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royal oak board of education

1969 - 1970

Royal Oak Board of Education

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PROFESSIONAL NEGOTIATIONS

69-8/31/70

royal oak education association

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AGREEMENT

This Agreement is made and entered into this _____ day of _____, 1969, by and between the BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF ROYAL OAK, Oakland County, Michigan (hereinafter called the "Board") and the ROYAL OAK EDUCATION ASSOCIATION (hereinafter called the "Association").

PREAMBLE

The Royal Oak Education Association and the Board of Education of the School District of the City of Royal Oak hereby affirm their mutual interest in the development of educational programs of the highest quality, consistent with community resources, for the benefit of the students and the Royal Oak School District community and their recognition of teaching as a public trust and a professional calling.

WITNESSETH

WHEREAS, The Board and the Association following extended and deliberate negotiations have reached certain understandings with respect to wages, hours, terms and conditions of employment, it is hereby agreed as follows:

ARTICLE I

Recognition

Section 1. The Board recognizes the Association as the exclusive bargaining representative for the purposes of collective bargaining with respect to wages, hours, terms and conditions of employment for all certificated and related professional personnel under contract to the Board, excluding supervisory and administrative personnel such as the Superintendent, Assistant Superintendent, Business Managers, Principals, Assistant Principals, Directors, Managers, Administrative Assistants, full time Curriculum Specialists and Diagnosticians.

Section 2. 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 above defined and references to male teachers shall include female teachers.

Section 3. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of the Agreement. Nothing contained herein shall be construed to prevent the Board or its designated representative from meeting with any teacher or groups of teachers for the purpose of hearing and discussing their views, provided, however, that the Board will not engage in collective bargaining with any group other than the Royal Oak Education Association.

ARTICLE II

Deductions for Professional Dues

Section 1. Teachers may at any time sign and deliver to the Board an Assignment of Wages Form as appears in Schedule A, which is attached hereto and incorporated in this Agreement, which form authorizes deduction of membership dues and assessments of the Association (including the National Education Association and the Michigan Education Association). Such authorization shall continue in effect unless subsequent to July 1st and prior to September 15th of any year, such authorization is formally revoked by the teacher in writing and copies thereof are delivered to the Association and the Board.

Section 2. The deduction of membership dues shall be made in equal amounts from the second pay check each month during the months of September through June of each year and the Board agrees promptly to remit to the Association all monies so deducted, accompanied by a list of teachers from whom the deductions have been made. The Board shall notify the Association monthly of any changes in said list due to teachers entering the program or leaving the system.

Section 3. The Board shall also make payroll deduction upon written authorization from teachers for approved annuity programs, Royal Oak School Employees' Credit Union, United Foundation donations, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE III

Board Rights and Responsibilities

Section 1. Except as modified by the specific terms of this Agreement, the Board shall retain all rights and power to manage the Royal Oak School District, and to direct its employees. The Association recognizes these Board rights as conferred by the Laws and the Constitution of the State of Michigan and inherent in the Board's responsibility to manage the Public School System, including, but not expressly limited to, the right:

- (a) to the executive management and administrative control of the School System and its properties and facilities, and the school activities of its employees during the employee working hours;
- (b) to hire all employees and, subject to the provisions of law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
- (c) to establish levels and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board;
- (d) to provide and approve the selection of textbooks, teaching materials, and aids necessary for an adequate instructional program;
- (e) to determine class schedules, hours of instruction, and the duties, responsibilities and assignments of teachers subject to the express provisions of this Agreement.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations 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.

ARTICLE IV

Teacher Rights

Section 1. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district, anticipated budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers, together with information which may be necessary for the Association to process a grievance. The Board shall not be expected to compile information.

Section 2. Upon written request to the Superintendent's office, or the administrator in charge of the building in question, the Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, consistent with Board policy relating to the use of school premises, provided such use shall not conflict with activities previously recorded as scheduled for the same specific area. It is understood by the Parties that the Association will not be charged for the use of facilities under this provision except when the expense of special custodial or technical service is required, the Board may make an appropriate charge therefor.

Section 3. The Association shall have the right to use school facilities and equipment, at such time and under such conditions as approved by the Superintendent or other appropriate officials. The Association shall pay for the cost of all materials and supplies incident to such use.

Section 4. The Association shall have the right to post notices of Association activities on a bulletin board designated for Association use in each school building. The Association may use the district mail service and teacher mail boxes for communications to teachers.

Section 5. An aggregate of ninety (90) leave days per school year shall be granted to the Association for use at its discretion for Association business. A teacher shall be authorized to utilize such Association business leave only upon submission of written notice to the personnel office by 4:45 p.m. of the day prior to the proposed use, which notice shall bear the approval of the Association president. It is understood that teachers utilizing such Association business leave shall suffer no loss in pay as a result thereof.

Section 6. Duly authorized representatives of the Association shall be permitted to discuss Association matters with members of the bargaining unit on school property at reasonable times provided such discussions shall not interfere with or interrupt instructional programs or other normal school operations. If any such authorized Association representative is not part of the staff of the building involved, he shall first notify the building office of his presence in that building.

ARTICLE V

Civil Rights

Section 1. The Association agrees to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin or sex and to represent all employees without regard to membership or participation in, or association with the activities of any employee organization.

Section 2. The Board agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, or sex in the hiring, placement and assignment of teaching personnel.

ARTICLE VI

Teaching Hours and Teaching Conditions

Section 1. The Board and the Association recognize and agree that the teacher's responsibility to his students and his profession entails the performance of duties and expenditures of time beyond classroom hours. It is recognized that a teacher's duties are professional duties and therefore difficult to express in terms of a fixed number of hours per day or week. A teacher in fulfilling his professional obligations shall confer with parents upon reasonable notice. It is further expected that each teacher shall cooperate with the school in promoting good public relations with the parents and attend two specified meetings per year, if planned by the school, to meet parents during the evening. Formal reporting conferences with individual parents during evening hours, as provided in the school calendar are in addition to the above and are arranged with compensatory time off for the teacher during the day.

