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MASTER AGREEMENT
Prepared By
L'Anse Township Teachers' Club
(Local Chapter, Michigan Education Association)
Professional Negotiations Committee

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LABOR AND INDUSTRIAL

RELATIONS LIBRARY

I N D E X

TITLE	ARTICLE NUMBER	PAGE NUMBER
Michigan State University		
RECOGNITION	I	1
TEACHER RIGHTS	II	2
PROFESSIONAL COMPENSATION	III	2
TEACHING HOURS	IV	3
TEACHING LOADS AND ASSIGNMENTS	V	4
TEACHING CONDITIONS	VI	4-5
VACANCIES AND PROMOTIONS	VII	6
TRANSFERS	VIII	6
SICK LEAVE BENEFITS	IX	6-7
LEAVES OF ABSENCE	X	7-8
INSURANCE PROTECTION	XI	8
TEACHER EVALUATION	XII	8
PROTECTION OF TEACHERS	XIII	9
NEGOTIATION PROCEDURES	XIV	9-10
PROFESSIONAL GRIEVANCE PROCEDURE	XV	10-11
TEACHER RESPONSIBILITIES	XVI	11-12-13
PROFESSIONAL STUDY COMMITTEE	XVII	13
MISCELLANEOUS PROVISIONS	XVIII	13-14
DURATION OF AGREEMENT	XIX	14
SCHEDULE A - SALARY		15
SCHEDULE B - EXTRA PAY SCHEDULE		16
SCHEDULE C - EXTRA PAY SCHEDULE		17
SCHEDULE D - ATHLETIC SUPERVISION AND DUTIES		18

L'Anse Township Board of Education

MEA
1216 Kendall
East Lansing, Mich.
48823

This Agreement entered into this first day of July, 1968, by and between the Board of Education of the Township of L'Anse, Michigan, hereinafter called the "Board", and the L'Anse Education Association, local chapter of the Michigan Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of L'Anse District Schools is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve education standards, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all professional personnel, including personnel on tenure and probation, classroom teachers, guidance counsellors, school librarians, reading therapists, advising or critic teachers, employed or to be employed by the Board (whether or not assigned to a public school building). The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

C. The Board of Education and the L'Anse Education Association expects all teachers to 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 30th and September 1st of a given year.

D. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE II

Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement, and the Board agrees to be bound by any lawful order or award thereof.

C. The Association and its members shall have the right to use school building facilities, with the approval of the Administration, at all reasonable hours for meetings, providing they do not interfere with the normal school program. Bulletin boards and other established media of communication shall be made available to the Association and its members.

D. The Board agrees that upon the request of the Association, for financial information concerning the operation of the school, its tax structure, budgetary requirements, and financial resources, the Superintendent will meet with those members of the Association so designated and present this information to them.

ARTICLE III

Professional Compensation

A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the one year term of this Agreement, provided, however, that upon written notice to the other party at least sixty (60) days prior to the first day of May of the year of this Agreement, either party may request the reopening of negotiation of such salary schedule. Credit for experience outside the school system shall be evaluated by the Board, and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first ten years of experience, subject to the evaluation of prior service by the Board of Education.

B. The salary schedule is based upon a normal weekly teaching load, as hereinafter defined. September _____ to June _____, during normal teaching hours. For additional professional assignments, the teacher shall be entitled to appropriate additional professional compensation, at an established professional rate as established in Schedule B.

C. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.

D. A delegated teacher shall be released from regular duty without loss of salary or without the time being charged against sick days or personal use days for the purpose of participating in area, district, regional and state meetings of the Michigan Education Association, subject to approval of the administration.

ARTICLE IV

Teaching Hours

Daily Time Schedule (High School)

Teachers are expected to be on duty according to the following daily schedule.

- 8:25 - Teachers will be in building.
- 8:30 - Teachers will be at their respective places of duty ready for work.
- 8:45 - Classes begin.
- 11:45 - Dismissal for lunch.
- 12:35 - Teachers will be at their respective places of duty ready for work.
- 12:45 - Afternoon classes begin.
- 3:45 - Dismissal for students.
- 4:00 - Teachers are free from regular duty.
- 4:15 - Main office will be closed.
(Except Friday when the office is closed at 4:00)

Teachers may leave at 3:45 on Fridays or days preceeding a holiday. Exceptions to the above schedule must have the approval of the Principal.

