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Gladwin Bd. of Educ.

M. E. A.
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48824

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OCT 31 1969
OFFICE OF
PROFESSIONAL NEGOTIATIONS

MASTER AGREEMENT

GLADWIN BOARD OF EDUCATION AND GLADWIN EDUCATION ASSOCIATION

This agreement entered into this _____ day of _____, 1969, by and between the Board of Education of the Gladwin Community Schools, Gladwin, Michigan, hereinafter called the "Board," and the Gladwin Education Association, a voluntary, unincorporated association or a Michigan Corporation, hereinafter called the "Association," affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA," the signatures shall be the sole parties to this agreement.

WITNESSETH

WHEREAS the Board and Association recognize and declare that providing a quality education for the children of Gladwin is their mutual aim and that the character of such education depends on the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession may be called on to assist in formulating policies and programs designed to improve educational standards, and

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

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

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

ARTICLE I

Recognition

1. The Board hereby recognizes the Association as the sole
2. and exclusive bargaining representative for all certificated
3. or professional personnel whether under contract, on leave, or
4. on a per diem, hourly or class rate basis, employed or to be
5. employed the the Board. Such representation shall cover all
6. personnel assigned to newly created professional positions
7. unless the parties agree in advance that such positions are
8. principally supervisory and administrative. Such representation
9. shall exclude Superintendent, Assistant Superintendents, Director
10. of School and Community Relations, Principals, Assistant
11. Principals, Business Manager, and any other person engaged
12. fifty percent of the time in the direct administration and
13. supervision of professional personnel. The term "Teacher"
14. when used hereinafter in the Agreement shall refer to all pro-
15. fessional employees represented by the Association in the
16. bargaining or negotiating unit as above defined, and references
17. to male teachers shall include female teachers.

1. The Board agrees not to negotiate with or recognize any
2. teachers' organization other than the Association for the
3. duration of this Agreement.

ARTICLE II

Teacher Rights

- A. 1. Pursuant to Act 379 of the Public Acts of 1965, the
2. Board hereby agrees that every employee of the Board shall
3. have the right freely to organize, join and support the Assoc.
4. tion for the purpose of engaging in collective bargaining or
5. negotiation and other concerted activities for mutual aid and
6. protection. As a duly elected body exercising governmental p
7. under the color of law of the State of Michigan, the Board
8. undertakes and agrees that it will not directly or in-
9. directly discourage or deprive or coerce any teacher in
10. the enjoyment of any rights conferred by Act 379 or other
11. ;;. laws of Michigan or the Constitutions of Michigan and the
12. United States; that it will not discriminate against any
13. teacher with respect to hours, wages or any term or condition
14. of employment by reason of his membership in the Association,
15. his participation in any activities of the Association or
16. collective professional negotiations with the Board, or his
17. institution of any grievance, complaint or proceeding under
18. this or otherwise with respect to terms or conditions of
19. employment.
- B. 1. Nothing contained herein shall be construed to deny or
2. restrict to any teacher rights he may have under the Michigan
3. General School Laws, or applicable civil service laws and
4. regulations. The rights granted to teachers hereunder shall
5. be deemed to be in addition to those provided elsewhere.
- C. 1. The Association and its representatives shall have the
2. right to use school buildings at all reasonable hours for
3. meetings, provided that when special custodial service is
4. required, the Board may make a reasonable charge therefor.
5. No charge shall be made for use of school rooms before the
6. commencement of the school day or until 6 p.m.
- D. 1. Duly authorized representatives of the Association and
2. their respective affiliates shall be permitted to transact
3. official Association business on school property at all
4. reasonable times, provided that this shall not interfere with
5. or interrupt normal school operations.
- E. 1. The Association shall have the right to use School
2. facilities and equipment, including typewriters, mimeographing
3. machines, and all type of audio-visual equipment, calculating
4. machines and duplicating equipment at reasonable times, when
5. such equipment is not otherwise in use. The Association shall
6. pay for the reasonable cost of all materials and supplies
7. incident to such use.
- F. 1. The Association shall have the right to post notices of
2. activities and matters of Association concern on teacher
3. bulletin boards, at least one of which shall be provided in
4. each school building. The Association may use the district
5. mail service and teacher mail boxes for communications to
6. teachers.

1. The Board agrees to furnish to the Association in response to reasonable requests all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including County Allocation Board budgets, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, SALARIES PAID THERETO AND EDUCATIONAL BACKGROUND, AND such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

H.1. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction program, or major revisions of educational policy, which are proposed or under consideration and the Association may be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publications.

I.1. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher of the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. Consistent with the Code of Ethics of the Education Profession, the private and personal life of any teacher is not within the appropriate concern or attention of the Board.

J. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status, Membership in the Association shall not be denied to any teacher because of race, creed, sex, marital status, or national origin.

K.1. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

L.1. The Board shall place on the Agenda of each regular Board Meeting as the first item for consideration under "New Business" any matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's office by 4 o'clock of the Thursday evening prior to the regular meeting.

ARTICLE III

Right of the Board

- A. 1. The Association recognizes that the Board has¹/₂
2. responsibility and authority to manage and direct,
3. in behalf of the public, all the operations and
4. activities of the school district to the full extent
5. authorized by law, provided that such rights and
6. responsibilities shall be exercised by the Board
7. in conformity with the provisions of this Agreement.

ARTICLE IV

Professional Dues or Fees and Payroll Deductions

- A. 1. Any teacher who is a member of the Association or who
2. has applied for membership, may sign and deliver to the
3. Board an assignment authorizing deduction of membership
4. dues in the Association, including the NRA and the MEA
5. Such authorization shall continue in effect from year to
6. year unless revoked in writing between June 1 and September
7. 1, of any year. Pursuant to such authorization, the Board
8. shall deduct one-tenth of such dues from the second
9. regular salary check of the teacher each month for ten
10. months, beginning in September and ending in June of
11. each year. Deduction for teachers employed after the
12. commencement of the school year shall be appropriately
13. prorated to complete payment by the following June.

1. With respect to all sums deducted by the Board
2. pursuant to authorization of the employee, whether for
3. membership dues or equivalent fee, the Board agrees
4. promptly to remit to the Association that portion allocated
5. to the Association and to remit the balance for both the
6. NEA and the MEA, to the Michigan Education Association,
7. 1216 Kendale Boulevard, Box 673, East Lansing, Michigan
8. 48823, accompanied by an alphabetical list of teachers for
9. whom such deductions have been made, categorizing
10. them as to membership or nonmembership in the list
11. previously furnished. The Association agrees promptly
12. to advise the Board of all members of the Association in
13. good standing from time to time and to furnish any other
14. information needed by the Board to fulfill the provisions
15. of this Article, and not otherwise available to the Board.

