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Alcona Community School District

MEA
1216 Wendale
East Lansing, Mich.
48823

A G R E E M E N T

between

ALCONA COMMUNITY SCHOOLS DISTRICT

and

ALCONA TEACHERS CLUB - M. E. A.

TABLE OF CONTENTS

| | | <u>Page</u> |
|--------------|---|-------------|
| ARTICLE I | Recognition | 1 |
| ARTICLE II | Teacher Rights | 2 |
| ARTICLE III | Board Rights Clause | 3 |
| ARTICLE IV | Professional Compensation | 3 |
| ARTICLE V | Teaching Hours | 4 |
| ARTICLE VI | Teaching Loads and Assignments | 4 |
| ARTICLE VII | Teaching Conditions | 5 |
| ARTICLE VIII | Vacancies and Promotions | 6 |
| ARTICLE IX | Transfers | 7 |
| ARTICLE X | Leaves of Absences and Sick Leave | 7 |
| ARTICLE XI | Insurance Protection | 9 |
| ARTICLE XII | Teacher Evaluation | 9 |
| ARTICLE XIII | Protection of Teachers | 10 |
| ARTICLE XIV | Negotiation Procedures | 10 |
| ARTICLE XV | Professional Grievances | 11 |
| ARTICLE XVI | Miscellaneous Provisions | 12 |

SCHEDULES

| | |
|---|------------------|
| A | Salary |
| B | School Calendar |
| C | Extra Curricular |
| D | Code of Ethics |
| E | Evaluation |

AGREEMENT

This Agreement entered into this 1st day of July, 1966, and expiring June 30, 1968, by and between the Board of Education of Alcona Community Schools of Lincoln, Michigan, hereinafter called the "Board", and the Alcona Teachers' Club (a chartered Alcona Chapter of the Michigan Education) hereinafter called the "Association".

WITNESSETH

WHEREAS the Board recognizes and declares that providing a quality education for the children of Alcona Community Schools District is their basic aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to advise in formulating policies and programs designed to improve educational standards, and

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

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

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

ARTICLE I Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all professional personnel with a teaching certificate and under contract to the Alcona Community Schools District, but excluding all full time principals, superintendents and assistant superintendents. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

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

C. Within thirty days of the beginning of their employment hereunder, and each year thereafter, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association (including the National Education Association and the Michigan Education Association). These monies shall be deducted over a period of not more than six pay periods. Such sum shall be deducted as dues from the regular salaries of all such teachers and remitted as soon as possible 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. The rights granted to teachers hereunder shall be deemed to be in addition to those provided in the Michigan General School Laws.

ARTICLE II

Teacher Rights

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

B. The Association and its members shall have the right to use school building classrooms free of charge at all reasonable hours for meetings, providing it does not interfere with the educational functions of children or other activities as permitted by the Board of Education. No teacher shall be prevented from wearing pins of membership in the Association either on or off school premises. Designated bulletin boards and mail boxes shall be the established means of communication by the Association for its business.

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3.

C. The Board agrees to furnish to the Association in response to written requests from time to time one copy per school building of tentative budgetary requirements, allocations and such other information as can be considered public record.

ARTICLE III
Board Rights Clause

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States.

ARTICLE IV
Professional Compensation

A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the two year term of this Agreement.

It is agreed that should the state aid formula for the 1966-67 school year increase to over \$191.00 net per student, 60% of all additional monies shall be spent in improving teacher salaries and/or benefits.

B. It is further agreed should additional funds be available to the school district for the 1967-68 fiscal year for operational purposes, negotiations shall be reopened for the purposes of determining the amount and types of teacher salaries and/or benefits.

C. The salary schedule is based upon a normal teaching load, as hereinafter defined, according to school calendar (during normal teaching hours), and as found in Schedule B. For extra work the teacher shall be entitled to appropriate additional professional compensation, as established by Schedule C.

Teachers shall be required to attend all In-Service Professional Growth meetings. Any meeting for any other purpose shall be limited to one a month.

An In-Service Professional Growth Committee composed of staff and administration shall be established for purpose of planning an In-Service Professional Growth program.

