

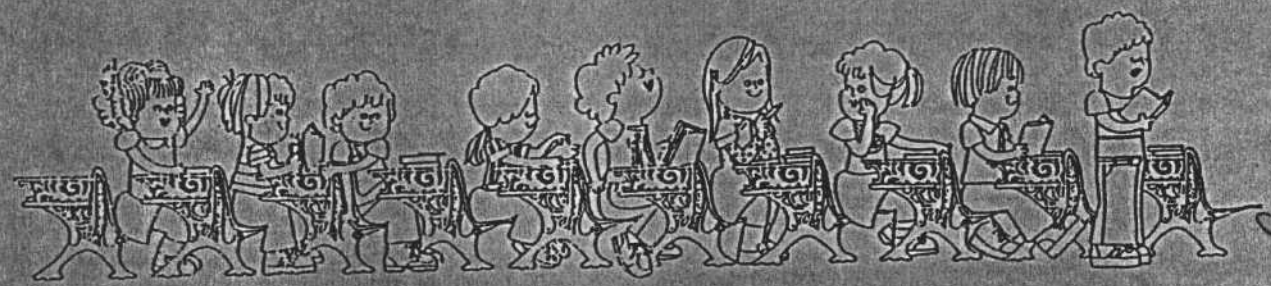
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8/20/96
Addendum 8/20/99

GLADWIN COMMUNITY SCHOOLS

MASTER AGREEMENT

GLADWIN EDUCATION ASSOCIATION



Gladwin Community Schools

1993 - 1996

1345

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M A S T E R A G R E E M E N T

GLADWIN BOARD OF EDUCATION AND GLADWIN EDUCATION ASSOCIATION

This Agreement is entered into this 8th day of March, 1994 by and between the Board of Education of the Gladwin Community Schools, Gladwin, Michigan, hereinafter called the Gladwin Education Association, a voluntary, unincorporated association or a Michigan Corporation, hereinafter called the "Association", affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA". The signatories shall be the sole parties to this agreement.

WITNESSETH

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

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

WHEREAS the Board has 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 have reached certain understandings which they desire to confirm in this Agreement.

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

ARTICLE I - Recognition

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certified or professional personnel whether under contract, on leave, or on a per diem, hourly or class rate basis, employed or to be employed by the Board. Such representation shall cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude Superintendent, Assistant Superintendents, Director of School and Community Relations, Principals, Assistant Principals, Business Manager and any other person engaged fifty percent of the time in the direct administration and supervision of professional personnel. The term "Teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined, and referenced to male teachers shall include female teachers.

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

ARTICLE II - Teacher 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 the color of the 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 term or condition 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 or otherwise with respect to terms or conditions of employment.
- B. 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.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms before the commencement of the school day or until 6:00 p.m.
- D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations.

- E. The Association shall have the right to use School facilities and equipment, including typewriters, computers, copiers, mimeographing machines, and all type of audio-visual equipment, calculating machines and duplicating equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use.
- F. The Association shall have the right to post notices of activities and official Association business on teacher bulletin boards, at least one of which shall be provided in each teacher's lounge. "The Association shall determine what constitutes official Association activities and business." The Association may use the district mail service and teacher mail boxes for communications to teachers.
- G. The Board agrees to furnish to the Association in response to written requests all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including County Allocation Board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers, together with information which may be necessary for the Association to process any grievance or complaint.
- H. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction program, or major revision of educational policy, which are proposed or under consideration and the Association may be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publications.
- I. The 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 of any discipline or discrimination with respect to the professional employment of such teacher. Consistent with the Code of Ethics of the Education Profession, the private and personal life of any teacher is not within the appropriate concern or attention of the Board.
- J. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, disability, age, or marital status.
- K. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.
- L. The Board shall place on the Agenda of each regular Board meeting as one of the first items for consideration under "New Business" any matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's Office by 4 o'clock of the Thursday evening prior to the regular meeting.

ARTICLE III - Rights of the Board

- A. The Association recognizes certain rights and responsibilities as belonging finally to the School, and its Board of Education and Administration. Those rights and responsibilities include by way of illustration and not limitation the right to hire; to direct the teaching force; to determine the number of teachers who shall be employed by the School; to determine the qualifications necessary for promotion or transfer or reassignment of teachers; to discipline, suspend, demote and discharge teachers for cause in accord with this contract and Michigan Laws; to require teachers to observe school rules and regulations; to determine the number and location of school buildings; the type of such buildings, and the cost of such buildings; to establish the grade system to be used within the school, the qualifications necessary for the student to advance from grade to grade and to graduate; to determine the curriculum to be taught in school, together with textbooks or other materials which may be used in the education processes; to determine the scheduling of classes, the hours of instruction, and all other rules and regulations with regard to the conduct of pupils whether on or off school premises insofar as the school deems it necessary and appropriate; and any and all powers and authorities granted to the school by the legislature of this State, the Constitution of this State, or by Congress of the United States, or the Constitution of the United States.
- B. The Board will place a copy of the "Board Policies" book in each teachers' lounge, and at least one copy with the President of the G.E.A. The Board will provide inserts for any new policies, if developed, or changes in policy, if changed. The "Board Policies" book kept by the Superintendent of Schools shall be the official Policy Book.

ARTICLE IV - Professional Dues, Fees and Payroll Deductions

- A. 1. All bargaining unit members who are currently members of the Association or are currently paying a service fee, and all new bargaining unit members, shall (1) on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such Service Fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277 (7) and at the written request of the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association.
2. Pursuant to Chicago Teachers Union v Hudson 106 S Ct 1066 (1986), the Union has established a "Policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in that Policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed of and

exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure. The Association shall provide to all non-members copies of the Association's Policy and Procedures.

- B. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for Professional Dues or Representation Benefit Fee, the Board agrees promptly to disburse said sums upon direction of the Association.
- C. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations or any other plans or programs jointly approved by the Association and the Board.
- D. This Article shall be effective retroactively to the date of this Agreement and all sums payable hereunder shall be determined from said date.
- E. The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this section of the collective agreement.

The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or actions, subject however, to the following conditions:

1. The Association, after consideration with the Board, has the right to decide whether to defend any said action or whether or not appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
2. The Association has the right to choose the legal counsel to defend any said suit or action.
3. The Association shall have the right to compromise or settle any claim made against the Board under this section.

ARTICLE V - Teaching Hours and Class Load

- A. Teachers shall be required to report for duty thirty (30) minutes before the opening of the students' regular school day in the morning and shall be in their classrooms ten (10) minutes prior to the tardy bell, except that teachers whose class day begins earlier than the beginning of the regular school day (Early Bird Classes) shall not be required to remain in school after their last scheduled class. It is understood that teachers of those early morning classes shall be scheduled so that they are dismissed one hour earlier than the close of the regular school day. Teachers are expected to remain in the building fifteen (15) minutes after the close of the pupils' school day. All staff members are encouraged to remain for a sufficient period of time after school to give additional help to students desiring attention at that time. On Fridays or on days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day.

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

Should funds become available, the parties shall meet to discuss the desirability and feasibility of a seven (7) period day in the junior high school and/or high school.

- C. All teachers shall be entitled to a totally duty-free, uninterrupted lunch period of at least forty (40) minutes.
- D. Elementary teachers will shall be provided two (2) twenty (20)minute recess periods each day. Elementary teachers will be relieved of duty during these recess periods. Elementary teachers may remain with their students during periods of instruction in Art, Music, and Physical Education if the enrichment teacher so requests.
- E. Teachers of music, art, psysical education and the laboratory sciences, librarians, speech therapist, reading consultants, visiting teachers, counselors, social workers, and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the District. Preparation time will be given in blocks of twenty (20) minutes or more when possible.
- F. If a teacher shall teach more than the normal teaching load as set forth in this Article, he shall receive additional compensation at "Rate of Pay" schedule per period for each period he is substituting. Furthermore, if he takes one (1) additional class above his normal load for the year, he will be compensated at 1/6 of his annual salary.
- G. Three (3) preparations is the maximum recommended load for each teacher in grades 7 through 12. If more than three (3) preparations are necessary, it will be agreed to by the teacher, principal, and Association. Each teacher will be encouraged to assume at least one extra curricular activity of supervisory assignment when requested which is not a part of the extra pay reimbursement policy.
- H. "Teachers shall not be required to teach outside of the normal classrooms as part of their assignment without the teachers' approval."
- I. No more than two (2) one (1) hour before school teachers' meetings shall be scheduled each month. Notification of the days of said meetings shall be given at least forty-eight (48) hours in advance. It is understood that this does not preclude the scheduling of special shorter meetings for emergencies or extenuating circumstances. Traveling teachers (multi-building assignments) shall be required to attend a maximum of two of these meetings.

ARTICLE VI - Special Student Program

A. The parties recognize that children having special physical, mental, and emotional problems may require specialized classroom experience and that their presence in regular classrooms may interfere with the normal instructional programs and place extraordinary and unfair demands upon the teacher. Teachers believing that such students are assigned to their classrooms may request their transfer and shall present arguments for such request to the Educational Planning and Placement Council. Special attention will be given to reducing class size where special students are placed in the regular classroom of a newly-employed, inexperienced teacher without prior approval of the Association.

B. Application of this Section shall apply to special education students in the following categories: SMI, SXI, TMI, POHI, EI, autistic and medically fragile students.

1. Mainstreaming is defined as the placement of an identified special education student referenced above in Section A into a regular education program for any part of the regular school day. When a general education classroom teacher is assigned a special education student as set forth above, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition.

2. On a case by case basis, the District will determine what training if any will be necessary for the general education teacher who has a mainstreamed student as set forth in Section B assigned to his/her classroom.

