendation to the Board.

- I. Each elementary classroom shall consist of only students of the grade with the exception of split classes conforming to the following conditions:

Split Classes: Split classes in grades 2-5 may be established subject to the following conditions:

1. The size of the split class shall be kept to a maximum of twenty-four (24) students.
2. Split classrooms shall consist of two consecutive grades only.
3. Considering the uniqueness of the class, student selection for split classes shall be based on compatible grouping. Teachers from both grade levels involved will be consulted for placement input.
4. Assignment of teachers for split classes shall be voluntary to the extent possible within a building. If the assignment must be done involuntarily, then the following procedure will prevail.
 - Step 1. The position shall be posted so all teachers District wide will be given an opportunity to volunteer.
 - Step 2. All displaced teachers will be given the choice of filling open positions according to the highest District seniority.
 - Step 3. If there are no displaced teachers then the position would go to a new hire.
5. Teachers teaching split grade assignments may return to a single grade classroom assignment the following year upon written request. The teacher returning from a split class will return to either grade level of the split with the lowest senior teacher being displaced.

J. Full time, separate programs and facilities shall be provided for students who are emotionally disturbed, mentally retarded and physically handicapped, if a qualified teacher can be found for the position.

The Professional Study Council at its first regular meeting of the school year will appoint a committee to study and make recommendations in the area of emotionally disturbed, mentally retarded and physically handicapped students who are "mainstreamed" into regular classrooms.

K. One teacher meeting per month may be scheduled. These meetings will start 10 minutes after students are dismissed from their regular school day and shall last for not more than one hour. These meetings will be considered a part of the regular work day for teachers. All teachers who are in attendance for the school day shall attend the meeting. Responsibility for the agenda will be that of the building principal.

A teacher who is under supplementary contract and is required to supervise, direct or control students at a performance or contest (i.e., band performance, quiz bowl, athletic event, etc.) during a time which conflicts with a scheduled teacher meeting may be excused from one teacher meeting per year to attend said events.

With prior approval from the building principal, each teacher will be excused from one teachers' meeting a year per the conditions of Article XI, Section D.2. Twenty-four hour notice will be given by the teacher unless it is an emergency. The time missed from the meeting shall not be charged against the teacher's accumulated sick days. No more than 10% of the school building teaching staff may be excused from a teachers' meeting under these guidelines.

All teachers who are excused from a teachers' meeting are responsible for all material and information covered in the meeting.

A Schedule of proposed meeting dates will be published at the beginning of each semester by the building principal; provided, however, such meetings shall not be held on the 1st Monday and 2nd Tuesday of any month which times shall be for the scheduling of Association meetings. All teachers will receive a notice at least three school days prior to the meeting if the meeting is to be held.

Additional teacher meetings may be called by the building principal. Teacher attendance of these additional meetings shall be on a strictly voluntary basis.

ARTICLE VI

TEACHING CONDITIONS

A. A teacher shall not be required to drive a school bus as a part of his regular assignment. It shall also not be required of a teacher to ride as a supervisor on a spectator bus.

B. The District will make available in each school, rest room and lavatory facilities for teacher use. At least one furnished room may be used as a faculty lounge. All facilities of the district shall be in compliance with the current state laws regarding use of tobacco on school property.

C. Telephone facilities will be available to teachers for their reasonable use, provided, however, teachers shall not charge any personal long distance telephone calls to the District. There will be at least two separate telephone lines into each school building.

D. Vending machines for teacher use may be installed in teachers' lounges or teachers' dining rooms in the various buildings at the expense of the Association.

E. Adequate and convenient parking facilities will be made available to teachers.

F. Clerical tasks will be done by clerical help provided by the District. These tasks will be included but not limited to the following:

- (1) Collecting of all money from students.
- (2) Selling and collecting tickets.

G. The Board of Education will provide clerical help to implement the following:

- (1) Recording of grades, activities, attendance, etc., on permanent records, official roll books, transcripts and the high school's report cards.
- (2) Issuing, inspecting and assessing condition of textbooks.
- (3) Correcting of all standardized tests required by the administration except elementary end-of-level reading tests.

H. An explanation, if requested by the teacher, will be given by the building principal within ten (10) working days when a requisition for supplies is rejected or delayed.

I. Calendar.

- (1) See Exhibit 1
- (2) Meetings called by the administration on days designated as records days shall not exceed one in number or be longer than sixty (60) minutes.
- (3) Parent-Teacher Conferences for grades K-12 will be spread over three (3) days in the first semester. Additional time shall be scheduled for Kindergarten Parent-Teacher Conferences if the teacher has more than forty-four (44) students.

The following schedule will be followed for the Fall of 1994.

Wednesday - (Half day for students K-12)

P.M. 12:30 - 3:05 High School
12:45 - 3:15 Elementary
5:00 - 9:00 Intermediate

Thursday -

A.M. 8:30 - 11:00 Intermediate
P.M. 12:15 - 3:00 Elementary, Intermediate, High School
P.M. 4:00 - 8:00 Elementary
P.M. 5:00 - 9:00 High School

Friday -

A.M. 8:00 - 11:30 Elementary, Intermediate, High School

Elementary teachers will be given the choice of working the above schedule or scheduling additional night conferences on Wednesday and be given compensatory hours on Friday morning.

Authorization must be given by the respective principals before altering the scheduled conferences.

J. The District will provide:

- (1) A separate desk for each teacher with lockable drawer space. Key shall be available on request to principal. One workable and lockable filing cabinet shall be furnished if requisitioned.
- (2) Space for each teacher to store coats, overshoes and personal articles.
- (3) Chalkboard in every classroom.
- (4) A complete and unabridged dictionary in every classroom, when requisitioned by the teacher.
- (5) Storage space in each classroom for instructional materials.
- (6) Class record books, paper, pencils, pens, chalk, erasers and other material required in daily teaching responsibility.
- (7) Without charge gym uniforms and swim suits for all physical education teachers, (smocks or aprons for art, home economics, science teachers, and kindergarten teachers). A \$30.00 yearly uniform allowance shall be allowed industrial arts and vocational education teachers.
- (8) Office copy machines, typewriter and similar machines shall be available for teacher use.
- (9) Individual mail boxes for each teacher.

K. The District and the Association recognize that teacher participation in extracurricular school connected activities is important and will encourage such participation. Teachers shall make every reasonable effort to attend such after school activities as requested by their principal, but such attendance shall be voluntary. All Marysville teachers, upon written request, shall receive a yearly extra curricular activity pass for District events (i.e., sports, concerts, plays, etc.).

L. The District agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number to call not later than 6:30 a.m. The teacher will provide the principal with a written explanation of any special circumstances which resulted in a late call. If a teacher is willing to take another teacher's class during his preparation period, he shall be compensated at the hourly rate established in Article XIX, Schedule 4. Teachers who substitute shall be compensated no later than three (3) weeks after substituting. Substitute teachers shall be used to replace teachers of Art, Music, and Physical Education on the elementary level. IEPCs shall be conducted during work hours and if an IEPC is scheduled other than during preparation periods, the District shall provide a substitute when the IEPC is being conducted. Teachers participating in the IEPC shall be those who have or have had the referred student enrolled in the classroom(s) during the present school year.

M. The cost of a physical examination, upon initial employment and at the request of the District for all teachers shall be paid by the District. When x-ray is needed to replace skin test, the cost shall be paid by the District. The District shall have the right to select the examining physician.

N. If a regular school day is canceled by the Superintendent of Schools, ("SNOW DAYS"), it will be rescheduled, without additional pay at the end of the school year following the last day of scheduled classes in June. In the event the last day of school is a rescheduled day, students will be scheduled one-half day (A.M.) and teachers will report for a full day. Should the last rescheduled non-student day fall on a Monday, teachers shall not be required to attend that day. They shall be responsible for having records turned in by the end of that day.

O. In the event present state law is changed such that public schools no longer need to reschedule "SNOW DAYS" without financial penalty, teachers shall not be required to make up "SNOW DAYS" and they shall suffer no loss of pay for the "SNOW DAYS."

If a regular school day starting time for students is delayed due to weather, teachers' reporting time shall also be delayed in accordance with Article V. A.

P. Counselors, at all grade levels, shall have telephones in their offices.

Q. It is agreed that each teacher shall initially be responsible for classroom discipline. When a discipline problem is such that the teacher cannot carry out the normal lesson plan, the teacher may temporarily send a student to the appropriate building administrative office. The teacher shall furnish the office, as promptly as possible, a brief summary of what the student did, and what action has been taken thus far. The principal shall then communicate with the teacher prior to returning the student to the classroom. The teacher shall thoroughly discuss the situation with the principal prior to departing for the day.

ARTICLE VII

TRANSFERS AND ASSIGNMENTS

A. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned outside the scope of their teaching certificates or their major or minor field of study.

B. Although some transfers may be necessary, the teachers who may be affected by a transfer or a change in grade or subject assignments will be consulted by their principals by July 1 of the current school year. Such changes will be voluntary to the extent possible. Before there is an involuntary transfer of a teacher, the principal, superintendent or his designee and the Association president or his/her designee will discuss the transfer with the teacher and review the reason(s) for said transfer. Every effort will be made to avoid reassigning probationary and tenure elementary school teachers to a different grade level unless the teacher requests such change. If two or more teachers are at least minimally qualified for a position as defined in Section A, then seniority (as defined in Article XX) will prevail. This shall apply for voluntary transfers when a vacancy exists. If an involuntary transfer is necessary from building to building or from department to department, then bargaining unit seniority within a building or department will prevail, provided the person to be transferred is minimally qualified as defined in Section A.

C. Teachers performing duties under compensation schedules 2 and 3 shall be notified no later than the day following the July Board of Education meeting if their duties will not be continued for the next school year.

Driver Education teachers performing duties under compensation schedule 4 shall be notified no later than the day following the May Board of Education meeting if their duties will not be continued for the summer program.

Employment under schedules 2, 3, and 4 is nontenure.

