

8-31-73
(Salary ---)
8-31-74
all other

Airport Community Schools

AN AGREEMENT BETWEEN
THE BOARD OF EDUCATION, AIRPORT COMMUNITY SCHOOLS
CARLETON, MICHIGAN
AND
THE AIRPORT EDUCATION ASSOCIATION (A TEACHER ORGANIZATION)

Date:
Effective
Salary, Fringe Benefits and
Calendar
From: Sept. 1, 1972
To: Aug. 31, 1973
All Other Parts of Contract
From: Sept. 1, 1972
To: Aug. 31, 1974

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

TABLE OF CONTENTS

ARTICLE		PAGE
I	Witnesseth	1
II	Recognition	1
III	Professional Responsibilities	2
IV	Teachers Rights and Management Rights	4
V	Professional Compensation	6
VI	Teaching Hours and Class Load	7
VII	Teaching Conditions	10
VIII	Qualifications and Assignment	14
IX	Vacancies, Promotions and Transfers	15
X	Illness and Disability	16
XI	Leaves of Absence	17
XII	Academic Freedom	19
XIII	Teacher Evaluation	20
XIV	Inservice Training	23
XV	Student Discipline and Teacher Protection	23
XVI	Special Teaching Assignment	26
XVII	Negotiation Procedures	27
XVIII	Orientation of New Teachers	28
XIX	Reduction in Personnel	28
XX	Agency Membership	29
XXI	Fringe Benefits	30
XXII	Professional Grievance Negotiation Procedure	30
XXIII	Miscellaneous Provisions	32

ARTICLE		PAGE
XXIV	Professional Conferences	34
	Schedule "A" 1972-73 Salary Schedule	36
	Schedule "B" Additional Positions	37
	Calendar	40
	Forms	42
	Duration of Agreement	45

ARTICLE I

Master Agreement

Airport Community Schools 1972-73

This Agreement, entered into this third day of October, 1972 by and between the Airport Community Schools, Carleton, Michigan (Monroe County), hereafter called the "Board", and the Airport Education Association, hereafter called the "Association".

Witnesseth:

We agree that the Board and the Association will work together cooperatively toward the best educational system possible for the Airport Community School District.

ARTICLE II

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 counselors, 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. Nothing contained herein

shall be construed to prevent any individual teacher, nor 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 Education 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, first of the month salaries of all such teachers and remitted to the Association. A teacher may elect, at the beginning of the school year, to take his salary on a 20 or 26 week pay basis.

D. Nothing contained herein shall be construed to deny or restrict to any teacher, or Board of Education: rights they may have under the Michigan General School Laws, or applicable Civil Service Law and Regulations. The rights granted to teachers and to the Board, hereunder, shall be deemed to be in addition to those provided elsewhere.

ARTICLE III

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, religion,

creed, sex, marital status, or national origin.

B. The Association recognizes the 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. 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, by instituting proceedings against the offending teacher.

ARTICLE IV

C. Before a teacher is reprimanded, warned or disciplined, the principal will state that "this is a reprimand and you are herein informed that you have a right to have a representative of the Association present." On all other occasions at which the above statement is not made, it shall be considered not to be an official reprimand, a warning, or discipline. All official reprimands shall be placed, in written form, in the employees file. All parties concerned, shall be furnished a copy of the written statement. When a request for such representation is made, no action shall be taken with respect to the teacher until such representation 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 of Education, or representative thereof, shall be subject to the professional grievance procedure hereinafter set forth. All

information forming the basis for the disciplinary action will be made available to the teacher and the Association.

D. Furthermore, any reprimand, warning or any disciplinary action whatsoever (oral or written) directed toward any teacher shall be considered void and all rights waived after five (5) years from the reprimand date, and cannot be used against said teacher thereafter. A copy of any reprimand and etc. shall be given to said employee and one copy to the Association, unless said teacher employee requests, in writing (with a copy sent to the Association), that it not be done.

ARTICLE IV

Teachers Rights and Management 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 Articles XVII and XXII (Negotiation Procedures and Professional Grievance Negotiation Procedure) respectively.

