

AGREEMENT

between

THE ST. LOUIS BOARD OF EDUCATION

and the

ST. LOUIS EDUCATION ASSOCIATION

1975-76

St. Louis Public Schools
113 E Saginaw St.
St. Louis, Mich. 48880

St. Louis Board of Education.

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AGREEMENT

between the

ST. LOUIS BOARD OF EDUCATION

and the

ST. LOUIS EDUCATION ASSOCIATION

This agreement is entered into this 25th day of August 1975 by and between the Board of Education of the St. Louis Public Schools, St. Louis, Michigan, hereinafter called "the Board" and the St. Louis Education Association hereinafter called "the Association".

WITNESSETH

WHEREAS, the Association has been recognized by the Board as the exclusive bargaining agent of the teachers for the purpose of dealing with the Board on matters of teacher concern; and

WHEREAS, the laws of the State of Michigan authorize collective bargaining for public employees to enter into collective bargaining agreements, with the representatives of their employees, and

WHEREAS, the Board of the Association desire to incorporat  such agreements and other matters into a formal contract

THEREFORE, the parties agree as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 379, PA of 1965, for all certificated teaching personnel under contract but excludes supervisory and executive personnel, office, clerical, and maintenance and operating employees.
1. 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 reference to male teachers shall include female teachers.
 2. The term "Board" shall include its officers and agents.
 3. The term "Association" as used in this agreement shall mean the St. Louis Education Association.
 4. The term "school district" and/or "St. Louis Public Schools" as used in this agreement shall mean the St. Louis Public Schools, St. Louis, Michigan.
 5. The term "certified employee" as used in this agreement shall mean any employee of the school district holding a valid Michigan teaching certificate.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement.
- C. Nothing herein contained shall deprive the Board of any rights which it has under the Michigan General School Law, the Michigan Teacher Tenure Act or other applicable laws and regulations.

ARTICLE II

Association and Teacher Rights

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that the teachers employed by the Board shall have the right freely to join the Association..
- B. Nothing contained herein shall be construed to deny or restrict to any teacher the rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. On days when school has been in session the Association shall have the right to use school buildings for meetings, provided that when special custodial service is required, the Board may charge for them at the same rates charged other community groups. No charge shall be made for the use of school rooms before the commencement of the school day nor until 6:00 p.m.
- D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Representatives of affiliated groups of the Association who are not employees of the school district shall be permitted to visit school premises to transact official Association business, provided they first report to the Superintendent's office, or his designated representative. Permission shall not be withheld if in the opinion of the Superintendent or his designated representative the visit of the representative(s) of the affiliated group will not interfere with or interrupt normal school operations.
- E. The Association shall have the right to use school facilities and equipment including typewriters, mimeographing machines, other duplicating machines, calculating equipment and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. The school equipment shall be used under the direction and/or supervision of the school employee(s) normally responsible for the equipment.
- F. The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the district mail service and teacher mail boxes for communications to teachers. After delivery of the material to a building it shall be the responsibility of the Association or its designated representative to see that the material is distributed to Association members.

ARTICLE II (Continued)

- G. The Board shall make readily available to the Association all information which is available to the public. The Board shall cooperate in helping the Association to locate the information, but it is under no obligation to incur costs or time of clerks or the administration to prepare any information for the Association.
- H. The Board shall communicate with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy which are proposed or under consideration prior to adopting and/or general publication.

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ARTICLE II (Continued)

ARTICLE III

RIGHTS OF THE BOARD

- A. The Board retains all rights and powers to manage the schools and to direct teachers except as otherwise expressly provided in the agreement and then only to the extent such agreement is in conformation with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.
- B. The practice of reserving the Mondays of each month for after school staff meetings with the Superintendent of Schools, the Principals, and for the Association shall be continued. Attendance at such meetings called by the Superintendent of Schools and/or Principals is mandatory unless excused prior to the meeting by the person calling such meetings. At the beginning of the school year the schedule for such meetings shall be worked out in cooperation with the Association.
- C. The Board retains the sole right to reprimand or discharge probationary teachers in accordance with the Michigan Teacher Tenure Law without interference from the Association. Lawful Association activities shall not be the basis for reprimand or discharge. The termination of services of or failure to re-employ or the placing on a third year of probation of a probationary teacher shall not be subject to the grievance procedure.
- D. The Board retains the sole right to reprimand or discharge teachers in regard to their extra-contractual duties.
- E. Any part of the existing written Board policies and administrative regulations which are in conflict with this agreement shall be deemed invalid, but this shall not effect the remaining parts of the written Board policies and administrative regulations not found to be so in conflict.

MEMBERSHIP, FEES, AND PAYROLL DEDUCTIONS

- A. All teachers as a condition of continued employment shall either:
1. Sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National and Michigan Education Association) and such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of a given year, or
 2. Cause to be paid to the Association a representation fee equivalent to the dues and assessments of the Association (including the National and Michigan Education Association) within sixty days of the commencement of employment. In the event the representation fee shall not be paid, the Board, upon receiving a signed statement from the Association indicating the teacher has failed to comply with this condition, shall immediately notify said teacher his services shall be discontinued at the end of the current semester. The refusal of said teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements is recognized as just and reasonable cause for termination of employment. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article. In any case in which a teacher or teachers contest a discharge under provisions of this Article, and it is necessary for the Board to defend its position and to engage legal counsel and to incur other expenses in so doing, the Association agrees to pay all expenses so incurred by the Board.
- B. The deduction of membership dues shall be made in 21 equal payments deducted from paychecks beginning in September and ending in June of each year, and the Board agrees to promptly remit to the respective Association all moneys so deducted, accompanied by a list of teachers from whom the deductions have been made.
- C. The Board shall also make payroll deduction upon written authorization from teachers for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.
- D. Teachers have the right to join any teacher organization but membership in a teacher organization shall not be required as a condition of employment.
- E. A teacher may withdraw his membership from the Association at any time.