2. Upon appropriate written authorization from the teacher
3. the Board shall deduct from the salary of any teacher and
4. make appropriate remittance for Annuities, Credit Union,
5. Savings Bonds, or any other plans or programs jointly
6. approved by the Association and the Board.

ARTIVLE V

TEACHING HOURS AND CLASS LOAD

- A. 1. No teacher shall be required to report for duty earlier than
2. thirty (30) minutes before the opening of the pupils' regular
3. school day in the morning. However, teachers are expected to
4. be in the building fifteen (15) minutes prior to the starting
5. of school and in the class room five (5) minutes prior to
6. the tardy bell. Teachers shall be permitted to leave fifteen
7. (15) minutes after close of the pupils' regular school day.
8. Teachers are encouraged to remain for a sufficient period after
9. the close of the pupils' school day to attend to those matters
10. which properly require attention at that time, including
11. consultations with parents when scheduled directly with the
12. teacher, except that on Fridays or on days preceding holidays
13. or vacations, the teacher's day shall end at the close of the
14. pupils' day.

1. The normal weekly teaching load in the junior and senior
2. high school will be twenty-five (25) teaching periods and
3. five (5) unassigned preparation periods or not to exceed 27 1/2
4. hours of pupil contact per week. Assignment to a supervised
5. study period shall be considered a teaching period for purposes
6. of this Article. The normal weekly teaching load in the
7. elementary schools will be thirty (30) teaching periods or
8. not to exceed 5 3/4 hours of pupil contact per day and not to
9. exceed 28 3/4 hours of pupil contact per week. The administra-
10. tion will attempt to assign newly-employed, inexperienced
11. teachers to the lowest class size at their teaching levels.

1. All teachers shall be entitled to a duty-free uninterrupted
2. lunch period of at least thirty (30) minutes.

1. Elementary teachers will be provided two (2) fifteen (15)
2. minute relief periods each day. Intermediate 4th, 5th, and
3. 6th grade teachers will be provided one thirty (30) minute
4. relief period each day.

- Teachers of music, art, and the laboratory sciences,
1. librarians, speech therapists, reading consultants, visiting
2. teachers, counselors and all special education teachers shall
3. be provided with relief and preparation time to the same
4. extent as other teachers in the district.

1. If a teacher shall teach more than the normal teaching load
2. as set forth in this Article, he shall receive additional
3. compensation at \$6.75 per period for each period he is sub-
4. stituting. Furthermore, if he takes one (1) additional class
5. above his normal load for the semester, he will be compensated
6. at 1/6 of his annual salary.

1. Three (3) preparations is the maximum recommended load
2. for each teacher. If more than three preparations are nec-
3. essary, it will be agreed to by the teacher, principal, and
4. Association.

ARTICLE VI

Special Student Program

- A. 1. The parties recognize that children having special
2. physical, mental and emotional problems may require
3. specialized classroom experience and that their presence
4. in regular classrooms may interfere with the normal in-
5. structional program and place extraordinary and unfair
6. demands upon the teacher. Teachers believing that such
7. students are assigned to their classrooms may request their
8. transfer and shall present arguments for such request to
9. the Joint Instructional & Personnel Policies Council,
10. whose decision will be final. Special attention will be
11. given to reducing class size where special students are
12. placed in a regular classroom. Special students shall
13. not be placed in the regular classroom of a newly-employed,
14. inexperienced teacher without prior approval of the
15. Association.

ARTICLE VII

Teaching Conditions

- A. 1. The parties recognize that availability of optimum
2. school facilities is desirable for both student and teacher
3. to insure the high quality of education that is the goal of
4. both teacher and the Board. It is also acknowledged that the
5. primary duty and responsibility of the teacher is to teach,
6. and that the organization of the school and the school day
7. should be directed at insuring that the energy of the teacher
8. is primarily utilized to this end.
- B. 1. Because the pupil-teacher ratio is an important aspect
2. of an effective education program, the parties agree that
3. class size should be reduced wherever possible.
- C. 1. The Board recognizes that appropriate texts, library
2. reference facilities, maps and globes, laboratory equipment,
3. audio-visual equipment, art supplies, athletic equipment,
4. current periodicals, standard tests and questionnaires, and
5. similar materials are the tools of the teaching profession.
6. The teachers and administration will meet from time to time
7. for selection and improvement of teaching tools.
- D. 1. The Board and the Association mutually recognize the
2. importance of continuous use of adequate teaching reference
3. material in maintaining a high level of professional per-
4. formance in furtherance of that recognition, the Board will
5. attempt to provide a teacher reference library in each
6. school in the district and include therein all texts which
7. are reasonable requested by the teachers of that school.
- E. 1. The Board agrees to make available in each school
2. adequate typing, duplicating, stencil and mimeograph facilit-
3. ies to aid teachers in the preparation of instructional materia

The Board will attempt to provide:

A separate desk for each teacher in the district
with a lockable drawer space.

Suitable closet space for each teacher to store
coats, overshoes and personal articles.

Adequate chalkboard space in every classroom.

Copies, exclusively for each teacher's use, of all
texts used in each of the courses he is to teach.

A complete and unabridged dictionary in every classroom.

Adequate storage space in each classroom for in-
structional materials.

Adequate attendance books, paper, pencils, pens,
chalk, erasers and other such material required in
daily teaching responsibility.

Gym uniforms for physical education teachers, smocks
for art and home economics teachers, laboratory coats
for laboratory science teachers, shop coats for
vocational and industrial education teachers.

- G. 1. To relieve teachers of clerical, cafeteria, patrol and
2. bus duty, the board agrees to engage aides. The aides will be
3. responsible to the teacher of teachers to whom they are
4. assigned and will handle patrol duties, inventorying of
5. supplies and equipment, duplication of teaching materials,
6. operating audio-visual equipment, collecting monies for milk
7. and lunch, and similar non-professional responsibilities. The
8. teacher shall periodically conduct evaluations of aides and
9. turn reports over to the building principal in writing. No
10. aide shall perform any instructional activity.
- H. 1. The Board shall make available in each school adequate
2. restroom and lavatory facilities exclusively for teacher use
3. and at least one room, appropriately furnished, which shall
4. be reserved for the use of the faculty as a lounge in which
5. smoking shall be permitted.
- I. 1. Telephone facilities shall be made available to the teachers
for their reasonable use. Long distance calls shall be paid
for by the individual teacher.
- J. 1. In schools where continuous cafeteria service for teachers
2. is not available, vending machines shall be installed at the
3. request of the Association. The proceeds are to be used for
4. the respective GEA Building Lounge Funds. There will be no
5. cost to the Board of Education.
- K. 1. Adequate off-street parking facilities shall be provided,
protected against vandalism, and properly maintained.
- L. 1. Teachers shall not be required to work under unsafe or
hazardous conditions or to perform task which endanger their
health, safety or well-being.
- M. 1. Under no conditions shall a teacher be required to drive
a school bus as part of his regular assignment.

