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*Fitzgerald*  
(Macomb Co) ⑥

1968-70

*Fitzgerald Board of Education*

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PROFESSIONAL NEGOTIATIONS

PROFESSIONAL AGREEMENT  
BETWEEN THE  
FITZGERALD BOARD OF EDUCATION  
AND THE  
FITZGERALD EDUCATION  
ASSOCIATION

7/1/68-6/30/70

MEA  
1216 Hendale  
E. Lansing, MI  
48823



PROFESSIONAL AGREEMENT

between the

FITZGERALD BOARD OF EDUCATION

and the

FITZGERALD EDUCATION ASSOCIATION

This Agreement entered into this 3rd day of Sept., 1968,  
by and between the BOARD OF EDUCATION of the FITZGERALD  
PUBLIC SCHOOLS, COUNTY OF MACOMB, MICHIGAN, herein-  
after called the "Board" and the FITZGERALD EDUCATION  
ASSOCIATION, hereinafter called the "Association."

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 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. All statements in the Fitzgerald Public Schools Policies and Procedures specifically referred to in this contract may not be changed without mutual consent of the Board and the Association.

If any provisions of the Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, or to the administrative rules of the State Board of Education, 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.



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## ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all instructional personnel including counselors, department chairmen, and school psychological examiner, but excluding the superintendent, assistant superintendent, administrative assistant, supervisor of elementary education, principals, assistant principals, director of reading, director of athletics and physical education, director of vocational and adult education, director of attendance and discipline, assistant director of attendance and discipline, director of publications, director of special education, director of junior high and administrative intern. 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.
- B. The Board agrees not to negotiate with any teacher or teacher 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.

## ARTICLE II - ASSOCIATION AND TEACHER RIGHTS

- A. Teachers who are eligible for membership in the bargaining unit shall have the right to join and support the Association for the purpose of engaging in collective bargaining. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in their organization either on or off school premises.



Article II - Association and Teacher Rights, continued

The Board shall not discriminate against any teacher because of his membership in the Association or the institution of any grievance.

B. The Association, upon written consent, shall have the right to use school building facilities for meetings at all reasonable nonteaching hours. The Association shall be allowed to post notices of activities and matters of Association concern on teacher bulletin boards. The Association may use the school mail for communications subject to the following conditions:

1. That a copy of the material be presented to the superintendent or his delegated officer in advance for his approval,
2. That the administration reserves the right to refuse distribution of materials of a controversial nature which may be detrimental to the school system. (See appendix for procedure on use of mails.)

C. The Board agrees to furnish to the executive board of the Association, upon written request, available information concerning the financial resources of the district and tentative budgetary requirements and allocations.

D. Each teacher shall have the right, upon request, to have the contents of his personal file reviewed with him by the building principal.

E. The Board agrees to furnish the Association, upon written request, information necessary for processing any grievance. However, the Board reserves the right to determine what is germane to the matter so that irrelevant confidential information on personnel does not become public.

F. The Board agrees to extend the condition specified in item E to an individual teacher who wishes to represent himself in pursuing solution to a grievance.



### ARTICLE III - MANAGEMENT RIGHTS

Management Rights - the Board retains all rights and powers to manage the Fitzgerald Public Schools and to direct the employees except as otherwise expressly provided in this Agreement.

### ARTICLE IV - PAYROLL INFORMATION - PAYROLL DEDUCTIONS

A. Pay periods shall be two weeks in duration with checks being issued every other Friday throughout the fiscal year as follows:

1. Ten (10) month employees may elect to receive their pay under one of the following options:
  - a. Annual teaching contract paid in twenty-one (21) equal bi-weekly payments throughout the school year, or
  - b. Annual teaching contract paid in twenty-six (26) equal bi-weekly pays, twenty-one (21) of these throughout the school year and the remaining five (5) in a lump sum at the end of the school year.
2. Twelve (12) month employees (extended contracts) shall receive their annual salary in twenty-six (26) equal bi-weekly pays throughout the fiscal year.
3. An exception to the twenty-six (26) equal bi-weekly pays will occur periodically (every 4 to 6 years) when it will be necessary to issue twenty-six and one-half (26 1/2) pays.

B. Payroll deductions shall be provided:

1. For all deductions required by law, including the Federal Income Tax, State Income Tax, Michigan Employees Retirement Fund and Federal Social Security.
2. Those deductions requested and approved for Association dues, Credit Union, United Foundation (\$10 or more) and Tax Sheltered Annuities.
3. The deduction of Association dues shall be made from eight (8) consecutive pays beginning with the second pay in October.



Article IV - Payroll Information - Payroll Deductions, continued

4. Medicare protection for teacher spouse and/or dependents shall be available on a payroll deduction basis at teacher expense.
- C. All pay and pay deductions will be based on forty-one (41) weeks consisting of two hundred five (205) days beginning with Labor Day (September 2, 1968) and ending with the last day of the regular school year (June 13, 1969).

ARTICLE V - TEACHING HOURS AND CLASS LOAD

A. Hours of employment

1. The length of the in-school work day will be seven hours and fifteen minutes.
2. Time beyond the in-school work day for student and/or parent conferences shall be considered a professional obligation of teachers.
3. Time beyond the in-school work day for staff, department and curriculum meetings and Open House will be a requirement of all teacher  
Tuesdays shall be reserved for such meetings.
4. Teachers who wish to enroll in college classes which must meet on Tuesday will need approval by the building principal prior to registration when it is obvious that attendance at such classes will interfere with the teacher's ability to attend meetings specified in item 3.
5. Teachers wishing to be excused from staff, department, curriculum meetings, or Open House must submit, in advance, a written request to the building principal.  
Approval of such requests shall depend on the nature of the meeting to be missed and the circumstances supporting such a request by the teacher.

B. Class Load

1. Elementary teachers

Regular classroom teachers shall not be required to remain with students during



Article V - Teaching Hours and Class Load, continued

special classes (art, music, physical education) or during regularly scheduled library periods. Teachers will be required to remain with students during additionally scheduled library sessions.

