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MEA AREA OFFICE  
REGION 9  
4020 Eastern Ave. S.E.  
Grand Rapids, Mich. 49508

SEP 26 1969

PROFESSIONAL EMPLOYMENT CONTRACT

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OFFICE OF  
PROFESSIONAL NEGOTIATIONS

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RELATIONS LIBRARY  
Michigan State University

Belding Area Public School

MEA  
1216 Wendale  
East Lansing, Mich. 48823

ARTICLE I

- A. The Board of Education of the Belding Area Public Schools of Belding, Michigan, herein after called "Board", and the Belding Education Association, herein after called "Association", hereby enter into the following mutually binding agreement.
- B. The Board recognizes the Association as the sole and exclusive bargaining representative with respect to wages, hours, and working conditions for all elementary and secondary teachers who are certified, including counselors, special education teachers, regularly employed part-time teachers, librarians, the director of guidance, and the athletic director when the remainder of his duties consist entirely of teaching duties and specifically excluding all others and particularly the superintendent, principals, substitute teachers, nonregularly employed part time teachers and all non-teaching school employees.
- C. To preserve the rights of the Board under the Tenure Act, however, the Association will represent the probationary teacher in matters of wages, hours, and working conditions.

## ARTICLE II

### Association and Teacher Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful activities for mutual aid and protection. As a duly elected body exercising governmental power provided by law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any lawful activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny any teacher rights he may have under the Michigan General School Laws or other applicable laws or regulations nor shall anything contained herein be construed to allow any teacher rights he is denied under such laws or regulations.

ARTICLE II  
Association and Teacher Rights  
Page 2

- C. The Association and its representatives may use school buildings for meeting purposes and shall schedule the time and place of such meetings subject to the approval of the appropriate building principal.
- D. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at reasonable times subject to the approval of the building principal.
- E. The Association may use school facilities and equipment including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment and shall schedule such use subject to the approval of the building principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. A bulletin board will be provided in each school building of six (6) rooms or more for the use of the Association. Use of such bulletin boards shall be limited to official notices and in the judgment of building principals, shall not be used in such a way as to involve students in organizational affairs or controversial topics.
- G. Upon request, the Board agrees to furnish to the Association information which is pertinent to collective bargaining purposes and which has been presented to the Board or to another governmental agency. Such information shall include but not to be limited to annual financial reports and audits, register of certificated

ARTICLE II  
Association and Teacher Rights  
Page 3

personnel, County Allocation Board budgets, agendas and minutes of all Board meetings, treasurers' reports, census and membership date, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievances. This is not to include, however, information which is tentative and subject to further discussion and revision. Upon request, the Association will explain the purpose for which it desires certain information. Original records will be examined only at the offices of the Board and upon request, the Association will reimburse the Board for extra expense incurred in furnishing information or making records available.

- H. The Board shall consult with the Association in developing major education projects or in developing major revisions to educational policy.
- I. The provisions of this Agreement and the wages, hours and terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory.

## ARTICLE III

### Board Rights

The Board, on its own behalf and on behalf of the electors of the district, hereby, retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- (1) To the executive management and administrative control of the school system;
- (2) To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
- (3) To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- (4) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
- (5) To determine class schedules, the hours of instruction and the duties, responsibilities, and assignments of teachers and other employees with respect thereto.

ARTICLE III  
Board Rights  
Page 2

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

ARTICLE IV

Professional Compensation:

- A. The salaries of teachers covered in this agreement are set forth in the appendix, which are attached to and incorporated in this agreement.
- B. Teacher Contract Day. A contract day is defined as a day of work and therefore a day of pay for the teacher. On any day that school is not in session due to "Acts of God", teachers will report at 1:00 P.M. according to pre-arranged instructions of their supervising principals. Any teacher unable to report by 1:00 P.M. must phone their principal to validate his absence.

In addition to the 181 scheduled days of student attendance there are ten additional contract days:

Pre-school conference	August 27th-28th-29th
State Institute (MEA)	Either October 23rd or 24th
Mid-year workshop and test scoring and grading	P.M.'s of January 21st-22nd and all day January 23rd, 1970
County Institute	February, 1970
Test scoring and grading	P.M.'s of June 10th-11th and all day June 12th, 1970

When it is necessary to compute the amount of a day's pay for purposes of adding or deduction same from teacher's pay, the annual contractual salary for teaching will be divided by 190.

