

6-20-70

Godfrey Lee (9) ✓

1968-69

GODFREY-LEE PUBLIC SCHOOLS

Michigan State University

REGION 9

4020 Eastern Ave. S.E.
Grand Rapids, Mich. 49508

BOARD OF EDUCATION

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Godfrey Lee Public Schools

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Witnesseth

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of the Godfrey-Lee Public School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

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 representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

BOARD RIGHTS

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its employees, properties and facilities;

- B. To hire all employees and subject to the provisions of law to determine their qualifications, the conditions for their continued employment, their dismissal or demotion, and to promote and transfer all such employees.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE I

Recognition

A. The Board hereby recognized the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel, including personnel on tenure, probation and on per diem appointments, classroom teachers, substitute teachers, guidance counselors, librarians, administrative assistants, school psychologists and social workers, speech and hearing therapists, visiting teachers, advising or critic teacher, teachers of the housebound or hospitalized, attendance or truant officers, school nurses, employed or to be employed by the Board (whether or not assigned to a public school building), but excluding custodial, maintenance personnel, office and clerical employees and co-op students. Also excluded are cafeteria employees, and principals. The term "teacher", when used here-

inafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teachers organization other than the Association for the duration of this Agreement.

Nothing contained herein shall be construed to prevent any individual teacher 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, provided that the Association has been given the opportunity to be present at such adjustment.

C. All teachers, as a condition of continued employment shall either:

1. Sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National and Michigan Education Associations) and such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of a given year, or
2. Cause to be paid to the Association a representation fee equivalent to the dues and assessments of the Association (including the National and Michigan Education Associations) within sixty (60) days of the commencement of employment. The refusal of said teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements may be recognized as just and reasonable cause for termination of employment.

D. Membership dues shall be made in twenty (20) deductions, the first two (2) periods of each month beginning in October. The Board agrees to prompt-

ly remit to the respective Associations all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.

The Board shall also make payroll deductions upon written authorization from teachers for annuities, credit union, savings bonds, United Fund donations, or any other plan or programs jointly approved by the Association and the Board.

All such salary reduction - annuity purchase arrangements shall be accomplished in writing and subject to the mutual agreement of the individual teacher and the Board. The arrangements shall specify the terms of the salary reduction and the annuity to be purchased by the Board. Annuity contracts purchased shall become the property of the individual teacher who in turn releases all rights, present and future, to receive the difference between salaries specified in the annual Agreement and the reduced amounts actually paid once the annuities have been purchased. Signed agreements shall not be subject to change during the period of the annual Agreement.

E. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws. The rights granted to the teachers hereunder shall be deemed to be in addition to those provided by law.

ARTICLE II

Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher 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. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of the State of Michigan and the United States. The Board will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities in the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from a public agency.

C. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards specifically reserved for teachers and other media of communication shall be made available to the Association and its members.

D. The Board agrees to furnish to the Association upon request all information which is available to the public and concerns the financial resources of the district, tentative budgetary requirements and allocation and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs in behalf of the teachers and their students. The Board agrees to furnish information which may be necessary for the Association to process any grievance or complaint.

ARTICLE III

Professional Compensation

A. The salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement. The salary schedule for extra duties is set forth in Schedule B. Such salary schedules shall remain in effect during the term of this Agreement.

B. The salary schedule is based upon normal teaching hours and load as hereinafter defined in Articles IV and V.

C. For specified extra duty assignments and not provided for in any other extra duty pay schedule a teacher shall be entitled to additional compensation as hereinafter set forth. The teacher shall be paid for any time spent beyond the eight (8) hour teaching day for services rendered in conducting conferences, staff meetings that extend beyond 3:45 P.M. of any school day and attendance at any function where school representation is required (See sections B and C of Article IV for explanation). Determination of the additional compensation shall be at an hourly rate as follows: \$4.00 per hour or fraction thereof for probationary teachers and \$5.00 per hour or fraction thereof for tenure teachers (fraction of hours on $\frac{1}{4}$ hour

intervals). Additional salary amounts due teachers under this provision will be certified by the building principal and be allowed to accumulate to be paid two (2) times per year - pay period before Christmas and close of school in June.