2. Elementary special teachers (art, music, physical education and library) will be scheduled so that their assignment most nearly approximates the load of a regular classroom teacher. In determining the schedules of special teachers, consideration will be given to:

- a. Facilities
- b. Preparation for subject
- c. Transportation of supplies and materials
- d. Number of students
- e. Transportation between buildings

3. A secondary teaching assignment shall be five (5) class periods daily or its equivalent plus a weighed load period.

C. Dismissal of school

1. Students will be dismissed two half days per semester for the purpose of curriculum work and other administratively approved school business.
2. Such dismissals shall be alternated to include one morning and one afternoon dismissal per semester to minimize the interference with classroom instruction.

D. Lunch Periods

All teachers shall be provided a thirty-five (35) minute lunch period free of duty except that, during inclement weather students can not go out of doors, elementary teachers shall be provided a lunch period of not less than twenty (20) minutes, which shall be free of duty.



## 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 the 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 factor in an effective educational program, the Board agrees that the maximum class size in any elementary classroom shall be thirty-three (33) students. For any excess of thirty-three (33) students in an elementary classroom, it will be necessary for the Board to show cause for such excess. In view of this, it is the intent of the Board to make every effort to balance class size within an elementary building and between buildings so that these standards can be maintained with due consideration given to:
1. Ability and/or special grouping
  2. Transportation of students
  3. The necessity of young students to cross main arteries of traffic
  4. The assignment of elementary students in a family to different buildings.
- B. The Board recognizes that appropriate teaching supplies and equipment are necessary for proper instruction. The annual recommendation procedure shall be continued for the purpose of improving the selection and use of such supplies and equipment. The Board agrees to implement all Board approved recommendations. Teachers will be notified of the disposition of all recommendations that have been made.
- C. The Board approves the construction (through remodeling) of separate lunch room facilities for teachers in school buildings where they do not presently exist.
- D. The administration will work cooperatively with individual building faculties through their building representatives to provide suitable refreshments for faculty use at



## Article VI - Teaching Conditions, continued

faculty expense. It shall be an administrative function to arrange for installation and service.

## ARTICLE VII - DEPARTMENT AND GRADE CHAIRMAN

## A. Selection

1. Secondary Department Chairman will be selected in accordance with Policies and Procedures, Section VII.
2. Elementary Grade Chairman will be selected in accordance with Policies and Procedures, Section VII.

## B. Compensation - see schedule Appendix A 9 and A 10 - of this agreement.

## C. Term of Office

1. Secondary Department Chairman term of office shall be for a period of three (3) years. Filling unexpired terms and removal from office shall be in accordance with Policies and Procedures, Section VII.
2. Elementary Grade Chairman term of office shall be in accordance with Policies and Procedures, Section VII.

## D. Duties and Functions. Department and Grade Chairmen are not to be considered supervisory personnel and are not to be assigned duties considered supervisory in nature.

1. Secondary Department Chairman duties and functions shall be in accordance with Policies and Procedures, Section VII.
2. Elementary Grade Chairman duties and functions shall be in accordance with Policies and Procedures, Section VII.

## ARTICLE VIII - PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS ✓

- A. The Board will continue the practice of hiring only fully certificated-degree teachers. In cases where it is not possible to obtain for hire such qualified teachers, then the



## Article VIII - Professional Qualifications and Assignments

Board may fill position(s) with a teacher holding temporary certification and the Association shall be so informed. The Board will continue to seek fully certificated-degree teachers for such positions and make replacements as soon as practicable.

- \* B. Teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study. This shall not be interpreted to apply to student clubs and other similar activities during school day.
- C. Teachers will be informed of their tentative assignment for the following year upon completion of the prior school year. Since these assignments are tentative and changes may of necessity occur, teachers who will be affected by a change in grade assignments in the elementary schools and by changes in subject assignments in the secondary schools will be notified and consulted by their principal. Such changes will be voluntary to the extent possible.

## ARTICLE IX - VACANCIES, PROMOTIONS AND TRANSFERS

- A. Whenever any vacancy in any professional position other than classroom teacher shall occur, the Board shall publicize the same by giving written notice of such vacancy to the faculty through an appropriate administrative bulletin.
- B. Any qualified teacher may apply for such a vacancy. In filling such a vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system of the district, and other relevant factors. The Board declares its support of a general policy of promotions from within its own teaching staff, including promotions to supervisory and administrative levels when objective and subjective qualifications are met by staff applicant(s).
- C. An involuntary transfer will be made only in case of emergency or to prevent undue disruption of the instructional program. The parties agree that unrequested transfers of teachers are to be minimized and are subject to the grievance procedure.



Article IX - Vacancies, Promotions and Transfers, continued

- D. Any teacher who shall be transferred to a supervisory or 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 supervisory or executive status.

ARTICLE X - ILLNESS, INJURY, EMERGENCY, OR BUSINESS LEAVE DAYS

Teachers shall be granted an annual allowance of absence days which shall be used to cover absence due to personal illness, personal injury or other approved reasons. Teachers absent from duty for reasons covered under the terms of this Article shall receive full pay for all days of approved absence to the extent their annual allowance and accumulation permits.

A. Annual Allowance

1. Teachers under contract for the regular school year shall be granted fifteen (15) absence days for services during the months of September through June. These days shall be available one week after the beginning of each school year.
2. Teachers on extended contracts (counselors, coordinators, etc.) and teachers of summer school shall receive an additional  $1/4$  day of absence allowance per week of service beyond the regular school year except that no days may be granted for weeks worked in the months of September through June for which days have already been granted.
3. Teachers beginning employment during the school year, and teachers returning from leave of absence, will receive their absence allowance one week after commencement of employment at the rate of  $1\ 1/2$  days per month for the remaining months of the school year, provided that  $1\ 1/2$  absence days shall be granted when more than half of the working days in any month have been worked;  $3/4$  absence days shall be granted when fewer than half of the working days have been worked; no absence days shall be granted for less than one week of work.
4. Teachers absent from duty at the beginning of the school year shall have available for use those unused absence days accumulated from previous years and shall be granted their annual allowance of fifteen (15) days one week after returning to work,



Article X - Illness, Injury, Emergency, or Business Leave Days, continued

except that they will be reimbursed for deductions due to approved absence (up to fifteen (15) days).

