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HOLTON PUBLIC SCHOOLS

PROFESSIONAL CONTRACT

This Agreement entered into this 13th day of September, 1967 by and between the Board of Education of the Holton Public Schools, hereinafter called the "Board", and the Holton Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of the Holton Public Schools is their mutual aim and that the character of such education depends predominately upon the quality, competence and morale of the teaching service, and

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

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

In consideration of the preceding mutual covenants, it is hereby agreed, subject to existing laws and the Board's right to establish policy:

Holton Public Schools

MEA
1216 Kordale
East Lansing, Mich.
48823

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OFFICE OF
PROFESSIONAL NEGOTIATIONS

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all probation and on per diem appointments, classroom teachers, librarians, guidance counsellors, employed or to be employed by the Board (whether or not assigned to a public school building), but excluding supervisory and executive personnel and office and clerical employees. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

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

C. By the Monday following Labor Day teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education Association and the Michigan Education Association).

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

ARTICLE II

Teacher and Board Rights

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

of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

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

C. The association and its members shall have the right to use school building facilities when the school is normally open for meetings if such use is not in conflict with scheduled school activity. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off the school premises.

Bulletin board space shall be made available to the Association in the teacher lounge of each building. Items may be posted on the general school bulletin boards with the approval of the building principal.

D. The Board agrees to furnish to the Association in response to reasonable requests from time to time all pertinent information concerning the financial resources of the district, tentative budgetary requirements and allocations 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.

E. The Association agrees to furnish the Board in response to reasonable requests all available information on anticipated items of contract negotiations for the coming year.

F. Board Rights: The Association recognizes that the Board has responsibility and authority to manage and direct in behalf of the public, all operations and activities of the School District to the full extent authorized by law.

ARTICLE III

Professional Compensation

A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the three-year term of this Agreement, provided, however, that upon written notice to the other party at least sixty (60) days prior to the first day of May of every year of this Agreement either party may request the reopening of negotiation of such salary schedule.

B. The salary schedule is based upon a normal weekly teaching load, as hereinafter defined, for the school year during normal teaching hours. For extra work the teacher shall be entitled to additional professional compensation.

C. Teachers shall not be required to report more than two days prior to the beginning of classes in September or to remain more than two days after classes end in June.

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

E. A teacher shall be released from regular duties without loss of salary at least 2 days a year for the purpose of participating in area or regional meetings of the Michigan Education Association.

ARTICLE IV

Teaching Load

A. The Board recognizes the principle of a standard forty-hour work week and will, so far as possible, set work schedules and make professional assignments which can be reasonably be completed within such standard work week. The Board will not require teachers regularly to work in excess of such standard work week within or outside of any school building.

B. All teachers shall have a duty free noon period with a minimum of 30 minutes prior to the start of the afternoon session, subject to weather and emergency conditions. Teachers shall not be subject to playground duty at noon.

ARTICLE V

Teaching Loads and Assignments

A. The normal teaching assignment will include one preparation period in the daily schedule. This means one period for preparation in a five, six or seven period schedule. This schedule would be the same for both junior and senior high school.

The teaching assignment in the elementary schools shall be approximately five and one-half ($5\frac{1}{2}$) hours of classroom duty or the equivalent thereof.

When teachers are given a teaching assignment without a preparation period at the junior or senior high level they shall be paid for the per cent (%) of time taken by not having a preparation period. Based on the teachers present salary step.

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

C. All teachers shall be given written notice of their schedule for the forthcoming year no later than June 1 of the preceding school year. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals previous to such change. Every effort will be made to avoid reassigning probationary teachers to different grade levels unless the teacher requests such change. The final decision in such cases, where necessary will be by the board and the best interests of the pupils and the school shall be the determining factors.