Section 2. Classroom teachers and other teachers on the classroom teacher's salary schedule shall be on duty in their respective duty stations no less than fifteen (15) minutes before the teacher's first assignment daily (and also in the afternoon in elementary schools) and no less than fifteen (15) minutes after his last assigned responsibility at the end of the day. Teachers are expected to remain for a sufficient period after the close of the pupils' school day to attend to those matters which the teacher and principal feel properly require attention at that time, except that on Fridays or on days preceding holidays or vacations, the teacher's day may end at the close of the pupils' day.

A moderate amount of school-sponsored extracurricular activities is a normal part of a teacher's load. The total staff will make every effort to equalize these responsibilities.

Section 3. Regular school hours shall be as follows:

Elementary School	8:30 - 3:15 EST
Junior High School	8:35 - 3:05 EST
Senior High School	8:20 - 3:10 EST

In the event special enrollment and/or scheduling problems arise, these hours may be modified in whole or in part by the Board. The Board will notify the Association of such modification should a modification occur.

Section 4. Teachers are required to attend all building, instructional and special meetings as outlined in the meeting schedule. No afternoon meeting shall extend beyond 5:00 p.m. unless otherwise agreed upon by the participants. The meeting schedule is based upon the calendar month.

(a) First Tuesday - Building Meetings.

(b) Second Tuesday - Instructional Meetings; detailed announcements will be made from time to time.

- (c) Third Tuesday - Department or Grade Level (City-wide or Building) Meetings, if deemed necessary.
- (d) Fourth Tuesday - Association Meetings.
- (e) Fifth Tuesday - Special Meetings. These meetings shall be held only after three days advance notice to the Association and teaching staff and approval of the Superintendent.

Section 5. Attendance teachers, learning resource personnel, counselors, social workers, department heads, librarians, vocational education coordinators, subject area specialist coordinators and special education teacher-counselors shall maintain a work day which shall not be less than the minimum required of a classroom teacher as defined above. It is understood that the work load of such teachers shall include parent contacts, special community meetings, evening meetings and related activities.

Section 6. All teachers shall have a lunch period as follows:

- (a) Elementary school teachers shall have a lunch period of at least one hour. One certified teacher shall be available in each building to handle emergencies. In no case shall this involve supervision of lunchroom or playground activities or answering the telephone.
- (b) All secondary school teachers shall have a duty-free lunch period equivalent to the length of students' lunch period.

Section 7. Planning time for classroom teachers shall be as follows:

- (a) Secondary school teachers shall, in addition to their lunch period, have at least one planning period each day.
- (b) All full-time kindergarten teachers shall receive not less than one (1) fifteen (15) minute planning period per school day.
- (c) All Junior High School Department Chairmen for Unified Studies, Mathematics, and Science, as appointed by the Building Principal, shall be released from classroom duties five (5) half (1/2) days per school year. The scheduling and use of such time shall be at the direction of the Building Principal and the Director of Secondary Instruction.

Section 8. The parties agree that every effort will be made to keep class sizes to a reasonable number (approximately 30 in the elementary schools and approximately 32 in academic classrooms in secondary schools) as dictated by the financial condition of the District, the building

facilities available and the availability of qualified teachers. Departure from any recognized norm may be authorized by the Superintendent after advising the Association of such departure.

Should any elementary class exceed a maximum of thirty-two (32) pupils, the teacher involved may request and receive the assistance of a teacher aide on a half-time basis.

Teacher aides shall be available to assist any junior high school teacher who has six (6) regular classes per day and a total enrollment in excess of one hundred and seventy-five (175) pupils as of the fourth Friday count (excluding certain activity type classes such as physical education, art, music, etc.). The availability of teacher aides shall be by request and shall be limited to one (1) hour per day per teacher.

Should a high school teacher's average class size exceed a maximum of thirty-four (34) pupils except in certain activity type classes such as typewriting, art, physical education, music, study hall, etc., the teacher involved may request and receive the assistance of a teacher aide on a half-time basis.

Should a class exceed the teacher aide guidelines, the Administration and Association shall meet to consider satisfactory solutions to the problem.

Section 9. For the term of this Agreement, the school calendar shall be the school calendar adopted by the Board and attached to this Agreement as Appendix C.

Section 10. In order to provide placement flexibility in programs for mentally handicapped, adjusted study or perceptually handicapped elementary pupils, the Board will attempt to hold enrollment in these special education classes to less than the State defined capacity at the opening of the school year. ✓

Any teacher may request diagnostic services for pupils he has reason to believe have learning problems which warrant special education placement or service. Such diagnostic service shall be provided. The teacher will receive a report of the findings and recommendations of the diagnostician. If special education placement is recommended for a pupil and such placement is delayed by reason of the unavailability of space or the lack of an appropriate program, the teacher shall receive regular counselling and/or other assistance (which may include visitation) from the special education department to aid the teacher in handling the pupil. Such pupils will be considered for a modified daily or weekly program (including a temporary home assignment in appropriate circumstances) until placement is effected. ✓

ARTICLE VII

Transfers, Assignment, Vacancies and Retirement

Section 1. After the opening of the school fiscal year in July, no transfers of contract teachers from one school building to another shall be made without the mutual consent of the Administration and the teacher involved, except as the needs of the instructional program shall require. Transfers without the consent of the teacher under the above provisions may be made providing such transfer is first discussed with the teacher and written notice is provided to the teacher and the Association. A teacher wishing to resign rather than accept such a transfer may do so within thirty (30) calendar days of receipt of written notice.

Section 2. The school building locations of contract teachers new to the district or returning to the District after resignations and all part time contract teachers are not considered firm until the end of the third week of school in September.

Section 3. Each contract teacher, except teachers who serve more than one school building are reassigned to the same school building location for the next school year unless notified of a new location by June 30.

Section 4. Teachers who are assigned to positions compensated through supplemental salary contracts shall continue in such positions or positions comparable in compensation for the following school year unless given written notification of change by the last day of the school year teachers are on duty. Any change made shall be discussed with the teacher concerned and reasons given for the change.

Section 5. After each Board of Education meeting a list of teacher resignations, leaves of absence and retirements shall be posted in each building. Such postings shall include the current assignment and building location of each teacher leaving the district. All requests for transfers received within five days of a posted vacancy shall be considered in filling such vacancies.

Section 6. A Teacher shall have the right to apply for a transfer to a position for which he is qualified. All applications for transfer must be in writing and must be renewed after February 1st of each school year.

