

Aug 25, 1975

MASTER AGREEMENT

***Between Fitzgerald Board of Education
and Fitzgerald Education Association***

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MASTER AGREEMENT

between the

FITZGERALD BOARD OF EDUCATION

and the

FITZGERALD EDUCATION ASSOCIATION

This Agreement entered into this 4th day of October, 1973 by and between the BOARD OF EDUCATION of the FITZGERALD PUBLIC SCHOOLS, COUNTY OF MACOMB, MICHIGAN, hereinafter 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 and grade chairmen and school psychological examiner, but excluding the superintendent, assistant superintendents, supervisor of elementary education, principals, assistant principals, director of curriculum improvement, director of athletics, director of vocational education, director of publications, director of special education, 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. Membership

1. Membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status or national origin.

ARTICLE II - ASSOCIATION AND TEACHER RIGHTS, continued

2. It is recognized that the proper negotiation and administration of collective bargaining agreements entail expense which is appropriately shared by all teachers who are beneficiaries of such agreements. To this end, in the event a teacher shall not join the Association and execute an authorization for dues deduction, such teachers shall, as a condition of continued employment by the Board, execute an authorization for the deduction of a sum equivalent to the dues and fees of the Association. In the event that such an authorization is not signed within thirty (30) days following the commencement of employment of the teacher, the Board agrees that upon written request from the Association, the services of such teacher shall be discontinued as of the end of the current school year. Such teacher or teachers shall be notified of the termination of their services upon expiration of the thirty (30) day period and the request of the Association as heretofore mentioned.
3. The Association agrees to reimburse the Fitzgerald Public School District hereinafter referred to as the District, for the amount of any money deducted by the District and paid to the Association, which deduction is determined to be illegal and improper, or in excess of a proper deduction. The Association further agrees to indemnify and hold harmless the District, employees charged with administering this Section, and members of the Board of Education from any and all liabilities, losses, claims, damages, or expenses arising out of the discharge of any teacher as a result of action taken by the Board pursuant to this Article II, Section A, including, but not restricted to

ARTICLE II - ASSOCIATION AND TEACHER RIGHTS, continued

all sums that may be awarded to a teacher under the Michigan Tenure Act. The Association agrees to provide for and assume the cost of legal counsel, to indemnify the District for all costs or other expenses arising out of any other actions initiated against employees charged with administering this Section, the District and the members of the Board of Education in reference to Article II, Section A.

4. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in their organization either on or off school premises.

5. 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 all Association communiques be approved by the acting Association president and that packets of such communications be accompanied by evidence of such approval, with instructions for distribution, and delivered to the building principal's secretary for insertion into the mailboxes.

2. That articles of a controversial or inflammatory nature not be sent through the interschool mail or placed in school mail boxes.

C. The Board agrees to furnish the Association, upon request monthly, a

ARTICLE II - ASSOCIATION AND TEACHER RIGHTS, continued

copy of the Financial Report..

- D. The Board guarantees the right of each teacher to know what is in his personnel file. Each teacher shall be able to examine, upon request, the contents of his file with the administrative supervisor. The teacher has the option of having an Association representative present.
- E. The Board agrees to furnish, upon written request of the Association, and with written consent of the grievant, the information necessary for the processing of a grievance. However, the building principal and the chairman of the Association's grievance committee shall jointly determine what is germane to the grievance so that irrelevant or 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

ARTICLE IV - PAYROLL INFORMATION - PAYROLL DEDUCTIONS, continued

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 for:

- 1. Deductions required by law, including the Federal Income Tax, State Income Tax, Michigan Employees Retirement Fund and Federal Social Security.
- 2. Deductions requested and approved for Association dues, Credit Union, United Foundation (\$10 or more) and Tax Sheltered Annuities.
- 3. Deduction of Association dues shall be made from eighteen (18) consecutive pays beginning with the third pay period of the regular school year..
- 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) consecutive weeks consisting of two hundred five (205) days, including periods of recess and commencing on Labor Day.

D. Teachers hired after the beginning of the year will pay dues on a prorated

ARTICLE IV - PAYROLL INFORMATION - PAYROLL DEDUCTIONS, continued

basis as follows: $\frac{\text{Weeks remaining}}{41} \times \text{Association dues deduction.}$

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Teachers leaving after the start of the school year will have Association dues deductions terminate with their last pay.

- E. Employees receiving supplemental pay benefits for services rendered as chaperones, teachers of after school inter-mural programs and participants in paid workshop and curriculum studies will be paid on a bi-annual basis as follows:

First payment in second pay in December,

Second payment in first pay in June.

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 students and/or parent conferences shall be considered a professional obligation of teachers.
3. Time beyond the in-school work day for building, department, and grade level meetings shall be a requirement of all teachers, and Tuesdays shall be reserved for such meetings. In the event of a conflict among such meetings, the building meeting shall take precedence, and the others shall be rescheduled as mutually agreed.

Attendance at Open House shall be required of all teachers. On the day of Open House school shall be dismissed one hour early, and teachers may leave at that time.

ARTICLE V - TEACHING HOURS AND CLASS LOAD

Teachers wishing to be excused from these obligations must submit, in advance, a written request to the building principal for approval or disapproval.

4. Time beyond the in-school work day necessary to perform the work will be an obligation of those teachers receiving extra money for an assignment.

B. Class Load

1. Each teacher with a full-time regular classroom assignment shall be provided with not less than 225 minutes per week of planning time during a normal school week. Such planning time shall be exclusive of the 175 minutes of pre and post time.

In those instances when during a normal school week a teacher's planning time is less than the 225 minutes minimum, the teacher shall be given relief for that amount of planning time represented by the minimum less the amount received.

2. Elementary special teachers (art, music, physical education) 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

ARTICLE V - TEACHING HOURS AND CLASS LOAD, continued

e. Transportation between buildings

3. A secondary teaching assignment shall be five (5) fifty-five (55) minute class periods daily or its equivalent and a ten minute duty per day.
4. Secondary teachers having an added class assignment will be paid an additional $1/6$ of their base salary. Their work day will be extended by fifty-five (55) minutes (one class period) to be scheduled by the building administrator after consultation with the teacher.
5. During recess periods elementary teachers in those grades having scheduled recess will supervise two or more classes thus allowing other teachers involved to use the time for planning.

