

POLICY HANDBOOK

UPDATED 2008

COLLECTIVE BARGAINING

R 88-18 Overcrowded Classes: It is MSEA's belief that an overcrowded class is detrimental to the learning and achievement of all students.

R 88-19 Non-Instructional Duties: It is MSEA's position that every effort should be made to relieve teacher of non-instructional duties through the use of non-instructional aides who are trained adequately.

R 94-01 Mandatory Subjects of Bargaining: MSEA believes that any change in the school calendar that affects working conditions (i.e. year round school, split shift) is a mandatory subject of bargaining.

R 00-04 Recognition of National Board Certification: MSEA urges the school district to recognize National Board Certification of professional certified employees (speech and language pathologists, audiologists, psychologists, occupational therapists, physical therapists and nurses) as an equivalent to the National Board Certification of the Master teacher, and therefore grant any status and benefits assigned to all other National Board Certificated individuals. (Amended 01/03) (Moved from Ed Exc)

R 04-01 Representative Fee: MSEA believes a representative fee equal to the unified local, state, and national due be paid by each member of the bargaining unit who is not an Association member. (Amended 00, 04)

NB 87-01 Appropriate Salary Levels: MSEA supports efforts by school employees, through collective bargaining, to gain salary levels appropriate to the skill, value, responsibility, and requirements of their jobs. (Moved from Teacher Rights Committee 1989)

NB 88-10 Half-time Employee's Preference: MSEA will negotiate preference for half-time (half-day/job share) employees under continuing contract over new hires and recall-list employees, for existing full-time vacancies. (Amended 90, 01)

NB 88-12 Funded Duties: MSEA lobby the School Board and Borough Assembly to fully fund all added duty activities.

NB 88-13 Minimize Assault and Harassment: MSEA shall seek to negotiate ways to minimize the possibility of assault and harassment of teachers, and maximize safety of teachers as well as uniform enforcement of zero tolerance policies. MSEA will seek to negotiate planned in-service for all building staff relative to these policies. (Amended 93, 95)

NB 88-15 NEA-Alaska Coordinate Bargaining: MSEA continue to support and participate in NEA-Alaska's efforts to establish and implement coordinated bargaining activities among NEA-Alaska locals.

NB 93-08 Administrative Leave Criteria: MSEA shall negotiate the criteria for administrative leave including equity in distribution.

NB 93-10 Teacher Training: MSEA shall negotiate that the district provides appropriate training before the implementation of new programs, curricula, or changes in district policies and procedures. (Amended 99, 04)

NB 97-10 Release Time: MSEA will negotiate for release time for all members to prepare for portfolios for performance assessments, national board certification or licensure. (Amended 99, 03, 04)

NB 97-13 Department Chairpersons: MSEA will continue to negotiate the contractual status of department chairpersons as part of the negotiated agreement. (Amended 04)

NB 99-01 Uninterrupted Daily Prep Period: MSEA will negotiate to maintain language which will mandate that prep time of 225 minutes per week, and uninterrupted daily prep periods in blocks of no less than 25 minutes for all teachers (as defined by contract) to be scheduled during the student contact day. Prep period shall not infringe upon the duty free lunch period. (Amended 00, 01)

NB 03-02 MSEA shall negotiate to maintain involvement in decision making in the educational process, new programs, new schools, and new policy, including site based decision making.

NB 03-04 MSEA will negotiate to eliminate the practice of sub-contracting.

NB 03-06 MSEA to negotiate for district to reimburse licensure costs required by State of Alaska for those who are required to hold licenses in addition to Deed Certifications. (PT, OT, NURSE, AUDIOLOGIST, etc.)

NB 03-07 MSEA shall negotiate for additional compensation upon achieving National Board Certification in any certified area. (Amended 04)

COMMUNICATIONS AND PUBLIC RELATIONS

R 87-01 Parent/Teacher Conferences: MSEA support semiannual parent/teacher conferences during the work day for all grade levels.
(Amended 04)

R 87-05 Association Flyers: MSEA supports prior approval of all official association flyers by the Executive Board or President. (Amended 04)

R 89-32 School Information through Media: MSEA encourages individual buildings to continue to inform the public through media of the excellence of school programs and employees/students.

R 95-06 ESP Day: MSEA supports the recognition of ESP (Educational Support Personnel) Day through the dissemination of information and involvement in activities.

R 95-07 Nurses Day: MSEA supports the recognition of National School Nurses Day and a district School Nurse of the Year through dissemination of information and involvement in activities.