ARTICLE VIII

Department Chairman

- A. 1. The teachers in any department at the junior high
2. school or MIDDLE SCHOOL or senior high school level may
3. each year select from among their numbers a department
4. chairman. In those departments of a school having less
5. than five members, a department chairman may be selected
6. among all teachers in similar departments in the district.
7. The department chairman shall exercise the coordination
8. of programs and materials and shall serve as instructional
9. liaison between the teachers of the department and the
10. school administration. Such chairman shall not be con-
11. sidered a supervisory employee.

ARTICLE IX

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. 1. We recognize that teachers should have a bachelor's
2. degree from an accredited college or university with a
3. provisional or permanent certificate. No person whose
4. certification is based on the Michigan Full Year Permit shall
5. be employed in a regular full-time position for more than two
6. consecutive years.
- B. 1. Persons with less than a bachelor's degree who are
2. eligible only for the Michigan Substitute Permit may be
3. employed by the Board in cases of absolute necessity, and
4. the Association must be consulted.
- C. 1. Teachers shall not be assigned outside the scope of their
teaching certificates and their major or minor field of study
except for good cause. The teacher involved must agree to the
arrangement.
- D. 1. Any assignments in addition to the normal teaching schedule
2. during the regular school year, including adult education courses,
3. driver education, extra duties enumerated in Appendix B, and
4. summer school courses, shall not be obligatory, but shall be
5. with the consent of the teacher. Qualifications being equal,
6. Preference in making such assignments will be given to tenure
7. teachers regularly employed in the district.

ARTICLE X

Vacancies, Promotions and Transfers

- A. 1. The Board recognizes that it is desirable in making
2. assignments to consider the interests and aspirations of
3. its teachers. Requests by a teacher for a transfer to
4. a different class, building, or position shall be made in
5. writing, ON FORMS FURNISHED BY THE BOARD, one copy of which
6. shall be filed with the superintendent and one copy shall
7. be filed with the Association. The application shall set
8. forth the reasons for the transfer, the school, grade or
9. position sought, and the applicant's academic qualifications.
10. Such requests shall be renewed once each year to assure active
11. consideration by the Board.
- B. 1. The Association recognizes that when vacancies occur
2. during the school year it may be difficult to fill them from
3. within the district without undue disruption to the existing
4. instructional program. If the superintendent in his reason-
5. able judgment so determines, such a vacancy may be filled on
6. a temporary or tentative basis until the end of the current
7. SEMESTER at which time the position will be considered vacant.
- C. 1. The Board declares its support of a policy of filling
2. vacancies, including vacancies in supervisory positions, from
3. within its own teaching staff. Whenever a vacancy arises or is
4. anticipated, the superintendent shall promptly post notice of
5. same ON A BULLETIN BOARD IN EACH SCHOOL BUILDING FOR NO LESS
6. THAN TWO WEEKS BEFORE THE POSITION IS FILLED AND NOTIFY THE
7. ASSOCIATION. VACANCIES SHALL BE FILLED ON THE BASIS OF EX-
8. PERIENCE, COMPETENCY AND QUALIFICATIONS OF THE APPLICANT,
9. LENGTH OF SERVICE IN THE DISTRICT, AND OTHER RELEVANT FACTORS.

10. ANY NEW POSITIONS, INCLUDING SUPERVISORY POSITIONS, SHALL BE
11. POSTED WITH ACCOMPANYING JOB DESCRIPTION. AN APPLICANT WITH LESS
12. SERVICE IN THE DISTRICT SHALL NOT BE AWARDED SUCH POSITION
13. UNLESS HIS QUALIFICATIONS SHALL BE SUBSTANTIALLY SUPERIOR. An
14. involuntary transfer will be made only in case of emergency or
15. to prevent undue disruption of the instructional program. The
16. superintendent shall notify the affected teacher and the
17. Association of the reasons for such transfer. If the teacher
18. objects to such transfer for the reasons given, the dispute
19. may be resolved through the professional grievance procedure.

D 1. Any teacher who shall be transferred to an administrative
2. or executive position and shall later return to a teacher
3. status shall be entitled to retain such rights as he may have
4. under this Agreement prior to such transfer to supervisory or
5. executive status.

ARTICLE XI

Illness or Disability

- A. 1. At the beginning of each school year each teacher shall
2. be credited with a twelve (12) day sick leave allowance to
3. be used for absences caused by illness or physical disability
4. of the teacher and/or a member of the immediate family. The
5. unused portion of such allowance shall accumulate from year to
6. year without limitation.
- B. 1. The term "immediate family" shall be defined as to include
2. spouse, children, father, mother, sister, brother, grandparents,
3. father-in-law, mother-in-law, sister-in-law, and brother-in-law
4. of the teacher. Additional days may be included at the dis-
5. cretion of the Superintendent of Schools.
- C. 1. A teacher who is unable to teach because of personal
2. illness or disability and who has exhausted all sick leave
3. available shall be granted a leave of absence without pay for
4. the duration of such illness or disability up to the end of
5. the current school year. The teacher should notify the
6. administration of his intentions to teach for the ensuing
7. school year before June 1.
- D. 1. Absence due to injury incurred on the job in the course
2. of the teacher's employment shall not be charged against the
3. teacher's sick leave days.

