

East Lansing

AGREEMENT

between the

EAST LANSING BOARD OF EDUCATION

and the

EAST LANSING EDUCATIONAL SECRETARIES ASSOCIATION

COVERING THE PERIOD

from

JULY 1, 1972

to

JUNE 30, 1973

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

*East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823*

TABLE OF CONTENTS

Article	Subject	Page Number
I	Recognition	1
II	Employees' Rights	2
III	Board Rights	3
IV	Compensation	3
V	Hours of Work	4
VI	Conditions of Work	5
VII	Layoff and Recall	5
VIII	Vacancies and Promotions	5
IX	Transfers	6
X	Leave of Absence	6
XI	Business and Sick Leave	7
XII	Retirement	9
XIII	Resignation	9
XIV	Continuing Education	9
XV	Vacations	10
XVI	Discharge, Demotion, and Discipline	10
XVII	Evaluation	11
XVIII	Probationary Employees	11
XIX	Grievance Procedure	11
XX	Miscellaneous	15
XXI	Duration of Agreement	16
XXII	Insurance Protection	16
XXIII	Secretarial Reclassification Procedures	17
XXIV	Job Classification Descriptions and Salary Scales	18

AGREEMENT

This Agreement entered into this first day of July, 1972, by and between the BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF EAST LANSING, Ingham and Clinton Counties, Michigan, hereinafter called the "Board," and the EAST LANSING EDUCATIONAL SECRETARIES ASSOCIATION, hereinafter called the "Association."

WITNESSETH

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

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

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all educational secretaries and all personnel engaged in secretarial and clerical work including bookkeepers, bookkeeping machine operators, clerks, receptionists, switchboard operators, general typists, and instructional aides, but excluding secretaries to the Superintendent, secretary to the Director of Personnel Services, secretary to the Director of Business Services, and Reports and Analysis Assistant. All personnel represented by the Association in the above defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as "Secretaries," and reference to female personnel shall include male personnel.
- B. The Board agrees not to negotiate with any educational secretaries' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual secretary from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not

inconsistent with the terms of this Agreement.

- C. Within thirty (30) days of the beginning of their employment hereunder, secretaries may sign and deliver to to the Board an assignment authorizing deduction of membership dues of the Association (including the National Association of Educational Secretaries and the Michigan Association of Educational Secretaries) by said employer. Such sum shall be deducted as dues from the regular salaries of all the secretaries and shall be remitted not less frequently than quarterly to the Association.

ARTICLE II

Employees' Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive, or coerce any secretary in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any secretary with respect to hours, wages, terms, or conditions of employment by reason of her membership in the Association or collective negotiations with the Board, or her institution of any grievance, complaint or proceeding under this Agreement.
- B. The Association and its members shall have the right subject to prior approval of the supervisor in charge to use school building facilities at all reasonable hours for meetings. Bulletin boards shall be made available to the Association. The Association agrees to reimburse the Board for any damages to school equipment entrusted to its use or care upon competent proof that the Association or one of its members intentionally caused any damage to said equipment provided, further, that any dispute which may arise as the liability for damages is subject to the grievance and arbitration provisions set forth in Article XIX of this Agreement.
- C. The Board agrees to furnish to the Association in response to reasonable requests information which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the secretaries, together with information which may be necessary for the Association to process any grievance or complaint.

ARTICLE III

Board Rights

- A. There is exclusively reserved to the Board all responsibilities, powers, rights, and authority vested in it by the laws and constitutions of the State of Michigan and the United States, or which have heretofore been properly exercised by it, excepting where expressly limited by the provisions of this Agreement. The Board retains the right, among others, to establish and equitably enforce reasonable rules and personnel policies, relating to the duties and responsibilities of secretaries and their working conditions, which are not inconsistent with the provisions of this Agreement or violative of law. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.

ARTICLE IV

Compensation

- A. The salaries of secretaries covered by this Agreement are set forth in Article XXIV of this Agreement. Such salary schedule shall remain in effect during the one-year term of this Agreement.
- B. Each employee shall be entitled to advance to the next step of her respective schedule classification effective July one (1) every calendar year.
- C. Authorized time worked in excess of eight (8) hours in any one day or on Saturday shall be compensated at an hourly rate at time and one-half. Compensatory time off in lieu of overtime pay will not be practiced.
- D. Alterations in the normal work day will be subject to the approval of the employee's immediate supervisor.
- E. There shall be eight (8) paid holidays as follows:

Twelve-month Secretaries

New Years Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day following Thanksgiving
Fourth of July	Christmas Day

Ten-month Secretaries

New Years Day	Thanksgiving Day
Good Friday	Day following Thanksgiving
Memorial Day	Christmas Day
Labor Day	

- F. When one of the above holidays falls on a Saturday, the Friday preceding shall be recognized as a paid holiday. When any of the above holidays fall on Sunday, the Monday following shall be recognized as a paid holiday. If Christmas falls on Tuesday through Friday, the day preceding shall be recognized as a paid holiday.
- G. Secretaries shall be expected to work the last day scheduled preceding a holiday and the first day following a holiday, unless specified otherwise, to be eligible for holiday pay.
- H. Holidays occurring during the vacation period shall not be charged against vacation allowance.

ARTICLE V

Hours of Work

- A. All employees shall fully, faithfully, and properly perform the duties of their employment.
- B. The normal work day shall consist of eight (8) hours per day. The normal work week shall be forty (40) hours per week, Monday through Friday. This is subject to change if job requirements specify differently.
- C. All secretaries shall be given a duty-free uninterrupted lunch period of not less than one (1) hour.
- D. Secretaries shall be provided a fifteen (15) minute relief time for each four hours of work. This period, if not used, may not accumulate to be used at some later time and may not be used for any other purpose.

ARTICLE VI

Conditions of Work

- A. Telephone facilities shall be made available to secretaries for their reasonable use.