B. For partial days of absence, partial days of leave shall be deducted from the employee's accumulation at the rate of  $1/4$ ,  $1/2$  or  $3/4$  days, whichever most closely coincides with the actual number of hours missed.

C. Each teacher shall be entitled to an unlimited accumulation of the unused portion of each year's absence days which shall be available for use in the future.

D. Absence Day Reserve Plan

The Board will provide a reserve of absence days not to exceed 125 days for each year of this Agreement. These absence days shall be available to those teachers who have exhausted their personal accumulation of absence days and are absent due to personal illness or injury. The use of absence days from this reserve will be subject to the following conditions:

1. Three (3) day waiting period between exhaustion of personal absence days and eligibility to draw from the reserve.
2. Repayment of days a teacher draws from the reserve shall be equal to one-half ( $1/2$ ) the number of days used and shall be taken from the teacher's annual absence allowance in future years. Such repayment shall be at the rate of five (5) days per year until all days have been repaid the reserve.
3. Teachers on "Leave of Absence Without Pay" shall not be eligible to draw absence days from the reserve.

E. Workmen's Compensation

The following shall apply to teachers absent who qualify for Workmen's Compensation as specified by law:

1. For the first seven (7) days of absence, no sick leave shall be deducted from the teacher's accumulation,



Article X - Illness, Injury, Emergency, or Business Leave Days, continued

2. For the remaining days of absence beyond seven (7) days, one-half (1/2) day of absence shall be deducted from teacher's accumulation until such time that the teacher's sick leave is exhausted,
  3. The Board will pay the difference between the Workmen's Compensation received and the teacher's regular salary.
- F. A physician's statement shall be furnished by the employee upon the employer's request as proof of illness or disability and/or ability to return to work.
- A physician's statement of release shall be furnished in all instances of teachers returning from absence due to injury incurred on the job. Such statement of release must indicate that the teacher is able to perform the duties of the position to which he is assigned.
- G. The superintendent or his delegated authority shall determine the merits of all requests for use of emergency or business absence days. The Board intends that a just and broad interpretation be made of those events that necessitate absence. The Association recognizes that abusing the right of absence days is unethical and not condoned. Requests for use of emergency or business days shall be made in writing prior to the absence except in cases of extreme emergency. In the event a teacher wishes to know the disposition of an absence request prior to the absence, it shall be the responsibility of the teacher to contact the administrator involved. It shall then be the responsibility of the administrator to give a decision on the request.
- H. Absence with pay chargeable against a teacher's allowance shall be granted for:
1. Personal illness or personal injury,
  2. Time necessary for the conducting of emergency and business affairs which can not normally be handled outside school hours, except that no days of absence shall be charged during periods of vacation or recess when school is not in session and teachers are not required to report for duty.



Article X - Illness, Injury, Emergency, or Business Leave Days, continued

- I. An absence for any reason must be reported according to the following procedure:
  1. Notification of expected absence shall be given on the answer telephone no later than 7:00 a.m. of the day the absence is to occur.
  2. An absence shall be considered continuous until notification is given on the answer telephone no later than 7:00 a.m. on the day of intended return.
  3. Failure to properly notify the date of absence or intent to return shall result in a loss of pay as follows:
    - a. Failure to properly report an absence will result in a deduction of one day's pay for each day of unreported absence.
    - b. Failure to properly report return shall result in a pay deduction equal to the minimum daily rate of pay for a substitute and the teacher assumes his normal daily schedule. The substitute will be reassigned by administration. In the event the regular teacher chooses not to remain for a full day, then the deduction shall be one full day's pay.
- J. The reporting of absence and intent to return shall be extended to include those absences which result from school approved trips.
- K. Any teacher absent for reasons of illness or injury, and whose accumulation of absence days has expired, shall apply for leave of absence as specified under the terms of Article XIV, "Leaves of Absence Without Pay," not more than thirty (30) working days after the expiration of absence days. The Board shall grant such leave of absence when it is apparent that the teacher can recover and return to teaching without serious jeopardy to the students and/or school system.
- L. Absence not approved and absence for which absence days are not available shall result in a pay deduction to the nearest hour.
- M. Teachers absent from duty immediately prior to periods of vacation or recess, and whose accumulation of absence days has been exhausted, shall not draw pay for such periods of



Article X - Illness, Injury, Emergency, or Business Leave Days, continued

vacation or recess. This item shall not apply to absence due to school approved trip.

N. Tardiness

1. Tardiness must be reported to the building principal as soon as it is known that such tardiness will occur and an estimate given as to the extent of the tardiness.
2. Teachers must furnish, to the building principal, a written explanation for each tardiness before the close of the day.
3. The following rules will apply to cases of tardiness:
  - a. First occurrence - verbal warning,
  - b. Second occurrence - written warning,
  - c. Third occurrence - pay deduction,
  - d. Fourth occurrence - double pay deduction,
  - e. Fifth occurrence - one day suspension without pay.

Additional occurrences shall be subject to individual disciplinary action. In cases where a pay deduction is enacted, such deduction shall be to the nearest quarter hour missed.

5. Tardiness beyond one hour, for which there is no pay deduction, shall be charged to the teacher's absence accumulation. (See Article X, Item B)
6. Failure to report tardiness will result in an automatic pay deduction.
7. Under situations involving acts of God (extreme weather, etc.) civil disorder or other conditions affecting travel, the superintendent may suspend the above rules regarding tardiness.

ARTICLE XI - SABBATICAL LEAVE

The Board agrees to sponsor a program of sabbatical leave as hereinafter described:

- A. The purpose of sabbatical leave is to permit teachers to improve their ability to render educational service.