TEACHING HOURS AND CLASS LOAD

- A. The teaching day for all teachers shall begin one-half hour prior to the time pupils are scheduled to be in school. Teachers shall remain at their assigned teaching station, or as directed by the principal, for 15 minutes after the pupils have been dismissed for the day. Teachers are encouraged to remain for a sufficient period after the close of the school day to attend to those matters which properly require attention at the time, including consultations with parents when scheduled with the teacher, except that on Fridays or on days preceding holidays or vacations, the teachers day shall end upon the dismissal of pupils for the day. The teaching day for part time teachers shall begin one-half hour prior to the time they are scheduled to be on duty and shall end when they are properly relieved of pupil supervision or 15 minutes after they are scheduled to go off duty whichever comes later. The present school day shall not be lengthened without prior consultation with the Association.
- B. The normal weekly teaching load in the senior and junior high school shall include five unassigned or conference periods equivalent to five teaching periods. The normal weekly teaching load in the elementary school shall be 30 clock hours of teaching periods. A teaching period is a period in which the teacher is actively involved with the pupils in the act of teaching, either as an individual or as a member of a teaching team, and has participated in the planning of the instruction to be conducted.
- C. Elementary teachers will not be scheduled for conferences on parent-teacher conference days with parents beyond 4:00 p.m. However, in case of family hardship where work or other conditions prevent the scheduling of a parent-teacher conference, the teacher shall make arrangements with the parent(s) for a conference at a mutually satisfactory time for both. Part time teachers shall participate in parent-teacher conferences as a condition of their employment.
- D. All teachers shall be intitled to a duty-free uninterrupted lunch period, in no event less than 30 minutes.
- E. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists.
- F. Teachers of music, art, and the laboratory science, librarians, speech therapists, reading consultants, visiting teachers, counselors and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the district.
- G. A schedule for teacher supervision of extra-curricular activities shall be worked out by the principal, an Association representative and a member of the Student Council. The individuals concerned shall meet as soon as feasible at the opening of school for the year and as needed during the year.
- H. When an individual school building is closed down because of emergency conditions (i.e., boiler failure, electrical failure, etc.) the Superintendent of Schools or his designated representative may require any or all of the teachers of the building to report for teaching duty as the needs of the school system dictate. However, no teacher shall be assigned to teach at a level other than that covered by his certificate.

ARTICLE V (Continued)

- I. Teachers are expected to be at their assigned station at all times. Teachers are responsible for the proper supervision of all pupils and especially those assigned to them during the day. Secondary teachers are to step into the hall near their assigned teaching station to supervise and maintain order in the corridors and their classroom while students are passing between classes.
- J. A reasonable assignment by the principal, after consultation with the teacher, of extra curricular, playground, corridor, or similar activities outside of school hours, at noon, or both may be made.
- K. Teachers shall be responsible for exercising those duties prescribed by the laws of the State of Michigan for teachers. It is assumed that every teacher is familiar with his rights and duties under law.
- L. The unassigned or conference period is part of the teachers work day. The occasional use of this period for other than school purposes may be allowed by the Principal where conditions exist beyond the control of the teacher.
- M. Teachers are expected to remain on duty in the event of emergency situations. Such situations would include severe weather warnings, civil or student disturbances, or situations which may threaten the health or safety of students. It is understood that the administration will develop and issue guidelines for teacher responsibility in cases of emergency.

ARTICLE VI

TEACHING CONDITIONS

- A. Whenever feasible under the circumstances (availability of facilities and financial resources) the maximum number of pupils per teacher shall be as follows:
1. Elementary: K-overall P:T. ratio of 28:1, 1-5 - overall P:T ratio of 30:1.
 2. Secondary and Middle School: North Central Association recommendations will be followed.
- B. The foregoing standards are subject to modification for educational purposes such as avoidance of split grade classes or half classes, specialized or experimental instruction (e.g., team teaching or large group instruction), improvement of instructional methods, distribution of students by attendance area and availability of transportation, changes in enrollment or any other valid reason.
- C. The Board shall keep the schools reasonably equipped and maintained as determined by the economic conditions of the school district.
- D. The Board shall make available to the extent that they may be provided without major cost for construction or renovation in each school adequate lunchroom, restroom and lavatory facilities for use by school employees.
- E. The Board shall make an effort to provide space in each building for the use of school employees in which smoking will be permitted.
- F. Upon request of the Association, vending machines shall be installed at Association expense in areas which are suitable and not available to students. The Association agrees to keep areas around vending machines clear and free of debris.
- G. The Association agrees to maintain teachers' lounges and lunchroom areas, except for the usual custodial services provided by the Board, in a neat and clean manner.

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. No teacher shall be employed by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university and a provisional or permanent certificate if a satisfactory one is available at the time of hiring.
- B. The employment of teachers by individual contracts based on special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials and the Association shall be so notified in each instance and the Board shall indicate the extent to which they endeavored to fill the position with a fully certificated person.
- C. Teachers shall not be assigned, except temporarily, outside the scope of their teaching certificates. As a member of the North Central Association of Secondary Schools, the Board shall be guided by their recommendation.
- D. The Superintendent may request that a teacher enroll in specific credit courses so that the teacher might fill certain academic or professional voids and so that he may achieve preparation standards which are mandated by curriculum revisions or applicable accreditation standards. Should the teacher be unwilling or unable to accommodate such a request to the extent of completing the equivalent of up to four (4) semester hours per year and the want of the indicated improvement prohibits the initiation or continuance of a desired curriculum or accreditation, then the teacher may be re-assigned (accommodating his desires as nearly as possible) in order that the objective will be gained. Teachers complying with such requests shall be reimbursed for tuition, books, and necessary travel incurred by enrollment in such classes. Tuition will be reimbursed at the rate for the equivalent number of hours if taken at Central Michigan University. Mileage will be paid at the Board's established per mile rate for actual mileage driven not to exceed \$150.00.
- E. Teachers shall be notified prior to July 1 preceding the commencement of school as to their teaching assignment. In the event that changes in such assignments are necessary, teachers so affected will be notified as soon as possible by certified mail addressed to their last known address.