D. Counselors, Head Librarian, Co-op Coordinator and other teachers who are required to work prior to the beginning and after the school year will be compensated at their regular daily rate of pay for each day worked beyond their regular contract or be given the choice of an equivalent number of paid leave days during the school year. Application for using compensatory days will require a five (5) day notice to the building principal or superintendent. Authorization or denial will be provided two (2) days after application is made. Paid leave days earned under this provision shall not be used during Parent-Teacher conferences or final exam days. A maximum of three consecutive days may be used at one time.

E. Teachers may apply for a position exchange to another grade level or subject area for which they are certified and qualified. Teachers shall apply in writing to the Superintendent of Schools prior to March 15 for the following year. The exchange will be for one (1) year unless mutually agreed upon by the building principals, and the teachers involved. The Superintendent will notify the parties by July 1 of the decision regarding assignment for the following school year.

At the end of the position exchange, both teachers shall return to their previous positions. If either position is eliminated, then provisions of Article XX shall apply.

ARTICLE VIII

VACANCIES AND PROMOTIONS

A. Whenever any vacancy or newly created position in any professional area in the District shall occur, the District shall immediately give written notice to the Association and post a dated notice for the filing of applications. Such notice shall be posted in an appropriately designated place in each school building for not less than 14 calendar days prior to the closing date for filing the applications. The District will not issue any contract for a vacancy until expiration of the 14 calendar day posting periods. In the event a vacancy occurs during the summer, said notices shall be mailed to teachers who qualify, appropriate building Association representatives and Association officers at their latest addresses appearing on the District's records 14 calendar days prior to the closing date for filing the applications.

B. All teachers may apply for any vacancy. In filling such vacancy, the District agrees to consider the professional background and qualifications of all applicants. The District recognizes and supports the idea of filling vacancies from within its own teaching staff. Vacancies at the Elementary level will be posted by grade level and building.

C. The District shall classify any position as being administrative supervisory or teaching.

ARTICLE IX

TEACHER EVALUATION

A. All teaching staff:

1. Evaluations shall be conducted by the teacher's immediate supervisor.
2. Monday and Friday evaluations will occur by mutual consent only.
3. The teaching performance shall be observed and a written evaluation made on form E (see Exhibit 2).
4. A total of thirty (30) consecutive minutes is required for each observation.
5. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher.
6. The use of eavesdropping, closed circuit television, public address or audio systems and similar surveillance devices shall be strictly prohibited.
7. Following the last observation the building principal will notify the teacher in writing, at least 24 hours in advance of a conference.
8. The building principal will hold a verbal post-evaluation conference within ten (10) working days of the last observation.
9. A duplicate copy of Form E shall be submitted to the teacher at the time of the formal conference which shall be held within five (5) days of the verbal conference.
10. A representative of the Association, chosen by the teacher, may attend any evaluation conference.
11. Forms signed by the building principal and the teacher shall indicate only receipt of the evaluation, not necessarily agreement.
12. Teachers have the right to respond to their evaluations, in writing, and have it attached to their official evaluations to be placed in their personnel file.
13. Intent to put objections in writing should be made known to the building principal within ten (10) working days after receipt of the evaluation.
14. All evaluations shall be based upon valid criteria for evaluation of professional growth as determined by the District with the recommendation of the Association (Form E - Exhibit 2).

B. Tenure teachers shall be evaluated at least once every three (3) years based upon at least two (2) observations during the school year of the evaluation.

C. **Non-tenure teachers:**

1. **Shall be observed at least once every semester of probation. The observations must be at least sixty days apart unless a shorter period of time is mutually agreed upon by the administrator and teacher.**
2. **A pre-announced, informal observation of the performance of each non-tenure teacher shall take place during the first eight (8) weeks of the first semester of employment, followed by a review of this observation.**
3. **An individualized development plan will be given to the non-tenure teacher before the formal observation.**

ARTICLE X

PROTECTION OF TEACHERS

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the District recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The teacher recognizes the District's right to adopt policies, rules and regulations in regard to the establishment and maintenance of discipline in the school. The teacher agrees to support such policies, rules, and regulations. The teacher recognizes that this joint recognition between the teachers and the District will result in the most effective and efficient method of the operation and conduct of the schools.

B. Any case of assault upon a teacher shall be promptly reported by the principal to the District or its designated representatives. The District will provide legal counsel for consultation to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

D. Promotion or retention of the pupil in a grade or class shall be made by the teacher with the approval of principal and Superintendent of Schools. No student's marks shall be changed without the knowledge and consent of the teacher.

Because the Michigan School Law places final authority to classify and to control the promotion of pupils in the Superintendent of Schools, the Superintendent may be expected to assist with unusual or contested cases.

E. Any teacher who may require any disciplinary action shall first be contacted by his immediate principal in private.

The building principal will advise the teacher prior to a principal-teacher conference if at that conference disciplinary action will be taken.

Any such teacher shall have the right to have a representative of the Association present during the time that the teacher is being disciplined.

If any further disciplinary actions are required, the principal may then refer the matter to the Superintendent in writing, in triplicate, and dated; one copy going to the Superintendent, one to be kept by the principal, and one given to the teacher.

F. No teacher shall be disciplined within the view of, or hearing of, other persons except as in E above.

G. All teachers shall enjoy all civil rights as set forth in the Constitution of the United States and the State of Michigan during their employment with the Marysville School District.

H. The District shall establish procedures for emergency situations. Such procedures to be distributed in writing to all personnel.

I. No tenure teacher, second or third year probationary teacher, shall be disciplined, including warnings of consequential disciplinary action, reprimands (verbal or written), or suspended, discharged or reduced in rank, compensation, or professional advantage, or subjected to other actions of a disciplinary nature without just cause. When any discipline action results in a written reprimand, suspension, discharge, loss of time, wages, and/or benefits, the specific grounds forming the basis for such disciplinary action will be made available to the bargaining unit member and the Association in writing. This paragraph shall not apply to a probationary teacher whose contract is not renewed and such decision shall not be subject to the grievance procedure.

ARTICLE XI

LEAVE—PERSONAL ILLNESS, BUSINESS AND CHILDBIRTH

A. Sick days without loss of pay shall accrue at the rate of one and two-tenths (1.2) days per month or twelve (12) days per year for all regularly-employed teachers under contract. The accrual for the school year will normally be credited to the teacher's account at the beginning of each school year in September. Such sick days without loss of pay may be taken for the reasons cited in paragraph D below. If a teacher is paid for any credited sick leave days which have not accrued to his benefit and terminates his employment with the District, he shall repay to the District all moneys received for all such unaccrued sick leave. The District reserves the right to require a doctor's report on sick leaves longer than five (5) school days duration: Provided, however, if one-fourth (1/4) or more of the teachers report in sick on any one school day, the District may require doctors' reports from said teachers.

B. All unused sick leave allowance days at the end of the school year are placed in each teacher's accumulative sick leave bank. A teacher may accumulate up to 307 days. Each teacher under contract shall be notified during the month of September of how many days of personal sick leave to date have been accumulated in his sick leave bank.

C. At the beginning of the school year the District shall contribute 120 days to a general sick leave bank, to be administered by the District. Said 120 days shall be non-cumulative. Upon the District's determination, it may allow a maximum of twenty (20) days to a teacher who has exhausted his personal sick leave, including all accumulated sick leave, provided there are sufficient days available in the bank.

D. Leave of absence with pay:

1. Leave chargeable to personal sick leave bank:

- a. Personal illness and/or disability;
- b. Illness in the immediate family (7 days per year); Superintendent may authorize additional days in cases of unusual hardship;
- c. Death in the immediate family;
- d. Time when emergency illness in immediate family requires a teacher to make arrangements for necessary medical or nursing care;
- e. Matters of illness not listed above, if approved by the Superintendent of Schools (Immediate family, natural or step, shall be interpreted as father, mother, father-in-law, mother-in-law, former legal guardian, brother, brother-in-law, sister, sister-in-law, spouse, child, grandchild, grandparents, or any family member living within the same household);
- f. Childbirth - Leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned and shall last, after the termination of the pregnancy, until such time as, in the opinion of her physician, she is able to adequately assume the duties to which she is regularly assigned.

2. Business leave chargeable to personal sick leave bank:
 - a. A maximum of three (3) personal business days, without review, (non-cumulative) will be allowed annually without loss of pay, chargeable against sick days, for business and family obligations that cannot be made outside the regular school day. Not more than five (5) teachers will be approved for a personal business leave on any day.
 - b. Personal business days may be used for such things as court appearances, attending graduation exercises of children and attending funerals of relatives and close personal friends, providing that arrangements are made with the school principal five (5) days in advance of the anticipated absence. (The five days advance notice is not required for funerals.)
 - c. Except for funerals of relatives or close personal friends, the last working day before or after a holiday or vacation will not be recognized by the District as a personal business day. This condition may be waived by the Superintendent of Schools when unusual or emergency situations occur.
 - d. Personal business days shall not be used for the purposes of personal pleasure, such as travel, shopping, hunting, skiing, sports events, or extended vacations, or for gainful employment. Personal business days will not be used to excuse the teacher from parent-teacher conferences or student examination days. If an emergency arises, the Superintendent, at his sole discretion, may authorize the leave.
 - e. Routine doctor and dentist appointments are to be scheduled on the teacher's personal time. Emergency doctor and dentist appointments will be deducted from sick leave.
3. Leaves of absence not chargeable to personal sick leave bank:
 - a. Jury Duty (District to make up difference in pay).
 - b. Court appearance as a witness if subpoenaed (District to make up difference in pay).
 - c. Teachers absent because of mumps, measles, scarlet fever, chicken pox, or head lice shall not suffer loss of personal leave or salary.
 - d. Line-of-duty accidents that qualify for Workers Compensation benefits. The District shall make up the difference between the regular salary and the compensation payments for a maximum period of thirty-three (33) weeks for any one injury.
 - e. Attendance at official M.E.A. meetings by the Association for a total of 16 days. An additional five (5) days may be purchased by the MEA at the rate of actual cost to the District for supplying a substitute teacher.
 - f. Visitations of other public schools to raise the level of teaching or in-service training, with the approval of the building principal.
 - g. Field trips with the approval of the building principal.
4. A maximum of five (5) personal business days may be allowed with loss of pay.
5. Family leave act sections in this article will conform to the law.