- C. A maximum of eight (8) years of credit will normally be given for teaching experience outside of our school system. The superintendent may deviate from his allowance, however, to establish the starting salary of any teacher.



ARTICLE IV  
Professional Compensation  
Page 2

- D. If a teacher completes enough semester hours of credit to qualify for the next higher pay bracket during the first semester, the full pay increase is allowed, but if the necessary credits are completed during the second semester, only one-half of the pay increase is allowed.
- E. Teachers employed on a part time basis for either a semester or full year shall attend regularly scheduled teacher's meetings and all other school activities full time teachers are required to attend.

ARTICLE V

Insurance

The district provides \$12.00 per month (\$144.00 per year) toward hospitalization, group term life or salary protection insurance as selected by the teacher and as provided by the Michigan Education Special Services Association.

ARTICLE VI

Teaching Conditions

- A. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.
- B. Because the pupil teacher ratio is an important aspect of an effective educational program and of mutual concern to both parties, the Board will make all reasonable effort to meet the pupil-teacher ratios recommended by the Association as follows:
- |               |                                |    |
|---------------|--------------------------------|----|
| Grades K - 2  | not to exceed                  | 28 |
| Grades 3 - 8  | not to exceed                  | 35 |
| Grades 9 - 12 | as per North Central standards |    |
- C. Teacher aides will be provided in elementary buildings to perform non-teaching duties, including lunch hour, on the basis of need and desire of the classroom teacher, and shall be assigned accordingly by the supervising principal.
- D. It is further agreed that teachers have the prerogative, as well as the responsibility, to make recommendations concerning curriculum improvement, the need for and selection of teaching aids and

ARTICLE VI  
Teaching Conditions  
Page 2

equipment and plans for new building facilities when these matters directly affect curricular areas and grade levels in which a teacher is assigned.

## ARTICLE VII

### Vacancies, Transfers, and Promotions

- A. Since the frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers during the school year are to be minimized and avoided whenever possible.
- B. In order that all members of the staff have an opportunity for consideration in filling any teaching vacancy in the school district, teachers may file a transfer request at any time whether a vacancy exists or not. Teachers will be informed of vacancies by special letter from the superintendent's office during the school year. Once school is out in June, however, it would seem unreasonable to try to communicate with all staff members relative to a new vacancy, therefore the standing file of teacher assignment transfer requests. Assignments will be made, however, in the best interest of the children of the school district in accordance with the judgment of the school administrators.
- C. Members of the staff are also encouraged to let their interest be known in supervisory or administrative positions via the transfer request form. All members of the staff who have filed a written expression of interest in a supervisory or administrative position, will be informed, however, regardless of when it occurs.

ARTICLE VII  
Vacancies, Transfers, and Promotions  
Page 2

- D. In filling vacancies, the Board declares its support of a policy of promoting from within its own teaching staff and will give full consideration to the qualifications of teachers from its own teaching staff who have filed a written statement of interest. This is not to preclude the possibility, however, of filling the vacancy by hiring an applicant from outside the school system who in the judgment of the Board is more qualified.
- E. Any teacher who is transferred to a supervisory or executive position shall no longer be considered as a teacher represented by the Association but shall, if he later returns to teacher status, be entitled to regain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE VIII

Sick Leave

- A. All teachers are allowed fifteen days of sick leave each year with the unused portion accumulative to 90 days. The fifteen days are available for teachers to start using, if needed, on the first teacher contract day. Sick leave is defined as:
1. Personal illness of teacher
  2. Illness in immediate family.
- B. No pay is awarded for unused sick leave.
- C. Hours or class periods of emergency or planned absences shall be cumulative to full day equivalencies and deducted from sick day or business day allowances as the case may be.

## ARTICLE IX

### Personal Business

- A. At the beginning of every school year, each teacher shall be credited with two (2) days to be used for the teacher's personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his principal at least three days in advance, except in cases of emergency.
  
- B. Personal business days shall not be taken the first nor the last days of either semester, the day before nor the day after a holiday or school vacation except when an emergency arises. In emergency cases, the teacher may be allowed a personal day upon the approval of the principal.
  
- C. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.