D. By mutual consent any teachers engaged in professional grievance negotiations may be relieved from regular duties without loss of salary providing substitutes are available.

ARTICLE V
Teaching Hours

A. The Teacher's normal teaching hours in the Alcona System shall be those that require appearance at his place of business at a specific time before classes start, and shall remain on the premises until a specific time after school is dismissed.

These specific times will be as follows for Elementary Teachers:
8:30 A.M. to 3:30 P.M.

The school day for elementary children shall be from 8:45 A.M. to 3:20 P.M.

The specific times for High School Teachers will be as follows:
8:15 A.M. to 3:15 P.M.

High school students day will be from 8:30 A.M. to 3:00 P.M.

ARTICLE VI
Teaching Loads and Assignments

A. The number of teachers employed in the high school shall be adequate to provide effective instruction, direction of extra-classroom activities, counseling, and other educational services.

B. The ratio of pupils to teachers and other professional staff members of the high school shall not exceed 27 to 1.

C. The teaching load shall be such that teachers have adequate time to perform their duties effectively. The teaching load for high school teachers shall not be more than seven periods daily for the short-period schedule and five periods daily for the long-period schedule.

D. Each high school teacher's schedule shall include at least one period daily, or an equivalent amount of time, for conferences and preparation.

E. Except in certain activity type classes such as typewriting, physical education, and music, the total average pupil load for teachers within a department shall not exceed 170 pupils per day for the long-period nor 180 pupils per day for the short-period day.

F. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study. Temporarily to be defined as not more than one-half of the school year. North Central Association policies will apply.

G. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable and prior to May 1st. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such a change.

ARTICLE VII

Teaching Conditions

To insure the high quality of education is the goal of both teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible, and the Board shall attempt to maintain the following pupil-teacher classroom ratio:

| | |
|---|-----------|
| (1) Kindergarten | 25 pupils |
| (2) Elementary school grades | 30 pupils |
| (3) Special classes for handicapped or mentally retarded | 15 pupils |
| (4) Special sight-saving and hearing conservation classes | 12 pupils |
| (5) Emotionally disturbed classes | 9 pupils |
| English) | |
| Social Studies) | |
| General Education) | |
| Mathmatics) | 30 pupils |
| Science) | |
| Languages) | |
| Business) | |
| Typing | 30 pupils |
| Industrial Arts | 20 pupils |
| Drafting | 30 pupils |
| Vocational Shops | 20 pupils |
| Art | 25 pupils |
| Homemaking | 20 pupils |
| Health Education | 40 pupils |
| Music | 40 pupils |

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The Board agrees at all times to keep the schools reasonable and properly equipped and maintained.

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

D. Classroom teachers in all elementary schools shall have a duty free lunch period.

E. The Board shall attempt, whenever possible, to make available in each school adequate lunchroom, restroom and lavatory facilities exclusively for teacher use and one room which shall be reserved for use as a faculty lounge in which smoking shall be permitted.

F. Present telephone facilities shall be made available for teachers for their reasonable use for school business inherent in their assigned responsibilities.

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. The private and personal life of any teacher is not within the appropriate concern or attention of the Board providing it is not in violation of the local Code of Ethics as set forth in Schedule D and adopted by the Local M. E. A. Association and as approved by the Board of Education, and further, it is not in violation of the Michigan Tenure Act.

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 the employee association.

ARTICLE VIII Vacancies and Promotions

A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy and qualifications and provide for appropriate posting in every school building. No vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for a reasonable time.

B. Any qualified teacher may apply for such vacancy. The Board declares its support of a policy of promotions from within its own teaching staff whenever possible, including promotions to supervisory and executive levels.

ARTICLE IX Transfers

Any and all transfers shall be initiated by members of the teaching staff. The following factor shall be considered in the transfer of teachers:

When transfers are to be made, a conference of all employees concerned shall be held with the Superintendent. All reasons for the transfer shall be reviewed. The disposition of the case shall be in writing by the Superintendent to all parties involved. The Superintendent's decision shall be final.