3. In assigning a mainstreamed student as defined in Section B to a general education classroom when more than one classroom placement is available within the building to facilitate the implementation of the student's I.E.P., the Board agrees to consider the severity of the student's condition, the number of other mainstreamed students assigned to the class and the overall class sizes within the applicable classrooms.

4. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves considerations of the student's unique needs as determined by an Individual Education Planning Committee (IEPC). Although it is agreed that the handicapped student's participation and right to participate in regular education programs and services cannot be affected by this Agreement.

5. The District shall determine the need for a teacher who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during the time the teacher is assigned to teach a class.

ARTICLE VII - Teaching Conditions

ARTICLE VII - Teaching Conditions

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

- B. Because the pupil-teacher ratio is an important aspect of an effective education program, the parties agree that class size should be reduced wherever possible.

- C. The Board recognizes that appropriate texts, library reference facilities, maps and globes, computers, laboratory tools and equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. The teachers and administration will meet from time to time for selection and improvement of teaching tools.

- D. The Board and Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance in furtherance of that recognition, the Board will attempt to provide a teacher reference library in each school in the District and include therein all text which are reasonably requested by the teachers of that school. The Board shall provide memberships in appropriate curricular and professional organizations and societies. The IPPC shall determine the appropriate memberships, but shall be limited to a total of fifteen (15) memberships.

- E. The Board agrees to make available in each school, typing and duplicating facilities to aid teachers in the preparation of instructional materials.

- F. The Board will attempt to provide:
 - 1. A separate desk for each teacher in the District with a lockable drawer space.
 - 2. Suitable closet space for each teacher to store coats, overshoes and personal articles. Other suitable space may be substituted for closet space, if approved by the teacher.
 - 3. Adequate chalkboard space in every classroom.
 - 4. Copies, exclusively for each teacher's use, of all text used in each of the courses he is to teach.
 - 5. An appropriate dictionary in every classroom, when requested by the teacher.
 - 6. Adequate storage space in each classroom for instructional materials.
 - 7. Adequate attendance books, paper, pencils, pens, chalk, erasers and

other materials required in daily teaching responsibility.

8. Shop coats for art, home economic, vocational and industrial education teachers.
- G. To relieve teachers of clerical, cafeteria, patrol and bus duty, the Board agrees to engage aides. The aides will be responsible to the building principals to whom they are assigned and will handle patrol duties, inventorying of supplies and equipment, duplication of teaching materials, operating audio-visual equipment, collecting monies for milk and lunch, and similar non-professional responsibilities.
- H. The Board shall make available in each school adequate rest rooms and lavatory facilities exclusively for staff use and at least one room, appropriately furnished, which shall be reserved for the use of the staff as a lounge.
- I. The Board shall provide a telephone in the teachers' lounge in each building for teacher use. These telephones shall be listed in the name of the GEA and the Board shall reimburse the GEA for the regularly monthly service charge excluding all long distance toll charge.
- J. Vending machines shall be installed in lounge areas, at the request of the Association. The proceeds are to be used for the respective GEA Building Lounge Funds. There will be no cost to the Board of Education.
- K. Adequate off-street parking facilities shall be provided, and properly maintained.
- L. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and well-being.
- M. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.

ARTICLE VIII - Department Chairman

- A. The teachers in the elementary grades may each year select from among their numbers a grade chairpersons. Teachers in the district may select from among their numbers department chairs, one elementary (if appropriate) and on secondary, except where a district-wide chair is indicated. The department chairman shall exercise the coordination of programs and materials and shall serve as instructional liaison between the teachers of the departments and the school administration. Such chairman shall not be considered a supervisory employee. Adequate clerical and secretarial assistance shall be provided department chairmen in the performance of their duties. Adequate notice shall be provided for all reports or evaluations requested by an administrator from a department chairman.

<u>Area</u>	<u>Compensation</u>
Grade Chairpersons K-5	\$225 each grade
Business Education (District)	\$225
Fine Arts (District)	\$225
Physical Education (District)	\$225
Special Education (District)	\$225
Applied Arts (District)	\$225
Language Arts (4)	\$225 each
Mathematics (2)	\$225
Science (2)	\$225 each
Social Studies (2)	\$225 each

ARTICLE IX - Professional Qualifications and Assignments

- A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's Degree from an accredited college or university, and a provisional or permanent certificate, except as in "B" below. Provided that a fully qualified teacher is not available and has not been located by August 1, then position will be filled for one (1) year period with the best qualified degree candidate available who holds a valid teaching certificate. It shall be the teacher's responsibility to present a valid certificate as a condition of employment no later than the end of the second week in September. Any teacher failing to present a valid certificate or proof of certification may be suspended from duty.

- B. Vocational certified staff employed in any instructional capacity, who do not possess a baccalaureate degree or its equivalent, shall be compensated at the salary rate of a degreed teacher; each five (5) years experience in the field of specialization shall be accepted in lieu of academic credit for one lateral salary movement. Increments shall depend upon years of relevant service in educational institutions.

- C. Teachers shall not be assigned outside the scope of their teaching certificates and their major and minor fields of study except temporarily and for good cause, and the Association shall be so notified in each instance, along with written statement of reasons for such misassignment. Temporarily shall be defined as not to exceed one (1) year.

- D. All teachers shall be given written notice of their teaching assignment for the forthcoming first semester, or year, no later than the preceding August 1st. In cases where a second semester assignment is different from the first semester, teachers shall be given written notice of their teaching assignment by December 15th of the current year. No changes shall be made after the above named dates specified, unless an emergency situation requires the change be made.

- E. Assignments in addition to the normal teaching schedules during the regular school year, including adult education courses, driver education and extra duties enumerated in Appendix B, shall not be obligatory, but shall be with the consent of the teacher. Qualifications being equal, preference in making such assignments will be given to tenure teachers regularly employed in the district.

of the teacher. Qualifications being equal, preference in making such assignments will be given to tenure teachers regularly employed in the district.

- F. Counselors and librarians shall be hired for at least one week before the regular school year., unless by mutual agreement. Counselors, librarians and social workers may be hired after the school year for the number of days mutually agreed upon by the staff member and the building principal. Salary shall be on a per diem basis, based on 1/183 of current year salary.

Vocational agriculture teachers shall be employed for up to five (5) weeks in the summer. Summer employment shall be based upon a pro rated formula of one week for each agricultural class taught during the preceding school year. Salary shall be on a per diem basis, based on 1/183 of current year salary.

Beginning with the 94-95 school year, should the vocational agriculture program not be state funded, vocational agricultural teachers shall be employed as advisors to Future Farmers of America and shall be at a 5% rate on schedule B.

Beginning with the 95-96 school year, the vocation agriculture program shall become the Future Farmers of America program and shall be paid at a 5% rate on schedule B.

- G. The Administrator involved will notify the President of the GEA of any part-time teaching position, and include the fraction of salary authorized for each part-time position.
- H. Assignments in Art, Music, Physical Education, Guidance, Special Education, Reading and Library Science shall require specific certification or endorsement as required by the State or a minimum of twenty (20) semester hours. This does not apply to those teachers currently in position.

ARTICLE X - Vacancies, Promotions and Transfers

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for a transfer to a different class, building, or position shall be made in writing, ON FORMS FURNISHED BY THE BOARD, 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 the transfer, the school, grade or position sought, and the applicants' academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.
- B. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without disruption to the existing instructional program. If the Superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current SEMESTER at which time the position will be considered vacant. Unanticipated vacancies created after August 1 need not be posted. The position shall be filled for a period of one school year and shall be posted no later than January first of that school year.

vacancy or new position arises or is anticipated, the Superintendent shall promptly post notice of same ON A BULLETIN BOARD IN EACH SCHOOL DISTRICT BUILDING FOR NO LESS THAN TWO WEEKS BEFORE THE POSITION IS FILLED AND NOTIFY THE ASSOCIATION. VACANCIES SHALL BE FILLED ON THE BASIS OF EXPERIENCE, PREPARATION, COMPETENCY AND OTHER QUALIFICATIONS OF THE APPLICANT. 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 and the Association of the reasons for such a transfer. If the teacher objects to such transfer for the reasons given, the dispute may be resolved through the professional grievance procedure.

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

ARTICLE XI - Illness or Disability

- A. At the beginning of each school year each teacher shall be credited with a twelve (12) day sick leave allowance up to an accumulation of 168 days to be used for absences caused by illness or physical disability of the teacher and/or a member of the immediate family in the household and/or the father and mother of the teacher. The unused portion of such allowance shall be allowed to accumulate from year to year to a limit of one hundred sixty-eight (168) days. A statement of accumulation shall be sent to each teacher at least annually. Sick leave accumulations shall be noted on pay stubs biweekly.
- B. An allowance of (1-3) days to attend the funeral of members of the immediate family which includes mother, father, wife, husband, son, daughter, brother, sister, father-in-law, mother-in-law, grandparents, grandchildren, or other members of the family in the household shall be provided which is in addition to sick leave. Additional time may be granted at the discretion of the Superintendent. Teachers shall be excused from duty for (1-3) days to attend the funeral of other relatives or persons whose relationship to the teacher warrants such attendance and leave shall be deductible from sick leave and shall be approved by the Superintendent.
- C. Each teacher shall contribute a maximum of one (1) day each year of their annual leave toward a sick leave bank until the bank shall have accumulated 300 days. When the bank accumulates 300 days there shall be no further deduction from the individual teacher's sick leave until such time as the bank shall reach a level of 180 days. Upon reaching this level the above procedure shall again be followed. In no event shall the sick leave bank exceed an accumulation of more than 300 days. This sick leave bank is to be administered by the Association. Teachers may make reasonable withdrawals as determined by the Association, provided there are sufficient days in the bank and the following conditions are met.
 - 1. The teacher must have exhausted all of their personal accumulated sick leave.
 - 2. Five (5) work days without pay must have elapsed following the exhaustion of the teacher's accumulated personal sick leave.