- B. Adequate parking facilities for secretaries will be provided within reasonable proximity of their building.
- C. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.
- D. When schools are forced to close, all secretaries should report at the regular time if travel conditions permit. If unable, secretary shall notify immediate supervisor at the earliest practicable time. The principal or chief administrator in each building shall be authorized to excuse on an individual basis.

ARTICLE VII

Layoff and Recall

- A. In any necessary reduction of the secretarial staff, a secretary with greater service shall be given preference over a secretary with less service within each classification provided she can perform the work necessary. Any secretary whose services are so interrupted shall have at least ten (10) days notice of layoff.
- B. When secretaries whose services have been so interrupted are to be re-employed within a period of one year, those having the greatest service shall be recalled first.

ARTICLE VIII

Vacancies and Promotions

- A. Whenever any vacancy or other special opportunity in any secretarial or clerical position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be filled on a permanent basis until five (5) working days after notice has been given.
- B. Any secretary may apply for such vacancy. In filling such vacancy, the Board agrees to give consideration to attainments, skills, length of service, and other relevant factors.

- C. In the event a new employee, covered under this contract, does not satisfactorily meet the requirements expected in the position within the first thirty (30) days of employment and is released by the employer, the provisions of this Article VIII, Paragraph A, need not apply as a responsibility of the Board of Education.

ARTICLE IX

Transfers

- A. The Board and the Association agree that frequent transfer of secretaries from one position to another is disruptive of effective administration and interferes with optimum performance.
- B. Whenever a secretary in any classification desires a transfer to a new location but in the same classification, such secretary may submit the request to the personnel office. Such transfers will be considered if an opening occurs at the desired location, provided that the requesting secretary is fully qualified for the particular duties at the new location and is approved for transfer by the immediate supervisor at the new location. Transfer of secretaries from ten-month positions to twelve-month positions shall receive accumulated length of service credit on their new salary schedule and all other benefits equal to twelve-month positions.

ARTICLE X

Leaves of Absence

- A. Leave for Health. Any secretary whose personal illness extends beyond the period compensated under Article XI shall be granted a leave of absence without pay for such a period of time which in accumulation with absence with paid sick leave shall not exceed one year. Upon return from leave, a secretary shall be assigned to the same position, or a position of like nature, if available. Before the secretary returns from such a leave of absence, the Board may require a certificate of good physical and mental health.
- B. Maternity Leave. As soon as any secretary becomes aware of her pregnancy, she shall notify her immediate supervisor and the Director of Personnel Services. She may elect to either resign or apply for a leave of absence. Resignation or a leave of absence shall be mandatory at the end of the seventh month or earlier at the discretion of the supervisor, Director of Personnel Services or doctor. Any leave of absence

granted shall be for not less than six months or more than one year following birth of the child. Upon expiration of this leave, the employee shall be considered for any equivalent vacancy that may occur.

- C. Jury Duty or Subpoenaed. A secretary who serves on Jury Duty will be paid the difference between her pay for that duty and her regular pay provided proof of service and pay is submitted. A leave of absence with full pay shall be granted for court appearance when subpoenaed as a witness in any case connected with the secretary's employment of the school. Absences required by this paragraph shall not be deducted from sick leave as outlined in Article XI.
- D. Adoptive Leave. Any secretary may apply for an adoptive leave without pay. When first notified that she has been accepted as an adoptive parent by the adoption agency, the secretary desiring leave shall apply to the Personnel Office for an adoptive leave which shall commence when the secretary assumes custody of the child and shall continue for one year.
- E. Military Leave. Military leaves of absence shall be granted to any secretary who shall enter into active military service of the United States. Secretaries on military leave shall be given the benefit of any increments which would have been credited to them had they remained in active service to the school system and all accumulated sick leave days acquired prior to entry into the service will be reinstated.

ARTICLE XI

Business and Sick Leave

- A. All secretaries shall be allowed one full day of sick leave per month of employment to be used for personal illness, or any other approved reason.
- B. Each secretary shall be entitled to accumulation of the unused portion of each year's sick leave days not to exceed one hundred twenty (120) days.
- C. Employees unable to perform their duties because of illness should notify their offices before or at the start of the work day.
- D. Leaves of absence with pay chargeable against the secretary's sick leave allowance shall be granted for the following reasons:
 - (1) A maximum of five (5) days per working year for a critical illness in the immediate family. "Immediate family" shall include the secretary's mother and father, father-in-law or mother-in-law, spouse and children, and brother or sister.

- E. Leaves of absence with pay not chargeable against the secretary's sick leave allowance shall be granted for the following reasons:
- (1) A maximum of five (5) days per working year for a death in the immediate family, "immediate family" as defined in subsection (1) above.
 - (2) Time necessary for attendance at the funeral service of a person whose relationship warrants such attendance--not to exceed one day.
- F. Employees shall be entitled to two personal business leave days per year.
- G. The building principal shall approve an absence (not to exceed two days per year) for personal business which, because of its nature, cannot be scheduled outside of school hours upon application in writing by the employee. In case of an emergency for reasons other than an illness, the building principal may excuse absences without loss of salary up to two days per year--not cumulative.
- H. The Board agrees to provide without cost to each secretary an insured income continuation plan for disability extending beyond the secretary's accumulated sick leave. The plan shall guarantee continuation of 60% of the secretary's income from salary and supplemental incomes averaged monthly, including benefits received from primary social security, workmen's compensation or any other employer-sponsored plan. Benefits may be paid greater than 60%, but not more than 90% of a secretary's income when income is available from social security dependents' benefits or the Michigan Public Schools Employees' Retirement Fund. Benefits will continue to age 65 for illness or up to a lifetime if a result of accident. The Board agrees to amend the income continuation plan, which amendment will provide, at retirement, the amount of monthly retirement income lost to a secretary under the M.P.S.E.R.F. because of disability that existed during the secretary's working years. The Board shall provide a cost of living and family income benefit under the income continuation plan provided for in this subparagraph.