ARTICLE X Leaves of Absences and Sick Leave

A. Sick leave and Emergency Leave. Sick leave of one day per month, shall be allowed. All of the unused days actually earned shall be added at the end of each fiscal year to the employee's sick leave reserve, provided that such sick leave reserve shall not exceed a total of 100 days; in addition three days shall be available for personal business each year non-cumulative. The number of teachers absent shall not be such that it will disrupt the school day.

B. Any teacher whose personal illness extends beyond the compensation period provided under paragraph A of Article X shall be granted a leave of absence without pay for complete recovery from such illness. Said leave is not to exceed more than one year or such extension as may be granted by the Board of Education. Prior to his return to duty, a doctor's certificate attesting to the recovery of the teacher enabling him to satisfactorily perform his duties shall be submitted to the Superintendent. Upon return from leave, a teacher shall be assigned to the same position if available or a substantially equivalent position. The teacher shall be reinstated no later than September of the ensuing school year.

C. A maternity leave shall be granted without pay upon written application, commencing not later than the end of the sixth month of pregnancy, except when this date falls within one school month of the end of the semester the teacher may be permitted to complete the semester. The teacher shall be entitled to return from such leave within two years. The teacher shall notify the Superintendent in writing by May 1 preceding her intention to return to teaching.

D. **Personal Business Leave.** An employee may be granted a leave of absence without compensation for personal reasons for a period of one year, provided it is not harmful in any way to the program of the school. Scheduled increments, adjustments in salary, and retirement credit are not allowed for such leave. The conditions under which a person may return from a leave for personal business shall be determined by the Board of Education upon recommendation of the Superintendent of Schools at the time of approval of request for leave.

E. **Emergency leave** not to exceed a total of five days per school year shall be granted by the Superintendent of Schools for the following reasons: marriage in the immediate family, death in the immediate family, required appearance in a court of law involving no moral turpitude on the part of the employee, and quarantine. (Immediate family shall be interpreted as: mother, father, husband, wife, child, sister, and brother, or grandchildren, mother-in-law, father-in-law, sisters-in-law, and brothers-in-law or any other member of the family unit living in the same household, no matter what degree of relationship). Leave of absence with no loss of pay will be granted when a teacher is called to jury duty. The school shall reimburse the teacher the difference between his salary and monies received from such jury duty.

F. **Leave of Absence for Attendance at Conferences of Local, State, and National Professional Organizations.**

The Board of Education shall encourage employees to actively participate in meetings of local, state and national professional organizations. The payment of employees expenses incurred in attendance and of the salary of substitutes shall be carried in the budget as an In-Service education expense item.

1. Eligibility to attend meetings of state and national professional organizations shall be based upon professional interest and leadership in positions of local affiliation.
2. Requests for permission to attend professional meetings shall be approved or disallowed by the Superintendent of Schools.
3. The employee shall file with the Superintendent a report on the activities of the conferences with recommendations, if any, for use by the school district.
4. Nothing in this section shall be construed to imply that the Board of Education shall pay its instructional employees for expenses incurred in attending these state and county institutes required by law.

G. **Leave of absence without pay** will be granted upon written request of up to two years to any teacher who joins the Peace Corps as a full-time participant in such program. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in Schedule A of this Agreement. The teacher shall notify Superintendent by May 1 preceding his return.

H. Teachers who are officers of the Association or are appointed to its staff shall, upon written request, be given a one year leave of absence without pay for the purpose of performing duties for the Association. The teacher shall notify the Superintendent by May 1 preceding his return. No increment will be allowed on return to the district.

I. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States, not to exceed four years or the duration of any emergency.

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 to the school system and regain sick leave earned prior to service. The teacher shall notify the Superintendent by May 1 preceding his return.

J. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office upon written application. The teacher shall notify the Superintendent by May 1 preceding his return. No increment will be granted to a teacher on his return.

ARTICLE XI

Insurance Protection

A. If a claim is awarded by the insurance company to an employee who is injured in the line of duty, he shall receive such compensation and expenses as are prescribed by the Workmen's Compensation Law of the state. Such compensation shall be supplemented with an amount sufficient to maintain his regular salary for a period not to exceed his sick leave reserve or a minimum of 50 days (computed in dollars). Such reserve shall be charged only for that portion in excess of the compensation payment.

