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*8/30/72*

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1971 - 72

MASTER CONTRACT

Negotiated by the

Haslett Board of Education

and the

Haslett Education Association

*Haslett Board of Education*

RECEIVED

MAY 10 1971

OFFICE OF  
PROFESSIONAL NEGOTIATIONS

*MEA*  
*1216 KENDALE*  
*E. LANSING, MI*  
*48823*

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WITNESSETH

Whereas the Board and the Association recognize that mutual effort in educational programs can lead to improvement in the Haslett Public Schools and tends to improve the morale of the teaching staff, and

Whereas the members of the teaching profession are qualified to assist in improving education, and

Whereas the Board is required by law to negotiate with the Association on wages, hours, and the terms and conditions of employment of teachers, and the parties, through negotiations, in good faith, have reached agreement on all such matters and desire to execute this contract covering such agreement,

It is hereby agreed as follows:

ARTICLE I-A  
RECOGNITION

The Board hereby recognizes the HEA as the exclusive bargaining representative as defined in Section 2 of Act 379, Public Acts of 1965, of the State of Michigan for all professional contractual certified personnel (certified shall mean holders of life, permanent, provisional, or special teaching certificates, but excluding substitute certificates) and excluding but not limited to supervisory and executive personnel, including superintendent, assistant superintendent, administrative assistants, principals, department heads when assignment does not include classroom teaching, director of athletics when assignment does not include classroom teaching, substitute and part-time teachers not regularly employed and all non-certified personnel employed by the Board, and office and clerical employees represented by the Association.

The term "Board" shall include its officers and administrative agents.

The Board agrees not to negotiate with any organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this Agreement.

ARTICLE I-B

A. DEDUCTION OF EDUCATION ASSOCIATION DUES

1. The Board agrees to deduct from the salary of teachers dues for the Haslett Education Association, the MEA, and the NEA when voluntarily authorized in writing by each teacher desirous of having such dues deducted.
2. Regular dues for all the above stated organizations shall be deducted together as one deduction in 10 equal installments. (See form back of contract.)
3. Dues authorization must be filed with the Superintendent on or before the 2nd Friday of the current school year to be included in the payroll deduction plan.
4. Dues authorization once filed with the Superintendent shall continue in effect until revocation form in writing and signed by the teacher is filed with the Superintendent and the Treasurer of the Association. It is expressly understood that the Superintendent and the Board need honor only one authorization form per year per teacher.

5. The Association shall, on or before the first day of each school year give written notification to the Superintendent of the amount of its dues and those of the MEA and NEA which dues are to be deducted in the coming school year under such dues authorizations. The amount of the deductions for these dues, as per said written notification, shall not be subject to change during that entire school year. It is expressly understood that the Board is not required to deduct any assessment under the terms of this Article.
6. For the purposes of the Article the term school year shall include the period beginning with the first teacher working day of school in the fall to the last teacher working day of school in the spring.
7. Dues deduction shall be transmitted by the Superintendent to the Association treasurer within 10 days after such deductions are made. The Association shall be responsible for disbursement of MEA and NEA dues paid to it to the treasurer of those organizations.
8. All refunds, claimed for dues of the HEA, MEA, or NEA under such dues authorization shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from all claims of excessive dues deductions.
9. Any dispute between the HEA and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of, no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
10. The Association will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with this Article.

**B. REPRESENTATION BENEFIT FEE**

1. All teachers, as a condition of continued employment shall either:
    - a. Sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association (including the Michigan Education Association and National Education Association) and such authorization shall continue in effect from year to year unless revoked in writing.

or

  - b. Cause to be paid to the Association a Representation Benefit Fee equal to the non-member's Haslett, Michigan, and National Education Association dues within 30 days after the commencement of employment. The Association shall deliver to the superintendent on or before the 10th day of September, 1971, a written statement specifying the amount of the non-member's Representation Benefit Fee.
2. The procedure in all cases of discharge for violation of this Article shall be as follows:
    - a. The Association shall notify the teacher of non compliance by Certified mail, return receipt requested. Said notice shall detail the non compliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.
    - b. If the teacher fails to comply, the Association may file charges in writing, with the Board, and shall request termination of the teacher's employment. A copy of the notice of non compliance and proof of service shall be attached to said charges.
    - c. The Board, only upon receipt of said charges and request for termination, shall conduct a hearing on said charges, and to the extent that said teacher is protected by the provisions of the Michigan Tenure of Teachers Act, all proceedings shall be in accordance with said Act.
    - d. In the event that a teacher shall not pay such Representation Benefit Fee directly to the Association or authorize payment through payroll deductions, the Board shall cause the termination of employment of such teacher at the end of the semester or second term.

3. The Association will save the Board harmless from any and all costs including witnesses and attorney fees or other incidental cost of prosecution or defense or any liability resulting from the prosecution or defense of any action claimed or otherwise to which the Board of Education may be liable by virtue of enforcing the provisions of this Article.

## ARTICLE II

### ASSOCIATION AND TEACHER RIGHTS

- A. The Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the laws of the State of Michigan or the constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reasons of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment. The rights granted hereunder shall be in addition to those provided elsewhere.
- B. The Association shall have the right to use school buildings and facilities subject to existing Board policy, at the time of ratification, on building usage and at times when the buildings are manned by members of the custodial staff. When special custodial staff is required, the Board may make a charge thereof.
- C. The Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all types of audio visual equipment with the approval of the Superintendent or his designate. The Association shall provide the materials and supplies incident to such use.
- D. Space for bulletin boards in each building and mailboxes shall be made available to the Association and its members. The Association may use the district mail service provided that (1) mail be properly labeled as Association business, (2) it be bundled for distribution to the Association representative, (3) that the Administration will not be held liable for its safe delivery.

- E. The Association and the Board agree to exchange highlights of regular general meetings. Further, the Association agrees to discuss, from time to time, items submitted to it by the Board at regular Association meetings.
- F. The Association may request that the Board place items of interest to it on the Board agenda. These items must be filed with the Superintendent one week before each regular Board meeting, unless agreed upon by the Superintendent or his designate.
- G. The Board's designate shall meet with the Association's designate at mutually agreed times to discuss fiscal programs, construction programs, or revisions of educational policy and, when feasible, the Association's designate shall be given the opportunity to advise the Board's designate prior to adoption.
- H. The Administrative staff shall meet with the Association President, the Vice President, and the Association representatives at least once each semester to air concerns and problems of the Haslett Public Schools. The time and place shall be mutually agreed upon by the Superintendent and the Association President.
- I. Teachers shall be involved in the selection of textbooks and teaching materials.
- J. The Board agrees to furnish to the Association, in response to requests, available public information concerning financial resources of the district, tentative budgetary requirements and allocation and such other public information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with public information which may be necessary for the Association to process a pending grievance.
- K. In so far as possible Thursday afternoons shall be reserved for Association meetings. Teachers shall be able to meet as soon as the instructional day ends. The above clause may be waived in cases of emergency as determined mutually by the Superintendent and the President of the Association.