ARTICLE XII

Retirement

- A. A secretary shall be retired by the Board upon reaching sixty-five (65) years of age.
- B. The Board may approve an extension of employment beyond the established age of sixty-five (65).
- C. Upon retirement, after ten (10) years of employment with the East Lansing School District, under the Michigan School Employees' Retirement Plan, the employee or her beneficiary shall receive a lump sum payment not to exceed \$1,000 computed by multiplying her last daily rate by fifty per cent (50%) of her accumulated sick leave days.

ARTICLE XIII

Resignation

- A. Any secretary desiring to resign shall file a letter of resignation with the Director of Personnel Services at least ten (10) working days prior to the effective date.
- B. Any secretary who resigns from her position in the manner described in Paragraph A of this Article maintains her right to earned vacation time.

ARTICLE XIV

Continuing Education

- A. The Board agrees to pay the tuition fee for any secretary it so designates to attend a workshop, in-service training seminar, self-improvement course, or other related professional growth activity.

ARTICLE XV

Vacations

- A. All secretaries working on a twelve-month basis shall receive an annual vacation with full pay based on the following schedule:

The first 5 years	Two (2) weeks
6 to 10 years	Three (3) weeks
11 years or more	Four (4) weeks

Secretaries working less than twelve months or less than eight (8) hours per day shall be entitled to a vacation of five (5) days benefit.

- B. Secretaries working more than four (4) and less than eight (8) hours per day will be entitled to benefits prorated to their working hours.
- C. Vacations shall be computed from July 1 through June 30. The vacation allowance to which an individual is entitled shall be determined by the number of years of service she has completed by June 30 of a given year.
- D. Vacation allowance shall be prorated during the first year of employment to the nearest half day. (Based on 5/6 of a day per month of service to June 30.)
- E. Vacation allowance may not be accumulated from one fiscal year to the next except on the basis of written request which must have the approval of both the immediate supervisor and the Director of Personnel Services.
- F. Vacations shall be scheduled at a time when this will not unduly interfere with or hamper normal operations of the school system. Insofar as is possible within this limitation, vacations shall be scheduled at a time satisfactory to the secretary.
- G. Vacations shall be scheduled for a period of not less than one week at a time or not less than the number of days to which the employee is entitled, whichever is smaller, unless otherwise approved by the immediate supervisor and the Director of Personnel Services.

ARTICLE XVI

Discharge, Demotion and Discipline

- A. No secretary shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any advantage without just cause. Any such action imposed upon a secretary may be processed as a grievance

through the regular grievance procedure. A secretary may ask for representation from the Association in the event of any such discipline or reduction in rank.

- B. Discharge or demotion of any secretary shall be made only for a reasonable and just cause.
- C. Should it be determined that an injustice prevails regarding a secretary's demotion, suspension or discharge, the Board agrees to reinstatement and pay for all time lost.

ARTICLE XVII

Evaluation

- A. The Association specifically recognizes the right and necessity of the Board to evaluate employee performance. Each immediate supervisor of an Association employee hereinunder defined in Article I shall file annually with the Director of Personnel Services beginning no later than May 1, 1973, an evaluation of the employee on a form provided by said Director. The criteria used as a basis in judging such performance shall be given to all employees by January 1, 1974.

ARTICLE XVIII

Probationary Employees

- A. An employee shall be deemed to be probationary during the first three calendar months working period of employment.
- B. The Association shall represent probationary employees for the purpose of collective bargaining in respect to hours, wages, terms and conditions of employment. The Association shall not represent discharged and disciplined employees for other than Association activity.

ARTICLE XIX

Grievance Procedure

- A. Definitions:

1. A "Grievance" is a claim based upon an event or condition which

which affects the welfare or conditions of employment of a secretary or group of secretaries and/or the interpretation, meaning, or application of any of the provisions of this Agreement. It is expressly understood that a claim based upon an event or condition which does not affect the welfare or conditions of employment of a member of the unit described in Article I above shall not constitute a grievance.

2. An "aggrieved person" is a person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose:

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate member of the administration.

C. Procedure:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be as a maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1, which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

2. Grievance Steps:

- (a) Level One. An employee with a grievance shall first discuss it with her principal or immediate supervisor, either directly or through her Association representative, with the objective of resolving the matter informally. If the employee is not satisfied

with her immediate supervisor's response she shall submit her grievance in writing to her immediate supervisor and request a written reply within five (5) days. If a secretary does not file a grievance in writing with her immediate supervisor within thirty (30) working days after she knew or should know of the act or condition on which the grievance is based, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph shall be subject to arbitration pursuant to Level Five.

(b) Level Two.

- (1) If the aggrieved person is not satisfied with the disposition of her grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance, she may file the grievance in writing to the superintendent or his designee within five (5) working days after the decision at Level One or fifteen (15) working days after the grievance was presented, whichever is sooner.
- (2) Within ten (10) working days after receipt of the written grievance by the superintendent or his designee, he shall meet with the aggrieved person or Association representative in an effort to resolve the grievance.

(c) Level Three.

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) working days after she has first met with the superintendent or his designee, she may file the grievance in writing with the President of the Association within five (5) working days after a decision by the superintendent or his designee, or fifteen (15) working days after she had first met with said person, whichever is sooner. Within five (5) working days after receiving the written grievance, the President of the Association shall refer it to the Board. Within ten (10) working days after receiving the written grievance, a committee of the Board shall meet with the aggrieved person and Association representative, if any, for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three shall, however, be rendered by the full Board.

(d) Level Four.

- (1) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been

rendered within ten (10) working days after she has first met with the Board committee, she may, within five (5) working days after a decision by the Board or fifteen (15) working days after she has first met with the Board committee, whichever is sooner, request in writing the President of the Association to submit her grievance to mediation. If the Association determines that the grievance is meritorious, it may by written notice to the Board submit the grievance to the State Labor Mediation Board for the mediation within fifteen (15) working days after receipt of the request by the aggrieved person.