ARTICLE VI

Teaching Conditions

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

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible and optimum class sizes are as follows:

(1)	Kindergarten	22 pupils
(2)	Elementary school grades	25 pupils
(3)	Special classes for handicapped or mentally retarded	15 pupils
(4)	Special sight-saving and hearing conservation classes	12 pupils
(5)	Emotionally disturbed classes	9 pupils

High School Classes

English)	
Social Studies)	
General Education)	
Mathematics)	
Science)	25 pupils
Language)	
Business)	

Typing	30 pupils
Industrial Arts	20 pupils
Drafting	30 pupils
Vocational Shops	20 pupils
Homemaking	20 pupils
Music	35 pupils
Art	25 pupils
Health Education	40 pupils
Pool	30 pupils
Hygiene	25 pupils

B. Teacher requests for supplies and other educational materials shall be processed promptly. The teacher submitting such request shall be notified within 10 days regarding the disposition of each request.

Requisitions shall be submitted to the building principal in triplicate. He will approve or disapprove the request; if approved it will be sent to the superintendent's office for action; if approved two copies returned to principal who will return one copy to teacher making request. A request not approved will mean all copies returned to originator with reason no approved.

C. Cafeteria, patrol, bus and study hall duty, inventorying of supplies and equipment, duplication of teaching materials, collecting money for various projects and similar non-professional responsibilities performed by teachers take away from teaching time. The Board will develop other methods to handle these matters as rapidly as possible.

D. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.

E. The Board will make available in each elementary and secondary school adequate lunchroom, restroom and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for us as a faculty lounge in which smoking shall be permitted.

F. Telephone facilities shall be made available to teachers for their reasonable use.

G. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages may be installed at the request of the Association, the proceeds to be used for the existing Teachers Recreational Fund.

H. Adequate parking facilities shall be made available to teachers for their exclusive use during school hours.

I. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

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

ARTICLE VII

Vacancies and Promotions

A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same.

B. Any teacher may apply for such vacancy. In filling such vacancy, the Board shall give due weight to the professional background and qualifications of all applicants. The Board declares its support of a policy of promotions from within its own teaching staff and reaffirms its policy of always seeking and selecting the best available candidate for any vacancy.

ARTICLE VIII

Transfers

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

B. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement as a teacher

ARTICLE IX

Leave Policies

Sick Leave - Personal Illness

1. During the first year of employment, the teacher shall earn and be allowed sick leave for personal illness at the rate of one day per school month or major fraction thereof up to ten days for the school year. This shall also apply to those teachers beyond the first year of employment who have used up all accumulated sick leave.
2. No sick leave may be used by a new employee or an employee with no accumulated leave before he or she has completed one month of the assigned work, nor shall they be entitled to use sick leave except as it is earned under paragraph (1) as stated.
3. Deductions shall be made on a per diem basis for absences due to personal illness beyond those earned as outlined above.
4. Adjustment in pay will be made at the end of the fiscal year for any employee who has lost pay because of absence in excess of his accumulated sick leave credit, to the extent that sick leave days accumulated after such absence and within the same school year entitle him to a refund of money deducted at the time of absence.
5. Any unused sick leave may be accumulated up to a maximum of 90 days as provided by Board of Education policy. This policy to become effective September 1, 1966.
6. Per diem basis shall be the amount obtained by dividing the contractual salary by the number of days as determined by the number of weeks in the school year.
7. Days to be included under sick leave:
 - a. Personal illness or injury.
 - b. Sickness in the immediate family when there is a moral obligation on the part of the teacher to be with the sick member of his family. This shall not be interpreted to allow an employee to stay with someone as a nurse or attend to a sick person that can be done by someone else. The right is reserved to review each case on its own merit.
 - c. The immediate family is father, mother, brother, sister, spouse, child, parent-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

8. All sick leave absence shall be on an ethical basis in keeping with the teaching profession. Any problems extending beyond the limitations herein stated shall be handled on an individual basis. It shall be the duty of each employee to advise the office of the Superintendent of the nature of all absences for which salary is expected. Proof of illness shall be furnished by the employee if requested.
9. Whenever school personnel make arrangements to be absent for a day or a specific period of time, and if school fails to be in session during part or all of this period, no remuneration shall be given for such absence whenever membership is counted, but rather the absence will be applied to the sick leave schedule whenever applicable.