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 its 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 on school grounds is prohibited. Use of the intercom, voice communications 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.

E. The Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement. Safety is an important aspect of school life. The Board and the Association will take steps within their means to insure this.

ARTICLE V

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 a 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 negotiations of the next calendar year salary schedule.

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

a) Starting day is defined by the calendar.

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 participation in any professional grievance negotiation, shall be released from regular duties without loss of salary.

ARTICLE VI

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 fifteen (15) minutes after the close of the pupils regular school day. Teachers may leave on days preceding vacation, immediately after the room is cleared of students. For the purpose of clarification, a school day (teacher working day) is defined as follows:

1. The time between reporting to work and leaving will be seven and one-quarter ($7 \frac{1}{4}$) hours. Adequate preparation room shall be made available to each teacher in his building. If during the grievance procedure it is determined adequate preparation room is not available, then a teacher shall be released to seek his own preparation room outside the building with no loss in pay or other benefits.
2. All teachers shall spend five (5) clock hours in pupil contact.
3. All teachers shall have thirty (30) minutes for lunch.
4. Jr. Sr. High School teachers shall have one (1) hour of preparation time. Elementary teachers shall have the lunch hour extended one-half ($\frac{1}{2}$) hour and two (2) fifteen (15) minute recesses in lieu of Jr. Sr. School preparation time.

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 necessitates, a teacher may seek permission from the 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 twenty-five (25) teaching periods and five (5) unassigned preparation periods or not to exceed five (5) hours of pupil contact per day. Assignment to a supervised study period shall be considered a teaching period for purposes of the Article. The normal weekly teaching load for the elementary schools will be thirty (30) teaching periods or not to exceed five (5) hours contact per day.

1. All teachers shall be entitled to a duty free uninterrupted lunch period equivalent to one-half (1/2) 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 (1/2) hour.

3. The elementary teachers will be entitled to two (2) fifteen (15) minute relief periods each day plus an additional one-half (1/2) hour at lunch time which will be considered as equivalent to the high school teachers preparation period.

4. The 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, counselors 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 days per pay period) divided by 6, (5 teaching periods plus 1 preparation period). A teacher 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.

G. It is the responsibility of each individual teacher, as well as the Board, to provide the highest degree of educational program practicable for every boy and girl in the school district. This includes, on the part of the teacher:

1. Careful daily preparation, including:
 - a. Adequate lesson plans for at least each Monday through the next Monday.

- b. Seating charts of students available at all times.
- c. Whenever such (a and b) are not available the teacher involved will be required to deposit such in the building office no later than each Friday until such time as the administrator is satisfied, not to exceed one (1) month, except the second (2nd) offense (within the same school year), wherein the principal shall use his discretion.

2. Attendance at all staff meetings, unless prior arrangements are made with building principals. A specific day and time of each week shall be designated for each building meeting.

3. Acceptance by the teacher that he has an obligation, to the student, to consider himself "on duty" at all times that he is in the school building, or on school ground, in regards to discipline and control of students.

H. Assignment of teachers shall be made by the Administration based on priority to the teacher's academic training (i.e. major and minor field of study) and his years of service in the district. This statement applies only to applicants applying for vacancies.

ARTICLE VII

Teaching Conditions

A. 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.

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 below the maximum stated; 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>	
	English	30
	Social Studies	30
	General Education	30
	Mathematics	30
	Science	30
	Languages	30
	Business	30
	Typing	30
	Industrial Arts	20
	Drafting	30
	Vocational Shops	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, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. The selection and proposed use of these educational tools will be the product of a teacher-administrative committee. Said committee may be organized for a specific purpose upon the request of the Association or the Board. Implementations 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, attendance (teachers shall do attendance and membership--excluding column #6--at the end of each reporting period) 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. The Board shall seek and consider all recommendations which teachers shall make as concerns future building and remodeling.