Article XI - Sabbatical Leave

B. The types of sabbatical leave to be offered will be:

1. Leave, not to exceed one (1) year, for the purpose of administratively approved study or travel and hereinafter referred to as "school year sabbatical."
2. Leave for the purpose of administratively approved study during the summer and hereinafter referred to as "summer sabbatical."

C. Teachers, to be eligible, must have served continuously in the Fitzgerald Public Schools for a period of seven (7) years. Subsequent eligibility shall be re-established by serving an additional seven (7) year period of continuous service.

D. The number of sabbatical leaves granted in any one year (including one summer and the following school year) may not exceed:

1. One (1) school year sabbatical plus three (3) summer sabbaticals, or
2. No (0) school year sabbatical and four (4) summer sabbaticals.

E. The remuneration during periods of sabbatical leave will be:

1. School year sabbatical - one-half (1/2) the annual base salary to which the teacher would have been entitled during the year for which the leave is being granted which shall be paid in four (4) equal installments.

In addition, the teacher shall receive:

- a. Group life insurance in effect at time of leave, and
  - b. Hospital - medical insurance in effect at time of leave.
2. Summer sabbatical - stipend paid a teacher shall be one hundred dollars (\$100) per week plus twenty dollars (\$20) for each dependent member of his immediate family to a maximum of five (5) dependents.

Stipend shall be paid at two (2) week intervals. Travel reimbursement shall be ten cents (10¢) per mile but not to exceed a total of one hundred dollars (\$100) for travel.

Travel and other expenses shall be included in final stipend payment, provided proper expense sheet and receipts are submitted.



Article XI - Sabbatical Leave, continued

Additional reimbursement will be made to cover expenses incurred as a result of tuition and required course fees and books. The total amount of all types of reimbursement and stipend paid any teacher may not exceed two thousand dollars (\$2,000) for a summer sabbatical.

- F. Applications for sabbatical leave are to be made to the superintendent via the building principal and must be accompanied by a complete description of the program of study and/or a travel itinerary which shall indicate the anticipated value of such study or travel toward teacher improvement.

Applications shall be submitted no later than:

1. School year sabbaticals - November 1 of the year prior to the school year for which leave is being requested.
2. Summer sabbaticals - April 1 preceding the summer for which leave is being requested.

- G. Leaves may be granted by the Board upon the recommendation of the superintendent.

A selection committee, composed of membership mutually agreed upon by the superintendent and the Association will review all applications for summer sabbatical leaves and make recommendations to the superintendent.

- H. Before beginning the sabbatical leave, the teacher shall enter into a contract to return to active service in the Fitzgerald Public Schools as follows:

1. School year sabbatical - for a period of at least three (3) years. A teacher who does not fulfill such contract shall repay any and all money paid to and/or on behalf of such employee during the teacher's sabbatical leave on the following basis:

- a. Repayment immediately on failure of the employee to return to active service in the Fitzgerald Public Schools System on conclusion of the sabbatical leave.
- b. Repayment of two-thirds (2/3) of aforesaid money on completion of one year's active service.
- c. Repayment of one-third (1/3) of aforesaid money on completion of two (2) year's active service.



Article XI - Sabbatical Leave, continued

2. Summer sabbatical - for a period of at least one (1) year. A teacher who does not fulfill such contract shall repay any or all money paid to and/or on behalf of such employee during the employee's sabbatical leave.

Any failure of the employee to serve actively as agreed to due to illness, disability or death and on proof thereof, or upon discharge from the Fitzgerald Public Schools System, the aforesaid repayment shall be waived.

- I. A teacher returning from school year sabbatical leave shall be placed on the step of the salary schedule he would have attained had the sabbatical leave not occurred.
- J. A teacher shall be responsible for the fulfillment of the terms and/or conditions of the approved study or travel and shall furnish a written progress report at the conclusion of each semester, or the summer term.
- K. A teacher returning from school year sabbatical leave shall be placed in a position:
  1. The same as or equal to that held immediately prior to leave, or
  2. A second choice position the teacher is qualified for, or
  3. As a resource teacher.

In no case shall the teacher returning from sabbatical be permitted to bump another teacher.

L. Miscellaneous

1. Teachers accepting sabbatical leave from the Fitzgerald Public Schools, and who have scholarships, fellowships, or other financial aids from other sources, must report such aids to the superintendent. Generally speaking, if aids are granted from an outside source which are a duplicate of any benefits under the sabbatical leave program, then such amounts will be subtracted from the benefits offered by the Board.

ARTICLE XII - LEAVES OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay, with application properly submitted to the building principal, may be granted for the following purposes:



## Article XII - Leaves of Absence Without Pay

1. A program of advanced study.
2. Maternity
  - a. Written application for maternity leave must be filed by the employee with the building principal not more than two (2) months after the pregnancy has been determined. Maternity cases shall generally terminate employment not later than the fourth (4th) month of pregnancy.
  - b. Upon the request of the employee to the building principal, and with the approval of the superintendent, a limited extension may be granted. Such extensions will be granted only after due consideration is given to:
    - (1) The absence record of the teacher,
    - (2) The point-in-time of the school year,
    - (3) The physical demands of the teaching assignment,
    - (4) The written approval of the attending physician,
    - (5) The availability of a replacement.
3. Extended personal illness.
4. Election to office in a professional organization related to the teacher's field.
5. Military service.
  - a. Short term military service. Proof that the required training period can not be supplied during summer vacation is to be provided by the teacher. The difference between the government salary for the training period and the teacher's salary will be paid provided the government salary is the lesser, not to exceed (2) weeks.
  - b. Leave for national defense in excess of two (2) weeks. A teacher who has achieved tenure status and is on leave of absence without pay because of service in the armed forces of the United States shall be entitled to a maximum of three-fourths (3/4) increment on the salary schedule earned at the rate of one-fourth (1/4) increment for each full year of service or each major fraction thereof except that no increment (or fractional) shall be granted for service time less than ten (10) months.