ARTICLE VIII

VACANCIES, PROMOTIONS, AND TRANSFERS

- A. Request by a teacher for transfer to a different class, building, or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The request for transfer shall set forth the reasons for the requested transfer. Such request shall be renewed once each year on or before March 15 to be considered for the next school year.
- B. The transfer request will be reviewed by the Superintendent. He shall inform the teacher and Association in writing of the disposition of the case and his decision shall be final.
- C. An involuntary transfer shall be made only in case of emergency such as changing enrollments, addition or deletion of courses, financial conditions, etc. When teachers are transferred involuntarily, the Superintendent shall give consideration to:
 - 1. Qualifications of the teacher concerned.
 - 2. Length and quality of service the teacher has rendered to the school district.

The Association shall receive written notice of the disposition of all involuntary transfer situations.

- D. Any administrative and/or supervisory positions which open shall be posted at least one week before the position is filled. Teachers may apply for such positions and their professional qualifications will be evaluated along with the qualifications of other applicants. However, the decision of the Board in filling the position shall be final.

ARTICLE IX

ILLNESS OR DISABILITY

A. Sick Leave

1. Sick leave shall be earned at the rate of one day per month worked and shall be credited monthly to the sick leave account of the teacher.
2. Sick leave days may accumulate to the maximum of thirty (30) days. Teachers having accumulated more than thirty (30) days of sick leave as of January 1, 1976 shall have the sick leave frozen as a retirement benefit only to be paid out in accordance with the provisions of Article XIX F.
3. If a teacher is absent for three (3) consecutive days to be compensated under this section, the Superintendent may require the teacher to file a doctor's verification of illness prior to obtaining remuneration thereof.
4. Half time teachers shall be allowed sick leave days in the same proportion as their work schedule is to the work schedule of a full time teacher.

- B. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year and the leave may be renewed each year upon written request by the teacher.

ARTICLE X

PROFESSIONAL AND PERSONAL BUSINESS

A. Personal Leave

Personal leave shall be for personal business which cannot normally be taken care of after regular school hours. There shall be a maximum of two (2) days per school year granted, non-accumulative.

Except in emergencies, the teacher requesting leave under this section shall give his principal written notice, with reasons for leave, of his intention to take such leave at least one school day in advance of the day he proposes to be absent. Personal leave, except in emergencies beyond the control of the teacher, shall not be granted for days preceding or following holidays, vacations, and the first and last day of the school year.

B. Bereavement Leave

In case of death in the immediate family up to three (3) days will be allowed the teacher. Immediate family is interpreted to mean grandparents, grandchildren, parents, spouse, father-in-law, mother-in-law, children, brother, sister, fiance, or any other member of the immediate household. An additional day may be allowed by the Superintendent if the distance to be traveled is more than 200 miles.

C. Jury Duty

A leave of absence shall be granted a teacher called for jury service. The Board shall pay an amount equal to the difference between the teacher's daily salary and the daily jury fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which he otherwise would have been scheduled to work, provided that the teacher cooperates with the administration in seeking to be excused from jury service.

D. Unauthorized Leave

A teacher may be properly absent from duty only with authorization. Absence from duty may be authorized only by the Board of Education or by the Superintendent of Schools or by his designated representative and only as provided in this agreement, the policies of the Board of Education, and administrative rules and regulations.

Absence from duty not authorized by the Board of Education or by the Superintendent of Schools or by his designated representative shall be considered unauthorized absence from duty. Unauthorized absence from duty will result in loss of pay from the days of unauthorized absence and may be considered by the Board of Education or Superintendent of Schools as grounds for suspension of the teacher and/or other disciplinary action.

E. Leave for Extenuating Circumstances

As a general rule, leave for reasons other than those covered under this agreement shall be denied. However, at times there are extenuating circumstances over which the teacher has no control and which could not be foreseen in discussions concerning the agreement. Such a situation might occur when a member of the family is serving in the armed forces and returns home for a limited time or is passing through. Under such conditions the Superintendent may grant up to two (2) days leave, deductible

ARTICLE X (Continued)

from the teacher's personal or sick leave, upon the written request of the teacher, The granting or denial of leave under this paragraph shall not be subject to the Grievance Procedure.

F. Association Leave

At the beginning of the school year the Association shall be credited with four (4) days to be used by the officers of the Association. Such use to be agreed upon by the Association President and the Superintendent. The Association agrees to notify the Superintendent not less than 48 hours prior to the date for intended use of such leave.

UNPAID LEAVES OF ABSENCE

- A. Regulations for applying for leave and return to employment in the school system shall be governed by Article XII.
- B. A leave of absence of up to two (2) years shall be granted to any tenure teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full time participant in such programs, or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon return from 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.
- C. A leave of absence of up to two (2) years shall be granted to any tenure teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. Upon return from such leave, a tenure 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.
- D. Any tenure teacher whose position is other than temporary who may enlist or be conscripted into the armed forces of the United States for service or training shall be granted military leave. He shall be reinstated to his position in the school system upon written request supported by competent proof that he is fully qualified to perform the duties of said position. Application for reinstatement shall be made not later than 90 days from the date of honorable discharge from active duty. His position on the salary schedule is to be the same as if he had been teaching during his military service. A dishonorable discharge from the armed forces of the United States does not obligate the Board for future employment.
- E. A leave of absence of up to two (2) years shall be granted to any tenure teacher upon application for the purpose of serving as an officer of the Association, or, on its staff. Upon return from such leave, such tenure teachers shall be placed at the same position on the salary schedule as they would have been had they taught in the system during such period.
- F. A leave of absence not to exceed four (4) years shall be granted to any tenure teacher, upon application, for the purpose of campaigning for, or serving in, a public office. Upon return from such leave, a tenure teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the system during such period.
- G. A maternity leave without pay or fringe benefits may be granted up to a maximum of one (1) year renewable in the discretion of the Board. A tenure teacher requesting such leave should file her request in writing six (6) months before the expected birth of the child. The termination date for employment will be determined by the following criteria:

ARTICLE XI (Continued)

1. The health and welfare of the teacher
2. The availability of a suitable replacement
3. The necessity for completing certain phases of the program for which the employee is responsible.
4. The school's reporting period
5. The tenure teacher's consistent ability to perform in his professional capacity and in the best interests of the instructional program of the students involved.
6. The written opinion of her attending physician
7. The opinion of the principal

To be eligible for maternity leave a teacher must be on tenure, or if a teacher in her second or third year of probation, have been recommended for tenure. Upon her granting of maternity leave by the Board, the teacher shall be entitled to return to the school system upon the expiration of her maternity leave upon filing with the Superintendent a written statement by a physician of her proper health and recommendation of the Superintendent and providing a vacancy for which she is qualified exists and said vacancy is not filled by a tenure teacher.