Section 7. All regularly employed teachers of the School District shall be retired by the Board if they attain the age of sixty-five (65) prior to September 1.

ARTICLE VIII

Unpaid Leaves of Absence

Section 1. A leave of absence of up to one (1) year may be granted by the Superintendent upon the approval of the Board of Education to any teacher who has been granted tenure, upon written application sixty (60) days prior to September 1st for the following purposes:

- (a) Engaging in study at an accredited college or university provided such study is reasonably related to his professional responsibilities.
- (b) Participating in exchange teaching programs of the United States Department of State provided said teacher states his intention to return to the school system.
- (c) Participating in military teaching programs provided said teacher states his intention to return to the school system.
- (d) Joining the Peace Corps or Teacher Corps as a full-time participant in such programs.
- (e) Engaging in a program of cultural travel or a work program related to his professional responsibilities.

While on a leave of absence a teacher shall not enter into a contract for professional employment except as provided above unless approved by the Board of Education and then only under extremely unusual conditions.

At the expiration of a leave of absence, return placement will be made to the position open which the qualifications of the teacher fulfill.

Upon return from any such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period.

Section 2. Two extensions may be given upon the recommendation of the Superintendent and approval of the Board of Education. It is the teacher's responsibility to request any extension of leave of absence by written request to the Superintendent.

Section 3. Health leaves, when recommended by a physician shall be granted up to a maximum of one (1) year. At the end of such leave, the teacher must either return or resign unless a special extension is recommended by the Superintendent. Notice of intention to return to duty after a health leave shall be accompanied by a written statement from a physician certifying the fitness of the teacher to return to his duties. When the teacher's health permits his return the Superintendent shall give him an assignment at the beginning of the following school year.

Section 4. Maternity Leave. A maternity leave of up to one (1) year shall be granted to a teacher who has obtained tenure status in the District upon written request. The leave shall commence not later than the fifth (5th) month of pregnancy. Return from such leave shall be no earlier than six (6)

weeks after the termination of the pregnancy. Exceptions to the above mentioned policy may be made upon recommendation of the Assistant Superintendent for Instruction together with a written statement from a physician approving such an exception and shall be subject to the approval of the Superintendent. A female teacher adopting a child may receive a similar leave which shall commence upon the entry of an order by the Probate Court awarding custody to the adopting parent.

Absences due to pregnancy shall be governed by the provisions of this section and the sick leave policy shall not be applicable except as provided below:

- (a) Sick leave may be used for absences of three (3) consecutive days or less which are due to pregnancy.
- (b) In the case of a miscarriage, during the first five (5) months of a pregnancy, sick leave shall be available in accordance with the School District sick leave policy.

Section 5. A leave of absence of up to one (1) year shall be granted to any teacher upon application for the purpose of serving as an officer of the Association. A teacher returning from leave provided in this paragraph shall be placed at the position on the salary schedule commensurate with his prior teaching experience.

Section 6. Any teacher covered by the salary schedule in Appendix A who enters into active duty in the Armed Forces of the United States because:

- i) he is drafted; or
- ii) he is about to be drafted and enlists in order to become placed in a preferred branch of the military service; or
- iii) he enlists or is recalled in time of national emergency,

shall be entitled to be reinstated in the position he is vacating, or one of like status and shall receive full credit including the annual increment under the salary schedule for the time spent while in said military service, provided the teacher serves only one (1) draft term, the minimum enlistment term, or until the state of emergency is ended, and provided also that:

- (a) the position vacated is other than temporary;
- (b) he is honorably discharged from the armed services;
- (c) he applies for re-employment within ninety (90) days after discharge or release from active duty or from hospitalization continuing after discharge or release from active duty for a period of one (1) year;
- (d) he is still qualified to perform the duties of his position.

All provisions of this policy shall be in accordance with state and federal laws governing military leave of absence. If a teacher's husband (or wife) is called into military service and family residence is established at the station of assignment, the teacher shall be eligible for a leave of absence under this section, except that a spouse will not receive salary credit or annual increment while on such leave.

Section 7. An unpaid leave of absence for purposes other than those enumerated in Section 1 of this Article may be granted for a period not to exceed one (1) year upon the recommendation of the Superintendent with the approval of the Board.

ARTICLE IX

Paid Leaves of Absence

I -- Sick Leave

Section 1. Teachers shall be allowed eleven (11) days absence each year without loss of salary for the following reasons:

- (a) personal illness, injury or quarantine;
- (b) serious illness or accident in the immediate family (mother, father, wife, husband, child, fathers and mothers-in-law);
- (c) death of a near relative, which may include child, mother, father, brother, sister, wife, husband, father or mother-in-law, uncle or aunt. If a teacher has lived in the same household with an individual for any extended period of time, this portion of the leave policy shall apply. The usual number of days is to be three days for the metropolitan area, and five days in cases where considerable travel is involved;
- (d) two days of absence each year caused by personal emergencies or legal and professional matters of a very urgent nature which can be transacted only during the school day, may be deducted. Except in cases of utmost emergency, notice of such absence shall be given in advance to the building principal or supervisor. This is not intended for the extension of established school vacation and recess periods nor to supplant conference attendance procedures. Normally, personal emergency days shall not be used either on the day preceding or the day following a school holiday period. Teachers shall sign a statement of their understanding of the purpose for which these days are to be used in advance, if possible, or upon their return in utmost emergency. Forms shall be obtainable from the building principal or supervisor;
- (e) upon written request to the Personnel Office through the building principal, teachers shall obtain approval for absence in connection with participation in recognized religious observances, such absence to be deductible from their accumulated sick leave. Request should be received by the Personnel Office at least two days in advance;

- (f) other reasons approved by the Superintendent's office.

At the end of the year, the unused portion of the sick days shall be accumulated and may be used at some subsequent time, if need be, for the above purposes. There may be an accumulation built up in this manner (including the current year sick leave credit) of one hundred and thirty-two (132) school days for teachers. Sick leave days are for the protection of the teachers' income during the hardships as outlined above and are of no cash value upon leaving the school system except as noted under termination pay policy below. Any teacher who resigns or retires from the school system shall not carry over accumulated sick leave to any subsequent employment in the school district unless that teacher has resumed responsibilities under a regular teaching contract and has not accepted termination pay.

