

Mat-Su Education Association

Policy

Governance

President's Salary and Benefits

Duration:

The President's contract will be for 220 days per year.

Salary and Benefits:

The President's salary and benefits will be based on the Negotiated Agreement between the Association and the Mat-Su Borough School District, including all leave provisions. In the event of a strike or other work action where the District does not compensate the employees, the President's regular salary and benefits will be suspended and he or she will receive the same benefits as other members of the Association.

Leave:

The President of the Association shall access leave in accordance with the terms of the Negotiated Agreement between MSEA and the MSBSD, with the exception that he or she will report all leave to the MSEA Executive Board in a timely manner. If the president is absent for more than five consecutive workdays, the vice president will hold office hours and share duties with the president using Association leave if needed. The vice president can determine the office hours.

Expenses:

The president will be reimbursed for travel and other expenses at the rate of four hundred dollars (\$400.00) per month for travel and other expenses related to Association business. The president will receive a 1099 Misc. and is encouraged to keep an expense log.

President's Responsibilities

Representative Assembly:

Members elected as president are also elected to the NEA Representative Assembly. This should be reflected in the official MSEA ballot.

Delegate Assembly:

Members elected as president are also elected to the NEA-Alaska Delegate Assembly. This should be reflected in the official MSEA ballot.

Reports:

The President shall provide timely reports to the MSEA Representative Council on issues addressed at the NEA-Alaska Delegate Assembly, the NEA-Alaska Board of Directors' meetings, the NEA-Alaska PACE meetings, and the NEA Representative Assembly.

MSEA Leave:

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The president must pre-approve all use of Association Leave. No member may use Association Leave without the prior approval of the president. Association Leave may only be used for MSEA, NEA-Alaska, and NEA-Alaska Health Plan

related business. In a manner that protects the members' privacy, the president will report to the Executive Board in a timely manner, but at least quarterly, all use of Association Leave. The above notwithstanding, any member may request Association Leave directly from the Executive Board. The Executive Board will approve or disapprove each request by a secret ballot. A simple majority vote will be required for approval.

Policy Assembly

Local Plan

The president shall develop, and the MSEA Representative Council shall approve, an MSEA Local Plan annually. The president shall present the Local Plan to the Representative Council at the first regularly scheduled Representative Council meeting after the first annual MSEA Policy Assembly. The Local plan will include committee goals, a schedule for achieving those goals, and the names of members who have volunteered to assist the president in achieving those goals. The president will make a report to the Representative Council quarterly describing the progress.

Local Plan

The Rep Council shall meet after Policy Assembly and before Spring Leadership to write an action plan with annual goals and a calendar for the year with duties assigned. A quarterly report by the President of the association as to how these goals are being implemented will be made to the Rep council and Executive Board. The local President shall provide to the Executive Board a written annual report at the first meeting of the school year highlighting how the goals and policies of the local have been implemented in the last year.

Policy Assembly

The MSEA Executive Board will hold an annual Governance Policy Assembly for the purpose of reviewing and revising MSEA policy and resolutions. The MSEA Policy will be presented to the Representative Council for approval at the first meeting following the Policy Assembly.

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.

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MSEA Delegate Assembly Meeting

The MSEA President or his or her designee will conduct a meeting for all elected MSEA delegates to the NEA-Alaska Delegate Assembly. This meeting will be held before the deadline to pre-file proposed amendments to the NEA-Alaska

Constitution and Bylaws. The purpose of this meeting is to instruct Delegates in the procedures and processes of the NEA Delegate Assembly and to develop and submit any proposed amendments to the NEA-Alaska Constitution and Bylaws before the deadline. Attendance at this meeting or the Governance Policy Meeting is compulsory for all elected MSEA delegates to the NEA-Alaska Delegate Assembly. Exceptions will only be made for illness, family emergency, and at the discretion of the President.

Public Relations:

The president will implement a public relations campaign. The public relations committee will implement a yearly plan and present periodic reports at Representative Council and Executive Board meetings.

- Read Across America: MSEA will support a community wide recognition of Read Across America.
- Champions for Children: MSEA will continue to recognize the contributions of school volunteers through the “Champions for Children” program.
The Champions for Children banquet will not feature guest/invited speakers who are MSBSD administrators, political candidates (unless currently holding office), or current school board members. The benediction will be non-denominational and generic in nature.
- Adopt-A-Highway: MSEA shall encourage members to represent MSEA in community events such as parades and the Adopt-A-Highway cleanup.
- 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.
- Teacher of the Year: MSEA in collaboration with student, business, administration, teacher and parent representatives will

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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.