C. Lunch Periods

1. All elementary teachers shall be provided a forty (40) minute duty free lunch period, except that during inclement weather, teachers who sign a volunteer list shall be assigned supervisory lunch duty with additional pay of Five Dollars (\$5) per session.
2. Secondary teachers shall be provided a thirty-five (35) minute duty free lunch period.

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

ARTICLE VI- TEACHING CONDITIONS, continued

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 following standards with regard to class size will apply:

1. In an elementary classroom the maximum 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:
 - a. Ability and/or special grouping,
 - b. Transportation of students,
 - c. The necessity of young students to cross main arteries of traffic,
 - d. The assignment of elementary students in a family to the same buildings.
2. In a junior high school classroom
 - a. The maximum shall be thirty-three (33) students. For any excess of thirty-three (33) students in a junior high school 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 the building so that these standards can be maintained with due consideration given to:
 - ability and/or special grouping,

ARTICLE VI - TEACHING CONDITIONS, continued

- total student load of teacher
- total teaching assignment, or
- b. The maximum class size may be in excess of thirty-three (33) in the areas of physical education, swimming, vocal and instrumental music, library and study hall.

3. In the high school classroom

- a. The maximum shall be thirty-three (33) students. For any excess of thirty-three (33) students in a secondary 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 a secondary building so that these standards can be maintained with due consideration given to:
 - ability grouping
 - total student load of teacher
 - total teaching assignment, or
- b. In certain areas of high school instruction it is agreed that maximum enrollments need to be less than the established maximum, or
- c. In certain areas of high school instruction it is agreed enrollments in excess of the established maximum are acceptable. These include instrumental and vocal music, music appreciation, typing physical education, swimming, team teaching, study hall and library.

ARTICLE VI - TEACHING CONTITIONS, continued

- 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 administration will work cooperatively with individual building faculties through their building representatives to provide suitable refreshments for faculty use at faculty expense. It shall be an administrative function to arrange for installation and service.

ARTICLE VII - DEPARTMENT AND GRADE CHAIRMAN

A. Selection

1. A notice in the principal's bulletin that certain chairmanships are open.
2. A written application form shall be filed with the principal.
3. Interview by selection board consisting of principal, assistant principal, directors and others appointed by the principal.
4. Principal notifies each department member of the candidates and gives them an opportunity to express, in writing, their preference for chairman which shall be used in an advisory manner.
5. Principal meets with selection board and arrives at decision.
6. Principal notifies superintendent who in turn reports to the Board of Education.

ARTICLE VII - DEPARTMENT AND GRADE CHAIRMAN, continued

7. Final notification of teacher chairman by the principal.
- B. Compensation - see schedule Appendix A-11 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 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 be assigned classes within the limits of their teaching

ARTICLE VIII - PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

certificates or their major or minor fields of study. Exceptions to this provision shall be by mutual consent of the teacher, the Association and the Board.

Assignments to student clubs and other student activities shall not be subject to the limits of certification and fields of study.

- C. Teachers will be informed, in writing, of their tentative assignment for the following year, one week prior to the 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 - PROMOTIONS, VACANCIES, TRANSFERS

A. Promotions

1. Whenever any vacancy in a 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.
2. 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 employed by the school district, and other relevant factors.

ARTICLE IX - PROMOTIONS, VACANCIES, TRANSFERS, continued

The Board declares its support of a general policy of promotions from within its own teaching staff, including promotions to a supervisory and administrative level when objective and subjective qualifications are met by staff applicant(s).

3. 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.

B. Requested Transfers

1. Teacher requests for transfer to another building shall be made according to the following procedures:
 - a. The teacher's request shall be in writing and be received by his building principal no later than March 15 of the current school year and shall be valid for the immediately ensuing school year only.
 - b. The teacher shall arrange for an interview with the principal or supervisor of the school to which he wishes to be transferred.
 - c. If administration and the teacher are in agreement, then the transfer shall take place.
 - d. If administration and the teacher are not in agreement, then the superintendent shall conduct a review, and his decision shall be final.
2. Teacher requests to fill posted vacancies shall be made according to the following procedures:

ARTICLE IX - PROMOTIONS, VACANCIES, TRANSFERS, continued

- a. Classroom teaching vacancies for the ensuing school year shall be listed in an appropriate administrative bulletin, with presently employed and qualified teachers receiving preference in all cases over new applicants.
- b. The teacher shall arrange for an interview with the principal or supervisor of the school to which he wishes to be transferred.
- c. If administration and the teacher are in agreement, then the transfer shall take place.
- d. If administration and the teacher are not in agreement, then the superintendent shall conduct a review, and his decision shall be final.

C. Unrequested Transfers

Unrequested transfers may be made for the purposes of filling vacancies, balancing staff, better utilizing teacher competencies, and relieving personnel conflicts.

1. Unrequested transfers for the purpose of filling a vacancy or balancing staff shall be made according to the following procedure:
 - a. Seniority in the district shall determine the right of job retention.
 - b. The teacher(s) to be transferred shall be notified of administration's intent no later than two (2) weeks before the effective date of the transfer.
 - c. The need for such transfer shall be discussed with the teacher(s) involved.
 - d. If the administrator involved and the teacher are not in agreement,

ARTICLE IX - PROMOTIONS, VACANCIES, TRANSFERS, continued

the superintendent shall conduct a review.

2. Other unrequested transfers shall be made according to the following procedure:
 - a. Seniority in the district shall determine the right of job retention.
 - b. The teacher(s) to be transferred shall be notified of administration's intent no later than one semester before the effective date of the transfer.
 - c. The need for such transfer shall be discussed with the teacher(s) involved.
 - d. If the administrator involved and the teacher are not in agreement, the superintendent shall conduct a review.

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

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

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, 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.

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

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. Waiting period of three (3) consecutive days of absence, without pay, between exhaustion of personal accumulation of absence days and eligibility to draw from reserve.
2. Written request by the teacher to draw from the reserve and submitted to building principal prior to exhaustion of personal accumulation of absence days.
3. 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.
4. 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

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

from the teacher's accumulation. This seven (7) day exemption shall occur not more than once for a particular injury regardless of whether the absence is continuous or interrupted by periods of work.

2. For the remaining days of absence beyond seven (7) days, one-half (1/2) day of absence shall be deducted from the 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.
4. Supplement to compensation payments shall cease upon exhaustion of teacher absence days. Absence days in this section shall include those borrowed from the absence reserve plan, Article X, Section D.

