

Aug. 23, 1976

SARANAC COMMUNITY SCHOOLS
BOARD OF EDUCATION

TEACHERS MASTER CONTRACT
1974-76

Saranac Board of Education

Saranac Community Schools
Saranac, Mich. 48881

This is a master agreement between the Board of Education of the Saranac Community Schools, hereinafter called the "Board", and the Saranac Education Association, hereinafter called the "Association".

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ARTICLE I RECOGNITION

A. Recognition

1. The Board recognizes the Association as the exclusive bargaining unit for all certified teachers, employed or to be employed by the Board, including substitute teachers who have been employed fourteen (14) consecutive days in the same position, but excluding supervisory and executive personnel, and all other classification of employees where a teaching certificate is not a requirement to their employment. The term "teacher" when used hereafter in this agreement shall refer to all employees represented by the Association in the bargaining unit as above defined.
2. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he may have under any state or federal laws and regulations. The rights granted to the teachers hereunder shall be deemed to be in addition to those provided by law.

ARTICLE II BOARD RIGHTS

A. Board Rights

1. 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 invested 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 fore-going, the right:
 - a. to the executive management and administrative control of the school system and its properties and facilities and the employment related activities of its employees;
 - b. to hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment; to their dismissal or demotion, and to promote, and transfer all such employees;
 - c. to establish grades and courses of instruction including special programs and to provide for the athletic, recreational and social events for students; all as deemed necessary or advisable by the Board;
 - d. 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; after consultation with the teachers affected.
 - e. to determine class schedules, hours of instruction, duties, responsibilities, assignments, and the terms and conditions of employment of teachers and other employees, with respect to administrative and non-teaching activities.
2. The exercise of the foregoing powers, authority, duties and responsibilities by the Board, the adoption of policies, rules, and regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms hereof this agreement and then only to the extent such specific and express terms hereof are in conformance with the constitution and laws of the United States.

ARTICLE III ASSOCIATION AND TEACHER RIGHTS

A. Building Use

1. The association and its members shall have the right to use school building facilities before or after regular working hours. Such use of the building for association meetings must be arranged with the building principal in advance. The principal retains the right of room assignments.
2. Bulletin boards and teachers mail boxes shall be made available to the association for the posting or placement of materials relating to official business of the association. These materials must be signed by a delegated association official.
3. The teachers building representative will notify the building principal when using duplicating machines for SEA business, and will reimburse the school district for materials used.

B. Documents

1. The Board agrees to furnish to the Association upon reasonable request all available information concerning the financial resources of the district, and such other information as will assist the Association.

C. Pay deductions

1. The Board shall make payroll deductions, upon written request from the teachers, for annuities, credit union, association dues, optional insurance programs, and other programs approved by the board and the Association.
 - a. Association dues will be deducted in 20 equal installments starting with the teachers first pay each school year.

D. Pay day

1. The teachers pay will be due on the pay day following the completion of two full weeks of work and every two weeks thereafter. Any contracted extra duty pay will be distributed in 26 equal installments. At no time will a teachers accumulated pay exceed the amount earned by that teacher.

E. Copies of contract.

1. At the beginning of the school year each teacher shall receive a copy of the master contract. A copy of current board policies shall be available in each building, and all teachers shall be informed at once of any changes which pertain to them.

F. Pre-school conference.

1. One hour will be scheduled during the pre-school conference for the Association to meet with all teachers. All teachers are required to be present.

G. Dress Code

1. The Association will develop and enforce a dress code for teachers.

H. Teaching conditions

1. No teacher shall be required to have teacher aides.
2. The Board shall make available in each school, lunch room and restroom facilities exclusively for teachers use. At least one room in each building shall be furnished as a faculty lounge in which smoking will be permitted.
3. Telephone facilities shall be made available to teachers for their reasonable use. A telephone shall be installed in the coaches office in the elementary school for athletic purposes after the regular school hours, but will be removed if uncontrolled long distance calls become a problem.