Section 2. Payment for all accumulated sick leave days shall be made to a teacher's designated beneficiaries in the event of a teacher's death while under contract to the District.

II -- Terminal Leave

Section 1. Teachers with ten or more years of service in the School District of the City of Royal Oak are granted an added salary payment equal to the salary rate for the current year as applied to half of the unused accumulated sick leave but not to exceed 50 days at the termination of their employment provided:

- (1) They retire and participate in the provisions of The Michigan Public School Employees' Retirement Fund; or
- (2) They resign for reasons of health; or
- (3) Teachers resign at the end of the School Year.

In addition, when a teacher is eligible for retirement under the Michigan Public School Employees' Retirement Fund and retires, but has not served a full ten years, his payment for accumulated sick leave shall be pro-rated according to the number of years he has spent in the system, based on payment for half the accumulated time at the end of ten years, at the current salary rate.

III -- Sabbatical Leave

Section 1. Pursuant to Section 572 of the School Code of 1952, a maximum of two percent (2%) of the professional staff covered by this Agreement, employed for at least seven (7) consecutive years, may be granted a sabbatical leave for a period of up to one (1) year. All sabbatical leaves shall be in accordance with the Sabbatical Leave Policy of the District. Compensation for a teacher on a sabbatical leave will be granted on the basis of one half (1/2) of the teacher's base salary.

Section 2. The Superintendent may designate certain areas of critical need to the District in which a teacher may take a sabbatical leave for professional study. In the event that the teacher's planned course of study in an area of critical need to the District is approved by the Superintendent, said teacher shall be compensated, while on such leave, on the basis of three quarters (3/4) of his base salary. Sabbatical leaves for professional study in areas of critical need to the District shall be limited to four (4) teachers per year. Said leaves shall fall within the two percent (2%) maximum set forth in Section 1 of this Article.

ARTICLE X

Procedures for Administrative Evaluation

Section 1. Probationary teachers excluding counselors, social workers, and psychologists shall be observed in the performance of their work assignment (classroom teaching or similar assignments) for at least four (4) thirty-minute periods during the first year of probation. Said four (4) observations shall be made during times other than the first or last three (3) weeks of the school year, and at least three (3) shall be made no later than ninety (90) days prior to the end of the first probationary year. Similar observations shall be made no less than two (2) times during the second probationary year, but not during the first three (3) weeks of the school year nor during the last ninety (90) days of the probationary year. Each of the described observations shall be made by a building principal, associate principal, assistant principal, or other full-time administrators who hold teaching certificates.

Section 2. Within three (3) weeks of each of the above mentioned observations, the observing administrator shall hold a conference with the teacher observed. A written report of the conference shall be made and shall include any express statements requested by the teacher or observing administrator. The activity in which the teacher was engaged during the observations shall be included in the report. One copy of the conference report shall be retained by the teacher and another placed in the teacher's personnel file. The teacher may submit comments concerning his conference report which shall be attached to the report in his personnel file. No reports of the observations or of the conference shall be maintained unless they are disclosed to the teacher and included in his personnel file.

Section 3. No later than ninety (90) days prior to the end of each probationary year the written recommendations shall be furnished to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the recommendation contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional written comments to the Superintendent.

Section 4. A teaching coach shall be assigned to every probationary teacher upon entrance of the teacher into the system. The teaching coach, insofar as possible, shall be a tenure teacher with a minimum of five (5) years teaching experience and shall be engaged in teaching within the same building and grade level or discipline as the probationary teacher. It shall be the duty of the teaching coach to assist and counsel the probationary teacher in acclimating to the teaching profession and the school system. The teaching coach shall not evaluate the probationary teacher. Insofar as possible, the probationary teacher shall have the same coach throughout the entire probationary period unless a change is requested.

Section 5. Any probationary teacher whose services are terminated or who is required to serve a third probationary year shall be so notified in writing prior to sixty (60) days before the end of the current school year or probationary year if the two are not the same. Such written notice

shall state the reasons for termination or additional probation and shall advise the teacher of his right to a hearing before the Board or its representative upon the request of the teacher made within thirty (30) days of receipt of such notice. Such a hearing shall be held within thirty (30) days of the receipt of such request unless otherwise provided for by the parties.

Section 6. Whenever a written report is submitted to a tenure teacher's personnel file based upon matters other than the observation of the teacher's performance of his work assignment (classroom teaching or similar assignment), at least one (1) written evaluation report shall be submitted to said teacher's file within the next two (2) years based solely upon an observation of his performance in his work assignment, which observation shall be for a minimum of thirty (30) consecutive minutes. In each such instance, a conference with the observing administrator and the opportunity for the teacher to submit additional comments shall be provided. The tenure teacher observed shall receive a copy of all materials submitted to his personnel file. Any tenure teacher may, upon his request, have an Association representative present at an observation conference.

Section 7. Any report of an observation of the performance of a teacher other than as provided above, shall be put in writing, shown to and discussed with the teacher prior to inclusion in the personnel file, and, in fact, included in said file if it is to be used for discharge, demotion, or suspension purposes.

Section 8. The Board shall send to each tenure teacher whose services are being terminated under provisions of the Tenure Act a registered letter containing:

- (a) notification of termination,
- (b) reasons therefor, and
- (c) the teacher's right to an appeal under the Tenure Act.

The Association shall receive a copy of all such letters.

Section 9. All personnel files belong to the School District.

Every teacher shall have the right, upon request, to review the contents of his personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

- (a) Annual TB report;
- (b) all Teacher Rating Reports;
- (c) copies of annual contracts;
- (d) record of teacher's certificate;

- (e) transcript of academic records; and
- (f) tenure recommendations and reports.

Materials which shall be identified, but not shared in totality with the teachers, shall include:

- (a) Communications from within the school system prior to July 1, 1966;
- (b) confidential communications originating outside of Royal Oak School District personnel;
- (c) pre-employment credentials.

No material may be placed in the teacher's personnel file without notifying the teacher of the inclusion and allowing the teacher an opportunity to submit additional comments which shall become a part of that file.