A tenure teacher may make written application to the Superintendent for reinstatement prior to the expiration of the leave provided that she will give at least 90 calendar days notice in advance of the requested date of return. Exceptions to this notice as required in the preceding sentence may be made by the Board in cases of still birth or miscarriage. The Board reserves the right in their sole discretion to approve accelerated termination of maternity leave on the basis of each individual case.

A teacher on maternity leave must give written notice by February 1st of the year the leave expires of her intention to return or resign unless an extension of leave or new leave has been granted. Failure to furnish such written notice shall be conclusively deemed a resignation.

- H. Other types of leave such as sabbatical, educational, etc. may be granted as determined by the Board of Education. Each case shall be decided upon its merits and the good of the school district. Teachers are to make written application to the Board of Education when requesting such leave.

ARTICLE XII

POLICY ON EXTENDED LEAVE, INVOLUNTARY LEAVE AND TEMPORARY LEAVE

- A. Unless otherwise indicated, the following conditions shall apply to extended leaves of absence (extended illness, involuntary leave, sabbatical, maternity, etc.)
1. Requests for leave shall be in writing except in case of involuntary leave.
 2. Only tenure teachers will be considered for extended leave.
 3. Extensions of leave shall be at the will of the Board.
 4. Sick leave days shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
 5. Written notice of intention to either return or resign shall be given the Superintendent of Schools by February 1st of the year in which the leave expires.
 6. Failure to give notice as required in item 5 above shall be conclusively deemed resignation.
 7. Re-employment during the school year shall be at the discretion of the Board, and re-employment for the beginning of the new school year shall depend upon an opening on the staff for which the teacher is qualified.
- B. Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence without pay or increment for such time as is necessary for complete recovery to a maximum of one year. Further extensions may be granted at the will of the Board. Upon return from leave, a teacher may be assigned to the same or similar position, providing a vacancy exists. In cases where there is reason to believe that the period of absence will be such as to work a hardship on the educational program of the pupils, the Superintendent of Schools may place the teacher on an involuntary leave of absence without pay or increment.
- C. A leave of absence with pay shall be granted for time necessary for appearances in a legal proceeding connected with the teacher's employment with the school system if the teacher is required by law to attend.
- D. No fringe benefit payments will be made by the Board for teachers on leave.

ARTICLE XLII

ACADEMIC FREEDOM

- A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual responsibility. It is recognized that these democratic values can be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
- B. Academic freedom, appropriate to the level of the learner and the teacher's area of competence, shall be guaranteed to teachers in the study, investigation, presentation, and interpretation of facts and ideas concerning man, human society, and the physical and biological world, and other branches of learning.
- C. The Board recognizes that children must be free to learn and teachers free to teach broad areas of knowledge, but such teaching must be consistent with basic objectives of the schools program and instructional guidelines.

ARTICLE XIV

TEACHER EVALUATION

- A. Classroom observation of the work performance of a teacher shall be conducted with the full knowledge and prior notice to the teacher.
- B. In addition to classroom observation, it is recognized that evaluations may also be made from general observations and from meetings and discussions with the teacher. The Principal is to make written evaluations of probationary teachers to the Superintendent of Schools at least once each semester. At least one evaluation a year of the probationary teacher shall be based upon a minimum of 30 minutes of continuous classroom observation. The Principal is to make written evaluations of tenure teachers at least once each year. The evaluation of tenure teachers need not be based upon classroom observation. The teacher is to receive a copy of each evaluation of his status. An adverse evaluation shall not be subject to the grievance procedure.

ARTICLE XV

PROFESSIONAL BEHAVIOR

- A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement.
- B. The Association recognized that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.
- C. A teacher shall at all times be intitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. It shall be the responsibility of the teacher to inform the Board or its representative that he desires an Association representative to be present.
- D. All information forming the basis for disciplinary action will be made available to the teacher and to the Association if so directed in writing by the teacher.

ARTICLE XVI

REDUCTION IN CERTIFIED PERSONNEL AND
ANNEXATIONS AND CONSOLIDATIONS OF DISTRICTS

- A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- B. In the event this district shall be combined with one or more districts, the Board will use its best efforts to secure employment for tenure personnel for positions for which they are qualified by training and teaching experience in such consolidated district.
- C. There shall be no seniority among probationary certified employees.
- D. The term seniority as hereinafter used shall be length of continuous service with the St. Louis Public School Board of Education for all certified personnel.

Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. Credit given for outside teaching experience in school districts other than St. Louis shall not be considered for the purpose of accumulating seniority but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

- E. Any certified personnel granted tenure shall have seniority from the last date of hire.
- F. The Board of Education shall prepare a seniority list and transmit a copy of the same to the Association on or before the 1st day of February. In the event of a dispute concerning the seniority list, the Association shall have the right to file a written grievance thereon within not more than 15 days of mailing of the seniority list.
- G. Necessary reduction of certified personnel - LAYOFF. The parties hereto, realizing that education, curriculum and staff to a large degree depend upon the economic resources and facilities available to the Board of Education as provided by the public and the State of Michigan and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum and staff when funds are not available, hereby agree as follows:
 - a. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum when economic necessity dictates.
 - b. In order to promote an orderly reduction in certified personnel when the educational program and curriculum is curtailed the following procedure will be used:
 - 1. The Superintendent shall notify all certified personnel who may be affected by the layoff procedure and may discuss possible assignments with those who might be retained.