ARTICLE XII

Professiona, Personal and Association Leave

- A. 1. At the beginning of every school year each teacher shall
2. be informed that he may use professional business days for
3. educational purposes at the discretion of the teacher and the
4. principal. The teacher approved to use a professional business
5. day shall notify his principal at least one (1) week in advance
6. of his absence. Professional business days shall be used for
7. the purpose of: (1) visitation to view other instructional
8. techniques or programs, (2) conferences, workshops, or seminars
9. conducted by colleges, universities, and the MEA and NEA and/or
10. affiliate departments thereof. The teacher may be requested
11. to file a written report, within one (1) week of his attendance
12. at such visitation, conference, workshop, or seminar.
- B. 1. At the beginning of every school year each teacher shall
2. be credited with three (3) days to be used for the teacher's
3. personal business. A personal business day may be used for
4. any purpose at the discretion of the teacher and principal. A
5. teacher planning to use a personal leave day or days shall
6. notify his principal at least two (2) days in advance, except
7. in cases of emergency. The teacher may be asked to explain
8. the reason for any personal leave requested for a school day
9. immediately before or after a holiday, week-end, or vacation
10. period, but restrictions may be imposed on personal leaves on
11. such days.
- C. 1. A teacher called for jury duty or to give testimony
2. before any judicial or administrative tribunal shall be com-
3. pensated for the difference between the teaching pay and the
4. pay received for the performance of such obligation.
- D. 1. At the beginning of every school year, the Association
2. shall be credited with five (5) days to be used by teachers
3. who are officers or agents of the Association, such use to be
4. at the discretion of the Association. The Association shall
5. be entitled to five (5) additional days for which the substitute
6. shall be paid by the Association. The Association agrees to
7. notify the Superintendent no less than forty-eight (48) hours
8. prior to the date intended use of said leave.

ARTICLE XIII

Sabbatical Leave

- A. 1. After seven (7) or more years services in the Gladwin
2. Community Schools, a teacher who desires may take one (1) year
3. leave to further his education. A teacher, upon return from ..
4. a sabbatical leave shall be restored to his former position
5. of like nature seniority and status. Any period spent on
6. sabbatical leave shall be treated as teacher service for
7. purposes of applying the salary schedule.

ARTICLE XIV

Unpaid Leaves of Absence

- A. 1. A leave of absence of up to two (2) years may be granted
2. to any teacher, upon application, for the purpose of partici-
3. pating in exchange teaching programs in other SCHOOL DISTRICTS,
4. states, territories or countries; foreign or military teaching
5. programs; the Peace Corps, Teacher's Corps or Job Corps as
6. a full-time participant in such programs; or a cultural
7. travel or work program related to his professional respon-
8. sibilities; provided said teacher states his intention to
9. return to the school system. Upon return from such leave, a
10. teacher shall be placed at the same position on the salary
11. schedule as he would have been had he taught in the district
12. during such period.
- B. 1. A military leave of absence shall be granted to any
2. teacher who shall be inducted or shall enlist (one enlistment
3. period for duty in any branch of the armed forces of the
4. United States. Upon return from such leave, a teacher shall
5. be placed at the same position on the salary schedule as he
6. would have been had he taught in the district during such
7. period.
- C. 1. A teacher will be granted a one (1) year leave without
2. pay prior to beginning of, or after, at conclusion of the
3. school year to campaign for himself or serve in Public Office.
4. Further extensions shall be granted at the will of the Board.
- D. 1. A teacher will not be granted pregnancy leave of absence
2. with pay. The teacher may be requested to take a leave on or
3. before the sixth month of pregnancy in the event that this
4. happens during the school year. The teacher may be allowed
5. to teach longer in the event a qualified substitute cannot
6. be secured. Teachers shall direct a letter to the Superinten-
7. dent of Schools as soon as pregnancy is known.

ARTICLE XV

Academic Freedom

- A. 1. The parties seek to educate young people in the democratic
2. tradition, to foster a recognition of individual freedom and
3. social responsibility, to inspire meaningful awareness of
4. and respect for the Constitution and the Bill of Rights, and
5. to instill appreciation of the values of individual per-
6. sonality. It is recognized that these democratic values
7. can best be transmitted in an atmosphere which is free from
8. censorship and artificial restraints upon free inquiry and
9. learning, and in which academic freedom for teacher and
10. student is encouraged.
- B. 1. Freedom of individual expression will be encouraged and
2. fair procedures will be developed to safeguard the legitimate
3. interests of the schools and to exhibit by appropriate ex-
4. amples the basic objectives of a democratic society

ARTICLE XVI

Teacher Evaluation and Progress

The Parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly-employed and experienced personnel. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals.

- A. 1. The performance of all teachers shall be evaluated in
2. writing. Probationary teachers shall be evaluated at least
3. three (3) times during the school year. The first evaluation
4. shall be completed within the first six (6) weeks from the
5. time he begins his teaching duties. The second evaluation
6. shall be completed within four (4) months from the time he
7. begins his teaching duties. The third evaluation shall be
8. completed ninety (90) days prior to the end of the probationary
9. school year. Tenure teachers shall be evaluated at least once
10. every year. Teachers whose services are being considered for
11. termination under provisions of the Tenure Act shall receive a
12. registered letter of notification and statement of charges from
13. the Superintendent and advised of their rights under the
14. Tenure Act for a hearing and appeal. The Association shall
15. receive a copy of such notification. Teachers who are so
16. notified may be suspended with pay pending a final determination
17. by the Board after completing a hearing as provided in the
18. Tenure Act.
- B. 1. Evaluations shall only be conducted by a Building
2. Principal or Assistant Principal. All monitoring or observa-
3. tion of the performance of a teacher shall be conducted openly
4. and with full knowledge of the teacher.
- C. 1. A copy of the written evaluation shall be submitted to
2. the teacher at the time of personal interview or within ten
3. (10) days thereafter; one to be signed and returned to the
4. administration, the other to be retained by the teacher. In
5. the event that the teacher feels his evaluation was incomplete
6. or unjust, he may put his objections in writing and have them
7. attached to the evaluation report to be placed in his personal
8. file. All evaluations shall be based on valid criteria for
9. evaluating professional growth.
- D. 1. A "Teaching Coach" shall be assigned to every probationary
2. teacher upon entrance of the teacher into the system. The
3. "Teaching Coach", insofar as possible, shall be a tenure
4. teacher with a minimum of three (3) years teaching experience
5. and shall be engaged in teaching within the same grade, build-
6. ing or discipline as the probationary teacher. It shall be
7. the duty of the "Teaching Coach" to assist and counsel the
8. probationary teacher in acclimating to the teaching profession
9. and the school system. The "Teaching Coach" shall not be
10. involved in the evaluation of the probationary teacher. No
11. released time or monetary award shall be given to this position.

- E. 1. No later than March 15 of each probationary year, the
2. final written evaluation report will be furnished to the
3. Superintendent covering each probationary teacher. A copy shall
4. be furnished to the teacher. If the report contains any in-
5. formation not previously known to and discussed with the pro-
6. bationary teacher, the teacher shall have an opportunity to
7. submit additional information to the Superintendent. In the
8. event a probationary teacher is not continued in employment,
9. the Board will advise the teacher of the reasons therefore in
10. writing and provide a hearing where requested. Failure to
11. follow the evaluation procedure shall be grounds for a griev-
12. ance. In any grievance of tenure proceeding, all evaluations
13. and responses thereto shall be admissable.