R 04-01 Public Relations: MSEA will develop and implement, and financially support a long-term public relations plan. The public relations committee will implement a yearly plan and present periodic reports to the Representative and Executive Board meetings.
(Amended 94)

NB 88-17 MSEA Leadership List: MSEA will print and distribute a list of current Association Executive Board members, Representative Council members, and standing committee chairperson with their representative school assignments to be posted in each building.

NB 88-23 Media Information: MSEA will inform the public through the media of the excellence of school employees and schools.
(Amended 91, 99)

~~NB 89-01 Community Concerns: MSEA will participate in a local charity or event that benefits the community. MSEA will explore and sponsor, if feasible, adopt a highway and a local news spot either daily or weekly.~~
(Amended 04)

(Deleted 09)

NB 89-26 Public Relations Chairperson: MSEA will designate a Public Relations Committee Chairperson whose duties will include, but not limited to the following; disseminate information and coordinated

activities for community events such as Adopt-A-Highway, American Education Week, National Teacher Day, and establish a time table of events to ensure continuity. MSEA will designate a member of the Executive Board to be on the Public Relations Committee and serve as a liaison between this committee and the Board. (Amended 94, 04)

NB 89-28 MSEAge: The MSEAge will be distributed to the general membership at least every other week.

(Amended 91 – Moved from Internal Concerns)

NB 94-05 Elections: MSEA will notify individual MSEA candidates of the results of MSEA elections.

NB 96-02 Liaison to Administration: MSEA President shall appoint a MSEA member to act as a liaison to the administration in development of the school district calendar. (Amended 00)

NB 03-01 MSEA will continue to recognize the contributions of school volunteers through the “Champions for Children” program.

(Amended 04)

NB 09-04 Equipment: MSEA will strongly lobby for NEA-Alaska to purchase an updated copier and other relevant office equipment.

EDUCATIONAL EXCELLENCE

R 95-04 Programs: MSEA supports the establishment, maintenance, and expansion of equitable programs at all sites for all students; including, but not limited to: Elementary – art, library, music, nursing, P.E. technology and others. Secondary – art, advanced placement classes, world languages, library, music, nursing, P.E., Voc. Ed., and others. (Amended 99, 01, 04)

R 96-02 Participation in Extra-Curricular Activity: MSEA supports the right of the students to participate in any extra-curricular activity at the closest school which offers that activity when it is not available at the student’s school of record without the student having to enroll in correspondence.

R 96-03 Mentor Program: MSEA supports the maintenance of a district-wide mentor program as a mandated component of the district evaluation procedure to include, but not be limited to; all newly hired certified staff and any certified staff on a Plan of Improvement. (Amended 99, 04)

R 97-01 Classification of Schools: MSEA supports increased allocation of resources to schools on the basis of which are ~~designated below proficient~~ **failing to meet provisions of Annual Yearly Progress**. (Amended 01, **09**)

R 99-04 Secondary Pupil Teacher Ratio Calculation: MSEA supports maintaining the deletion of counselors, librarians, nurses, technology support personnel, athletic directors, special education teachers, and ESL teachers from calculation of Pupil Teacher Ratio and further supports that class size maximums reflect current educational research in order to provide the best possible learning environment. (Amended 04)

R 00-01 Standards Implementation: MSEA believes there should be an equitable and consistent district wide plan for the implementation of state student standard mandates.

R 00-02 Equitable Student Standards Achievement: MSEA strongly believes that the State of Alaska hold all students in all educations formats, (including but not limited to public, private, correspondence, cyber and home school) to the state educational benchmarks and standards appropriate to their age classification.

R 00-03 Establishment of Alternative Programs: MSEA supports the establishment of alternative graduation requirements (leading to productive and employable outcomes recognized by the professional community) for students who may not pass the exit exam.

(Amended 01, 04)

R 03-01 Elementary Pupil Teacher Ration Calculations: MSEA supports maintaining the deletion of counselors, librarians, music, technology, art, special education teachers, nurses, P.E. teachers, and ESL teachers from calculations of pupil teacher ration and further supports that class size maximums reflect current educational research in order to provide the best learning environment.

(Amended 96, 99, 04)

R 03-02 Formal Teacher Evaluation System: MSEA supports a formal evaluation system for every teacher as the appropriate way to assess and assure competency.

(Amended 03)

R 03-03 District Evaluation Procedure Committee: MSEA supports the continued involvement of the association in the assessment of the District Evaluation Procedure.