- 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 building principal shall receive 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. A verbal request for use of emergency or business days shall be made prior to the absence except in cases of extreme emergency. Failure to make

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

a request at least two (2) days in advance of the absence, in all but extreme emergencies, shall result in automatic disapproval. Unless the teacher is notified to the contrary within one working day of the request, such a request shall be assumed to have been approved.

H. Absence with pay chargeable against a teacher's allowance shall be granted for:

1. Personal illness or personal injury. An exclusion to this shall be any absence due to childbirth.
2. Time necessary for the conducting of emergency and business affairs which cannot 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.

I. Absence for any reason other than field trips 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. An absence which becomes necessary during the school day shall be reported to the building principal (or his delegate) and on the answer telephone.
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 the intended return.
3. Failure to properly REPORT an absence or intent to return shall result

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

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 a return to work shall result in a pay deduction equal to one-half (1/2) the minimum daily rate of a substitute teacher pay and the teacher shall assume his normal daily schedule. The substitute will be reassigned by administration. In the event the teacher chooses not to remain for a full day, then said teacher shall receive a deduction of one day's substitute teacher pay. A teacher choosing this option shall not be charged with an absence day.
 - c. Failure to report an absence by 7:00 a. m. shall result in a pay deduction equal to the tardiness of reporting. An absence not reported at the time the teacher's class schedule begins shall result in the loss of a full day's pay.
- J. Teachers shall be responsible for reporting absence due to field trip occurrences to the building principal only.
- 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 XII, "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

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

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 holidays or recess, and whose accumulation of absence days has been exhausted shall not draw pay for such periods of holiday or recess. This item shall not apply to an absence due to a school approved trip.
- N. Tardiness

While a tardiness of any kind is not desirable, a tardiness which may result in a group of students being unsupervised is considered very serious.

- 1. A tardiness, which will prevent a teacher from fulfilling an assigned responsibility, must be reported to the building principal as soon as practical after it is known that such late arrival will occur.
- 2. 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.

- 3. In cases where a pay deduction is enacted, such deduction shall be to the nearest quarter hour missed.

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

4. 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).

5. 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.

O. Benefits for less than full-time teachers under the terms of this Article shall be pro-rated according to their assignments.

P. Jury Duty

Teachers absent from duty due to required jury service shall be paid the difference between the compensation received for each day of active jury service and regular earnings. To be eligible, the teacher must immediately notify the building principal of any jury notice and follow this up with proper application for business absence days as outlined in Item G of this Article.

The administration reserves the right to request that the teacher be excused from jury duty. These conditions of payment shall apply only during those days when school is in session during the regular school year and the teacher was scheduled to report for duty. There shall be no absence days charged against the teacher's accumulation provided all conditions set forth in this item have been met.

Q. Subpoenaed Witness

Teachers absent from duty as a result of serving as a subpoenaed witness shall be paid the difference between compensation received for each day of

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

required court appearance and regular earnings. To be eligible, the teacher must immediately notify the building principal of any notice to serve as a subpoenaed witness and follow this up with proper application for business absence days as outlined in Item G of this Article. The administration reserves the right to request that the teacher be excused from serving as a subpoenaed witness. These conditions of payment shall apply only during those days when school is in session during the regular school year when the teacher is scheduled to report for duty. There shall be no absence days charged against the teacher's accumulation provided all conditions set forth in this Item have been met.

- R. As an incentive to reduce teacher absence, the Board shall distribute unspent monies remaining in substitute teacher accounts as provided in Appendix A-16.

ARTICLE XI - SABBATICAL LEAVE

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

ARTICLE XI - SABBATICAL LEAVE, continued

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 and LTD 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

ARTICLE XI - SABBATICAL LEAVE, continued

sheet and receipts are submitted.

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 on 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 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:

ARTICLE XI - SABBATICAL LEAVE, continued

1. School year sabbatical - for a period of at least three (3) years.

A teacher who does not fulfill such a 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.

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 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

ARTICLE XI - SABBATICAL LEAVE, continued

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 may be granted tenure teachers by the Board upon the recommendation of the superintendent. Application for leave must be properly submitted to the building principal. Leaves may be granted for the following purposes:

1. A program of advanced study.
2. Extended personal illness.

ARTICLE XII - LEAVES OF ABSENCE WITHOUT PAY, continued

3. Service as an officer of a state or national teacher organization.

Leave for this purpose shall not exceed two (2) years.

4. To campaign or serve in a public elected office. Leaves for this purpose shall not exceed two (2) years.

5. Other approved reasons.

B. Leaves of absence without pay will be granted teachers, upon proper application, by the Board for the following reasons and subject to the restrictions stated herein as follows:

1. Maternity and Child Care

A leave of absence shall be granted to a pregnant teacher, pursuant to law. In addition, a leave of absence for the purpose of taking care of the newborn child shall be granted, upon written request to the Board within two (2) weeks following the birth of the child. Upon the written request, the Board will grant such teacher a child care leave of absence up to one (1) year.

2. Military Service

- a. Short term military service. Proof that the required training period cannot 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 two (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

ARTICLE XII - LEAVES OF ABSENCE WITHOUT PAY, continued

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.

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.
- C. Unless otherwise specified in this Article, the teacher on leave of absence shall notify the building principal, in writing, of his intent 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.
- D. Upon receipt of notification from the employee of intent to return a determination shall be made through line and staff if an appropriate position is available. Seniority shall determine the right of job retention.
- E. 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

ARTICLE XII - LEAVES OF ABSENCE WITHOUT PAY, continued

to the leave being granted, or for which he may be better suited as a result of the leave.

- 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.
- I. While the teacher is on leave there shall be no advancement on the salary schedule in terms of experience, except as provided for elsewhere in this Article.
- J. If the teacher on leave accepts employment elsewhere or enters into a contract for another position without Board of Education approval, his leave will be terminated automatically and his employment will terminate. The teacher on leave of absence for personal illness or injury, and whose circumstances change, shall upon request of the teacher, be granted permission to accept temporary employment elsewhere for the remainder of such leave.

ARTICLE XIII - TEACHER SUPERVISION AND EVALUATION

A. Supervision

All teachers shall be supervised periodically. Supervision and observation

ARTICLE XIII - TEACHER SUPERVISION AND EVALUATION, continued

shall be conducted openly and observation reports filed for two purposes:

1. Providing records of teacher performance,
2. Providing assistance toward improvement of teacher performance where needed.

Administrator classroom visitations may be:

1. Upon teacher invitation and by mutual agreement as to dates and times,
2. Initiated by the administrator.

A copy of all written classroom observation reports shall be furnished the teacher.