F. Telephone facilities shall be made available to teachers for their reasonable use. All personal 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 teachers. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, except as it can seriously affect the professional rights, duties and responsibilities of the teachers. 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, except as it can seriously affect the rights, duties, and responsibilities of the Board of Education member.

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.

J. A copy of Master contracts with other employees of the district shall be made available to the Association.

K. Before a new or supplementary program is initiated, a teacher shall be supplied, by the program director, a list of objectives, methods to be used, evaluations to be made of the program and any other useful information necessary for an effective program. Said teacher shall have the option of working with a paraprofessional at any time during the program. Reference is made to categorical programs only.

L. Adequate first aid facilities (sick-room and supplies) shall be provided in each school building. American Red Cross certified personnel will be available for each facility.

M. During school hours certain restrooms will be designated for faculty use only. The administration and faculty will cooperate to insure this.

ARTICLE VIII

Qualifications and Assignment

A. All teachers shall be given written notice of their assignments by subject and particular grade for the forthcoming year no later than the preceding 1st 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 addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Schedule 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 based on seniority and academic training (i.e. major and minor fields of study).

ARTICLE IX

Vacancies, Promotions and Transfers

A. The Board recognizes that it is desirable, in making assignments, to consider the interest and aspirations of its teachers. 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. When-

ever 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.

F. No position under this Article shall be filled until the Association has been given at least ten (10) calendar days written notice thereof.

ARTICLE X

Illness and Disability

A. At the beginning of each school year each teacher shall be credited with

sick leave allowance amounting to twelve (12) days 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 of 107 days.

B. A teacher may apply any earned sick days against any sick days which pay was previously withheld. This rate of pay will revert back to the salary schedule of the year in which the pay was originally withheld.

C. A teacher who is unable to teach because of personal illness or disability and who has exhausted all 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.

D. A teacher, who is ill and does not wish to have sick leave credit used may do so by taking a deductible day.

E. Upon request from the Board the teacher shall furnish the Board with a written statement from the doctor attesting to his inability to return to work, after five (5) consecutive calendar school days off.

ARTICLE XI

Leaves of Absence

A. Any teacher whose personal illness extends beyond the period compensated under Article V 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 absence with pay, chargeable against the teacher's 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 (1) day per year when emergency illness in the immediate 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. 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 member of the immediate family.
6. A maximum of two (2) days per school year for the conduct of personal business affairs which cannot normally be handled outside school hours. A teacher planning to use a personal leave day or

days shall fill out a written form stating the date and general reason and present it to his building principal three (3) working days in advance, except in cases of emergency. The principal shall return the written form with the signature of the principal and the date.

Such leave shall not be used for seeking other employment or working either with or without remuneration for themselves or for anyone else.

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 (1) 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 for one (1) year, without pay, to any teacher to campaign for, or serve in a public office. This leave may be extended by the Board at its discretion.

ARTICLE XII

Academic Freedom

A. The parties seek to education 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. Therefore, teachers shall have reasonable freedom in the implementation of the curriculum. However, this does not exclude the right and the obligation of the principal to question, instruct and direct whenever necessary.

ARTICLE XIII

Teacher Evaluation

A. The work performance of all probationary teachers shall be evaluated three (3) times during the school year. During the first (1st) six (6) weeks period all probationary teachers will be observed and an oral conversation with the probationary teacher shall take place within twenty-four (24) hours. During the second (2nd) or third (3rd) six (6) weeks, the probationary teacher will be observed and a written report will be given the probationary teacher within ten (10) days. During the fourth (4th) six (6) weeks period another observation of the probationary teacher will take place. A written report will be furnished to the teacher and the association. A conference will be held with each probationary teacher when the written report is submitted. At the request of the teacher, the association or the administration, a tenure teacher shall be observed and evaluated.

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 (30) 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. All evaluations shall be based upon valid criteria for evaluating professional growth. The following shall be considered as valid criteria for evaluation:

1. student rapport--how well students respond to the teacher.
2. preparation--teaching materials, flexibility.
3. presentation--voice, gestures, expression.
4. teacher evaluation of pupils.
5. professional conduct as defined in the MEA Code of Ethics.