ARTICLE XVI (Continued)

2. ~~Probationary employees will be laid off first where any certified personnel who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.~~
 3. In the event certified personnel with seniority must be laid off, layoff will be on the basis of seniority in grades K-5 and seniority by instructional or subject area taught in grades 6-12.
 4. Where the seniority status of two or more certified persons is the same, consideration will be given to the following factors: skill and efficiency on the job, physical fitness, permanent certificate, the amount and quality of college credits earned in the instructional or subject area taught. A person with an MA in a subject area has preference over a person with an undergraduate major in the same area. A person with a minor in a subject area has preference over a person with less than a minor. Further, if two undergraduate majors are the same, but one has more graduate work on an MA, then he would have preference.
- H. It is expressly understood that at times because of the size of the school system, certified personnel retained may have to teach some subjects outside of their major or minor preparation area to complete a full teaching load.
- I. It is expressly understood that the Association shall have a right to review the layoff list prior to official notification from the Board of Education to the certified personnel to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to file a written grievance thereon within not more than seventy-two (72) hours after the receiving of the layoff list by the Association.
- J. Certified personnel with seniority shall be called in inverse order of layoff for new positions opening for which they are certified and qualified. The recall list shall be maintained by the Board for a period not to exceed two (2) years, thereafter a teacher shall lose his rights to recall.

ARTICLE XVIII

SCHOOL CALENDAR

- A. For the term of this Agreement the school calendar shall be as set forth in Appendix A. There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association as provided in Section C below.
- B. New teachers may be required to attend an additional day for planning and orientation without compensation. Such days are arranged with the new teachers' Principal.
- C. The school term for teachers shall not be less than the minimum number of days and hours of instruction required by law for the school district to receive its full state aid allocation.

ARTICLE XIX

PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by the Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. A teacher shall be given up to seven (7) years of credit as evaluated by the Superintendent on the Salary Schedule set forth in Appendix B for years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency. The Superintendent may allow credit on the Salary Schedule for experience in industry and business directly related to the teacher's assignment. The provisions of this Article are not applicable to teachers now employed by the Board.
- C. Placement on the Salary Schedule shall be according to the teacher's academic standing as of September 1.
- D. A teacher's hourly rate is to be determined by dividing his regular daily salary by 7.5. Salary adjustments shall be made on the basis of the teacher's contract. Deductions in salary will be made on a daily salary, determined by dividing the teacher's contract salary by 184 and on an hourly basis by dividing the daily salary by 7.5.
- E. Teachers involved in extra duty assignments set forth in Appendix B-1, B-2, and B-3 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation. Pay for extra duty assignments will be made only for assignments above a full teaching load.
- F. As a result of fifteen (15) years of continuous service to the school district a teacher upon retirement from the school district, in accordance with the Michigan Public Schools Employees Retirement System, shall be paid for accumulated sick leave at the rate of \$38.10 per day not to exceed 20 days of accumulated sick leave (maximum entitlement \$762.00). For those teachers who carry on January 1, 1976 a frozen retirement benefit, their entitlement and cash pay out shall be the maximum of \$ 752.00 provided that the teacher has maintained 20 days of accumulated sick leave. Should the teacher's accumulation be less than 20 days the teacher may borrow from their accumulated days frozen on January 1, 1976. However, no payment in excess of \$762.00 will be made under the provisions of this article and section.

ARTICLE XX

INSURANCE

- A. An application form must be completed by all teachers wanting to be insured or requesting changes in their coverage.
- B. In all cases the terms and conditions of the insurance carrier shall apply as to submission of applications, eligibility for insurance coverage, effective dates of coverage, changes in desired insurance coverage, termination of insurance coverage, continuation of insurance coverage after leaving the employ of the Board etc.
- C. Premiums are remitted to the insurance carrier each month commencing in September. For teachers completing the school year premiums will be remitted for June, July and August. A premium remitted to the insurance carrier in September is for insurance coverage for the month of October.
- D. For teachers terminating their employment on or before the 15th of the month no premium will be remitted to the insurance carrier that month. For example, a teacher terminating his employment on March 12 would not have a premium remitted on his behalf to the insurance carrier for insurance coverage for the month of April.
- E. The Board shall contribute toward the payment of premium for a Board approved medical-hospitalization insurance program for each active full time teacher employed by the Board at a rate not to exceed the Blue-Cross-Blue-Shield MVF-1 with Master Medical plus Riders ML and DCCR. Teachers may elect:
1. Blue Cross-Blue Shield
 - Comprehensive Hospital, Semi
 - D-45NM, SA, DCCR, IMD, COB-2
 - Michigan Variable Fee I
 - ML, SD, DC, OE, CB-2, FAE, VST
 - Master Medical Option IV, Reciprocity
 - Over 65 Exact Fill
 - Prescription Drug Program \$.50 Co-Pay
 2. MESSA Super Med II
- F. The Board shall pay premiums for supplementary life insurance for each full time teacher in the amount of \$10,000 and \$10,000 accidental death and dismemberment. The Board reserves the right to select the insurance carrier.
- G. The contribution for part time teachers will be pro-rated accordingly as will the face amount of the life insurance. However, no contribution will be made for teachers working less than one-half time.
- H. The Board shall contribute only once for medical-hospitalization insurance for each family. For example, the Board will not contribute twice the monthly premium if both husband and wife are employed by the Board.

ARTICLE XX INSURANCE (Cont.)

- I. The Board will not contribute toward medical-hospitalization to provide duplicate coverages. A teacher shall sign a statement that he is not covered under another medical-hospitalization plan or group if requested by the Superintendent.
- J. Effective January 1, 1976 the Board agrees to provide each full time teaching employee with a long term disability insurance program.
 1. Benefits up to seventy (70%) percent of contractual salary to take effect thirty (30) non-consecutive work days from the first date of disability; said benefits would continue to the end of the current contract year.
 2. Benefits shall continue beyond the contract year at the rate of sixty (60%) percent of the contractual salary of the year in which the disability occurred, but not beyond age sixty five (65).
 3. No pre-existing conditions.

ARTICLE XXI

SPECIAL & STUDENT TEACHING ASSIGNMENTS

- A. No regularly assigned teacher shall be used as a substitute teacher unless it is a scheduled part of the total teaching hours except in an emergency, it being expressly understood that the failure of a substitute to arrive on schedule or the inability of the Board to secure a substitute will be considered an emergency.