### ARTICLE III

#### RIGHTS OF THE BOARD

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the State of Michigan, including but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the system and its properties and facilities, and the assignment of professional duties and responsibilities of its employees. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.
- B. To hire all employees subject to the provisions of law, to determine that they are qualified and the conditions for their continued employment or their dismissal.
- C. To establish levels of instruction, marking systems and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- D. To decide upon selection and purchase of textbooks and teaching materials.
- E. To determine the assignments of teachers in curricula and extra curricula areas.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof shall be limited only by the specific and express terms of this agreement and then only to the extent that such specific and expressed terms thereof are in conformance with the constitution and the laws of the State of Michigan and the constitution and the laws of the United States.

#### ARTICLE IV

##### TEACHING CONDITIONS

###### A. TEACHING HOURS

The parties recognize the principle of a normal 35 hour work week, exclusive of lunch. This work day shall begin at 7:30 for secondary teachers and 8:00 for elementary teachers. A teacher may leave early (after the instructional day) on a regular basis to pursue graduate courses at a University or for other educationally sound reasons.

Teachers wishing to leave early may do so for other good cause by notifying the principal. The principal may revoke this privilege for just cause.

- B. The instructional day in the high school shall be six 55 minute periods - one of these periods shall be used for preparation. The instructional day in the junior high school shall be eight 45 minute periods, one of which shall be used for preparation and one of which shall be used for lunch. The elementary

student's day shall begin at 8:35 a.m. and end at 2:50 p.m., except in cases of emergency determined by the principal. Elementary teachers may use for preparation all time during which their classes are receiving instructions from various teaching specialists. In addition, elementary teachers will be provided with one fifteen minute relief period each morning while the children are at recess.

All teachers shall have the equivalent of a 55 minute duty free uninterrupted lunch period, either at lunch time or in early release. The exact length of the lunch period will be determined by the teachers and their principals in each building by mutual agreement.

Any change in the instructional or teacher day will be mutually agreed upon between the HEA and the Board of Education.

#### C. MEETINGS, CONFERENCES, ETC.

Teachers meetings shall be scheduled once each month. Notifications of the days of said meeting shall be given at least two (2) weeks in advance. Teachers shall have an opportunity to submit agenda items for discussion and/or action at that meeting up to three days prior to the meeting. A meeting may be called if the need arises. Adjournment of scheduled meetings shall not exceed 5 p.m. Teachers meetings shall not be held prior to the beginning of the school day except in an emergency situation as determined by the principal.

A minimum of four half days released time per year shall be allowed for curriculum study with the staff. The responsibility for selecting the time and programming the study shall lie with the Superintendent. An in-service committee, which shall be a permanent sub-committee of the curriculum coordinating council and appointed by it, shall advise the Superintendent. This in-service committee shall consist of three teachers, one high school, one junior high and one elementary.

#### D. TEACHING CONDITIONS

Teachers employed by the Board shall be certificated by the Michigan Department of Education.

Teachers shall be assigned within the scope of their teaching certificate and their major or minor field of study whenever possible. The teacher shall be apprised in writing of any deviation.

Teachers will be notified and consulted concerning their schedule by June 1 if possible or, in the event of changes, by August 15 preceding the commencement of the school year unless an emergency situation arises.

Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Article V - D, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignment will be given to tenure teachers regularly employed in the district.

Elementary teachers shall have typing assistance from the secretaries upon request. Secondary teachers will have extra secretarial help for typing semester exams.

#### E. PUPIL TEACHER RATIO AND CLASS SIZE.

The Board of Education agrees to employ teacher's aides on a full or part-time basis when any building teacher-pupil ratio exceeds 25-1 any time after the 10th instructional day. The kindergarten teachers shall count double. Special education teachers and county employees shall not be used in determining the building ratio. Teachers having the overload have priority to teacher aides.

It is expressly understood that all special subjects such as physical education, vocal and instrument music, typing, and other traditional large group instructional classes are exempt from this provision. Classes anywhere in the school system that are involved in voluntary innovative programs are also exempt from the class size provision of this clause, but the programs are subject to review by the principal and teachers involved. The administration may, at their discretion, provide aides and or reduce class size.

##### Elementary

When an individual class size exceeds 30 pupils, the Board will at its option, either reduce the class size to less than 30 pupils or hire a full or part time instructional aide for that teacher.

##### Secondary

When a teacher in the Junior High Schools daily pupil load exceeds 180 pupils the Board will, at its option, either reduce the class load or hire a part time instructional aide for the sections that exceed 30 students.

When a teacher in the High Schools daily pupil load exceeds 150 pupils the Board will at its option, either reduce the class load or hire a part time instructional aide for the sections that exceed 30 students.

#### F. EQUIPMENT AND TOOLS FOR TEACHERS

The Board agrees at all times to keep the school reasonably equipped and maintained.

The Board recognizes that proper equipment and supplies are necessary tools for teaching situations. The parties agree to confer from time to time for the purpose of improving the selection and use of equipment and supplies and the Board agrees to consider all joint decisions made by its representative and the Association as soon as possible.

- G. The Board shall make available in each school, lunchroom and lavatory facilities exclusively for adult use and one room furnished which shall serve as an adult facility in which smoking shall be permitted.
- H. Telephone facilities shall be provided for staff use. Phone usage shall be for school oriented business and/or personal business that cannot be conducted at another time. No long distance calls are permitted unless approval is granted by the principal.
- I. Existing parking facilities shall be made available to the staff for their use.
- J. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being. The building principal and the Association representative will decide by mutual agreement when these conditions exist.
- K. **ACADEMIC FREEDOM**

We parties seek to educate young people in the democratic tradition to foster a recognition of individual freedom and social responsibility to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere in which free inquiry and learning and academic freedom for teacher and student is encouraged.

- L. **REPORTING TO PARENTS**

Elementary

In the elementary school there will be a parent conference during the ninth week of school primarily to be informative to the teacher. A conference form will be written in duplicate, one form to be given to the parent, one form to be put in the file. The teacher will issue a written evaluation report card at the semester's end.