## ARTICLE X

### Leave of Absence:

- A. The Board may grant a leave of absence without pay for a period not to exceed one year, subject to renewal by the Board. The teacher shall be entitled to return from such leave at the next step or one-half step on the salary level he was on when he last taught the majority of either or both semesters. Schedule 2 shall be completed and signed by both parties.
- B. The Board may grant a leave of absence under either of the following conditions:
- (1) A teacher granted a leave of absence shall be entitled to return from such leave at the same position, upon request, provided always that the teacher is able and qualified to perform the duties required by the position. The teacher filling the vacancy caused by the leave of absence shall be given the opportunity to fill any vacancy which exists for which he or she is qualified,  
or
  - (2) A teacher granted a leave of absence shall be entitled to return from such leave and shall be assigned to the same position, or a substantially equivalent position, if a vacancy exists, provided always that the teacher is able and qualified to perform the duties required by the position.
- C. A leave of absence without pay may be granted upon application for the following purposes:

- (1) When personal illness extends beyond the period compensated under Article IX.
- (2) When a maternity leave is necessary, which shall normally begin no later than the end of the fourth month of pregnancy, provided that when such time occurs within one month of the end of the semester, the teacher may be permitted to complete the semester, and provided that if such time occurs before the middle of the semester and the Board feels it would have difficulty in finding replacement at mid-semester, such leave of absence will begin at the beginning of the preceeding semester. The teacher shall furnish a written statement from her doctor indicating her inability to perform her regular teaching duties at the beginning of her leave. The teacher may be required to provide a written statement from her doctor indicating her ability to assume her teaching duties at the end of the leave of absence.
- (3) When a teacher is inducted for military duty in any branch of the armed forces of the United States for a length of time equal to the duration of his induction period.
- (4) When a sabbatical leave is granted to a fully certified teacher for professional improvement through research, travel, education or through professional or political appointment or election under the following conditions:

ARTICLE X  
Leave of Absence  
Page 3

- (a) A teacher must have been employed for seven consecutive years in the district.
- (b) No more than one teacher in the district shall be absent on sabbatical leave at any one time.
- (c) The teacher shall agree to remain in the employ of the district for a period of not less than one (1) year following his return.
- (d) Leave is without accrual of sick leave.
- (e) Tenure in the district shall determine priority in case of multiple requests and in case tenure is equal, then order of request will take precedence.

## ARTICLE XI

### Negotiation Procedures

- A. During the professional negotiations leading up to this Agreement each party had the right to make proposals and bargain on all bargainable matters. This contract contains the entire agreement of the parties. During its life each party agrees that the other will not be required to engage in further bargaining on any matter, whether covered herein or not, except for matters which are subject to professional grievance negotiations as provided in Article XII.
- B. Notwithstanding the foregoing paragraph, it is agreed that any teacher, the Association or the Board shall have the right during the term of this Agreement to bring matters, not covered herein but of common concern, to the attention of the Administrative Staff or to the Professional Study Committee of the Association for its study and recommendations, it being understood that no such matters shall become the subject of arbitration or mediation.

## ARTICLE XII

### Grievance Procedure and Arbitration

- A. A claim by a teacher or the Association, that there has been a violation, misinterpretation or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided.
- B. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance.
- C. An individual employee may present a grievance to the Board or its designated representative without the intervention of the Association or its representatives, as long as any adjustment is not inconsistent with the terms of this Agreement.
- D. Within five (5) working days of the time a grievance arises, the employee will present the grievance to his principal during non-working hours. Within four (4) working days after presentation of grievance, the principal shall give his written answer to the employee.
- E. If the grievance is not resolved in Part D, the employee may, within three (3) working days of receipt of principal's answer, submit to the assistant superintendent a signed, written "Statement of Grievance". A copy shall be given to the principal involved at the same time. The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Association with respect to these provisions, shall indicate the relief

ARTICLE XIII  
Grievance Procedure and Arbitration  
Page 2

requested, and shall be signed by the employee involved.

The assistant superintendent or his designated representative shall give the employee an answer in writing no later than five (5) working days after receipt of the written grievance. If further investigation is needed, additional time may be allowed by mutual agreement of the assistant superintendent and the Association.