*Sick
Bank
under*

*180
days*

2. Five (5) work days without pay must have elapsed following the exhaustion of the teacher's accumulated personal sick leave.
 3. Upon application, withdrawals may be made for up to the balance of the school year.
 4. If the teacher is qualified to receive compensation from another government sponsored source, while employed, he shall make application for same and upon approval for this source of compensation, shall draw from the sick bank only the number of days which shall represent the difference between the teacher's regular salary and the acquired government compensation.
 5. The administration of the bank shall be the responsibility of a committee of four (4) elected for a three (3) year period. This committee shall be appointed by the President with the initial appointment to consist of one (1) person for three (3) years, one (1) person for two (2) years, and one (1) person for one (1) year. Should a committee member leave the system, the President shall appoint another member to fulfill the remaining term of the committee member.
- D. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to the end of the current school year. The teacher should notify the administration of his intentions to teach for the ensuing school year before June 1, or earlier if possible.
- E. Absence due to injury incurred on the job in the course of the teacher's employment shall not be charged against the teacher's sick leave days.

ARTICLE XII - Professional, Personal and Association Leave

- A. At the beginning of every school year each teacher shall be informed that he/she may use professional business days for educational purposes at the discretion of the teacher and the principal. The teacher approved to use a professional business day shall notify his principal at least one (1) week in advance of his absence. Professional business days shall be used for the purposes of: (1) visitation to view other instructional techniques or programs, (2) conferences, workshops, or seminars conducted by colleges, universities, and the MEA and NEA and/or affiliate departments thereof. The teacher may be requested to file a written report, within one (1) week of his attendance at such visitation, conference, workshop, or seminar.

- B. At the beginning of each school year each teacher shall be credited with three (3) days to be used for the teacher's personal business at the teacher's discretion. At least forty-eight (48) hours advance notice must be given to the building principal except in an emergency. No more than two (2) teachers per building shall be given personal leave on the same day. Personal leave days will not be approved for the day before or following a vacation period. Any unused personal business day, may accumulate as the teacher's sick leave at the end of each school year. No fractions of days will be credited. During the months of April and May only one (1) person per building will be allowed use of personal leave on Monday and Friday except in an emergency.
- C. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. A teacher serving on a recognized public governing body for up to one (1) day per month shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. Such service shall not be counted against personal business or sick leave if not in excess of the time indicated above. The faculty shall be allowed up to eighteen (18) days per school year for said service. Applications for said days shall follow procedures under Section B above.
- D. At the beginning of every school year, the Association shall be credited with five (5) days to be used by teachers who are officers or agents of the Association, the use to be at the discretion of the Association. The Association shall be entitled to ten (10) additional days for which the substitute shall be paid by the Association. The Association agrees to notify the Superintendent no less than forty-eight (48) hours prior to the date of intended use of said leave.

GLADWIN COMMUNITY SCHOOLS

_____ Date

I, _____ am requesting a personal
business day for _____
Month Day Year

Purpose _____

_____ Teacher's signature

APPROVED:

_____ Ethics Committee

DENIED:

_____ Ethics Committee

ARTICLE XIII - Sabbatical Leave

- A. After seven (7) or more years service in the Gladwin Community Schools, a teacher who desires may take one (1) year leave to further his education. A teacher, upon return from a sabbatical leave shall be restored to his former position of like nature and status. Any period spent on sabbatical leave shall be treated as teacher service for purposes of applying the salary schedule. If a teacher does not intend to return, a notice should be given by April 1.
- B. The Board shall continue the insurance program of any teacher on sabbatical leave, to the limit of the contractual obligation.
- C. A teacher taking a sabbatical leave shall have his/her seniority frozen until such time as the teacher returns from leave.

ARTICLE XIV - Unpaid Leaves of Absence

- A. A leave of absence of one (1) year may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries: foreign or military teaching programs; the Peace Corps, Teachers' Corps or Job Corps as a full-time participant in such programs; work beneficial to the community or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Such leave of absence may be renewed for a second year if applied for by April 1 in the first leave of absence. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period with the exception of cultural travel. For leaves of cultural travel the teachers shall be placed on the salary schedule one position above that occupied during the last year prior to the leave.

The taking of a leave shall not constitute a break in service, however, seniority shall remain frozen for the duration of the leave.

- B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist (one enlistment period) for duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period.

The taking of a leave shall not constitute a break in service and seniority shall accumulate for the duration of the leave.

- C. A teacher will be granted a one (1) year leave without pay prior to beginning of, or after, at conclusion of the school year to campaign for himself or serve in Public Office. Further extensions shall be granted at the will of the Board.

Upon return from such leave, a teacher shall be placed on the salary schedule one position above that occupied during the last year prior to taking the leave.

The taking of a leave shall not constitute a break in service, however, seniority shall remain frozen for the duration of the leave.

D. Teachers on leave of absence, as specified in paragraphs A, B, and C above, will be re-assigned to a teaching position providing there is an opening suitable for their qualifications. Notice of intention to return must be given to the Superintendent by April 1 in the year preceding their return in order to be assured of greater probability or reassignment.

E. Maternity Leave

1. If the teacher desires a maternity leave of absence, she must file a written request with the Superintendent stating the anticipated date of such leave at least thirty (30) days prior to the anticipated commencement of the leave.
2. Any leave of absence shall be for the duration of the pregnancy and extended no longer than through the post-natal examination period (usually six [6] weeks after termination of the pregnancy).
3. After the termination of pregnancy the teacher shall be permitted to return from leave at any time. However, unless child care leave has been granted, such return shall be no later than following the post-natal examination period (usually six [6] weeks after termination of pregnancy). Upon returning from leave of absence, the teacher must provide a physician's certification that she is physically sound and able to perform all normal duties of her position.
4. In the event of miscarriage or death of the infant, the leave of absence may be terminated at the close of a semester, upon request of the teacher, if the District has not hired a teacher to fill the position of the teacher on leave. If the District has hired a teacher to fill the position of the teacher on leave, the teacher may return at the end of the year or on the original date of the expiration of the leave, at the teacher's option.
5. The taking of a maternity leave shall not constitute a break in service and seniority will continue to accumulate for the duration of the leave. *

F. Child Care

1. A child care leave of absence without pay shall be granted upon request to teachers who become parents of newborn or adopted children. Such leave must be requested, in writing not less than thirty (30) days prior to date such leave is to become effective. Such leave shall, if applicable, be granted until the end of the school year unless the teacher requests to return at the end of the first semester. Upon request of the teacher, the leave shall be extended for one additional school year.
2. Up to the expiration of the first twelve (12) calendar months, full reinstatement shall be made to the teacher's former position. Beyond twelve (12) calendar months, the reinstatement shall be to the teacher's former position, if it is not presently filled by a tenure teacher. Said teacher shall be reinstated to the first available position for which the teacher is certified and qualified to teach.
3. The teacher shall notify the Board of Education at least ninety (90) days prior to the end of the school year in writing, that he/she intends to return for the start of the following school year.
4. The taking of a child care leave shall not constitute a break in service and seniority will continue to accumulate for the duration of the leave.
5. Upon return from such leave a teacher shall be placed on the salary schedule one position above that occupied during the last year prior to taking the leave.

ARTICLE XV - Academic Freedom

- A. The 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 install appreciation of the values of individual personality. It is recognized that these democratic values can be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

- B. Freedom of individual expression will be encouraged and fair procedures will be developed to safeguard the legitimate interest of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

- C. The G.E.A. and its teachers agree to adhere to a practice of presenting controversial matters and subjects in an unbiased and objective manner, and will avoid expressing personal prejudice or bias.

- D. Subject content that is unacceptable to the community or either party shall be withdrawn upon agreement of both the Board and the Association.

ARTICLE XVI - Teacher Evaluation and Progress

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

- A. The performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least three (3) times during the school year. The first evaluation shall be completed within the first eight (8) weeks from the time he begins his teaching duties. The second evaluation shall be completed within four (4) months from the time he begins his teaching duties. The third evaluation shall be completed ninety (90) days prior to the end of the probationary school year.

Tenure teachers shall be evaluated at least once every three years unless a yearly evaluation is requested by the teacher. The request for a yearly evaluation must be made in writing by October 1.

Teachers whose services are being considered for termination under provisions of the Tenure Act shall receive a registered letter of notification and statement of charges from the Superintendent and advised of their rights under the Tenure Act for a hearing and appeal. The Association shall receive a copy of such notification. Teachers who are notified may be suspended with pay pending a final determination by the Board after completing a hearing as provided in the Tenure Act.

- B. Evaluations shall only be conducted by the Building Principal, Assistant Principal, or Superintendent. All monitoring or observation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. A copy of the written evaluation shall be submitted to the teacher at the time of personal interview or within ten (10) days thereafter; 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 evaluations shall be based on valid criteria for evaluating professional growth. Principals are encouraged to make note of areas of improvement when they occur.
- D. No later than March 15 of each probationary year, the final written evaluation will be furnished to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent. In the event a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing and provide a hearing where requested. Failure to follow the evaluation procedure shall be grounds for a grievance. In any grievance of tenure proceeding, all evaluations and responses thereto shall be admissible.
- E. Each teacher shall have the right, upon request, to review the contents of his own personal file. A representative of the Association may at the teacher's request, accompany the teacher in this review. Each teacher's personal file shall contain the following minimum items of information:
 - 1. Required medical information, including TB report
 - 2. All teacher evaluation reports
 - 3. Copies of annual contracts
 - 4. Teacher Certificates
 - 5. A transcript of academic records
 - 6. Tenure recommendation
- F. No materials may be placed therein without allowing the teacher an opportunity to file a response thereto, and said response shall become a part of said file.