Section 10. All monitoring or observation of the performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

ARTICLE XI

Committees

I -- Committee on Evaluation

A special committee of three (3) administrators selected by the Board and three (3) teachers selected by the Association is hereby established to investigate the merit of a separate evaluation procedure to aid the teacher in improving his teaching performance and make recommendations or findings to the negotiating teams for the 1970-1971 collective bargaining agreement. Said committee shall meet as often as required, but not less than once a month to prepare its recommendations for the adoption of such a program. The Committee's report shall be presented no later than June 1, 1970. The Committee shall meet with representatives of the existing research team on Teaching Improvement and consider their findings in making their report.

II -- Joint Committee

Section 1. A committee, consisting of three (3) representatives from each party, shall meet on the fourth Wednesday of each month during the school year to discuss matters of mutual concern. The parties shall exchange agendas no later than one week prior to the next scheduled meeting. Additions to an agenda may be made by either party at any time prior to forty-eight (48) hours before the scheduled meeting is to take place. If neither party proposes an agenda in accordance with the above-mentioned limitations the scheduled meeting shall be automatically cancelled.

Section 2. Scheduled meetings shall take place between the hours of 1:00 and 5:00 p.m. unless otherwise agreed by the parties. Association representatives on said committee shall be accorded released time in order to attend regular scheduled meetings. Additional meetings may be held upon the agreement of the parties.

Section 3. The Board shall provide the Association with the names of all teachers who are serving as members of the district-wide committees. The Association shall be given an opportunity to select one representative on each committee.

Section 4. A subcommittee of the Joint Committee, to be composed of eight (8) teachers and/or counselors (two of which shall be elected from each Junior High School faculty) and two Junior High School Administrators and the Director of Secondary Instruction, shall be specifically charged by the Joint Committee to study the instructional program at the Junior High School Level. The subcommittee's work shall include, but shall not be limited to, expanded exploratory programs, unified programs in all curricular areas, teacher aides, extra duty assignments, flexible scheduling, and lunchtime for students.

Each Junior High School faculty shall form an advisory committee, one member of which shall be the Principal or his designee, which shall make recommendations to the Subcommittee for the development of any program as it relates to their particular building.

These committees shall meet no less than once a month. Inservice days may be allocated for committee activities.

The recommendations of the Subcommittee shall be made to the Joint Committee no later than April 1, 1970. The Joint Committee shall present their recommendations to the Assistant Superintendent, Instruction, no later than April 15, 1970. At the May 1970 meeting of the Board of Education the Assistant Superintendent, Instruction, shall present the recommendations of the Joint Committee together with his own recommendations, to the Board of Education. Representatives of the Subcommittee shall be present to assist in the presentation.

III -- Building Steering Committees

Section 1. Principals shall establish a representative committee entitled Steering Committee for the purpose of consulting with the Principal on matters of mutual concern, including the planning of the faculty meeting agendas. The committee shall be composed of three (3) members in the elementary schools and four (4) members in the secondary schools, plus one additional member on each committee selected by the Association.

Section 2. Provisions for organization on or before the second week of school shall be made and the committee shall meet with the Principal as often as deemed necessary but not less than once per month.

ARTICLE XII

Student Discipline and Teacher Protection

Section 1. A teacher may exclude a pupil from a class in accordance with building procedures, when the severity of the pupil's conduct or its disruptive effect makes the continued presence of the pupil in the classroom intolerable. The teacher shall immediately furnish the Principal full particulars of such conduct in writing. The Principal, prior to the return of the pupil to the class from which he was excluded, shall notify the teacher of the disposition of the referral.

Section 2. Written copies of the procedures for the suspension of students shall be distributed to the teachers and shall be available to pupils and parents.

Section 3. A written statement by the Board governing the use of physical force in maintaining student discipline shall be distributed to all teachers no later than October 1, 1969. The Board will provide the teachers with public liability insurance protecting against damages from civil liability arising as a result of enforcement of the policies contained in the above-mentioned statement.

Section 4. Any case of assault upon a teacher while he is in the course of his employment shall be promptly reported to the Board or its designated representative. The Board or its designated representative shall consult with the teacher regarding his rights and obligations with respect to such assault.

Section 5. A teacher shall be entitled to have present a representative of the Association when he is being formally reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance, provided a report of such action is included in the teacher's personnel file. When a request for such representation is made in such cases, no action shall be taken with respect to the teacher until such representative of the Association is given a reasonable opportunity to be present.

ARTICLE XIII

Grievance Procedure

Section 1. A grievance is a claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or of the written policies of the School District. Any dismissal, discharge, discipline, demotion, reduction in rank or compensation for which a remedy is provided under the Tenure Act or any other grievance for which redress is provided under said Act, shall not be subject to the grievance procedure provided in this Agreement.

Section 2. All complaints must be discussed informally with the Building Principal or other Supervisor involved in an effort to resolve the same prior to filing a formal grievance.

Section 3. Any grievant may invoke the formal grievance procedure by delivering a copy of the grievance form to the Principal or Supervisor. The grievance form for invoking the formal grievance procedures shall be developed by the Board and the Association and shall include:

- (a) the initial filing date;
- (b) the date of alleged grievance;
- (c) the date of awareness of alleged grievance;
- (d) the contract provision or written Board policy claimed to have been violated;
- (e) a statement of alleged violation; and
- (f) the redress or relief sought.

If the grievance involves more than one school building, it may be filed directly with the Superintendent or a representative designated by him. A grievance must be filed within ten (10) school days of the occurrence of which the grievant complains or ten (10) school days of the date when the grievant or Association had reasonable opportunity to be aware of said occurrence.

Section 4. STEP ONE: Within five (5) school days of receipt of the written grievance, the Principal or Supervisor shall meet with the Association Representative in an effort to resolve the grievance. The Principal or Supervisor shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association Representative and to the Chairman of the Association Grievance Committee.

STEP TWO: If the grievance is not resolved at Step One, the grievance may be transmitted to the Superintendent by filing a written notice thereof with his office within seven (7) school days of receipt of

the Principal's written disposition. The Superintendent or his designee shall meet with the Association within five (5) school days of the receipt of the grievance at this Step in an effort to resolve it. He shall indicate his disposition thereof in writing within seven (7) school days of such meeting and shall furnish a written copy of the disposition to the Association.