- F. If the grievance is not resolved in Part E, the superintendent and/or other representatives of the Board and representatives of the Association shall meet within a reasonable time, not to exceed one (1) week unless a longer time is mutually agreed upon between the parties, after working hours, to discuss the grievance,
- G. If the Board, the aggrieved teacher and the Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board, be appealed to the mediation and fact finding procedures established by Act 379, P.A., 1965. Such appeal shall be in writing and shall be delivered to the Labor Mediation Board and the Board of Education within said ten (10) day period.
- H. If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Part F or G, above, either the Board or the Association shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules

ARTICLE XII  
Grievance Procedure and Arbitration  
Page 3

of the American Arbitration Association. Such appeal must be taken within fifteen (15) days from the date of the meeting provided for in Part G above.

- I. Any grievance not advanced to the next step by the Association within the time limit in that step, or if no time limit is specified within two (2) working days, shall be deemed abandoned. Time limits may be extended by the Board and the Association in writing, then the new date shall prevail.
- J. Powers of the Arbitrator. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.
- (1) He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
  - (2) He shall have no power to rule on any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan, as amended).

ARTICLE XII  
Grievance Procedure and Arbitration  
Page 4

- K. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- L. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
- M. Claims for Back Pay. All grievances must be filed in writing within five (5) days from the time the alleged violation was to have occurred. The Board shall not be required to pay back wages more than five (5) days prior to the date a written grievance is filed.
- (1) All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he may have received from any source during the period of the back pay.
  - (2) No decision in any one case shall require a retroactive wage adjustment in any other case.
- N. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. Individual teacher contracts shall be made expressly subject to the terms of this Agreement.



ARTICLE XII  
Grievance Procedure and Arbitration  
Page 5

0. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XIII

A. Successor: Negotiations for a successor to this contract shall begin no later than January 15, 1970, or earlier at any date agreeable to both parties.

B. Duration of Agreement: This Agreement shall be effective as of \_\_\_\_\_ and shall continue in effect through June 30, 1970. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

BELDING AREA EDUCATION ASSOCIATION

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

BELDING AREA SCHOOLS  
Belding, Michigan

SCHEDULE A

TEACHER SALARY SCHEDULE  
1969-70

Steps	Less Than 90 S.H.	90-110 S.H.	More Than 110 S.H.	DEGREE			<i>M.A. Ed.</i>	Steps
				Bachelor Degree	B.A. B.S. Plus 18 S.H.	Masters Degree	<del>M.A. Ed.</del> or M.A. Field or M.A. + 15	
1	5,895	6,230	6,565	6,900	7,068	7,403		1
2	6,230	6,565	6,900	7,235	7,403	7,738		2
3	6,565	6,900	7,235	7,570	7,738	8,073		3
4	6,900	7,235	7,570	7,905	8,073	8,408		4
5		7,570	7,905	8,240	8,408	8,743		5
6				8,575	8,743	9,078	9,245	6
7				8,910	9,078	9,413	9,580	7
8				9,245	9,413	9,748	9,915	8
9				9,580	9,748	10,083	10,250	9
10					10,083	10,418	10,585	10
11					10,418	10,753	10,920	11
12					10,753	11,088	11,255	12
13							11,590	13

COMPUTED SALARY

Name of Teacher \_\_\_\_\_

---

Basic Salary

Extra Assignments	Base 6,900	Base

Total Salary \_\_\_\_\_

BELDING AREA SCHOOLS

Belding, Michigan

SCHEDULE B

Adult Diploma Program

Salary Schedule

Teachers will be paid the sum of \$5.00 per hour for teaching and supervision of the "Adult Diploma" program.

BELDING AREA SCHOOLS

Belding, Michigan

SCHEDULE C

Teacher Salary Schedule

Athletics

<u>Assignments</u>	<u>Percentage</u>
Athletic Director	12%
Varsity football and basketball	11%
Varsity wrestling	10%
Varsity track and baseball and assistant wrestling, football, and basketball	6%
Cross Country, Tennis, Golf, assistant track and baseball and Jr. Hi. football and basketball	5%
Cheerleaders, including Pep Club	5%
Girls Athletic Association	1%

The percentage shown will be applied to the starting salary at the Bachelor Degree level plus pay increments, provided, however, that the number of increments used to determine this pay will be equal to the number of years of coaching experience that the coach has had in that particular sport or in the case of the Athletic Director, his years of experience as an Athletic Director.

BELDING AREA SCHOOLS

Belding, Michigan

SCHEDULE D

Teacher Salary Schedule

Extra Assignments

The Board of Education recognizes the value of providing students an opportunity to express and develop individual interests that are not satisfied by the confines of the regular school program. The development of interests not only helps students to become well adjusted adults but also helps to form good attitudes towards school in general.