- (2) Within ten (10) working days after such written notice of submission to mediation, the parties, with their respective representatives, shall meet with the State Labor Mediation Board or its designated representative in an attempt to mediate and settle the grievance.

(e) Level Five.

- (1) If the grievance has not been resolved by mediation, as provided in Level Four, the aggrieved person within ten (10) days after she has first met with the State Labor Mediation Board may request in writing the President of the Association to submit her grievance to arbitration if the Agreement provides the grievance is one which may go to arbitration. If the Association determines that the grievance is meritorious, that it involves the interpretation, meaning, or application of any of the provisions of this Agreement, and that submitting it to arbitration is in the best interests of the East Lansing School System, it may by written notice to the Board submit the grievance to arbitration within fifteen (15) working days after receipt of a request by the aggrieved person. Grievances which do not involve the interpretation, meaning, or application of any of the provisions of this Agreement may be processed through Level Four but shall not be arbitrable.
- (2) Within ten (10) working days after such written notice of submission to arbitration, the Board committee and the Association shall agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The arbitration shall

be conducted in accordance with the rules and procedures of the American Arbitration Association, including the selection of an arbitrator.

- (3) The arbitrator so selected shall confer with representatives of the Board and the Association and hold hearings promptly and shall issue her decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to her. The arbitrator's decision shall be in writing and shall set forth her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power and authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. Arbitration of grievances involving the interpretation, meaning, or application of any of the provisions of this Agreement shall be final and binding.
- (4) The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Board and the Association.

ARTICLE XX

Miscellaneous

- A. This Agreement shall supersede any rules, policies, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. If any provision of this Agreement or any application of the Agreement to any secretary or group of secretaries shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law.
- C. Formal decisions rendered at Levels One, Two, Three, and Four of the grievance procedure shall be in writing, setting forth the decision and reasons therefor and shall be transmitted promptly to all parties in interest.

- D. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- E. Copies of this Agreement shall be presented to all secretaries and supervisors now employed or hereafter employed by the Board.
- F. The Board and Association specifically recognize the mutual right to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the terms of this Agreement, and both parties agree to be bound by any lawful order or award thereof.
- G. A secretary required by the Board to engage during her working day in negotiations on behalf of the Association with any representative of the Board or required to participate in any grievance procedure, including arbitration, shall not incur loss of salary when same has been mutually scheduled by both parties or the arbitrator.
- H. For the duration of this Agreement the Board agrees to pay up to \$15.00 toward the cost of any physical examination required of new secretaries coming into the system.

ARTICLE XXI

Duration of Agreement

- A. The Agreement shall be effective as of July 1, 1972 and shall remain in effect until June 30, 1973. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Both parties agree to commence negotiations not later than sixty (60) days prior to the termination date of this Agreement with regard to a future contract.

ARTICLE XXII

Insurance Protection

The Board shall provide health insurance protection to all employees under this contract who are desirous of such coverage at the rate of a single subscriber or \$5,000.00 Group Life Insurance. The employee will be covered on one or the other benefit, depending upon their choice, beginning July 1, 1972.

ARTICLE XXIII

Secretarial Reclassification Procedures

Recognizing the need for periodic reclassification of positions because of new demands for skills and additional responsibility, the Association and Board establish this reclassification system.

An ad hoc committee on secretarial reclassification will be formed whenever an individual secretary requests, in writing, that her position be considered for a new level of classification. She must cite rationale and documentation for the change requested.

The committee shall be composed of two administrators, neither of which may supervise the secretary making the request, and two secretaries, neither of which may work in the same building of the secretary making the request.

The committee will review the written request and may require others in the school system to provide written or verbal statements to the committee regarding the classification request.

The committee will then make a recommendation to approve or deny the request to the superintendent (or his designee) and the personnel committee of the Board of Education. The superintendent and personnel committee will then affirm or deny the committee's report, or ask for further information before its decision.

The decision may be grieved and immediately sent to mediation (Level Four) but cannot be arbitrated.

ARTICLE XXIV

Job Classification Descriptions and Salary Scales

A. Supportive Service Clerks - Library Technical Services

1.	1972-73 Salary Scale: Step	1.	2.07
		2.	2.17
		3.	2.27
		4.	2.37
		5.	2.47
		6.	2.57
		7.	2.67
		8.	2.77
		9.	2.92
		10.	3.07

2. Job Descriptions

(a) Technical Clerks

Qualifications:

- (1) Minimal typing speed of 40 words per minute.
- (2) Understanding of library cataloging systems.
 - a. Dewey Decimal System
 - b. Library of Congress

Responsibilities:

- (1) Technical aspects of library book preparation.
 - a. Pasting
 - b. Cataloging
 - c. Cross filing
- (2) Library technical clerks will deal with audio-visual material.
 - a. Process information regarding same.
 - b. Keeping records for the school system on such material.

(b) Library Secretary

The secretary in the library reports to the librarian and services the clerical and bookkeeping needs of the secondary school library.

Qualifications:

- (1) Typing skill - 50 words per minute.
- (2) Ability to maintain files.
- (3) Minor bookkeeping knowledge.
- (4) Ability to handle telephone.

Responsibilities

- (1) Maintain system correspondence.
- (2) File communications and documents as they relate to the business and mechanical operations of the library.
- (3) Maintain a system of records relative to book purchases.
- (4) Prepare invoices.
- (5) Answer phones and initiate calls for materials at the direction of the librarian.
- (6) Schedule conference rooms and library group discussion areas.
- (7) Correspond to students regarding materials not returned, unavailable materials, and cost of damage to material at the request of the librarian.