During the second semester there will be an evaluation conference during the ninth week primarily designed for the teacher to give information to the parents. A written conference form shall be given to the parent and one shall be put in the file. Teachers will issue report cards at the second semester's end.

### Secondary

In the secondary schools report cards will be issued during the 11th week of school and at semester's end. In addition, there will be a parent conference during the 6th week in the first semester and 12th week in the second semester. The teachers agree to report any significant change in a student's progress or failure in writing to the principal at the end of the fourth week of each semester and at other times at the discretion of the teacher.

- M. All pay checks will be folded over and stapled. Income tax forms and personal communications, etc., shall be placed in sealed envelopes.
- N. The practice of teachers using their professional time (as defined in Article IV, Paragraph B) for the purpose of substituting for teachers who are absent shall be discouraged.
- O. The Board, in setting school curriculum, agrees to provide a textbook for each pupil in courses or subject areas where a basic textbook is used.
- P. Two weeks after the official fourth Friday count of pupils is taken, the Board shall inform each teacher, in writing, of his budget and balance for the school year. Budgets shall be reported by individual grades at the elementary level, and by subject or department areas at the secondary level.
- Q. A substitute shall be employed for each teacher who is absent, including special teachers of physical education, band, music, art, and library; providing a qualified substitute is available.

## ARTICLE V

### PROFESSIONAL COMPENSATION

#### A. SALARY SCHEDULE RE-OPENING OF TEACHERS

The salary and fringe benefits covered by this Agreement are set forth in Article V - A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

#### B. REPORTING FOR WORK

Teachers who are not new to Haslett shall not be required to report more than two days prior to the beginning of classes.

### C. PAY DAYS

Pay days shall be every other Friday commencing each school year on the second Friday after Labor Day. Individual teachers shall choose any one of the following pay options: (1) 26 equal payments - A teacher shall receive, upon request prior to June 1, the last six payments of their contracted salary in a lump sum. This payment will be made with the 20th pay. (2) 20 equal payments commencing the second Friday after Labor Day and every other Friday thereafter, based on the yearly salary.

### D. HOLIDAYS

The following holidays shall be observed and all schools shall be closed. New Year's Day, the day before or after Memorial Day should it fall on a Saturday or Sunday respectively, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

E. The president of the Association may use non-instructional time during the school day for official Association business.

### F. PROFESSIONAL COMPENSATION

1. All teachers shall be given seven years credit on the salary schedule set forth in Article V-A for full years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency. However, teachers may be given credit for up to ten years teaching experience and placed on the salary schedule step appropriate to their years of teaching experience. This shall not be retroactive.
2. Teachers involved in voluntary extra duty assignments as set forth in Article V-B which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation.
3. In return for years of service to the Haslett Public Schools The Board agrees to pay \$25.00 per year of service to faculty personnel upon retirement provided such faculty personnel have been employed by the school district for twelve years or more.

Retirement shall be interpreted to mean leaving the service of the Haslett Public Schools and becoming an annuitant of either the Michigan Public Employees Retirement Fund, Social Security, or both.

G. A teacher employed after the school year begins, provided he is employed prior to the end of the first semester, shall receive a full year of credit on the salary schedule for the ensuing year. A teacher employed during the second semester shall remain on the same salary step for the ensuing year.

- H. A teacher completing requirements to advance to the BA+24, MA, MA+24 salary schedules during the school year shall be placed immediately on the appropriate new salary schedule and his pay adjusted accordingly.

It shall be the teacher's responsibility to submit to the Superintendent the necessary evidence, including material needed for category or step movement.

- I. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, Lansing Teacher Credit Union, United States Savings Bonds, and the United Fund, or any other plans or programs jointly approved by the Association and the Board.

## ARTICLE VI

### VACANCIES, PROMOTIONS, REASSIGNMENTS

- A. Request by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school grade or position sought, and the applicant's academic qualifications.
- B. The Association recognizes when vacancies occur during the school year it may be difficult to fill them from within the district. The Board agrees to give due consideration to teachers within the system wishing a transfer during the school year.
- C. The Board supports the principle of filling vacancies from within its own teaching staff whenever possible. Should a vacancy arise the Superintendent shall post notices as soon as possible of same on the bulletin board in each school building for no less than a period of three working days.

Vacancies shall be filled on the basis of experience, competency, and qualifications of the applicant. Any new position shall be posted with an accompanying job description. An applicant with less service in the district shall not be awarded such position unless his qualifications shall be substantially superior. An involuntary transfer will be made only in case of emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected teacher of the reasons for such transfer. If the teacher objects to such transfer for the reasons given the dispute may be resolved through professional grievance procedure.

The Board and the Association discouraged resignations during the school year and agree that they should be only in extreme situations. The Association agrees to submit a written recommendation to the Board on all requests for resignations prior to the termination of the contract.

D. LAYOFF PROCEDURE

1. Seniority. New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
2. The term seniority as hereinafter used shall be length of continuous service with the Haslett Board of Education. Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. Credit given for outside teaching experience in school districts shall not be considered for the purposes of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the tenure act.
3. Seniority within the school system shall first be determined by certification as approved by the Department of Education of the State of Michigan, and shall secondly be determined by years of continuous employment in grades K-5 and by subject matter in grades 6-12.
4. Any teacher who is granted Tenure shall have seniority from the last date of hire.
5. The Board of Education shall prepare a seniority list by classification and transmit a copy of the same to the Association on or before the first day of October, 1971.
6. Necessary reduction of Personnel - Layoff
  - a. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum when economic necessity dictates.
  - b. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be used:
    - 1) Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
    - 2) In the event seniority teachers must be laid off, layoff will be on the basis of seniority within classification.

7. Recall - Seniority teachers shall be recalled in inverse order of layoff for new positions opening for which they are certified and qualified.
8. The recall list shall be maintained by the Board for a period not to exceed three years. Thereafter, a teacher shall lose his right to recall.

## ARTICLE VII

### LEAVES AND CONFERENCES

#### A. SICK LEAVE

At the beginning of each school year each teacher will be credited with a 10 day sick leave allowance accumulative to 120 days. Teachers must teach one day of the school year before sick leave takes effect. A teacher absent from work because of mumps, scarlet fever, measles or chicken pox, shall suffer no diminution of compensation and shall not be charged with loss of personal sick leave if these diseases were contracted in school. Teachers shall be relied upon to exercise professional judgement regarding absences from work, whatever the reason.