ARTICLE XII

LEAVES OF ABSENCE

A. Leave without pay will be granted, after two years with the system, up to one year to any teacher who joins the Peace Corps, Job Corps, Teacher Corps, Foreign Teacher Exchange Program, Intern Program, or Graduate Assistant Program. Upon return from such leave, the teacher will be placed at the same position on the salary schedule as he would have been had he taught in the District during such period, with a limit of one increment. Application for such leave shall be made by March 1st of the current school year. Any application received after the March 1st date will be considered for approval by the Superintendent of Schools.

B. Leave of absence may be granted to teachers to explore an alternative career, or for other personal reasons. Leave, if approved, will be without pay, fringe benefits, or step on the salary schedule. Seniority will accrue during the period of leave. Application for such leave shall be made by February 1, of the current school year unless approved by the Superintendent - rejections of leave request beyond February 1 of the current school year shall not be subject to the grievance procedure of this contract.

C. Upon application, the District may grant a child care leave. The child care leave, if approved, will be without pay or fringe benefits. If the teacher works more than half of the school year, an increment on the salary schedule will be granted.

D. Upon application the District may grant to any teacher contemplating adopting a child a leave of absence.

E. Medical leave, without pay, shall be granted to teachers who have been employed in the local school system two years or more, if recommended by a doctor in writing. Such leave shall not exceed one (1) year plus the balance of the unfinished year. The standing on the salary schedule will not change for the teacher. If the teacher has completed one semester or more of the year, one increment will be granted.

The District agrees to continue to provide health insurance and life insurance benefits by payment of premiums therefore as provided in Article VIII of this Agreement for the duration of said leave.

F. Military Leave

1. Call to active duty for training members of the Armed Forces on reserve status.

a. Period of Leave-Leave of Absence shall be granted for a period not to exceed 2 weeks (exclusive of authorized travel time).

- b. Adjustment in Salary - If the pay received for the Service (excluding travel allowance) exceeds contractual salary of the teacher, no adjustment in pay will be made. If the pay is less than the contractual salary of the teacher for the period of service involved, an adjustment will be made as follows:

The teacher shall be paid the difference between the Service pay and the contractual salary for the period of service, but the amount paid--the teacher plus the substitute teacher pay--shall not exceed his contractual salary or the period of service.

2. Active Duty

- a. Any teacher of the Marysville Public Schools who may be conscripted into the defense forces of the United States for service or training, shall make application for military leave and, as qualified below, shall be reinstated to his position in this school system with full credit including the annual increment under the salary schedule. Said application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety (90) days from the date of said release or discharge.

Re-employment of school teachers honorably discharged or released from military service:

Any teacher who has left or leaves a teaching position, other than a temporary teaching position, and who upon termination of such (1) received an honorable discharge from the armed forces; (2) is still qualified and competent to perform the duties of such teaching position; and (3) makes application to said school district for re-employment within ninety (90) days after he is relieved from such military service shall be restored at the beginning of the semester or term following the application to such teaching position or to a position of like nature, seniority status, and pay unless circumstances have so changed as to make it impossible or unreasonable to do so.

- b. A husband or wife of a person leaving for active military duty may be granted a leave of absence for one (1) year without pay. Teaching while on this leave shall be credited with one experience increment on the salary schedule.

G. General Regulation Affecting Leave of Absence

1. Leave of absence--extension

A leave of absence may be extended at the discretion of the Board.

2. Application for Return

Application for Return from Leave of absence shall be filed with the Superintendent of Schools not later than the end of the first semester preceding the August or September in which he wishes to return.

3. Conditions for Return

a. Qualifications

Competent proof must be given to the Board that the teacher applying for return from medical leave of absence is competent and qualified to perform the duties of a teaching position for which application is made.

b. Policy and Intent

It is the intent and it shall be the policy of the Board to return a teacher on leave of absence to the same position or a position of like nature, status, and pay unless seniority as stated in Article XX (Reduction of Personnel) makes it impossible to do so.

c. A teacher who returns from a childbirth or medical leave within sixty (60) school days shall be assured of their previous teaching position.

H. Family leave act sections in this article will conform to the law.

ARTICLE XIII

SABBATICAL LEAVE

A. Authorization

1. Sabbatical leave of absence may be granted to tenure teachers. The granting of such leaves are subject to the approval of the Board upon recommendation of the Superintendent, when in their considered judgment the professional competence of the teacher and the general welfare of the public schools will be benefited.
2. The rules and regulations of the Marysville Public Schools Sabbatical Leave Program are authorized and shall be interpreted in accordance with the following Michigan statutory provisions and any amendments thereto.
 - a. Any board after a teacher has been employed at least seven (7) consecutive years by said board, and at the end of each additional period of seven (7) or more consecutive years of employment, may grant said teacher a Sabbatical Leave for professional improvement not to exceed two (2) semesters at any one time; provided, that the teacher holds a permanent, life, or continuing certificate, or is engaged in teaching in a college maintained by the board. During said Sabbatical Leave, the teacher shall be considered to be in the employ of the said board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said board; provided, however, that said board shall not be held liable for death or injuries sustained by any teacher while on Sabbatical Leave.
 - b. Teachers on Sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the boards of controls of public school employees' retirement funds.
 - c. A teacher upon return from a Sabbatical leave shall be restored to his or her teacher position, or to a position of like nature, seniority, status, and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the board made pursuant to law. (Sec. 572, School Code of 1955-M.S.A.-15, 3572).

B. Eligibility and qualifications

Any tenure teacher employed by the Marysville Public Schools District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:

1. Applicant must hold a permanent or continuing teaching certificate.
2. Applicant must have seven (7) consecutive years of satisfactory service as a full-time employee in the Marysville Public Schools District. Absence from service in the District for a period of not more than one year under a leave of absence without pay granted by the Board for professional improvement or

restoration of health, shall not be deemed a break in the continuity of service required by this section and shall be included as a year of service in computing the seven consecutive years.

3. Subsequent Sabbatical Leaves may be authorized after eligibility has been re-established by service of an additional seven (7) consecutive years of satisfactory service as a full-time teacher.
4. Sabbatical Leaves of absence may be granted to not more than two percent (2%) of the members of the total teaching staff; excepting, that not more than two (2) such leave shall be granted to any of the three levels of instruction in any one year; excepting further that the Board may, in the event of a lack of qualified applicants, increase the number of such leaves at any level.
5. A Sabbatical Leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
6. The applicant signs an agreement to return to service with the Marysville Public Schools District immediately upon termination of Sabbatical Leave and to continue in such service for a period of one year (unless causes beyond his control prevent), or to refund any compensation received from the Board while on leave except as the Board shall, by special action, waive such obligation.

C. Purpose of Sabbatical Leave

Sabbatical Leave is given to teachers to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research and/or writing, and travel. Applications for Sabbatical Leave or other types of experiences will be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:

1. For Formal Study -- A program of work should be outlined which will qualify the applicant for a higher credential in his professional or a program of recognized courses relating to the present or prospective service of the applicant in his profession.
2. For Research and/or Writing -- The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his profession.
3. For Travel -- A plan, including the proposed itinerary, shall be submitted stating professional objectives which are sought through such travel.
4. For Other Reasons -- A plan shall be submitted stating the professional objectives which are sought through the opportunities afforded by the leave, and also stating the expected value to the school system.

D. Application Requirements and Procedures

Applications for Sabbatical Leave must be filed on the prescribed forms with the Superintendent. The due date of such forms shall be February 1 for leaves beginning with the first semester of the following school year and September 1 for leaves beginning the second semester. The Superintendent shall give notice to the applicant whether the request is granted or rejected within thirty (30) days after the due date for filing the application.

Approval of a Sabbatical Leave by the Board will be contingent upon securing an employee qualified to assume the applicant's duties.

A Sabbatical Leave, once granted, may not be terminated before the date of expiration, except as otherwise provided herein.

E. Requirements and Status While on Sabbatical Leave:

1. Financial Policies

- a. The compensation for the teacher on Sabbatical Leave shall be one-half (1/2) of the salary he would receive were he on active staff status for the period in which the leave is effective.
- b. Payment of salary to a teacher on Sabbatical Leave shall be made in accordance with the provisions of the Board for payment of salary to other members of the teaching staff. The teacher on leave shall be responsible for keeping the School District Business Office notified as to his address.
- c. A term of Sabbatical Leave shall entitle the teacher to an automatic salary schedule increment at the beginning of the next full year of school following his return to service in the system.
- d. The regular personal sick leave policy shall apply to a teacher on Sabbatical Leave. The Superintendent must be notified promptly of accident or illness. This notice must be sent within ten (10) days after an accident or the beginning of illness for the Superintendent's consideration.
- e. All current fringe benefits shall be granted to teachers on Sabbatical Leave provided that insurance benefits will be granted to the extent permitted by the carriers.

2. Reports Required on Sabbatical Leave

- a. An interim report shall be filed at the mid point of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.

- b. A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, or the itinerary of travel, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school district.
- c. The Superintendent may require, and the teacher shall promptly furnish such additional reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent shall find that the Teacher is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the teacher by the Board shall become immediately due and all future payments shall cease. When a teacher completes the planned program of the leave, but does not return to service with the Marysville Public Schools District, he shall within two (2) years repay to the Board the amount received by him during the Sabbatical Leave.

F. Requirements and Status Upon Returning from Sabbatical Leave

1. At the expiration of a Sabbatical Leave, the teacher shall be restored to his position or to a position of like nature, seniority, status and pay, provided, that the teacher remains eligible for reinstatement under other rules and regulations of Article XIII of the Agreement.
2. If a teacher does not remain in the employ of the Marysville Public Schools District for one (1) year immediately following his Sabbatical Leave, he shall within two (2) years repay the Board the amount of money which has been granted. This rule does not apply in cases wherein the teacher becomes incapacitated to work or in cases wherein the rule is waived by the Board.