ARTICLE XVII - Professional Behavior

- A. Teachers are expected to comply with written rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.

- B. 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. That all confidential information obtained in the course of professional service not be disclosed unless disclosure serves professional purposes or is required by law.
- C. The Association recognizes that abuse of sick leave or other leaves, chronic tardiness or absence, 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, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction and indicate a reasonable period of correction.
- D. A teacher shall at all times be entitled to have present a representative of the Association when he is being officially disciplined, reprimanded, or warned for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- E. Teachers shall not have tenure for extra duty assignments, shall receive a written statement of reasons in the event of failure to reappoint, for a reason other than at the teacher's request. Criteria for the evaluation of extracurricular assignments will be developed by the joint Instructional Personnel Policies Council.

ARTICLE XVIII - Professional Improvement

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the area of their specialization, leaves for work on advanced degrees or specialization, leaves for work on advanced degrees or special studies, foreign travel, and participation in community educational projects.
- B. The Board agrees to provide upon application and approval, the necessary funds for teachers who desire to attend selected professional conferences. Travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences and meetings shall be granted sufficient time to attend without loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.
- C. First year teachers may be required to attend up to two(2) additional inservice days prior to their start of instruction.
- D. Probationary teachers may be required to attend an additional inservice day prior to the start of the instructional year.
- E. Beginning in the 1993-94 school year, two Professional Development Opportunity (PDO) days will be scheduled each year. The scheduling and planning of activities for these days shall be coordinated by the IPPC. PDO days shall be scheduled by the IPPC by May of each year for the following school year.

ARTICLE XIX - Maintenance of Standards

- A. In the current contract year, all conditions of employment, including teaching hours, extra compensation for duties outside regular teaching hours, relief periods, leaves, and general teaching conditions shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless stated herein.

The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior consultation with the Association. If it should be necessary to cut any position and finances should become available, the person previously holding the position will be reinstated.

ARTICLE XX - Reductions in Personnel, Seniority and Recall

- A. When it becomes necessary for the Board to reduce its education program, curriculum and/or staff, the following procedures set forth in this Article shall be used in laying off personnel.
- B. Before the Board makes any reduction in personnel, it will first consult with the Association regarding the effects of such reduction.
- C. In the event it becomes necessary to reduce the number of teachers employed by the Board, the teachers affected will be given written notification of said discharge or layoff at least sixty (60) days before the end of the previous school year. (Leaves of absence without pay will automatically be granted to any and all teachers affected by this reduction. These leaves shall not prohibit the teachers from seeking and accepting gainful employment elsewhere, and shall not be terminated for that reason except on written request of the teacher.)
- D. A teacher may elect to take and will be granted a leave of absence during staff reduction irrespective of his/her position on the seniority list if the leave of absence will prevent the layoff of another teacher.
- E. During said layoff or leave of absence to prevent a layoff, such teacher shall receive no insurance benefits at Board expense, but may elect to continue insurance benefits by paying the premiums thereof at the payroll office. This section is contingent upon approval by the respective insurance carrier.
- F. During said layoff or leave of absence to prevent a layoff, such teacher's seniority shall remain unbroken despite such leave, and shall continue to accumulate, his/her accumulated sick leave shall not be canceled but shall remain credited to him/her.

Upon return from such leave of absence to prevent layoff, a teacher shall be placed on the salary schedule one position above that occupied during the last year prior to taking the leave.

- G. The fact that a teacher is placed on layoff shall not result in the loss of status or credit for previous years of service. Upon return to the school district he/she shall be placed on the salary schedule one position above that occupied at the time of layoff. However, substantive teaching experience in another district or over 45 days of substituting in each year in any district or districts will be credited as years of service.
- H. If a reduction of staff is necessitated in accordance with the above provisions, a reduction of personnel will be made according to the following:
1. Seniority for all purposes under this Agreement shall be defined as length of unbroken service within the bargaining unit from the first date of work within the bargaining unit. All bargaining unit seniority is lost when employment is severed by resignation, retirement, and/or discharge for cause. Association members working less than half time shall receive one-half ($\frac{1}{2}$) year of seniority for each year of part-time work.
 2. A seniority list consistent with this Agreement shall be prepared by the Board within thirty (30) days of the ratification of this Agreement. The seniority list shall be in rank order of the bargaining unit members first date of work as set forth in the preceding section. In the event more than one individual has the same first day of work, the relative place of such persons on the seniority list with respect to that date of work will be determined by a drawing of lots participated in by all affected bargaining unit members. The notice of the drawing, including date, place and time, will be provided in writing to the Association and all affected members two weeks before the drawing. The drawing will be conducted openly and at a time and place that reasonably allows Association members to attend. The Association President or his/her designee shall draw for any person unable to be in attendance. All affected bargaining unit members will be notified in writing of the results of the drawing within one week.
 3. The seniority list shall be published with notation of the certification/approval and total years of service (Gladwin and other) for each Association member and posted conspicuously in the area of each building reserved for Association members as well as being placed in the general office of each such building by October 15th of each school year. Up dates of the list shall be published and posted as they are made but no less than once a semester. A copy of the posted seniority list and all subsequent updates shall be provided to the Association. Errors, omissions, and/or deletions in or to the list as posted will be noted and made as required to conform to this Agreement at the request of any Association member on written notice to the Association or at the request of the Association.
 4. Teachers on probation or annual contract will be released prior to teachers on tenure or continuing contract.
 5. The order of reduction and recall will be according to academic needs, certification, and seniority. Such reduction and recall shall be subject to mutual agreement between the Board and the Association. If mutual

agreement cannot be reached, seniority alone shall be the basis of reduction and recall.

- I. The Board and the Association will confer prior to making transfers and assignments regarding the reduction and recall of the professional staff.
- J. If a position exists within the school district for which the released teacher is qualified and certified, the teacher shall be notified by certified mail. Within seven (7) days of the receipt of a written offer to return to employment the teacher shall accept the position by replying in writing, or it shall be determined that he/she has declined the position. The teacher may ask for and shall be granted a seven (7) day extension to reply. No new staff member shall be hired until all staff on leave in accordance with this section have been offered an opportunity in writing to return to active employment. It is the teacher's responsibility to keep his/her address current with the personnel office.
- K. The Board and Association agrees to abide by the provisions of the Teacher Tenure Act.

ARTICLE XXI - Continuity of Operation

- A. Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when otherwise prevented by Act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.
- B. The school calendar shall be 180 student days - 183 teacher days. If the Board is required to reschedule student days that are canceled due to Acts of God in order to qualify for full State funding, teachers shall make up the first five required days without compensation. Beginning on the sixth required make-up day beyond the school year, teachers shall be compensated at the rate of 1/183 of their current salary for each day rescheduled.
- C. Any pre-arranged leave scheduled on a day in which school is not in session shall not be charged against the teacher's leave days.

ARTICLE XXII - School Calendar

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

ARTICLE XXIII - Professional Compensation

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated.

- B. All teachers shall be given full credit on the salary schedule set forth in Appendix A for up to seven (7) years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school accredited by a recognized accrediting agency. Experience beyond the seven years may be granted at the discretion of the Board, but in no case shall credit exceed actual experience years.

- C. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at the current Internal Revenue Service rate for business mileage. The same allowance shall be given for use of personal cars for field trips or other business of the District.

- D. Retirement
 - 1. 1993-94 One hundred dollars (\$100) per year for experience in the Gladwin system to a maximum of twenty years shall be paid to the retiring teacher.
 - 1994-95 One hundred twenty-five dollars (\$125) per year of experience in the Gladwin system to a maximum of twenty-five years shall be paid to the retiring teacher.
 - 1995-96 One hundred twenty-five dollars (\$125) per year of experience in the Gladwin system shall be paid to a retiring teacher.
 - 2. To be eligible the teacher must have taught in the Gladwin School District a minimum of five (5) years.
 - 3. Present teachers of annexed districts to this District shall have their years of experience in those districts counted.

- E. Salary
 - 1993-94 - Per attached salary schedule (Appendix A)

*125.00
per year*

ARTICLE XXIV - Insurance Protection

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

- A. The Board shall contribute to an employee's fringe package the amounts below:
 - 1. The Board shall pay the premium for MESSA Super Med I with MESSA Care Rider or the comparable MASH-SET Plan, if the teacher requests the coverage (full coverage, teachers to pay full deductible).

2. Delta Dental Insurance, Auto + Plan, 08 Orthodontic Rider, if teacher requests the coverage. (Full coverage)
 3. Up to the cost of single subscriber Super Med I with MESSA Care Rider to apply to any other MESSA or MEA Financial Services Program, if the teacher does not desire health and accident coverage.
 4. No duplications of insurance will be allowed any teacher.
 5. This contract will exclude deductions for auto insurance, either as a fringe benefit or as a voluntary payroll deduction.
 6. Teachers foregoing benefits under section (1) to select benefits under section (3) may return to section (1) benefits at the beginning of a school year; or during the school year due to an emergency.
- B. Employees may use the above stated benefit amounts toward any of the following options: Blue Cross-Blue Shield Plans; MEA-MESSA or affiliate health and/or optional plans, and any other plans approved by the Board and Association.
- C. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned fringe benefits shall continue throughout the balance of this contract year.
- D. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve (12) month period commencing September 1, and ending August 31, when necessary premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- E. There will be an open enrollment period extending for thirty (30) days from the beginning of the school year or from the beginning of employment for new employees for teachers to select and enroll in their insurance program and coverage. Additional open enrollment periods shall be provided if there are rate changes during the term of this contract.
- F. Blue Cross deductions will be made from the first check of each calendar month while MESSA deductions will be made from the second check each month.