- B. During the life of this contract, the Board of Education will allow members of the HEA to exchange sick days in order to prevent a teacher employee from loss of income caused by lengthy illness. The Board of Education reserves the right to require a doctor's statement in case of questionable use.

Implementation procedures will be mutually agreed to by the President of the HEA and the Superintendent.

#### C. PERSONAL BUSINESS LEAVE

Teachers shall be allowed one day per year accumulative to five for personal business. These days shall not be deducted from accrued sick days. Personal business leaves must be applied for one week in advance through a form provided by the Administration except in cases of emergency.

Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session.

The personal business leave day shall not be granted for the work day preceding or the work day following holidays, or vacations, and the first and last day of the school year.

Extensions of personal business leave may be granted by the Superintendent but these extensions may not exceed the amount of accrued sick leave. The Superintendent reserves the right to limit the number of teachers taking personal business days to not more than two per building per day.

Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

1. Two days per school year for death in the family defined to include spouse, children, mother, father, sister and brother.
2. Absence when a teacher is called for jury service except that the compensation for jury service is combined with Board supplementary pay and shall not exceed teacher's regular rate of pay.
3. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceedings.
4. One day per school year for visitation to other schools when approved by the Superintendent of schools.

#### D. LOSS OF PAY

Absence for any other cause on the part of the teacher shall result in loss of one 180th of his total contracted salary per day of absence.

#### E. UNPAID LEAVES OF ABSENCE

Leave of absence up to one year without pay may, at the discretion of the Board, be granted to tenure teachers upon application for the following purposes.

The Board shall grant extensions of one year leaves of absence for an additional year on application by the teacher.

1. Study related to the teacher's license in a field other than that held by the teacher.
2. Study, travel, research, or special teaching assignment involving professional growth of the teacher.
3. Taking care of responsibilities resultant from illness or death in the family which requires the teacher's personal attention for a period longer than provided for in sick leave allowance.
4. Other leaves may be granted for appropriate reasons at the discretion of the Board.
5. A teacher granted leave shall, upon return, move to the next step in the salary schedule providing he completes one semester of employment in the Haslett Schools before the leave of absence.

6. The Board cannot guarantee the return of any employee to a specific building, grade level, or special assignment at the conclusion of a period of absence exceeding one semester in length; the Board of Education will, however, make every effort to return an employee to the same or a comparable job to that held before the leave, and will extend for an additional year if requested to do so by an employee who is unwilling to accept an assignment different from that previously held.
7. The Board will grant a leave of absence without compensation for maternity to any woman tenure faculty personnel upon written request for such leave, and upon proper certification of pregnancy by a physician. Such leave shall be for a period of one full school year. The application should be filed as soon as pregnancy has been determined as shown by a doctor's statement. This statement shall further indicate the doctor's approval for continuing employment through the fifth month. The faculty personnel should begin leave from her work at the end of the fifth month of pregnancy except that when this date falls within one school month of the end of the semester the teacher may be permitted to complete the semester. Failure to return from a maternity leave on the date specified in said application shall be deemed a resignation.

#### F. CONFERENCES - FUND

The Board shall provide a \$2500.00 conference expense budget to be administered by the executives of the HEA. It is expressly understood that these monies are not to be used for conferences sponsored by the MEA or NEA. However, a teacher may apply to attend a conference sponsored by the MEA or NEA provided that no conference funds are requested. These conferences (MEA-NEA) must be jointly agreed to by the President of the HEA and the Superintendent.

### ARTICLE VIII

#### EVALUATION

A primary purpose of evaluation is to encourage and assist teachers in their efforts to develop more effective teaching and learning in the classroom; to assist the teacher in fostering the growth of the social and academic potentialities of the student. It is also recognized that evaluation is an on-going process. The teacher evaluation form shall be mutually agreed upon.

The Board and the Association recognize the necessity of a program for evaluation of teacher performance and recognize and agree that all monitoring or observation of the work performance of the teachers shall be conducted openly and with full knowledge of the teacher, meaning that the use of close-circuit television, public address or audio systems and similar surveillance devices are strictly prohibited.

#### A. TENURE TEACHERS

The length of the evaluation shall be made for a period of at least thirty minutes. All formal evaluation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher.

1. Evaluation shall be primarily directed to improvement of teacher performance and to provide assistance to the individual teacher to correct or improve areas of concern which may be revealed by evaluation.
2. Tenure teachers shall be evaluated at least once during every year (prior to March 20) with previous notification of at least twenty-four hours.
3. Two copies of the written evaluation shall be submitted to the teacher at the time of the personal interview or within two teaching days; one to be signed and returned to the administration, the other to be retained by the teacher. In the event that the teacher feels his evaluation was incomplete or unjust he may put his objections in writing and have them attached to the evaluation report to be placed in his personal file. All evaluation shall be based upon valid criteria for evaluating professional growth as jointly determined by the Administration and the Association.
4. The teacher or the administrator may request that an observation by another Haslett school administrator be held. The second evaluator shall not discuss or see previous reports until after the second observation is made in order to assure objectivity.

#### B. PROBATIONARY TEACHERS

1. A teaching coach shall be assigned by the Association to every probationary teacher upon entrance of the teacher into the system. The teaching coach, insofar as possible, shall be a tenure teacher with a minimum of five years teaching experience and shall be engaged in teaching within the same grade, building or discipline as the probationary teacher. It shall be the duty of the teaching coach to assist the probationary teacher in acclimating to the teaching profession and school system. The names of the teaching coaches and the probationary teachers to whom they are assigned shall be furnished to the principal involved. Omission of one or more of the scheduled evaluations shall not invalidate subsequent evaluation.

## 2. Number and Length

There shall be three observations by the principal each year, one prior to November 15, January 30, and March 20. The length of the evaluation shall be made for a period of at least 30 minutes.

## 3. Procedures

The principal will record on his observation form only what is observed during his visit to the classroom. (Except professional attributes.)

The principal will notify the teacher at least two working days before the first evaluation.

The principal will schedule and hold an evaluation critique with the teacher within 48 hours if possible.

The teacher shall sign the evaluation report indicating that he has read the principal's report; this signature does not necessarily imply agreement with evaluation. The teacher may add a sheet of explanation or rebuttal to the evaluation form.

A copy of this evaluation report will become a part of the teacher's central office file. The second copy will be given to the teacher.