Daily Time Schedule (Elementary School)

Teachers are expected to be on duty according to the following daily schedule.

- 8:25 - Teachers are required to be in the building.
- 8:30 - Teachers should be stationed outside their respective classrooms.
- 8:45 - Classes begin.
- 10:00 - 10:15 - Recess - Grades K-3
- 10:15 - 10:30 - Recess - Grades 4-6
- 11:05 - Dismissal - Kindergarten and Grade 1
- 11:10 - Dismissal - Grade 2
- 11:15 - Dismissal - Grade 3
- 11:20 - Dismissal - Grade 4
- 11:25 - Dismissal - Grade 5
- 11:30 - Dismissal - Grade 6
- 12:25 - Teachers are required to be in the building.
- 12:30 - Classes begin.
- 2:00 - 2:15 - Recess - Grades K-3
- 2:15 - 2:30 - Recess - Grades 4-6
- 3:10 - Dismissal - Kindergarten
- 3:15 - Dismissal - Grades 1-2-3
- 3:20 - Dismissal - Grades 4-5-6
- 3:35 - Teachers free of regular duty

Teachers may leave at 3:25 on Friday or days preceeding a holiday. If during the week a teacher must leave the school prior to 3:35, approval must be obtained from the Principals Office.

ARTICLE V

Teaching Loads and Assignments

A. The normal weekly teaching load in the junior-senior high school will not be more than 30 teaching periods and not less than 5 unassigned preparation periods. There will be no departure from these norms, except in case of emergency.

1. No teacher shall have more than three (3) preparations unless it is mutually agreed upon by the parties concerned.

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

C. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades, will be notified and consulted by their principals as soon as practicable and prior to June 1st. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.

D. No teacher shall be responsible for any activity connected with collection of money for any purpose. Any selling or collection of money shall be handled through a central office.

1. The administration and staff will work out a program on this at the beginning of the school year.

ARTICLE VI

Teaching Conditions

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered when this appears to be desirable and wherever possible. Whenever feasible under the circumstances, i.e. (availability of financial resources, facilities and staff, the following class sizes would be desirable. However, the Board of Education reserves the right to make the final decision on class sizes.)

	<u>Maximum</u>	<u>Optimum</u>
K - 2	25	16
3	28	18
4 - 6	28	18

Secondary School

<u>Class</u>	<u>Maximum</u>	<u>Optimum</u>
Art	25	18
Science	24	
Languages	20	
Business Machines	28	
Shorthand	24	
Typing	Machines Available	
Mathematics	25	
General Business Ed.	25	
Social Studies	25	
English	24	
Industrial Arts	As many as machines available	
Music	No limit for vocal	
Drafting	20	
Homemaking	As many as stations available	
Physical Education	30	20
Health with 7th Grade Hygiene	28	

The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.

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

D. All teachers shall be entitled to a duty-free, uninterrupted lunch period as follows:

L^oAnse Jr.-Sr. High School - 45 minutes
C. J. Sullivan Elementary - 60 minutes
Laird Jr. High-Elementary - 30 minutes

The Laird School, because of its early dismissal, is limited to a 30 minute, uninterrupted lunch period.

E. Telephone facilities shall be made available to teachers for their reasonable use from 8:00 A. M. until 8:00 P. M. daily.

F. Adequate parking facilities shall be made available to teachers for their exclusive use.

G. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in our association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.

ARTICLE VII

Vacancies and Promotions

A. Whenever any vacancy in any professional position or any new professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the President of the Association. Any qualified teacher may apply, with the final selection to be made by the Board of Education.

ARTICLE VIII

Transfers

A. Since the frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.

B. In the event that transfers of teachers appear to be necessary, the Association shall be notified in the same manner as provided in Article VII.

C. Any teacher who shall be transferred to an administrative position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to administrative status.

ARTICLE IX

Sick Leave Benefits

A. Amount, Accumulation and Retirement Status.

1. Effective July 1, 1968, teachers employed by The L'Anse Township Schools shall be entitled to the following number of sick days:

0 years experience	-	5 days per year
1 year experience	-	8 days per year
2 years experience	-	13 days per year
3 - 9 years experience	-	13 days per year

Teachers presently employed by the school district will not be affected by the above provision.