Emergency Leave

As provided by Board of Education policy of September 1966, five days annually, non-accumulative, are permitted without deductions from pay for emergency reasons.

Emergency leave is granted for the following reasons:

1. Absence due to illness or death in the immediate family (as in 7c Sick Leave Policy) or of a close relative (see paragraph 6 for definition of close relative).
2. Required appearance in court of law involving no moral turpitude on the part of the employee.
3. Accidents or inability to reach school because of weather conditions.
4. Confirmation or graduation exercises of employees' children, and the like, which necessitate the presence of the employees.
5. Unusual circumstances which may be considered on their merits by the Superintendent of Schools.
6. Close relative shall include grandparent, uncle, aunt, first cousin, niece or nephew. "Relative is interpreted to mean by blood or by marriage.
7. No remainder of leave granted under emergency leave provisions may be accredited or accumulated from year to year.

Maternity Leave

The Board of Education may grant a leave of absence for maternity upon written request for such leave and proper certification of pregnancy by the employees' physician. Such leave of absence shall be at the discretion of the Board. Application for maternity leave should be filed not more than two months

after pregnancy has been determined. The Board of Education will expect candidates for maternity leaves of absence to terminate their work not later than the close of the fifth month of pregnancy.

Sabbatical Leave

The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a sabbatical leave for study purposes (without compensation) to qualified instructional personnel who are on tenure. Recipients of sabbatical leaves must file a letter indicating their intention of returning to the system with the Superintendent of Schools at least ninety (90) days prior to the end of the year during which the sabbatical leave applied.

Personal Reasons

Any person may be granted a leave of absence when requested, for personal reasons. This leave may be granted under the same conditions as a sabbatical leave.

Any person returning to the system from a "Leave of Absence" will be on the salary schedule step they would have moved to when the leave was requested.

Other Leave

Any required leave not covered by specific policy may be granted, with or without pay, upon application to and with the approval of the Superintendent of Schools. The deciding principles in such cases shall be as follows:

1. If the interests of the pupils and/or the School District are the primary reason for the absence, full or partial pay will be allowed.
2. If the leave serves primarily the interests of the employee, full or partial pay shall be deducted on a per diem basis.
3. Military leaves of absence shall be granted to any teacher who shall be inducted in any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any salary increments which would have been credited to them had they remained in active service to the school system.
4. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office.

ARTICLE X

Teacher Evaluation

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

B. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may be requested by the teacher or the Board to accompany the teacher in such review.

ARTICLE XI

Protection of Teachers

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

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide reasonable assistance to the teacher in his defense.

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

E. Complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention if deemed necessary.

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

ARTICLE XII

Negotiation Procedures

A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties shall be subject to professional negotiations during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. In the event the salary schedule is reopened for negotiation, by either party, as provided in Article II of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least sixty days prior to the expiration of this Agreement the parties will likewise begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

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

ARTICLE XIII

Professional Grievance Negotiation Procedure

A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing

rule, order or regulation of the Board, or any other provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative. The Board hereby designates as its representative for such purpose the principal in each school building and the superintendent of schools when the particular grievance arises in more than one school building.

B. Within five days of receipt of the grievance the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meeting. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the Superintendent, who shall have five days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the Superintendent he shall have ten days from receipt to approve or disapprove it. If the grievance shall be denied by the Superintendent, either upon review of the action of the school principal, or in the first instance, the grievance shall immediately be transmitted to the secretary of the Board, with a statement of reasons why it is being disapproved.

C. Within 15 days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon; may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of 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 20 days after its submission to the Board.

D. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration before an impartial arbitrator selected by the parties. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the Education Association or the Board. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

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

F. The costs of any arbitration under this Article shall be shared equally by the Board and Association.

ARTICLE XIV

Miscellaneous Provisions

A. The Board agrees to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.

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

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

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

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

F. This Agreement shall not be effective until approved as to form by counsel for the Michigan Education Association, whose approval shall be noted thereon. Such approval shall in no way constitute the Michigan Education Association or its counsel a party of this Agreement, which shall be exclusively between the Board and Association named in the first paragraph of this Agreement.