STEP THREE: If the grievance is not resolved at Step Two, the grievance may be submitted to the Board of Education within five (5) school days of the receipt of the written disposition at Step Two by delivering the written grievance form, together with copies of all materials previously filed, to the Board of Education Offices, Attention Secretary of the Board. The Board will appoint an Ad Hoc committee to consider the grievance. The Ad Hoc committee shall hold a hearing, review such grievance, or give such other consideration as it shall deem appropriate. Disposition of the grievance shall be rendered within twenty (20) school days of the delivery of the grievance to the Board of Education Offices. A written copy of such disposition shall be furnished to the Association. In the event that more than one (1) grievance is before the Board for disposition, the period for making disposition of such additional grievance shall be extended five (5) additional school days for each additional grievance.

STEP FOUR: If the grievance is not resolved at Step Three, the grievance, at the option of the Association, may be submitted to arbitration before an impartial arbitrator. The Association shall exercise its right of arbitration by giving the Secretary of the Board written notice of its intention to arbitrate within five (5) school days of receipt of the written disposition of the Board. If the parties cannot agree as to the arbitrator within five (5) school days of the described Association notice of arbitration, the arbitrator will be selected in accordance with rules and regulations of the American Arbitration Association. Neither the Board nor the Association shall be permitted to rely on any evidence in the arbitration proceeding if a request to see such evidence has been made by the other party and denied by the Board or the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The award of the arbitrator shall be an advisory opinion only.

Section 5. Each party shall bear its own costs of arbitration except that the fees and charge of the arbitrator shall be shared equally by the parties.

Section 6. The time limits provided in the Article shall be strictly observed unless extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Failure of the Association to proceed with any grievance within the times hereinbefore provided shall result in the dismissal of the grievance. If the Board or its representatives fail to take the required action at Step One, the Association shall be entitled to proceed to the next step of the grievance procedure. Failure

of the Board or its representatives, in subsequent steps of the grievance procedure, to take the required action within the time limits provided herein shall entitle the grievant to an award by default. Any dispute as to the remedy to which the grievant is entitled by reason of such default may be resolved by an arbitrator selected in accordance with the provisions of Step Four of this Article.

Section 7. Any grievant may be present at any stage of the grievance procedure if he so desires. If an individual teacher has a personal complaint which he desires to discuss with a Supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any such adjustment of a grievance be inconsistent with the terms of this Agreement. No grievance shall be processed through the grievance procedure by any teacher representative other than the Association.

Section 8. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

ARTICLE XIV

Salaries

Section 1. The salaries of teachers covered by this Agreement are set forth in Appendix "A" which is attached to and made a part of this Agreement.

Section 2. The supplemental salaries for teachers are set forth in Appendix "B" which is attached to and made a part of this Agreement.

Section 3. The daily rate for the 1970 Summer School, In-Service and Staff committees, meeting during the summer months, shall be five-eighths (5/8) of the daily rate for the regular school year computed by dividing the annual 1969-1970 salary of the teacher by two hundred (200).

Section 4. In the event that a teacher is performing more than one of the jobs referred to in Section 3, or employed for a full day or days, the maximum rate of pay for the combined jobs or the full day shall not exceed eight-eighths (8/8) of the daily rate for the regular school year.

Section 5. The foregoing shall not apply to Driver Education and Continuing Education. The following rates are in effect for those programs:

- (a) First year of teaching in Royal Oak program \$7.00.
- (b) Second year of teaching in Royal Oak program \$7.50.
- (c) Third year of teaching in Royal Oak program \$8.00.

Section 6. Any Continuing Education course which has a sufficient number of students to be formed, shall run the full number of hours advertised unless by the mutual consent of the teacher, the students, and the director, it may be shortened.

Section 7. Teachers who earn additional credits entitling them to advancement on the salary schedule and present an official transcript to the personnel office prior to October 15 of any school year shall receive the benefits of such additional credits effective as of the first day of the contract year. Teachers who have earned such credits and who present an official transcript thereof after October 15, but prior to March 31 of any school year shall receive the benefit of such additional credits effective as of the first day of the second semester of the school year.

Section 8. A teacher shall be allowed credit for teaching experience (including service in the United States Armed Forces) outside of the Royal Oak School District at the rate of one (1) increment for each year of such experience, provided such experience occurred within eleven (11) years immediately preceding Royal Oak service. A teacher shall be

allowed credit for teaching experience inside of the Royal Oak School District at the rate of one (1) increment for each year of such experience, provided such experience occurred with the twenty (20) years immediately preceding Royal Oak service. In computing credit for previous teaching experience, experience within the Royal Oak District shall be counted second in order to allow a teacher the maximum benefit for his Royal Oak experience. The Board may grant credit on the salary schedule for years and/or half years of experience of comparable value to teaching in the type of position for which said teacher is employed, provided such comparable experience occurred within the past eleven (11) years.

Section 9. If a high school or junior high school teacher assumes an additional period of teaching responsibility on a regular basis (i.e., for twenty consecutive days or more) he shall receive extra compensation at the rate of one sixth (1/6) or one seventh (1/7) of his daily rate respectively.

In the event a teacher is required to assume the responsibilities of an absent teacher for a short term emergency, and as a result, the assuming teacher undertakes an additional period of teaching responsibility, such teacher shall receive remuneration for each such additional period in accordance with the following schedule:

<u>Teacher</u>	<u>Additional Period</u>	<u>Compensation</u>
High School	Sixth Period	\$4.00
Junior High	Seventh Period	\$3.50
Elementary	Vocal Music, Art, or Physical Education Period	\$3.00

ARTICLE XV

Insurance

Section 1. The Board shall provide up to full-family hospitalization coverage for all eligible teachers. Full-family coverage shall mean the cost of the Blue Cross/Blue Shield MVF-1 policy, including master medical coverage applicable to the classification and family status of all teachers who have registered with the School District's Business Office by October 1st. If an eligible teacher fails to so register with the Business Office a sum not to exceed \$100 per school year shall be applied toward a tax-sheltered annuity for said teacher, subject to an agreement being executed between the teacher, the District and a Board-approved insurance carrier. For purposes of this section the following insurance carriers are designated as Board-approved carriers:

- (a) The Michigan Education Special Services Association
- (b) National Education Association Special Services Division
- (c) National Life Insurance Company of Vermont
- (d) Mutual Insurance Company of New York
- (e) Variable Annuity Life Insurance Company of America
- (f) The Equitable Life Assurance Society of the United States

Section 2. All annual salary teachers working half time or more who report for duty during the school year shall receive the insurance benefits set out in Section 1 of this Article on a pro rata share of the benefit based on the number of months of employment, commencing with the date when said teacher reported for employment, in relation to said teacher's full employment year.