Such emergency assignment shall be rotated whenever possible among the available teachers. In such emergency cases when a regular teacher has been assigned to substitute during a conference period, the teacher shall substitute one conference period without compensation and thereafter shall be reimbursed \$5.00/conference period substituted. In general, use of a supervising teacher as a substitute will be discouraged, but in an emergency a supervising teacher shall not be used in excess of 5 periods per year without compensation as stated above.

- B. A supervisory teacher of student teachers shall be a teacher with a minimum of acceptable academic preparation who voluntarily accepts the assignment and shall be known as a Supervisory Teacher.
- C. The full amount of moneys made available to the district by the placing University shall be paid to the Supervising Teacher involved.
- D. The Supervising Teacher is legally responsible for the conduct and learning of the pupils assigned to him and shall therefore delegate responsibility to student teachers only after careful planning of pupil learning experiences and within the demonstrated competence of the student teacher in meeting the demands of the various situations with which he may be confronted.
- E. The Supervising Teacher shall give the Student Teacher ample opportunity to observe teaching procedures and adjusting to classroom and general school routine prior to the Student Teacher's first supervised teaching experience.
- F. Responsibility for classroom instruction shall be given to the student teacher in a staggered sequence, the time allotment being determined by the subject or unit being studied and the Student Teacher's relationship with pupils.
- G. Toward the end of his assignment the Student Teacher shall have acquired the necessary competence and confidence to assume full teaching responsibility for a day or several days.

ARTICLE XXII

STUDENT DISCIPLINE & TEACHER PROTECTION

- A. The Board shall work and cooperate with the Association in providing a classroom atmosphere which will give support and assistance to the teacher to maintain control and discipline in the classroom.
- B. The Board shall reimburse teachers for any loss, damage, or destruction of clothing or personal property sustained by the teacher while on duty due to pupil negligence or while enforcing or maintaining pupil discipline and order during school hours or at school activities. No payments under this article and section shall be made for claims less than \$5.00 or for claims in excess of \$100.00. Such claims shall be presented to the Superintendent or his designated representative for review and recommendation of payment to the Board.

ARTICLE XXIII

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been an alleged violation of the expressed terms of this agreement may be processed as a grievance as hereinafter provided. The president & secretary shall sign a grievance on behalf of the Association when instructed to do so by the Association Executive Committee.
- B. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy.
- C. The term "days" as used herein shall mean days in which school is in session.
- D. Written grievances as required herein shall contain the following:
 1. It shall be signed by the grievant or grievants.
 2. It shall be specific.
 3. It shall contain a synopsis of the facts giving rise to the alleged violation.
 4. It shall cite the section or subsections of this agreement alleged to have been violated.
 5. It shall contain the date of the alleged violation.
 6. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- E. Level One - In the event that the grievant believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal either personally or at his option accompanied by an Association representative. Such discussion shall be instituted by the grievant within five (5) days of the alleged occurrence which was the basis for the grievance. If no resolution is obtained within three (3) days of the discussion, the grievant shall reduce the grievance to writing and proceed within five (5) days of said discussion to level two.
- F. Level Two - A copy of the written grievance shall be filed with the Superintendent or his designated representative with the endorsement thereon of the Association if it decides to process the grievance with the grievant. Within five (5) days of the receipt of the written grievance, the Superintendent or his designated representative shall arrange a meeting with the grievant and/or the designated Association representative at the option of the teacher to discuss the grievance. Within 5 days of the discussion the Superintendent or his designated representative shall render his decision in writing, transmitting a copy of the same to the grievant, the Association Secretary, the Building Principal in which the grievance arose, and place a copy of same in a permanent file in his office.
- G. If no decision is rendered with 10 days of the discussion with the Superintendent or his designated representative or the decision is UNSATISFACTORY TO THE GRIEVANT, HE MAY APPEAL THE SAME TO THE Board by filing a written grievance along with the decision of the Superintendent of his designated representative with the Secretary of the Board. Such appeal is to be filed not less than 3 days prior to the next regular Board meeting.

ARTICLE XXIII (Continued)

- H. Level Three - Upon proper application as specified in Level Two the Board shall allow the grievant, or at his option, an Association representative an opportunity to be heard at the regular Board meeting. The Board shall render its decision in writing at the next regularly scheduled Board meeting. The Board may hold hearings, may designate one or more of its members to hold meetings or otherwise investigate the grievance, provided however, that in no event except with the written consent of the grievant shall final determination of the grievance be made by the Board at a date than the next regular Board meeting.
- I. If the grievant is not satisfied with the disposition of his grievance at Level Three, he may within three days after the decision is rendered, request in writing that the President of the Association submit his grievance to arbitration. The President shall immediately call a meeting of the officers of the Association to consider the merits of the alleged grievance. If the officers of the Association decide, either that the alleged grievance lacks merit, or the decision at Level Three is in the best interests of the school system, it shall send written notification to the grievant and the Superintendent of Schools that it will not process the grievance any further. If the officers of the Association decide that the alleged grievance has merit and the decision at Level Three is not a acceptable, or shall, within 10 days after the decision has been rendered under Level Three request that the grievance be submitted to arbitration.
- J. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The Arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement. The Arbitrator shall have no power to form the terms of this agreement. The Arbitrator shall have no power to set the salary scale for the entire Association. In all other matters both parties agree to be bound by the award of the Arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. In case of a grievance involving the salary scale for the entire Association the decision of the Arbitrator shall be deemed advisory in nature. The Board and the Association agree that in this case they will make every possible effort to conform to the decision of the Arbitrator.
- K. The fees and expenses of the Arbitrator shall be shared equally by the parties.
- L. The time limits provided in this Article shall be strictly observed. Should a grievant fail to institute or appeal a decision within the time limits specified or leave the employ of the Board, all further proceedings on a previously instituted grievance shall be barred. The Association shall have no right to initiate a grievance involving the right of a teacher or a group of teachers without his or their express approval in writing thereon. Likewise, there is no obligation of the Association to become a party to a grievance and the Association may drop itself from the proceedings at any time.
- M. No grievance shall be adjusted without prior notification to the Association and the opportunity for an Association representative to be present, nor shall an adjustment of a grievance be inconsistent with the terms of the agreement. However, nothing herein contained shall be construed to prevent any individual teacher from presenting a grievance without the intervention of the Association.