ARTICLE XIV

PROFESSIONAL STUDY COUNCIL

- A. The major functions of the Professional Study Council will be:
1. To establish and coordinate a systematic, on-going process for evaluating curriculum.
 2. Establish and coordinate a systematic, on-going process for materials and textbook selection.
 3. Establish communication between buildings and levels within the District.
 4. Communicate to the Superintendent and the Board of Education long-range plans for curriculum development and review.
 5. Act as a communication link between the certified staff, the Superintendent and the Board of Education.
 6. Coordinate subject area committees to study curriculum concerns.
 7. Recommend to the Superintendent and the Board of Education a yearly curriculum budget.
 8. Establish a mainstream committee to review all staff concerns regarding Special Education issues.
 9. Establish and coordinate committees which are needed for the continual improvement of the education process.
- B. Organization
1. The Professional Study Council shall be composed of:
 - One member of the Board of Education
 - The Director of Academic Programs
 - One High School Administrator
 - One Intermediate Administrator
 - One Elementary Administrator from each building
 - Director of Special Education
 - President of the Marysville Education Association
 - One lower elementary (K-2) teacher from each building
 - One upper elementary (3-5) teacher from each building
 - Two Intermediate (6-8) teachers
 - Two High School (9-12) teachers
 - Superintendent

(above teachers to be selected by M.E.A.)

2. The Superintendent of Schools shall be the chairperson of the Council. Only members of the Council shall have voting privileges. Meetings of the Council shall be open to all teachers of the District, members of the Board of Education, and all administrators, supervisors, and executive personnel of the district.
3. The Association shall submit a list of potential members to the Director of Academic Programs by July 15.

C. Meetings

The Council shall meet not later than the third week after the opening of school to review needs and establish goals for the current and future years. A schedule for meetings shall be established at this meeting.

D. The Board shall accept or reject the recommendation of the Professional Study Council and communicate its decision in writing to the Association within thirty-five (35) days.

E. Minutes of the Professional Study Council shall be distributed to the Building Association Representatives.

ARTICLE XV

GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievance" is a complaint by a teacher in the bargaining unit, or by the Association in its own name, based on an alleged violation, misinterpretation, or misapplication of one or more of the expressed provisions of this agreement.
2. The "Aggrieved person" is the teacher or teachers making the claim.
3. The term "teacher" includes any individual or group of individuals who are members of the bargaining unit covered by this contract.
4. A "party in interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the grievance complaint.
5. The term "days" shall mean school days.

B. Purpose

1. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances.
2. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
3. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any member of the administration, excluding the Board and any Board member, or of proceeding independently as described in Section D of these procedures.

C. Structure

1. The building principal shall be the administrative representative when a grievance arises in that building.
2. The Superintendent of Schools shall be the administrative representative when a grievance arises in more than one school building.

D. Procedure

The number of days indicated at each level is considered as maximum and every effort will be made to expedite the process. The time limits may be extended or reduced by mutual consent in writing. If the grievance is filed on or after June 1, time limits shall be reduced.

1. Level One - Appropriate Supervisor

a. Informal step

- 1) A teacher with a problem shall discuss it with his designated supervisor or principal within ten (10) days. A sincere attempt will be made by both parties to reach an amicable agreement. There shall be no written record of this meeting.

b. Formal step

- 1) If the teacher is not satisfied with the informal discussion, the teacher shall place the grievance in writing and present it to the designated supervisor or principal within five (5) days following the informal conference.
- 2) The teacher may again meet and discuss the matter alone or together with his association representative.
- 3) A written and signed disposition of the grievance shall be made within five (5) days by the designated supervisor or principal.

2. Level Two - Superintendent of Schools

- a. In the event the aggrieved person is not satisfied with the written disposition of his grievance at Level One, he shall, within ten (10) additional days, file the grievance with the Association.
- b. After receipt of the written alleged grievance, the Association shall decide whether or not there is a legitimate grievance.
 - 1) If the Association decides that no grievance exists, the Association shall so notify the claimant in writing within five (5) days after receipt of the written alleged grievance. The teacher may continue to process his claim through level 3 only, without the Association's support.
 - 2) If the Association decides there is a legitimate grievance the Association shall within ten (10) days after receipt of the written grievance, file the grievance in writing with the Superintendent.
- c. Within ten (10) days after receipt of the grievance by the Superintendent, he shall render a decision in writing as to the solution of the grievance.

3. Level Three - Board of Education

- a. If the Association is not satisfied with the disposition of the grievance at Level Two the Association shall, within ten (10) days from the receipt of the decision by the Superintendent, refer the grievance in writing to the Board via the Superintendent.

- b. The Board shall meet with the Association President, the building representative or representatives concerned, and the parties to the grievance for the purpose of arriving at a decision to the grievance.
- c. The Board shall, within thirty (30) days after receipt of the written referral, render a decision in writing regarding the grievance.

4. Level Four - Arbitration

- a. If the Association is not satisfied with the disposition of the grievance by the Board, the written grievance shall be submitted within ten (10) days to arbitration, by written notice to the Board.
- b. Within five days after such written notice of submission to arbitration, the parties will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within five (5) calendar days after the submission in writing of the grievance to arbitration as aforesaid, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or rely on any evidence not previously disclosed to the other party.
- c. The arbitrator so selected will hold hearings promptly and will issue his decision not later than thirty (30) days from the date of the close of the hearings, or, if all arguments have been waived, then from the date the final statements and proofs are submitted to him.
- d. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning, and conclusion on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement. He shall have no power to alter, add to, or subtract from the terms of this Agreement. His power shall be limited to deciding whether there has been a violation of the express articles or sections of this Agreement.

It is understood that any matter not specifically set forth herein remains within the reserved rights of the Board.

- e. The decision of the arbitrator, if within the scope of his authority, as above set forth, shall be final and binding.
- f. The fees and expenses of the arbitrator shall be shared equally by both parties.

E. Rights of Teachers to Representation

1. Any party of interest may be represented by the Association or by a representative of the Michigan Education Association at all meetings and hearings at any level of the grievance procedure.
2. The Association shall have the right to be present and to state its views at the adjustment of the grievance.

F. Miscellaneous

1. A Grievance may be withdrawn at any level. Withdrawal of the grievance shall terminate the grievance and the grievance procedure and the aggrieved person or persons shall not be permitted to further continue the same.
2. Decisions rendered at all levels shall be in writing and shall be promptly transmitted to all parties of interest.
3. No reprisals of any kind shall be taken by or against any party in interest or any participant in the grievance procedure by reason of such participation.
4. No document, communication, or record dealing with a grievance shall be filed in the personnel file of the teacher.
5. All information and records pertaining to the grievance shall be made available to the Board and the Association upon written request.
6. Failure of the aggrieved person or Association to comply with the foregoing procedures cancels the grievance.
7. Grievances shall be processed outside of regular classroom hours unless mutually agreed to by all parties.
8. Time lost by a teacher in connection with any incident mentioned in Article XV shall not be charged against the teacher.
9. The time requirements herein specified are deemed to be of the essence in this article.
10. Forms for filing and processing grievances shall be designed by the Superintendent and the Association. The forms shall be prepared by the District and given appropriate distribution so as to facilitate the operation of the grievance procedure.

G. Expiration of Agreement

Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE XVI

NEGOTIATION PROCEDURES

A. At least 150 days prior to the expiration of this Agreement, the parties will begin negotiations for a new agreement covering wages, hours, and conditions of employment of members in the bargaining unit employed by the Board.

B. 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 and each party may select its representatives from within or outside the school district. The parties mutually pledge that representatives selected by each side shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to ultimate ratification.

C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

D. 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. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other, shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

E. There shall be three signed copies of the final agreement for the purpose of record: one retained by the Board, one by the Association, and one by the Superintendent.

F. Any portion of this Agreement may be opened upon the written mutual agreement of the Association and Board.

ARTICLE XVII

SEVERANCE PAY

A. After ten (10) continuous years of regular employment under contract with the school district, the District will pay to the teacher who retires from the school district, and who meets the minimum requirements for drawing retirement benefits from the Michigan Public School Employees Retirement Fund, terminal pay as follows:

15% of the teacher's daily rate of pay for each unused sick day accumulated at the time of termination up to a maximum of \$5,900.

B. A teacher who dies while employed by the school district and who meets the time requirements set in paragraph A of this Article XVII will be eligible for the same benefits as a teacher retiring. The terminal pay in such cases will be paid to a beneficiary designated by the teacher.

ARTICLE XVIII

INSURANCE PROTECTION

The District agrees to furnish to all teachers the following insurance protection.

A. The District will pay the monthly premium for the cost of MESSA Super Care I (Single, Married, Family) insurance for each regularly employed teacher under contract who makes proper application to participate, provided the teacher is not already covered by comparable insurance. The District's sole and only responsibility shall be for payments of its portion of the monthly premium. The provisions of the group policy and the rules and regulations of the carrier will govern as to the commencement and duration of benefits, and all other aspects of coverage.

B. Contractual teachers not desiring health care protection provided above in this Article XVIII may apply the equivalent of MESSA Super Care I "self only" premium toward coverage provided by the District's carrier for life insurance or the tax-sheltered annuity program.

C. The District will provide payment of the hospital-medical-surgical insurance for the twelve-month period of October through September.

D. The District will pay the premium for Group Term Life Insurance protection for each employee under a group policy with a carrier selected by the District. The amount shall be \$45,000. Subject to agreement by the carrier, the policy will include the following privileges:

1. Employees who start work after the effective date of the policy will be covered effective the first date of the month following active employment.
2. Employees leaving employment with the School District after the effective date of the policy will be covered until the first day of the month following departure.
3. Employees will have the right to convert coverage when discontinuing employment with the School District without physical certification as to insurability.