Article III, continued

4. Parking facilities shall be made available to teachers for their use.
 5. The teachers shall receive necessary keys to reach their assigned rooms during the contract year, providing they are asked for and signed out by the teacher.
 6. Upon the request of the Association, soft drink vending machines will be installed in the teacher lounge. The proceeds from all such machines shall go into the Don Sherritts Scholarship Fund.
- I. Termination of probationary teachers.
1. A probationary teacher whose employment is to be terminated will be given a written notice stating the reasons for termination, and a copy will be given to the SEA secretary. A private or public hearing before the Board of Education will be granted upon the request of the dismissed teacher.
- J. Disciplinary action.
1. A teacher shall receive a copy of a warning, reprimand, or disciplinary action, if the infraction is serious enough to be placed in the teacher's personal file. The teacher may request a hearing with a representative present, and may file a written response to be placed in their file.
 2. Any complaints by a parent of a student directed toward a teacher shall be promptly called to a teacher's attention, if action is to be taken.
 3. A teacher may exclude a student from their class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases the teacher will furnish the principal with full particulars of the case in writing.

ARTICLE IV TEACHING HOURS & DAYS

A. Staff meetings

1. On-half hour each Monday after normal work day will be scheduled and kept free for professional growth activities. The program responsibility shall be as follows:
 - 1st Monday each month, principal
 - 2nd Monday each month, SEA
 - 3rd Monday each month, principal
 - 4th Monday each month, superintendent
 - 5th Monday, principal

B. Working hours

1. The teachers normal working day at school will be from 8:00 a.m. to 3:00 p.m. Michigan time. The Board may change the normal working hours for emergency reasons by notifying the SEA at least 48 hours in advance of the change.
2. Teachers may leave five minutes after students are dismissed on Friday and the day before a holiday period.
3. If school is dismissed early because of weather conditions, teachers shall not be asked to stay later than ten minutes after the students are dismissed.

C. Lunch period

1. All teachers shall have available at least 30 consecutive minutes duty free lunch period. This lunch period will be between 11:00 a.m. and 1:00 p.m. except if school district has to operate on split session.

D. Conference Planning Time

1. Each full time secondary teacher will be given a preparation period five times each week for a six period day.
2. Each full time elementary teacher will be provided with a minimum average of 250 minutes of preparation time for a normal five day week.
3. Part time teachers will be given preparation time according to the per cent of a normal day they work.

E. School year

1. Contract days will start the last Monday in August each school year.
2. The total contracted working hours shall not exceed 1240 excluding lunch period.
3. Schools will be closed the following holidays; New Years, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.
4. Time shall be provided for at least five days of vacation at Christmas time including the day before Christmas.
5. The Friday following Thanksgiving and Good Friday shall not be a day of work.
6. No work will be scheduled on Saturday or Sunday.
7. In the event that the state or federal government shall require a change in the normal school year, the Board may change the calendar accordingly.
8. In the event that the state requires session days cancelled because of weather to be made up, these days will be scheduled immediately following the last regular scheduled school day.

F. Storm Days

1. Teachers will not report for work when school is cancelled due to the weather or other emergencies.

G. Loads

1. The Board of Education will maintain an adequate teaching staff so as the ratio of day students to certified teachers will not exceed 25 to 1.

ARTICLE V TEACHING ASSIGNMENTS

- A. Transfers
1. Teachers who will be affected by changes in grade assignments in the elementary school grades, or the changes of subject assignments in the secondary school grades shall be notified and consulted by their principal prior to that change.
- B. Vacancies
1. Notices of vacancies shall be posted in each building and delivered to the secretary of the Association. No vacancies shall be permanently filled until it has been posted ten days.
- C. Reduction of Staff
1. In the event a reduction of personnel becomes necessary, seniority at the Saranac Community Schools will become the determining factor. Those teachers with the least seniority in each area of certification will be released first. Rehiring will be done in inverse order by area of certification.
- D. Extra curricular assignments
1. All extra responsibilities such as class or club sponsors will be indicated on the teachers individual contract. Class and club sponsorship or any similar activities will be considered outside of the teachers regular assignment and will be optional.