ARTICLE IV

Duration of Agreement

Both parties recognize that this Agreement being the first such document to be negotiated, may have areas that were omitted and/or misworded. Therefor this agreement is subject to reopening annually for negotiation on request of either party for individual items.

HOLTON EDUCATION ASSOCIATION

BOARD OF EDUCATION

BY Francis E. Jare
Its President

BY R. Murphy
Its President

BY Virian L. Janis
Its Secretary

BY Frank De Jona
Its Secretary

Approved as to form by Michigan Education Association

APPENDIX A - SALARY
SCHEDULE AND POLICIES
RELATING TO PROFESSIONAL
STAFF

Qualifications

It shall be the policy of the Board of Education to employ only teachers who have earned an A. B. or B. S. degree from an accredited college or university and who hold academic majors and minors in appropriate subject areas and who likewise hold a valid teaching certificate issued by the Michigan State Department of Education.

Medical Examination

The Board of Education for good and reasonable cause, may at any time require a teacher to submit a certificate from a qualified physician certifying to his fitness relating to physical and mental health.

Pre-School Conference

At the beginning of each school year the administration will schedule a conference for all teachers and administrators of the system. At the conference subjects pertaining to the school as a whole and to individual buildings will be discussed. The conferences will also provide an opportunity for all faculty members to become acquainted. This will begin not more than 2 days prior to school opening.

Instructional Load

The Board of Education shall hold the Superintendent of Schools responsible for an equitable distribution of work among staff members and for the transfer and assignment of instructional personnel within the system.

Substitute Teachers

The Superintendent of Schools shall maintain an active list of qualified persons to act as substitute teachers. Substitute teachers pay shall be established by the Board of Education. The rate of pay for substitute teachers shall be such that it will enable the school to hire qualified substitutes when needed. It shall be at least equal to the average salary paid by the other county schools. Teachers under full time contract shall not be required to act as substitutes.

Registration of Certificates

Michigan law requires not only that a teacher have a legal certificate to teach, but also that this certificate be registered in the Superintendent's office. The County Superintendent of

Schools registers the certificates for teachers employed in the Holton Schools. It is not necessary for the Superintendent's office to retain the certificate. All new teachers are requested to submit their certificates to the Superintendent of Schools before the school opening date. Others whose certificates have expired since the last school year must also submit their new certificates for registration.

Responsibility of Teachers

The responsibilities of teachers shall include the instruction, guidance, discipline, safety, hygiene and general care for the welfare of pupils. These responsibilities are not confined to the classroom but extend to all school sponsored activity, where the teacher is present.

Teachers are obligated to perform those duties prescribed by laws of the State of Michigan for teachers, to accept and act according to the Michigan Teacher's Code, and to discharge those duties which, within reason and the law, they may be called upon by the administration to perform.

Teachers assume these responsibilities promptly at the beginning of each school day.

Professional Advancement In Salary

The principle of professional advancement in salary should be based on the desire of a staff to grow in service in order to improve the educational opportunities for the boys and girls of the school system. It says in effect, that if the professional staff evidences growth in a manner which reasonably provides for improved educational opportunities, then the staff may expect to receive an earned professional annual increment.

It shall be the intent of the Holton Public Schools Board of Education to maintain the highest salary level for the teaching staff which the annual school budget and the general financial requirements of the school system will permit.

Professional growth may take place through a number of types of activity or study, among them college credit studies, travel that is educationally or culturally worthwhile, work experiences relating to the teaching field, and the acceptance of community or professional responsibilities.

The professional advancement in salary principle, should provide for minimum salaries which recognize initial preparation for teaching and also should provide a living wage in relation to the community. Maximum salaries should be such that superior teachers can be attracted to and be retained within the school system, and enable these individuals to assume the increasing economic responsibilities which normal adults are expected to meet as they grow older.