The provisions of the group policy and the rules and regulations of the carrier will govern as to the commencement and duration of benefits and all other aspects of coverage. The District's sole and only responsibility shall be to pay its portion of premium as set forth in this paragraph.

In the event of accidental death, the insurance will pay double the specified amount.

E. Long Term Disability Insurance -- The District shall pay the actual premium cost to provide long term disability coverage for each contracted teacher as follows:

1. For any disability as defined by the insurance carrier which exists for a period exceeding 180 calendar days.

2. To insure 60 per cent of covered salary to a maximum of \$2,250 per month. The benefit to include primary and family social security benefits as defined by the carrier, and to continue to age 65.

F. The District will pay the premiums for dental insurance for contractual teachers under a group policy with a carrier determined and selected by the District. Coverage shall be equivalent to Delta Dental Plan E, Classes I, II and Orthodontic Rider 0-4, including internal and external coordination and suffixing of benefits.

G. The District will pay the premium for optical insurance for contractual teachers under a group policy with a carrier determined and selected by the District. Coverage shall be equivalent to MESSA's Vision Service Plan VSP-II.

H. With respect to paragraphs E, F, and G of this Article XVIII, the District's sole and only responsibility shall be to pay the premium or its proportion of the premium. The provisions of the group policies and the rules and regulations of the carrier or carriers shall govern as to the commencement and duration of benefits and all other aspects of coverage.

ARTICLE XIX

TEACHER COMPENSATION

A. The salaries of teachers covered by this Agreement are set forth in salary schedules which are incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.

B. The District will not give credit on the salary schedule for previous teaching experience for those teachers hired after June 1, 1994.

C. If a teacher completes the requirements for a higher degree, adjustments on the salary schedule will take place after official notification from the granting institution has been received by the District. All adjustments to salary will be effective at the beginning of the next payroll period following the date of receipt of the official notification.

D. A degree substitute teacher who is assigned to the same position for more than 15 consecutive school days shall receive sixty (60) percent of the minimum salary on the salary schedule for the time taught in excess of 15 days up to the 30th day of service. The teacher shall receive seventy five (75) percent of the minimum salary on the salary schedule for time in excess of thirty (30) days of service. Further, if the degree substitute teacher continues in the same position for a two-month period (60 calendar days), said substitute will receive 100 percent of the minimum salary and conform to all provisions of this Agreement.

E. Teachers that receive additional credit beyond their B.A. or M.A. may qualify for professional compensation¹, provided the teacher has satisfied the following conditions.

1. The fifteen or thirty semester hours of credit must be earned after September 1, 1970.
2. The fifteen or thirty semester hours of credit be granted by a degree granting institution, and be granted toward an approved degree program².

F. The contractual salary shall be divided as follows:

1. 26 equal pays;
2. 21 pays @ 26 pay rate plus summer pay-off;
3. 21 pays - first pay - 1 week;
last pay - 3 weeks.

Each teacher may select one option that may not be changed during the school fiscal year except by mutual agreement between the District and the teacher.

G. Each teacher under contract shall be notified during the month of September as to the salary level under which he or she will be paid for the year.

H. The District shall pay an amount equal to 5% of each teacher's salary and other wages qualifying for retirement to the Michigan Public School Employees Retirement System. This amount shall not be deducted from the teachers' salary.

I. Salary schedule (See Exhibit 3).

¹ See Schedule 1-A

² This condition may be waived by the Superintendent of Schools.

EXTRA PAY FOR EXTRA DUTIES

The District shall grant extra pay to those who are selected by the Superintendent of Schools and are approved by the District to perform the following extra curricular (beyond the school day) duties.

The method of applying percentages is:

1. Full years of experience in directing activities (See No. 3 and 4).
2. The B.S. Degree on the salary schedule in Paragraph 18 of this section for the 1993-94 school year only and on the B.S. Degree on Schedule 1 the year after.
3. In Schedule 2, excluding No. 8, 9, and 10, a teacher may apply experience in any of the listed activities, in a change of assignment to another activity even though he lacks experience in the new assignment.
4. In Schedule 3, "coaching", a coach may apply experience, in any of the listed sports, in a change of assignment to another sport even though he lacks experience in the new assignment. This transfer will be limited to not more than seven (7) years.

Credit is given for full years of experience in other school systems up to a maximum of five (5) years.

SCHEDULE 2

1. Dramatics - 6% Senior Play
6% Junior Play
6% Musical
2. Intermediate Yearbook Advisor - 5% or scheduled as a class, one period per day, plus 2%
High School Yearbook Advisor - 9% or scheduled as a class, one period per day, plus 3%.
3. Music -
 - A. High School Band - 5%
 - B. High School Choir - 2%
 - C. MIS Band - 2%
 - D. MIS Choir - 2%Assistant High School Band Director - 4% or a class period plus 1%
Elementary Musicals - 2% (to include Christmas, Spring and all city programs).
4. Advisor of Debate
Advisor of Forensics 6%
5. Advisor of Cadet Teacher - FTA - 5%
6. Advisor of High School Student Council - 6% or 1 hour release time per day
7. Advisor of Intermediate Student Council - 4%
8. Responsibility at athletic events: Basketball \$22.00
Other Sports \$20.00

9. Supervisors on spectator bus trips after school hours:
 - a. Short Trip - Trips to Port Huron, St. Clair, Marine City, or trips of 20 miles or less one way - \$17.50.
 - b. Long Trip - Trips to Cros-Lex, Yale, Algonac, or trips exceeding 20 miles one way - \$23.00.
10. Bus Supervision - 4%
11. National Honor Society Advisor - 4%
12. Quiz Bowl Advisor - 3%
13. Class Advisors - following amounts to be divided among advisors, to be determined by the advisors and the building principal:
 - 12th Grade - \$800.00
 - 11th Grade - \$700.00
 - 10th Grade - \$600.00
 - 9th Grade - \$500.00
14. Elementary Student Council Advisor - 1%
15. Elementary Service Squad and Safety Patrol Advisor (1 position per school) - 2%
16. Intermediate School Honor Society - 1%
17. Games Manager - \$30.00 per daily scheduled athletic event.

18. LEVEL

1	\$24,131
2	26,107
3	28,121
4	30,050
5	32,026
6	33,991
7	35,969
8	37,934
9	39,911
10	41,876
11	43,853

SCHEDULE 3

COACHING SALARY SCHEDULE

FOOTBALL:

Head Coach	10.5%
Varsity Assistant	8
Junior Varsity	7
J.V. Assistant	6
Freshmen	6.5
Freshmen Assistant	5.5
Intermediate	5.5
Int. Assistant	5

BASKETBALL: (Boys)

Head Coach	10.5%
Junior Varsity	7
Freshmen	6.5
8th Grade	5.5
7th Grade	5.5

TRACK: (Boys)

Head Coach	7.5%
Varsity Assistant	6
8th Grade	5
7th Grade	5

BASEBALL: (Boys)

Head Coach	7.5%
Junior Varsity	6
Freshmen	5.5

WRESTLING (Boys) 8%

HOCKEY (Boys) 8%

SWIMMING

Boys	8%
Girls	8

CROSS COUNTRY 6%

GOLF 5.5%

TENNIS 6%

CHEERLEADERS:

Varsity	8%
Varsity Assistant	6
Intermediate	6

POM PON GIRLS 6%

BASKETBALL: (Girls)

Head Coach	10.5%
Junior Varsity	7
8th Grade	5.5
7th Grade	5.5

VOLLEYBALL: (Girls)

Head Coach	9%
Junior Varsity	6.5
Freshmen	5.5
Intermediate	5

TRACK: (Girls)

Head Coach	7.5%
Varsity Assistant	6
8th Grade	5
7th Grade	5

SOFTBALL: (Girls)

Head Coach	7.5%
Junior Varsity	6
8th Grade	5

The percentages listed above will be applied to the 1992-93 Salary Schedule for the 1993-94 school year only.

LEVEL

1	\$24,131
2	26,107
3	28,121
4	30,050
5	32,026
6	33,991
7	35,969
8	37,934
9	39,911
10	41,876
11	43,853

SCHEDULE 4

SUMMER PROGRAMS

All teachers employed in Summer School Programs shall receive \$19.00 per hour.

SCHEDULE 5

TRAVEL ALLOWANCE

Teachers as determined and authorized by the Superintendent of Schools who must use personal transportation in performance of their duties and all other authorized travel will be paid at the following rate:

Maximum allowed by IRS

ARTICLE XX

REDUCTION OF PERSONNEL

A. In the event it becomes necessary to reduce the number of teachers due to program elimination or reduction, or to reduce the number of teachers in a given subject area, field, or program or eliminate or consolidate positions, the District shall follow the procedure listed below:

1. Teachers not holding a regular Michigan provisional, continuing or qualified certificate will be laid off first, provided there are fully qualified, fully certificated teachers to replace and perform all of the needed duties of the laid off teachers.
2. If reduction is still necessary, then probationary teachers with the least number of years of seniority in the Marysville Public Schools system will be laid off first, provided there are remaining fully qualified, fully certificated teachers to replace and perform all of the needed duties of the laid off teachers.
3. If further reduction is still necessary, then tenure teachers with the least number of years of seniority in the Marysville Public Schools system will be laid off first, provided there are remaining fully qualified, fully certificated teachers to replace and perform all of the needed duties of the laid off teachers.

B. Seniority is defined as unbroken service in the bargaining unit. Leaves of absence with or without pay and absences due to layoffs are not to be considered a break in service. Time spent on leave or laid off status will not count toward seniority time.

C. Recall of laid off teachers shall be in the inverse order of layoff, i.e., those laid off last will be recalled first; provided, however, that a teacher in order to be reassigned shall be certified and qualified to teach the specific course and grade to which he or she is being assigned.

D. Seniority right shall be lost by the teacher if the teacher does not return within fifteen (15) working days when he is recalled from layoff. Seniority shall be terminated when a teacher severs employment. Upon re-employment, at a later date, seniority shall begin at the time of re-employment.