ARTICLE XXIV

NEGOTIATION PROCEDURES

- A. This agreement is complete and unalterable for its term, and the only proper discussion between the parties shall be those required by the grievance procedure. This agreement also incorporates the entire understanding of the parties on all issues which were or could have been subject to negotiation. During the term of this agreement, neither party will be required to negotiate with respect to any such matters whether or not covered by this Agreement and whether or not within the knowledge and contemplation of either or both parties at the time they negotiated or signed this agreement.
- B. The Superintendent shall meet informally once a month on such days as mutually agreed upon with the collective negotiations chairman of the Association for the purpose of discussing problems of mutual concern. Their informal discussions shall simply involve a mutual exchange of ideas and shall in no sense be considered negotiations. The sole purpose of these discussions is to provide communication between the Board and Association and to gain insights and better understanding and shall in no way modify or alter this agreement.
- C. No later than April 15, 1976 the Association agrees to submit those changes and additions they wish to incorporate into the master agreement. The Board will reply within two weeks with their counter proposal.
- D. The Board and Association collective negotiations chairman shall meet at least 48 hours prior to each negotiation session and discuss and agree on an agenda for the collective negotiations session.
- E. In any negotiations described in this Article, neither party shall have control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining subject only to such ratification.
- F. Each party shall advise the other in writing of the names of persons who shall constitute its negotiation committee. The parties shall have the right to change or substitute members of their negotiation committee at any time upon giving the other party written notice at least 24 hours in advance of affecting said change or substitution. It shall be the responsibility of the chief negotiator to inform any new member of his bargaining committee concerning the progress of negotiations to date.
- G. Negotiations shall be closed to the public and conducted in executive session. The parties shall make every reasonable effort to agree on the content of any news releases made during negotiations. Only in the absence of such agreement may the parties make unilateral news releases.

ARTICLE XXIV (Continued)

- H. In the event either party intends to seek mediation or fact finding it will inform the other party prior to any news release to this effect.
- I. The Association and the Board agree that the Chief Negotiator of each negotiating committee shall be acknowledged as the official spokesman for his committee, though all members (as defined in Section E of this article) of the negotiating committee may participate in negotiating when and if recognized by their chief negotiator.
- J. The Association and the Board agree that the Chief Negotiator of either committee may, independently, call for a caucus at any time during a negotiating session.
- K. The Association and the Board agree that the process of tabling may be used. Tabling shall mean "the temporary suspension of negotiation on a specific item.:"
- L. The Association and the Board agree that either party may, at its discretion and with prior notification, bring into the negotiating session any outside legal and/or professional advisors. Outside legal and professional advisors shall be defined as persons not members of the St. Louis Board of Education or employees of the St. Louis Public Schools. Prior notification shall mean a written communication to the Chief Negotiator of the Committee to be informed at least one week in advance of the negotiating session at which the outside legal and/or professional advisor shall be present. The one week requirement for advance notice may be waived by mutual agreement of the Chief Negotiators. Receipt of such written communication must be acknowledged in writing and returned within 3 days to the Chief Negotiator of the committee sending the communication.
- M. The Association and the Board agree that the Chief Negotiator may bring into the negotiations local resource persons. Local resource persons shall be defined as members of the St. Louis Board of Education and employees of the St. Louis Public Schools.
- N. Neither Chief Negotiator shall be required to negotiate with or to answer direct questions of the local resource person or outside legal and/or professional advisors. Such persons shall serve in an advisory capacity to the designated Chief Negotiator.
- O. If the parties fail to reach an agreement in any such negotiations either party may invoke the mediation of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. 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.
- B. To permit effective planning of educational programs teachers will be asked each year to express their intention to return to their positions in the school district for the following school year. Such "Letters of Intent" are not contracts and are not binding, but indicate the teachers' plans at the time of signing. "Letters of Intent" will be sent out on or about April 1 each year with a requested return on or about April 15.
- C. Teacher contracts of teachers hired after July 1, 1976 shall have the following clause added to their contract:
- This contract subject to termination with not less than 30 calendar days notice in writing to the teacher's place of residence by certified mail, return receipt requested, due to a necessary reduction in personnel.
- D. Communications to the Association shall be addressed to the President.

ARTICLE XXVI

DURATION

This agreement shall be effective and shall continue in effect to and including June 30, 1976. Proposals for negotiation in subsequent agreement shall be developed by the parties during the 1975-76 school year as stated in Article XXV.

* EDUCATION ASSOCIATION

By Mr. Felix Ortiz
Its President

By Miss Joyce Sherwood
Its Secretary

By Mr. Al Long
Chairman, Negotiating Committee

By Mrs. Maurine Gilbert
Negotiating Committeeman

By Mrs. Lois Gratton
Negotiating Committeeman

By Mr. Bill Mayes
Negotiating Committeeman

By Mrs. Marie Roach
Negotiating Committeeman

** BOARD OF EDUCATION

By Dr. C.J. Bender
Its President

By Mr. Arthur Fisher
Its Vice-President

By Dr. Wm. Osgood
Its Secretary

By Mr. Harry A. Richards
Its Treasurer

By Mr. Richard Colbry
Member

By Mr. William Keiser
Member

By Mr. Lowell Bebow
Member

* Approved by St. Louis Education Association August 25, 1975

** Approved by St. Louis Board of Education August 19, 1975

ST. LOUIS PUBLIC SCHOOLS
St. Louis, Mich.

1975-76 School Calendar

This calendar may be subject to change depending upon meeting state required attendance days for Vocational Education classes.

