

Mrs. Thomas R. Layne
214 East ...
Schoolcraft, Mich. 49087

RECEIVED

AUG 16 1967

OFFICE OF
PROFESSIONAL NEGOTIATIONS

Dear Mr. Erickson - *Aug. 15, 1967*

Enclosed is a copy of
the final agreement of items
on the new master's contract
in Schoolcraft. A vote
on ratification will be held
on Sept. 1st. We anticipate
no problems in obtaining a
favorable vote.

Sincerely,
Mrs. Thomas
Layne

6/30/69

67-69

August 15, 1967

Dear S.E.A. Member,

This report which we indicated would be sent out monthly is a bit late, but no meaningful news took place until just recently. The negotiating committee took your specific proposals from the contract and presented them to the Board on July 24th. This newsletter refers to the meeting which took place on August 8th concerning the reactions of the Board to our proposals of that date.

After long and fruitful discussions dating back to early last winter, the Board's negotiating committee and the Association's negotiating committee have reached agreement on the conditions of the new Master Contract. We consider this to be one of the better contracts in our area, especially with regard to pupil-teacher ratio, sabbatical leave, increased salary schedules and increased fringe benefits.

On September 1st, the contract will be presented for ratification at the S.E.A. business meeting. The committee wholeheartedly endorses this agreement.

Sincerely,

Teddie Layne
Eric Smith
Betty Robinson

Schoolcraft Board of Education

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AUG 16 1967

OFFICE OF
PROFESSIONAL NEGOTIATIONS

FOR REVIEW

9-1-67/6-30-69

MEA
1216 Kendale
E. Lansing, MI
48823

REVISIONS TO MASTER AGREEMENT
between
SCHOOLCRAFT BOARD OF EDUCATION
and
SCHOOLCRAFT EDUCATION ASSOCIATION

Article III
Professional Compensation

A. (Edit to read) The salaries of teachers covered by this agreement are set forth in Schedules A, B, and C which are attached and incorporated in this agreement. Such salary schedules shall remain in effect during the two (2) year term of this agreement, provided, however, that upon written notice to the other party at least sixty (60) days prior to the first (1st) day of April every year of this agreement either party may request the reopening of negotiation of such salary schedules.

Article IV
Teaching Hours

C. (to read) All teachers shall be entitled to a duty-free uninterrupted lunch period as follows:
1. high school - minimum 30⁰ each day.
2. elementary school - minimum 40⁰-50⁰ each day

Article V
Professional Qualifications and Assignments

C. (to read)...must be consulted and notified by their principals or superintendents prior to August 15th. However, under emergencies or lack of complete staff this can be adjusted.

E. 3. (to read) A Master's Degree, or be completing a Master's Degree.

Article VI
Teaching Conditions

A. (to read) As the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that the class size should be kept within the following guidelines based on present facilities:

Elementary

K-2	25 students
3-8	30 students

Secondary

English	30 students
Social St.	30 "
Mathematics	
Geometry	30 "
Algebra	30 "
Trig	30 "
Gen. Math	25 "

Article VI
Teaching Conditions

(cont)

Science		
Chemistry	24	students
Biology	24	"
Physics	25	"
Jr. Hi. Sci.	28	"
Language	25	"
Business	20	"
Typing	22	"
General Music	40	"
Band and Chorus	unlimited	
Art	15	students
Phys. Ed.	40	"

A committee consisting of building principals and two (2) teachers from each building shall be established for continued study and shall make necessary recommendations to the Board no less than annually.

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

The Board guarantees that it will provide sufficient textbooks to insure that each pupil in a classroom have textbooks for his own use. Prior to changing a textbook or selecting a new textbook the teachers affected and/or a committee of such teachers will be given the opportunity to meet and consult with the superintendent or his designee regarding the proposed change or selection.

After a teacher's supply order is approved by a principal it will not be changed or rejected without notification to and consultation with the teacher except in cases of emergency.

E. (to read) A school phone shall be available in the teacher's lounges. Each building shall be serviced by more than one line. All long distance calls shall be charged to the Schoolcraft Education Association and correspondingly billed to the one making the call.

I. (to read) There shall be a free planning period each day equivalent to the regular class time for all secondary school teachers employed by the District.