- E. (1) Non-bargaining unit employees holding any of the excluded positions listed in Article I (Recognition) of the Master Agreement between the District and the Association and/or any excluded positions subsequently created shall not accrue or be entitled to any bargaining unit seniority subsequent to June 30, 1984. This shall apply to all employees in excluded positions, including those who may also be assigned to teach classes.
- (2) For years prior to the 1984-85 school year, non-bargaining unit employees holding any of the excluded positions listed in Article I shall be entitled to retain any previous seniority as listed on the approved 1983-84 teacher seniority list. However, said employees shall not accrue any additional bargaining unit seniority beyond that listed on the 1983-84 teacher seniority list.

- (3) Non-bargaining unit employees holding any of the excluded positions who retain any previous seniority pursuant to number 2 above shall continue to be listed on the teacher seniority list. They shall be entitled to the same seniority rights as all bargaining unit members on the list. They shall not be entitled to superior rights.

F. Teachers being laid off at the end of the first semester shall be given no less than forty-five (45) days notice. The Board shall give no less than sixty (60) days notice to the teacher being laid off at the end of the second semester.

G. It is intended that this Article XX takes precedence over and governs the individual teaching contracts; and the individual teaching contract is expressly conditioned by this Article.

H. Any layoff pursuant to this Agreement shall automatically terminate the individual's employment contract and all benefits allowed therein, including all benefits under this Master Agreement, shall be reinstated in full upon re-employment.

I. Benefits for laid-off teachers.

1. A teacher that has been laid off because of staff reduction shall, upon application, and at his/her option, be granted priority status on the District substitute list.
2. Teachers laid off at mid-year (semester break) shall have their hospital-medical-surgical insurance extended at District expense through the month of April of the school year.

ARTICLE XXI

VOLUNTARY TWINNING PROGRAM

A. The purpose of this program is to allow two teachers to share a single full-time assignment. It is expressly understood that this voluntary pairing, otherwise known as twinning, shall not occur if the pairing results in the layoff, involuntary transfer, or the attrition from a building of a full-time teacher.

The voluntary sharing of a single position by two teachers likewise shall not occur if such a pairing prevents the recall of a laid off teacher.

B. Only teachers with two or more years of seniority in the Marysville School District shall be eligible for the pairing.

C. Teachers wishing to participate in the pairing program shall notify the Superintendent by March 15. The number of twinning assignments will be normally finalized by June 1. Teacher selections will be determined by certification, qualifications, and seniority. Later applications may be considered by the Superintendent.

D. Teachers may request who their partner shall be for the joint position. A teacher may also apply on an individual basis.

E. If twinning occurs between two elementary teachers, the position of the paired team shall be the building position of the more senior teacher unless both teachers in the team request the position of the less senior teacher.

F. Positions vacated by a member of the paired team must be filled by a laid-off teacher.

G. The twinning position shall be effective for one school year. At the conclusion of the year, both teachers will return to the full-time assignment they held the previous year. Individuals, however, may initiate a request to continue their pairing for an additional year as a team or with a new partner.

H. The building principal will have the opportunity to interview and approve teachers who wish to twin in his/her building.

I. Teachers participating in this program shall receive a full year of seniority.

J. Twinning rotations for secondary may be:

1. 60% full year;
2. 40% full year;
3. 60%/40% full year.

K. Twinning rotations for elementary will be half days, grades K-6.

L. The program will operate on a cost basis as follows:

1. Teachers shall receive their regular salary prorated for the percentage of time worked. (For example, two teachers sharing a position on a 50% - 50% basis would each receive 50% of their respective regular salaries).
2. Board-paid fringe benefit premiums and/or annuities shall be prorated for the percentage of time worked under this program. The teachers shall be allowed full insurance coverage by paying the difference in premium costs, and such excess premiums shall be deducted from his pay. The teacher shall also be allowed the option of applying the dollar equivalency of the Board paid premiums towards one or more of the insurance coverages, subject to the rules of the carriers.

ARTICLE XXII

MISCELLANEOUS

A. If any provision of this Agreement or any application of this Agreement to any teacher shall be found contrary to law, then such provision of application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions and applications shall continue in full force and effect. Either party, upon notice to the other, may re-open for negotiation that portion of the contract that has been ruled invalid by law.

B. The individual contracts between the District and the teachers heretofore or hereafter executed shall be subject to the terms and conditions of this Agreement or any subsequent Agreement executed between the Parties.

C. Newly emerging educational issues (such as Quality Reform of Dec. 1993) will continue to be addressed through negotiations between the parties and incorporate upon completion. The committees will study Special Education Inclusion, School Improvement Language, and other issues not limited to the above. Either party, upon notice to the other may initiate discussion to implement this section of the contract.

ARTICLE XXIII

ANNEXATION, CONSOLIDATION, OR OTHER REORGANIZATION OF THE DISTRICT

This Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this District shall be annexed, consolidated, or otherwise reorganized. All bargaining unit members on tenure at the time of annexation, consolidation, or other reorganization shall be granted tenure by the successor Board of Education. All rights accrued by bargaining unit members under this Agreement shall be assumed by the successor Board of Education. No bargaining unit member shall be adversely affected by a change in hours, wages, terms or conditions of employment in the existing Agreement as a result of the annexation, consolidation, or other reorganization, including but not limited to seniority, salary, fringes, transfer rights, maintenance of standards, layoff and recall, and assignments. Retraining of current personnel will be provided up to and including the continuation of the salary and contractual rights during the retraining period, payment of additional tuition costs, retraining fees and transportation expenses incurred as result of the change in assignment because of the annexation, consolidation, or other reorganization.

In the event that this District shall be annexed, consolidated, or otherwise reorganized with one or more districts in whole or in part, the Board will use every effort possible to assure the continued recognition of the Association/Union and the continued employment of its members in such district. If any of the above causes a negative impact upon a bargaining unit member employed by the successor Board of Education pursuant to this Agreement, a resolution of the negative impact shall be negotiated between the successor Board as one party and the bargaining unit members of the successor school district as the other party.



ARTICLE XXIV

DURATION OF AGREEMENT

A. This Agreement shall be effective as of August 31, 1993, and shall continue in effect through August 30, 1995.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized representatives on this eighth day of June, 1994.

NEGOTIATING TEAMS

**MARYSVILLE PUBLIC SCHOOLS
DISTRICT**

MARYSVILLE EDUCATION ASSOCIATION

Garry Archer
Raymond Martin
Andy Nickonovich
Marie Rediess
Denise Stevens
Carrie Jo Thomas