- F. 1. Each teacher shall have the right, upon request, to review
2. the contents of his own personal file. A representative of
3. the Association may, at the teacher's request, accompany the
4. teacher in this review. Each teacher's personal file shall
5. contain the following minimum items of information:

1. -Annual TB report and required medical information
2. -All teacher evaluation reports
3. -Copies of annual contracts
4. -Teacher Certificate
5. -A transcript of academic records
6. -Tenure recommendation

- G. 1. No material may be placed therein without allowing the
2. teacher an opportunity to file a response thereto, and said
3. response shall become a part of said file.

ARTICLE XVII

Professional Behavior

- A. 1. Teachers are expected to comply with written rules,
2. regulations, and directions from time to time adopted by
3. the Board or its representatives which are not inconsistent
4. with the provisions of this Agreement, provided that a
5. teacher may reasonably refuse to carry out an order which
6. threatens physical safety or well-being.
- B. 1. The Board recognizes that the Code of Ethics of the
2. Education Profession is considered by the Association and
3. its membership to define acceptable criteria of professional
4. behavior.
- C. 1. The Association recognizes that abuses of sick leave or
2. other leaves, chronic tardiness or absence, willful deficiencies
3. in professional performance, or other violations of discipline
4. by a teacher reflect adversely upon the teaching profession
5. and create undesirable conditions in the school building. The
6. Board, in recognition of the concept of progressive correction,
7. shall notify the teacher in writing of alleged delinquencies,
8. indicate expected correction, and indicate a reasonable
9. period for correction.
- D. 1. A teacher shall at all times be entitled to have present
2. a representative of the Association when he is being officially
3. disciplined, reprimanded, or warned for any infraction of dis-
4. cipline or delinquency in professional performance. When a
5. request for such representation is made, no action shall be
6. taken with respect to the teacher until such representative
7. of the Association is present.
- E. 1. Teachers shall not have tenure for extra duty assignments.
2. Criteria for the evaluation of extra-curricular assignments
3. will be developed by the joint Instructional and Personnel
4. Policies Council.

ARTICLE XVIII

Professional Improvement

- A. 1. The parties support the principle of continuing
2. training of teachers participation by teachers in
3. professional organizations in the areas of their
4. specialization, leaves for work on advanced degrees or
5. special studies, FOREIGN TRAVEL, and participation in
6. community educational projects.
- B. 1. The Board agrees to provide upon application and
2. approval, the necessary funds for teachers who desire
3. to attend selected PROFESSIONAL CONFERENCES. Travel,
4. meals, lodging and registration fees shall be deemed
5. appropriate expenses of the Board, as well as the cost
6. of the substitute teacher needed to relieve the
7. participant. A teacher attending such conferences
8. and meetings shall be granted sufficient leave time
9. to attend without loss of compensation. Teachers
10. will, upon request, submit a written report regarding
11. such conferences.

ARTICLE XIX

Maintenance of Standards

- A. 1. The duties of any teacher or the responsibilities
- 2. of any position in the bargaining unit will not be
- 3. substantially altered or increased without prior con-
- 4. sultation with the Association.

ARTICLE XX

Reductions in Personnel and Annexation, Consolidation

or Other Reorganization of the District

- A. 1. In the event that this district shall be combined with
2. one or more districts, the Board will use its best efforts
3. to assure the continued recognition of the Association and
4. the continued employment of its members in such con-
5. solidated district.
- B. 1. Before the Board makes any necessary reduction in
2. personnel, it shall consult with the Association regarding
3. the effects of such reduction. This will include, but not
4. be limited to, such problems as the criteria used for the
5. determination as to who will be discharged or laid off and
6. the re-employment rights of such persons.
- C. 1. The following provisions shall apply to a necessary
2. reduction in personnel:
3. 1. No teacher shall be discharged or laid off
4. pursuant to a necessary reduction in personnel
5. for any school year or portion thereof unless
6. they have been notified of said discharge or
7. lay off at least sixty (60) days before the
8. end of the previous school year.
9. 2. No teacher shall be discharged or laid of
10. pursuant to a necessary reduction in personnel
11. unless he has been given a written notification
12. of said action and the opportunity for a hearing
13. before the School Board.

ARTICLE XXI

Continuity of Operation

- A. 1. Nothing in this Article shall require the Board to
2. keep school open in the event of severe inclement weather
3. or when otherwise prevented by act of God. When the
4. schools are closed to students due to the above con-
5. ditions, teachers shall not be required to report for
6. duty.

ARTICLE XXII

School Calendar

- A. 1. For the term of this Agreement the school
2. calendar shall be as set forth in Appendix A.
3. There shall be no deviation from or change in
4. the school calendar except by mutual agreement
5. of the Board and the Association

ARTICLE XXIII

Professional Compensation

- A. 1. The basic salaries of teachers covered by this
- 2. Agreement are set forth in Appendix B which is attached
- 3. to and incorporated in this Agreement. Such salary schedule
- 4. shall remain in effect during the designated periods.

- B. 1. All teachers shall be given full credit on the Salary
- 2. Schedule set forth in Appendix B for full years of outside
- 3. teaching experience in any school district in the State of
- 4. Michigan or other teaching experience in a school district
- 5. accredited by a recognized accrediting agency.

- C. 1. Teachers required in the course of their work to drive
- 2. personal automobiles from one school building to another
- 3. shall receive a car allowance of ten cents per mile. The
- 4. same allowance shall be given for use of personal cars for
- 5. field trips or other business of the district.

- D. 1. Retirement:
 - a. \$50 per year to a maximum of \$1,000 shall be paid to the retiring teacher.
 - b. To be eligible the teacher must have taught in the Gladwin School District a minimum of five (5) years and must have reached his 55th birthday.
 - c. Present teachers of annexed districts to this district shall have their years of experience in those districts counted.

ARTICLE XXIV

Insurance Protection

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

- A. 1. Insurance Benefits: The Board of Education shall
2. pay \$20.00 per month per teacher to a maximum of
3. \$240 per year for insurance. Insurance includes
4. hospital surgical supplied by MEA Super-Med or Blue
5. Cross-Blue Shield and accident life. If a teacher
6. does not desire any form of insurance, no funds
7. shall be made available by the Board of Education.