All elementary teachers will have guaranteed free planning time of at least 20' for all specialclasses. (music, library, art)

J. (to read) Work-days shall be allowed at the close of each semester for the purpose of completing student records, reports, inventories, cumulative files and so forth. This shall apply to all teachers employed by the District. Work-days will be distributed as follows:

January
one full day

June
two full days

- K. (to read) All teachers who volunteer or are requested for noon hour supervision of students shall be paid \$2.00 per period of said supervision.
- L. (to read) In the elementary school all collections of money will be handled through the school office.

Article VII
Leave Pay

- D. (to read) Upon retirement a teacher shall be paid for one-half of the unused portion of sick leave accumulated.
- E. (to read) Once 90 days of sick leave have been accumulated a teacher shall be paid \$10.00 per each day of unused sick leave thereafter.

Article VIII
Leaves of Absence

B. 4. OMIT

- C. 6. (to read) Time necessary for the conduct of personal affairs which cannot normally be handled outside school hours, such as performance of religious obligations, legal and medical and dental appointments when such appointments cannot be made at any other time to a total of four half-days or two full days and approved in advance by Administration, excluding one day prior to and/or following vacation periods. Forms shall be available from the Principal of each building.
- D. (to read) Upon recommendation by the Superintendent the district will grant leaves for professional growth for a period not to exceed one (1) year and subject to the following conditions:
 1. No more than one (1) person per year of the teaching staff will be absent on such leave at any one time.
 2. The teacher have completed at least five (5) years employment by the district.
 3. Compensation will be paid at one-half the annual salary rate for a full years leave or one-quarter of the annual salary rate for a semester's leave.
 4. The teacher will agree to return to employment in the district for two (2) full years following completion of studies, or one year for one semester's sabbatical leave. Failure to abide by the agreement will result in return of full payment.
 5. Upon return, the teacher will be placed on the salary schedule at the level he would have achieved if he had not been absent.
 6. Applications for sabbatical leave shall be received by the superintendent no later than March 1 of the school year preceding the school year for which the leave is requested. Preference in granting such leaves will be based on both anticipated benefits to the district and length of service in the school system.

Article IX
Insurance Protection

- A. (to read) The Board shall provide without cost to the teacher group insurance of \$10.00 per month (\$120.00 per year) to be applied as designated by the teacher to the MEA 4-Option plan.

Article X
Teacher Evaluation

- A. (to read) ...and by qualified personnel. A minimum of two (2) observations shall be made of all probationary teachers and at least one (1) observation of all tenure teachers shall be made each semester.

Article XII
Negotiation Procedures

- C. (to read) The Board's negotiating or bargaining representatives shall include at least two (2) members of the board whenever possible. (remainder of paragraph as per contract)

Article XIII
Professional Grievance Negotiation Procedure

I. Introduction

A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided.

II. Steps of Procedures

A. Level One

- 1. A teacher with a grievance may initiate this procedure within seven (7) days of the act of grievance in one of the following ways:
 - a) he may approach his immediate supervisor (e.g. Principal) and discuss the matter in his own behalf, or
 - b) he may request that a representative of the Association accompany him in approaching his immediate supervisor. In such case, the supervisor shall not initiate any consultation with the grievant prior to any scheduled meeting at which a representative is to be present.

- 2. In the event that steps (a) or (b) are unseccessful, or one of the parties to the grievance does not wish to use these steps, the teacher may file a formal grievance on a form to be supplied by the Association. (see Appendix) The form shall be completed in triplicate, one copy for the grievant, one for the Association and one for the immediate supervisor. A formal grievance shall be filed as soon as possible with the building principal. Withink three(3) school days of receipt of the grievance, except in case of absences, the principal shall meet with the Association in any effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within three days of such meeting, and shall furnish a copy thereof to the Association. In event of absence, the principal shall have three (3) days upon his return to indicate his disposition.

B. Level Two

If the Association is not satisfied with the disposition of the grievance or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the superintendent. Within five school days the superintendent except in case of absence, shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three school days of such meeting, and shall furnish a copy thereof to the Association. In event of absence, the superintendent shall have three (3) days upon his return to indicate his disposition.

C. Level Three

If the Association is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, or its designee, no later than its next regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven days thereafter. A copy of such disposition shall be furnished to the Association.

D. Level Four

1. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to mediation before an impartial mediator. If the parties cannot agree as to the mediator, he shall be selected by the Labor Mediation Board in accord with its rules which shall likewise govern the mediation proceeding. The Board and the Association shall not be permitted to assert in such mediation proceeding any ground or to rely on any evidence not previously disclosed to the other party. The mediator shall have not power to alter, add to or subtract from the terms of the Agreement. Both sides shall honor the decision of the mediator.
2. The fees and expenses of the mediator shall be shared equally by the parties.