B. Instructional Clerks (Instructional Aides, E. S. Y. Secretary and Attendance Clerk)

1.	1972-73 Salary Scale: Step	1.	2.27
		2.	2.37
		3.	2.47
		4.	2.57
		5.	2.67
		6.	2.77
		7.	2.87
		8.	2.97
		9.	3.12
		10.	3.27

2. Job Descriptions

(a) Instructional Aides

Qualifications:

- (1) Minimal typing speed of 50 words per minute.
- (2) Knowledge of the operation of machines.
 - a. Mimeograph
 - b. Ditto
 - c. Calculator
 - d. Laminating and transparencies

Responsibilities

- (1) Typing all material for teachers.
 - a. Tests
 - b. Requisitions
- (2) Use of machines in copying material for teachers.
- (3) Keep a file of all material.
- (4) Typing for tests, hand-outs, letters to parents, forms, class lists, correspondence, progress reports, plays, etc.
- (5) Dispense and order supplies.
- (6) Assist in AV room and help supervise students.

- (7) Telephone duties.
- (8) Assist in the classroom, if needed, as a helper.
- (9) Assist in the main office, if necessary.

(b) Secretary to Director of Extended School Year

Qualifications

- (1) Minimal typing speed of 50 words per minute.
- (2) Ability to organize materials.
- (3) An interest and experience in development of brochures and announcements.
- (4) An interest and/or ability to work with data processing information.
- (5) Ability to meet the public with tact and diplomacy.
- (6) General knowledge of bookkeeping.
- (7) A basic understanding of journalistic style and grammar techniques.
- (8) Knowledge of course description.

Responsibilities

- (1) Handling applicants.
- (2) Class registrations.
- (3) Budget for summer school.
- (4) Answer telephone.
- (5) Bank deposits.
- (6) Make appointments.

(c) Attendance Clerk

Qualifications

- (1) Minimal typing speed of 50 words per minute.
- (2) Ability to supervise student help.

Responsibilities

- (1) Supervise student help.
- (2) Answer phone.
- (3) Regular contact with students, parents, teachers regarding absences.
- (4) Sending postcards to selected students who are absent.
- (5) Maintain attendance files.
- (6) Handle deposits.
- (7) Switchboard relief.

C. Receptionists and Supportive Service Secretaries (Secondary School Receptionists, Accounts-Guidance Secretary, Special Education Secretary, Board Offices' Receptionist, Audio-Visual Assistant)

1.	1972-73 Salary Scale: Step	1.	2.40
		2.	2.50
		3.	2.60
		4.	2.70
		5.	2.80
		6.	2.90
		7.	3.00
		8.	3.10
		9.	3.25
		10.	3.40

2. Job Descriptions

(a) Receptionist for Secondary Schools

Qualifications:

- (1) Minimal typing speed of 40 words per minute.

- (2) Ability to meet people.
- (3) Operation of switchboard and pleasant telephone voice.
- (4) Keep calendar of events filed.
- (5) Filing and general information processing.

Responsibilities:

- (1) Switchboard.
- (2) Mail.
- (3) Student locker assignments.
- (4) Teacher and office supplies.
- (5) Meet and direct visitors.
- (6) Supervise student help.
- (7) Type daily student and faculty bulletins.
- (8) Work permits.
- (9) Assume some secretarial duties.
- (10) Many odd jobs and helping others in the office when they are overloaded.

(b) Accounts-Guidance Secretary - Middle Schools

Qualifications

- (1) Minimal typing speed of 50 words per minute.
- (2) Ability to deal with the public and students both via the telephone and in person.
- (3) General knowledge of bookkeeping, budget and inventory procedures.
- (4) Ability to operate switchboard.
- (5) Ability to operate machines (ditto machine, etc.).

Responsibilities:

- (1) Post and handle confidential test scores and data for student records.
- (2) Handle financial accounts.
- (3) Collect school fees.
- (4) Answer telephone.
- (5) Schedule appointments for students with counselors.
- (6) Receive students and other visitors.
- (7) Prepare CA 60's for mailing and mail on request.
- (8) Assist in clerical duties of pre-enrollment and registration.
- (9) Assist in clerical duties of schedule changing.
- (10) Post standardized test scores on CA 60 records.
- (11) Compile and keep current a counselor/counselee list which is made available for all faculty and staff.
- (12) Order supplies, periodicals, etc. needed in the department and be responsible for checking in.
- (13) Post attendance and grades in CA 60 records.

(c) Secretary - Special Education

Qualifications:

- (1) Minimal typing speed of 50 words per minute.
- (2) Dictaphone experience or shorthand ability.
- (3) Business machine operation (calculator, copying machine).
- (4) Experience in completing extensive reports.
- (5) Ability to keep confidential reports.
- (6) Filing ability.

Responsibilities:

- (1) Record absences and notify proper schools and take all messages for the special education staff and nurses.
- (2) Type letters, correspondence, memos and dittos for all of the staff.
- (3) Take care of all mail coming in and going out and inter-office and inter-school correspondence.
- (4) Maintain emergency call system for the nurses when the emergency is at a school that the nurse is not on duty that day.
- (5) Production of psychological reports for diagnostician, letters, memos, and all correspondence for all staff.
- (6) Recording all referrals and making all the proper cards and files for staff use.
- (7) Typing of reports to State department, parents and board offices.
- (8) The special education secretary must maintain confidentiality and is charged with the responsibility of screening all calls and requests with the special education director.

(d) Central Office Receptionist-Clerk

Qualifications:

- (1) Minimal typing speed of 50 words per minute.
- (2) Knowledge of PBX system.
- (3) Ability to meet the public.

Responsibilities:

- (1) Answering PBX.
- (2) Taking messages when employees are not at their desks.
- (3) Helping other employees with work overload.
- (4) Clipping articles from local newspapers and placing in notebook.

(5) Typing for Public Information Officer.

(e) Audio-Visual Assistant

Qualifications:

Audio Visual Assistant must learn the operation of tape recorders, F/S projectors, carousels, cassette recorders, 16 MM projectors, Dukane projector, video tape recorder and camera (this operation is very important to learn as recorder is in constant demand), must learn to operate heat presses for successful lamination.