Article XII - Leaves of Absence Without Pay, continued

A teacher returning from leave of absence for military service shall have retained any accumulated absence days effective at the time the leave began.

A teacher requesting this type of leave must produce evidence to verify that such military service is necessary.

c. Reinstatement and re-employment rights of veteran employees shall be governed by applicable Federal and State laws.

6. Other approved reasons.

- B. The employee shall notify the building principal, in writing, of his intention to return to employment with the school district by March 1 of the year he intends to return, or ninety (90) days prior to expiration of leave, whichever occurs first.
- C. Upon receipt of notification from the employee, the superintendent of schools shall determine if an appropriate position is available.
- D. Placement may be made in any position for which the member of personnel is qualified, but as far as possible shall approximate the position held prior to the leave being granted, or for which he may be better suited as a result of the leave.
- E. Teachers returning from leaves of absence shall have job preference over new applicants.
- F. Leaves of absence shall normally be for a period of one (1) year with the employee having the option of making application for an extension.
- G. Failure of a teacher to properly notify intended return from leave of absence may result in the forfeiture of the benefits and protections set forth in the preceding sections of this article.
- H. Teachers returning from leave of absence due to maternity, personal illness or injury, shall be required to present a physician's release. Such release must indicate that the teacher is physically able to perform the duties of the position to which that teacher is assigned.



### ARTICLE XIII - TEACHER EVALUATION

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly.
- B. The Board shall maintain personnel files for each teacher as follows:
  - 1. The superintendent will keep an up-to-date file with respect to contractual data, tenure status, educational records and other information of a similar nature.
  - 2. The building principal will keep an up-to-date file with respect to:
    - a. Records of a positive nature, including supervisory reports, memos, and letters to the employee, plus other miscellaneous evidence of successful service
    - b. Records of unsatisfactory performance which may lead to demotion, suspension, dismissal, or denial of leave-of-absence request should be specific in content, signed by the administrator, with a copy furnished to the employee.

The employee shall:

- 1. Acknowledge receipt of the report in writing,
  - 2. React to the report in writing,
  - 3. Send a copy of his acknowledgement and receipt to the administrator.
- C. Probationary teachers shall be evaluated once each semester.
- D. Tenure teachers shall be evaluated once every two years.
- E. Two (2) copies of the written evaluation shall be submitted to the teacher.

One copy to be signed and returned to the administrator involved and the other copy for the teacher. The teacher may add a written response to the evaluation.

### ARTICLE XIV - PROFESSIONAL BEHAVIOR

- A. Teachers shall be responsible for furnishing information requested by administration.

This shall include items such as:

- 1. Proof of freedom from communicable disease as required by Michigan law.
  - 2. Medical examinations. See Policies and Procedures, Section I, page 13.



Article XIV - Professional Behavior, continued

3. The return of teacher contracts and/or riders on or before the date or dates specified after ratification of Professional Agreement.
  4. Adequate written records of student performance and behavior.
  5. Adequate daily lesson plans.
- B. The Board recognizes the Code of Ethics of the Michigan Education Association as a guide to acceptable criteria for professional behavior.
- C. In cases involving serious or repeated breaches of discipline, failure to fulfill teacher responsibilities, violation of this contract, or policies and procedures of the board of education, the administration shall enlist the services of Association (Ethics Committee) to seek a solution. Such solution may be a written reprimand or suspension with loss of pay.
- (See Appendix for Ethics Committee)
- D. The Board has the right to invoke above disciplinary action without the approval of the Association Ethics Committee but understands that such cases could result in a grievance proceeding initiated by the person concerned.

ARTICLE XV - PROFESSIONAL IMPROVEMENT

- A. The Board agrees to continue to provide for the expenses of teachers who participate in administratively approved conferences and trips as specified in Policies and Procedures, Section I, page 21.
- B. The Board agrees to continue to provide for the continued education of teachers where needed to meet the needs of the school district as specified in Policies and Procedures, Section I, page 11.

ARTICLE XVI - REDUCTIONS IN PERSONNEL AND ANNEXATIONS AND CONSOLIDATIONS OF DISTRICTS

- A. Should substantial and unforeseen changes in student population or other conditions make necessary a reduction in the number of teachers employed by the Board, the



Article XVI - Reductions in Personnel and Annexations and Consolidations of Districts, continued

Board will retain, as nearly as possible, those teachers with permanent teaching certificates having the longest service in the district. The Association and Board will further use their best efforts to assist all teachers terminated for lack of work to secure employment in adjacent school districts upon terms and conditions as nearly comparable as possible. Nothing herein shall relieve the Board from fulfilling the terms of any contract with a teacher.

ARTICLE XVII - SCHOOL CALENDAR

- A. The school calendar will be renegotiated each year of this contract prior to April 1 of each year, provided subsequent legislation or State Board of Education rulings does not jeopardize any aspect of the Fitzgerald Public Schools. In such case the calendar shall be renegotiated.

ARTICLE XVIII - 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.
- B. Retirement age for all school employees shall be 62 except that the board of education may grant an extension of service on an annual basis upon request of the employee and with the recommendation of the superintendent of schools. In no case shall the employee be granted an extension beyond the school year in which age 65 is reached.
- C. For services rendered to the school district, a terminal leave payment of thirty dollars (\$30) per year of service in the district will be paid upon retirement as specified in "Michigan Public School Employees Retirement System."

ARTICLE XIX - INSURANCE PROTECTION

- A. Blue Cross - continue full coverage Master Medical with added benefits which become effective September 1, 1968.



Article XIX - Insurance Protection, continued

- B. Group Life - increase group life insurance benefits from \$1900 to \$6000 per teacher and to include \$6000 accidental death and dismemberment benefit.

ARTICLE XX - SPECIAL TEACHING ASSIGNMENTS

- A. Summer School - teacher selection, etc.

Refer to Policies and Procedures, Section I, page 25

- B. Supervising teachers (student teacher training program)

1. Any payment by colleges for supervising teachers shall be made directly to the teacher.
2. Student teachers will be assigned to tenure teachers except in extraordinary cases. All student teacher assignments shall be made with approval of the administrator in charge.
3. The role of supervising teacher shall be voluntary.
4. Supervising teacher will not be required to substitute in any other classroom during his regularly scheduled class assignment.

- C. Substitute teachers (regular staff)

1. The Board agrees to make every effort to hire a substitute teacher for each case of classroom and/or special teacher absence. In the event a teacher is called upon to assist in sharing the load of another teacher for whom it was impossible to obtain a substitute teacher, then it shall be the intent of the Board to relieve that teacher at the earliest possible opportunity. This shall not be interpreted to apply to a secondary teacher whose weighed load is "special substituting."

- D. Adult Education

1. Teachers regularly employed in the Fitzgerald Public Schools will have preference over out-of-district teachers when a position is determined open.
2. The adult education director shall make the final determination in hiring teachers for this program.



## ARTICLE XXI - STUDENT DISCIPLINE AND TEACHER PROTECTION

- 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 or to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board's administrators will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- B. In cases involving a parental complaint against a teacher, where the teacher is requested to report to the police department or to the court, the principal should immediately notify the superintendent, who will then notify legal counsel so that legal counsel can be present to defend the teacher or employee.
- C. In cases involving assault, blasphemy, etc., on the part of a parent or outsider against a teacher, the school principal should immediately contact the police department. The teacher may file a complaint against such offender. Following this, a written report should be made of the incident, and two (2) copies sent to the superintendent. The superintendent will keep one on file and send a copy to legal counsel for his records.
- D. Time lost by a teacher in direct connection with any incident mentioned in this article shall not be charged against the teacher's absence leave accumulation.
- E. Teachers shall exercise reasonable care with respect to the safety of pupils and property, as outlined by administration, but shall not be individually liable for any damage or loss to person or property except in the case of negligence or neglect of duty.

## ARTICLE XXII - PROFESSIONAL GRIEVANCE PROCEDURE

- A. Any teacher, or the Association, having a complaint or dispute resulting from an



Article XXII - Professional Grievance Procedure, continued

interpretation or application of this Agreement or of the policies and procedures of the Board, shall use the following procedure in pursuit of settlement of such complaint or dispute hereinafter referred to as a grievance.

All time limits are working days and are to be computed from the day the prior step was completed. At any point or step in the procedure where the teacher and the Association are satisfied with the results or action taken, the grievance shall be considered settled.

Such satisfaction at any point shall be indicated by the teacher and the Association.

Step 1. The teacher shall have verbal discussion with the proper administrator involved and/or the building principal. Such discussion shall take place within five (5) days of occurrence or knowledge of occurrence of such a grievance.

Step 2. The teacher shall present his grievance, in writing within five (5) days, to the Association who will decide whether or not a grievance is justifiable. (Forms provided by the Association)

Step 3. In the event the grievance is deemed justifiable, the Association shall furnish the principal a copy within five (5) days.

Step 4. The principal, grievance committee, and teacher (optional) shall meet within five (5) days. The principal shall give his decision, in writing, within two (2) days to the chairman of grievance committee. The chairman shall respond to the principal within two (2) days expressing satisfaction or desire to proceed to the next step.

Step 4a (Only in cases involving an elementary teacher as the grievant.)

The elementary supervisor, grievance committee, and teacher (optional) shall meet within five (5) days. The elementary supervisor shall give his decision, in writing, to the chairman within two (2) days. The chairman shall respond, in writing, to the elementary supervisor within two (2) days expressing satisfaction or desire to proceed to the next step.

Step 5. The superintendent, grievance committee, and teacher (optional) shall meet



Article XXII - Professional Grievance Procedure, continued

within seven (7) days. The superintendent will give his decision, in writing, within two (2) days to the chairman. The chairman shall respond within two (2) days indicating satisfaction or desire to proceed to the next step.

Step 6. The board of education, administration, grievance committee and teacher (optional) shall review the grievance at the next regular or special meeting of the board of education. The Board decision to the grievance committee within five (5) days.

Step 7. Labor mediation and/or fact finding.

B. Time limits indicated shall be observed by the Board and the Association.

An extension of time may be granted to either party upon mutual agreement.

C. The responsibility for calling meetings will rest with the administration.

D. The grievance committee shall consist of not more than three (3) members of the Association. Exceptions to the size of the committee shall be by mutual agreement.

E. The administrator involved at any step may have two (2) additional participants to assist in discussion. Exceptions to increase the number of administrators shall be by mutual agreement.

F. When the number of teachers involved in any grievance is more than one, the number of teachers involved in any meeting shall be mutually agreed upon but shall generally not exceed three (3) teachers.

G. The Association agrees not to use the strike as defined under Public Act 379 in settling disputes that arise under any article of this Agreement.

H. Any teacher may seek a solution or adjustment to a grievance without intervention by the Association using the procedure outlined in Policies and Procedures. Teachers using this procedure must notify the Association giving them an opportunity to be present.

ARTICLE XXIII - NEGOTIATION PROCEDURES

A. In any negotiations described in this Article, neither party shall have any control over



Article XXIII - Negotiation Procedures, continued

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 the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be empowered with all necessary authority to make proposals, to consider proposals, and to make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

- B. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Mediation Board.

ARTICLE XXIV - MISCELLANEOUS PROVISIONS

- A. Absence days with pay not chargeable against the teacher's allowance shall be granted for attendance at, or participation in, state, regional or national meetings of the Association not to exceed a maximum of ten (10) absence days per school year except that such absence may not exceed three (3) days per year for any individual teacher. Requests for the use of such days shall be made on the regular school approved trip forms.
- B. 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.
- C. There shall be no reprisals for past actions taken by the Association prior to the effective date of this Agreement.
- D. Individual teacher contracts will be subject to and consistent with the terms of this Agreement.

ARTICLE XXV - DURATION OF AGREEMENT

- A. The negotiating representatives of the Board and the Association agree to meet four times each year for the duration of this Agreement.
  - 1. These meetings will be held on or about the fifth (5) week of the school year and



Article XXV - Duration of Agreement, continued

every ten (10) weeks thereafter.

2. The purpose of these meetings will be to discuss the administration of this contract and any resulting problems. Either party may express concerns and any non-economic item may be reopened by mutual agreement. Any change or amendment to this Agreement shall be subject to ratification by the Board and Association before becoming effective.

- B. This Agreement shall be effective July 1, 1968, and shall continue in effect for two (2) years until the 30th day of June, 1970, except that the teaching salary schedule (minimums, maximums, increments) will expire the 30th day of June 1969. In the event the salary schedule (minimums, maximums, increments) for July 1, 1969 to June 30, 1970 is not agreed upon by June 3, 1969, the entire professional Agreement expires June 30, 1969.



## APPENDIX A

Teachers' Salary Schedule, 1968-69

Step	BA index	BA schedule	MA index	MA schedule	Ed. Sp. index	Ed. Sp. schedule	Ph. D. index	Ph. D. schedule
						**		**
1	1.00	7050	1.077	7592.85	1.143	8058.15	1.220	8601
2	1.06	7473	1.137	8015.85	1.203	8481.15	1.280	9024
3	1.12	7896	1.197	8438.85	1.263	8904.15	1.340	9447
4	1.18	8319	1.257	8861.85	1.328	9362.40	1.405	9905.25
5	1.245	8777.25	1.322	9320.10	1.393	9820.65	1.475	10398.75
6	1.31	9235.50	1.387	9778.35	1.458	10278.90	1.545	10892.25
7	1.38	9729	1.457	10271.85	1.528	10772.40	1.620	11421
8	1.45	10222.50	1.527	10765.35	1.608	11336.40	1.695	11949.75
9	1.52	10716	1.597	11258.85	1.688	11900.40	1.775	12513.75
10	1.5887	11200.33	1.6808	11849.64	1.773	12499.65	1.8588	13104.54
11			1.7873	12600.46	1.864	13141.20	1.954	13775.70

\*\*ED. SPEC. AND PH. D. SCHEDULES INCLUDE THE CREDIT FOR ALL HOURS BEYOND THE MA DEGREE. TO QUALIFY FOR ED. SPEC. OR PH. D. SCHEDULES THE DEGREE MUST BE EARNED IN TEACHING FIELD TO WHICH THE TEACHER IS ASSIGNED.

Teachers not at maximum whose outside experience credit was paid at a lower rate than presently in effect, will receive a salary adjustment up to, but not to exceed, \$150 per teacher.

- 
- Teachers with Fitzgerald experience on a fractional basis will have their experience rounded off to the next highest quarter step in all but their first school year.
  - New teachers will be granted a full step for each year of teaching experience outside Fitzgerald - maximum of three (3) increments or placement on the fourth step.
  - New teachers will receive 1/4 year credit for each year of military experience. Maximum combination of teaching, military and/or vocational experience should not exceed three (3) increments or placement on the fourth step.
  - Teachers presently in this system will be placed on the proper step according to their number of years teaching at Fitzgerald. Credit for outside experience will be added to this figure.
  - The following definitions shall apply:
    - Base pay - equals teachers' step for current year on salary schedule which includes extra hours of teacher training, credit for military experience, credit for work experience and credit for outside teaching experience.
    - Contractual pay - includes base pay plus additional directly related to primary assignment.



## APPENDIX A - continued

6. Additional salary allowance for all certificated personnel in the amount of \$40 for each block of four semester hours of approved credit beyond the bachelor's degree shall be granted, provided that no credit be allowed for those hours required by Michigan law for permanent certification; and provided further that each course to be used in this plan have approval of the superintendent of schools.

## APPENDIX A - 1

Salaries, Summer School Teachers

<u>Step</u>	<u>Hourly Pay</u>	<u>Step</u>	<u>Hourly Pay</u>
1	\$5.30	5	\$6.30
2	5.55	6	6.55
3	5.80	7	6.80 maximum
4	6.05		

Step on schedule to be determined by the number of years teaching experience, not summer school teaching experience.

## APPENDIX - 2

Salaries, Adult Education TeachersDegree Teachers:

<u>Step</u>	<u>Hourly Pay</u>
1	\$5.30
2	5.55
3	5.80
4	6.05
5	6.30
6	6.55
7	6.80

Non-degree Teachers: (not to be included in professional agreement)

<u>Step</u>	<u>Hourly Pay</u>
1	\$4.65
2	4.90
3	5.15
4	5.40
5	5.65
6	5.90
7	6.15 maximum

Credit on the salary schedule will be granted for Fitzgerald or outside day or evening school experience up to a maximum of three steps.

## APPENDIX A - 3

Salaries, Summer Curriculum Study

Teachers shall be paid at the rate of \$5.50 per hour.



## APPENDIX A - 4

Longevity

Teachers with fifteen (15) years of Fitzgerald teaching experience shall be paid, starting with their sixteenth (16th) year, at the following rates:

Bachelor degrees,	\$225
Master degrees,	\$250

Teachers completing the fifteenth (15th) year of teaching during a current school year will be paid longevity on a prorated basis to the nearest quarter step. This plan becomes effective September 1, 1968, and is NOT retroactive.