The Board of Education, therefore, encourages the organization of student activity groups and authorizes the formation and organization of such groups subject to the approval of building principals.

Student activity groups are under the general supervision and jurisdiction of building principals. The building principal is responsible for the selection of teacher-sponsors for these groups and also has the authority to change teacher-sponsors if, in his judgment, there is a need to do so. The building principal is further authorized to direct the discontinuance of any student activity which in his opinion has ceased to function as an effective group.

Teacher-sponsors should at all times be mindful of the general purposes of student activity groups as set forth by the Board of Education. At the same time, they should have certain responsibilities to their groups which are more specific in nature. At the beginning of the year they should insist that their group establish its goal for the year and lay

plans as to how these goals will be accomplished. They are to supervise all meetings and activities or make adequate provision for the same subject to the approval of the building principal. Student activity groups provide an opportunity for teachers to work on a more personal basis with students, helping them to find a way to express themselves individually in an acceptable way; helping some, perhaps, to gain the respect of their fellow students while helping others to have respect for their fellow students. Teacher-sponsors should strive to build or maintain an interesting and active group and should seek the help of their building principal should a group seem to be having difficulty in this respect.

Pay for teacher-sponsors will be determined by applying percentage rates to the beginning salary for teachers at the Bachelor's Degree level. The building principal will determine the classification of new student groups and the pay status of the teacher-sponsors assigned to new groups for the first year. If, in the opinion of the building principal, the group should continue for another year, the pay status of the teacher-sponsor will be subject to negotiation. Teacher-sponsors will be paid on a lump-sum basis at the end of the school year after having filed year end reports as may be required by the building principals.

Student activity groups are categorized as follows:

Special Interest Groups

These groups are open to students regardless of their courses of study and strictly on the basis of whether they would like to pursue a particular interest. The groups generally meet once or twice a month with some extra group activities during the course of the school year.

Chess Club	Future Teachers
Drama Club	Radio Club
Future Nurses	Future Business Leaders of America
Teacher-Sponsor Pay:	1%

Honor Clubs

These groups are open only to students of outstanding achievement as defined by the charter of by-laws of each organization. The groups should meet once or twice a month and conduct some extra group activities during the course of the school year.

National Honor Society	
Varsity Club	
Teacher-Sponsor Pay:	1%

Student Production Groups

These groups offer students the opportunity to develop poise and confidence in front of an audience and satisfy desires to obtain recognition of individual talents and individual abilities to act and perform. Teacher-sponsors are responsible for the total production from the point of selecting plays, conducting try-outs, scheduling,



directing and supervising practice sessions, providing proper care of properties and at all times striving for quality productions.

Class Plays

Teacher-Sponsor Pay: 4%

Variety Show

Teacher-Sponsor Pay: 2%

Service Groups

These groups provide an opportunity not only for individual recognition but also for students to develop a feeling for the importance of providing a service to others. These groups perform a function for the school and there is some variation in time requirements and responsibilities placed upon teacher-sponsors in helping groups to fulfill this function.

Safety Patrol

Teacher-Sponsor Pay: 2%

Service-Squad

Teacher-Sponsor Pay: 1%

Teacher-sponsors for Service Squad and Safety Patrol groups are responsible for setting up work schedules for group members, providing daily supervision over their activities, holding regular group meetings and organizing and supervising some recreational and "Moral building" activities for the group.

Student Council

Teacher-Sponsor Pay 4%

Assistant 1%

Teacher-sponsors for the Student Council have a great deal of responsibility in helping this group to perform its function for the school, especially in the exercise of good judgment. The Student Council is the main arm of student government. Its role is one of representing the voice of the student body, providing good leadership for the student body, acting as a model of democracy and still operating within the scope allowed it by the school administration.

#### Co-Curricular Groups

Teacher-sponsor duties are similar to the duties of teacher-sponsors of special interest groups. These groups are open in membership only to those students who are enrolled in a particular class or course of study.

Spanish Club

French Club

Teacher-Sponsor Pay: 1%

Future Homemakers of America

Teacher-Sponsor Pay: 3%

This group has several types of meetings, either local or regional or state on a frequency basis of about once a week. There are several extra activities of the group that are conducted throughout the school year and a three day Summer Leadership Conference.