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:
 - May react to the report in writing,
 - Shall acknowledge receipt of the report by signing one copy

ARTICLE XIII - TEACHER SUPERVISION AND EVALUATION, continued

and returning it to the administrator within ten (10) days.

- C. Probationary teachers shall be evaluated once each semester.
- D. Tenure teachers shall be evaluated once every two years.
- E. Two copies of written teacher evaluations shall be submitted to the teacher.

The teacher shall acknowledge receipt of the evaluation by signing one (1) copy and returning it to the evaluator within ten (10) school days, except at the conclusion of the school year in which case said return shall be made within fourteen (14) calendar days. For the purpose of evaluation all monitoring and/or observation of teacher performance shall be conducted openly.

- F. In the event of a report or evaluation about which the teacher has concern, at the teacher's option a conference shall be held with the administrative supervisor.

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.
 - 3. The return of teacher contracts and/or riders on or before the date or dates specified after ratification of the Master Agreement.
 - 4. Adequate written records of student performance and behavior.
 - 5. Adequate daily lesson plans.

ARTICLE XIV - PROFESSIONAL BEHAVIOR, continued

6. Up-to-date transcripts and records of educational preparation.
7. Proof of date of birth.

B. Teacher absence shall be limited to those days which qualify under provisions in Article X, "Illness, Injury, Emergency, or Business Leave Days." Failure to report for work for any other reason shall be considered a serious breach of contract and subject to action up to and including dismissal. It is agreed that teaching is a full-time position and requires the full energies and attention of the teacher.

C. The Board agrees that its rules and regulations governing employee conduct will be reasonable and enforcement of discipline will be fair. No teacher shall be disciplined without just cause. Discipline shall be defined as a reprimand, a written warning, demotion, disciplinary layoff, suspension without pay or discharge.

1. In the event of the discharge of a tenure teacher, review of such discharge shall be exclusively pursuant to the Tenure Act provisions. Lesser disciplinary action (demotion, disciplinary layoff or suspension without pay) shall be reviewable either pursuant to the Tenure Act provisions or through the grievance procedure, but not both. In other words, if a tenure teacher chooses to utilize the Tenure Act provisions, he shall not have recourse to the grievance procedure.
2. The substantive reasons for termination of a probationary teacher or extension of the probationary period of a teacher is not subject to the grievance procedure. However, in the event the Board contemplates actions for dismissal or extension of the probationary period, the probationary employee affected shall be informed in writing

ARTICLE XIV - PROFESSIONAL BEHAVIOR, continued

and be given an opportunity for a hearing before official action is taken by the Board.

D. Academic Freedom

The Board recognizes the educational profession's right and responsibility to insist that children must be free to learn and teachers free to teach provided that:

1. The teacher must be acting within his assigned area in accordance with approved courses of study.
2. The teacher exercise responsibility and prudence in the use of instructional materials intended to supplement approved instructional materials.
3. The principal may review the content and methodology of any class.
4. It is the teacher's responsibility to see that conflicting points of view in a controversial issue are covered.
5. The teacher does not exploit the professional relationship with the student.

ARTICLE XV - PROFESSIONAL IMPROVEMENT

- A. It is agreed that professional competence and growth is enhanced through teacher participation in educational conferences. Staff participation in such conferences is subject to budget limitations and administrative approval.
- B. It is agreed that in some instances it will be necessary for selected teachers to get additional preparation to meet the needs of the district. The Board

ARTICLE XV - PROFESSIONAL IMPROVEMENT, continued

agrees to pay tuition costs for such preparation provided that:

1. Such credit is not used to obtain advanced degree or certification.
2. Such credit is not used to qualify for additional salary allowance.
3. Teacher makes application prior to taking such preparation and receives administrative approval.

ARTICLE XVI - REDUCTION IN PERSONNEL

A. In the event of a general cutback or reduction of teachers as a result of a decrease or shift in student population or reduction in ability of the Board to finance programs, the following procedure will be utilized:

1. Teachers holding special permits will be reduced first providing there are teachers to replace them whose State Certificates allow them to teach in the assignment involved should a replacement be necessary.
2. If reduction is still necessary, then probationary teachers will be reduced next provided there are teachers to replace them whose State Certificates allow them to teach in the assignment involved.

The following considerations will be used to determine the order of such reductions:

- a. Total certificated contractual experience in the district
- b. Total teaching experience
- c. Experience in division (elementary, junior high, senior high),
in the district
- d. Majors and minors

ARTICLE XVI - REDUCTION IN PERSONNEL, continued

- e. Degree
 - f. Certification
 - g. Evaluation of performance
 - h. Other professional background and attainments.
3. If reduction is still necessary, then tenure teachers will be laid off according to the following factors applied in order of their listing:
- a. Total certificated contractual experience in the district
 - b. Total teaching experience
 - c. Experience in division (elementary, junior high, senior high),
 - d. Experience in position (junior high departments and senior high departments)
 - e. Majors and minors
 - f. Degree
 - g. Certification
 - h. Evaluation of performance
 - i. Other professional background and attainments.
4. Should a reduction be necessary in positions involving special certification and/or appointment (co-op coordinator, elementary counselor, junior high counselor, senior high counselor), then the following factors shall be applied in the order of their listing:
- a. Length of service in the position in the district
 - b. Total length of service in position
 - c. Evaluation of performance in position in the district.

ARTICLE XVI - REDUCTION IN PERSONNEL, continued

Those staff displaced as a result of reduction in these positions shall be eligible to retain employment in other classroom teaching positions by applying the proper qualifications outlined in A-1 through A-3 above.

- B. If after a reduction of teachers, as outlined above, teaching positions become vacant, laid off teachers will be given the first opportunity to fill such positions. Re-hiring will be determined by applying the same priority as in A-1 through A-3.
- C. A bargaining unit seniority list shall be established giving the individual's status with regard to Fitzgerald experience, tenure, present assignment, certification, majors and minors.
- D. Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.
- E. In the event a teacher's assignment is changed due to staff reduction or re-assignment and additional professional preparation or refresher study is needed, it will be the teacher's responsibility to make or take such preparation or study to meet the requirements of a new assignment. The Board of Education agrees that the following provisions in the Policies and Procedures of the Board of Education may be applied for in pursuit of such additional preparation or refresher study for a new assignment:

ARTICLE XVI - REDUCTION IN PERSONNEL, continued

1. Policy, Section I, page 11 "Provisions of Reimbursement for Tuition."
2. Articl's XI - Master Agreement, "Summer Sabbatical."
3. Master Agreement, Appendix A-1 "Pay for Hours Beyond a Bachelors Degree."