B. The Board will provide insurance without cost to the teacher in the amount of \$100,000 bodily injury, \$300,000 each occurrence, and \$25,000 property damage for any accident involving the use of a non-school vehicle while on authorized school trips and/or business.

ARTICLE XII

Teacher Evaluation

A. Schedule E shall be used for the evaluation of teachers.

B. At the discretion of the Superintendent, each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association shall, upon the request of either party, be present during the review.

C. No teacher shall be disciplined, reduced in rank or compensation or deprived of any professional advantage without just cause, except with the rights allowed by the Tenure Act to the Board of Education as relates to probationary teachers. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance or violation of professional ethics asserted by the Board, or any agent or representative thereof, shall be subject to the professional grievance negotiations procedure hereinafter set forth.

ARTICLE XIII Protection of Teachers

A. The Board recognizes its responsibility to give 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 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.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board, upon written request of a teacher, will 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.

C. Any written complaints by a parent of a student directed toward a teacher made to the administration shall be promptly called to the teacher's attention.

D. The Board and Association mutually agree to investigate and initiate an insurance program covering teacher liability.

ARTICLE XIV Negotiation Procedures

A. It is contemplated that matters not specifically covered by this Agreement in regards to wages, hours and working conditions shall be subject to professional negotiations upon the mutual consent of the parties.

B. In the event the salary schedule is reopened for negotiation, by either party, as provided in Article IV of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. Not sooner than January prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

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

ARTICLE XV Professional Grievances

A. Building Principals and Supervisors shall have the right to reprimand. All other disciplinary action must follow the grievance procedure.

B. A teacher, believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment, may file a written grievance with the Association. The Association may, if it deems necessary, file a written grievance with the Board or its designated representative.

C. If a major disciplinary action is contemplated by the Administration against any teacher as a result of several evaluations that indicate cause for such contemplated action, then the Superintendent shall submit the facts that have lead him to this position in regard to such teacher to the grievance committee of the Association for their consideration and action. The grievance committee shall make its recommendation known to the Superintendent. If appropriate hearings and recommendations on such action have not been completed in five days by the Association, the Superintendent shall take other disciplinary action.

D. 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 alleged major infraction of discipline or delinquency in professional performance where severe disciplinary action or dismissal is warranted. When a request for such representative is made, the teacher and his representative will meet with the Superintendent at a time mutually agreed upon; such meeting shall take place within five days. Actions not having been completed in five days, the Superintendent may take other disciplinary action.

E. Within five days of receipt of a grievance the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meeting. The Board representative shall have five days from receipt to approve or disapprove it. If the grievance shall be denied by the representative, the grievance shall within five days be transmitted to the secretary of the Board, with a statement of reasons why it is being disapproved.

F. The Board shall at its next regular meeting consider the grievance providing the grievance is submitted 72 hours prior to said meeting. The Board may hold a hearing thereon or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with express written consent of the Association, shall a decision of the grievance be made by the Board more than 30 days after its submission to the Board.

G. If the Board's decision is not satisfactory, the Association reserves all rights for future action under the Laws of the State of Michigan.

H. Any teacher who has filed a complaint can at any time withdraw the complaint. In this instance the grievance shall be terminated.

ARTICLE XVI

Miscellaneous Provisions

A. The Board of Education shall seek the advice of the Association in planning any tax program of a general operational nature.

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

C. This Agreement shall supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall

be incorporated into and be considered the established policies of the Board in regard to teachers.

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

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

F. The salary of an employee shall begin at the time he reports for duty or date of contract. The salary shall be paid bi-weekly on such calendar dates as are established by the Board. Salaries shall be paid as soon as possible after the close of the pay roll period, if funds are available.

The Board of Education shall make available to those instructional employees employed on a 9 1/2 months basis the opportunity to receive their contractual salaries over a twelve month period. Such request shall be made to the Superintendent of Schools at the time the contract is prepared.