Section 3. Any insurance benefit outlined in Section 1 of this Article, shall be provided on a pro rata basis for the premium payment to any part-time teacher wishing such a benefit, in the event that the teacher pay the balance of the premium payment.

Section 4. The Board shall provide long-term disability insurance coverage for all annual salary teachers working half time or more. Long-term disability insurance coverage shall mean income protection, in conformance with the terms of the policy, for all eligible teachers in cases of sickness or disability to age sixty-five (65) after an elapse of one hundred and eighty (180) days from the initial date of sickness or disability.

Section 5. The Board shall provide public liability insurance coverage in amount of five hundred thousand dollars (\$500,000.00) for all eligible teachers.

ARTICLE XVI

Negotiations

Section 1. Between March 1 and March 15 of the year in which the Agreement expires, the parties shall initiate negotiation for the purpose of entering into a successor agreement.

Section 2. The representatives of both parties will have the necessary authority to conduct negotiations and enter into agreements subject to ratification by the Board of Education and the Association.

Section 3. Three official copies of the final Agreement will be executed, signed by the parties, one retained by the Association, one by the Board and one by the Superintendent of Schools.

Section 4. Cost of printing the Agreement will be shared equally by the Board and the Association. One copy of the Agreement will be provided for each member of the Bargaining Unit.

Section 5. Any amendment to this Agreement must be mutually agreed upon by both parties subject to ratification by the Association and the Board of Education and shall be in writing.

ARTICLE XVII

Miscellaneous Provisions

Section 1. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereinafter executed shall be in the appropriate form attached hereto and shall be expressly made subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 2. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.

Section 3. If any provisions of this Agreement or any application of the Agreement to an 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.

Section 4. Every teacher must have a negative tuberculin skin test and/or a chest X-ray upon initial hiring and every year thereafter for employment. Teachers are recommended to have skin testing done when students are being screened in the schools.

Section 5. Every teacher must present a certificate of health upon initial hiring and once every five years thereafter for continued employment. This certificate must be a statement from the teacher's physician indicating that the individual's health enables him to carry out his assigned duties.

Section 6. The Board will provide the Association office with daily mail delivery service. It is understood that mail pick-up and delivery will be between 1:00 and 5:00 p.m. each day. The Association agrees that this is a service and that all school mail must be ready when the driver arrives.

Section 7. At the discretion of the Assistant Superintendent, Instruction, a limited portion of In-Service Education Funds may be expended for visitation by classroom teachers to other classrooms and programs. Applications for such visitation should be processed through the building principal as are professional conference attendance requests.

Section 8. Teachers shall be given equal time off on the same or from the following school day when parent-teacher conferences are scheduled after regular school hours.

Section 9. The Board shall make available in each school adequate lunchroom, restroom and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted.

Section 10. Regular school telephone facilities shall be made available to teachers for professional and personal emergency use only. All out of zone and toll calls are at individual teacher's expense except such professional long distance calls as may be approved and recorded.

Section 11. Adequate parking facilities shall be made available to teachers. The Board shall seek addition and improvement of parking facilities where needed although this does not represent commitment to hard-surfaced lots.

ARTICLE XVIII

Duration of Agreement

This Agreement shall be effective as of _____ day of _____, 1969, and shall continue in effect until the 31st day of August, 1970. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the _____ day of _____, 1969.

BOARD OF EDUCATION OF THE
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK

ROYAL OAK EDUCATION
ASSOCIATION

By _____

By _____

By _____

By _____

SCHOOL DISTRICT OF THE CITY OF ROYAL OAK

APPENDIX A

TEACHERS' SALARY SCHEDULE

1969-1970

Salary Category

Step	#1	#2	#3	#4	#5	#6	#7
	A.B. Degree	A.B. + 20 Semester Hours	M.A. Degree *or A.B. + 30 Sem. Hrs.	M.A. + 15 **or A.B. + 45 Sem. Hrs.	*M.A. + 30 Semester Hours	*M.A. + 45 Semester Hours	Doctorate
Base	\$ 7,400	\$ 7,550	\$ 7,850				
1	7,675	7,905	8,180	\$ 8,400			
2	7,955	8,265	8,575	8,820	\$ 9,045		
3	8,340	8,690	9,035	9,310	9,555	\$ 9,830	
4	8,780	9,170	9,560	9,870	10,140	10,440	\$ 10,750
5	9,275	9,715	10,150	10,500	10,800	11,140	11,480
6	9,825	10,320	10,810	11,200	11,535	11,900	12,295
7	10,435	10,990	11,545	11,970	12,350	12,750	13,195
8	11,105	11,735	12,360	12,820	13,250	13,680	14,180
9	11,950	12,650	13,300	13,750	14,250	14,750	15,250

*These must be acceptable graduate hours as interpreted by the Superintendent's Office.
 **Only teachers employed in the Royal Oak School District prior to April 1961 are eligible.

The hourly rates for Driver Education and Continuing Education are: First Year \$7.00
 Second Year \$7.50
 Third Year & Thereafter \$8.00

APPENDIX B

SUPPLEMENTAL SALARY AGREEMENTS FOR 1969-1970 SCHOOL YEAR

The activities listed below call for exceptional demands upon an individual for time over and beyond the regular work day and shall be compensated for as herein provided. Participation in these activities shall be voluntary on the part of the individual.

All percentages are computed upon the teacher's regular teaching contractual salary and no percentage will be computed on an amount larger than Master's category maximum (category #3) for the 1969-70 school year.