(Amended 88, 03)

R 03-04 Participation in Extra-Curricular Programs: MSEA supports the opportunities and funding for all students to participate in school-sanctioned extra-curricular and co-curricular activities which promote the total wellness and safety of the students.

(Amended 96, 00, 03)

R 03-05 MSEA supports participation in Teacher of the Year. MSEA urges the District to provide matching leave days for community and public relation activities. MSEA will work to improve the local selection process.

(Amended 99, 03)

R 04-02 Nurse at Each Building: MSEA believes a certified nurse with a BSN should be placed at each school in accordance with the National Association of School Nurses (N.A.S.N.) recommendation and not be included in the PTR or FTE.

(Amended 91)

NB 87-01 Elementary Pupil Teacher Ratio Calculation: MSEA will continue to lobby for maintaining the deletion of counselors, librarians, music, technology, art, special education teachers, nurses, P.E. teachers, and ESL teachers from calculations of pupil teacher ration and further supports that class size maximums reflect current educational research in order to provide the best learning environment.

(Amended 96, 99, 04)

NB 87-08 Employee Program Opportunities: MSEA encourages programs that provide opportunities for school employees to gain the knowledge and skills relevant to their positions.

(Reaffirm 91, Amended 92)

NB 87-10 Student Services: MSEA strongly supports services to all MSBSD students including, but not limited to, counselors, psychologists, health professionals, and instructional personnel for physical education, music, technology, library, art, and all state and federal programs, at all sites.

(Amended 96, 99, 00)

NB 87-11 Participation in Extra-Curricular Programs: MSEA supports the opportunities and funding for all students to participate in school-sanctioned extra-curricular and co-curricular activities which promote the total wellness and safety of the students. (Amended 96, 00)

NB 88-01 Alternative Programs: MSEA supports the maintenance of existing alternative programs for middle school and secondary students in the MSBSD and encourage the expansion of services to outlying schools. (Amended 90-96)

NB 89-01 Teacher of the Year: MSEA in collaboration with student, business, administration, teacher and parent representatives will award \$500 and two MSEA leave days and provide more public media recognition, awards ceremony, and other district and community recognition, to its Teacher of the Year. Moreover, all nominees for Teacher of the Year will be recognized at the Awards Ceremony.

(Amended 96, 99, 01)

NB 94-09 Inclusion Training and Support: MSEA will accelerate its efforts to ensure that teachers involved in inclusion will have the necessary support and training through the SPED Concerns Committee.

(Amended 97, 99)

NB 94-11 Graduation Requirements: MSEA will be involved in any changes regarding graduation requirements.

NB 97-01 Teacher of the Year Selection: MSEA supports district participation in selection of the Teacher of the Year. MSEA urges the district to provide matching leave days for community public relation activities. MSEA will work to improve the local selection process. MSEA will have a MSEA Executive Board member on the district Teacher of the Year Selection Committee. Request district to post criteria for selection and nomination process for Teacher of the Year. (Amended 99, 04)

NB 97-02 State Student Standard Training: MSEA encourages on-going training related to state student standards and will be involved in the establishment of any mandates and programs related to standards.

(Amended 04)

NB 97-04 Licensure: MSEA strongly urges association representation and involvement on district and state levels regarding licensure of teachers.

NB 00-03 Students at Risk: MSEA will work with the district to establish fully staffed and additionally funded programs at each school for students at risk of not meeting, or not have met benchmarks or exit exams.

NB 01-01 Alternative Education Requirements: MSEA supports the establishment of alternative graduation requirements for students who do not pass the exit exam.

NB 04-01 NEA-Alaska shall oppose current 3 tier certification ~~proposal~~ by **the Department of Education and Early Development. (Amended 09)**

NB 04-02 NEA-Alaska will report by January of each year the demographic number of professionals in each category/job title.

GOVERNMENT RELATIONS

R 89-17 Unifying Members: MSEA-PACE recognizes the importance of encouraging members to take an active role in electing local candidates that are strong supporters of education. (Amended 00)

R 89-18 Communicate with Potential Candidates: MSEA-PACE encourages communication with potential candidates throughout the year for the purpose of having them run local elections. (Amended 93)

R 92-01 Local Funding: MSEA-PACE supports passage of a Mat-Su Borough sales tax to increase revenue for education funding. (Amended 00)

R 94-02 School Construction Funding: MSEA supports the passage of bonding legislation for construction of school facilities to alleviate over crowding.