ARTICLE VI SALARY AND FRINGE BENEFITS

- A. Salaries of teachers covered by this agreement are set forth in schedule A & B which are attached hereto and incorporated in this agreement.
1. The salary base will be computed as follows:

$$A + \left[\left(\frac{Y-Z}{Z} \right) \cdot A \right] = B$$

- A - negotiated base (8619)
B - 1975-76 base
Z - 1974 (Jan-Apr ave) CPI (142.1)
Y - 1975 (Jan-Apr ave) CPI

2. Teaching experience
 - a. \$276 per year up to 12 years for bachelors degree.
13 years 1975-76
\$314 per year up to 12 years for bachelors degree plus 18 semester hours. 13 years 1975-76
\$390 per year up to 13 years for a masters degree and masters + 18 hours.
14 years 1975-76
\$429 per year up to 13 years for educational specialist degree 14 years 1975-76
 - b. A teacher shall be advanced one step salary schedule for each year teaching experience (maximum 7 years from other school systems).
 - c. A teacher will be credited for a years teaching experience for each year in the military service provided he held a valid teaching certificate prior to entering military service (maximum 4 years allowed).

Article VI, continued

3. Education credit

- a. \$191 bachelors degree + 18 semester hours
\$429 masters degree
\$714 masters degree + 18 semester hours
\$1000 educational specialist degree
- b. Bachelors + 30 semester hours in an approved masters degree plan or on the graduate level will be considered equivalent to a masters degree.
- c. If a degree or the additional eighteen (18) semester hours is earned before September 1, or February 1, a new contract will be given to place the teacher on the appropriate schedule.

B. Extra Duty Pay

1. Teachers shall be entitled to appropriate additional compensation as set forth in schedule B when they accept schedule B responsibilities.
2. Extra duty percentages shall be applied against the base scale, with one (1) year experience credited for each year in that specific activity. Experience credit in other school systems will be limited to six years in that specific activity. Varsity athletic coaches will be credited with $\frac{1}{2}$ year experience if coaching was other than at the varsity level in that specific sport.
3. All \$ values will be adjusted each year by the CPI % of change.
4. Special Education teachers who elect to work with students during their preparation period will receive an additional \$571, or a prorated amount for part time teachers.

C. Insurance Benefits

1. The Board will provide full time teachers the cost of full family medical and health insurance, but not to exceed: Full family \$50.50, Self and spouse \$43.86, Self and child \$35.66, Single \$18.96. In 1975-76 all listed \$ figures will be changed by the % of change in Consumer Price Index.
2. The teacher will certify and insure only those members of the family who are not covered under a spouses employers medical health insurance policy.
3. All teachers exempted by paragraph 2 are eligible for single subscriber coverage or an equivalent dollar amount of other optional insurance programs.
4. The insurance carrier(s) shall be selected by the teachers from MESSA, SET, or Blue Cross.
5. A new or revised application for insurance coverage will take effect the first of the month following the filing of an application in the superintendent's office.
6. Coverage shall terminate at the end of the month in which the teachers resignation, dismissal, or leave of absence is effective.

D. Leave Days

1. Sick leave days
 - a. All teachers will earn 1.5 sick leave days per month worked. (maximum 15)
 1. The unused portion of sick leave days will be accumulated to a maximum of 180 days.
 2. Accumulated sick leave days are carried over only for those teachers returning from the previous year or from approved leave of absence.

Article VI, continued

3. Sick leave days used above the accumulated days shall be deducted from the last pay of the school year. If this amount is more than his last pay, his preceeding pay shall be used.
4. Any abuse of sick days shall result in a loss of five sick leave days, based on an agreement between the superintendent of schools and the president of the SEA.
5. Hours or class periods planned absences or emergencies shall be cumulative to full day equivalences and deducted from sick leave days.
- b. Sick leave days with salary may be used for:
 1. Personal illness
 2. Illness of the immediate family (household) not to exceed five days per contract year, unless approved by the superintendent.
- c. Qualifications for use of sick leave days.
 1. To qualify for a sick leave day the teacher must notify his principal one hour before the teacher assigned work day and state where he will be located, except in cases of emergencies.
 2. A doctor's statement may be requested to claim a sick leave day, after they have received a written warning of sick leave abuse.
2. Personal leave
 - a. Personal leave of absence (with pay, chargeable to sick days) may be granted for:
 1. Settling estates or financial matters
 2. Consulting University advisor
 3. Consulting medical specialist
 4. Legal matters
 5. Funeral of relative or friend
 6. Other necessary activities that cannot be scheduled at any other time except when school is in session.
 - b. To qualify for personal leave day
 1. A written request by the teacher for approval will be submitted through the principal to the superintendent at least 24 hours before the effective time of the leave, except in cases of emergency.
 2. Personal leave days will not be granted for extending vacations, recreation & religious purposes, or seeking other employment.
3. Leave of absence with pay
 - a. Leave of absence with pay shall be granted for:
 1. Free days earned under Article VI, F. 2.
 2. Appearance in court, jury duty or court witness, provided the teacher shall remit to the Board all monies received for such service, minus reimbursed expenses.
 3. Educational meetings or conferences, a minimum of two (2) days and up to \$50.00 for expenses each school year. A brief written report will be presented to the superintendent within 5 days after the conference.
 4. Time necessary to take a selective service physical examination.
 5. A teacher may be granted up to two days to accompany students to a college where the students are interested in enrolling.