BOARD OF EDUCATION

William J. McIntyre

President

Leo A. Cordeiro

Secretary

ALCONA TEACHERS CLUB

Mr. Charles E. Hunt

President

Secretary

ALCONA COMMUNITY SCHOOLS
TEACHER SALARY SCHEDULE

SCHEDULE A

July 1, 1966

| No. Years Experience | 120 Sen. Hrs. | Prov. Cert. with B. A. Degree | B. A. + 10 Grad. Sen. Hrs. | B. A. + 20 Grad. Sen. Hrs. | H. A. Degree | H. A. + 15 Sem. Hrs. | H. A. + 30 Sem. Hrs. |
|---------------------------|---------------|-------------------------------|----------------------------|----------------------------|--------------|----------------------|----------------------|
| 0-1 | 4400 | 5400 | 5500 | 5600 | 5800 | 6000 | 6200 |
| 2-3 | 4600 | 5800 | 5900 | 6000 | 6200 | 6400 | 6600 |
| 4-5 | 4800 | 6200 | 6300 | 6400 | 6600 | 6800 | 7000 |
| 6-7 | 5000 | 6600 | 6700 | 6800 | 7000 | 7200 | 7400 |
| 8-9 | | 7000 | 7100 | 7200 | 7400 | 7600 | 7800 |
| 10-11 | | 7400 | 7500 | 7600 | 7800 | 8000 | 8200 |
| 12-13 | | | | | 8200 | 8400 | 8600 |
| End of 16 years Longevity | | | | | 500 | 500 | 500 |
| End of 19 years Longevity | | | | | 500 | 500 | 500 |

1. Staff members placed on salary schedule with B. A. and/or above shall also hold a provisional or permanent certificate.
2. All non-degree and teachers holding special certificates shall receive an amount equal to or greater than their 1965 salary for the 1966-67 school year, but not more than \$100.
3. A maximum of up to 8 years outside experience will be allowed with full increments.
4. All semester hours beyond a bachelor's degree must be graduate hours for eligibility for additional increase.
5. Any teacher placed on a third year probationary status shall not receive an increment for that year. Upon receiving tenure, such teacher shall continue on to the next step in the salary schedule.
6. Graduate hours beyond a degree shall be determined as of September of each year for salary purposes. No further adjustment will be made during the course of the school year.
7. All non-degree and teachers holding special certificates will receive up to a maximum of three years credit for experience within the district upon qualifying for a provisional certificate at the rate of one year for every two years experience.
8. All professional staff members dealing directly with children shall be on this pay scale.
9. The school year of 1966-67 shall be the base year for determining eligibility for longevity.
10. Present staff members shall be allowed to progress only one year for experience on this salary schedule.

SCHEDULE B

SCHOOL CALENDAR for 1966-67

| | |
|------------|--|
| Sept. 5 | Labor Day |
| 6 | Pre-School Conference |
| 7 | Registration and Orientation |
| 8 | School - full day |
| Oct. 6-7 | Teacher Institute |
| Nov. 24-25 | Thanksgiving |
| Dec. 21 | Schools close end of day - Christmas recess |
| Jan. 3 | Schools open |
| Mar. 22 | Easter recess (end of day Wed.) |
| 28 | Schools open (Tues.) |
| May 30 | Memorial Day (Schools Closed) |
| June 9 | End of school year |
| Nov. _____ | Days off for deer season to be determined when State Legislature sets date for deer season |