The above knowledge is not necessary when applying for the position, but must be mastered immediately upon the job training as the Audio Visual Assistant must teach the students to operate said equipment.

Responsibilities

The Audio Visual Assistant is responsible for the maintenance and scheduling of all audio visual equipment in the high school. She is responsible for ordering all films and visual aids for the faculty. Responsible for the training of students in the operation of all audio visual equipment and for instruction in laminating prints for curriculum use.

Handles requests for the loan of equipment and visual aids to other schools. Handles faculty requests for video taping educational TV programs.

The Audio Visual Assistant has assigned audio visual students from 8 a.m. to 3:05 p.m. Since there is not enough equipment for each teacher to have their own equipment, the loan and return of the visual aids must be coordinated very carefully. This scheduling lies with the assistant. Once the day's schedule has been determined, the audio visual students transport equipment to specified areas, set up and operate. If the student is absent or the requests are for after school hours, the assistant personally does the set up, so it is essential that she have a working knowledge of all equipment.

Some of the end of the school year responsibilities are: work with librarian on budget for new school year. Once each department budget is determined, order visual aids for faculty. Order films for new school year. (This is one of the largest tasks for the assistant as our film requests are very large for a staff of over 90.) With a large supply of film catalogs at hand, assistant

researches as to where the film can be rented and at the most reasonable fee. This takes several weeks, with many revisions, when confirmation cannot be made. Correspondence becomes very heavy at this point. Route all audio visual equipment to audio visual room. Check for repair and arrange for damaged equipment to be repaired over summer. Arrange with faculty and other schools for loan of equipment over summer months.

Some of the responsibilities at the beginning of the school year are: train new students in the operation of all audio visual equipment and in the operation of heat presses for lamination. Acquaint students with audio visual scheduling. Return equipment to specified areas. Make out confirming requisitions for all films ordered at the end of the school year. Give film schedules to all department heads.

D. Secretaries - Clerks (Elementary Secretaries, High School Assistant Principals' Secretaries, School Plant Manager's Secretary)

1.	1972-73 Salary Scale: Step	1.	2.55
		2.	2.65
		3.	2.75
		4.	2.85
		5.	2.95
		6.	3.05
		7.	3.15
		8.	3.25
		9.	3.40
		10.	3.55

2. Job Descriptions

(a) Elementary Secretary

Qualifications:

- (1) Minimal typing speed of 50 words per minute.
- (2) Dictaphone experience or shorthand ability.
- (3) Ability to deal pleasantly with the public and students and teachers both via the telephone and in person.
- (4) Ability to operate office machines (ditto and copy machines).
- (5) General knowledge of budget and inventory procedures.

(6) Computer phone.

(7) Filing.

Responsibilities

(1) Check on absentees twice daily, compute attendance.

(2) Answer phone, greet and register persons entering the facility.

(3) Distribute U. S. and inter-office mail.

(4) Do all typing, ditto, copy machine work and filing to maintain office.

(5) Enter attendance and test scores and other pertinent material in CA 60 records -- also yearly pictures and health records.

(6) Make directory by classes and keep up to date.

(7) Prepare 4th Friday report for state.

(8) Keep track of staff records (absences), substitutes used and prepare payroll for business office.

(9) Type requisitions and work orders, check in supplies.

(10) Keep up to date office calendar.

(b) Secretary to Assistant High School Principals

Qualifications:

(1) Minimal typing speed of 50 words per minute.

(2) Ability to supervise student help.

(3) Ability to handle parents, students, and teachers in problem situations.

(4) Dictaphone experience or shorthand ability.

(5) Ability to operate office machines.

Responsibilities

- (1) Supervise student help.
- (2) Answer telephone.
- (3) Handle correspondence.
- (4) Regular contact with students, teachers, and parents.
- (5) Maintain student files.
- (6) Take care of requests for assignments.
- (7) Telephone contact with parents regarding absences.
- (8) Sending postcards to students who are absent.
- (9) Daily contact with data processing center to send in attendance.
- (10) Child accounting and fourth Friday records.
- (11) Setting up of lists and categories of students as requested for special programs.
- (12) Car registration for students, faculty, employees and maintenance of records.
- (13) Post standardized test scores.
- (14) Send out transcripts for transfers.
- (15) Arrange appointments for students wishing to speak with visiting college representatives.
- (16) Ordering, cataloging and checking in and out all college catalogs.
- (17) Keep a file on all seniors with all test scores, rank in class, grade-point average, and where they have applied to college, etc.
- (18) Order supplies.
- (19) Send out all college applications.

(20) Register new students.

(21) Handle grade reporting.

(c) Secretary to School Plant Manager

Qualifications:

(1) Minimal typing speed of 60 words per minute.

(2) Dictaphone experience or shorthand ability.

Responsibilities:

(1) Record and process bus requests for field trips.

(2) Dictation and transcription of correspondence.

(3) Bus drivers' overtime reports.

(4) Record and invoice building use application forms and maintain records.

(5) Record maintenance costs of buses.

(6) Prepare breakdown of dust-mop service for data processing.

(7) Process custodial supply inventory and order forms preliminary to sending out quotations and purchase orders.

E. Secretaries to Directors (Secretary to Director of Instruction, Administrative Assistant's (Consultant to Minority Staffing) Secretary, Secretary to Director of SCAP)

1.	1972-73 Salary Scale: Step	1.	2.60
		2.	2.70
		3.	2.80
		4.	2.90
		5.	3.00
		6.	3.10
		7.	3.20
		8.	3.30
		9.	3.45
		10.	3.60

2. Job Descriptions:

(a) Secretary to Director of Instruction

Qualifications:

- (1) Minimal typing speed of 60 words per minute.
- (2) Dictaphone experience or shorthand ability.
- (3) Knowledge of business machines.
 - a. Calculator.
 - b. Pitney-Bowes Machine.
- (4) PBX switchboard experience or ability to learn.