ARTICLE XXV - Special Teaching Assignments

- A. Any assignments (job opening) including additional hours in the school system for which a certified teacher is required will be posted in each teachers' lounge, and preference will be given to teachers possessing permanent or continuing certificates, regularly employed in the district during the normal school year.

- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call between 6:30 and 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. The use of regular teachers as substitute teachers shall be avoided whenever possible.
- C. Anyone asked to substitute more than ten (10) consecutive days and who is qualified to teach in that area is to be protected by a written agreement with a salary based on a 1/183 per attendance day of his step on the salary scale starting with the eleventh (11th) teaching day.
- D. Staff filling less than a full-time position may engage in additional work at the current hourly rate of pay as per Appendix A.
- E. By mutual agreement the Board and Association agree to accept the guidelines established by the Instructional Council governing the placement and supervision of student teachers and the responsibilities of the supervisory master teacher.

ARTICLE XXVI - Student Discipline and Teacher Protection

- A. 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. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the principal shall be notified. The Board feels that the teacher and the specialists indicated above should work together to improve the case.
- B. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon a child's desirable characteristics. A teacher may use such force as is necessary, according to the law, to protect himself from attack or to prevent injury to another student.
- C. A teacher may ask the principal to exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing.
- D. Procedure for suspension of students from school shall be distributed to students and teachers each year.

- E. Any case of assault upon a teacher while on duty should be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- F. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board may provide legal counsel and render all necessary assistance to the teacher in his defense.
- G. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.
- H. The Board will reimburse teachers for any loss, damages or destruction of clothing or personal property of the teacher while on duty in the school or on school premises in those cases where the school could have reasonably prevented the loss.
- I. No action shall be taken upon any complaint by a parent of the student directed toward the teacher nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned.
- J. 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 gross neglect of duty, for any damage or loss to person or property.

ARTICLE XXVII - Instructional and Personnel Policies Council

- A. There is hereby established a Joint Instructional and Personnel Policies Council (IPPC) consisting of four (4) representatives appointed by the Association and four (4) appointed by the Board. Advisory members may also be appointed by the council. The council shall meet regularly during the school year at least once monthly. The council shall report to the Board and Association on such matters as teaching techniques, courses of study, textbooks, curriculum guides, pupil testing and evaluation philosophy, projection of growth and organizational alternatives, development of a professional library and resource center, determination of educational specifications for buildings, determinations of in-service educational programs and times, and other related matters.
- B. The chairman shall be selected by the IPPC. To assist the chairman in the performance of his responsibilities, the Board shall provide secretarial assistance.
- C. The council may appoint such professional study committees as are deemed necessary to provide continued evaluation and improvement in the services and opportunities offered students and the community.

- D. The council and its chairman shall coordinate activity in curriculum and professional development. In the interest of continual improvement the Board shall authorize the IPPC to:
1. Schedule two (2) in-service programs per semester, one each semester may be used for parent-teacher conferences which may be two (2) half-day sessions.
 2. In-service days need not be used in the same manner by all buildings.
 3. Additional in-service days may be approved by the IPP
 4. Conduct summer workshops when designated as an integral part of curricular development.
 5. Authorize adequate conference attendance, visitations, and other educational study.

ARTICLE XXVIII - Professional Grievance Procedure

- A. Any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of the terms of the Agreement or violation of any established written policy shall be a grievance and shall be resolved through the procedure set forth herein.
- B. In the event that a teacher, or the Association believes there is a basis for a grievance, the teacher or representative of the Association within thirty (30) working days of the time the teacher knew of the circumstances giving rise to the grievance, shall first discuss the alleged grievance with the building principal either personally or accompanied by the Association Representative.
- C. If, as a result of the informal discussion with the building principal, a grievance still exists, the teacher or representative of the Association may, within ten (10) working days, invoke the formal grievance procedure through the Association on the grievance report form, signed by the grievant and a representative of the Association, which form shall be available from the Association Representative in each building. A copy of the grievance form shall be delivered to the building principal, and may be filed with the Superintendent or a representative designated by him.
- D. Within five (5) working days of receipt of the grievance the principal shall meet with the Association in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the Association. If the Association desires to proceed to the next step, it shall do so within fifteen (15) calendar days of the principal's disposition.

- E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting (or ten [10] working days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within seven (7) working days the Superintendent or his designee, shall meet with the Association concerning the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Association.
- F. If the grievance is not settled at the preceding step, it may be submitted to binding arbitration. Within fifteen (15) working days of the receipt of the Superintendent's answer the party choosing to arbitrate must give written notice to the other party, setting forth specifically the nature of the dispute to be arbitrated. Following this written notice, the parties will meet within ten (10) working days to select an arbitrator according to the following procedure:
1. A panel of arbitrators shall be maintained by the parties. Only arbitrators acceptable to both parties shall be placed on the list. Names of new arbitrators to be added to the list may be proposed at any time by either the Association or the Board.
 2. Each party shall alternate striking one name from the panel of arbitrators until all arbitrators are eliminated except one. That arbitrator shall be selected for hearing the grievance.
 3. The parties will alternate the initiation of the elimination process with each successive grievance.
 4. Upon selection by the parties, the arbitrator shall conduct the arbitration hearing and other related matters in accordance with the rules and regulations of the American Arbitration Association.
 5. Should either the Board or the Association wish to terminate the use of preselected panel arrangement for selection of grievance arbitrators, the party wishing to terminate the panel shall give one year's notice to the other party. Prior to formation and/or after termination of the panel selection arrangement, selection shall be through the American Arbitration Association and subject to its rules.
- G. The arbitrator shall have no power to rule on any of the following:
1. The termination of services of or failure to re-employ any probationary teacher.
 2. The placing of a non-tenure teacher on a third year of probation.
 3. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, Extra Session of 1937 of Michigan, as amended).
 4. Any matter involving the content of a teacher evaluation. Procedural matters concerning evaluation may be arbitrated.

- H. 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 other party. 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 decision of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- I. The fees and expense of the arbitrator shall be shared equally by both parties.
- J. If any probationary teacher for whom a grievance is sustained shall be found to have been unjustly discharged because of failure to follow the evaluation procedure, he may be reinstated under the terms and conditions established by the arbitrator.
- K. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- L. Miscellaneous
 - 1. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its responsibilities, subject to the final decision of the grievance.
 - 2. No grievance shall be filed for or by any teacher after the effective date of their resignation.
 - 3. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
 - 4. Settlements of grievances reached at Step One of the grievance procedure shall not be considered precedent-setting nor shall they prejudice either party in either promulgating or responding to later grievances.

ARTICLE XXIX - Negotiation Procedures

- A. Representatives of the Board and the Association's bargaining committee will meet Monday noon, preceding the fourth Tuesday of each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
- B. Each party will submit to the other, prior to the meeting, an agenda covering what it wishes to discuss.

- C. All meetings between the parties will regularly 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. Should such a meeting result in a mutually acceptable amendment of the agreement, then the amendment shall be subject to ratification by the Board and the Association provided that the bargaining committee shall be empowered to effect tomorrow accommodations to resolve special problems.
- E. The Association shall designate a teacher in each school building as Association Representative (A.R.). The Association Representative may ask to meet with the principal for the purpose of reviewing the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- F. Between March 1st and March 15th, of the year of expiration of this contract, the parties shall initiate negotiation for the purpose of entering into a successor agreement for the forthcoming year.
- G. Release time may be provided the Association's negotiating committee to permit the parties to alternately meet both during, and after the regular school hours for the purpose of reaching a successor agreement as rapidly as possible.
- H. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiation or bargaining representatives of the other party and either may select its representatives from within or outside of the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board 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 to such ultimate ratification.

ARTICLE XXX - Guidelines for Class Size

The following guidelines are recognized as being desirable in the interest of good education for pupils enrolled in the Gladwin Community Schools and will be followed unless school income is insufficient to provide sufficient staffing to meet these standards.

Grade or Class	Ideal or Minimum	Reasonable	Maximum
Kindergarten	20	25	28
1st	20	25	30
2nd	20	25	30
3rd	20	25	30
4th	25	25	30
5th	25	25	30
6th	25	32	33
7th	25	32	33
8th	25	32	33
Grades 9 through 12			
Composition	15	20	28
English	25	30	35
Language	25	30	35
Mathematics	25	30	35
Social Studies	25	30	35
Science	25	30	33
General Business	25	30	35
Record Keeping	25	30	30
Accounting	25	30	30
Shorthand I	25	30	35
Office Practice I	25	30	35
Retailing	25	30	35
Business Law	25	30	35
Drafting	20	25	30
Home and Family Living	25	30	35
Art I & II	20	25	30
Crafts	20	25	30
Wood Tech.	15	20	30
Small Engines	15	20	30
Plastics I & II	15	20	30
Automotive I	15	20	30
Building Construction I	15	20	30
Drafting II	20	25	30
Home Economics I, II, III	20	25	30
Accounting II	16	20	30
Office Practice II	16	20	30
Shorthand II	16	20	30

Grade or Class	Ideal or Minimum	Reasonable	Maximum
Co-op	20	30	35
Automotive III & IV	16	20	24
Building Construction II	12	16	20
Clothing	15	20	28
Computers	15	20	28
Art II	12	16	20
Advanced Math	16	25	30
Advanced Language & Publ.	20	25	30
Agriculture I & II	20	30	35
Agriculture III & IV	15	25	30
Typing I	25	40	55
Physical Education	25	40	50
Band - H.S. & Jr. High	40		open
Band - 6th Grade	30		45
Chorus - Beginning	25	33	40
Chorus - Advanced	25		open
Science - Health	25	30	35

Consideration will be given to smaller classes in remedial sections of pupils.