ARTICLE XVII - PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A-1 which is attached to and incorporated in this Agreement.
- B. Retirement age for teachers shall be sixty-two (62) years of age except that the Board of Education may grant an extension of service on an annual basis upon the recommendation of the superintendent of schools.

All teachers, age 62 or above, are to be notified by the superintendent of their retirement status for the following school year no later than the end of the first semester.

An employee may work through the school year in which age sixty-two (62) is attained without benefit of an extension. In no case shall the employee be granted an extension for service beyond the school year in which age sixty-five (65) is attained.

- C. For services rendered to the school district, a retirement payment will be paid as follows:
 1. An employee retiring prior to or during the school year in which age sixty (60) is attained shall receive One Hundred Sixty-Five Dollars (\$165) for each year of service to the district, or

ARTICLE XVII - PROFESSIONAL COMPENSATION, continued

An employee retiring during the school year in which age sixty-one (61) or sixty-two (62) is attained shall receive One Hundred Twenty-Five Dollars (\$125) for each year of service to the district, or

An employee retiring during the school year in which age sixty-three (63), sixty-four (64), or sixty-five (65) is attained shall receive Seventy Dollars (\$70) for each year of service to the district.

2. To receive such payment an employee must qualify and apply for retirement benefits as specified in "Michigan Schools Retirement System" and request termination of employment with the Board of Education. For the purposes of this Article, the school year shall begin July 1 and end the following June 30.
 3. Any monies paid for this benefit in excess of the previous rates (\$100 - \$80 - \$60 per year of service) shall be deducted from a specified allocation of \$10,000. The president of the Association and the superintendent will meet on or about June 1 of each year of this Agreement to mutually agree on a plan for the distribution of the unused portion of this allocation.
- D. For teachers with less than full-time assignments, salaries and all fringe benefits shall be prorated.

ARTICLE XVIII - INSURANCE PROTECTION

- A. The Board shall continue to make available and pay the premium for Blue Cross-Blue Shield master medical health insurance coverage and the prescription drug \$1.25 co-pay rider.

ARTICLE XVIII - INSURANCE PROTECTION, continued

- B. The Board shall provide and pay the premiums for group term life insurance in the amount of \$8,000 with additional \$8,000 accidental death and dismemberment benefit for all teachers.
- C. The payment of premiums by the Board, as provided in Items A and B of this Article, shall end when an employee has exhausted his personal absence day accumulation and continues to be absent from work, except that such premiums shall be paid one additional month for each year of service in the Fitzgerald Public Schools.
- D. For teachers terminating employment for any reason (including leaves of absence), the Board shall pay the insurance premiums as provided for in this Article as follows:
 - 1. When termination of employment occurs during the school year, premiums shall be paid up to but not beyond the end of the month of termination of employment.
 - 2. When termination of employment occurs at the end of the school year, premiums will be paid up to but not beyond June 30 of that year.Any termination, which in effect prevents a teacher from serving the succeeding school year, shall be interpreted as a year-end termination as of June 30 of that year. An exception to this provision occurs in teacher illness cases described in Item C of this Article.
- E. A teacher wishing to continue any insurance coverage following termination must contact the carrier to make such arrangements.
- F. The employer shall provide and pay the premium for a long-term disability

ARTICLE XVIII - INSURANCE PROTECTION, continued

insurance plan to include:

1. Benefits following 180 days of continuous disability.
2. Benefits up to 50% of monthly earnings not to exceed \$1,000 per month.
3. Benefits to continue in case of accident to age sixty-five (65) and in cases of sickness, five (5) years.
4. Combined benefits, including absence pay, social security and Workmen's Compensation, not to exceed 50% of regular earnings.

G. In the event the state legislature enacts statutory legislation enabling school districts to provide and pay for hospitalization and life insurance for retired personnel during the term of this Agreement, it is agreed by the parties that benefits provided in Items A and B of this Article shall be extended to retired employees subject to the following conditions:

1. Within thirty (30) days of the effective date of such legislation the parties meet and agree upon a plan to effect said insurance benefits to retired employees.
2. Eligibility to said insurance benefits be restricted to employees retiring prior to age sixty-four (64) and after July 1, 1973.

ARTICLE XIX - 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.

ARTICLE XIX - SPECIAL TEACHING ASSIGNMENTS, continued

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. When an elementary teacher is absent and no suitable substitute can be employed, the principal may:

1. Re-assign the students among other teachers in which event the money which would have been spent had a substitute been employed shall be divided equally among those teachers sharing the class.

2. Assign other teachers to substitute during their planning time in which event the substitute teacher shall be reimbursed at the rate of Eight Dollars (\$8.00) per hour.

D. When a secondary teacher is absent and no suitable substitute can be employed, the principal shall assign a teacher from among those teachers who are on their planning period at that time to substitute in that classroom. Such assignments will be made on a rotating basis within that group of teachers and the substitute teacher shall be paid at a rate of Eight Dollars (\$8.00) per class period.

E. Adult Education

1. Teachers regularly employed in the Fitzgerald Public Schools will

ARTICLE XIX - SPECIAL TEACHING ASSIGNMENTS, continued

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 XX - STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Student Discipline

Each teacher recognizes his responsibility for the effective control and management of the teacher's classroom. It is recognized that effective teaching is the first line of defense in the prevention of discipline problems. The Board recognizes that it is the responsibility of the administrative staff to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The administrative staff shall give such assistance when requested by the teacher, provided the teacher has complied with the student discipline policies and procedures of the Board.

Whenever it appears in the professional judgment of the teacher, that a particular student requires the attention of counselors, social workers, law enforcement personnel, physician or other professional persons, the teacher shall initiate a written referral and the administration will take steps to relieve the teacher of responsibilities with respect to said student. The teacher may be required to submit a written report of the facts and reasons for such action and, if deemed necessary by the administration, may be required to participate in a conference with the student's parents and other involved personnel.

ARTICLE XX - STUDENT DISCIPLINE AND TEACHER PROTECTION, continued

Whenever it appears that the performance of a particular student in the classroom will impede the education of the balance of the class, the teacher may dismiss said student from that classroom. The following shall be considered justification for the removal of a student from the classroom:

----Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause a disruption or obstruction of any function of the school or the classes or activities therein. Neither shall he engage in such conduct if a disruption or obstruction is reasonably certain to result.

----Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers during any period of time when he is properly under the authority of school personnel.

The teacher, when dismissing such a student from the classroom, shall direct him to the appropriate administrative office where he will be temporarily re-assigned pending a review. The teacher shall then:

----Submit a complete written account of the facts and reasons for such action, and

----Participate in a conference with the student's parents and other involved personnel if deemed necessary. It is fully understood that nothing

ARTICLE XX - STUDENT DISCIPLINE AND TEACHER PROTECTION, continued

herein shall preclude or prevent the Board (through its administration) from reinstating the student in the classroom after an investigation establishes the lack of merit for such removal.

B. Teacher Protection

1. 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.
2. In cases involving assault, blasphemy, etc., on the part of a parent, student or outsider against a teacher, the school principal should immediately contact the police department. The teacher may file a complaint against such offender, and/or legal actions for injury or damages against such persons. Immediately following this, a written report should be made of the incident, including all particulars, 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. The Board shall provide legal counsel, medical treatment not covered by insurance and financial remuneration for all expenses and damages incurred as the result of such cases. However, this provision is applicable only if the teacher was acting within the normal scope of his duties.
3. Absence from teaching duties resulting from Item B-1 and B-2 of this Article shall not be charged to the teacher's accumulation of absence

ARTICLE XX - STUDENT DISCIPLINE AND TEACHER PROTECTION, continued

days.

4. 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 XXI - PROFESSIONAL GRIEVANCE PROCEDURE

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

ARTICLE XXI - PROFESSIONAL GRIEVANCE PROCEDURE, continued

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 the 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 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

ARTICLE XXI - PROFESSIONAL GRIEVANCE PROCEDURE, continued

decision to the grievance committee within five (5) days.

Step 7 Arbitration

In the event that a grievance cannot be resolved at Step 6 of the grievance procedure, then such grievance arising out of or relating to the interpretation or the application of this Agreement shall be submitted to arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. The parties further agree to accept the arbitrator's decision as final and binding upon them. Notification of intent to use arbitration must be filed with the other party within thirty (30) days.

The arbitrator shall have no power or authority to add to, detract from, alter, or modify the terms of this Agreement.

Each party will bear the full costs for its side of the arbitration and will pay for one-half of the costs of the arbitrator.

- 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 admini-

ARTICLE XXI - PROFESSIONAL GRIEVANCE PROCEDURE, continued

strators 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 XXII - NEGOTIATION PROCEDURES

- A. 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 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 XXIII - MISCELLANEOUS PROVISIONS

- A. The president of the Association shall be granted released time from his regular teaching assignment for the purpose of performing the duties of the office subject to the following provisions:
1. For a secondary teacher, the released time will be two fifty-five (55) minute class periods per day.
 2. The Association shall reimburse the Board by paying one-half (1/2) the cost of the teacher replacement.
 3. The plan for the scheduling of the president's released time shall be mutually agreed upon annually by the Association and the Board.
 4. In the event the office of president of the Association is occupied by an elementary teacher, the released time shall be equivalent to that provided for a secondary teacher as specified in Item A-2 of this Article.
- B. The Association shall be granted an annual allowance of twenty (20) absence days for the purpose of attending meetings and conferences of the Association subject to the following provisions:
1. Requests for use of Association absence days shall be made on a "Request for F. E. A. Absence Day for Association Business."
 2. Requests must be approved by the Association president.
 3. Approved absence for Association business shall be charged to the Association allowance but shall not be reflected in the individual member's personal accumulation.
- C. Copies of this Agreement shall be printed at the expense of the Board and

ARTICLE XXIII - MISCELLANEOUS PROVISIONS, continued

presented to all teachers now employed or hereafter employed by the Board.

- D. There shall be no reprisals for past actions taken by the Association or its members.
- E. Individual teacher contracts will be subject to and consistent with the terms of this Agreement.
- F. A school calendar for each year of this Agreement to include:
 - 1. One hundred eighty (180) days of student instruction,
 - 2. One Hundred Eighty-six (186) teacher days.

ARTICLE XIV - DURATION OF AGREEMENT

A. Agreement

- 1. This Agreement shall become effective retroactively on July 1, 1973. Expiration for the final year of this Agreement shall be thirty (30) days following the final passage and approval of the Michigan State Aid Act for school year 1975-76 or August 25, 1975, whichever comes later.

- B. In the event either party wishes to express concerns over any non-economic item in this contract they may do so by notifying the other party in writing. Re-opening of non-economic items shall be done only by mutual agreement. Any change or amendment to this Agreement shall be subject to ratification by the Board and Association before becoming effective.

APPENDIX A-1

Teachers' Salary Schedule 1973-74

Step	BA Index	BA Schedule	MA Index	MA Schedule	Ed Sp Index	Ed Sp Schedule	Ph D Index	Ph D Schedule
1	1.00	8,791.44	1.12	9,828.96	1.17	10,303.89	1.23	10,843.57
2	1.09	9,569.91	1.16	10,174.36	1.26	11,070.24	1.32	11,609.93
3	1.17	10,260.71	1.24	10,865.16	1.35	11,836.60	1.40	12,376.29
4	1.25	10,951.51	1.31	11,555.96	1.43	12,602.95	1.49	13,142.64
5	1.32	11,642.31	1.40	12,333.11	1.52	13,369.31	1.58	13,909.00
6	1.40	12,333.11	1.50	13,196.61	1.60	14,135.67	1.67	14,675.35
7	1.48	13,023.91	1.60	14,060.11	1.70	14,902.02	1.76	15,441.71
8	1.56	13,714.71	1.70	14,923.61	1.78	15,668.38	1.84	16,208.07
9	1.64	14,405.51	1.80	15,787.11	1.87	16,434.74	1.93	16,974.42
10	1.72	15,138.51	1.89	16,650.61	1.96	17,201.09	2.02	17,740.78
11			2.01	17,686.81	2.04	17,967.45	2.11	18,507.14

Teachers' Salary Schedule 1974-75

That the salary schedule be adjusted by an amount equal to the increase in the Cost of Living Index for the Detroit Metropolitan area, as published by the U. S. Bureau of Labor Statistics, for the period 7-1-73 through 6-30-74, except that such adjustment shall not be less than 4% nor more than 5%. Such adjustment shall be for the period 7-1-74 through 6-30-75.