- B. 1. Employees not wishing health care protection
2. may apply the equivalent of an individual employee's
3. Super Med Premium toward the following options
4. available through the Michigan Education Special
5. Services Association:

6. Group Term Life Insurance
7. Loss of Time Benefit
8. "500" Major Medical Insurance

- C. 1. In the event that an employee, absent because
2. of illness or injury, has exhausted sick leave
3. accrual, the above mentioned fringe benefits shall
4. continue throughout the balance of the school year.

- D. 1. The Board shall make payment of insurance
2. premiums for each employee to provide insurance
3. coverage for the full twelve-month period commencing
4. September 1, and ending August 30; when necessary
5. premiums in behalf of the teacher shall be made
6. retroactively or prospectively to assure uninterrupted
7. participation and coverage.

ARTICLE XXV

Special Teaching Assignments

- A. 1. Assignments for the Adult Education, Driver
2. Education and Summer School programs will be made by
3. the Board on the basis of preference to tenure teachers
4. possessing permanent teaching certificates regularly
5. employed in the district during the normal school year.

- B. 1. The Board agrees at all times to maintain an adequate
2. list of substitute teachers. Teachers shall be informed of
3. a telephone number they may call between 6:45 and 7:15 a.m.
4. to report unavailability for work. Once a teacher has
5. reported unavailability, it shall be the responsibility
6. of the administration to arrange for a substitute teacher.
7. Substitutes shall be paid for a regular teaching day per
8. the following schedule:
 - a. \$25 for a degreed and certified person
 - b. \$22.50 for a non-degreed and certified person
 - \$20 for a non-certified person

ARTICLE XXVI

Student Discipline and Teacher Protection

- A. 1. The Board recognizes its responsibility to give all
2. reasonable support and assistance to teachers with respect
3. to the maintenance of control and discipline in the classroom.
4. Whenever it appears that a particular pupil requires the
5. attention of special counselors, social workers, law en-
6. forcement personnel, physicians or other professional
7. persons, the principal shall be notified. The Board feels
8. that the teacher and the specialists indicated above should
9. work together to improve the case.
- B. 1. It is recognized that discipline problems are less likely
2. to occur in classes where a high level of student interest
3. is maintained. It is likewise recognized that when discipline
4. problems occur, they may most constructively be dealt with
5. by encouragement, praise and emphasis upon the child's de-
6. sirable characteristics. A teacher may use such force as is
7. necessary, according to the law, to protect himself from
8. attack or to prevent injury to another student.
- C. 1. A teacher may ask the principal to exclude a pupil from
2. one class when the grossness of the offense, the persistence
3. of the misbehavior, or the disruptive effect of the violation
4. makes the continued presence of the student in the classroom
5. intolerable. In such cases, the teacher will furnish the
6. principal, as promptly as his teaching obligations will
7. allow, full particulars of the incident in writing.
- D. 1. Procedure for suspension of students from school shall
2. be distributed to students and teachers each year. School
3. authorities will endeavor to achieve correction of student
4. misbehavior through counselling and interviews with the child
5. and his parents when warranted. Transfer of the student to
6. another teacher or other measures, short of suspension, will
7. first be exhausted.
- E. 1. Any case of assault upon a teacher should be promptly
2. reported to the Board or its designated representative. The
3. Board will provide legal counsel to advise the teacher of his
4. rights and obligations with respect to such assault and shall
5. promptly render all reasonable assistance to the teacher in
6. connection with handling of the incident by law enforcement and
7. judicial authorities.
- F. 1. If any teacher is complained against or sued as a
2. result of any action taken by the teacher while in pursuit
3. of his employment, the Board will provide legal counsel
4. and render all necessary assistance to the teacher in his
5. defense.

- G. 1. Time lost by a teacher in connection with any incident
2. mentioned in this Article shall not be charged against the
3. teacher.
- H. 1. The Board will reimburse teachers for any loss, damage or
2. destruction of clothing or personal property of the teacher
3. while on duty in the school or on the school premises.
- I. 1. No action shall be taken upon any complaint by a parent
2. of a student directed toward a teacher nor shall any notice
3. thereof be included in said teacher's personnel file unless
4. such matter is promptly reported in writing to the teacher
5. concerned.
- J. 1. Teachers shall be expected to exercise reasonable care
2. with respect of the safety of pupils and property, but
3. shall not be individually liable, except in the case of
4. gross neglect of duty, for any damage or loss to person or
5. property.

ARTICLE XXVII

Instructional and Personnel Policies Council

- A. 1. There is hereby established a joint Instructional and
2. Personnel Policies Council consisting of four (4) representa-
3. tives appointed by the Association and four (4) appointed
4. by the Board. The Council shall meet twice each month
5. during the regular school year and advise the Board and the
6. Association on such matters as teaching techniques, courses
7. of study, textbooks, curriculum guides, pupil testing and
8. evaluation philosophy and educational specifications for
9. buildings and related matters. The Board shall provide
10. secretarial assistance to the Council.
- B. 1. The Council may appoint such joint professional study
2. subcommittees as are deemed necessary.

ARTICLE XXVIII

Student Rights

- A. 1. The education of all children shall be based on the
2. precept that high education is dependent upon providing for
3. a stimulation of the spirit of inquiry, the acquisition of
4. knowledge and understanding, and the thoughtful formulation
5. of worthy goals. To accomplish this, the Board and the
6. Association agree that the students of the district can
7. expect:

A free and undistorted view of subject matter with
varying points of view.

The inclusion of all students regardless of race
color, creed or national origin.

That all confidential information obtained in the
course of professional service not be disclosed unless
disclosure serves professional purposes or is required
by law.

1. No student shall be permanently excluded from attending
2. school in the district for disciplinary reasons without
3. advising the parents or guardians of the child of the
4. reasons therefor and accorded a fair hearing before the
5. Board of Education if requested.