ARTICLE XXXI - Miscellaneous Provisions

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- B. The individual teacher contract, executed between each teacher and the employer, is subject to the terms and conditions of this Agreement. It is specifically agreed that this Agreement takes precedence over and governs the individual teacher contract and the individual teacher contract is expressly conditioned upon this Agreement. Individual teacher contracts shall be mailed to teachers within three (3) weeks of the beginning of the school year. The individual contract and supplemental contract hereafter executed shall be in the form provided in Appendix D.
- C. This Agreement shall supersede any rules regulations or practices of the Board which shall be inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copywritten or sold by the District.
- D. 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 provision or applications shall continue in full force and effect.
- E. Copies of this Agreement titled "Professional Agreement between the Gladwin School District and the Gladwin Educational Association, M.E.A./N.E.A." shall be printed at the expense of the Board within thirty (30) days after this Agreement is signed, and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further that the Board shall furnish twenty-five (25) copies of the Master Agreement to the Association for its use.
- F. The Gladwin Education Association recognizes that strikes (as defined by Section 1 of Public Act 336 of 1947, State of Michigan, as amended) by teachers, are contrary to law and public policy. The Board and the Association subscribed to the principle that differences shall be resolved by appropriate and peaceful means in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Gladwin Education Association agrees that during the term of this Agreement it shall not direct, instigate, participate in, encourage, or support and strike against the Board by any teacher or group of teachers. This section will be deleted from the Agreement when strike legislation regarding teacher strikes is in effect and signed by the Governor of the State of Michigan.
- G. Sections of this contract may be temporarily suspended by the mutual agreement of the Board and the Association. Changes resulting from the suspension of any section of the contract must be ratified by the Board and Association.

ARTICLE XXXII - Duration of Agreement

This Agreement shall be effective as of August 21, 1993 and shall continue in effect until the 20th day of August, 1996. This Agreement shall not be extended orally but can be extended by written mutual agreement.

By Barbara Langley
Its President

By Ronald J. Taylor
Its President

By Rebecca S. Mansfield
Its Secretary

By Tommy Gruppel
Its Vice-President

By Ronald E. Short
Chairperson, Negotiating Comm.

By Linda Sknarski
Its Treasurer

By Kernie William
Negotiating Committeeperson

By Margra L. Hill
Its Secretary

By Janet K. Nixon
Negotiating Committeeperson

By James P. Pinner
Trustee

By Cynthia J. Adamec
Negotiating Committeeperson

By Gregg Klein
Trustee

By Linda M. Fodak
Negotiating Committeeperson

By David O. Mace
Trustee

By Barbara Guimond
Negotiating Committeeperson

By Michael R. Bailey
Negotiation Committeeperson

By Maureen K. Levine
Negotiating Committeeperson

Dated this _____ day of

_____, 19__

MEMORANDUM OF AGREEMENT

Gladwin Community Schools and Gladwin Education Association

Article XVIII, F

It is hereby agreed by both parties that if the number of teachers absent on Professional Development Opportunity days exceeds by more than one the average absentee rate, the PDO days shall become Professional Development days and shall be added to subsequent calendars. The average absentee rate shall be computed using the three like days before and after the PDO days.

Article XXXII For the 1994-95 and 1995-96 school years,

It is hereby agreed to by both parties that negotiations shall be limited to proposals as follows: Article XXII, School Calendar; Article XXIII, Professional Compensation; Article XXIV, Insurance Protection; Appendix B, School Calendar; and up to Two additional proposals by each team.

Appendix A, Schedule B

It is hereby agreed by both parties that the Basketball Head coaching position shall be changed from 12% to 10% upon the resignation of the current coaches.

Compensation

It is hereby agreed that all financial agreements are retroactive effective August 20, 1993.

FOR GLADWIN COMMUNITY
SCHOOLS

FOR GLADWIN EDUCATION
ASSOCIATION

By _____

By _____

Its _____

Its _____

APPENDIX A

SCHEDULE A

1993 - 1994									
S A L A R Y S C H E D U L E									
	BA	BA + 20	MA	MA + 15	EDS MA+ MA				
0.	23,437.57	24,609.50	25,781.26	26,960.01	28,125.08				
1.	24,543.13	25,825.57	27,052.72	28,279.88	29,507.01				
2.	25,648.70	27,041.66	28,324.09	29,606.53	30,888.95				
3.	26,754.21	28,257.76	29,595.46	30,947.01	32,270.89				
4.	27,859.77	29,473.89	30,866.86	32,259.84	33,652.81				
5.	28,965.32	30,690.00	32,138.23	33,586.51	35,034.73				
6.	30,070.87	31,906.03	33,409.60	34,913.15	36,416.68				
7.	31,176.41	33,122.18	34,680.97	36,239.80	37,798.61				
8.	32,281.96	34,338.30	35,952.37	37,566.47	39,180.55				
9.	33,387.50	35,554.37	37,223.75	38,893.14	40,562.50				
10.	34,493.03	36,771.15	38,495.10	40,219.79	41,944.43				
11.	35,598.58	37,986.59	39,766.50	41,546.42	43,326.36				
L O N G E V I T Y									
15.	36,488.54	38,936.25	40,760.66	42,585.08	44,409.52				
20.	37,378.51	39,885.92	41,754.83	43,623.74	45,492.68				
25.	38,268.47	40,835.58	42,748.99	44,662.40	46,575.84				
<p>MA+ MA means two (2) Master Degrees have been conferred.</p> <p><u>Rate of Pay</u> for certified personnel in extra duty assignments will be:</p> <table border="0"> <tr> <td>Rate of Pay</td> <td>Faculty Director</td> </tr> <tr> <td>1993-94 \$17.61</td> <td>\$19.63</td> </tr> </table>						Rate of Pay	Faculty Director	1993-94 \$17.61	\$19.63
Rate of Pay	Faculty Director								
1993-94 \$17.61	\$19.63								

APPENDIX C - TENURE TEACHER CONTRACT OF EMPLOYMENT

This AGREEMENT made this day _____, 19__ between the GLADWIN COMMUNITY SCHOOL DISTRICT, hereinafter called the District, and _____, hereinafter called the Teacher, for the school year _____.

WITNESSETH:

1. CERTIFICATION - It is represented that the said Teacher holds all certificates and other qualifications required by law to teach in said School District and hereby contracts to be employed by said District in the capacity hereinafter designated, for the contract period hereinafter set forth. This Contract shall terminate if the certificate shall expire by limitation and shall not immediately be renewed if it shall be suspended or revoked by proper legal authority.
2. EMPLOYMENT AND DUTIES - Said Teacher agrees to perform the duties required of the Teacher by law and to obey and fulfill the rules and regulations as established by the Board of Education of the District and to carry out its education program and policies during the entire term of this Contract.
3. The Provisions of this Contract are subject to the terms and conditions to be determined in the Master Agreement, if developed, between the GLADWIN EDUCATION ASSOCIATION and the BOARD OF EDUCATION.

4. CONTRACT AND FINANCIAL INFORMATION:

Scale _____, Salary \$ _____, Bi-Weekly Amount _____
First pay to be on or about _____.

Said Contract shall be for one year; shall commence _____, 19__, and shall terminate on _____, 19__, to coincide with the terms of the Master Agreement.

If the Teacher is assigned to a position other than as a classroom teacher, the Teacher shall not be deemed to be granted continuing tenure in such capacity or capacities.

5. EXTRA DUTIES AND/OR EXTRACURRICULAR COMPENSATION:

It is understood by the parties that any part of this contract or any supplemental contract between the parties as to extra duties and/or extracurricular compensation shall have a non-tenure status.

In witness whereof the parties hereto have set hereunto their hands and seals this day and year above written.

Signed _____ Signed _____
Teacher Superintendent

Address _____

APPENDIX D - PROBATIONARY TEACHER CONTRACT OF EMPLOYMENT

This AGREEMENT made this day _____, 19__ between the GLADWIN COMMUNITY SCHOOL DISTRICT, hereinafter called the District, and _____, hereinafter called the Teacher, for the school year _____.

WITNESSETH:

1. CERTIFICATION - It is represented that the said Teacher holds all certificates and other qualifications required by law to teach in said School District and hereby contracts to be employed by said District in the capacity hereinafter designated, for the Contract period hereinafter set forth. This Contract shall terminate if the certificate shall expire by limitation and shall not immediately be renewed if it shall be suspended or revoked by proper legal authority.
2. EMPLOYMENT AND DUTIES - Said Teacher agrees to perform the duties required of the Teacher by law and to obey and fulfill the rules and regulations as established by the Board of Education of the District and to carry out its education program and policies during the entire term of this Contract.
3. The Provisions of this Contract are subject to the terms and conditions to be determined in the Master Agreement, if developed, between the GLADWIN EDUCATION ASSOCIATION and the BOARD OF EDUCATION.
4. CONTRACT AND FINANCIAL INFORMATION:

Scale _____, Salary \$ _____, Bi-Weekly Amount _____
First pay to be on or about _____.

Said Contract shall be for one year; shall commence _____, 19__, and shall terminate on _____, 19__, to coincide with the terms of the Master Agreement.

In witness whereof the parties hereto have set hereunto their hands and seals this day and year above written.

Signed _____
Teacher

S i g n e d
Superintendent

Address _____

APPENDIX E

Supplemental Contract

This supplemental assignment(s) is made this _____ date of _____, 19____, between the _____ State of Michigan, and _____ hereinafter called Teacher. Said teacher agrees to be assigned to the supplementary assignment(s) of

Supplementary Assignment

Supplementary Pay

- | | | |
|----|-------|-------|
| A. | _____ | _____ |
| | | _____ |
| B. | _____ | _____ |
| | | _____ |
| C. | _____ | _____ |
| | | _____ |

in the _____ School for the school year of 19____ - 19____. This assignment(s) is in addition to and beyond the duties of your regular contract of employment. You shall be paid for this supplementary assignment(s) to total sum of \$ _____ and this shall not constitute a tenure payment or a tenure assignment.