III. Terms of Grievance

- A. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all salary lost and without penalty with respect to salary step.

B. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Article XIV
Miscellaneous Provisions

- F. (to read) which will be vacant for at least one semester will,
 1. The Association will be provided with three (3) copies of minutes of official board meeting simultaneously with the receipt of said minutes by the Board.
 2. A copy of the official agenda of the meeting will be available to the Association at the Superintendent's office and in each teacher's lounge prior to said meetings.
 3. All copies of complete fiscal, budgetary and tax programs presented to the Board and which affect the district shall be presented to the Association.

- M. (to read) Positions which will be vacant for at least one semester will, to the extent possible, be filled by personnel who have met the state certification requirements. After being employed in the same position for at least twenty (20) days a substitute teacher will be paid at the approximate rate on the regular teacher salary schedule as of the first day in said position as a long-term substitute.

- N. (to read) In those cases where a teacher is absent for one day, or when the administration has been notified one day prior to absence, and regular substitutes are not available and a regular teacher voluntarily agrees to serve as a substitute during non-teaching periods of his regular daily assignment, the teacher shall be paid an additional five dollars (\$5) for each period substituted. Such arrangements will be made by the principal of the school, which will be vacant for at least one semester will, for each period substituted, be filled by personnel who have met the state certification requirements.

Article XVI
Duration of Agreement

This agreement shall be effective as of September 1, 1967 and shall continue in effect for two (2) years until the 30th of June, 1969.
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SCH EDULE A
SALARY SCHEDULE FOR 1967-68

STEP	INDEX	BA	MA
1	1.00	\$5700	\$5950
2	1.04	5928	6188
3	1.08	6156	6426
4	1.12	6384	6664
5	1.16	6612	6902
6	1.20	6840	7140
7	1.24	7068	7378
8	1.28	7296	7616
9	1.32	7524	7854
10	1.36	7752	8092
11	1.40	7980	8330
12	1.44		8568
13 ^c	1.48		8806

Incentive for Professional Growth

In addition to salaries in Schedule A the Board agrees to pay for:

1. BA Degree - \$10.00 per semester hour of college credit earned above BA requirements and beyond the 10 hr. requirement for permanent certification.
2. MA Degree - \$10.00 per semester hour of college credit earned above MA requirements.

These additions will be paid on a continuing basis.

Additional Benefits:

Compensation for transportation between schools:

Teachers assigned to instructional duties in both school buildings shall be paid for travel compensation, \$20.00 per school year. (vocal music, librarian, remedial reading, art.)

Group Insurance:

The Board shall provide without cost to the teacher, group insurance protection of \$10.00 monthly or \$120.00 yearly to be applied to the MEA 4 Option plan as designated by the teacher. This shall apply to all teachers employed during the 1966-67 school year. New teachers must be employed for a period of two (2) years before this will become effective.

Teachers are allowed 10 days/year sick leave, cumulative to 90 days.

SCHEDULE B
SALARY SCHEDULE 1968-69

Step	Index	BA	MA
1	1.00	\$6100	\$6350
2	1.04	6344	6604
3	1.08	6588	6858
4	1.12	6832	7112
5	1.16	7076	7366
6	1.20	7320	7620
7	1.24	7564	7874
8	1.28	7808	8128
9	1.32	8052	8382
10	1.36	8296	8636
11	1.40	8540	8890
12	1.44		9144
13	1.48		9398

Incentive for Professional Growth

(as stated on Schedule A)

Additional Benefits:

(as stated on Schedule A)

SCHEDULE C
EXTRA-CURRICULAR DUTY SALARIES

Sports

Football

Head Coach- Varsity	\$500.00
Asst. Coach- Varsity	300.00
Jr. Varsity Coach	250.00
Jr. Hi. Coach	125.00

Basketball

Head Coach- Varsity	\$550.00
Jr. Varsity Coach	350.00
Frosh Coach	250.00
Jr. Hi. Coach	225.00

Baseball

negotiable

Track

Head Coach	\$200.00
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Tennis

65.00

Golf

65.00

Cheerleader Advisor

\$125.00

Others

Jr. Class advisorship	\$ 85.00 (total)
Sr. Class Play	100.00
Jr. Class Play	100.00
Band Director	400.00