By _____
President of the Board

By _____
Secretary of the Board

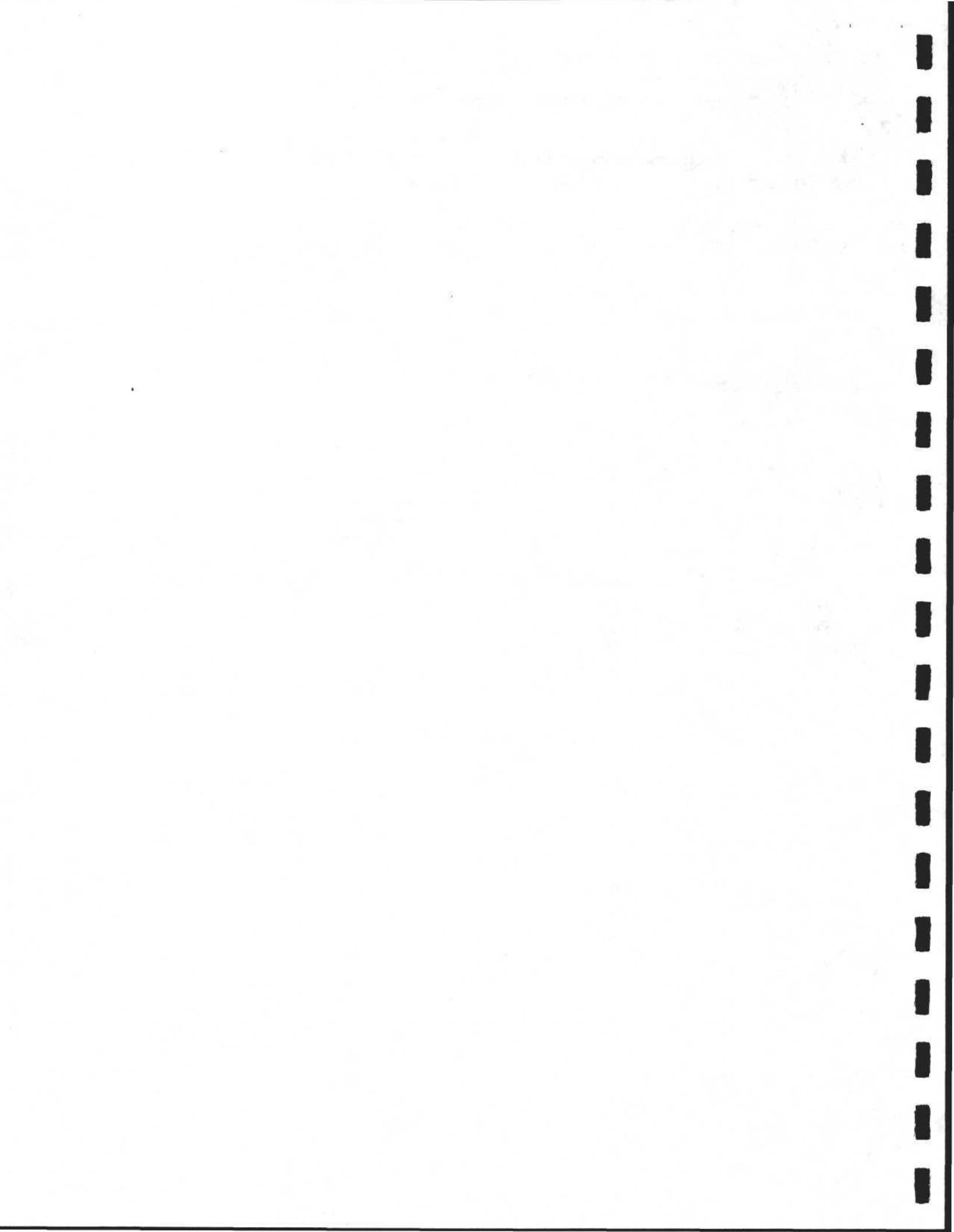
MARYSVILLE BOARD OF EDUCATION

Charles S. Andrews
F. William Black
Sandra Standel

**ST. CLAIR COUNTY EDUCATION
ASSOCIATION, MEA/NEA**

By _____
For: Marysville Education Association

By _____
For: SCCEA/MEA/NEA



CALENDAR

Exhibit 1

1993 - 94 School Year

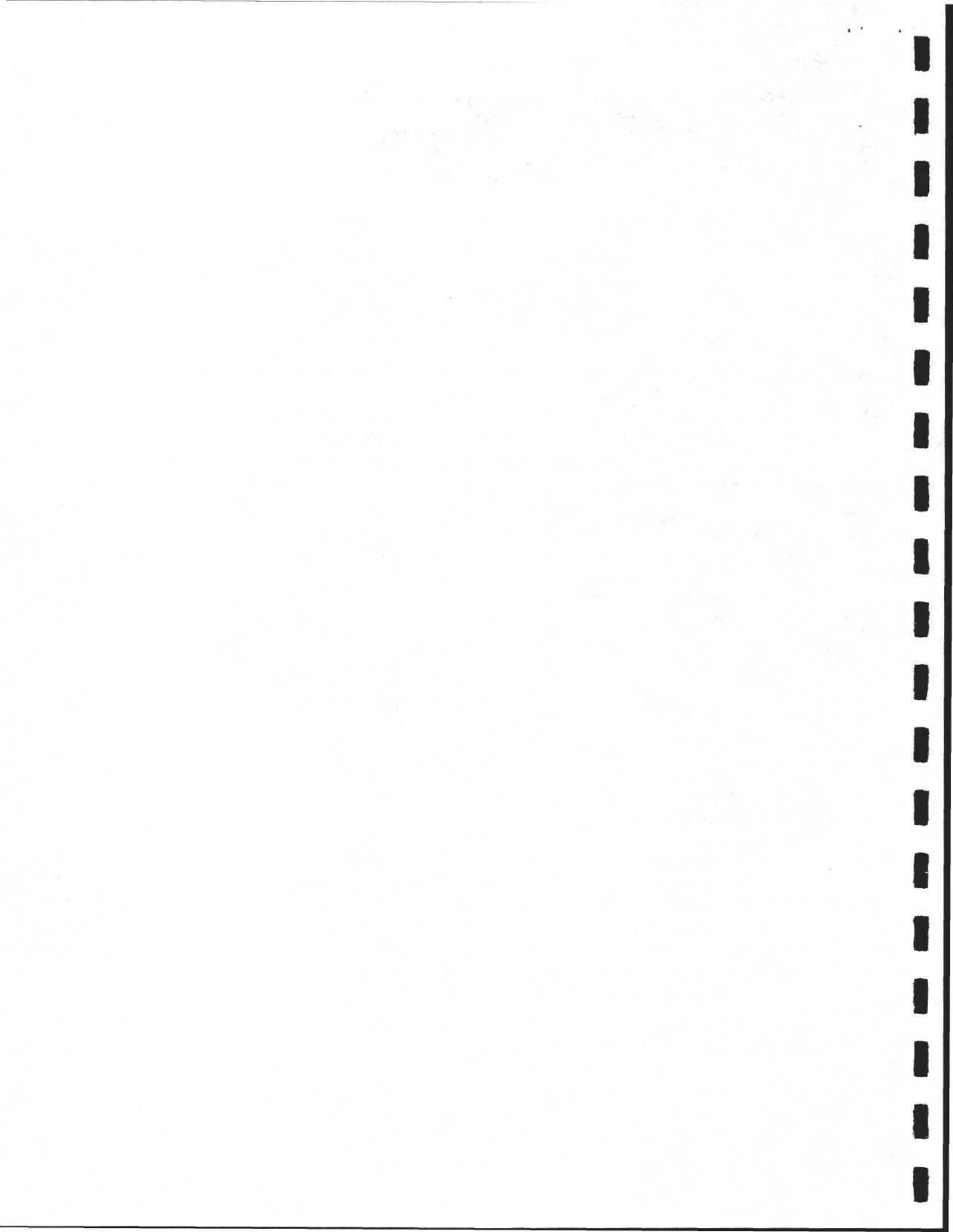
MARYSVILLE SCHOOLS

Tuesday	August	24	Teacher Orientation
Wednesday	August	25	Classes Begin
Friday	September	3	No Students - No Teachers
Monday	September	6	Labor Day Holiday
Tuesday	September	7	Classes Resume
Friday	October	29	End of First Marking Period
Thursday	November	11	No School - Parent Conf.
Friday	November	12	No School - Parent Conf.
Thursday	November	25	Thanksgiving Recess
Friday	November	26	Thanksgiving Recess
Friday	December	17	Classes End
Monday	December	20	Christmas Recess
Monday	January	3	Classes Resume
Thursday	January	20	End of Marking Period
Friday	January	21	Records Day - No Students
Friday	February	25	Mid Winter Recess
Monday	February	28	Mid Winter Recess
Friday	March	25	End of Third Marking Period
Thursday	March	31	Classes End
Friday	April	1	Spring Recess
Monday	April	11	Classes Resume
Wednesday	June	8	Classes End
Thursday	June	9	Records Day

The following Holidays will be considered paid.

Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, and Memorial Day

Student Instruction Days	180
Teacher On Duty Days	185
Teacher Paid Days	191



CALENDAR

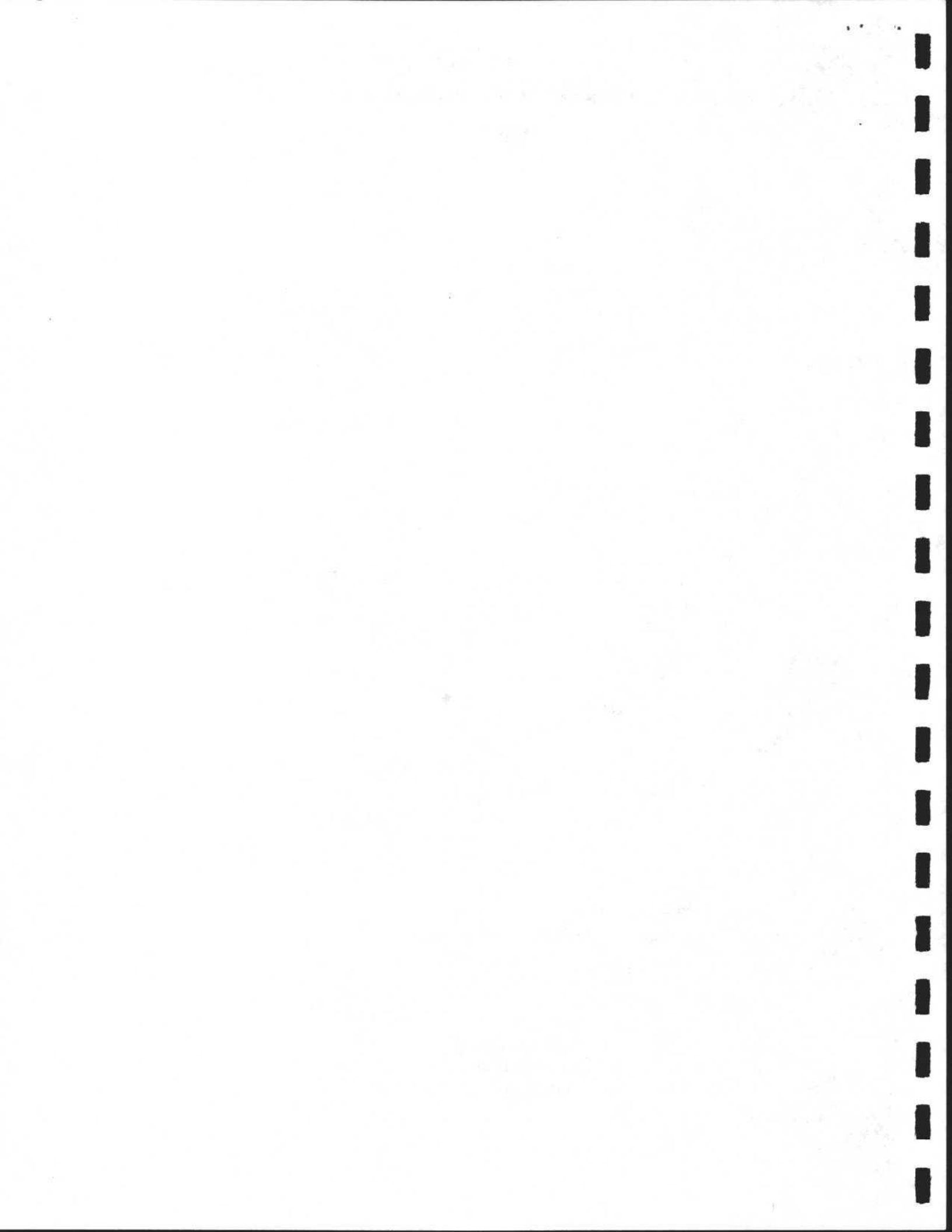
1994 - 95

Monday	August	29	Teacher Orientation
Tuesday	August	30	Classes Begin
Friday	September	2	No Students - No Classes
Monday	September	5	Labor Day
Tuesday	September	6	Classes Resume
Thursday	November	10	Parent - Teacher Conferences
Friday	November	11	Parent - Teacher Conferences
Thursday	November	24	Thanksgiving Recess
Friday	November	25	Thanksgiving Recess
Wednesday	December	21	Classes End
Thursday	December	22	Christmas Recess
Tuesday	January	3	Classes Resume
Friday	January	20	Records Day
Friday	February	24	Mid-Winter Recess
Monday	February	27	Mid-Winter Recess
Friday	April	7	Classes End
Monday	April	10	Spring Recess
Monday	April	17	Classes Resume
Monday	May	29	Memorial Day
Thursday	June	8	Classes End
Friday	June	9	Records Day