Teacher Conferences (All teachers)	August 25-26, 1975
School Begins	August 27, 1975
Labor Day Recess	August 30-Sept. 2, 1975
First Marking Period Ends	October 10, 1975
Second Marking Period Ends	November 21, 1975
End of First Semester	January 16, 1976
Fourth Marking Period Ends	February 27, 1976
Fifth Marking Period Ends	April 16, 1976
Baccalaureate	May 30, 1976
Commencement	(Wed.) June 2, 1976
Last Day of School (Student)	June 2, 1976
Last Day of School (Teachers)	June 3, 1976

VACATION AND CONFERENCE DATES
(Inclusive)

Labor Day	August 30-Sept. 2, 1975
Thanksgiving	November 27-Nov. 30, 1975
Christmas Vacation	December 20, 1975-January 4, 1976
Spring Vacation	March 27-April 4, 1976
Good Friday	(Noon) April 16-18, 1976
Memorial Day	May 31, 1976

	DAYS FOR TEACHERS	DAYS FOR PUPILS
August	5	3
September	20	20
October	23	23
November	18	18
December	15	15
January	20	20
February	20	20
March	20	20
April	20	20
May	20	20
June	3	2
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APPENDIX B-1

SALARY SCHEDULE

1975-76

<u>Step</u>	<u>Experience:</u>		<u>B.A.</u>	<u>B.A.+20*</u>	<u>M.A.(1)</u>	<u>M.A.(2)**</u>	<u>Eds</u>
	<u>Level</u>						
1	0		9240	9490	9890	9990	10,190
2	1		9702	9952	10,352	10,452	10,652
3	2		10,164	10,414	10,814	10,914	11,114
4	3		10,626	10,876	11,276	11,376	11,576
5	4		11,088	11,338	11,738	11,838	12,038
6	5		11,550	11,800	12,200	12,300	12,500
7	6		12,012	12,262	12,662	12,762	12,962
8	7		12,474	12,724	13,124	13,224	13,424
9	8		12,936	13,186	13,586	13,686	13,886
10	9		13,398	13,648	14,048	14,148	14,348
11	10		13,860	14,110	14,510	14,610	14,810
12	11		14,322	14,572	14,972	15,072	15,272
17	16		14,784	15,034	15,434	15,534	15,734
21	20		15,246	15,496	15,896	15,996	16,196

* B.A. + 20 Senior or graduate level courses beyond the Bachelor's Degree

** M.A. (2) Applies to an M.A. Degree in the teacher's assigned teaching area.

BOARD OF EDUCATION PAYS 5% RETIREMENT ON ABOVE SALARIES

APPENDIX B-2

EXTRA PAY FOR EXTRA WORK

High School Band	6%
Middle School Band	4%
High School Vocal Music	2%
Debate	3%
Forensic	3%
Musical	4%
Plays (each play)	4%
Student Council	3%
Cheerleader Advisor High School	4%
Jr. High	2%
*Pom-pon Advisor High School	4%
Guidance Director	\$476
Annual	4%
Summer Band	\$762
FHA	3%
Summer Agriculture	\$2,000
FFA	3%
Driver Education	
Classroom Teaching	\$6.19/hr.
Behind-the-wheel	\$6.19

Based on the highest degree held and years of teaching experience.

Extra pay for extra work only for duties above a full teaching load.

** Librarian	\$429
** Type A Teacher	\$429

* If the Pom-pon advisor is not an employee of the above the extra amount will be \$286.

** Additional amounts not paid to persons hired after the 1969-70 school year or present staff assigned to these positions after the 1969-70 school year.

Board of Education to pay 5% Retirement on above salaries.

APPENDIX B-3

COACHING SCHEDULE

Athletic Director	10%
Football	
Head	10%
All assistant	6%
Basketball	
Head	10%
Jr. Varsity	6%
Freshmen	6%
8th Grade	4%
7th Grade	4%
6th Grade	4%
Intramural Dir. T.S.N.	4%
Baseball	
Head	6%
All Assistants	4%
Track	
Head	6%
All Assistants	4%
Wrestling	
Head	8%
All Assistants	4%
Cross Country	4%
Golf	4%
Tennis	4%
To be based on highest degree held and years of coaching experience.	
Extra pay for extra work only for duties above a full teaching load.	
Girls Sports	
Volleyball	6%
Basketball	6%
Track	5%
All Assistants	3%

Board of Education to pay 5% Retirement on above salaries.

APPENDIX C-1

Saint Louis Public Schools
St. Louis, Michigan

STATEMENT OF GRIEVANCE

Submitted to:

Position

Check One:

Level One: Date:
Level Two: Date:
Level Three: Date:

Submit additional copies to
Association Secretary
Superintendent of Schools

At Level One it is sufficient to date one copy and file it with the person to whom the grievance is being made. At Level Two and Three the written grievance shall:

1. Be specific
2. Contain a synopsis of the facts giving rise to the alleged violation of the Agreement
3. Cite the sections or subsections of the Agreement alleged to have been violated
4. Contain the date of the alleged violation
5. Specify the relief requested

Use back of sheet and attach additional sheets of plain paper to state your grievance:

TO BE COMPLETED BY GRIEVANT	TO BE COMPLETED BY ASSOCIATION SECRETARY
<p>Does Grievant desire Association to accompany and/or represent him?</p> <p style="text-align: right;">_____</p> <p>Signature of Grievant:</p> <p>_____</p> <p>Date: _____</p> <p>School Building: _____</p>	<p>Will Association accompany or represent grievant if requested by grievant?</p> <p style="text-align: right;">_____</p> <p>Date: _____</p> <p>Signature of Association President:</p> <p>_____</p> <p>Signature of Association Secretary:</p> <p>_____</p>

APPENDIX C-2

SAINT LOUIS PUBLIC SCHOOLS

St. Louis, Michigan

RETURN FROM LEAVE

To be filled out by the teacher for the Payroll Department.

NAME _____ DATE _____

BUILDING _____

DATE (S) OF ABSENCE _____

REASON FOR ABSENCE _____

IF ABSENCE WAS DUE TO PERSONAL ILLNESS, DID YOU SEE A PHYSICIAN? _____

IF YES, PLEASE LIST NAME AND ADDRESS OF PHYSICIAN _____

SIGNATURE OF TEACHER

THIS SPACE FOR PAYROLL DEPARTMENT