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 sent to the Association and provide for a hearing when requested. A joint committee shall be set up at the request of the Association or Board of Administration to investigate ways of improving the probationary/tenure structure.

F. Each teacher shall have the right, upon request, to review the contents of his own personnel file, in the principal's office, relating to evaluation reports of the Airport Community School District, commendations, and copies of correspondence related to him and initiated by the school district after employment.

No material 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. The review shall be made in the presence of the administrator responsible for the safekeeping of these files, which the parties acknowledge are the property of the school district and not to be removed from the office of the administrator. In this review, the teacher may be accompanied by a representative of the Association, provided the teacher gives his written consent to the third (3rd) party's presence, to the administrator.

Privileged information, such as confidential credentials, reports and related personnel references normally sought at the time of employment are specifically exempt from review. These are kept in the Superintendent's office.

G. Sometime during the week in which March 15th falls, a meeting of administrators and representatives of the Association shall meet to discuss all probationary teachers and their recommendations for further employment. Whenever administrators and the Association disagree on a conclusion, each will write separate recommendations and forward such to the Superintendent. Agreeable conclusions will also be forwarded to the Superintendent. Negative reports and conclusions will be forwarded immediately. At least two (2) Board of Education members shall attend this joint meeting.

H. There shall be a tenure sponsor for each probationary teacher for the duration of the probationary period. The local tenure sponsor must be a tenure teacher appointed by the Association on or before the first (1st) faculty meeting at the beginning of the school year. The local tenure sponsor shall make the newcomer familiar with traditions and policies of the school, and help the new

teacher adjust in his relationship with the personnel in his building and with the school community life. A tenure sponsor may discuss a probationary teacher only upon request and/or consent of the probationary teacher involved or when requested to do so by the proper Association committee.

ARTICLE XIV

Inservice Training

A one (1) day Inservice Training Workshop will be held on the first Wednesday in November. This day shall be a regular working day for teachers and regulations concerning absenteeism shall be the same as outlined in Article XI of this Agreement.

A planning committee composed of four (4) teachers (one (1) lower elementary, one (1) upper elementary, one (1) jr.-hi., one (1) sr.-hi.) chosen by the Association and two (2) administrators (one (1) elementary and one (1) secondary) chosen by the administrators of the district. This committee shall plan and conduct the workshop.

ARTICLE XV

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 roll of warden or custodian for emotionally disturbed, or other types of disruptive students, as

determined by the appropriate expert or diagnostician, nor be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, 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. The Board and the Association recognize that good mental health of a teacher is necessary for good teaching and both shall do all that is within their powers and jurisdiction to encourage such.

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 (1) 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 representatives. School authorities will endeavor to achieve correction of student misbehavior through counseling 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 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 teachers file unless such matter is promptly reported in writing to the teacher concerned. A carbon copy of said notice shall be forwarded to the Association immediately. If any question of breach of professional ethics is involved, the Association shall be notified.

I. Any complaint directed toward a teacher shall be promptly called to the teacher's attention. The complainant will be identified upon the request of the teacher, if the complaint is put in writing and is to be placed in the teacher's file.

J. If, in the course of carrying out his duties, a teacher suffers damages or destruction of clothing and/or personal property, the Board will reimburse the teacher for such, providing the following procedure is followed:

- a) The teacher shall file a written report of the incident connected with said claim, within three (3) days after said incident, with the building principal.

b) A review board of two (2) teachers and two (2) administrators shall review said claim, interview all persons connected with the incident and ascertain proof of such incident and make a recommendation, as to the validity of such claim, to the superintendent.

K. The Board shall furnish, without charge, gym uniforms for all physical education teachers, laboratory coats or smocks for art, business education, home economics, industrial arts, and science teachers. All such clothing will be worn only during working hours and will not be worn after working hours. All such items must be ordered through the office of the principal.

L. Each new teacher to the district shall have a physical examination to prove his fitness for employment, the cost shall be paid by the employee.