2. Accumulated to 90 days.

3. One-half of the amount of accumulated sick leave shall be payable to the teacher on the last payday of his service on retirement. Payable sick leave benefits per day on retirement shall be determined on 1/180 of the teacher's yearly contracted salary, on retirement. One-half the amount of accumulated sick leave shall be payable to the teacher's next of kin upon the death of the teacher. Teachers shall be notified in writing at the beginning of each school year of the

number of days they have accumulated for previous service.

B. Any teacher who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law, shall receive from the Board the difference between the allowance under the Workmen's Compensation Law and his regular salary for the duration of the illness with no subtraction of sick leave.

ARTICLE X

Leaves of Absence

A. Any person whose personal illness extends his or her maximum sick leave shall be granted a leave of absence, without pay, for such time as is necessary to complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, or to a substantially equivalent position.

B. Leaves of absence chargeable against sick days shall include:

1. Critical illness in immediate family.
2. Emergency illness in family, to enable teacher to make arrangements for necessary medical and nursing care.
3. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants it.
4. Two days per year for personal use. Use of Personal Days for hunting, and days prior to the commencing of a scheduled school vacation, or days following a school vacation is questionable by both parties, and subject to administrative approval. The number of teachers granted personal day leave on any one day will be determined by the availability of substitute teachers, and the approval of the administration. Requests for a Personal Day must be submitted in writing at least three days prior to the day's leave of absence, but not to exceed seven days prior to the leave of absence.
5. Time to perform religious obligation.

C. Leaves with pay not chargeable against sick days subject to administrative approval shall include:

1. Death in immediate family of the teacher.*
*Immediate family shall be interpreted as parents, or foster parents, spouse, child, sister, brother, grandparent, grandchild, corresponding relatives of the teacher's spouse, or a dependent of the immediate household.
2. Absence because of jury duty.
3. Court appearance as a witness in any case connected with the teacher's employment, or school, and whenever a teacher is subpoenaed to appear at a hearing or in court.
4. Approved visitation to other schools, or for attending educational conferences and conventions.
5. Time to take selective service exam.

D. Leaves without pay may be granted with Board approval for one year for the following reasons:

1. Study related to teacher's licensed field.
2. Study to get certified or licensed in a field other than the one now held.

3. Study, research or special assignment that will benefit the school system.
4. Exchange teaching.

An additional year may be granted with Board approval. The Board of Education reserves the right to determine whether or not salary increment increase shall be granted.

E. Unlimited leave shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States, not to exceed one enlistment. He shall be credited for such experience up to a maximum of three years.

F. Leaves without pay may be granted for personal reason at the discretion of the Board.

ARTICLE XI

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection:

A. The Board shall provide 100% of a single subscriber's rate toward the cost of Blue Cross or MBA Group Hospital Insurance.

B. In the event a teacher leaves this system, his paid insurance will be terminated on the last day of his employment.

C. Said employee may continue his enrollment with the group through September 30th, by personal payment of the premium.

ARTICLE XII

Teacher Evaluation

A. All observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

B. The evaluation form that the teacher signs shall be the one to be placed in his personnel folder and duplicated for him.

C. Each teacher shall have the right upon request to review the contents of his own personnel file.

D. A teacher may be entitled to have present a mutually agreed upon representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline 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.

E. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance negotiations procedure hereinafter set forth.

ARTICLE XIII

Protection of Teachers

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students nor to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counsellors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its 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 handling of the incident by law enforcement and judicial authorities.

C. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

D. Any complaints by a parent of a student directed to the building Principal toward a teacher shall be in written form and be promptly called to the teacher's attention.

E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

F. A teacher may exclude a pupil from 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. Said student will report to his building principal and in such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident.

ARTICLE XIV

Negotiation Procedures

A. It is contemplated that terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties which have not been fully or adequately negotiated between them.

It is in the public interest that the opportunity for mutual discussion of such matter be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. A reasonable time prior to expiration of this Agreement, upon request of either party, negotiations will be undertaken for an agreement covering the 1968-69 school year.

C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education 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 ultimate ratification.

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate, including the imposition of the Association of professional sanctions to discourage teachers from working in the absence of contract.

ARTICLE XV

Professional Grievance Procedure

A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or any rule, order, or regulation of the Board may be processed as a grievance as herein-after provided.

B. The grievant may invoke the formal grievance procedure on the form set forth in annexed Schedule C, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal or supervisor. If the grievance involves more than one school building, it may be filed with the superintendent or a representative designated by him.

C. Within three (3) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three days of such meeting, and shall furnish a copy thereof to the Association.