Future Farmers of America

This group is tied in so closely with the curriculum in the Agriculture Department that the pay for the regular teaching assignment is considered to include pay for the sponsorship of this group.

Academic Classes

These groups are self explanatory. The responsibility and demands on the time of teacher-sponsor seems to increase, however, the higher the academic grade level and particularly for the 11th and 12th grade classes where the teacher-sponsors become involved in magazine sales, proms or details and activities dealing with graduation.

Assistants should work closely with the regular teacher-sponsor so as to become familiar with the details and activities of the class, assist the teacher-sponsor and take his place when he is unable to be present.

9th Grade Class

Teacher-Sponsor Pay: 1%

10th Grade Class

Teacher-Sponsor Pay: 1%

11th Grade Class

Teacher-Sponsor Pay: 3%  
Assistant 1%

12th Grade Class

Teacher-Sponsor Pay: 3%  
Assistant 1%

Pay for other special assignments are as follows:

Guidance Director	7%
Director of Homemaking	4%
Coordinator of Music K-12	5%

Extra Assignments  
Page 7

Jr.-Sr. High School Director of Bands	10%
Assistant Jr.-Sr. High School Band Director	3%
Vocal Music Director	3%
Special Education	8%
Debate Coach	4%
Noon Hour Supervision	7%
Noon Hour Recreation	4%
Elementary Recreation	7%
Rural School Assignment less than six rooms	2%
Teacher Excuse Writers	1.5%

Teachers supervising student teachers will be paid whatever the sending institution pays up to a maximum of 4% for each equivalent full time student under their supervision for a full school year.

_____ School District <b>GRIEVANCE REPORT</b> Submit to Principal in Duplicate	Distribution of form 1. Superintendent 2. Principal 3. Association 4. Teacher
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Building	Assignment	Name of Grievant	Date Filed
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STEP I

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. Statement of Grievance and relief sought \_\_\_\_\_

Signature	Date
-----------	------

C. Disposition by Principal \_\_\_\_\_

Signature of Principal	Date
------------------------	------

D. Grievant and/or Association Position \_\_\_\_\_

Signature	Date
-----------	------

STEP II

A. Date Received by Assistant Superintendent \_\_\_\_\_

B. Disposition of Assistant Superintendent \_\_\_\_\_

Signature	Date
-----------	------

C. Position of Grievant and/or Association \_\_\_\_\_

D. Date \_\_\_\_\_ Signature \_\_\_\_\_

Note: Continued on next sheet

STEP III

A. Date Received by Superintendent and/or Board of Education \_\_\_\_\_

B. Disposition by Board \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Date \_\_\_\_\_ Signature \_\_\_\_\_

STEP IV

A. Date Submitted to Labor Mediation Board and Board of Education \_\_\_\_\_

B. Disposition by Mediation Board \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Date of Decision \_\_\_\_\_ Signature \_\_\_\_\_

STEP V

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition of Grievance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Date of Decision \_\_\_\_\_

Signature of Arbitrator \_\_\_\_\_

BELDING AREA SCHOOLS

Belding, Michigan

Schedule 2

LEAVE OF ABSENCE REQUEST AND APPROVAL FORM

(To be filled out in triplicate -  
one copy to Superintendent, one  
copy to teacher, and one copy to  
Association President.)

To be completed by the teacher:

1. Name \_\_\_\_\_
2. Date \_\_\_\_\_
3. Building \_\_\_\_\_
4. Teaching Assignment(s) \_\_\_\_\_
5. Reason for request for leave \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by the superintendent:

1. Date leave granted \_\_\_\_\_
2. Current salary step \_\_\_\_\_
3. Date of expiration of leave \_\_\_\_\_
4. Date of renewal of leave \_\_\_\_\_
5. Type of leave granted under Section B, Article X \_\_\_\_\_
6. Type of leave granted under Section C, Article X \_\_\_\_\_
7. Doctor's statement required and/or attached \_\_\_\_\_

BELDING AREA SCHOOLS  
Belding, Michigan

ASSIGNMENT TRANSFER REQUEST

\_\_\_\_\_  
(Date)

I respectfully desire to be considered for transfer to

\_\_\_\_\_  
(Assignment)

at

\_\_\_\_\_  
(Building)

if and when a vacancy occurs for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Building Principal Sign and Forward  
to Assistant Superintendent's Office