A proportionate share (72%) of cash in the general fund operating reserve as of June 30, 1974 (as shown on the Form B Report) exclusive of any short term borrowing, shall be distributed equally in the 1974-75 salary schedule.

**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.

1. Teachers with Fitzgerald experience on a fractional basis will have their experience rounded off to the highest quarter step in all but their first school year.
2. 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.
3. New teachers will receive credit for military service at the rate of 1/4 increment for each year of experience.
4. Teachers will receive credit for vocational experience at the rate of 1/4 increment for each year of work experience which is accepted for vocational certification.
5. The maximum combination of credit for teaching, military and vocational experience shall not exceed three (3) increments or placement on the fourth step.
6. 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.

APPENDIX A-1

7. The following definitions shall apply:

- a. Base pay - equals teacher's 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.
- b. Contractual pay - includes base pay plus additional directly related to primary assignment.

8. Additional salary allowance

- a. Additional salary allowance for all certificated personnel in the amount of Forty Dollars (\$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.
- b. To be eligible for payment, teachers must submit evidence of additional hours of credit (grade cards or transcript) as follows:

on or before October 15 to receive full payment, or

on or before March 15 to receive one-half (1/2) payment.

Teachers would receive such payment in one pay period at the end of the school year.

- c. No credit to be granted for under-grad hours without prior approval of the superintendent. Teacher is to fill out form describing course and giving reason for taking the course. Superintendent to give decision prior to course work.
- d. Pay for credit hours which apply to professions other than education (law, architecture, medicine, etc.). The amount of credit to be granted for courses taken which apply to non-educational professions to be determined by the review committee on an individual basis. Consideration would be given to the following:
 - (1) Current teaching assignment of the requesting teacher.
 - (2) The general intent of professional development of requesting teacher (working toward law degree, etc.).
- e. Review committee composed of FEA and administration to meet on any controversial cases involving pay for extra hours and arrive at mutually agreeable decision.

9. Advancement on the salary schedule for degrees earned during the work year

(requirements completed) shall be pro-rated as follows:

$$\frac{\text{weeks remaining} \times \text{salary differential}}{41}$$

APPENDIX A-2

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 A-3

Salaries, After-School Intramural Supervision

- | | |
|--------------------------------|-----------------|
| 1. Elementary athletics | \$4.00 per hour |
| 2. Junior high school swimming | \$4.00 per hour |

APPENDIX A-4

Salaries, Summer Curriculum Study

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

APPENDIX A-5

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	\$240
Masters degrees	\$265

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.

APPENDIX A-6

Salaries, Coaching

	Step 1	Step 2	Step 3	Step 4
Head Football	1200	1400	1600	1800
Ass't Football	600	800	1000	1200
Head Res. & H. Freshman	500	650	800	950
Ass't Res. & Freshman	450	600	750	900
Junior High	350	450	550	700
Head Basketball	1200	1400	1600	1800
Reserve	600	800	1000	1200
Freshman	450	600	750	900
Junior High	400	500	600	750
Head Swimming	830	1045	1260	1500
Junior High	350	450	550	700
Head Wrestling	830	1045	1260	1500
Reserve	500	650	800	950
Head Baseball	750	900	1050	1250
Reserve	400	500	600	750
Junior High	300	400	500	650
Cross Country	450	600	750	900
Track Head	750	900	1050	1250
Reserve	400	500	600	750
Junior High	300	400	500	650
Tennis	450	600	750	900
Senior High Cheerleader	350	450	550	650
Junior High Cheerleader	250	325	400	500
Girls' Varsity Softball	300	400	500	600
Girls' Varsity Swimming	300	400	500	600
Girls' Varsity Basketball	300	400	500	600
Head G. A. A.	300	375	450	550
Ass't. G. A. A.	250	325	400	500

1. Step on schedule to be determined by the number of years of coaching experience in that sport only.
2. Credit for coaching experience outside the Fitzgerald Public Schools shall be allowed up to Step 3.

APPENDIX A-7

Salaries, Summer Driver Education

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

APPENDIX A-8

Salaries, Summer Camp

Staff members will be paid according to the following schedule:

Faculty Counselor:

1st year	\$200 per week
2nd year	\$225 per week
3rd year	\$250 per week
4th year	\$275 per week

Director:

\$325 per week

APPENDIX A-9

Salaries, Special Cases

Athletic Co-ordinator (junior high) -----	\$550
Audio-Visual Aids, Consultant (position presently not available) -----	400
Auditorium Co-ordinator (position presently not available) -----	300
Class Sponsor (Senior) -----	850
Class Sponsor (Junior)-----	550
Class Sponsor (Sophomore) -----	375
Class Sponsor (Freshman) -----	225
Co-ordinator, Distributive-----	700
Co-ordinator, Office -----	700
Co-ordinator, Trade and Industry -----	700
Counselor, Senior High -----	825
Counselor, Junior High -----	825
Counselor, Elementary-----	825
Debate Coach -----	500
Dramatics Director -----	600
Forensics Director -----	300
Music:	
Senior High Band Director -----	600
Junior High Band Director -----	200
Honors Band Director (Elementary) (1) -----	200
Senior High Vocal Director -----	500

Music:

Junior High Vocal Director -----	\$200
Elementary Vocal Director (4) -----	175
Reading Clinician (2) -----	425
Remedial Reading Teacher (Elementary) (1) -----	425
Remedial Reading Teacher (High School) -----	250
Safety Patrol Sponsor (4) -----	300
Service Squad Sponsor (4) -----	175
Special Education Teachers -----	425
(Type A, Type C, Learning Disabilities, TCPH, etc.)	
High School Detention Study Hall Supervision-----	\$5.00 per occasion

APPENDIX A-10

Salaries, Elementary Grade Chairman

Each grade chairman shall be paid One Hundred Dollars (\$100) as a base rate, plus an additional rate of Thirty-Five Dollars (\$35) per teacher in grade in building.