ARTICLE XVI

Special Teaching Assignment

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 valid provisional and permanent teaching certificates regularly employed in the district during the normal school year. Priority will be given to the teacher's academic training (i.e. major and minor fields of study) and his years of service in the district. A deadline for employment will be announced. All vacancies after the deadline will be filled from any source available. No teachers shall be required to work a split shift or teach less than three (3) 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 to

report unavailability for work no later than one (1) hour before regular reporting time. A teacher shall call in before the end of his actual teaching day to confirm his availability for the next day. 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 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 XVII

Negotiation Procedures

A. It is contemplated that matters not specifically covered by this 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 first day of May 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 deem appropriate, including the imposition by the Association of Professional sanctions to discourage teachers from working in the absence of a contract.

ARTICLE XVIII

Orientation of New Teachers

The Association may provide a one (1) day orientation program for all new teachers and second (2nd) semester probationary teachers in the school district. The superintendent will provide the president of the Airport Education Association with the names and addresses of all new teachers, immediately after they are hired. The Association will be permitted to use school facilities for the purposes of said orientation. This program is not mandatory for the teacher.

ARTICLE XIX

Reduction in Personnel

A. Rank all teachers in the department (jr.-sr. high school) or grade level (two levels; a) early elementary and b) intermediate elementary) system wide,

who hold a permanent or provisional teaching certificate, by seniority and service within the Airport Community School System. Next in rank will be all other teachers in that department or grade level who hold other certificates, by seniority or service within the Airport Community School System. A displaced teacher shall replace the teacher having the lowest seniority in that department or grade level. The lowest seniority teacher shall be laid off and entitled to reemployment whenever the next vacancy occurs for which he is qualified. The displaced teacher shall fill this position until the end of the year, at which time, he may bid for any vacancies that exist.

ARTICLE XX

Agency Membership

A. All teachers shall cause to be paid to the Association a representation fee equivalent to the dues and assessments of the Association (including the National and Michigan Education Association) within sixty (60) days of the commencement of employment. In the event the representation fee shall not be paid, the Board, upon receiving a signed statement from the Association indicating the teacher has failed to comply with the conditions, shall notify said teacher that Article XX of the Master Agreement calls for all teachers to pay the Association a fee equivalent to the dues and assessments and said teacher shall honor the Master Contract Agreement.

B. Each teacher shall sign an "authorization for deduction" form to the payroll department. It shall be signed by the teacher and list all deductions that are authorized by said teacher. This authorization for deduction of payroll shall be in effect until

a) the teacher signs another authorization form or

- b) termination of employment

ARTICLE XXI

Fringe Benefits

A. Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board of Education agrees to furnish to all teachers full family Health and Hospitalization insurance including major medical coverage for twelve (12) months when the following is done:

- a) said teacher is enrolled in a group insurance plan that is approved for payroll deduction by the Board of Education.

B. A teacher may choose, as an alternate to benefits provided in paragraph A above, to receive not more than \$13.50 per month (\$162.00 per year) to be applied toward other insurance or annuity programs. Any amount over \$13.50 per month shall be deducted from the teacher's salary. The Board and the Association shall meet and agree to an insurance carrier (one) with whom all insurance under this paragraph (B) shall be carried. The teacher may apply the \$13.50 to any program offered by this carrier.

ARTICLE XXII

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) or this contract 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, and shall orally state that "this is a grievance and action is requested". He may present the grievance individually or together with Association representative.
2. In the event the aggrieved person is not satisfied 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. During this time a hearing shall be held with the Board and Association.

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.
7. If during mediation, the Association is not satisfied with the disposition of the grievance by the Board, or if an impasse occurs the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days he shall be selected by the American Arbitration Association in accord with its rule which shall likewise govern the arbitration proceeding. 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 award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
8. The fees and expenses of the arbitrator shall be shared equally by the parties concerned.

ARTICLE XXIII

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 consulted with by the Board of fiscal, budgetary and tax programs affecting 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. The Association shall have an automatic position on the Board's agenda for the purpose of consulting with and advising the Board. The Association shall be subject to all rules and parliamentary procedures, like any other individual attending, being used by the Board

officer in charge of the meeting.