THE HOLTON SALARY SCHEDULE

1. The Holton Salary Schedule should be attractive to and competitive for outstanding beginning teachers.

2. The schedule should also make available earned increments sufficient to keep well qualified, competent teachers with the system. Continuity of service is important to a school system; however, continuity of employment is also important to an employee, and the interests of boys and girls can best be served when professional people, interested in professional growth, remain in service with a district.

3. Levels of preparation should be recognized as achieved, and all personnel should be encouraged to improve their teaching proficiency through advancing their preparation. The levels to be recognized are the B.A., B.A. + 20, the M.A. and the M.A. + 20. Those who earn a degree at mid-year will receive one half the added increment of that degree level for the remainder of that year.

4. It should be the fully understood intent and purpose of the Board of Education to secure and retain superior teaching personnel at all levels of the school program. Further, they should be committed to providing such supervisory and administrative personnel as to assure that a superior educational program will result.

5. The Board of Education shall continue its policy of encouraging professional growth, as far as it is financially able, through the support of workshops, in-service training, conferences and such other activities that contribute to the improvement of staff competency.

Requirements to Remain on Salary Schedule

1. A non-degree teacher with a life certificate shall earn a minimum of ten semester hours of credit during any three consecutive years. (State Department ruling).

2. A teacher with a special certificate (if necessary to hire one) shall earn a minimum of six semester hours of credit each year. This is a State Department teaching certification regulation.

3. For vertical movement on the salary schedule for steps 1-4, the faculty member shall acquire 10 semester hours of academic credit. This may be presented as a block or single courses. The first year for a beginning teacher, no academic credit shall be required. It is more important to become adjusted to the teaching situation.

4. For steps 5-7 and each succeeding three year sequence within the system the faculty member shall present evidence of successful completion of an additional six semester hours of academic credit as a block or as single courses. The academic credit requirement shall be initiated in each time block before other areas of professional growth may be presented.

5. Evidence of professional growth must be presented each year by the staff. The six semester hours must be completed in each three year time block.

6. After a Masters degree has been earned, no academic requirement is made. Professional growth shall continue to be required from other approved areas.

7. Any staff member not progressing in the professional growth area as stated shall not be entitled to advance on the salary schedule.

8. Two consecutive years of failure to meet the growth requirements shall necessitate a review of the individual's worth to the system by the Superintendent.

9. Any activity of undetermined value should be approved by the Superintendent of Schools prior to being undertaken if professional growth credit is expected.

10. It will take two years for the above requirements to be in full force. In 1966-67 school year any one on the middle step of a time block will only need 4 academic hours and anyone on the third step of a time block will only need 2 semester hours of academic credit. Those who may be on the last step of the schedule will begin a three year time block.

11. Professional growth credit other than academic study may be acquired by significant work in the following areas:

- a. A workshop or other such course conducted under any recognized and approved college or university.
- b. Service on professional committees which meet outside of school hours. (Testbook selection committee, school philosophy committee, citizens advisory committee, administrative advisory committee, school policy committee, etc.)
- c. Extensive education travel based on previously submitted itinerary and definitely having relationship to the teaching assignment.
- d. Research in the field of education or field of specialization.
- e. Publication of articles and/or books in the field of education or specialization.
- f. Work on regional, state or national professional committees.
- g. Community service of significant value.
- h. Work experience directly contributing to professional growth.
- i. Other similar evidence of significant value.

(THIS SECTION TO BE REVISED BY A COMMITTEE BY JANUARY 1.)

TRANSFER OF TEACHING EXPERIENCE

A teacher who has terminated employment in the Holton Public Schools and who later returns shall be allowed previous service credit up to a maximum of seven (7) years.

Transfer of teaching credit from other schools for placement on the Holton Public Schools schedule shall be made as follows:

1. Full credit shall be allowed for each complete year of teaching service provided that:

- a. The candidate has taught in approved schools as a degreed and properly certified teacher.