GENERAL SUPPLEMENTALS

POSITION	SUPPLEMENTAL
Driver Education Co-ordinator-----	8%
Speech Correction Co-ordinator-----	6%
Co-ordinator, School District Instrumental Music Program-----	4%
Co-ordinator, School District Vocal Music Program-----	4%
WOAK Direction & Technical Supervision at Dondero-----	14%
WOAK Supervision at Kimball-----	7½%
Senior High School Junior/Senior Class Advisor-----	5%
Senior High Official Publications----- (3½% & 3½% if divided)	7%
Senior High Debate & Forensics----- (6% debate, 3% forensics)	9%
Senior High Dramatics----- (maximum of 3 productions)	3% per production

1. Should a high school dramatic-musical production (i.e., operetta, opera, "Broadway" musical) require additional directors, as determined by the high school principal in conjunction with the director-producer of the show, said directors shall be compensated as follows:

<u>Position</u>	<u>Percentage of the teacher's basic contractual salary</u>
(a) One producer-director	4%
(b) One instrumental music director	3%
(c) One choral music director	3%
(d) One choreographer (if choreography is an integral part of the production)	1%

2. A director of a dramatic production, other than a musical shall continue to receive 3% of the teacher's basic contractual salary.

Senior High Supply Store Manager-----	4%
Junior/Senior High Girls' Extracurricular Physical Education Activities-----	5%
(or 2% for cheerleading & 3% other activity)	
Director, Senior High School Band-----	8%
Director, Senior High School Orchestra - Kimball-----	5%
Director, Senior High School Orchestra - Dondero-----	5%
Director, Senior High School Vocal Music-----	7%
Director, Kimball High School Girls' Glee Club-----	3%
Director, Dondero High School Glee Club-----	3%
Director, Junior High School Band-----	5%
Director, Junior High School Orchestra-----	5%
Director, Junior High School Chorus-----	3%
Co-ordinator of Distributive Education (Dondero) 6 weeks pro rata teaching contract*	
Co-ordinator of Distributive Education (Kimball) 6 weeks pro rata teaching contract*	
Co-ordinator of Business & Office Education (Kimball) 6 weeks pro rata teaching contract*	
Co-ordinator of Trade & Industrial Education (Kimball) 6 weeks pro rata teaching contract*	
*July/August - 1 week for each 10 students enrolled at close of school year. Plus 1 week in June. Maximum of 6 weeks.	
High School Club Sponsors-----	\$100
Student Accounting Advisors-----	2 weeks pro rata teaching contract
Counselors-----	2 weeks pro rata teaching contract
Instructional Materials Consultants-----	2 weeks pro rata teaching contract
Social Workers-----	2 weeks pro rata teaching contract
Safety Patrol Sponsor in Elementary School-----	See below

Compensation for Elementary Safety Patrol sponsorship (one

supplemental per school) shall be on the following basis:

8 to 10 traffic posts-----	3%
11 to 15 traffic posts-----	4%
16 or more traffic posts-----	5%

There follows a description of responsibilities to be met in order to qualify for supplemental compensation as an elementary school Safety Patrol Sponsor:

- A. An active Safety Patrol shall be organized which comprises more than 10 pupils.
- B. A weekly meeting of the Patrol shall be held outside of school hours.
- C. A recreational activity as a morale builder for the pupils shall be carried out at least once per month during the school year, which may include a culminating activity.
- D. To be compensable, Safety Patrol activity must be predominantly traffic safety activity.
- E. The Safety Patrol sponsor shall cooperate with the principal in developing a program of safety education throughout the school.
- F. At least eight traffic safety posts must be a part of the Safety Patrol activity for compensation to be granted. The sponsor shall observe posts on a regular basis and follow up on Patrol-related problems.
- G. The Safety Patrol sponsor must request this compensation of his principal.

Girls' Service Squad Sponsor-----See below

Compensation for Elementary Service Organization sponsorship (one supplemental per school) shall be on the basis of school enrollment as indicated below:

300-499-----	3%
500-699-----	4%
700 and above-----	5%

There follows a description of responsibilities to be met in order to qualify for supplemental compensation as an elementary school Service Organization sponsor:

- A. An active Service Organization shall be organized which comprises more than 10 pupils.
- B. A weekly meeting of the Organization shall be held outside of school hours.
- C. A recreational activity as a morale builder for pupils shall be carried out at least once per month during the school year, which may include a culminating activity.
- D. To be compensable, Service Organization activity must be predominantly concerned with, but not limited to, traffic flow, pupil safety and welfare within the building.
- E. The Service Organization sponsor shall cooperate with the principal in developing a program of service (safety) education throughout the school.
- F. Service Organizations are formed by mutual agreement of the staff and the principal.
- G. The Service Organization sponsor must request this compensation of his principal.
- H. In schools where Service Organization and Safety Patrol are combined under one sponsor a limit of one supplemental shall be paid.
- I. In no case shall the supplemental for Service Organization sponsorship exceed the percentage paid to the Safety Patrol sponsor in the same school.

TRACK

Head-----	7%
Reserve-----	5%
Freshman-----	5%

<u>GOLF</u> -----	5%
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TENNIS

Head-----	5%
Assistant-----	4%

JUNIOR HIGH

Fall -----	5%
Winter -----	5%
Spring -----	4%
Chairman -----	4%

The School District does not expect that school-sponsored activities involving pupils be scheduled during a school recess or vacation period. Coaches of sports which are normally in progress during December are encouraged to avoid scheduling activities during such periods. Practice, competition or related activities may be carried on by request of a coach. Such activities shall be approved through the proper supervisory channels.

APPENDIX C

SCHOOL CALENDAR
1969-1970

(Weeks of Work, Recesses, Holidays)

<u>Week of</u>	<u>Paid Holidays</u>	<u>Week of</u>	<u>Paid Holidays</u>
1 September 1	Sept. 1 - Labor Day	21 January 26	
2 September 8		22 February 2	
3 September 15		23 February 9	
4 September 22		24 February 16	
5 September 29		25 February 23	
6 October 6		26 March 2	
7 October 13		27 March 9	
8 October 20		28 March 16	
9 October 27		29 March 23	March 27 - Good Friday
10 November 3		30 March 30	March 30, 31, April 1, 2, 3 - Spring Vacation
11 November 10			
12 November 17		31 April 6	
13 November 24	Nov. 27, 28 - Thanksgiving Vacation	32 April 13	
14 December 1		33 April 20	
15 December 8		34 April 27	
16 December 15		35 May 4	
17 December 22	Dec. 24, 25, 26 - Winter Vacation	36 May 11	
	December 29 through January 2 - Winter Recess - Non-paid week	37 May 18	
		38 May 25	
18 January 5		39 June 1	
19 January 12		40 June 8	
20 January 19			