APPENDIX A-11

Salaries, Departmental ChairmenK-12

Audio-Visual -----	\$770
Music -----	550

Senior High School

Art -----	770
Business Education -----	770
Counseling and Guidance -----	660
Driver Education -----	330
English -----	770
Foreign Language -----	330
Home Economics -----	550
Industrial Education -----	770
Librarian, Head (not department chairman) -----	220
Mathematics -----	550
Physical Education - Boys -----	440
Physical Education - Girls -----	220
Science -----	770
Social Studies -----	770
Special Education, Junior and Senior High School -----	330

Junior High School

Art -----	440
-----------	-----

Counseling and Guidance -----	\$330
Home Economics -----	220
Industrial Arts -----	440
Language Arts -----	550
Librarian Head (not department chairman) -----	220
Mathematics-----	440
Physical Education -----	220
Science -----	660
Social Studies -----	440

APPENDIX A-12

Salaries, Chaperon

Senior High Dances -----	\$ 15
Varsity Football and Basketball Games -----	15
Junior High Basketball games away -----	15
Safety Patrol to baseball basketball and football games if planned on Saturday or evening -----	15
Field trips and shows and performances on Saturday or evening if they are specified as educational instead of plain entertainment -----	15
Elementary trip to Bob-Lo -----	15
Evening concerts and performances by elementary students -----	10
All other events -----	10

APPENDIX A-13

Salaries, Club Sponsors

1. Sponsors of approved clubs will receive a minimum of \$50 per year.
2. Additional monies will be provided based on the amount of time a sponsor must spend on club activities as evaluated by administration.

APPENDIX A-14

Salaries, Vocationally Certified Teachers

Payment of additional salary for vocationally certified teachers will be made subject to the following conditions:

1. Teacher must have a valid Michigan vocational certificate.
2. Teacher must be teaching in the area of competency covered by the certificate.

3. Payment will be made for approved vocational experience as follows:

- | | |
|---|---------------|
| a. Related subject teachers (1 year work experience) | \$150 maximum |
| b. Business teachers and co-op coordinators
(2 year's work experience) | 275 maximum |
| c. Trades and Industry teachers (3 year's work
experience) | 400 maximum |

APPENDIX A-15

Cost of Living Adjustment

Teachers shall be paid the sum of Two Hundred Dollars (\$200) in a separate check to be issued by the last day of the 1973-74 school year.

Teachers employed less than the full year shall be paid a fractional amount as provided in Article IV, Item C.

APPENDIX A-16

Unexpended Substitute Teacher Monies

The Board agrees that the amount to be budgeted in the substitute teacher accounts for 1973-74 school year shall total \$54,500. Those accounts are:

1104.004	1204.001
1104.005	1204.000
1104.002	1304.000
1104.006	

For the second year of this Agreement an amount equal to total staff times \$209.62 will be budgeted for the 1974-75 school year -- this amount being equal to the per teacher allocation for the first year of this Agreement.

On or about June 1 of each year of this Agreement, the president of the Association and the superintendent shall meet and mutually agree on the distribution of unspent monies to members of the bargaining unit.

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

4th day of October, 1973.

FITZGERALD EDUCATION
ASSOCIATION

George M. Schuster
George Schuster, President

Dennis Muchmore
Dennis Muchmore, Vice-President

Rita Dates
Rita Dates, Secretary

Philip C. Meyette
Philip Meyette

Robert Kuzma
Robert Kuzma

Patricia Marson
Patricia Marson

Gary M. Benson
Gary Benson

FITZGERALD BOARD
OF EDUCATION

Donald S. Durant
Donald S. Durant, President

Douglas C. Holbrook
Douglas C. Holbrook, Vice-President

Hilary A. Kutella
Hilary A. Kutella, Treasurer

Verna Rasmussen
Verna Rasmussen, Secretary

Leander A. Picard
Leander A. Picard, Trustee

Martin L. Bush
Martin L. Bush, Trustee

James H. Tyler
James H. Tyler, Trustee

SEPTEMBER

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						

OCTOBER

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28	29	30	31			

NOVEMBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

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30	31					

JANUARY

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27	28	29	30	31		

FEBRUARY

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24	25	26	27	28		

MARCH

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24	25	26	27	28	29	30
31						

APRIL

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28	29	30				

MAY

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26	27	28	29	30	31	

JUNE

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Teachers In



School Out



Months	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	TOTAL
Students	9	23	19	15	22	19	20	17	22	14	180
Teachers	9	23	20	15	23	20	20	18	22	16	186

FITZGERALD PUBLIC SCHOOLS
SCHOOL CALENDAR, 1973-1974

FITZGERALD PUBLIC SCHOOLS

Calendar 1973-74

September	3	Monday	Labor Day
	18	Tuesday	Student registration and classes all day
	19	Wednesday	Classes all day
November	6	Tuesday	Teacher In-Service Day (Election Day)
	21	Wednesday	Thanksgiving recess (schools close end of day)
	26	Monday	Schools re-open (classes all day)
December	21	Friday	Christmas recess (schools close end of day)
January	2	Wednesday	Schools re-open (classes all day)
	12	Saturday	Teacher work day
February	8	Friday	Teacher records day — all schools — semester ends
March	1	Friday	Winter Recess (schools closed)
April	5	Friday	Easter recess (schools close end of day)
	15	Monday	Schools re-open (classes all day)
	20	Saturday	Teacher work day
May	27	Monday	Memorial Day (all schools closed)
June	21	Friday	Records day
	22	Saturday	Records day

End of 10 week periods: November 21, February 8

SEPTEMBER

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					

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	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

APRIL

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20	21	22	23	24	25	26
27	28	29	30			

MAY

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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					

Teachers In



School Out



Months	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	TOTAL
Students	18	23	18	15	21	18	16	22	21	8	180
Teachers	20	23	19	15	22	18	16	22	21	10	186

FITZGERALD PUBLIC SCHOOLS
SCHOOL CALENDAR, 1974-1975

FITZGERALD PUBLIC SCHOOLS

Calendar 1974-75

September	2	Monday	Labor Day
	3	Tuesday	Staff meetings and preparation
	4	Wednesday	Student registration, meetings, preparation
	5	Thursday	Classes in all schools
November	5	Tuesday	In-service day for teachers (Election Day)
	27	Wednesday	Thanksgiving recess (schools close end of day)
December	2	Monday	Schools re-open (classes all day)
	20	Friday	Christmas recess (schools close end of day)
January	2	Thursday	Schools re-open (classes all day)
	24	Friday	Records day — all schools — semester ends
February	27	Thursday	Winter recess (schools closed)
	28	Friday	Winter recess (schools closed)
March	21	Friday	Easter recess (schools close end of day)
	31	Monday	Schools re-open (classes all day)
May	26	Monday	Memorial Day (all schools closed)
June	12	Thursday	Records day (all schools closed)
	13	Friday	Records day and staff meetings — semester ends

End of 10 week periods: November 8, January 24, April 4, June 13