R 96-05 Campaign Ads: MSEA-PACE may, during political campaigns, run informative ads in the Anchorage and Frontiersman newspapers. (Amended 01)

R 96-06 Forgiveness of Student Loan: MSEA supports legislation for ~~reinstatement of student loan forgiveness~~ **forgiveness of state and federal loans** (for a proposal of up to \$10,000 ~~for certified staff~~ **\$20,000**) ~~for certified staff~~ to attract and retain certified staff in Alaska. (Amended 91, 0, **09**)

R 97-02 Funding for Alcohol and Drug Counseling: MSEA supports additional state funding to provide further alcohol and drug counseling and program development at local community level.

R 99-02 School Funding: (Deleted 03)

R 99-03 Support for Students at Risk: MSEA supports legislation to provide implementation and funding of appropriate support programs for those students who are at risk of failing high school exams. (Amended 01)

R 04-01 Mandatory Counseling: MSEA supports legislation for funding mandatory full-time certified school counselors in each school for every 250 elementary students, or major fraction thereof, or every 175 students of combined grades K-12, or major fraction thereof. MSEA supports the hiring home school coordinators or home bound teachers for students with lengthy illness and the availability of counseling services for students at all levels. (Amended 94, 01, 04)

NB 87-05 ~~RIF~~ **Reduction in Force** Proceeding: MSEA strongly urges the legislature to enact a law to ensure fair treatment of all teachers during ~~RIF~~ **Reduction in Force** proceedings. (Amended 97, **09**)

NB 87-06 Limited Class Size: MSEA supports legislative action which sets class size for maximum class size of 15 students for grades K-3, 22 students for grades 4-6, and 25 students for grades 7-12 per classroom teacher. (Amended 91, 97, 99)

NB 87-07 Opposition to Waive Specific Certification Requirements: ~~MSEA shall actively oppose waivers of specific requirements for certification, if emergencies exist.~~ **MSEA does not support waivers under any circumstance.** (Amended 90, 99, **09**)

NB 87-08 Teacher Certification Fees Increase: MSEA actively opposes any ~~DEED~~ **Department of Education and Early Development** proposed increase in fee for teacher certification. (Amended 90, 01, **09**)

NB 87-10 Revision of State Funding: MSEA directs NEA-Alaska to work with legislators and **the** governor to seek legislation to equalize educational opportunities in different school districts without decrease to any district by restructuring the state formula.

NB 89-07 Contact with Elected Officials: MSEA-PACE will establish contacts with elected officials for the purpose of maintaining open communication and good rapport. (Amended 90)

NB 89-12 Educational Endowment Fund: MSEA supports legislation concerning an educational endowment fund. (Amended 90)

NB 90-01 Legislative Contact Structure: MSEA-PACE, with the MSEA President, will form a legislative contact structure in conjunction with NEA-Alaska to provide an on-going structure for contacting legislators and the governor in support of education related issues. (Amended 04)

NB 90-04 Retirement **Cost of Living Allowance**: MSEA supports legislation *for a* more equitable **Cost of Living Allowance** funding on retirement benefits to more accurately reflect differences in cost of living indexes. **(Amended 09)**

NB 90-05 Forward Funding: MSEA urges legislators to act on forward funding for schools.

~~NB 91-02 Create State Education Committee: MSEA is in support of the state legislature in creation of a standing Education committee, separate from the current H.E.S.S. Committee, in both Houses of the Legislature. (Amended 92) **(Deleted 09)**~~

NB 91-05 Teacher Tenure Laws: MSEA-PACE will actively work to support NEA-Alaska's efforts to maintain teacher tenure or continuing employment status. (Amended 95)

NB 91-07 Opposing Reduction of Rights and Benefits: MSEA-PACE will actively inform and involve MSEA members in opposing ~~the current~~ **any** State Administration policies which reduce the rights and benefits related to the educational community. **(Amended 09)**

NB 92-01 Create State Education Committee: ~~MSEA supports any legislation to increase the state education funding formula.~~ MSEA supports an increase in revenue for educational funding at the local level. **(Amended 09)**

NB 92-10 MSEA Phone Banks: MSEA **will request NEA-Alaska to update** ~~phone banks and~~ voter data **to reflect current voter information** ~~shall be kept current~~ for activation in each election **by use in phone banks and other communications as needed.** **(Amended 09)**

NB 93-05 Capital Projects Increase: MSEA directs NEA-Alaska to seek an increase of state commitment to reimburse capital projects to 90-100%.

NB 93-06 Inflation Proofing: MSEA directs NEA-Alaska will work with local legislators to seek and increase of the formula funding unit to equal the inflation rate determined by Alaska **Consumer Price Index.** (Amended 95, **09**)

NB 95-04 Coalitions: MSEA will actively work to build coalitions with labor groups and other organizations (e.g. PTA, Kiwanis) to support public education and adequate funding.