Responsibilities:

- (1) Maintain reports of system-wide committees.
- (2) Prepare routine correspondence to publishers and vendors and any other correspondence related to Instructional Services.
- (3) Facilitate meetings and system-wide conferences.
- (4) Maintain inventory of instructional materials for the system pertinent to the Director of Instruction.
- (5) Maintain filing.
- (6) Prepare budget materials.
- (7) Secretary must be available for evening and weekend meetings.

(b) Secretary to Director of SCAP

Qualifications:

- (1) Minimal typing speed of 50 words per minute.
- (2) Ability to deal with the public.
- (3) Ability to operate office machines (ditto and copy machines).
- (4) Ability to handle large sums of money.

Responsibilities:

- (1) Production of written copy for physical education staff.
- (2) Type, distribute and assist in producing brochures for SCAP.
- (3) Registrations for SCAP -- with parents and children.
- (4) Process all personnel and payroll papers for SCAP and intra-mural employees.
- (5) Maintain control on requisitions for SCAP and Physical Education Department.
- (6) Preparation and filing of reports to the City and Board of Education officials.
- (7) Keep records of expenditures for SCAP and Physical Education Program, including bank deposits.
- (8) Take minutes at Recreation Commission Meetings.

F. Business Office and Secondary School Principals' Secretaries
(Secretaries to Secondary Principals, Business Office--Payroll Clerk,
Accounts Payable Clerk, Purchasing Clerk, Accounts Clerk, Key punch
Operator-Data Processing Clerk)

1.	1972-73 Salary Scale: Step	1.	2.72
		2.	2.82
		3.	2.92
		4.	3.02
		5.	3.12
		6.	3.22
		7.	3.32
		8.	3.42
		9.	3.57
		10.	3.72

2. Job Descriptions

(a) Secretary to Secondary Principals

Qualifications:

- (1) Minimal typing speed of 60 words per minute.
- (2) Bookkeeping background and/or ability to learn.

- (3) Dictaphone experience and/or shorthand ability.
- (4) Ability to carry out correspondence with minimum direction.
- (5) Understanding of payroll procedures.

Responsibilities:

- (1) Handle all correspondence, phone calls, set up appointments.
- (2) Work to help all faculty, students, staff, parents, etc.
- (3) Schedule school calendar, meetings, etc.
- (4) Assignments for substitutes.
- (5) Keep track of all absences for faculty, secretaries, custodians, etc.
- (6) Work with requisitions, budget, and help out on the switch-board when necessary.
- (7) Help to keep office running smoothly.
- (8) Good public relation ability.
- (9) Absences and payroll cards to Payroll Department.
- (10) At the beginning of the school year, get everything ready for the teachers and help all new teachers as much as possible.
- (11) Type master schedule, principal bulletin, etc.
- (12) Keys.

(b) Payroll Clerk

Qualifications:

- (1) Bookkeeping skills.
- (2) Ability to type accurately.
- (3) Understand data processing.

Responsibilities:

- (1) Fill out the standard pay forms on new employees based on

information supplied by the Personnel Department.

- (2) Fill out the file maintenance forms necessary to make changes in an employee's master payroll record.
- (3) Check absence reports and determine if the absence is covered under vacation or sick time.
- (4) If an employee's absence is not covered, make up a docking form to reduce the employee's gross pay.
- (5) Prepare forms for instituting new payroll deductions or changing existing deductions.
- (6) Review the computer-generated exception list and correct payroll input errors.
- (7) After the payroll has been processed, check the Payroll Register to insure that:
 - a. New employees were paid.
 - b. Terminated employees were not paid.
 - c. Changes in tax exemptions were made.
 - d. Changes in fixed deductions were made.
 - e. Exception pay was properly calculated.
- (8) Balance Payroll Register to control totals.
- (9) Type and post checks to replace voided checks.
- (10) Stuff paychecks in envelopes.
- (11) Process payroll deductions, calculate the Board of Education share of employee hospitalization insurance, balance net payroll plus payroll deductions to gross payroll, write payroll deduction checks.
- (12) Prepare quarterly Retirement Report.
- (13) Balance and submit 941-A and W-2 reports.
- (14) Answer phone inquiries regarding payroll.

(c) Accounts Payable Clerk

Qualifications:

- (1) Bookkeeping skills.
- (2) Ability to type accurately.
- (3) Understand data processing.

Responsibilities:

- (1) File Accounting Department copy of the purchase order and requisition in the Open Purchase Order File.
- (2) Receive invoices from the daily mail and remove the matching purchase order from the Open Purchase Order File.
- (3) Insure that merchandise has been received and accepted before processing invoice. If this has not happened, notify the Purchasing Department.
- (4) Take an adding machine total of all invoices to be processed. This will be a basic control total for computer runs.
- (5) Forward complete invoice sets to keypunching.
- (6) Balance the Accounts Payable Check Register to the control totals.
- (7) File the copy of the accounts payable check with the completed invoice set.
- (8) List and total all direct expense checks processed.
- (9) Balance the Direct Expense Check Register to the total of the direct expense check list.
- (10) Process checks charged to Building and Site Fund.
- (11) Process telephone invoices, maintain a record of long distance telephone calls.
- (12) Review the open invoice file and inform the Controller of any unpaid invoices that are overdue.

(d) Purchasing Clerk

Qualifications:

- (1) Bookkeeping skills.
- (2) Ability to type accurately.
- (3) Understand data processing.