D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the superintendent. Within five school days the superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three school days of such meeting, and shall furnish a copy thereof to the Association.

E. If the Association is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven days

thereafter. A copy of such disposition shall be furnished to the Association.

F. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. 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 proceeding any ground or to reply 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. 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.

G. The fees and expenses of the arbitrator shall be shared equally by the parties.

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

I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

J. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.

ARTICLE XVI

Teacher Responsibilities

A. The teachers agree to abide by the Code of Ethics of the Michigan Education Association.

B. In addition the teachers agree to abide by the following more specific teacher responsibilities:

- (a) "It is the responsibility of the Association and each individual teacher to honor Board policies and administrative regulations that are not in conflict with the terms of this agreement. It is neither the function nor the right of the Association or individual teacher to assume administrative responsibilities."
- (b) It is the responsibility of the Association and each individual teacher as well as the Board of Education, to provide the highest quality educational program possible for every boy and girl in the school district.

- (c) Teachers are required to be in their classrooms during all their scheduled classes unless an emergency arises, in which case, arrangements should be made for pupil supervision.
- (d) Participation in curricular activities intended for individual professional growth of teachers and for the progressive evolution of a K-12 curriculum:
 - 1. Faculty meetings.
 - 2. Pilot projects and curricular innovations for experimentation with new methods and/or materials.
 - 3. Meetings with department heads to discuss immediate problems.
 - 4. Grade level meetings to discuss current policy, develop budget requests, or coordinate teaching efforts in a subject area.
 - 5. Discussion periods with principal, counselor, or subject coordinator to seek solutions for individual teaching problems.
 - 6. Previewing audio-visual materials.
 - 7. Examination of new texts, and teaching equipment.
 - 8. Reading professional journals.
 - 9. Participation in long-term curricular projects intended to develop standing policy and/or permanent sections of a course of study will be remunerated.
- (e) Attendance at all school functions held during the normal school day such as assembly programs, concerts, pep sessions, staff or grade level, or departmental meetings, etc., is compulsory. Also, attendance at school functions outside the normal school day such as athletic contests, band concerts, Honors Convocation, commencement activities, etc., is highly desirable.
- (f) Lesson plans should be written which are concise and clear, and which could be followed reasonably well by a substitute teacher. They should meet the needs of pupils on different levels of ability.
- (g) Teachers should at all times carry out responsibilities and duties conscientiously, such as advisorships of classes and other organizations, hall and recess supervision, etc., which are expected of teachers.
- (h) Teachers should make every effort to meet with parents for conferences to discuss pupil learning problems and other items of mutual concern, during conference hours or before and after school.
- (i) Objective evaluation of the progress of each pupil.
- (j) Observation of pupils in a variety of circumstances and recording of pertinent information for discreet use by teachers, counselors and principal.
- (k) Consideration of home conditions which hamper learning and make scheduling of parent-teacher conferences during usual school hours impossible.

- (l) Extra-curricular activities contribute to the formal course of study, help maintain pupil morale and assist in establishment of good school-community relation. These duties will be shared by all faculty members.
- (m) Completion of designated clerical duties such as attendance sheets, office questionnaires, etc., completely and on time.

The above are educational responsibilities of all professional personnel. Violations of these responsibilities should never occur, however, if violations of the above responsibilities occur to the extent that the administration feels they detract from the overall educational program, an administrative reprimand would be made part of the evaluative process and would result in a condition of employment.

ARTICLE XVII

Professional Study Committee

A. There is hereby established a Professional Study Committee composed of teachers and School Board members working with the superintendent, teachers to be selected by the Association. The Professional Study Committee shall investigate matters of mutual concern for the improvement of education. The Professional Study Committee shall meet a minimum of once a semester, the first meeting to be scheduled before January 15, of the first semester, and the second meeting before May 15, of the second semester. It shall be the duty of the Superintendent to schedule these meetings.

B. The Professional Study Committee shall be established to study such matters as:

1. Creating special job descriptions.
2. Evaluating special curriculum programs.
3. Textbooks adoptions.
4. General curriculum development which would affect the continuing excellence of the L'Anse Township Schools.
5. To discuss general problems.

ARTICLE XVIII

Miscellaneous Provisions

A. The Board agrees at all times to maintain an adequate list of qualified substitute teachers. Teachers, who cannot be in school, will call their principal as soon as possible to report unavailability for work. If at all possible, a teacher shall notify the principal before the day of an anticipated absence. Once a teacher has reported unavailability, it shall be the responsibility of the administrator to arrange for a substitute teacher.