## 4. Procedures when the principal anticipates recommending a third year of probation or dismissal for a teacher.

The principal will indicate in writing his reasons for recommending additional probation or dismissal. His report shall also include recommendations to the teacher that he feels will improve the teacher's effectiveness in the classroom. Finally, the report will also include the specific help the principal has given or plans to give to the teacher to foster more effective teaching. A copy of this report shall be given to the teacher.

The teacher or the principal may request that an observation by another school administrator be held. The second evaluator shall not discuss or see the previous evaluation reports until after the second observation is made in order to assure objectivity.

## 5. Other Provisions

Overall recommendations for continued probation, tenure, or dismissal shall be given to the Superintendent prior to March 30. Teachers shall be notified of recommendations and decisions regarding future employment prior to official Board of Education action.

### C. DISTRICT

The Association and the Board of Education realize that the education of children is the primary goal of the school system. In order to maintain quality education it is recommended that a district comprehensive evaluation form developed jointly by the Association and the Administration be filled out by each teacher; the results to be tabulated and made available to the Association and the Board.

### D. REVIEW OF TEACHER'S FILES

Each teacher shall have the right upon request to review the contents of his own personnel file maintained at the individual school or at the Administration Building. The representative of the Association may, at the teacher's request, accompany the teacher in such a review. The review will be made in the presence of the administrator responsible for the safe keeping of such files.

Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempt from such review.

All communications, including evaluations by the Haslett School District Administration, commendations, or validated complaints directed toward the teacher which are included in the personnel file shall be called to the teacher's attention. He shall be given the opportunity to review same at/or prior to the time of inclusion in the personnel file. Also, the teacher may respond in writing to any of these communications and said response shall become part of the file.

If a grievance is filed on an item placed in the teacher's personnel file and the adjudication is in the teacher's favor the material will be removed from the teacher's file.

Both the Administration and the faculty agree to maintain effective two-way communication in an effort to work on the solution of problems in an atmosphere of good faith and mutual trust. They recognize they are partners in the field of education and that our primary concern must be directed toward the students we teach.

## ARTICLE IX

### COUNCIL FOR CURRICULUM IMPROVEMENT

- A. The purpose of the Council is to promote educational change and improvement in the Haslett Public Schools.

- B. The Council shall consist of two teachers from each building in the district and two administrators. The teachers shall be selected by the teachers in their own buildings and the administrators shall be selected by the Superintendent. The chairman of the Council shall be a teacher. The Board may provide secretarial and financial assistance to the Council.
- C. The Council shall meet after the instructional day ends at least once each month during the regular school year. Recommendations made by the Council will be sent to the Superintendent.
- D. The Council may appoint such professional study subcommittees as are deemed necessary and charge them with specific responsibilities and time limitations. Such subcommittees will have released time only upon the approval of the Superintendent.
- E. A permanent In-Service Committee, appointed by the CCI shall advise the Superintendent on the in-service programs and assist in the planning of these programs. This committee shall consist of four teachers, two elementary and two secondary.
- F. The Council will be responsible for its actions and report to the administrative and instructional staff on or before the last Monday in May concerning accomplishments during the school year.
- G. The Council shall issue a monthly report to the staff and the administration.

## ARTICLE X

### PROFESSIONAL ETHICS AND PRACTICES

- A. Teachers are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this agreement.
- B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absences, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. The Board shall notify the teacher of alleged delinquencies, indicate expected correction, and indicate a reasonable period of time for correction. The Association will use its best effort to correct breaches of professional behavior by any teacher and in appropriate cases, may institute proceedings against the offending teacher.

- C. The teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules for delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until his representative is present. The time of such reprimand shall be arrived at by mutual agreement. Said teacher and said Association representative shall not be expected to leave his normal teaching assignment for this meeting.
- D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage shall be subject to the professional grievance procedure hereinafter set forth. Information forming the basis for disciplinary action will be made available to the teacher.

## ARTICLE XI

### PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just and in accordance with established Board policy. It shall be the responsibility of the teacher to report to his principal the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. Any case of assault upon a teacher which has its inception in a school centered problem shall be reported immediately to the Board or its designated representative. In the event of such an assault, the teacher involved may request the assistance of the Board in such matters. These requests shall be made to the Board or its designates who shall make a determination as to whether the conduct of the teacher making such requests justifies any assistance from the Board, and the extent thereof. The decision of the Board or its designate shall be final. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault, and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities if it determines that the teacher has acted within the scope of Board policy.

- C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board, after review of the case and its determination that the teacher has acted in the scope of Board policy, shall provide active support to the teacher in his defense.
- D. Time lost by a teacher in connection with any incident mentioned in this article, not compensable under Workmen's Compensation, shall not be charged against the teacher unless he is judged guilty by a court of competent jurisdiction.

## ARTICLE XII

### NEGOTIATION PROCEDURES

- A. Representatives of the Board and the Association bargaining committee will meet at the request of either party for the purpose of reviewing the administration of the contract, and to resolve problems that may arise or other matters not specifically covered by this agreement. These meetings are not intended to by-pass the grievance procedure.

All meetings between the parties will be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed.

The results of such meetings shall be written up in the form of letters of understanding that shall be added to and considered part of the Master Contract.

- B. The Association shall designate a teacher or two teachers at each school building as Association Representative (AR).

The Principal and the Association representative shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise, unless they mutually agree that such meetings are not necessary. These meetings are not intended to by-pass the grievance procedure.

- C. At least 60 days prior to the expiration of this agreement, the parties shall initiate negotiations for the purpose of entering into successor agreement for the forthcoming year.

All meetings between the parties will be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed.

- D. Both parties agree to adhere to the laws of the State of Michigan in the negotiation process.

- E. There shall be three signed copies of the final agreement for the purpose of record; one retained by the Board, one by the Association, and one by the Superintendent.

### ARTICLE XIII

#### PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation of the expressed terms of this contract and written personnel policies of the Board that directly affect the wages, hours, and working conditions of teachers.

The following matters shall not be the basis of any grievance filed under the procedure in this Article:

1. The termination of services or failure to re-employ any probationary teacher.
2. The placing of non-tenure teacher on a third year of probation.
3. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
4. Any matter involving the judgmental content of teacher evaluation.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

- B. The number and names of Association representatives per building or alternates in case of absence shall be listed with the Superintendent by the close of the first week of school. The Board hereby designates the principal of each building to act as its representative at Level One and Two as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session.
- D. Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant or grievants;
  2. It shall contain a synopsis of the facts giving rise to the alleged violation;
  3. It shall cite the section or sub-sections of this contract alleged to have been violated;

4. It shall contain the date of the alleged violation;
5. It shall specify the relief requested.

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

E. Level One

A teacher or the Association believing that an alleged violation of the express terms of this contract or written personnel policy has occurred, shall within five (5) days of its alleged occurrence, orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within five (5) days of the discussion the teacher shall reduce the grievance to writing and proceed within five (5) days of said reply to Level Two.