NB 95-05 MSEA PACE Recommendations: MSEA-PACE will conduct interviews of candidates in local elections and make a decision regarding recommendations or an issue based campaign. If recommendations are made the committee will follow PACE guidelines **according to APOC (Alaska Public Office of Commissions)** to provide PACE funds and support the candidate. (Amended 97, 99, **09**)

NB 99-02 Information about School Board Meetings: MSEA will disseminate information in the MSEAge regarding actions at School Board meetings, including specific statements made by School Board members during discussion and voting records.

NB 99-03 Information about Legislation: MSEA will disseminate information in the MSEAge regarding pending legislation and legislation that has been passed, with specific information regarding the impact on our school district and MSEA members. This will be accompanied by voting record of our legislators on these issues.

NB 03-01 MSEA-PACE will make available speakers to inform community organizations on candidacies or educational impactful issues. (Amended 04)

~~NB 04-01 MSEA-PACE will support NEA-Alaska's efforts to improve school designator legislation. (deleted 09)~~

NB 04-02 MSEA will support the Legislative and/or TRS adjustment to the calculation of a year of service from days worked to hours of academically focused time worked.

NB 04-03 Legislative Affairs: Support a legislative change in the retirement system to allow specialists to buy in years of experience worked in schools in the same profession that they are working under TRS.

NB 04-04 ~~NEA to seek~~ **MSEA will support** legislation (national) to add profession(s) of speech-language pathology to the list of approved specialty occupations under US Dept of Labor and Immigration Act of 1990, H-1B Program. **(Amended 09)**

~~NB 04-05 NEA-Alaska shall report back to members quarterly via the Aktivist and NEA-Alaska website the status of priority 1, 2, and 3 issues from the previous Delegate Assembly. (Deleted 09)~~

NB 04-06 NEA-Alaska to seek legislation to limit workload/caseload equitable across profession based on number of students, amount of paperwork, meetings, collaboration with teachers and other administrative duties for certified staff not assigned to general education classroom (ie: SLP, PT, OT, counselors, gifted and specialists, SPED, ESL).

NB 04-07 NEA-Alaska shall lobby for legislation and/or TRS adjustment to the calculation of a year of service from days worked to contact hours worked.

HUMAN AND CIVIL RIGHTS COMMITTEE

R 99-05 Tolerance Training Program: MSEA believes Mat-Su School District is at risk for hate crime and related lawsuits, and will work to establish more intensive training program on tolerance for diversity. (Amended 00)

R 01-1 Human and Civil Rights Committee/Rights Committee: The Human and Civil Rights Committee in collaboration with the Rights Committee will work to ensure that all human/civil rights are protected. Both of these committees will be working together to protect staff and students. (Amended 04)

R 04-01 MSEA supports the Federal American Disability Act making all school facilities accessible.

R 04-02 RIF and Rehire Policy: In the event of an imposed RIF, MSEA supports actions based upon seniority, qualifications and affirmative action guidelines. (Amended 99, 04)

R 04-03 Veteran's Day: MSEA will continue to lobby local officials to establish Veteran's Day as a holiday within our school district. (Amended 04)

NB 88-11 Standardized Hiring Practices: MSEA negotiate that all job openings be advertised as posted, as per negotiated agreement, and all in-district applicants are given an equal opportunity to be considered for any job for which they qualify. (Amended 95, 01) **(Moved from Collective Bargaining 09)**

INTERNAL CONCERNS

R 89-01 Building Representative Attendance: Each building should have at least one of its elected representatives serving as primary contact of representative council.

(Amended 97)

NB 88-03 Agency Fee: MSEA shall work towards maintaining agency fee.

~~NB 88-06 Delegates to NEA/AK DA: MSEA delegates to NEA-Alaska DA shall attend all sessions of the MSEA Policy Assembly in order to maintain their delegate status. Exceptions will only be made for illness or family emergencies or at the discretion of the President.~~

~~(Amended 92) (Deleted 09)~~

NB 89-29 Memorandum of Agreement: **MSEA** Executive Board has final approval over all Memorandum of Agreements **with the exception that the MSEA President can enter into a MOA as a settlement/resolution to a grievance that effects one member and is not precedent setting. This MOA will be presented to the Executive Board at their next regular meeting.** The Rep Council will be apprised on MOA's at next meeting.