The following holidays will be considered paid:

Labor Day, Thanksgiving, Christmas, New Years Day, Good Friday, and
Memorial Day

Student Instruction Days	180
Teacher On-Duty Days	185
Teacher Paid Days	191



MARYSVILLE PUBLIC SCHOOLS
Teacher Evaluation Report

TEACHER _____ SCHOOL _____

GRADE OR SUBJECT _____ DATE(S) OF VISIT(S) _____ - _____

CURRENT STATUS _____ TIME BEGINNING _____ TIME ENDING _____

NON-TENURE 1 2 3 TENURE

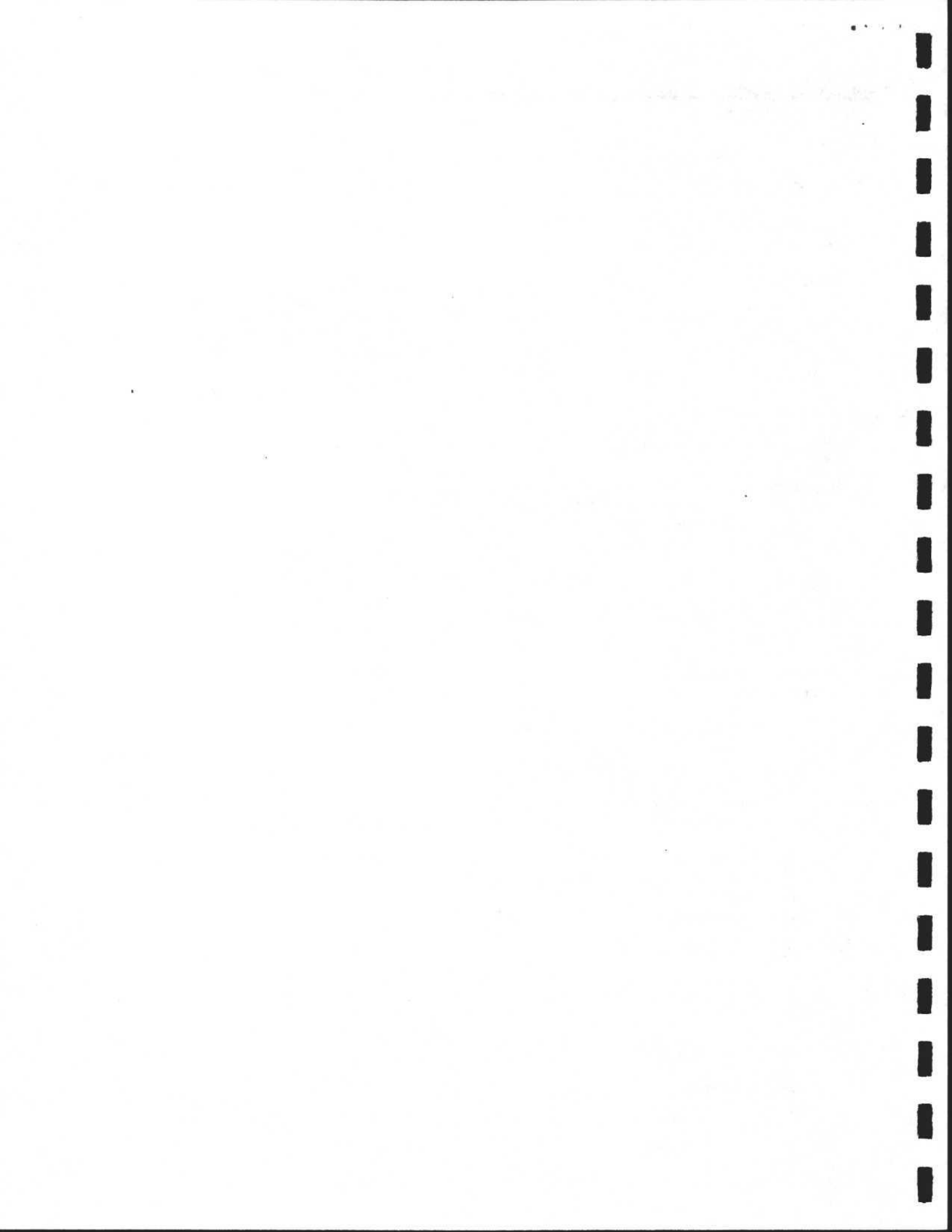
VERBAL POST CONFERENCE DATE _____

I. PROFESSIONAL ATTRIBUTES:

	<u>SATISFACTORY</u>	<u>NEEDS IMPROVEMENT</u>
A. Maintains professional attitude within classroom.	_____	_____
B. Approachable, friendly and sincere with students.	_____	_____
C. Shows flexibility when working with students.	_____	_____
D. Accepts responsibility for routine teaching tasks. (i.e. grading, attendance, lesson preparation)	_____	_____
E. Helps maintain student attention by using a variety of instructional activities.	_____	_____
F. Constructively deals with in-school problems.	_____	_____
G. Follows established building/district routines and procedures.	_____	_____
H. Interpersonal relationships with staff are positive and cooperative in nature.	_____	_____
I. Works towards improving his/her professional skills.	_____	_____
J. Is well groomed and suitably dressed.	_____	_____
K. Relationships with parents are positive and cooperative in nature	_____	_____

II. CLASSROOM ATMOSPHERE:

A. Room reflects an atmosphere conducive to learning.	_____	_____
B. Maintains a productive control of students.	_____	_____
C. Allows students to accept responsibility.	_____	_____
D. Allows students to take academic risks without fear of censure.	_____	_____
E. Classroom is well organized and attractive.	_____	_____
F. Bulletin boards and display areas are current and have teaching value.	_____	_____
G. Teacher/pupil relationship is one of mutual respect.	_____	_____
H. Classroom routine(s) are established and evident.	_____	_____



III. TEACHING TECHNIQUES:

	<u>SATISFACTORY</u>	<u>NEEDS IMPROVEMENT</u>
A. Has a sound and expanding knowledge of subject matter.	_____	_____
B. Adapts lesson content to student needs.	_____	_____
C. Invites and responds to student feedback.	_____	_____
D. Encourages all students to participate actively.	_____	_____
E. Uses audio/visual aids appropriately.	_____	_____
F. Lesson reflects curriculum goals.	_____	_____
G. Makes effective use of time.	_____	_____
H. Lessons demonstrate evidence of preplanning, objective is clear, and allows for determining student outcome (evaluation of lesson)	_____	_____
I. Lessons allow for varying abilities.	_____	_____
J. Uses good oral and written language to deliver lesson contents.	_____	_____
K. Record keeping allows for accurate and consistent student evaluation.	_____	_____
L. Prepares in advance for substitute teachers with sound lesson plans, student assignments, and classroom activities.	_____	_____

Area of strengths must be noted on appendage to this form. An improvement plan will be attached to this evaluation for those areas that are indicated "needs improvement". Such an improvement plan to include an itemized list of those changes and/or activities necessary to improve the teacher's performance.

Teacher's Signature

Date

Principal's Signature

Date

RECOMMENDED STATUS:

Non-Tenure 2nd year - 3rd year

Tenure

Addition Evaluation needed next year

Termination Status

Note - N.A. = Not Applicable



SCHEDULE 1 - SALARY

1993-94

EXHIBIT 3

<u>LEVEL</u>	<u>B.S.</u>	<u>M.A.</u>	<u>ED SP / DR</u>
1	\$24,625	\$26,992	\$28,504
2	\$26,611	\$29,138	\$30,707
3	\$28,603	\$31,261	\$32,905
4	\$30,544	\$33,390	\$35,105
5	\$32,517	\$35,531	\$37,344
6	\$34,486	\$37,723	\$39,521
7	\$36,460	\$39,873	\$41,725
8	\$38,428	\$42,004	\$43,927
9	\$40,402	\$44,145	\$46,134
10	\$44,853	\$48,939	\$50,986

1994-95

<u>LEVEL</u>	<u>B.S.</u>	<u>M.A.</u>	<u>ED SP / DR</u>
1	\$24,625	\$26,992	\$28,504
2	\$26,611	\$29,138	\$30,707
3	\$28,603	\$31,261	\$32,905
4	\$30,544	\$33,390	\$35,105
5	\$32,517	\$35,531	\$37,344
6	\$34,486	\$37,723	\$39,521
7	\$36,460	\$39,873	\$41,725
8	\$38,428	\$42,004	\$43,927
9	\$40,402	\$44,145	\$46,134
10	\$45,353	\$49,439	\$51,486

SCHEDULE 1 -A

Rate of Compensation

B.A. Degree & 15 Semester Hours	\$550.00 Additional Each Year
B.A. Degree & 30 Semester Hours	\$750.00 Additional Each Year
M.A. Degree & 15 Semester Hours	\$550.00 Additional Each Year
M.A. Degree & 30 Semester Hours	\$750.00 Additional Each Year

The above additional amounts will be paid by separate check on the first pay period in December.



Grievance Procedure Flow Chart

Alleged Grievance



within 10 days

Informally Discussed
with Principal or Supervisor



within 5 days

Formal Written Grievance
to Principal or Supervisor



within 5 days

Written Disposition
by Principal or Supervisor

within 10 days



Alleged Grievance Filed With Association



within 10 days

If Association Finds Grievance,
it Files with the Superintendent



within 10 days

Superintendent Renders
Written Decision



within 10 days

Association May File With
Board of Education



within 30 days

Board of Education Renders
Written Decision



within 10 days

Association May Submit
Grievance to Arbitration

within 10 days

Association Notifies Claimant
That No Grievance Exists



Teacher May Continue Individually
-- without Association
Assistance through Step 3