1. It shall be the duty of the administration to notify the substitute of all the duties of the teacher for that day or days.

B. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.

C. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior.

D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

E. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.

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

ARTICLE XIX

Duration of Agreement

This agreement shall be effective as of July 1, 1968, and shall continue in effect for one year, until the 30th day of June, 1969. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

EDUCATION ASSOCIATION

By _____
Its President

By _____
Its President

L'Anse 18 Baraga

SCHEDULE A

(\$6,000 at 3.5% Increment)

Based on previous year's step

Exper.	3 Years	Sched. B. A.	Sched. Plus*	Sched. Plus*	Sched. Plus*	Sched. M. A.	Sched. M. A.	Sched. M. A.	Sched. M. A.
			10 SH	20 SH	30 SH		10 SH	20 SH	30 SH
1	5,300	6,000	\$6,100	6,200	6,300	6,500	6,600	6,700	6,800
2	5,486	6,210	6,314	6,417	6,521	6,728	6,831	6,935	7,038
3	5,678	6,427	6,535	6,642	6,749	6,963	7,070	7,180	7,285
4	5,877	6,652	6,764	6,874	7,085	7,207	7,317	7,432	7,540
5	6,083	6,885	7,001	7,115	7,341	7,459	7,583	7,692	7,804
6	6,296	7,126	7,246	7,373	7,598	7,720	7,845	7,961	8,077
7	6,516	7,375	7,500	7,641	7,864	7,990	8,123	8,240	8,360
8	6,744	7,632	7,763	7,908	8,139	8,270	8,407	8,528	8,653
9	6,980	7,899	8,035	8,185	8,424	8,559	8,701	8,826	8,956
10	7,224	8,175	8,316	8,471	8,719	8,859	9,006	9,135	9,269
11	7,424	8,375	8,516	8,671	8,919	9,059	9,206	9,335	9,469
16	7,624	8,575	8,716	8,871	9,119	9,259	9,406	9,535	9,669
21	7,824	8,775	8,916	9,071	9,319	9,459	9,606	9,735	9,869

\$238

\$256

\$267

*Plus meaning hours earned after the degree is granted, or if such hours are applicable toward another degree.

Credit for experience outside the school system shall be evaluated by the Board, and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first ten years of experience.

Longevity allowance shall be made as follows:

- (1) 10 years teaching experience in L'Anse System -- \$200.00 additional
- (2) 15 years teaching experience in L'Anse System -- \$200.00 additional
- (3) 20 years teaching experience in L'Anse System -- \$200.00 additional

Terminal Leave: Upon retirement, the teacher would be paid, in addition to the provisions as stated in Article IX, Paragraph A, the following benefits:

- (1) 15 years of service in The L'Anse Township Schools - 2 week's salary
- (2) 20 years of service in The L'Anse Township Schools - 3 week's salary
- (3) 25 years of service in The L'Anse Township Schools - 4 week's salary

SCHEDULE B
1968-69

FOOTBALL:

Head. 9% of Base + \$95.00 per week pre-season
Assistant 5% of Base + \$85.00 per week pre-season
Jr. Varsity 5% of Base + \$70.00 per week pre-season

BASKETBALL

Head. 10% of Base
Jr. Varsity 7% of Base
*Jr. High. 4% of Base

TRACK

Head. 5 $\frac{1}{2}$ % of Base
Assistant 4% of Base

GYMNASTICS--CHEERLEADING

Head. 7% of Base
Assistant 3% of Base

*If two Junior High Coaches are needed, the 4% will cover both positions.

SCHEDULE C

Art.	3% of Base
Music	
High School Band.	7% of Base
High School Chorus.	3% of Base
Shop Maintenance	3% of Base
Yearbook	4% of Base
Senior Play.	2% of Base
Debate-Forensics	3% of Base
Counseling	
Head.	7% of Base
*Jr. Class Advisor (1)	2% of Base
*Sr. Class Advisor (1)	\$100.00

*To be posted

SCHEDULE D

Athletic Supervision and Duties
(To be paid from the Athletic Fund)

Scorers	\$5.00 per game
Timers	\$5.00 per game
Tickets	\$5.00 per game
Supervision	\$5.00 per game
Chaperones	\$5.00 per game