ARTICLE XXIX

Professional Grievance Procedure

- A. 1. Any claim by the Association or a teacher that there
2. has been a violation, misinterpretation, or misapplication
3. of the terms of the Agreement or violation of any established
4. written policy shall be a grievance and shall be resolved
5. through the procedure set forth herein.
- B. 1. In the event that a teacher believes there is a basis
2. for a grievance, he shall first discuss the alleged grievance
3. with his building principal either personally or accompanied
4. by his Association representative.
- C. 1. If, as a result of the informal discussion with the
2. building principal, a grievance still exists, he may invoke
3. the formal grievance procedure through the Association on
4. the grievance report form, signed by the grievant and a
5. representative of the Association, which form shall be
6. available from the Association representative in each build-
7. ing. A copy of the grievance form shall be delivered to the
8. principal. If the grievance involves more than one school
9. building, it may be filed with the superintendent or a re-
10. presentative designated by him.
- D. 1. Within five (5) calendar days of receipt of the grievance
2. the principal shall meet with the Association in an effort to
3. resolve the grievance. The principal shall indicate his
4. disposition of the grievance in writing with five (5)
5. calendar days of such meeting, and shall furnish a copy
6. thereof to the Association.
- E. 1. If the Association is not satisfied with the disposition
2. of the grievance, or if no disposition has been made within
3. five (5) calendar days of such meeting (or ten (10) calendar
4. days from the date of filing, whichever shall be later) the
5. grievance shall be transmitted to the superintendent. Within
6. seven (7) calendar days the superintendent or his designees
7. shall meet with the Association on the grievance and shall
8. indicate his disposition of the grievance in writing with
9. five (5) calendar days of such meeting, and shall furnish
10. a copy thereof to the Association.
- F. 1. If the Association is not satisfied with the disposition
2. of the grievance by the superintendent or his designees, or
3. if no disposition has been made within five (5) calendar weeks
4. whichever shall be later, ^{the Board} shall meet with the Association on
5. the grievance. Disposition of the grievances in writing by
6. the Board shall be made no later than seven (7) calendar
7. days thereafter. A copy of such disposition shall be furnished
8. to the Association.

- G. 1. If the Association is not satisfied with the disposition
2. of the grievance by the Board, or if no disposition has been
3. made within the period above provided, the grievance may be
4. submitted to arbitration before an impartial arbitrator within
5. fifteen (15) calendar days. The professional arbitrator shall
6. be mutually selected by the parties in accordance with the
7. rules of the Michigan Labor Mediation Board from a panel of
8. professional arbitrators submitted by the Michigan Labor
9. Mediation Board. The Board and the Association shall not be
10. permitted to assert in such arbitration proceeding any ground
11. or to rely on any evidence not previously disclosed to the
12. other party. The arbitrator shall have no power to alter,
13. add to, or subtract from the terms of this Agreement. Both
14. parties agree to be bound by the decision of the arbitrator
15. and agree that judgment thereon may be entered in any court
16. of competent jurisdiction.
- H. 1. The fees and expenses of the arbitrator shall be shared
2. equally by both parties.
- I. 1. If any probationary teacher for whom a grievance is
2. sustained shall be found to have been unjustly discharged
3. because of failure to follow the evaluation procedure, he may
4. be reinstated under the terms and conditions established by
5. the arbitrator.
- J. 1. The time limits provided in this Article shall be strictly
2. observed but may be extended by written agreement of the
3. parties. In the event a grievance is filed after May 15th of
4. any year and strict adherence to the time limits may result
5. in hardship to any party, the Board shall use its best efforts
6. to process such grievance prior to the end of the school term
7. or as soon thereafter as possible.
- K. 1. Notwithstanding the expiration of this Agreement, any
2. claim or grievance arising thereunder may be processed through
3. the grievance procedure until resolution.

ARTICLE XXXI

In-Service Professional Education

- A. 1. In recognition of the rapidly expanding fields of
2. knowledge in the social and scientific fields the parties
3. hereby agree to establish an in-service education committee
4. composed of three (3) persons appointed by the Board and
5. three (3) persons appointed by the Association.
- B. 1. The committee shall organize itself and assume res-
2. ponsibility for the planning and conducting of the in-
3. service education of all professional teaching personnel.
- C. 1. The committee shall address itself (primarily but
2. not limited to) to conducting programs in the following
3. areas of major concerns.
3. 1. A plan for in-service education for teachers
4. and administrators to assist them in under-
5. standing and dealing with human relations problems
6. that arise within the system.
7. 2. Review and revision of achievement and intelligence
8. tests wherever necessary in the current testing
9. program to eliminate culturally biased tests.
10. 3. Projection of alternate plans for consolidation,
11. annexation and reorganization of the District.
12. 4. Extending public educational services to children
13. not currently enrolled in a comprehensive universal
14. public school system.
15. 5. Examination of the curriculum and quality of the
16. various Michigan colleges and universities currently
17. preparing professional teaching and administrative
18. personnel.
19. 6. Review of current research applicable to the field
20. of education and its implications for current
21. school practices.

ARTICLE XXX

Negotiation Procedures

- A. 1. Representatives of the Board and the Association's
2. bargaining committee will meet Monday noon, preceding the
3. fourth Tuesday of each month for the purpose of reviewing
4. the administration of the contract and to resolve problems
5. that may arise. These meetings are not intended to bypass
6. the grievance procedure.
- B. 1. Each party will submit to the other, prior to the
2. meeting, an agenda covering what it wishes to discuss.
- C. 1. All meetings between the parties will regularly be
2. scheduled to take place as promptly as possible at times
3. when the teachers involved are free from assigned in-
4. structural responsibilities unless otherwise mutually
5. agreed.
- D. 1. Should such a meeting result in a mutually acceptable
2. amendment of the agreement, then the amendment shall be
3. subject to ratification by the Board and the Association
4. provided that the bargaining committee shall be empowered
5. to effect temporary accommodations to resolve special problems
- E. 1. The Association shall designate a teacher in each
2. school building as Association Representative (A.R.). The
3. Association Representative may ask to meet with the
4. principal for the purpose of reviewing the contract and to
5. resolve problems which may arise. These meetings are not
6. intended to bypass the grievance procedure.
- F. 1. Between March 1st and March 15th, the parties shall
2. initiate negotiation for the purpose of entering into a
3. successor agreement for the forthcoming year.
- G. 1. Release time may be provided the Association's negotiat-
2. ing committee to permit the parties to alternately meet both
3. during and after regular school hours for the purpose of
4. reaching a successor agreement as rapidly as possible.
- H. 1. In any negotiations described in this article, neither
2. party shall have any control over the selection of the
3. negotiating or bargaining representatives of the other party
4. and either may select its representatives from within or
5. outside of the school district. It is recognized that no
6. final agreement between the parties may be executed without
7. ratification by a majority of the Board and by a majority of
8. the membership of the Association, but the parties mutually

9. pledge that representatives selected by each shall be
10. clothed with all necessary power and authority to make proposals,
11. consider proposals, and make concessions in the course of
12. negotiations or bargaining, subject to such ultimate ratification.

13. There shall be three signed copies of the final agreement
14. for the purposes of record: One retained by the Board, one by
15. the Association, and one by the Superintendent.