Article VI, continued

6. Injury compensable under the Michigan Workmans Compensation payment prescribed by law and his regular salary, with a limit of 180 session days.
7. Death of the teachers spouse or child (3 day maximum)
8. Death of a parent for a single teacher (3 day maximum)
- b. Qualify for leave of abence with salary.
 1. The request by the teacher for approval of leave of absence with salary will be submitted to the superintendent through the principal at least 24 hours before the effective time of the leave of absence, except in cases of emergency.
 2. Final approval of a leave of absence with salary will be given by the superintendent.
4. Leave of absence without pay.
 - a. Leave of absence without pay may be granted for:
 1. Illness beyond the period compensated by sick leave days shall be granted for such time as is necessary for complete recovery, but not to exceed two years. A doctor's approval to work will be submitted before the teacher may return to work.
 2. Maternity leave shall be granted up to two years, commencing at a date decided by the superintendent based upon consultations with the teacher and her Doctor.
 3. To join an ACTION group as a full time participant (maximum leave two years)
 4. Military leave - a maximum leave of two years if drafted, four years if enlisted, in any branch of the armed forces of the United States.
 5. Teachers who are officers of the Saranac Education Association for the purpose of performing duties for the Association. A limit of two teachers at one time, and a maximum of five days per teacher per school year.
 6. Campaign and serve in a public office. Maximum leave of two years.
 7. Other personal reasons. Maximum leave of two years.
 8. Education leave. A teacher who has been employed for five years in the Saranac Community School System may be granted a one year educational leave at $\frac{1}{2}$ to full salary with the approval of the Board of Education.
 - b. Qualify for a leave of absence without salary.
 1. The teacher will send a written request for approval of the leave of absence, through the principal, to the superintendent for his approval, at least five days before the effective time of the leave of absence. Leave of absence for more than 20 days must be approved by the Board of Education.
 2. The approval of a leave of absence without salary will entitle the teacher to retain all tenure and seniority rights, and will entitle them to return to the first available position for which they are certified.
- E. Terminal Leave
 1. Upon receipt of the first check from the Michigan Public Employees retirement fund, the retired teacher shall receive a terminal leave payment equal to 50% daily rate of the last contracted year, but not to exceed the rate of a daily substitute, times

Article VI, continued

- his accumulated sick leave days, providing the last year of teaching service prior to retirement was at the Saranac Community Schools.
2. If a teacher shall expire while teaching at the Saranac Community Schools a sum equal to 50% daily rate of present salary but not to exceed the rate of a daily substitute, times the number of unused sick leave days shall be paid to that teachers survivors in the order of (1) spouse, (2) children, (3) parents.
 3. The Board may carry life insurance on teachers to satisfy the payment of the death clause.
- F. Extra assignments
1. A sixth class may be assigned to a full time experienced teacher after that class has been posted for five (5) days. A maximum of three (3) sixth class assignments may be made with no more than (2) in a certification area. A salary of 25% of that teacher's base salary will be paid for this extra class. The teacher's planning period will be arranged outside the normal school day.
 2. A teacher who is asked to give up his preparation period by the administration to fill in for another teacher who is absent for any reason, shall be compensated by either one (1) free day for each four (4) periods taught, or an amount equal to the hourly rate (base + 1240) of a beginning teacher, at the teacher's choice. Free days may be ex-changed for cash only within the school year earned, and no more than five days may be accumulated.
- G. The Board will pay the employees retirement contribution to the Michigan Employees Retirement Fund.
- H. Athletic passes
1. Each year teachers may purchase for \$10.00, an athletic ticket which covers themselves and their family for all home events.