(Amended 99, **09**)

NB 90-05 Treasurers Report: The Treasurer shall submit a budget report to the Executive Board and Building Representatives quarterly at regular meeting. Monthly reports will be provided to the President at Executive Board and Building Representative meetings, and will be available to members. (Amended 96, 01)

NB 91-01 Policy Assembly: ~~MSEA will hold two (2) Policy Assemblies annually, one in October and one prior to Delegate Assembly.~~ **MSEA will hold Policy Assembly annually prior to the November 1st pre-file deadline for NEA-Alaska Constitution and Bylaws. This meeting shall be scheduled leaving enough time for timely submission (November 1st) of any NEA-Alaska pre-file motions.** Attendance is compulsory for DA delegates **to maintain their delegate status. Exceptions will only be made for illness or family emergencies or at the discretion of the President.**

Attendance is strongly encouraged for all members.

(Amended 93, 04, **09**)

NB 91-04 Dues from Religious Objectors: MSEA will donate dues collected from religious objectors to a local charity which will be decided annually by the MSEA Representative Council.

~~NB 94-02 Membership: MSEA will actively pursue 100% membership.~~
(Deleted 09)

~~NB 94-03 President's TRS Contribution: MSEA will work with the school district payroll department to pay for MSEA President's TRS contributions. (Amended 04)~~ **(Deleted 09)**

NB 96-01 Health Insurance: MSEA advocates to NBA Health Trust to allow comment period or notification of no less than 45 days prior to any changes. Any major changes made to our Health Insurance coverage will be recommended by the Health Insurance Committee and presented to the membership for opportunity to comment. A majority of ballots cast will prevail.
(Amended 01, 04)

NB 96-03 Waivers to Negotiated Agreement: Waivers to MSEA negotiated agreement for the purpose of charter schools shall be presented in writing to the Executive Board. After discussion, the waiver shall be voted on by the Executive Board. A 2/3 majority of those present shall decide whether a waiver shall be granted. The waiver shall be for one year.

NB 96-05 Treasurer's Stipend: An annual stipend of \$500 will be paid to the MSEA Treasurer by MSEA. This is in recognition of the amount of work required by agency fee provisions, and the need to meet auditing requirements as stipulated by court decisions.
(Amended 97, 04)

~~NB 97-08 Letters of Agreement: In situations involving teachers, a letter of agreement between the district and MSEA may be written or agreed to by the President in conjunction with at least 3 Executive Board members. Such agreements will not have effects beyond the limited teachers involved. The President will inform the Executive Board at the next regular meeting of any letters of agreement signed by the President.~~
(Amended 99, 00)**(Deleted 09)**

NB 97-09 Committee Chairs: MSEA committee chairs shall submit written reports at least each quarter of the school year summarizing committee work. The reports will be submitted to the Executive Board and Representative Council. **Lengthy comments need to be submitted in writing. (Amended 09)**

NB 99-06 Changes to Health Insurance: MSEA shall direct the Health Insurance committee to look into changes in insurance coverage to provide for coverage of speech and auditory therapy when treatment is recommended by a qualified physician.

NB 00-06 Health Insurance for Part-Time Teachers: MSEA

shall study health insurance costs and benefits for part-time teachers through the Health Insurance Committee.

NB 00-07 Health Insurance Cost Containment and Review: MSEA Health Committee will continue to develop health insurance cost containment strategies with recommendations to membership. This will include a review of plan benefits.

NB 00-08 Stipend for Rights Committee Chair: **An annual amount of \$3000 will be remitted to the Rights Chair for expenses associated with the position.** ~~MSEA will pay a stipend equal to 10 per diem days for teacher's rights chairperson.~~ **(Amended 09)**

NB 01-01 MSEA President, Vice President, Secretary, Treasurer: MSEA will pursue change to "Constitutional By-Laws" recommending 2-year term/election with maximum of four (4) consecutive years. A mandatory two (2) year hiatus required before running for re-election to previously held office.

NB 01-03 Handbook Error Correction Policy: MSEA favors the Inclusion of the following policy: In the interest of efficiency, all mechanical errors (grammar, splicing, punctuation, etc.) shall be corrected in-house, provided the original spirit and intent remains unchanged.