ARTICLE XXXII

Miscellaneous Provisions

- A. 1. This Agreement shall constitute the full and complete
2. commitments between both parties and may be altered, changed,
3. added to, deleted from or modified only through the voluntary,
4. mutual consent of the parties in written and signed amendment
5. to this Agreement.
- B. 1. Any individual contract between the Board and an individual
2. teacher, heretofore executed shall be subject to and consistent
3. with the terms and conditions of this Agreement, Any individual
4. contract hereafter executed shall be in the form provided in
5. Appendix D and shall be expressly made subject to and consistent
6. with the terms of this or subsequent agreements to be executed
7. by the parties. If an individual contract contains any
8. language inconsistent with this Agreement, this Agreement
9. during its duration, shall be controlling, The Board shall
10. not solicit execution of any individual contract at such time
11. or in such manner as shall constitute an unfair labor practice
12. under the Michigan Public Employment Relations Act.
- C. 1. This Agreement shall supersede any rules, regulations or
2. practices of the Board which shall be contrary to be inconsistent
3. with its terms. The provisions of this Agreement shall be
4. incorporated into and be considered part of the established
5. policies of the Board. All teachers covered under this
6. Agreement who participate in the production of tapes, publica-
7. tions or other produced educational material shall retain
8. residual rights should they be copywritten or sold by the District.
- D. 1. If any provision of this Agreement or any application of
2. the Agreement to any employee or group of employees shall be
3. found contrary to law, then such provision or application shall
4. not be deemed valid and subsisting except to the extent
5. permitted by law, but all other provisions or applications
6. shall continue in full force and effect.
- E. 1. Copies of this Agreement titled "Professional Agreement
2. between the Gladwin School District and the Gladwin Educational
3. Association, M.E.A. N.E.A." shall be printed at the expense of
4. the Board within thirty (30) days after this Agreement is signed
5. and presented to all teachers now employed, hereafter employed,
6. or considered for employment by the Board. Further that the
7. Board shall furnish twenty-five (25) copies of the Master
8. Agreement to the Association for its use.
- F. 1. The Gladwin Education Association recognizes that strikes
2. (as defined by Section 1 of Public Act 336 of 1947, as amended
3. of Michigan) by teachers are contrary to law and public policy.
4. The Board and the Association subscribe to the principle that
5. differences shall be resolved by appropriate and peaceful
6. means, in keeping with the high standards of the profession,
7. without interruption of the school program. Accordingly, the
8. Gladwin Education Association agrees that during the term of
9. this Agreement it shall not direct, instigate, participate in,
10. encourage, or support any strike against the Board by any
11. teacher or group of teachers.

ARTICLE XXXIII

Duration of Agreement

This Agreement shall be effective as of _____, 1969, and shall continue in effect until the 15th day of August, 1970. This Agreement shall not be extended orally but can be extended by written mutual agreement.

By _____ Its President	By _____ Its President
By _____ Its Secretary	By _____ Its Secretary
By _____ Chairman, Negotiating Committees	By _____ Member
By _____ Negotiating Committeeman	By _____ Member
By _____ Negotiating Committeeman	By _____ Member
By _____ Negotiating Committeeman	By _____ Member
By _____ Negotiating Committeeman	By _____ Member

Dated this _____ day of
_____, 1969.

APPENDIX A

Teachers Conference	August 28, 29, 1969
Opening of School	September 2, 1969
Failure Reports	October 3, 1969
M.E.A. Conference - No School	October 23-24, 1969
School Resumes	October 27, 1969
End of Marking Period	November 7, 1969
Report Cards Go Home	November 14, 1969
Parent Teacher Conference	November 17-21, 1969
Thanksgiving Vacation-No School	November 27-28, 1969
School Resumes	December 1, 1969
Failure Reports	December 19, 1969
Christmas Vacation-No School	December 22 - January 4, '70
School Resumes	January 5, 1970
First Semester Exams	January 21, 22, 1970
Records Day-No School	January 23, 1970
Report Cards-No School	January 30, 1970
Failure Reports	February 27, 1970
Report Cards Go Home	April 3, 1970
Easter Vacation-No School	March 25-March 29, 1970
School Resumes	March 30, 1970
Parent Teacher Conferences	April 13 - 17, 1970
Failure Reports	May 8, 1970
Graduation Day	May 31, 1970
Final Exams	June 3 - 4, 1970
Records Day	June 5, 1970
Close of School	June 5, 1970

SCHEDULE B

Step		90-120	B.A.	B.A.+15	M.A.	M.A.+15	E.D.S.
0		6450	7150	7400	7650	7900	8150
1	4%	6708	7436	7696	7956	8216	8476
2	4%	6976	7732	8004	8274	8545	8815
3	4%		8041	8324	8605	8887	9168'
4	4%		8363	8657	8949	9242	9535
5	4%		8698	9003	9307	9612	9916
6	4%		9046	9363	9679	9996	10313
7	4%		9408	9738	10066	10396	10726
8	4%		9784	10128	10469	10812	11155
9	4%		10175	10533	10888	11244	11601

1. It is the policy of the Board of Education, so far as its financial resources permit, to maintain a salary schedule which will attract and retain certified and competent teachers.
2. Salary payments are made on a ten (10) or twelve (12) month basis. Deductions may be made once a month, and the last check will show the total deductions.

SCHEDULE B-1

Band Director	10%
Class Sponsors	
12th. grade	4%
11th. grade	1%
10th. grade	1%
9th. grade	1%
Club Sponsors	1%
Debate	4%
Safety Patrol	3%
School Plays	4%
Student Council	5%
Athletic Director	8%
Head Football	9%
Ass't Football	7%
Head Basketball	9%
Ass't Basketball	7%
Freshmen Basketball	6%
Jr. High Basketball	6%
7th & 8th Grade Basketball	6%
Head Tract	6%
Ass't. Minor Sport	4%
Baseball	5%
Golf	5%
Cross Country	5%
Cheerleading Advisor	4%
Jr. High Cheerleading Advisor	2%
Jr. High Yearbook	1%
Girls Basketball Coach	5%

GRIEVANCE REPORT FORM

Grievance _____ School District _____

Distribution of Form

GRIEVANCE REPORT

- 1. Superintendent
- 2. Principal
- 3. Association
- 4. Teacher

Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

 Signature Date

C. Disposition by Principal _____

 Signature of Principal Date

D. Position of Grievant and/or Association _____

 Signature Date

STEP II

A. Date Received by Superintendent of Designee _____

B. Disposition of Superintendent or Designee _____

 Signature Date

C. Position of Grievant and/or Association _____

 Signature Date

STEP III

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

 Signature Date

C. Position of Grievant and/or Association _____

 Signature Date

STEP IV

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

 Signature of Arbitrator Date of Decision