ARTICLE VII EVALUATION

- A. Record and frequency
1. The formal evaluation of the performance of all teachers shall be in writing with a copy to the teacher, and signed acknowledgement of same by said teacher.
 - a. The evaluation of the performance of a probationary teacher shall be conducted at least two (2) times during the school year.
 - b. The evaluation of the performance of a tenure teacher shall be conducted at least one (1) time during the school year.
 2. If a teacher requests that his response to the evaluation be included as a part of the formal evaluation, it shall be included.
- B. Observations
1. There shall be one extended observation of at least thirty (30) minutes for each evaluation.
 2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. Files
1. Each teacher shall have the right upon request to the superintendent of schools, to review the contents of his personal file. An association representative may be in attendance upon the teachers request.

Article VII, continued

D. Tenure coach

1. The superintendent will appoint a tenure teacher to act as a coach for each probationary teacher. The coach and probationary teacher will meet at least once a week for a minimum of fifteen minutes. A monthly report will be rendered by the coach to the building principal. The tenure coach will be present at all meetings held involving the probationary teachers performance.

E. Final evaluation

1. Each teacher will be given one final yearly evaluation by themselves and their principal, based on a criteria oriented instrument mutually agreed upon by the Board and the Association.

ARTICLE VIII PROFESSIONAL GROWTH

A. In-service days

1. One workday shall be included in the school calendar for professional growth. The program shall be the responsibility of the Association. Any cost will be shared equally by the Association and the Board, after approval of the superintendent and the president of the Association.

B. Professional study committee.

1. A professional study committee shall be formed of seven (7) members, four (4) from the Association (one from each K-3, 4-6, 7-9, and 10-12 grades), two (2) from the Board, and one (1) administrator.
2. The committee will meet at least every sixty (60) days.
3. The committee will discuss any area of education.
4. The committee will make recommendations to the Board for their consideration.

ARTICLE IX NEGOTIATION PROCEDURES

A. Scope of negotiations

1. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject of matter not removed by Law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board of Education and the Saranac Education Association for the life of this agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated except by mutual agreement, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subjects or matters may not have been within his knowledge or contemplation or either or both of the parties at the time they negotiated or signed this agreement.

B. Time

1. Between March 1, and March 15, of the year the contract or part of the contract expires, the parties will begin negotiations

Article IX, continued

for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

C. Released time for teachers representatives

1. A teacher engaged at the request of the Saranac Board of Education during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation shall be released from regular duties without loss of salary.

ARTICLE X GRIEVANCE PROCEDURE AND ARBITRATION

A. Representatives

1. Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation, or misapplication of any provision of this agreement may file a written grievance with the Board or its representative. The Board hereby designates as its representative the Superintendent of schools when the particular grievance arises in more than one school building or does not concern the authority of any one principal. If a teacher or group of teachers does not file a grievance in writing with the principal or other designated representative within thirty (30) membership days, after the occurrence, then the grievance shall be considered waived. The thirty (30) day limit also applies to the Board of Education.

B. Association grievance procedure.

1. For administrative convenience, the Board may cause complaints which may be the subject of grievance under this Article first to be presented to the Saranac Education Association for informal processing in an effort to reduce the number of formal grievances handled under the professional grievance procedures herein established. The parties shall mutually work out procedures for such informal processing upon request, but exhaustion of such informal procedure shall not be required as a condition precedent to invoking the grievance procedure, nor shall participation of the Saranac Education Association in such informal procedures be deemed to be a supervisory or executive function.

C. Administration time schedule

1. Within three working days of receipt of the grievance, the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the superintendent, who shall have three (3) working days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the superintendent, he shall have five (5) working days from receipt to approve or disapprove it. If the grievance shall be denied by the superintendent, either upon review of action of the school principal, or in the first instance, the grievance shall immediately be transmitted to the Secretary of the Board of Education with a statement of reasons why it is being disapproved.

Article X, continued

D. Board time schedule

1. Within ten (10) working days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except the express written consent of the Association shall final determination of the grievance be made by the Board more than fifteen (15) days after its submission to the Board.

E. Board grievance procedure.

1. Grievance procedure for grievances instituted by the Board of Education or its representative shall be as follows: the grievance shall be transmitted to the President of the Association to be forwarded to the Chairman of the SEA grievance Committee. The committee shall then have ten (10) working days to approve or disapprove the grievance. The decision shall then be transmitted to the Board.