## APPENDIX A - 5

Salaries, Coaching

<u>POSITION</u>	<u>PERCENTAGE</u>
<u>HEAD FOOTBALL</u>	13
<u>VARSITY ASSISTANT FOOTBALL</u>	8
<u>RESERVE FOOTBALL</u>	7
<u>FRESHMAN FOOTBALL</u>	7
<u>JUNIOR HIGH FOOTBALL</u>	6
<u>HEAD BASKETBALL</u>	13
<u>RESERVE BASKETBALL</u>	8
<u>FRESHMAN BASKETBALL</u>	7
<u>JUNIOR HIGH BASKETBALL</u>	6
<u>HEAD SWIMMING</u>	11
<u>JUNIOR HIGH SWIMMING</u>	5
<u>HEAD WRESTLING</u>	11
<u>RESERVE WRESTLING</u>	7
<u>HEAD BASEBALL</u>	9
<u>RESERVE BASEBALL</u>	6
<u>JUNIOR HIGH BASEBALL</u>	5
<u>HEAD TRACK</u>	9
<u>RESERVE TRACK</u>	6
<u>JUNIOR HIGH TRACK</u>	5
<u>CROSS COUNTRY</u>	7
<u>TENNIS</u>	7
<u>SENIOR HIGH CHEERLEADING</u>	5
<u>JUNIOR HIGH CHEERLEADING</u>	4
<u>GIRLS' VARSITY SOFTBALL</u>	4
<u>HEAD G. A. A.</u>	5
<u>ASSISTANT G. A. A.</u>	4



Coaching Experience

1. PERCENTAGE TO BE BASED ON YEARS OF COACHING EXPERIENCE IN THAT SPORT ONLY. THIS FIGURE WOULD BE BASED ON THAT STEP IN THE BACHELOR'S TEACHING SALARY SCHEDULE.
2. FIVE YEARS OF OUTSIDE COACHING EXPERIENCE TO BE ALLOWED.
3. AMOUNT TO BE ROUNDED OFF TO NEAREST DOLLAR.

APPENDIX A - 6

Salaries, Summer Driver Education

Teachers shall be paid 1/8 of their base salary for teaching summer driver education.

APPENDIX A - 7

Salaries, Summer Camp

Staff members will be paid according to the following schedule:

Director	.035 x base pay
Assistant Director	.030 x base pay
Faculty Counselor	.025 x base pay

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APPENDIX A - 8

Salaries, Special Cases

APPENDIX A - 9

Salaries, Elementary Grade Chairman

APPENDIX A - 10

Salaries, Department Chairman

APPENDIX A - 11

Salaries, Chaperon Assignments



The extra pay positions, Appendix A - 8 through Appendix A - 11 are to be evaluated by a team of administrators and revised where justifiable. In no case will the salary be revised downward. Plan to be implemented by January 1, 1969 and any adjustments to be retroactive to July 1, 1968.

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## APPENDIX A - 12

### Salaries, Vocationally Certified Teachers

A committee composed of representatives of the Association and the Board will study and recommend a plan for the reimbursement of qualified vocationally certified teachers. This plan to be implemented by January 1, 1969. The total cost not to exceed \$4,675 and shall be retroactive to July 1, 1968.

## APPENDIX B

### Committees, Ethics

The Ethics Committee, referred to in Article XIV, "Professional Behavior," shall be composed of membership provided by the Association.



September						
S	M	T	W	T	F	S
1			4		6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23			26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

January						
S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3		5
6						12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11			13

Teachers in



School Out



Months	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Students	18	21	19	15	20	20	21	16	21	9	180
Teachers	20	23	19	15	22	20	21	16	21	10	187

FITZGERALD PUBLIC SCHOOLS  
SCHOOL CALENDAR, 1968-1969



FITZGERALD PUBLIC SCHOOLS  
Calendar 1968-69

Monday, September 2 -- Labor Day (schools closed)  
Tuesday, September 3 -- Staff meetings and preparation  
Wednesday, September 4 -- Student registration, meetings & preparation  
Thursday, September 5 -- Staff meetings and preparation  
Friday, September 6 -- Classes in all schools

Thursday & Friday, October 24-25 -- Teacher Institute days

Wednesday, November 27 -- Thanksgiving recess (schools close end of day)  
Monday, December 2 -- Schools re-open (classes all day)

Friday, December 20 -- Christmas Recess (schools close end of day)

Thursday, January 2 -- Schools reopen (classes all day)  
Thursday & Friday, January 23-24 -- Record days (end of semester)

Thursday, April 3 -- Easter recess (schools close end of day)  
Monday, April 14 -- Schools reopen (classes all day)

Friday, May 30 -- Memorial Day (all schools closed)

Thursday, June 12 -- Record day  
Friday, June 13 -- Students in for report cards A.M. -- Semester ends

Place In Policy Notebook



## APPENDIX C

### Mail Procedure

To facilitate the distribution of material by the Association to its membership, the following procedure shall be used:

1. The Association shall furnish the superintendent's secretary with five (5) copies of the material to be distributed. The secretary shall obtain the approval or disapproval and so stamp the five (5) copies which shall then be returned to the Association.
2. The Association shall attach one of the approved copies to each bundle of material to be delivered to the various buildings in the district.
3. Building principals will instruct office personnel that upon receipt of materials they are to be placed in teacher mail boxes without delay.

The Association shall be responsible for supplying the superintendent's office with such materials no later than 10:00 a. m. on the day of desired distribution.

Administrative approval shall be by the superintendent. In his absence, approval shall be by his delegated officer.



In witness whereof, the parties hereto have set forth their hands

this 3rd day of September, 1968.

FITZGERALD EDUCATION  
ASSOCIATION

Richard Fasciszewski

Richard Fasciszewski, President

John B. Bryant

John B. Bryant, President-Elect

Thomas P. Doran

Thomas P. Doran, Treasurer

Marilyn A. Cox

Marilyn A. Cox, Secretary

Robert C. Buntel

Carl Buntel

FITZGERALD BOARD  
OF EDUCATION

Leonard F. Melkus

Leonard F. Melkus, President

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James H. Tyler, Vice President

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Verna Rasmussen, Secretary

Allen P. Lippard

Allen P. Lippard, Treasurer

Paul T. Greening

Paul T. Greening, Trustee

Leander A. Picard

Leander A. Picard, Trustee

Donald S. Durant

Donald S. Durant, Trustee