(Teacher)

(For the School)

APPENDIX F

Code of Ethics - Preamble

The educator believes in the worth and dignity of man. He recognizes the supreme importance of pursuit of truth, devotion to excellence and the nurture of democratic citizenship. He regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his responsibility to practice his profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he has accepted in choosing a career in education and engages himself, individually and collectively with other educators, to judge his colleagues and to be judged by them, in accordance with the provisions of this code.

PRINCIPLE I - Commitment to the Student

The educator measures his success by the progress of each student toward realization of his potential as worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

PRINCIPLE II - Commitment to the Public

The educator believes that patriotism in its highest form required dedication to the principles of our democratic heritage. He shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

PRINCIPLE III - Commitment to the Profession

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He therefore exerts every effort to raise professional standards, to improve his service, to promote a climate in which the exercise of professional judgment is encouraged and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, he contributes actively to the support, planning and programs of professional organizations.

PRINCIPLE IV - Commitment to Professional Employment Practices

The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with governing boards are built upon personal integrity, dignity and mutual respect. The educator discourages the practice of his profession by unqualified persons.

ADDENDUM TO
GLADWIN COMMUNITY SCHOOLS
1993 - 1996 MASTER AGREEMENT
GLADWIN EDUCATION ASSOCIATION

ARTICLE XXIII - Professional Compensation

A. Add beginning as second paragraph:

1996 - 1997

1997 - 1998

1998 - 1999

The percent of total revenues allocated to staff compensation shall not be changed. Total staff compensation shall include salary, FICA, health insurance, retirement, and workers' compensation. Total staff compensation shall be determined by August 1 of each year using the "FAIR SHARE COMPENSATION ADJUSTMENT" (FSCA - 1A AND 2A).

In order to moderate fluctuations inherent in the FSCA formula, the yearly net increase on the BA Step 0 shall not exceed the yearly CPI % increase plus 1% and shall not be less than 0.5%. (CPI to be established by the National one year increase on May 1 of each year.) Should available funds exceed the maximum, said funds shall be added to the total salary funds under "I" of FSCA - 2A for the succeeding year. If available funds are underestimated, monies owed to staff as compensation shall be added to total salary funds under "I" of FSCA - 2A for the succeeding year. If available funds are overestimated, monies owed to the school system shall be deducted under "I" of FSCA - 2A for the succeeding year. These adjustments shall be completed by July 1 of each year.

If, at the end of the three year contract period, the Board and the Association discontinue using the "Fair Share Compensation Adjustment" to determine salary, monies owed to either party shall be payable within one month of the end of the school year. Should a change in the manner in which schools are funded, including Title I and "At Risk", be determined by either party to significantly impact upon this agreement, the Board and the Association shall meet to restructure a change in staff compensation.

The format for Salary Schedule A shall not be changed, with the following exception: Beginning with the 1996-97 school year, Salary Schedule A shall be modified to begin making ALL steps a derivative of BA Step 0; therefore, Step 15 = 1.6 x Step 0; in 1997-98, Step 20 = 1.65 x Step 0; and in 1998-99, Step 25 = 1.7 x Step 0.

No later than March 1, 1997, both parties agree to meet to negotiate additional changes in contract language. It is further agreed that we shall continue in our attempts to explore "Target Specific Bargaining" as an avenue to continued positive negotiations.

SITE BASED DECISION MAKING

The Gladwin Community School Board of Education and the Gladwin Education Association (GEA) agree to explore a process of decision making that will place greater authority and responsibility for educational decisions within building sites. To this end, the Board agrees to engage the services of Don Powers and Associates to train Board and Association members in the "Target Specific Bargaining" process. The Association agrees to establish within each building site, a building council which shall include representatives from each grade and/or department and an administrator from that site. The Association further agrees to send a representative from each building to training in Target Specific Bargaining.

It shall be the responsibility of each council to address the concerns of staff and administration at that building site including those concerns related to contract language and Board policies. Requests for temporary waivers of policy or contract language shall be directed to a joint committee of School Board and Association representatives. Committee recommendations for temporary changes in Board policies or contract language must be approved by the Board and Association prior to implementation.

Waivers of Board policies or contract language shall not be precedent setting and shall apply only to the site making the waiver request. All waivers shall remain in effect for no longer than one contract year unless specifically granted an extension by the Board and the Association. Building site councils shall evaluate the effectiveness of policy and/or contract waivers and report the results of their evaluation to the joint committee.

CHANGES IN CONTRACT LANGUAGE

The following change shall remain in effect during those years in which FSCA - 1A and 2A are used to determine compensation:

ARTICLE XII - Continuity of Operation

- B. The school calendar shall be 180 student days - 183 teacher days. If the Board is required to reschedule student days that are canceled due to Acts of God in order to qualify for full State funding, teachers shall make up ~~the first five required~~ days without compensation. ~~Beginning on the sixth required~~ make up day beyond the school year, teachers shall ~~be compensated at the rate of 1/183 of their current salary for each day rescheduled.~~

FAIR SHARE COMPENSATION ADJUSTMENT

FSCA - 1A

A. 1995 - '96 Foundation Allowance \$ _____

B. 1995 - '96 Pupils _____

C. Added revenue (i.e. Title I + At Risk) \$ _____

D. Revenue: $A \times B + C =$ \$ _____

E. Computing 1995 - '96 Staff compensation as a % of revenue

1. Salaries \$ _____

2. F. I. C. A. \$ _____

3. Fringe benefits \$ _____

4. Workman's Compensation \$ _____

5. Retirement \$ _____

6. TOTAL \$ _____

F. Compensation as a % of revenue: $E6/D =$ _____ %

Computing 1996 - '97 total compensation, & salary funds only

G. Foundation allowance \$ _____

H. Pupils (est.) _____

I. Added revenue (i.e. Title I + At Risk) \$ _____

J. Revenue: $G \times H + I =$ \$ _____

K. Staff compensation funds: $F \times J =$ \$ _____

L. Compensation other than salary

1. F. I. C. A. \$ _____

2. Fringe benefits \$ _____

3. Workman's Compensation \$ _____

4. Retirement \$ _____

5. TOTAL \$ _____

M. Salary only funds: $K - L5 =$ \$ _____

FAIR SHARE COMPENSATION ADJUSTMENT

FSCA - 2A

1997 - 1998

1998 - 1999

A. Compensation as a % of revenue: FSCA - 1A, F	_____ %
B. Foundation allowance	\$ _____
C. Pupils	_____
D. Added revenue (i.e. Title I + At Risk)	\$ _____
E. Revenue: B x C + D =	\$ _____
F. Staff compensation funds: A x E =	\$ _____
G. Compensation other than salary	
1. F.I.C.A.	\$ _____
2. Fringe benefits	\$ _____
3. Workman's Compensation	\$ _____
4. Retirement	\$ _____
5. TOTAL	\$ _____
H. Salary only funds: F - G5 =	\$ _____
I. Carry over funds	\$ _____
J. Total salary only funds: H + I =	\$ _____

SALARY SCHEDULE COMPUTED ON "A:PAY"

1996 - 97
SCHOOL CALENDAR

AUGUST						SEPTEMBER						OCTOBER								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>4</u>					s	<u>20</u>	②	3	4	5	6	s	<u>22</u>	-	1	2	3	4	
t	<u>5</u>					t	<u>20</u>	9	10	11	12	13	t	<u>23</u>	7	8	9	10	11	
		19	20	21	22 23			23	24	25	26	27			△	22	23	24	25	
T	<u>4</u>	<u>26</u>	27	28	29	30	T	<u>24</u>	30					T	<u>46</u>	28	29	30	31	

NOVEMBER						DECEMBER						JANUARY								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>18</u>				1	s	<u>15</u>					s	<u>9</u>			①	②	③		
t	<u>18</u>	4	5	6	7	8	t	<u>15</u>	9	10	11	12	13	t	<u>10</u>	6	7	8	9	10
		11	12	13	14	⑮			16	17	18	19	20			13	14	15	16	17
		18	19	20	21	22			⑳	㉑	㉒	㉓	㉔							
T	<u>64</u>	25	26	27	⑳	㉑	T	<u>79</u>	⑳	㉑				T	<u>88</u>					

JANUARY						FEBRUARY						MARCH								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>10</u>					s	<u>19</u>				△	s	<u>16</u>							
t	<u>10</u>					t	<u>20</u>	10	11	12	13	14	t	<u>16</u>	10	11	12	13	14	
		20	21	22	23	24			17	18	19	20	21			17	18	19	20	21
T	<u>98</u>	27	28	29	30	31	T	<u>117</u>	24	25	26	27	28	T	<u>133</u>	24	25	26	27	28

APRIL						MAY						JUNE								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>21</u>					s	<u>19</u>				◇	s	<u>7</u>							
t	<u>21</u>	7	8	9	10	11	t	<u>19</u>	5	6	7	8	9	t	<u>8</u>	9	10	11	12	13
		14	15	16	17	18			◇	13	14	15	16			16	17	18	19	20
		21	22	23	24	◇			19	20	21	22	23							
T	<u>154</u>	28	29	30			T	<u>173</u>	⑳	27	28	29	30	T	<u>180</u>					

DAYS	/	AUG	/	SEP	/	OCT	/	NOV	/	DEC	/	JAN	/	SEM.	TOTAL
STUDENT		<u>4</u>		<u>20</u>		<u>22</u>		<u>18</u>		<u>15</u>		<u>9</u>			<u>88</u>
TEACHER		<u>5</u>		<u>20</u>		<u>23</u>		<u>18</u>		<u>15</u>		<u>10</u>			<u>91</u>

DAYS	/	JAN	/	FEB	/	MAR	/	APR	/	MAY	/	JUN	/	SEM.	TOTAL
STUDENT		<u>10</u>		<u>19</u>		<u>16</u>		<u>21</u>		<u>19</u>		<u>7</u>			<u>92</u>
TEACHER		<u>10</u>		<u>20</u>		<u>16</u>		<u>21</u>		<u>19</u>		<u>8</u>			<u>94</u>

YEAR	TOTAL
	<u>180</u>
STUDENT	<u>183</u>
TEACHER	<u>183</u>

+ 2 PDDO days

NOTE: CIRCLE = Non-work day -- 1/2 circle = 1/2 day
 SQUARE = Work day for teachers (no students)
 TRIANGLE = PDO DAY
 X = New teachers work day
 ◇ = Snow day make up

1997 - 98
SCHOOL CALENDAR

AUGUST					SEPTEMBER					OCTOBER							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
					①	2	3	4	5	-	-	1	2	3			
s <u>4</u>					s <u>21</u>	8	9	10	11	12	s <u>22</u>	6	7	8	9	10	
t <u>5</u>					t <u>21</u>	15	16	17	18	19	t <u>23</u>	13	14	15	16	17	
T <u>4</u>	18	19	20	21	22	T <u>25</u>	22	23	24	25	26	T <u>47</u>	20	21	22	23	24
	<u>25</u>	26	27	28	29		29	30					27	28	29	30	31

NOVEMBER					DECEMBER					JANUARY							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
													①	②			
s <u>18</u>	10	11	12	13	14	s <u>15</u>	8	9	10	11	12	s <u>9</u>	5	6	7	8	9
t <u>18</u>	17	18	19	20	21	t <u>15</u>	15	16	17	18	19	t <u>10</u>	12	13	14	15	<u>16</u>
T <u>65</u>	24	25	26	②⑦	②⑧	T <u>80</u>	②②	②③	②④	②⑤	②⑥	T <u>89</u>	19	20	21	22	23
							②⑨	③①	③②								

JANUARY					FEBRUARY					MARCH							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
s <u>10</u>					s <u>19</u>	9	10	11	12	13	s <u>17</u>	9	10	11	12	13	
t <u>10</u>					t <u>20</u>	16	17	18	19	<u>20</u>	t <u>17</u>	16	17	18	19	20	
T <u>99</u>	19	20	21	22	23	T <u>118</u>	23	24	25	26	27	T <u>135</u>	②③	②④	②⑤	②⑥	②⑦
	26	27	28	29	30								30	31			

APRIL					MAY					JUNE							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
									◇								
s <u>20</u>	6	7	8	9	⑩	s <u>18</u>	4	5	6	7	8	s <u>7</u>	8	9	<u>10</u>	11	12
t <u>20</u>	⑬	14	15	16	17	t <u>18</u>	11	12	13	14	⑬	t <u>8</u>	15	16	17	18	19
T <u>155</u>	20	21	22	23	24	T <u>173</u>	18	19	20	21	22	T <u>180</u>	22	23	24	25	26
	27	28	29	30			②⑤	26	27	28	29						

DAYS	/	AUG	/	SEP	/	OCT	/	NOV	/	DEC	/	JAN	/	SEM.	TOTAL
STUDENT		<u>4</u>		<u>21</u>		<u>22</u>		<u>18</u>		<u>15</u>		<u>9</u>			<u>89</u>
TEACHER		<u>5</u>		<u>21</u>		<u>23</u>		<u>18</u>		<u>15</u>		<u>10</u>			<u>92</u>

DAYS	/	JAN	/	FEB	/	MAR	/	APR	/	MAY	/	JUN	/	SEM.	TOTAL
STUDENT		<u>10</u>		<u>19</u>		<u>17</u>		<u>20</u>		<u>18</u>		<u>7</u>			<u>91</u>
TEACHER		<u>10</u>		<u>20</u>		<u>17</u>		<u>20</u>		<u>18</u>		<u>8</u>			<u>93</u>

	YEAR	TOTAL
STUDENT		<u>180</u>
TEACHER		<u>183</u>

+ 2 PDO days

- NOTE: CIRCLE = Non-work day -- 1/2 circle = 1/2 day
 SQUARE = Work day for teachers (no students)
 TRIANGLE = PDO DAY
 X = New teachers work day
 ◇ = Snow day make up

1998 - 99
SCHOOL CALENDAR

AUGUST						SEPTEMBER						OCTOBER								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>0</u>					s	<u>21</u>	(7)	8	9	10	11	s	<u>21</u>	5	6	7	8	9	
t	<u>7</u>	17	18	19	20	21	t	<u>21</u>	14	15	16	17	18	t	<u>22</u>	12	13	14	15	16
		24	25	26	X	X			21	22	23	24	25			19	20	21	22	23
T	<u>0</u>	<u>31</u>					T	<u>21</u>	28	29	30			T	<u>42</u>	26	27	28	29	30

NOVEMBER						DECEMBER						JANUARY								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>19</u>	9	10	11	12	13	s	<u>17</u>	7	8	9	10	11	s	<u>14</u>	4	5	6	7	8
t	<u>19</u>	16	17	18	19	20	t	<u>17</u>	14	15	16	17	18	t	<u>15</u>	11	12	13	14	15
		23	24	25	(26)	(27)			21	22	23	(24)	(25)			18	19	20	21	(22)
T	<u>61</u>	30					T	<u>78</u>	(28)	(29)	(30)	(31)		T	<u>92</u>					

JANUARY						FEBRUARY						MARCH								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>5</u>					s	<u>19</u>	8	9	10	11	12	s	<u>20</u>	8	9	10	11	12	
t	<u>5</u>					t	<u>20</u>	15	16	17	18	(19)	t	<u>20</u>	15	16	17	18	19	
		18	19	20	21	22			22	23	24	25	26			22	23	24	25	26
T	<u>97</u>	25	26	27	28	29	T	<u>116</u>						T	<u>136</u>	(29)	(30)	(31)		

APRIL						MAY						JUNE								
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
s	<u>19</u>	5	6	7	8	9	s	<u>18</u>	10	11	12	13	(14)	s	<u>7</u>	7	8	9	(10)	11
t	<u>19</u>	12	13	14	15	16	t	<u>18</u>	17	18	19	20	21	t	<u>8</u>	14	15	16	17	18
		19	20	21	22	(23)			24	25	26	27	(28)			21	22	23	24	25
T	<u>155</u>	26	27	28	29	30	T	<u>173</u>	(31)					T	<u>180</u>					

DAYS	/	AUG	/	SEP	/	OCT	/	NOV	/	DEC	/	JAN	/	SEM.	TOTAL
STUDENT		<u>0</u>		<u>21</u>		<u>21</u>		<u>19</u>		<u>17</u>		<u>14</u>			<u>92</u>
TEACHER		<u>1</u>		<u>21</u>		<u>22</u>		<u>19</u>		<u>17</u>		<u>15</u>			<u>95</u>

DAYS	/	JAN	/	FEB	/	MAR	/	APR	/	MAY	/	JUN	/	SEM.	TOTAL
STUDENT		<u>5</u>		<u>19</u>		<u>20</u>		<u>19</u>		<u>18</u>		<u>7</u>			<u>88</u>
TEACHER		<u>5</u>		<u>20</u>		<u>20</u>		<u>19</u>		<u>18</u>		<u>8</u>			<u>90</u>

YEAR	TOTAL
STUDENT	<u>180</u>
TEACHER	<u>183</u>
	+ 2 PDO days

NOTE: CIRCLE = Non-work day -- 1/2 circle = 1/2 day
 SQUARE = Work day for teachers (no students)
 TRIANGLE = PDO DAY
 X = New teachers work day
 ◇ = Snow day make up

APPENDIX A

SCHEDULE A

1996 - 97

SALARY SCHEDULE

	EDS				
	BA	BA+20	MA	MA+15	MA+MA
0	\$25,685	\$26,969	\$28,253	\$29,537	\$30,821
1	\$26,969	\$28,317	\$29,666	\$31,014	\$32,362
2	\$28,253	\$29,666	\$31,078	\$32,491	\$33,904
3	\$29,537	\$31,014	\$32,491	\$33,968	\$35,445
4	\$30,821	\$32,362	\$33,904	\$35,445	\$36,986
5	\$32,106	\$33,711	\$35,316	\$36,921	\$38,527
6	\$33,390	\$35,059	\$36,729	\$38,398	\$40,068
7	\$34,674	\$36,408	\$38,141	\$39,875	\$41,609
8	\$35,958	\$37,756	\$39,554	\$41,352	\$43,150
9	\$37,243	\$39,105	\$40,967	\$42,829	\$44,691
10	\$38,527	\$40,453	\$42,379	\$44,306	\$46,232
11	\$39,811	\$41,802	\$43,792	\$45,783	\$47,773
			LONGEVITY		
15	\$41,095	\$43,150	\$45,205	\$47,259	\$49,314
20	\$41,802	\$43,892	\$45,980	\$48,071	\$50,162
25	\$42,796	\$44,938	\$47,077	\$49,217	\$51,356

Rate of Pay for Certified Personnel in Extra Duty Assignments:

\$19.39

Faculty Director

\$21.62

ARTICLE XXXII - Duration of Agreement

This agreement shall be effective as of August 21, 1996 and shall continue in effect until the 20th day of August, 1999. This Agreement shall not be extended orally, but can be extended by written mutual agreement.

Gladwin Education Association

By [Signature]
President

By [Signature]
Secretary

By [Signature]
Chair, Negotiating Comm.

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

By [Signature]
Negotiating Committeeperson

Gladwin Community Schools

By [Signature]
President

By [Signature]
Vice-President

By [Signature]
Secretary

By [Signature]
Treasurer

By [Signature]
Trustee

By [Signature]
Trustee

By [Signature]
Trustee