F. Arbitration

1. If the Board of Education and the teacher organization shall be unable to resolve any grievance and it shall involve an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board of Education be appealed to arbitration. The Association executive board may file a written appeal and it shall be delivered to the American Arbitration Association and the Board of Education within said ten day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement. His authority shall be limited to deciding whether specific articles and sections of this agreement have been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws, or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgement and discretion under the law and this agreement. The decision of the arbitrator, if within the scope of his authority as above set forth, shall be final and binding. The arbitrator's fee and other expenses of arbitration shall be paid by the loser. Each party shall bear his own expense in connection therewith.
 - a. The following matters shall not be basis of any grievance filed under the procedure outlined in this article.
 1. Termination of services of or failure to reemploy any probationary teacher.
 2. The placing of non-tenure teacher on a third year of probation.

Article X, continued

3. Termination of services of or failure to reemploy any tenure teacher.

G. Reinstatement

1. If any teacher for whom a grievance is sustained be found to have been unjustly discharged, he shall be reinstated with the full reimbursement of all professional compensation lost. If any teacher shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid him minus compensation earned during this period.

H. Termination

1. A grievance may by mutual consent be dropped at any stage of the grievance procedure.

ARTICLE XI PROTECTION OF TEACHERS

A. Protective Clothing

The Board shall furnish protective clothing, without charge, to those teacher who require them.

B. Damage to Personal Property

1. If the teacher has taken reasonable precautions and reports the damage within two session days, the Board will reimburse teachers for any loss, damage or destruction of clothing or other personal property caused by students while in school or on school premises and not collectable from other sources. A committee of three (3), 1 association member, 1 Board member, and 1 administrator will determine if reimbursement is warranted.

C. Assault upon a teacher

1. Any case of assault upon a teacher shall be promptly reported the Board of Education or it's designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
2. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher unless such teacher shall be found guilty of charges brought and substantiated by a civil or criminal court.

ARTICLE XII DURATION OF AGREEMENT

A. Durstion

1. This agreement shall be effective August 24, 1974 for two years through August 23, 1976.
2. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. Procedure for agreement change

1. Either of the parties hereto desiring to change shall notify the other party in writing.
2. Whenever notice is given for change, the nature of change desired must be specified.

Article XII, continued

3. The receiving party shall reply, in writing and within fifteen (15) working days to the originating party.
4. If a change in the contract is agreed upon by the Board and the SEA it will be placed in writing and signed by both parties, at which time it becomes effective.

In witness whereof, the parties have set their hands this _____ day
of _____ 19_____.

Saranac Education Association

Board of Education

president

president

secretary

secretary

Schedule A

1974-75 Salary

Yrs exp	B	B+18	M	M+18	Ed Spec
0	8,619	8,810	9,048	9,333	9,619
1	8,895	9,124	9,438	9,723	10,048
2	9,171	9,438	9,828	10,113	10,477
3	9,447	9,752	10,218	10,503	10,906
4	9,723	10,066	10,608	10,893	11,335
5	9,999	10,380	10,998	11,283	11,764
6	10,275	10,694	11,388	11,673	12,193
7	10,551	11,008	11,778	12,063	12,622
8	10,827	11,322	12,168	12,453	13,051
9	11,103	11,636	12,558	12,843	13,480
10	11,379	11,950	12,948	13,233	13,909
11	11,655	12,264	13,338	13,623	14,338
12	11,931	12,578	13,728	14,013	14,767
13	---	---	14,118	14,403	15,196

The Board will pay the 5% retirement on these salaries.