Level Two

A copy of the written grievance shall be filed with the building principal. Said written grievance shall be on the Grievance Report Form attached to this contract. The principal may arrange another meeting with the grievant or the Association within five (5) days of receipt of the written grievance and shall not later than five (5) days of receipt of the written grievance render his decision in writing furnishing a copy thereof to the grievant and the Association.

If the decision of the principal is unsatisfactory to the grievant, or if no decision is rendered within the time specified, he may appeal his grievance to the Superintendent or his designated agent within five (5) days of the written decision or three (3) days of the last day allowed for a written decision by the building principal, whichever shall occur first.

Level Three

A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level Two with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant to discuss the grievance. Within five (5) days of the discussion the Superintendent or his designated agent shall render his decision in writing transmitting a copy of the same to the grievant, the Association secretary, the building principal in which the grievance arose, and place a copy of same in his office.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal to the Board of Education by filing a written grievance, along with the decision

of the Superintendent, with the officer of the Board in charge of drawing up the agenda for the Board's next meeting, at least by the Thursday preceding the next regularly scheduled Board meeting. The Board shall place the grievance on that agenda.

#### Level Four

Upon proper application as specified in Level Three, the Board shall allow the teacher or the Association an opportunity to be heard at its next regular board meeting or two (2) weeks, whichever is later. Within two (2) weeks from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, may designate one or more of its members to hold future hearings therein, or otherwise investigate the grievance provided, however, that in no event except with express written consent of the Association shall final determination of the grievance be made by the Board more than one month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the Secretary of the Association.

#### Level Five

Individual teachers shall not have the right to process a grievance beyond Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Four it may, within ten (10) days after the decision of the Board, in writing, request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator he shall be selected by the American Arbitration Association in accordance with its rules except each party shall have the right to pre-emptorily strike not more than three from the list of arbitrators.
2. Neither party may raise a new defense or ground at Level Five not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three days prior to the hearing a prehearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or of the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:

- a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.
  - b. He shall have no power to establish salary scales or to change any salary.
  - c. He shall have no power to change any practice, policy, or rule of the Board, nor substitute his judgements for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, except when such practice or policy violates this master contract.
  - d. He shall have no power to decide any question which, under this agreement, is within the responsibility of the Board to decide. In rendering a decision an arbitrator shall give due regard to the responsibility of management and shall so construe the agreement that there will be no interference with such responsibilities except as they may be specifically conditioned by this agreement.
  - e. He shall have no power to interpret state or federal law.
  - f. He shall not hear any grievance previously barred from the scope of the grievance procedure.
5. After a case on which the arbitrator is powered to rule hereunder has been referred to him, it may not be withdrawn by either party except by mutual consent.
  6. If either party disputes the arbitrability of a grievance the arbitrator shall first rule on the question of arbitrability. In the event that the arbitrator rules that the grievance is not arbitrable he shall return said grievance back to the parties without decision or recommendation on its merit.
  7. No more than one grievance may be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
  8. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
- F. Should a teacher fail to institute or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of his employment) shall be barred.

- G. The Association shall file a grievance on behalf of an individual teacher only with the written consent of the teacher.
- H. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations.
- I. Any adjustment made during the grievance procedure shall be consistent with the terms of this contract and at each step the teacher may have the designated Association representative present if he so chooses.
- J. Procedures for the Board of Education:

In addition to its normal supervisory procedures, the Board may file grievances in the following manner:

Level One

The immediate administrator shall first discuss the alleged grievance with the teacher either with or without HEA representation at the teacher's discretion.

Level Two

In the event that the immediate administrator is not satisfied with the disposition of the complaint at Level One he shall within three (3) working days file a written complaint to the HEA building representative. The building representative shall respond in writing to the immediate administrator within five (5) working days.

Level Three

The administrator presents his grievance in writing to the Board of Directors of the HEA at least by Thursday preceding its regular meeting and requests an audience. The Board of Directors of the HEA shall place the request on its agenda for the next regular Board meeting.

## ARTICLE XIV

### CLOSING OF SCHOOLS BECAUSE OF STORMS OR OTHER UNCONTROLLABLE CONDITIONS

In the event it becomes necessary for the Superintendent to close schools for one day because of weather and/or road conditions, teachers shall not report for duty. If the students are dismissed due to bad weather, the teachers will be dismissed shortly thereafter. However, in cases of extended bad weather of two or more days, teachers may be notified by radio and/or telephone of special meetings for the purposes of faculty or departmental planning, classroom preparation, evaluation of student work, or other professional responsibilities. If teachers are requested to report but cannot make it due to road conditions in their area it is their responsibility to notify the Superintendent's office.

## ARTICLE XV

## RETIREMENT

The age of retirement for teacher shall be 65 years. After a teacher has reached the retirement age he may be employed on a year-to-year basis to the maximum age of 70.

## ARTICLE XVI

## POLICIES

## A. BOARD

The HEA shall be notified in advance of any pending policy adoption and shall have the opportunity to inform the Board of its position on proposed policy. The Association shall have the opportunity to recommend areas in which policies might be adopted or changed.

## B. ADMINISTRATIVE RULES AND REGULATIONS

The Association shall have the opportunity to inform the administration of its position on proposed rules and regulations. The Association shall have the opportunity to recommend areas in which administrative rules or regulations be adopted or changed.

## C. TEACHERS HANDBOOK

There shall be a uniform teachers handbook for the Haslett School District. The sections to other grade levels will be available to all teachers.

ARTICLE XVII  
SELECTION OF STAFF

A. COACHES

The Athletic Director, as specified in the Haslett Athletic Handbook, shall meet to discuss each coaching opening and to supply to the personnel director his recommendation regarding personnel applying for these coaching openings.

Coaches shall be hired in accordance with existing Board policy. The Board agrees to act in accordance with Article VI, Section C, in the hiring of coaches.

Coaches shall be evaluated at the end of their season by the Athletic Director or the personnel director as his designate. The evaluation criteria shall be drawn up and mutually agreed upon by the Athletic Director, the Personnel Director, and the coaches.