- Calendar of Events: MSEA will publish a yearlong calendar of known events, to include MSEA current officer names and positions, and information on accessing all association documents. This information will be distributed to all employees during the first Rep Council meeting of school in each building every year.
- Mini Grants: MSEA Executive Board will pursue, through the Representative Council, the creation of a grant application process for members for sponsorship of educational programs or activities. The Ed Excellence Committee will review applications and make recommendations to MSEA leadership. MSEA President will appoint a committee to define the parameters.

Communications

Documents Flow Chart:

The MSEA president or his or her designee shall create a flow chart of the hierarchy of the MSEA documents that define and guide our organization.

Leadership Flow Chart:

The president will distribute a list of current MSEA Executive Board members and Representative Council members, and the sites they represent, as well as a list of standing committees and chairpersons to be posted in each building.

The MSEAge:

The president will distribute The MSEAge to the general membership at least every other week. The distribution may be in electronic or printed form. The president 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, 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.

Literature:

The president or the Executive Board of MSEA will approve all literature representing the association. Official flyers will include the statement, "This message has been approved by MSEA Executive Board and/or MSEA President."

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Treasurer's Reports

The Treasurer shall submit a budget report quarterly to the Executive Board and Building Representatives at a regular Representative Council meeting. Monthly reports will be available and provided to the President. These reports will be available at Executive Board and Representative Council meetings, and will be available to members.

Committees

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.

Public Relations Chairperson

The MSEA president will designate a Public Relations Committee Chairperson whose duties will include, but not be limited to, the following: disseminate information, coordinate activities for community events and establish a yearly calendar to inform members and the public. The MSEA president 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.

Survey Committee:

As new curriculum/programs are adopted by MSBSD, MSEA will create and conduct a survey addressing teacher concerns and effectiveness of the program/materials. Survey takers will be guaranteed anonymity. MSEA will choose survey creates to include MSEA members. If MSBSD employees are included, the committee will consist of a minimum of 50% SMEA members. Survey information will be disseminated to the district with a request for written action based on concerns and/or comments.

SPED Concerns Committee

MSEA will accelerate its efforts to ensure that teachers involved in inclusion will have the necessary support and training through the SPED Concerns Committee.

PACE Committee

PACE committee will establish contacts with elected officials for the purpose of maintaining open communication and good rapport.

PACE will make available speakers to inform community organizations on candidacies or educational impactive issues.

PACE Committee, with the MSEA President, will form a legislative contact structure in conjunction with NEA-Alaska to provide an on-going structure for contacting legislator and the governor in support of educational issue.

PACE Committee will actively work to support NEA-Alaska's efforts to maintain teacher tenure or continuing employment status.

For a candidate to receive an MSEA endorsement, the following process shall be followed:

- The PACE Committee shall be made up of NEA-Alaska PACE members who are

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also MSEA members and the MSEA Executive Board.

- Candidates must respond to a PACE candidacy questionnaire.
- The candidates responses shall be consistent with our mission, vision and values as determined by the PACE Committee.
- The candidate shall participate in a PACE Committee interview.

The decision to endorse the candidate will be determined by a simple majority vote of the PACE Committee.

For an initiative or issue campaign to receive an MSEA Pace endorsement, the following process shall be followed:

- The PACE Committee will review the initiative or issue campaign and determine if that the issue or initiative is consistent with MSEA's mission, vision, values and if it promotes the agenda of the association.
- PACE support for an initiative or issue campaign shall be determined by a simple majority vote of the PACE committee.
- 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.

All MSEA officials (any elected or appointed position of leadership), PACE committee members and staff (in their official capacity and during office hours only) shall not be active or participate as official members of a campaign, or its activities, nor use their official position to enhance the candidacy of an opponent candidate or opposition initiative/legislation. It is not the intent of this policy to disenfranchise any members or staff members' rights to be politically active.

Human and Civil Rights Committee

The Human and Civil Rights Committee, in collaboration with the Teacher's Rights Committee, will work to ensure that all human and civil rights are protected. Both of those committee will be working together to protect staff and students.

Ad Hoc Committee

The Executive Board shall appoint an ad hoc committee to review and update the job descriptions for each elected position and standing committee chair positions. Such descriptions shall be made available to nominees within 30 days of election or appointment.

Membership

Membership Committee:

New membership training shall be held at the new member welcome sessions provided by the district and shall include a power point that addresses the following:

1. The purpose of organized labor unions.
2. The history of unionism in Alaska the "Right to Strike".

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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.
7. Opportunities for members to be involved in their local association.

The 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 Teachers, Audiologist, Psych, ESL Teacher, PE, Counselors, PT and librarians. This will be reported annually to membership via the MSEAge.

MSEA will donate dues collected from religious objectors to a local charity which will be decided annually by the MSEA Representative Council.

Health Insurance Committee

MSEA advocates to NEA-Alaska 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.

MSEA shall direct the Health Insurance Committee to look into changes in insurance coverage to provide coverage of speech and auditory therapy when treatment is recommended by a qualified physician.

MSEA shall study health insurance cost and benefits for part-time teachers though the Health Insurance Committee.

MSEA health insurance committee will continue to develop health insurance cost containment strategies with recommendations to membership. This will include a review of plan benefits.

Teacher Rights Committee

The President will appoint a Teacher Rights committee chair.

The MSEA Teacher Rights Committee shall work to keep members informed of the value of the Just Cause language in the Negotiated Agreement

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The MSEA President will inform the district of who represents MSEA positions and MSEA members in official matters. No member or other person may represent the Association without the approval of the President.

The MSEA Teacher Rights committee is responsible for:

- Working with teachers and MSEA leadership to resolve issues related to the enforcement of the 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 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 teachers 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 reps.
- 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, process, and results of grievance settlements in the MSEAge.

MSEA in conjunction with NEA-Alaska will conduct one half-day training per year on rights and advocacy as per the negotiated agreement.

The Chair of the MSEA Employee Rights Committee shall receive an annual stipend of four thousand dollars (\$4000.00). The stipend will be paid in two equal payments, one in December and one in May. This stipend is in recognition of the personal expenses incurred by the chair in the performance of his or her duties. The rights chair will receive a 1099 Misc. and is encouraged to keep an expense log.

MSEA will work to prevent the assignment of professional duties to non-qualified personnel, including distribution of medications and medical procedures.

MSEA believes teachers 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.

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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 two years. Also, those teaching partially outside of their endorsed areas shall be evaluated only in the area of certification.

Chair Reports

The chair shall submit monthly reports to the Executive Board at a regular Executive Board meeting. These reports will be provided to the President and be available at Representative Council meeting and to members.

Memorandum of Agreement

A Memorandum of Agreement represents a change to the terms of or an addition to the current Negotiated Agreement. In order to make changes or additions to the current Negotiated Agreement, the following process must be followed:

- Changes will be negotiated only by the president or his or her designee(s);
- All final language must be approved by a simple majority of the Executive Board;
- All Memorandums of Agreement expire at the end of the Negotiated Agreement in which they are accepted unless otherwise noted.

Memorandum of Agreement

The MSEA Executive Board has all 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 of MOA's at next meeting.

Charter School Waivers

Charter school waivers represent an agreement between the MSEA and the District to alter the terms of the Negotiated Agreement for a particular charter school. Before a charter school waiver is approved, the following process must be followed:

The MSEA president, or his/her designee, shall conduct a secret vote of the affected MSEA members at the specific charter school to determine that 100 percent of the affected members agree with the language of a proposed charter school waiver.

If 100 percent of the affected MSEA members at the charter school agree to the terms of the waiver, the charter school waivers shall be voted on by the Executive Board of the Association. A simple majority vote of the Executive Board will determine whether the waiver will be presented to the District for agreement.

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The president or his/her designee will notify the MSEA building representative of the Executive Board's decision within five (5) days of the Executive Board's decision.

The charter school's waiver will remain in effect for the life of the current Negotiated Agreement between MSEA and the District. When the Negotiated Agreement expires, the MSEA president, or his/her designee must conduct another vote of the charter school's affected MSEA members following the procedures described above.

Waivers to MSEA negotiated agreement for the purpose of charter schools shall be presented in writing to 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.

Elections

- No member who is currently running for any MSEA executive office (President, Vice President, Treasurer, or Secretary) may be an active member of the Elections Committee;
- The Elections Committee will notify nominees of their nominations and duties and responsibilities of the position in a timely manner;
- The Elections Committee Chair will report election results to the Executive Board at the first regularly scheduled Executive Board meeting after the close of voting;
- The Executive Board will certify the results of elections at the first regularly scheduled Executive Board meeting after the close of voting, and the certifications will be reflected in the minutes of the meeting;
- The president will notify individual MSEA candidates of the results of MSEA elections;
- The President will publish the results of the election in the next MSEAge distributed after the Executive Board certifies the election.

Budget

- The Representative Council shall approve the budget.
- A Budget Committee shall be appointed by the President during March of each year to prepare a budget for the following school year to be reviewed by the Representative Council at the April meeting. The President, Vice President and Treasurer shall be members of the Budget Committee.

Treasurer's Stipend

The MSEA Treasurer shall receive an annual stipend of two thousand, five hundred dollars (\$2500.00). The stipend will be paid in two equal payments, one in December and one in May. This stipend is in recognition of the amount of work required by the treasurer to comply with the legal requirements of an agency fee affiliate in Alaska. The treasurer will receive a 1099 Misc. and is encouraged to keep an expense log.

Building Reps/Area Reps.

Each building should have at least one if its elected representatives serving as primary contact of representative Council.

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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.

An annual training for building reps shall be held before October 1st of each school year.

- building rep responsibilities,
 - content of negotiated agreement,
 - MSEA organization,
 - website use and information,
 - grievance procedures,
 - collecting personal information,
 - representing school employees, and
 - informational media.
- Building Reps will also be given a calendar of yearlong MSEA events for: holding meetings, grievance procedures, collecting personal information, representing school employees, and informing media.
 - 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.

Government Relations (PACE)

MSEA will lobby the School Board and Borough Assembly to fully fund all added duty activities.

MSEA will continue to lobby for maintaining the deletion of counselors, librarians, music, technology, art, special education teachers, nurses, PE teachers, and ESL teachers from calculations of pupil teacher ratio and further supports that classroom sizes maximums reflect current educational research in order to provide the best learning environment.

MSEA-PACE may, during political campaigns, run informative ads in the Anchorage and Frontiersman newspapers.

MSEA strongly urges the legislature to enact a law to ensure fair treatment of all teachers during reduction in force (RIF) proceedings.

MSEA supports legislative action which establishes 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.

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MSEA does not support waivers under any circumstance.

MSEA actively opposes any Department of Education and Early Development proposed increase ton fee for teacher certification.

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.

MSEA supports legislation encouraging an educational endowment fund.

MSEA supports legislation for a more equitable Cost of Living Allowance funding of retirement benefits to more accurately reflect differences in cost of living indexes.

MSEA urges legislators to act on forward funding for schools.

MSEA-PACE will actively inform and involve MSEA members in opposing any State Administration policies which reduce the rights and benefits related to the educational community.

MSEA supports an increase in revenue for educational funding at the local level.

MSEA will request NEA-Alaska to update voter data to reflect current voter information for activation in each election by use in phone banks and other communications as needed.

MSEA directs NEA-Alaska to seek an increase of state commitment to reimburse capital projects to 90-100%.

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.

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

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.

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MSEA supports 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.

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

MSEA directs 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. (e: SLP, OT, OT, counselors, gifted and specialists, SPED, ESL)

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.

MSEA will lobby local officials to establish Veteran's Day as a designated instructional day with some recognition of veterans within our school district.

All MSEA official (elected or appointed position of leadership), PACE committee members and staff (in their official capacity and during office hours only) shall not be active or participate as official members of a campaign, or its activities, nor use their official position to enhance the candidacy of an opponent candidate or opposition initiative/legislation. It is not the intent of this policy to disenfranchise any members or staff members' rights to be politically active.

MSEA believes the following applies to all elected and appointed officers and officials: Officials never use the name of MSEA or one's MSEA title when supporting an opposition candidate or opposition initiative/legislation. If compelled to support an opposition candidate, initiative, or legislation, using the name of MSEA or one's MSEA title, elected officers should resign their office prior to taking action.

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.

Collective Bargaining

MSEA will negotiate preference for less than full time employees under the negotiated agreement over new hires and recall-list employees, to fill existing full time jobs.

MSEA shall seek to negotiate ways to minimize the possibility of assault and harassment of teachers and maximize safety of teachers including but not limited to uniform

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enforcement of zero tolerance policies. MSEA will seek to negotiate planned in-service for all building staff relative to these policies.

MSEA will continue to support and participate in NEA-Alaska's efforts to establish and implement coordinated bargaining activities among NEA-Alaska locals.

MSEA shall negotiate that the district provides appropriate training before the implementation of new programs, curricula, or changes in district policies and procedures.

MSEA will negotiate for release time for all members to prepare for portfolios for performance assessments, national board certification or licensure.

MSEA will continue to negotiate the contractual status of department chairpersons as part of the negotiated agreement.

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.

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.

MSEA will negotiate to eliminate the practice of sub-contracting including academic extended contracts.

MSEA will negotiate for the district to reimburse licensure and/or additional certification costs required by the State of Alaska for those who are required to hold licenses in addition to Deed Certifications. (PT, OT, Nurse, Audiologist, Etc.)

MSEA shall negotiate to maintain additional compensation upon achieving National Board Certification in any certified area.

MSEA shall negotiate access to use personal leave on any contract day.

MSEA will negotiate that the school year will include a minimum of five teacher workdays, including but not limited to two prior to the first student contact day of the first semester, and one prior to the first student contact day of the second semester, one at the end of the 3rd quarter and one on the last contract day.

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MSEA will negotiate with the district the inclusion of MSEA representatives in the selection process of district wide committee members to ensure a wide range of expertise, years of service and philosophies.

MSEA will negotiate all job openings be advertised as posted, as per negotiated agreement, and all in-district applicants be given an equal opportunity to be considered for any job which they qualify.

MSEA opposes subcontracting of any MSEA or CEA positions.

Educational Excellence

MSEA encourages programs that provide opportunities for school employees to gain the knowledge and skills relevant to their positions.

MSEA will be involved in any changes regarding graduation requirements.

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.

MSEA strongly urges association representation and involvement on district and state levels regarding licensure of teachers.

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 having met benchmarks or exit exams.

MSEA supports the establishment of alternative graduation requirements for students who do not pass the exit exam.

MSEA shall oppose current three tier certification by the Department of Education of and Early Development.

Human and Civil Rights

MSEA shall seek to negotiate ways to minimize the possibility of assault and harassment of teachers and maximize safety of teachers including but not limited to uniform enforcement of zero tolerance policies. MSEA will seek to negotiate planned in-service for all building staff relative to these policies.

MSEA believes a certified nurse with a BSN should be placed at each school in accordance with the Association of School Nurses (N.A.S.N.)

MSEA encourages the district to establish a comprehensive annual training program on tolerance for diversity.

MSEA supports the American Disability Act making all school facilities accessible.

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MSEA will interview members about health and safety concerns throughout the district to determine an appropriate course of action.

Miscellaneous:

MSEA favors the inclusion of the following policy: in the interest of efficiency, all mechanical errors (grammar, spoiling, punctuation, etc.) shall be corrected in-house, provided the original spirit and intent remains unchanged.

Remove any new business items (NB) status after two years and re-categorize them as old business (OB) unless updated or amended. Remove old business items after one year to inactive. Inactive items will be deleted after one year.

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MSEA resolution statements.

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, counselors 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)

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

R 87-01 Parent/Teacher Conferences: MSEA supports semiannual parent/teacher conferences during the work day for all grade levels.
(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 Professionals) 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 School Nurse of the Year through dissemination of information and involvement in activities.

(Amended 94)

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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 allocations of resources to schools on the basis of which are 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, reading specialists/literacy coaches 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 educational formats, to the state educational benchmarks and standards appropriate to their age classification. (Amended 11)

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 Ratio Calculations: MSEA supports maintaining the deletion of counselors, librarians, music, technology, art, special education teachers, nurses, P.E. teachers, reading specialists/literacy coaches and ESL teachers from calculations of pupil teacher ratio and further supports that class size maximums reflect current educational research in order to provide the best learning environment.
(Amended 96, 99, 04)

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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 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 for local offices. (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 overcrowding.

R 96-06 Forgiveness of Student Loan: MSEA supports legislation for forgiveness of state and federal loans (for a proposal of up to \$20,000) to attract and retain certified staff in Alaska.

(Amended 91, 00, 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 the local community level.

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 of home school coordinators or home bound teachers for students with lengthy illness and the availability of counseling services for students at all levels.

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R 99-05 Tolerance Training Program: MSEA encourages the district to establish a comprehensive annual training program on tolerance for diversity.
(Amended 00)

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

R 04-02 RIF (reduction in force) 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 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)

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 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 at the September Representative Council meeting. (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

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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 ½ % times average base (high three years) salary times years creditable contributions from the employee, employer, and the state on an equal basis. MSEA also supports NEA-Alaska's policy of a return to a defined benefit retirement system.
- 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 get training.
- 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 results of student assessments

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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, teachers.

R 10-01 MSEA opposes subcontracting of any MSEA or CEA positions.

“Resolutions” that are in the policy:

R 04-01 Public Relations: MSEA will implement, and financially support a public relations campaign. The public relations committee will implement a yearly plan and present periodic reports to the Representative and Executive Board meetings.

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)

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

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 04-03 Veteran’s Day: MSEA will lobby local officials to establish Veteran’s Day as a designated instructional day with some recognition of veterans within our school district. (Amended 04, 11)

R 10-01 MSEA believes the following applies to all elected and appointed officers and officials: Officials never use the name of MSEA or one’s MSEA title when supporting an opposition candidate or opposition initiative/legislation. If compelled to support an opposition candidate, initiative, or legislation, using the name of MSEA or one’s MSEA

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title, elected officers should resign their office prior to taking action.