NB 03-01 MSEA Membership Committee: MSEA will create a Membership Committee for the purposes of training all members (particularly new members) the following:

1. The purpose of organized labor unions.
 2. The history of unionism in Alaska the "Right to Strike".
 3. The structure (policies of NEA, NEA-Alaska and MSEA) and the resources and structure that are required to maintain these organizations.
 4. Human resource/volunteers necessary to function as a local,
 5. Roles and responsibilities of all elected and appointed positions, current and future, required to maintain the Constitution/Polices of MSEA.
 6. **MSEA will actively pursue 100% membership.**
- (Amended 09)**

NB 03-02 ~~MSEA Contract Committee~~: **MSEA Membership**: MSEA will **activate and train the Building Representatives** ~~create a Contract Committee~~ for the purpose of providing (no less than 3 training per year) on the intent and specific contents of the negotiated agreement for all MSEA members, particularly new employees. **(Amended 09)**

NB 03-03 Area Reps will work with all of their assigned buildings that do not have a building rep, to help recruit a building rep and maintain communication with buildings until a rep/s is/are in place.

NB 04-01. Membership Committee shall obtain and maintain a list of the number of members in each job description/category. i.e.: general education, OT, Art, Nurse, SLP, Music, SPED Teacher, Audiologist, Psych, ESL Teacher, PE, Counselors, PT and **librarians**. This will be reported annually to membership via the MSEAge. (Amended 04, **09**)

NB 04-02 MSEA will form an ad hoc committee to investigate the requirements of and the potential for MSEA to become a supplemental service provider under the NCLB guidelines.

NB 09-01 **President's Contract: Committee recommended a proposal to extend the president's contact as follows: MSEA shall extend the MSEA President's contact to 220 days per year for salary and benefits.**

~~NB 04-03 MSEA will continue to be an active member of Valley Area Labor Union Employees (VALUE).
(Amended 04) **(Deleted 09)**~~

NB 04-04 MSEA will perform/pursue NEA-Alaska Board Policy for an additional Region VII Board of Director to comply with the member/director ratio for 475:1.

NB 04-05 Remove any New Business (NB) flatus after 2 years and re-categorize than as Old Business (OB) unless updated or amended. Remove Old Business items after 1 year to Inactive. Inactive items will be deleted after 1 year.

~~NB 04-06 MSEA full time release president will be granted an extended contract for 2 weeks prior to the beginning of school and 1 week after the end of school. (Teacher contracted days).~~

NB 09-02 Candidate Verification: MSEA will notify and receive written verification of candidacy for MSEA office prior to printing of official ballots.

NB 09-03 Policy Assembly Preview Committee: The president shall create a preview committee to make policy revision recommendations to the annual policy assembly meeting members. The committee shall be comprised of respective committee chairs or those who have been identified to chair those committees at the policy assembly meeting.

TEACHERS RIGHTS

R 87-01 Appropriate Salary Levels: MSEA supports rights of school employees, through bargaining, to gain salary levels appropriate to the skill, value, responsibility, and requirements of their jobs. (Amended 93)

R 87-02 Job Sharing: MSEA supports the concept of job-sharing as a means of providing a flexible employment opportunity to help meet the varying needs of school employees.

R 87-03 Fair Personnel Policies and Procedures: MSEA supports fair personnel policies and procedures developed cooperatively between the association and the district which will be reviewed annually.
(Amended 01)

R 87-04 Record Maintenance: MSEA supports the right of all school employees for each to have access to all his/her own materials and records maintained by the district, school, or program supervisor, and to respond to and/or challenge any records.
(Amended 93, 01)

R 87-05 Involuntary Transfer Rights: MSEA supports the right of any school employee who is involuntarily transferred to have first right of refusal or acceptance for immediate reassignment for any/all future openings in the area in which s/he is qualified.

R 87-06 Activities outside Duty Day: MSEA supports the right of school employees to engage in any lawful activity, including political action, outside their normal duty day. (Amended 96, 99)

R 87-07 Safe Environment: MSEA supports the right of school employees to work in an environment that is physically and psychologically safe, secure and healthy. Additionally, MSEA shall pursue legislation that will allow for institution of Restraining Orders on Individuals who threaten the safety of school employees. (Amended 90, 01)

R 87-08 Child Abuse Reports: MSEA supports the right of school employees to have reports of suspected child abuse remain confidential.

R 88-09 Access to Workplace: MSEA supports the right of all certificated employees to have reasonable access to their workplaces during/after school/weekend hours and to have adequate materials and working equipment available. Building keys should be provided without penalty or harassment

R 87-11 Retirement Benefit Formula: MSEA supports NEA-Alaska in seeking to change the retirement benefits formula from 2% times your average base (high three years) salary times years creditable service to 2 1/2 % times average base (high dm years) salary times years creditable contributions from the employee, employer, and the state on an equal basis.