If during the course of a season a member of the coaching staff or the Administration believes that a fellow coach is not fulfilling his obligations, the Athletic Director, at the direction of the director of secondary education, shall determine appropriate action.

If the Athletic Director deems the coach as not fulfilling his duties the coach shall be given a reasonable solution in a reasonable length of time to correct the problem.

Any coach who is dismissed from his coaching position shall be notified in writing by the Athletic Director as to the reasons for such dismissal. The coach shall then have the right to appeal to the Board of Education, who will make the final decision as to the status of the coach. The coach shall have the right to have a representative of the Association present.

Coaches will be paid in accordance with the salary schedule set forth in Article V-B.

## B. ADMINISTRATORS

The Board recognizes the contribution that teachers can make in the selection of administrators. It is hereby agreed that the Board shall involve teachers in the selection of a new administrator according to the following procedure except when the need arises to alter this procedure. Need shall be determined by the Board.

### Procedure for Employment of Administrators:

1. A joint teacher-administrator committee of three teachers and three administrators shall do the initial screening.
2. The three teachers shall be elected by the staff involved.
3. The committee shall meet with the staff involved, before interviewing, to determine questions to be asked of each candidate.
4. The joint committee shall determine initial qualifications of the candidate within the framework of the existing Board of Education policies.
5. A majority vote of the joint committee shall determine the status of a candidate at each step in the process. The Superintendent shall be notified of a tie vote.
6. When the list of candidates has been narrowed to six, the Superintendent shall reduce the number to three candidates. The Superintendent will be advised by the committee on his recommendations of the final three candidates if he so desires.
7. These three candidates shall be presented to the Board of Education with final recommendation from the Superintendent. The Board of Education shall then exercise its legal responsibility to make a final selection.

## ARTICLE XVIII

### MISCELLANEOUS PROVISIONS

#### A. INTERN TEACHERS

1. Interns may be expected to perform tasks, attend classes, and consult with program personnel at times other than those included in the Master Contract as a part of their preparation program.

2. Interns shall be paid a stipend to be determined by the EIP Director from Michigan State University and the Administration of the school district concerned with the framework of the fiscal arrangements stipulated for the EIP program.
- B. Copies of the agreement shall be produced at the mutual expense of the Board and the Association and presented to all teachers now employed or hereinafter employed by the Board.
  - C. This agreement shall supercede any rules, regulations, practices or policies of the Board which shall be contrary to or inconsistent with the terms contained in any individual teacher contract heretofore in effect. All individual teacher contracts shall be made expressly subject to the terms of this agreement. The provisions of this agreement shall be incorporated into and considered part of the established policies of the Board.
  - D. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association, for the life of this agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement.

Notwithstanding the above, the Board will negotiate with the Association the salary of any newly created position not placed upon existing salary schedule in accordance with this agreement.

ARTICLE V-A  
SALARY SCHEDULE 1971-72

B.A.			B.A. + 24		
1.	1.00	7800	1.	1.02	7956
2.	1.05	8190	2.	1.07	8346
3.	1.10	8580	3.	1.12	8736
4.	1.17	9126	4.	1.19	9282
5.	1.23	9594	5.	1.25	9750
6.	1.29	10,062	6.	1.31	10,218
7.	1.36	10,608	7.	1.38	10,764
8.	1.43	11,154	8.	1.45	11,310
9.	1.50	11,700	9.	1.52	11,856
M.A.			M.A. + 24		
1.	1.05	8190	1.	1.07	8346
2.	1.10	8580	2.	1.12	8736
3.	1.15	8970	3.	1.17	9126
4.	1.22	9516	4.	1.24	9672
5.	1.29	10,062	5.	1.31	10,218
6.	1.36	10,608	6.	1.38	10,764
7.	1.43	11,154	7.	1.45	11,310
8.	1.50	11,700	8.	1.52	11,856
9.	1.59	12,402	9.	1.61	12,558
10.	1.66	12,948	10.	1.69	13,182
11.	1.73	13,494	11.	1.75	13,650

## SALARY SCHEDULE REQUIREMENTS

Steps within each category are automatic and based on years of experience and general requirements. Category movement will depend upon teachers meeting the specific requirements listed below. Step and Category are shown on each contract.

### Specific Requirements

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#### Category I

Step 1	Bachelor Degree
Step 2	
Step 3	Teacher certification

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#### Category II

	To move into Category II:
Step 4	9 term hours beyond Bachelor Degree
Step 5	3 years experience
Step 6	Plus 4 Professional growth activities

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#### Category III

	To move into Category III:
Step 7	Total of 18 term hours beyond Bachelor Degree
Step 8	Plus 4 Professional growth activities not
Step 9	previously reported.

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#### Category IV

	To move into Category IV:
Step 10	Master's Degree
Step 11	Recommendation of Principal
	Plus 4 Professional growth activities

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Teachers may proceed along the Masters Degree schedule even though their degree is in administration.

## PROFESSIONAL GROWTH ACTIVITIES

To advance on the salary schedule from one category to the next category a teacher must present to his/her principal for evaluation, satisfactory evidence of participation in at least four (4) different Professional Growth Activities in three (3) different areas since the teacher's last category change or within the last three (3) years, whichever is longer. These Professional Growth Activities are in addition to any other requirement in the salary schedule and must be done during a time not considered to be part of the regular school day, e.g., the M.E.A. Regional Conference would not qualify.

The teacher is responsible for submitting application for category movement prior to February 1 of the current school year. The total responsibility for application rests with the teacher. The Administration shall notify the applying teacher of his/her qualification or deficiencies on or before March 1 of the current school year.

A teacher who lacks qualification for category movement on March 1 has until the first of September to provide evidence for category movement. If category advancement is denied, the teacher may appeal the decision through administrative channels.

### ACTIVITIES:

1. Conference -  
Professional meetings of educationally trained persons to discuss an academically oriented subject. In order to qualify, a conference must total at least ten hours and be in session at times other than the school day.
2. In-Service Program, Workshop or Clinic -  
In-Service Program is on-the-job sponsored or co-sponsored by the Haslett Public Schools. Workshop is a session in which the participant works as contrasted with lectures, conferences, etc. A clinic is a place for practical instruction including demonstration and/or participation of the teacher. In order to qualify, a session must be at least one (1-1/2 hours, and there must be at least six (6) sessions, or two (2) sessions for at least ten (10) hours.
3. Lecturing or Speaking Engagement -  
A copy or resume of the speech and a description of the group to whom it was given must accompany the request for acceptance of this activity. Speech or lecture must be academically oriented.
4. Publications, Teachers Aides, Exhibits -  
To be recognized, these must pertain to education and be described in writing and accepted by the principal. If a publication, it must be published in a journal of at least state-wide distribution.

