

1968-69

15 Antreim 9-1-69 Research

The Bellaire Education Association and the School District of Bellaire, Michigan have reached certain understandings which they desire to confirm in this agreement entered into this _____ day of _____ 1968 and shall continue in effect until September 1, 1969. This agreement shall supersede any other documentation. Rights granted here shall be in addition to those provided elsewhere.

- I. The BEA shall be the sole bargaining representative for all certified personnel, excluding Superintendent and Principals.
- II. Deductions for dues (BEA, MEA, NLA and affiliated groups), hospitalization, credit union, and tax annuities shall be provided.*
- III. A. The teachers work day shall begin 15 minutes before and end 15 minutes after the last regularly scheduled classes.
 B. The teaching schedule of classes shall be 5 hours in a normal school day.
 C. All teachers shall be provided a duty-free lunch period equivalent to the regular lunch period.
- IV. A. If in any event an elementary class exceeds 30 pupils (15 in the Special Education and an agreed upon number in combination rooms) the teacher affected will have the right to extra services of a teachers aide.
 B. Teachers aides shall assume the various non-professional duties such as taking lunch tickets, etc.
- V. Changes in teaching assignments later than two weeks after the closing of the regular school year will be made only with the consent of the teacher involved.

* The possibility of a service charge exists. This would be established as the actual cost for separate entries.

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Bellaire School District

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- VI. A. At the beginning of each school year each teacher shall be credited with a 15 day sick leave, accumulative to 60 days, with no deductions in pay.
- B. Absence due to death or emergency illness in the teacher's immediate family shall be deemed legitimate use of sick leave.
- C. Each teacher will be given two personal business days per year with no deduction in pay, but will be subtracted from the sick leave allowance.
- D. Up to four professional days per year will be allowed upon approval of the Superintendent with no deduction in pay, but will be subtracted from sick leave allowance.
- E. Those conferences delegated in the school calendar or requested by the Board or Superintendent will not be subtracted from sick leave allowance.
- VII. Teacher evaluations will be conducted through the policy stated in Administration of Tenure, submitted by the Superintendent as of May 14, 1968. A copy will be provided to each teacher.
- VIII. To insure total staff participation in curriculum planning, the Board will provide early dismissal of students and release time for the teachers a minimum of 4 times during the school year for in-service meetings and these meetings will last until 4:30 unless otherwise designated.
- IX. As part of this agreement the salaries of certificated personnel and additional compensations for extra duties are set forth in Schedule A. All teachers shall be given credit on the Salary Schedule set forth in Schedule A for each year of outside teaching experience, but in no event more than five years. No moneys shall be included in a teacher's salary unless included in ratified Schedule A.

see attached policy

X. Upon the request of either party, BEA or Board, negotiations will be initiated to constructively consider and resolve matters not covered or not clarified by this agreement. The outcome of such negotiations shall be subject to ratification and added as an amendment to this document.

For the Board of Education

For the Bellaire Education Association

(President)

DONALD SMITH
(President)

(Secretary)

JUDITH STOOPS
(Negotiating Committee Member)

(Treasurer)

(Negotiating Committee Chairman)

SCHEDULE A

| <u>Step</u> | <u>B.A.</u> | <u>M.A.</u> | <u>M.A. and 30</u> |
|-------------|-------------|-------------|--------------------|
| 1 | \$ 6,400 | \$ 6,800 | \$ 7,000 |
| 2 | 6,550 | 8,950 | 7,150 |
| 3 | 6,700 | 7,100 | 7,300 |
| 4 | 6,900 | 7,300 | 7,500 |
| 5 | 7,140 | 7,540 | 7,740 |
| 6 | 7,380 | 7,780 | 7,980 |
| 7 | 7,620 | 8,020 | 8,220 |
| 8 | 7,920 | 8,320 | 8,520 |
| 9 | 8,220 | 8,620 | 8,820 |
| 10 | 8,520 | 8,920 | 9,120 |
| 11 | 8,820 | 9,220 | 9,420 |
| 12 | 9,200 | 9,600 | 9,800 |
| 13 | 9,500 | 9,900 | 10,100 |

EXTRA DUTIES

| | |
|---------------------------|--------|
| Club Sponsor (3) | \$ 100 |
| School Play (2) | 100 |
| Yearbook & School Paper | 200 |
| Music Programs | 400 |
| Class Sponsor | |
| 9th grade | 50 |
| 10th grade | 50 |
| 11th grade | 100 |
| 12th grade | 150 |
| Cheerleading | 300 |
| Coach | |
| Head Football | 700 |
| Head Basketball | 700 |
| Head Track | 400 |
| Assistant Football | 350 |
| Junior Varsity Basketball | 350 |
| 7th Grade Basketball | 125 |
| 8th Grade Basketball | 125 |

summer Driver Training \$35/student

ADMINISTRATION OF TENURE

POLICY

The board of education sets and approves all policies and procedures.

The superintendent of schools and principals are responsible for the administration and supervision of tenure. The helping teachers act in an advisory capacity.

PROCEDURE

A. Responsibility of Superintendent --

1. Shall make official written notices to the probationary teacher, and a copy put in the probationer's permanent file, which will cover official conferences and any others deemed pertinent.
2. In cases of disagreement, the President of B.E.A. or Chairman of P.N. Committee shall observe the written conference reports and sign them.
3. In cases of disagreement, the B.E.A. shall write a report also for the permanent file.

B. Responsibility of Principal --

1. Shall explain tenure program to all new probationers; explain the evaluation sheet and interpret the importance placed on various items listed; review the tenure program with the helping teachers soon after school begins.
2. Shall assign a helping teacher to the probationer when the probationer's employment begins. A new helping teacher shall be appointed for the probationer upon the request of the probationer, the helping teacher, or the principal.
3. Shall schedule at least two probationer-principal conferences; one before November 15, and a second before February 15. The conference reports will be in written form and a copy shall go to the superintendent, principal, and the probationer.
4. Shall observe and visit the probationer prior to each conference held.
5. Shall evaluate the work of the probationer and make advisory recommendations regarding tenure status to the superintendent on or before February 15.
6. Shall help tenure teachers to maintain the high standards expected of those on tenure.

C. Responsibility of Helping Teacher --

1. The role of the helping teacher is supportive - not supervisory. He stands in the position of a friendly counselor and helpful personal advisor.

Administration of Tenure - continued

2. The helping teacher must be a tenure teacher; if possible in the same department or at least the same school.
3. Shall make the probationer familiar with the traditions, routine procedures and policies of the system in general, and at his own building. He shall answer such questions as may be presented.
4. Shall help in the personal adjustment of the probationer in his relationship with the adult personnel in his building, in the school, and in the community.
5. Shall offer constructive suggestions to encourage the probationer and at the same time establish a helpful, friendly relationship between the two.
6. Shall ask the principal to make a change in the event the probationer-helping teacher relationship proves unsatisfactory.

D. Responsibility of Probationer ---

1. Shall ask for help from his helping teacher, since it is difficult for the most understanding and willing helping teacher to know what help is needed, unless he is consulted.
2. Shall familiarize himself with the master agreement, policies, the building handbook, and with the traditions of the school system in general and of his building.
3. Shall ask the principal to make a change in the event the probationer-helping teacher relationship proves unsatisfactory.