R 88-20 Monitors Job Postings: MSEA will maintain and make available an internal file of all district vacancy announcements for certified positions and continue to monitor and report on the district's posting of all vacancies and fair hiring practices. (Amended 01)

R 89-03 Professional Leave: MSEA supports the use of professional leave for attending workshops and conferences that would enhance professional growth; and that it be granted equitably district-wide and building-wide. (Amended 92, 04)

R 89-19 Just Cause Language: MSEA shall strongly support and work to maintain the Just Cause Language in the Negotiated Agreement.

R 89-30 Seniority Recall: MSEA supports seniority-based recall including choice of position by teacher if multi-vacancies are available.

R 89-32 Leave of Absence: MSEA supports the right of any tenured teacher to take a leave of absence by semester or by year.

R 89-33 Sick Leave: MSEA supports the least restrictive use of sick leave,

R 90-01 Rights of School Employees: MSEA support; the rights of all school employees to exercise, without reprisal(s), the rights they have under constitution, statute, contract, and/or policy.

R 94-04 Admin. Leave for Curriculum: MSEA strongly supports teacher compensation at their per diem rate and necessary administrative leave for those teachers who are requested to go R 95-01 Town Meetings: MSEA urges the school district to include certified and classified staff members in the personnel policies and district procedures regarding surveys and town meetings affecting public education decisions, programs and curriculum.

R 95-02 Retraining of Personnel: MSEA strongly supports that the Mat-Su School District be obligated and responsible to retrain or support retraining of individuals whose positions have been eliminated, so that they can be reassigned to another position in the school district.

R 99-01 Student Assessments: MSEA **supports negation of** ~~believes that~~ results of student assessments ~~may not be used~~ as part of teacher evaluations. (Amended 04, **09**)

R 03-01 Teacher of Record: MSEA supports only employees with appropriate certification and endorsements to supervise, teaNB 89-20 Just Cause Information: The MSEA Teacher Rights Committee shall work to keep members informed of the value of the Just Cause language in the Negotiated Agreement.

NB 89-26 Teacher Rights Committee Responsibility: The MSEA Teacher Rights Committee is responsible for:

- Working with teachers and MSEA leadership to resolve issues related to the enforcement of Negotiated Agreement, policy; and rights under regulation and law.
- Handling questions and activities related to the rights of teachers under contract, policy, regulation and law.
- Advising the MSEA negotiations committee of changes that need to be negotiated in terms of teacher rights.
- Developing and maintaining copies of the forms necessary for grievance processing.
- Seeking clarification of the Negotiated Agreement language as it relates to teacher rights.
- Keeping files and records of grievances and their dispositions.
- Developing and presenting training for members of the teacher rights committee.
- Developing and presenting advocate information for members and building representatives.
- Informing members on rights and procedures associated with their rights (e.g. evaluation, grievances)
- Communicating to Representative Council and Executive Board the activities of the committee and the progress of issues/grievances.
- Informing members about the issues, processes, and results of grievance settlements in the MSEA newsletter. (Amended 96)

NB 90-02 Professional Duties: MSEA shall work to prevent the assignment of professional duties to non-qualified personnel, including distribution of medications and medical procedures. (Amended 93)

NB 90-03 In-Service on New Laws: MSEA ~~believes shall work to ensure~~ teachers ~~are~~ **should be** provided professionally reasonable in-service training, **during their duty day**, on new laws or amendments to laws that affect their performance in the classroom. (Amended 00, **09**)

NB 92-08 Policy for Dangerous Students and Adults: MSEA will work with NEA-Alaska and the Mat-Su School District to establish **and promulgate** a policy and procedure for dealing with behaviorally and/or medically dangerous students **and adults**. Training regarding this procedure will be provided annually through in-service. (Amended 96, **09**)

NB 01-01 Evaluation: MSEA will work to change wording in the "Evaluation Process" to reflect that an employee teaching outside of his/her endorsed area shall not be evaluated in the area of content knowledge for a period of 2 years. Also, those teaching partially outside of their endorsed areas shall be evaluated only in the area of certification.

NB 03-01 TRS Benefit Calculations: MSEA request NEA-Alaska to investigate TRS benefit calculations and make recommendations on behalf of the .5 FTE, job-share employees, and non-traditional full-time employees.

NB 04-01 Rights Training: MSEA in conjunction with NEA will conduct a one-half day training per year on rights and advocacy as per our negotiated agreement.

NB 04-02 Rights Training: MSEA believes NEA-Alaska ~~shall~~ **should** conduct statewide Level I and Level 2 rights training annually. **(Amended 09)**