- b. The maximum teaching service credit allowed shall be seven years.
2. Non-degree teaching for service transfer purposes shall be credited as one-half credit for each full year of experience. Years of experience following the earning of a degree shall be computed as outlined in paragraph (1) above.
3. Non-degree teaching in the Holton Public Schools shall be computed as outlined in paragraph (2) above for transfer to the degree salary schedule.

RETIREMENT AGE

Retirement shall be at age sixty-five for instructional and/or certified employees and computed as of September 1.

a. An instructional employee who reaches the age of sixty-five before September 1 of the next contracted year shall be retired the preceding June.

b. An employee who reaches the established retirement age during a contractual year shall be permitted to complete the contract.

c. The Board of Education reserves the right to extend the retirement age for individual instructional employees, on the recommendation of the Superintendent of Schools, whenever the best interests of the pupils and/or of the School District so require.

d. Before the retirement age is extended for a teacher, he shall be required to submit evidence from not less than two doctors, one of which will be designated by the board, to the effect that he/she is both physically and emotionally able to do justice to a position of efficient full time teaching.

CONTRACT PROCEDURES

The Superintendent of Schools shall have the power to nominate, assign, transfer, or suspend for good and reasonable cause any principal, teacher, clerk, custodian, bus driver, or other school employee, such action being subject to approval by the Board of Education.

All applications for teaching or non-teaching positions shall be channeled through the Superintendent of Schools. No school personnel shall be employed excepting those recommended by the Superintendent.

At some time prior to the issuance and renewal of contracts an item shall be placed on the agenda of the Board of Education meeting at which time the discussion shall center around the following topics:

1. Has the teacher completed all requirements to remain on the salary schedule?
2. Has the tenure committee made a recommendation?
3. Are there any factors that have a bearing on the success of the teacher or teachers value to the system?

If at this time it appears that there are deficiencies in any of the above areas, or if it appears that there is a question of whether or not the teacher will be offered a

contract. A statement about the same shall be entered in the board minutes and the teacher shall be notified verbally and/or in writing by the Superintendent.

If requested, the teacher may have a hearing before the Board.

Preliminary to contracts being offered, a form letter will be issued to the members of the staff to determine whether or not they desire a contract for the coming year.

Contracts will be issued as soon after March 1st. as salaries have been determined.

The Superintendent is authorized to issue all contracts to new personnel and signatures of the board will be affixed to all such contracts issued by the Superintendent. Such contracts to be valid must bear the signatures of at least (4) four board members and the Superintendent.

Contracts will be issued on a 39 week school year basis which includes any pre-school, in-service, and/or post school conferences that may be scheduled.

Summer work not covered by the base contract shall be valuated by the board.

Teachers working on a 12 month contract shall receive additional salary on a pro-rated basis of their salary and be entitled to 3 weeks vacation between the period school closes in June and the opening date of school in the fall. Vacation periods to be arranged with the Superintendent.

Teachers with less than one year of experience credit, but more than ($\frac{1}{2}$) one half year will be given credit for one half of the appropriate salary step.

PAYROLL ACCOUNT (DEDUCTIONS)

Deductions for M.E.A. Insurance, M.E.A. Dues, N.E.A. Dues, Teachers Institute Fees, and Teachers Credit Union will be made for those employees requesting such deductions as follows:

- a. Credit Union Savings Account in multiples of \$5.00 (to remain unchanged and continuing through each pay period thereafter for the school year).
- b. M.E.A. Hospital Insurance the last pay period each month.
- c. N.E.A. Dues - First pay September.
- d. M.E.A. Dues - Second pay September.
- e. Institute Fees - First pay October.

Payment of loans, borrowing money and deposits other than the above will be transacted by the individual and not through payroll deductions.

Payroll deduction is a service offered to the employees on a voluntary basis. No one is compelled to make use of any or all of of this service. For obvious reasons, there will be no exceptions to the above schedule as established.

Payroll checks are valid, only when signed by the Superintendent of the Treasurer of Board of Education.

Payroll will be bi-weekly and checks will be issued on Fridays. Whenever said date falls on days when school is not scheduled to be in session, checks will be issued on the last