Schedule B

1974-75 Extra Duty Pay	%	Max Payment	Days Work
A. Athletics			
1. Varsity football	8	962	55
2. Assistant varsity football	6	736	55
3. Jr Varsity football	6	736	55
4. Assistant Jr Varsity football	5	623	55
5. Jr Hi football	5	623	35
6. Assistant Jr Hi football	4	510	35
7. Varsity basketball	8	962	70
8. Jr Varsity basketball	6	736	65
9. Freshman basketball	5	623	55
10. Intermural basketball	5	623	65
11. 8th grade basketball	5	623	55
12. 7th grade basketball	5	623	55
13. Varsity baseball	6	736	55
14. Jr Varsity baseball	5	623	55
15. Varsity track	6	736	55
16. Girls track (full schedule)	5	623	55
17. Girls softball (full schedule)	5	623	55
18. Girls track & softball	6	736	55
19. Jr Hi track	4	510	55
20. Wrestling	8	962	70
21. Golf	6	736	40
22. Cross Country	4	510	40
23. Tennis	4	510	40
24. G.A.A.	3	393	185
25. Gymnastics	4	510	40
26. Volleyball	4	510	55
27. Cheerleaders (each squad)	2	283	120
B. Activities			
1. Music director	10	1359	185
2. Play director	5	623	30
3. Yearbook sponsor	2	283	185
4. Newspaper sponsor	5	654	185
5. Forensic or debate coach	3	393	60
6. Safety patrol	2	283	185
C. Other			
1. Split level grade		227	185
2. Ticket takers, scorers, timers, chaperones, etc. (\$5.00 min)		2.27 hr	
3. Adult classes		6.79 hr	
Driver training		6.79 hr	
Summer music (max 220 hrs)		6.79 hr	
Summer agriculture (max 220 hrs)		6.79 hr	
4. Substitute during preparation period		6.95 hr	

Annex A

1974-75 School Year

1202.5 hrs 185 Work Days
 1/2 hr Mon 17.5 182 Session Days
 (6-9 pm) PTC 18.0 1240 Hrs Count
 not assign 2.0

July

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August

1240.0

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

	<u>SEC</u>	<u>PTC</u>		
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

				1	1st 9 wks
	<u>ELEM</u>	<u>PTC</u>			
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

December

2	3	<u>SEC</u>	<u>PTC</u>	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

January

		1	2	3	
6	7	8	9	10	
13	14	15	16	17	SEM
20	21	22	23	24	
27	28	29	30	31	

February

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

March

3	<u>SEC</u>	<u>PTC</u>	5	6	7
10	11	12	13	14	
17	<u>ELEM</u>	<u>PTC</u>	20	21	3rd 9 wks
24	25	26	27	28	
31					

April

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

May

			1	2	
5	6	<u>SEC</u>	<u>PTC</u>	8	9
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

June

2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

SARANAC COMMUNITY SCHOOLS
Teacher Rating Scale

name	date
_____	1 Relationship with students; sensitive to needs of students.
_____	2 Relationship with students; provide for individual differences.
_____	3 Relationship with the staff.
_____	4 Relationship with the parents.
_____	5 Adheres to school board and administrative policy.
_____	6 Planning evidenced in an effective learning situation.
_____	7 Adequate knowledge of their subject area.
_____	8 Makes effort to handle problems of discipline effectively.
_____	9 Able to successfully handle discipline in the classroom.
_____	10 Enthusiasm in the classroom.
_____	11 Cooperation and willingness to do extra work.
_____	12 Personal appearance.
_____	13 Dependability (in halls, to school on time, in classroom on time, etc.)
_____	14 Room conditions (temperature, neatness, bulletin board, etc. within teachers control.)

Rating Scale:

- 1 Needs definite improvement immediately.
- 2 Can use some improvement.
- 3 What is normally expected of a teacher.
- 4 Better than is normally expected of a teacher.

Rated by _____

Rated Teacher _____

Implementation:

1. Each probationary teacher will be given a pre-evaluation in the fall. At this time suggestions for improvement will be given if needed.
2. Anyone who fills out an evaluation sheet for a teacher must have observed that teacher at least once.
3. Any item rated 2.0 or lower will be followed by a suggestion for improvement.
4. Any tenure teacher who rates 2.75 or lower will be put on a special help list. This teacher will be counseled by the principal and a SEA member once a month during the next school year. If there is no improvement this teacher will be considered for termination of contract.
5. The evaluation procedure and instrument will be reviewed each year by September 30th for possible revision.

Annex C

1974-75 Tenure Coach Assignments

Gardner	Towersey
Opfermann	Maatman, K
McCoy, B	Tiejema
Benjamin	Dawson
Johnson	Brinks
Maciasz	Schutz
Martemucci	Maatman, J
Spencer	Hubbard
Becraft	VanCamp

Annex D

1974-75 Professional Study Committee

Board of Education: Daune Patrick
George London

Administration:

SEA: K-3
4-6
7-9
10-12

Annex E

1974-75 Property Damage Claims Committee

Board of Education: Arthur Cornelisse
Administration: Nelson Terburgh
SEA: