

Review
OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

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AN AGREEMENT BETWEEN

THE BOARD OF EDUCATION, AIRPORT COMMUNITY SCHOOLS
CARLETON, MICHIGAN

AND

THE AIRPORT EDUCATION ASSOCIATION (A TEACHER ORGANIZATION)

Airport Community Schools Board of Education

2 - No
4 - No
5 - No

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PROFESSIONAL NEGOTIATIONS

Dated: September 2, 1967

Effective
From: September 2, 1967
To: June 30, 1968

MEA
1216 Kendale
E. Lansing, MI
48823

This Agreement is entered into on this second day of September, 1967 by and between the Board of Education of the Airport Community Schools, Carleton, Michigan, hereafter called the "Board", and the Airport Education Association (A teacher organization), hereafter called the "Association".

PREAMBLE

We agree that the teacher organization and the school board will work together cooperatively toward the best educational system possible for the Airport Community School District.

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional, certified personnel, including personnel on tenure, probation and on per diem appointments, classroom teachers, guidance counsellors, librarians, employed or to be employed by the Board, but excluding supervisory and executive personnel and office and clerical employees. The term "teacher" when used hereafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined and reference to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. This Agreement is for one calendar year. The starting date is September 2, 1967 and the ending date is June 30, 1968. Nothing contained herein shall be construed

to prevent any individual teacher, not a member of the Association, from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at each adjustment. Teachers, who are members of the Association, must present their grievances through the Association.

C. Within thirty (30) days of the beginning of their employment, each year, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Educational Association and the Michigan Education Association) upon such conditions as the Association shall establish. Such sum shall be deducted as dues from the first one or first ten regular salaries of all such teachers and remitted to the Association.

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

ARTICLE II

Professional Responsibilities

A. Consistent with the Code of Ethics of the Education Profession, membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status, or national origin.

B. The Association recognizes that abuses 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. Alleged breaches of discipline or the Code of Ethics of the Education Profession shall be promptly reported to the offending teacher and to the Association. The Association shall use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.

A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules 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.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Association.

ARTICLE III

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, provided all activities of the Association shall be carried on during lunch or after school hours. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. Further, the Association agrees that it will not directly discourage or deprive or coerce any non-member teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any non-member teacher with respect to employment by reason of his non-membership in the Association, his lack of participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding.

B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board or mediator from such public agency.

C. The Association and its members shall have the same right to use school building facilities as do all organizations of the community.

Established regulations and procedures are outlined in Board policy. The Association will be permitted to distribute their own information throughout the school mail distribution system. All such information must be identified as Association literature and a copy sent to the superintendent. Association literature may be posted on faculty room bulletin boards if properly identified. Posting elsewhere is prohibited. Use of the intercom, voice communication system for announcements of the Association is prohibited.

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

ARTICLE IV

Professional Compensation

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

B. The salary schedule is based upon a normally weekly teaching load as hereinafter defined:

- a) Start the Tuesday after Labor Day. There shall be a minimum of 180 days of pupil attendance. (This includes

Act of God days)

C. A teacher, summoned by a member of the administrative staff, during the school day, in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, shall be released from regular duties without loss of salary.

D. A teacher shall be released from regular duties without loss of salary at least two days per year for the purpose of participating in area or regional meetings of the Michigan Educational Association as authorized by the State Department of Education.

ARTICLE V

Teaching Hours and Class Load

A. No teacher shall be required to report for duty earlier than thirty (30) minutes before the opening of the pupils' regular school day in the morning. Teachers shall be permitted to leave 15 minutes after close of the pupils' regular school day. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher. When conditions necessitate, a teacher may seek permission from building principal to leave earlier than the established leaving time.

B. The normal weekly teaching load in the junior and senior high school will be 25 teaching periods and five unassigned preparation periods or not to exceed 5 hours of pupil contact per day. 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 30 teaching periods or not to exceed 5 hours of pupil contact per day.

1. All teachers shall be entitled to a duty-free uninterrupted lunch period equivalent to one-half hour. Upon presentation of an acceptable schedule, agreeable to both the high school teachers and the administration this can be changed.

2. The elementary teachers will be entitled to a duty-free uninterrupted lunch period of one half hour.

3. The elementary teachers will be entitled to two fifteen (15) minute relief periods each day plus an additional one-half hour at lunch time which will be considered as equivalent to the high school teachers preparation period.

4. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists.

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

D. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.

E. If a teacher shall teach more than the normal teaching load as set forth in this Article, he shall receive additional compensation at his hourly rate

for each teaching period in excess of such norms. The hourly rate shall be calculated thusly: basic salary (on step) divided by 20, (20 pay periods) divided by 10 (10 days per pay period) divided by 6 (five teaching periods plus one preparation period).

Teachers need not accept extra classes unless he so desires.

F. At the request of the teachers in any particular building, the superintendent will attend a building meeting of teachers and administrators to discuss the philosophy of democratic procedures of group decision. In addition, if the teachers so wish, the superintendent will conduct a demonstration meeting, in which an agreeable procedure will be set up for democratic operation at future meetings.

ARTICLE VI

Teaching Conditions

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association 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 toward insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible to meet the following standards; whenever facilities and financial resources are available.

If certain grades do exceed these maximums, the parties shall see if pupils could be transferred to another school where these grade levels are

not overcrowded.

1. <u>Elementary</u>	<u>Maximum</u>
Kindergarten	25
First-Second Grade	25
Third-Sixth Grade	30
2. <u>Secondary</u>	<u>Maximum</u>
English	
Social Studies	
General Education	
Mathematics	30
Science	
Language	
Business	
Typing	30
Industrial Arts	20
Drafting	30
Vocational Shops	20
Homemaking	20
Music	40
Art	25
Physical Education	40
Hygiene	25

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, audio-visual equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the

teaching profession. The selection and proposed uses of these educational tools will be the product of a teacher-administration committee. Said committee may be organized for a specific purpose upon the request of the Association or the Board. Implementation of these committee recommendations will be the responsibility of the Board whenever the teachers and the administration are in agreement.

C. To relieve teachers of cafeteria, patrol and bus duty, the Board agrees to engage a sufficient number of full time and part time aides in the Jr-Sr. High School and the elementary schools. The aides will handle playground supervision, inventorying of supplies and equipment not in the classroom, duplication of teaching materials (teachers will make their own masters), scheduling of audio-visual equipment, collecting moneys for milk and lunch, and similar non-professional responsibilities. Under other than ordinary conditions, the teachers will help the aides in carrying out their duties.

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

E. All future building plans will include adequate lunchroom, restroom and lavatory facilities for the teachers use and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted.

F. Telephone facilities shall be made available to teachers for their reasonable use. All toll calls shall be made at the teachers expense.

G. Adequate parking facilities shall be made available to teachers for their exclusive use.

H. Notwithstanding their employment, teachers shall be entitled to full rights

of citizenship and no religious or political activities of any teacher or lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board. Likewise, the private and personal life of any Board of Education member is not within the appropriate concern or attention of any teacher or the Association.

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

ARTICLE VII

Qualifications and Assignments

A. All teachers shall be given written notice of their schedules for the forthcoming year no later than the preceding first day of June. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teachers' schedules be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires same.

B. Any assignments in additions to the normal teaching schedule during the regular school year, including adult education courses, driver education,

extra duties enumerated in Schedules B, and summer school courses, shall not be obligatory but shall be with the consent of the teacher.

Preference in making such assignments will be given to teachers regularly employed in the district.

ARTICLE VIII

Vacancies, Promotions and Transfers

A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teacher requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. 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 undue 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 normal school year at which time the position will be considered vacant.

C. The Board declares its support of a policy of filling vacancies, including vacancies in supervisory positions, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the superintendent shall promptly notify the Association which shall solicit applications from interested teachers,

and shall promptly advise the superintendent of applicants for such position.

Vacancies shall be filled on the basis of the experience, competency and qualifications of the applicant, length of service in the district, and other relevant factors. An applicant with less service in the district shall not be awarded such position unless his qualifications shall be substantially superior.

"Service" in the district, for purposes of this Agreement, shall mean continuous employment in a school of the district, including substitute service, irrespective of tenure status, and shall include all periods when the teacher was on sabbatical or professional leaves of absence.

D. 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 transfer. If the teacher objects to such transfer for the reasons given, the dispute may be resolved through the professional grievance procedure.

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

ARTICLE IX

Illness or Disability

A. At the beginning of each school year each teacher shall be credited with sick leave allowance ¹ to be used for absences caused by illness or physical disability of the teacher. The unused portion of such allowance shall accumulate from year to year up to a maximum ²

Notes 1 and 2 - The average of all those school districts which touch the Airport boundaries as of September 1967 - Gibraltar, Flat Rock, Huron, Milan, Monroe, Jefferson

B. A teacher may apply any earned sick days against any sick days in which pay has previously been withheld.

C. 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 one year and the Board may renew the leave each year upon written request by the teacher.

ARTICLE X

Leaves of Absence

A. Any teacher whose personal illness extends beyond the period compensated under Article IX shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Upon return from said leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.

B. Leaves of absences with pay, chargeable against the teachers sick leave allowance, shall be granted for the following reasons;

1. For a critical illness in the immediate family. "Immediate family" shall be defined as a spouse, children, parents, brother, sister or parent-in-law, or anyone who resides in the household.

2. One day per year when emergency illness in the family requires a teacher to make arrangements for necessary medical or nursing care.

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

1. Absence when a teacher is called for jury duty. The Superintendent shall be notified immediately.

2. Court appearances as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceeding.

3. Visitations at other schools or for attending educational conferences or conventions approved by the Board.

4. Time necessary to take the selective service physical examination.

5. Such portion of the day or days as is necessary for---

a a) attendance at a ceremony to receive a degree

b) attendance at the funeral service of a person whose relationship warrants such attendance.

c) attendance at a ceremony awarding a diploma or degree to a son, daughter, husband or wife.

6. A maximum of two (2) days per school year for the conduct of personal affairs which cannot normally be handled outside of school hours. A teacher planning to use a personal leave day or days shall notify his principal at least one day in advance, except for any personal leave requested for a school day immediately before or after a holiday, week end, or vacation period, and reasonable restrictions may be imposed on personal leaves on such days.

D. Leaves of absence, without pay, will be granted upon application.

Each application will be decided by the merits involved.

E. A maternity leave of one year shall be granted without pay.

F. A military leave of absence shall be granted to any teacher who shall be inducted into any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any increments which would have been credited to them had they remained in active service of the school

system. Teachers on military leave must return within sixty (60) days of discharge.

G. The Board shall grant a leave of absence, not to exceed one year, without pay, to any teacher to campaign for, or serve in, a public office.

ARTICLE XI

Sabbatical Leave

A committee consisting of two representatives of the Airport Education Association and two representatives of the administration shall make a study of the uses and problems connected with Sabbatical Leave.

ARTICLE XII

Teacher Evaluation

A. The work performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated three times during the school year; one month following the teacher's commencement of service (no written report) two months after the teacher's commencement of service, and ninety days prior to the end of the probationary school year. Tenure teachers shall be evaluated at least once every two years.

B. Evaluations shall be conducted by the teacher's immediate supervisor or an administrator working in the same building or otherwise familiar with the teacher's work, who shall be designated by the Board.

C. Each observation shall be made in person for a minimum of thirty consecutive minutes. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems and similar surveillance devices shall be strictly prohibited.

D. A copy of the written evaluation shall be submitted to the teacher at the time of such personal interview or within ten days thereafter, and the teacher shall have the opportunity to review the evaluation report. All evaluations shall be based upon valid criteria for evaluating professional growth.

E. No later than March 15th of each probationary year the final written evaluation report will be furnished to the superintendent covering each probationary teacher. A copy shall be furnished to the teacher and the Association. If the report contains any information not previously made 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 with a copy to the Association and provide for a hearing where requested.

F. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

ARTICLE XIII

Curriculum Review Committee

A. At the request of the Board of Education or Airport Education Association a Curriculum Review Committee may be established, composed of eight members, two members to be selected by the Association, two members of the Board, two administrators, and two members who are not employed in the school system to be mutually agreed upon by the parties to represent the public. This committee shall systematically review at regularly fixed meetings teaching techniques, courses of study, textbooks, curriculum guides, pupil testing plans and similar materials and procedures in the light of the purposes, philosophy and educational goals of the district and future building needs. Additional ad hoc committees may be

established to review particular areas of the curriculum. The committees herein established shall investigate and submit recommendations to both the Board and the Association, but such report shall be deemed advisory only.

ARTICLE XIV

Student Discipline and Teacher Protection

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

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and 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 the child's desirable characteristics. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.

C. A teacher may exclude a pupil from one 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.

D. Suspension of students from school may be imposed only by a principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counselling and interviews with the child and his parents when warranted. All efforts will be made to solve the problem to the satisfaction of teacher or teachers involved and suspension of the pupil will be the last resort.

E. Any case of assault upon a teacher shall 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 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 will 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. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

ARTICLE XV

Special Teaching Assignments

A. Assignments for the Adult Education, Driver Education and Summer School programs will be made by the Board on the basis of preference to teachers possessing permanent teaching certificates regularly employed

in the district during the normal school year. A deadline for employment will be announced. All vacancies after the deadline will be filled from any source available. No teacher shall be required to work a split shift or to teach less than three hours in any Summer School program.

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 before 7:30 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.

C. A teacher's hourly rate is to be determined by dividing his basic salary for the year by 20, divided by 10, divided by 6.

D. Teachers involved in extra duty assignments set forth in Schedules B 1 and 2 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof. All teachers shall be compensated in accordance with the provisions of this Article and the annexed Schedules without deviation.

E. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance which is the same as paid administrators.

ARTICLE XVI

Negotiation Procedures

A. It is contemplated that matters not specifically covered by the Agreement but common to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon the request by either party to the other.

B. At least sixty (60) days prior to the expiration of this Agreement the parties will likewise begin negotiations for a new Agreement covering wages, hours, and conditions of employment of teachers employed by the Board.

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

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

ARTICLE XVII

Professional Grievance Negotiation Procedure

A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of the law (except a statute specifically establishing a procedure for redress) relating to wages, hours and conditions of employment, may file a written grievance with the Board or its designated

representative. The Board hereby designates as its representative for such purposes the principal in each school building and the superintendent of schools when the particular grievance arises in more than one school building.

B. The procedure is as follows:

1) A teacher with a grievance shall discuss it with his immediate supervisor or principal. He may present the grievance individually or together with his Association representative or through the Association representative.

2) In the event the aggrieved person is not satisfied with the disposition of his grievance or if no decision has been rendered within five (5) days after presentation of the grievance, he may file the grievance in writing with the Association. The Association representative will assist in writing the grievance.

3) Within five (5) days of receipt of the grievance the Association will decide whether or not there is a legitimate grievance. If the Association decides that no grievance exists, they shall so notify the claimant. The teacher may continue to process his claim, in writing, with his immediate supervisor or principal, without Association support. If the Association decides there is a legitimate grievance, it shall immediately process the claim with the claimants supervisor or principal. Within five (5) days after receipt of the written grievance the supervisor or principal shall render a decision as to the solution.

4) In the event the aggrieved person is still not satisfied or no decision has been rendered, the grievance may be referred to the superintendent for consideration. Within five (5) days after receipt of the written grievance the superintendent shall render a decision as to the solution.

5) In the event the aggrieved person is still not satisfied or no decision has been rendered, the grievance may be referred to the Board of Education. Within two weeks (14 days) after receipt of the written grievance the Board of Education shall render a decision as to the solution.

6) In the event the grievance is still not satisfactorily resolved or if no decision is reached, any party concerned may transmit the grievance to the State Labor Mediation Board.

Miscellaneous Provisions

- A. No polygraph or lie detector devices shall be used in any investigation of any teacher or pupil.
- B. 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.
- C. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts therefore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- E. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs effecting the district and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to the general publication.
- F. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria or professional behavior. The Board shall deal with ethical problems arising under the code of Ethics of the Michigan Association of School Boards in accordance with the terms thereof and the Association

recognizes that the Code of Ethics of the Michigan Association of School Boards is considered by the Board and its membership to define acceptable criteria of Board members behavior.

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

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

SCHOOL CALENDAR 1967-68

Week	Month	M	T	W	Th	F												
	Aug.					1												
1	Sept.	4	5	6	7	8	Sept. 4 - Labor Day Sept. 5 - All Teachers Meeting Sept. 6 - School Begins											
2		11	12	13	14	15												
3		18	19	20	21	22												
4		25	26	27	28	29												
5	Oct.	2	3	4	5	6												
6		9	10	11	12	13												
7		16	17	18	19	20	State Institute											
		End of 1st Period		33 days in membership		31 days in session												
8		23	24	25	26	27												
9		30	31	1	2	3												
10	Nov.	6	7	8	9	10												
11		13	14	15	16	17												
12		20	21	22	23	24	Thanksgiving Recess											
13		27	28	29	30	1												
		End of 2nd Period		29 days in membership		28 days in session												
14	Dec.	4	5	6	7	8												
15		11	12	13	14	15												
16		18	19	20	21	22												
		<table style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>Jan. '68</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>					25	26	27	28	29	Jan. '68	1	2	3	4	5	Christmas Recess
25	26	27	28	29														
Jan. '68	1	2	3	4	5													
17		8	9	10	11	12												
18		15	16	17	18	19												

Week	Month	M	T	W	Th	F	
19	Jan.	22	23	24	25	26	Marking Day and Conferences
		End of 3rd Period		29 days in membership		29 days in session	
		End of First Semester		90 days in membership		88 days in session	
20		29	30	31	1	2	Beginning of Second Semester
21	Feb.	5	6	7	8	9	
22		12	13	14	15	16	
23		19	20	21	22	23	
24		26	27	28	29	1	
25	March	4	5	6	7	8	
		End of 4th Period		30 days in membership		30 days in session	
26		11	12	13	14	15	
27		18	19	20	21	22	
28		25	26	27	28	29	
29	April	1	2	3	4	5	
		8	9	10	11	12	Easter Recess
30		15	16	17	18	19	
31		22	23	24	25	26	
		End of 5th Period		30 days in membership		30 days in session	
32		29	30	1	2	3	
33	May	6	7	8	9	10	
34		13	14	15	16	17	
35		20	21	22	23	24	
36		27	28	29	30	31	Memorial Day
37	June	3	4	5	6	7	
38		10	11	12	13	14	Commencement & Recording Day
		End of 6th Period		33 days in membership		32 days in session	
		End of Second Semester		93 days in membership		92 days in session	
		Teachers on duty - 188 days					

I.

Schedule "A"

1967-68 SALARY SCHEDULE FOR TEACHERS

<u>Yrs. of Teaching</u>	<u>Non-degree</u>	<u>Life Cert.</u>	<u>Bachelor's Degree</u>	<u>Master's Degree</u>
1st	5600.00	5800.00	6000.00	6400.00
2nd	5800.00	6000.00	6200.00	6600.00
3rd	6000.00	6200.00	6400.00	6800.00
4th	6200.00	6400.00	6600.00	7000.00
5th	6450.00	6650.00	6850.00	7250.00
6th	6700.00	6900.00	7100.00	7500.00
7th	7000.00	7200.00	7400.00	7800.00
8th	7300.00	7500.00	7700.00	8100.00
9th	7600.00	7800.00	8000.00	8400.00
10th	7900.00	8100.00	8300.00	8700.00
11th	8200.00	8400.00	8600.00	9100.00

Special Education Teachers - \$250 additional

Credit for teaching experience.

Credit will be given on the salary scale for each year of actual teaching experience (substitute teaching will not count) during the five years previous to employment in the Airport Community School system.

II. Credit for experience outside the school system shall be evaluated by the Board and credit shall be allowed whenever prior service of the teacher is deemed satisfactory. Full credit shall be given for the first five years of experience, but no credit shall be given for a fractional part of a year.

III. Increments become effective September 1 of each year and advancement under the salary schedule shall be automatic as of September 1 following completion of required academic or professional courses.

IV. In addition to the basic teacher salary as provided in the foregoing, there shall be paid the following further sums:

Athletic Director -----	12% of base
Head Football Coach -----	10% of base
Assistant Football Coach -----	7% of base
Reserve Football Coach -----	5% of base
8th grade Football Coach -----	5% of base
7th grade Football Coach -----	5% of base

Head Basketball Coach	10% of base
Reserve Basketball Coach	7% of base
9th grade Basketball Coach	5% of base
8th grade Basketball Coach	5% of base
7th grade Basketball Coach	5% of base
Head Baseball Coach	7% of base
Head Track Coach	7% of base
Head Golf Coach	4% of base
Director of Intra-murals	5% of base
Band Director	10% of base
G. A. A. Advisor	10% of base
Cheerleader Advisor	3% of base
Senior Class Advisor (2)	3% of base (each)
Junior Class Advisor (2)	3% of base (each)
Driver Training	\$4.10/hr.
Play Director (2 plays)	3% of base (for 2 plays)

Footnote - Base is defined as the 1st step of the salary schedule for a Bachelor's Degree.

ARTICLE XX

Duration of Agreement

This Agreement shall be effective as of September 2, 1967, and shall continue in effect until the 30th day of June, 1968. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By

Mary E. Malone
President

By

Louis Smith
President

By

Arnold Frank
Secretary

By

Robert A. Porch
Secretary

Dated this second day of
September, 1967.