Responsibilities:

- (1) Receive and edit requisitions originated in the schools or other departments.
- (2) Check available funds in the appropriation charged. If funds are not available, notify the originating administrator and cancel the requisition.
- (3) Determine the vendors for each requisition and assign vendor numbers.
- (4) Type and distribute purchase orders.
- (5) Record the purchase orders processed in the Purchase Order Key Punch Log and establish control totals. Forward the Purchase Order Key Punch Log to the Key Punch Operator.
- (6) Process Traveling Requisitions for stockroom inventory.
- (7) Follow up with suppliers to assure delivery in accordance with schedules.
- (8) Report back to supplier on quality problems and, whenever possible, work out corrective action.
- (9) Handle routine correspondence related to purchasing.
- (10) Maintain records of purchases, contracts, price histories, requisitions, specifications, and correspondence necessary to proper functioning of purchasing activity.

(e) Accounts Clerk

Qualifications:

- (1) Basic understanding of

- a. Double entry bookkeeping.
- b. Fund-type accounting.
- c. Bookkeeping machine operation.
- d. Desk calculator operation.
- e. Typing skills.
- f. Banking procedures.
- g. General filing.
- h. Data processing procedures.

Responsibilities - related to bank accounts which include general fund, building and site, debt retirement, and imprest cash accounts.

- (1) Maintain internal bank ledger cards, posting receipts and disbursements on a regular scheduled basis.
- (2) Reconcile all bank accounts as soon as possible after receiving cancelled checks and statements.
- (3) Reconcile on a monthly basis the internal bank ledger cards with the balances on the computerized general ledger.
- (4) Prepare required computer journal entries to post actual expenditures from clearing to actual accounts.

Responsibilities - related to the payroll function.

- (1) Write and post all checks for both involuntary and voluntary deductions as approved by the controller function. This includes Board share of hospitalization.
- (2) Prepare required journal entries to post deduction checks to the computer ledger.
- (3) Prepare required journal entries to post the gross payroll from the clearing account to the bank respective deduction liability accounts.

Responsibilities - related to the general ledger maintained by data processing.

- (1) Develop a working knowledge of the input and output to include all types of journal entries and account payable input. Be completely familiar with all output including various types of budget reports, trial balances, revenue and bank status reports, vendor listings, and open purchase order reports.

- (2) Develop a working knowledge of the account structure and general system of accounts as delineated by the State Manual and modified to meet local requirements. Understand the basic coding requirements to enter new accounts or modify existing accounts on the ledger.
- (3) Assemble all account receivable (A/R) materials for scheduled computer postings. The journals related to receipts and payroll will be supplied by the receivables clerk and controller respectively. Compute the control totals for both the receipts and journals, and have proper header cards prepared. Maintain file of source data.
- (4) When an accounts receivable run has been completed will review the error listings and reconcile the control totals submitted vs. the output totals computed. Once the output has been verified, the output will be filed in appropriate files. The error cards will be removed from the input card deck, and the decks filed by journal type.
- (5) Report any discrepancies to the controller.
- (6) Prepare required corrections to be submitted in next run.

Responsibilities - related to the building and site funds.

- (1) Prepare all vendor payment checks and corresponding bill lists.
- (2) Prepare and review all computer account payable input to post to proper accounts.
- (3) Maintain files relating to vendor and certificate payments.
- (4) Prepare on a monthly basis a status report all active building and site funds.

Responsibilities - related to student activity and school and special funds.

- (1) Maintain ledger cards for all school and special funds, issue checks upon proper authority.
- (2) Prepare a monthly status report of those funds held by the Business Office.

- (3) Review the monthly student activity reports as submitted by the middle and senior high schools.

Responsibilities - related to the cafeteria fund.

- (1) Prepare sales tax report in cooperation with the payroll clerk.
- (2) Prepare reports, i. e., milk reports, and other reports required by State agencies.
- (3) Review the vouchers prepared by the cafeteria and presented for payment, and maintain files of paid and unpaid vouchers.
- (4) Review the daily receipts reports submitted by the cafeteria, and prepare a monthly recap report of receipts and lunches served by type.
- (5) Assist the controller in preparing a monthly cafeteria status and cost report.

(f) Keypunch Operator - Data Processing Clerk

Qualifications:

- (1) Minimum of one year experience as keypunch operator (40 cards/minute).
- (2) Must be knowledgeable at deciphering print-outs and interpreting bookkeeping practices.
- (3) Ability to coordinate the work load and set priorities is an essential quality of the keypunch operator - data processing clerk.
- (4) Some typing experience is necessary.
- (5) Filing and file maintenance ability is essential.
- (6) Pleasant telephone manner is necessary.

Responsibilities:

- (1) Prepare payroll information for data processing.
- (2) Prepare revenue receipts information for data processing posting.

- (3) Prepare information to data processing for accounts payable (production of checks).
- (4) Establish data processing reports on encumbrances.
- (5) Key punch budget input information.
- (6) Grade reporting information is placed in data bank five times per year.
- (7) Production of data bank input for high school schedules.
- (8) Production of input for (teacher-faculty) master schedule.
- (9) Receive and disseminate attendance to individual schools, including work on "Fourth Friday Attendance Report" and student registration.
- (10) Facilitate school system needs for listings, mailing labels, and specific retrievable data processing information.
- (11) Verify all data processing output against original input data.

G. Longevity

Employees on advanced steps on all classifications shall be entitled to longevity pay calculated on the following scales applicable to the tenth step of the respective classification and added to the base figure to determine an hourly rate.

Steps 11 - 13	2%
Steps 14 - 16	4%
Steps 17 - 19	6%

IN WITNESS WHEREOF, the parties hereto have caused this instrument
to be executed on this Seventh day of September, 1972.

BOARD OF EDUCATION OF THE SCHOOL
DISTRICT OF THE CITY OF EAST LANSING

Cassius E. Street, Jr.

Cassius E. Street, Jr., President

Mary W. Thaden

Mary Thaden, Secretary,

EAST LANSING EDUCATIONAL
SECRETARIES ASSOCIATION

Anne E. Hathaway

Anne E. Hathaway, President

Carol Chase

Carol Chase, Chairman
Negotiating Committee