SCHEDULE OF EXTRA PAY FOR EXTRA WORK
Approved 4-26-1966

SCHEDULE C

| <u>Assignment</u> | <u>First Year</u> | <u>Second Year</u> | <u>Third Year</u> |
|--|-------------------|--------------------|-------------------|
| Football-Head Coach | 300. | 350. | 450. |
| Basketball coach | 300. | 350. | 450. |
| Baseball | 150. | 200. | 250. |
| Track | 150. | 200. | 250. |
| Basketball-Jr.High | 150. | 200. | 250. |
| Assistant Football coach | 200. | 250. | 300. |
| Jr. Varsity Football Coach | 200. | 250. | 300. |
| Jr. Varsity Basketball Coach | 200. | 250. | 300. |
| Athletic Director | 250. | 300. | 350. |
| Cheerleader Director | 200. | 250. | 300. |
| Elementary Basketball Coaches | 150. | 150. | 150. |
| Forensics and Debate | 150. | 200. | 250. |
| Band Director | 150. | 200. | 250. |
| Choral Director | 150. | 200. | 250. |
| Audio-Visual Director | 100. | 150. | 200. |
| Year Book | 150. | 200. | 250. |
| G.A.A. | 150. | 200. | 250. |
| Newspaper (Minimum 10 issues per year) | 150. | 200. | 250. |
| Student Council | 100. | 150. | 200. |
| Academic Chairman | 150. | 200. | 250. |
| Vocational Chairman | 150. | 200. | 250. |
| Grade Sponsors-Senior Head | 100. | 100. | 100. |
| Junior Head | 100. | 100. | 100. |
| Assistant | 50. | 50. | 50. |
| Soph. | 50. | 50. | 50. |
| Freshman | 50. | 50. | 50. |
| Eighth Grade | 50. | 50. | 50. |
| Seventh Grade | 50. | 50. | 50. |

9. All teachers teaching the equivalent of a regular class period outside the regular school day shall be paid at the rate of \$4.00 per hour. The above rate shall also apply to any full time teacher who substitutes during his preparation period.

SCHEDULE D

PROFESSIONAL ETHICS

We, the members of the Alcona Community Schools faculty, hold these truths to be self-evident....

- That the primary purpose of education in the United States is to develop citizens who will safeguard, strengthen, and improve the democracy obtained through a representative government;
- That the achievement of effective democracy in all aspects of American life and the maintenance of our national ideals depend upon making acceptable educational opportunities available to all;
- That the quality of education reflects the ideals, motives, preparation, and conduct of the members of the teaching profession;

FIRST PRINCIPLE: The primary obligation of faculty personnel is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

In fulfilling the obligations of this first principle faculty personnel will....

1. Deal justly and impartially with pupils regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics.
2. Recognize the differences among pupils and seek to meet their individual needs.
3. Encourage pupils to formulate and work for high individual goals in the development of their physical, intellectual, creative and spiritual endowments.
4. Aid pupils to develop an understanding and appreciation not only of the opportunities and benefits of American democracy but also of their obligation to it.
5. Respect the right of every pupil to have confidential information about himself withheld except when its release is to authorized agencies or is required by law.
6. Accept no remuneration for tutoring except in accordance with approved policies of the Board of Education.

SECOND PRINCIPLE: The faculty personnel share with parents the task of shaping each pupil's purposes and acts toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.

In fulfilling the obligations of this second principle faculty personnel will....

1. Respect the basic responsibility of parents for their children.
2. Seek to establish friendly and cooperative relationships with the home.

3. Help to increase the pupil's confidence in his own home and avoid disparaging remarks which might undermine that confidence.
4. Provide parents with information that will serve the best interest of their children, and be discreet with information received from parents.
5. Keep parents informed about the progress of their children as interpreted in terms of the purposes of the school.

THIRD PRINCIPLE: The teaching profession occupies a position of public trust involving not only individual faculty personnel conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner.

In fulfilling the obligations of this third principle faculty personnel will....

1. Adhere to any reasonable pattern of behavior accepted by the community for professional persons.
2. Perform the duties of citizenship, and participate in community activities with due consideration for his obligations to his pupils, his family, and himself.
3. Discuss controversial issues from an objective point of view, thereby keeping his class free from partisan opinions.
4. Recognize that the public schools belong to the people of the community, encourage lay participation in shaping the purposes of the school, and strive to keep the public informed of the educational program which is being provided.
5. Respect the community in which he is employed and be loyal to the school system, community, state, and nation.
6. Work to improve education in the community and strengthen the community's moral, spiritual, and intellectual life.

FOURTH PRINCIPLE: The members of the teaching profession have inescapable obligations with respect to employment. These obligations are nearly always shared employer-employee responsibilities based upon mutual respect and good faith.