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 of 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 plus twenty (20) extra to the President of the Association.

H. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be contrary to law, then such provisions 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.

I. The Board shall furnish to each teacher an up-to-date list of all teachers in the district, addresses and phone numbers.

ARTICLE XXIV

Professional Conferences

A. The Board agrees to continue its present policy in regard to professional business days. The Board recognizes the value of teacher and staff attendance at clinics, conferences and conventions. As valuable as such meetings are;

however, there are limitations of attendance which must be recognized.

1. Any meeting or occasion, under this Article "A", which takes the teacher from his classroom for one (1) or more days is a serious matter and can only be approved for a valid reason. The value of a conference must be justified to the satisfaction of the Board of Education before approval for attendance will be given.
2. Permission in general will not be granted for a group of teachers from the same department to attend the same conference. Where conferences involving more than one (1) member of a department are held, attendance shall be rotated. Attendance shall be rotated among those interested who apply.
3. Teachers who wish to attend a conference should make application at least thirty (30) days prior to the date the conference is to be held. The request shall be placed on the Board agenda at the next meeting. The Superintendent may waive the thirty (30) days at his discretion.
4. The school budget provides a limited amount of funds to cover expenses of teachers who attend educational conferences. Such allowances are limited to actual costs which are involved.

B. Teachers attending meetings or conferences on Association business may request time off to be absent from the classroom and shall be limited to two (2) persons per day and not to exceed a total of ten (10) teacher days per year. The teachers are to make the request thirty (30) days in advance to the Board. With the approval of the Board, the teachers will be given a leave of absence, without pay, to attend. Financial support for teachers attending these Association functions will be provided by the Association.

SCHEDULE "A"
1972-73 Salary Schedule

Step	B.A. Level 1	M.A. Level 2
1	\$ 8,251	\$ 8,919
2	8,591	9,325
3	9,048	9,868
4	9,571	10,411
5	10,054	11,031
6	10,515	11,603
7	10,975	12,151
8	11,436	12,700
9	11,978	13,340
10	12,471	13,923
11	13,053	14,616

I. LEVEL 1 SHALL APPLY TO ALL TEACHERS POSSESSING A BACCALAUREATE DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY AND HOLDING A PROVISIONAL OR PERMANENT MICHIGAN TEACHING CERTIFICATE OR LIFE CERTIFICATE.

LEVEL 2 SHALL APPLY TO ALL TEACHERS POSSESSING A MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY AND HOLDING A PROVISIONAL OR PERMANENT MICHIGAN TEACHING CERTIFICATE OR LIFE CERTIFICATE.

II. SPECIAL EDUCATION TEACHERS shall be placed on the same salary schedule "A".

III. CREDIT FOR TEACHING EXPERIENCE: Credit may be given on the salary scale for each year of actual public school or private school teaching experience (grades K-12) (substitute teaching will not count) during the five (5) years previous to employment in the Airport Community School System. Teachers, who teach the full second (2nd) semester or more, will be given a full year of credit on the experience scale. Holders of Vocational Teaching Certificates may be given credit on the salary scale for each year of actual work in their trade during

during the five (5) years previous to employment in the Airport Community School System.

IV. INCREMENTS: Increments become effective September first (1st) of each year. Advancement under the salary schedule shall be automatic as of September following completion of required academic or professional courses.

SCHEDULE "B"

V. ADDITIONAL POSITIONS: In addition to the basic teacher salary as provided in the foregoing, there will be paid the following further sums. Explanation of percentages: percentages are based on experience in the assignment (not transferable from one (1) sport or assignment to another; nor will experience from outside the school system be counted). The minimum base is the first (1st) step on the Bachelor's Degree salary schedule. The maximum base is the fifth (5th) step on the Bachelor's Degree salary schedule. The 1968-69 year of experience will be the first (1st) past experience counted.

Athletic Director -----	12%
Head Varsity Football Coach -----	10%
1st Assistant Varsity -----	7%
2nd Assistant Varsity -----	5%
Head Reserve Football Coach -----	7%
Assistant Reserve -----	5%
9th Grade -----	5%
8th Grade -----	5%
7th Grade -----	5%
Head Varsity Basketball Coach -----	10%
Reserve Basketball Coach -----	7%
9th Grade -----	5%
8th Grade -----	5%
7th Grade -----	5%
Head Baseball Coach -----	7%
Reserve Baseball Coach -----	5%
Head Track Coach -----	7%
Assistant Track Coach -----	5%

Cross Country Coach -----	5%
Golf Coach -----	5%
Head Varsity Wrestling Coach -----	7%
Director of Boys Intra-murals -----	5%
Director of Girls Intra-murals -----	5%
Head Varsity Basketball Coach (Girls) -----	5%
Reserve Basketball Coach (Girls) -----	3%
Head Varsity Volleyball Coach (Girls) -----	5%
Reserve Volleyball Coach (Girls) -----	3%
Head Varsity Track Coach (Girls) -----	5%
Head Varsity Softball Coach (Girls) -----	5%
Sr. Hi. Cheerleader Advisor -----	3%
Jr. Hi. Cheerleader Advisor -----	2%
Band Director -----	10%
Senior Class Advisor (2) -----	4% each
Junior Class Advisor (2) -----	4% each
Play Director (2 plays) -----	4%
Driver Training -----	\$5.00 per hour
Vocational Graphic Arts Teacher -----	B.A. Schedule

VI. ATHLETIC COACHING ASSIGNMENTS: All athletics in the Airport Community High School will be in accordance with the Michigan High School Athletic Association and under the direct control of the high school principal, with the approval of the Board of Education. The Athletic Director shall be recommended for appointment by the principal and approved by the Board. Coaching assignments shall be made by the Board.

VII. MISCELLANEOUS: The Board shall have the right to establish, evaluate, change and obsolete jobs, providing such action on the part of the Board shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties

which are not adequately or specifically described or properly evaluated in an existing job description, specifications and classification, the Board has the right to develop and establish such new or revised job description, specifications and classifications, rates of pay and to place them into effect. Whenever new buildings or a job is made operational, the Board shall establish the job description.

The Board will notify the Association of such new or changed jobs and will within thirty (30) days after such new or changed job is established, meet with the Association to negotiate the rate and classification.

VIII. ASSIGNMENTS: All the assignments will be made by the principal involved. Upon written statement, by the principal, that the assignment has been completed, the teacher will be paid in a lump sum. within seven (7) calendar days not to exceed two (2) pay periods, for the assignment.

AIRPORT COMMUNITY SCHOOLS
1972-73 School Calendar

		Work Days	Student Days	
September	(4) (5) 6 7 8	4	3	9/4 Labor Day
	11 12 13 14 15	5	5	9/5 Teachers Meetings
	18 18 20 21 22	5	5	
	25 26 27 28 29	5	19	5 18
October	2 3 4 5 6	5	5	
	9 10 11 12 13	5	5	
	16 17 18 19 20	5	5	
	23 24 25 26 27	5	5	
	30 31	2	22	2 22
November	(1) 2 3	3	2	11/1 Inservice Training
	6 7 8 9 10	5	5	
	13 14 (15) 16 17	5	4	11/15 Parent Conference
	20 21 22 (23) (24)	3	3	11/23-24 Thanksgiving
	27 28 29 30	4	20	4 18
December		1	1	
	4 5 6 7 8	5	5	
	11 12 13 14 15	5	5	
	18 19 20 21 (22)	4	4	12/22-1/2 Christmas Vacation
	(25) (26) (27) (28) (29)	0	15	0 15
January	(1) (2) 3 4 5	3	3	
	8 9 10 11 12	5	5	
	15 16 17 18 19	5	5	
	22 23 24 25 (26)	5	4	1/26 1st Semester - record day
	29 30 31	3	21	3 20
February		1	2	
	5 6 7 8 9	5	5	
	12 13 14 15 16	5	5	
	(19) 20 21 22 23	4	4	2/19 Washington's Birthday
	26 27 28	3	19	3 19
March		1	2	
	5 6 7 8 9	5	5	
	12 13 (14) 15 16	5	4	3/14 Parent Conference
	19 20 21 22 23	5	5	
	26 27 28 29 30	5	22	5 21
April	2 3 4 5 6	5	5	
	9 10 11 12 13	5	5	
	16 17 18 19 (20)	4	4	4/20-27 Easter Vacation
	(23) (24) (25) (26) (27)	0	0	
	30	1	15	1 15

					Work Days	Student Days			
May		1	2	3	4	4			
		7	8	9	10	11	5		
		14	15	16	17	18	5		
		21	22	23	24	25	5		
		(28)	29	30	31		3	22	3
									5/28 Memorial Day
June					1	1			
		4	5	6	7	8	5		
		11	12	13	14	(15)	5	11	4
									6/15 Record Day
					Totals	186		180	

In the event the current calendar does not meet the state requirements for one hundred per cent (100%) state aid reimbursement, any needed change to meet one hundred per cent (100%) reimbursement will be guaranteed by the parties concerned through mutual agreement.

G R I E V A N C E R E P O R T F O R M

Name of Grievant _____ Grievance No. _____

Assignment _____ Building _____ School _____

Date of Violation _____ Date of Grievance _____

G R I E V A N C E R E P O R T

Distribution of Form	
1.	Superintendent
2.	Principal
3.	Association
4.	Teacher

Caution: Any grievance not in accordance with this form may be rejected as improper.

No time limit will be extended for improper filing or filling out of this form.

B. 1 Oral Discussion was held on _____ day of _____, 19____ with
date month

_____ . Witness: _____
administration

B. 2 Statement of Facts Giving Rise to Grievance _____

Section/s of Contract Violated. (cite specific section/s) _____

Relief Sought _____

Signature of Grievant Date

Signature of Bldg. Rep. Date

NOTE: GRIEVANCE FORM CONSISTS OF THREE (3) PAGES

B. 3 Received by Principal or His Agent _____, _____
Date Initials

Principal's Disposition _____

Signature of Principal Date

Association Disposition: Satisfactory Unsatisfactory

Sign. of Grievance Chairman Date

B. 4 Received by Superintendent or His Agent _____, _____
Date Initials

Superintendent's Disposition _____

Signature of Superintendent Date

Association Disposition: Satisfactory Unsatisfactory

Sign. of Grievance Chairman Date

B. 5 Received by Board of Education or Its Agent _____, _____
Date Initials

Board of Education's Disposition _____

Sign. of Board of Education Date

Association Disposition: Satisfactory Unsatisfactory

Sign. of Grievance Chairman Date

B. 6 Appealed to Mediation _____, _____
Date Signature of Association President

Mediator's Disposition _____

Signature of Mediator Date

Association Disposition: Satisfactory Unsatisfactory

Sign. of Association President Date

B. 7 Appealed to Arbitration _____, _____
Date Signature of Association President

Disposition and Award of Arbitrator _____

Signature of Arbitrator Date

NOTE: ADDITIONAL PAGES MAY BE ADDED AT ANY STEP IF MORE SPACE IS NEEDED. SAID PAGES SHALL BE ATTACHED TO GRIEVANCE FORM.

Duration of Agreement

The non-economic portions of this Agreement (except calendar) shall be effective as of September 1, 1972 and shall continue in effect until the 31st day of August 1974.

The economic section, salary (Schedules A and B), Article XXI (Fringe Benefits) and School Calendar are subject to negotiation as outlined in Article XVII, Section B. Salary, fringe benefits and calendar are in effect from September 1, 1972 to August 31, 1973.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By _____
President

By _____
Secretary

BOARD OF EDUCATION

By _____
President

By _____
Secretary

Dated this third (3rd) day of
October 1972.