5. Service on Professional Committees -  
In order to qualify, the committee on which the teacher served should have met at least eight (8) times during the school year and the teacher should have been an active member. It is suggested that attendance should be a part of the minutes.
5. Sponsorship -  
A teacher may qualify for this activity if he/she sponsors a school organized group and if he/she is not paid for this sponsorship. School organized groups would include Senior Class, F.H.A., F.F.A., Camera Club, etc.
7. Visitation -  
On teacher's time these may be made to other school systems, governmental units, industries related to teacher's field, etc. In order to qualify, a visitation must consist of at least five (5) visits of one hour or one (1) visit of at least five (5) hours in length and be made on other than school time.
8. Student Teaching -  
Supervision of student teacher for one (1) term full time or two (2) terms part time.
9. Travel -  
Travel which contributes to the cultural background of a faculty member or enables him to acquire firsthand knowledge useful to his work shall be recognized as contributing to professional growth. A brief written report of the travel shall be submitted and the principal shall determine whether it is acceptable as a Professional Growth Activity.

## ARTICLE V-B

## EXTRA DUTY PAY SCHEDULE

The following percentages are based on the teacher's current step of the B.A. salary schedule:

Athletic Director-----	11%
Head Football-----	11
Assistant Football-----	8
Freshman Football-----	8
Junior Varsity Football-----	8
Head Basketball-----	11
Junior Varsity Basketball-----	8
Freshman Basketball-----	8
Baseball-----	8
Track-----	8
Wrestling-----	11
Cross Country-----	6
Golf-----	6
Assistant Baseball-----	6
Assistant Track-----	6
Seventh Grade Basketball-----	5
Eighth Grade Basketball-----	5
Junior High Track-----	5
Tennis-----	6
Junior High Football-----	5
Junior High Wrestling-----	5
Chorus Director-----	5
Band Director-----	10

The following percentages are based on the first step of the B.A. salary schedule:

A.V. Building Aides-----	2%
Class Sponsors	
Junior & Senior-----	3
Freshman & Sophomores-----	2
H.S. Student Council-----	3
Junior High Student Council-----	2
Girls Athletic Association-----	2
Debate-----	3
Senior High Cheer Leaders-----	5
Jr. High Cheer Leaders-----	2.5
Jr.-Sr. Play-----	4
Fifth Grade Camp-----	2
Special Education-----	4
Future Homemakers-----	2
Jr. High Intramurals	
Boys-----	3.5
Girls-----	3.5
Girls Athletic Director-----	5
Girls Varsity Softball-----	3.5

Extra Duty Pay, cont.

Girls Varsity Basketball-----	4--3.5
Girls Varsity Track-----	3.5
Girls Varsity Golf-----	3.5
Girls Varsity Tennis-----	3.5
Girls Varsity Volleyball-----	3.5
Junior High Basketball-----	2
Junior High Volleyball-----	2
Junior High Track-----	2

## ARTICLE V-C

## 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.

The Board shall provide full MEA Super Medical Health Care Protection or comparable Blue Cross - Blue Shield protection for the term of the contract for each member of the bargaining unit and his eligible dependents.

## CALENDAR 1971-72

<u>DATE</u>	<u>EVENTS</u>	<u>DAYS IN SESSION</u>
Sept. 3	New Teacher Orientation	
Sept. 6-10	Teacher orientation - staff report on Sept. 7. First day of instruction on Sept. 8. 1/2 day of instruction for elementary on Sept. 8.	3
Sept. 13-17		5
Sept. 20-24		5
Sept. 24-Oct. 1		5
Oct. 4-8		5
Oct. 11-15	Secondary conf. Oct. 12	5
Oct. 18-22		5
Oct. 25-29	Oct. 25 - Veterans Day - no school	4
Nov. 1-5		5
Nov. 8-12	End of marking period - elementary conferences on Nov. 10, 11, 12	5
Nov. 15-19		5
Nov. 22-26	Nov. 25 & 26 - Thanksgiving vacation	3
Nov. 29-Dec. 3		5
Dec. 6-10		5
Dec. 13-17		5
Dec. 20-24	Christmas Vacation	0
Dec. 27-31	Christmas Vacation	0
Jan. 3-7	Instruction resumes	5
Jan. 10-14		5
Jan. 17-21		5
Jan. 24-28	First Semester ends - no instruction on Jan. 28	4
Jan. 31-Feb. 4		5
Feb. 7-11		5
Feb. 14-18		5
Feb. 21-25		5
Feb. 28-Mar. 3		5
Mar. 6-10		5
Mar. 13-17		5
Mar. 20-24		5
Mar. 27-31	Spring Vacation - no school	0
Apr. 3-7	End of 3rd Marking Period	5
Apr. 10-14	Elementary Parent Conferences Apr. 12, 13, 14	5
Apr. 17-21	=	5
Apr. 24-28	Secondary Parent Conferences, Apr. 25	5
May 1-5		5
May 8-12		5
May 15-19		5
May 22-26		5
May 29-June 2	Memorial Day, no school - May 29	4
June 5-9		5
June 12-16	Second semester ends June 13 - 1/2 day elem. Records day - June 14	2
TOTAL DAYS		180

The calendar may be amended to provide 180 days of instruction if necessary, as provided by law. The days will be mutually agreed upon.

ARTICLE XIII A  
Grievance Report Form

Grievance # \_\_\_\_\_

School District \_\_\_\_\_

Distribution of Form

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

GRIEVANCE REPORT

Submit to Principal in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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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. Disposition of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B. 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 Arbitration \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date of  
Decision

## DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1971, and shall continue in effect until the 30th day of August, 1972. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

## EDUCATION ASSOCIATION

By Scott Felmlee  
Its President

By Pamela G. Raff  
Its Secretary

By Malcolm S. Dunham  
Chairman,  
Negotiating Committee

By Lettice McKenzie  
Negotiating Committeeman

By Earl Hatinger  
Negotiating Committeeman

## BOARD OF EDUCATION

By John Wodge  
Its President

By Jane Fineout  
Its Secretary

By Henry Dulmage  
Chairman,  
Negotiating Team

By Lyle K. Beagle  
Member

By \_\_\_\_\_  
Member