In fulfilling the obligations of this fourth principle faculty personnel will....

1. Conduct professional business thru the proper channels.
2. Refrain from discussing confidential and official information with unauthorized persons.
3. Apply for employment on the basis of competence only, and avoid asking for a specific position known to be filled by another teacher.
4. Seek employment in a professional manner, avoiding such practices as the indiscriminate distribution of applications.

5. Refuse to accept a position when the vacancy has been created through unprofessional activity or pending controversy ~~over~~ professional policy or the application of unjust personnel practices and procedures.
6. Adhere to the conditions of a contract until service thereunder has been performed, the contract has been terminated by mutual consent, or the contract has otherwise been legally terminated.
7. Give and expect due notice before a change of position is to be made.
8. Be fair in all recommendations that are given concerning the work of other teachers.
9. Accept no compensation from producers of instructional supplies when one's recommendations affect the local purchase or use of such teaching aids.
10. Engage in no gainful employment, outside of his contract, where the employment affects adversely his professional status or impairs his standing with students, associates, and the community.
11. Cooperate in the development of school policies and assume one's professional obligations thereby incurred.
12. Accept one's obligation to the employing board for maintaining a professional level of service.

FIFTH PRINCIPLE: The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationships among all faculty personnel. Community support and respect are influenced by the standards of faculty personnel and their attitudes toward teaching and other faculty personnel.

In fulfilling the obligations of this fifth principle faculty personnel will....

1. Deal with other members of the profession in the same manner as he himself wishes to be treated.
2. Stand by other faculty personnel who have acted on his behalf and at his request.
3. Speak constructively of other faculty personnel but report honestly to responsible persons in matters involving the welfare of pupils, the school system, and the profession.
4. Maintain active membership in professional organizations and, thru participation, strive to attain the objectives that justify such organized groups.
5. Seek to make professional growth continuous by such procedures as study, research travel, conferences, and attendance at profession meetings.
6. Make the teaching profession so attractive in ideals and practices that sincere and able young people will want to enter it.

TEACHER EVALUATION

Philosophy

The evaluation of a teacher is a continuing, co-operative process in which the teacher and others who participate in the evaluation review their common understanding of the teachers responsibilities, examine the conditions under which the teacher is working and determine whether or not the teacher is performing effectively. Decisions should then be made regarding changes in the task, the conditions, or the teaching, as indicated by the results of the evaluation. Because of these factors, this evaluation form has been developed to achieve:

1. The improvement of the personal and professional growth of each teacher and thus insure a higher quality of instructional service.
2. To provide a basis for necessary administrative recommendation.

Use of Instrument

Probationary Teachers

1. Probationary teachers shall be evaluated by observation, a minimum of three times during the school year.

Tenure Teachers

1. Tenure teachers shall be observed and evaluated a minimum of once every year.

Additional evaluations may be made at the discretion of principal, or on request of the teacher. Three copies will be made; one for the Superintendent, one for the principal, and one for the teacher.

The Conference

A conference between the teacher and the evaluator is required. This form shall be treated in a confidential manner.

Teacher Evaluation Form

Name of Teacher _____ School _____

Date _____ Experience in Dist. _____ Total Exp. _____

Probationary _____ Tenure _____ Tenure Transfer _____
(indicate year)

I. Personal Qualities

- 1. Pleasant - Has good disposition
- 2. Well poised
- 3. Neat and appropriately dressed
- 4. Dependable
- 5. Courteous and considerate of others
- 6. Merits respect
- 7. Enjoys working with children

II. Professional Qualities

- 1. Cooperates with parents
- 2. Accepts responsibility

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Code of Self Appraisal to be used in column 1

- 1 - One of my strongest characteristics
- 2 - Satisfactory characteristic
- 3 - One of my weakest characteristic (one which I should like to improve)

Code for Principal's Appraisal, if any, to be used in column 2

- 1 - One of the teacher's strongest characteristics
- 2 - Satisfactory characteristic
- 3 - One of teacher's weakest characteristics (one which the teacher should like to improve)
- 4 - Unsatisfactory
- 5 - No opportunity to observe performance in this area.