D. In addition to the subsistence furnished teachers at the school sponsored seventh (7th) grade camp each teacher remaining at the camp overnight shall receive in addition to his base salary the sum of \$10.00 for each night spent at the camp. No teacher shall be placed under duress to be a Camp Counselor.

E. Teachers shall not be required to report more than two (2) working days prior to the beginning of classes in September or to remain more than two (2) days after membership ends.

F. Beginning July 1, 1967, personnel with a valid standard certificate are to be reimbursed the actual costs of tuition for the successful completion of academic courses taken during the period July 1 to June 30, each year, subject to the following provisions:

1. The reimbursement rate will be the current cost being charged for an academic credit hour taken in a Michigan State Tax Supported College or University.

2. (a) A maximum of two (2) courses per term or semester if taken on Saturdays.
- (b) A maximum of one (1) course per term or semester if taken as night classes.
- (c) A maximum of six (6) semester hours or its equivalent per summer term.
- (d) There will be no reimbursement for classes taken under any scholarship grant.
- (e) Reimbursement will not be made to teachers new to the Godfrey-Lee System for courses taken before school begins in September.

3. Evidence must be submitted to the Superintendent of Schools indicating the successful completion of courses. Claims for reimbursement must be filed within ninety (90) days of the termination of the course. Summer school reimbursement will be made after teaching commences in the fall.

4. At the discretion of the Board of Education, reimbursement may be made for all or part of the cost of technical and or other non-academic classes or laboratory work at either an accredited college or at a technical school. For audit courses, a teacher will be allowed unexcused absences equivalent to one hour for each Semester hour of credit granted for the course; and teacher must also provide a record of attendance or get a statement to have satisfactorily attended such an audit course.

G. The Board recognizes the value of experience gained by teachers in other endeavors and agrees to compensate the teachers of Godfrey-Lee Public Schools with the following reimbursement schedule:

1. All teachers signing contracts with the Godfrey-Lee Public Schools for the first (1st) time this year shall receive the benefit of being put on the salary schedule at the step which properly reflects their experience outside the system. This allowance is to be made up to and including ten (10) years of experience or being placed at maximum.

H. It is agreed that reporting pupil progress to parents periodically is a necessary function of the school. All such reporting, including parent-teacher conferences shall be considered part of the regular school routine. The Board of Education shall provide time when the teacher is released from

classroom duties for regularly scheduled Parent-Teacher Conferences. Any scheduling of Parent-Teacher Conferences beyond the eight (8) hour teaching day shall be mutually agreed upon by the Administration and the Association. Where such agreement is reached there shall be no compensation for time spent beyond the teaching day.

I. Teacher's attendance at P.T.A. meetings and functions shall not be mandatory, but is encouraged. Achievement nights and open house programs shall be limited to two such programs per year. These programs are to be considered a part of the teachers professional responsibility and are not to be subject to additional compensation.

ARTICLE IV

Teaching Hours

A. The normal teaching day will consist of an 8 hour day, including a fifty (50) minute duty free lunch period for secondary and a fifty (50) minute duty free lunch period for elementary, of which a maximum of 5½ hours in elementary and five (5) hours in secondary school will be spent in teaching or other supervisory duties.

B. The school day shall not start before 7:45 A.M. (except as shown in Section C of this Article) or extend beyond 3:45 P.M. without professional compensation; teachers may leave at 3:15 P.M. providing they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, curriculum study committees, or other necessary meetings which may be scheduled by the administration.

C. At the discretion of the Superintendent or Principal a faculty meeting may be called at 7:30 A.M. not to exceed four (4) such meetings per school year.

D. In the event of any disagreement between the representatives of the Board and the Association as to the need and desirability of any deviation, the matter may be processed through Staff Negotiation Procedure as hereafter set forth.

ARTICLE V

Teaching Assignments

A. A normal teaching load, where the class periods are 55-60 minutes duration will consist of an assignment of any combination of classes or study halls for five (5) periods, five (5) days per week. The normal or basic assignment assumes the teacher will have daily one (1) period of 55 to 60 minutes or its equivalent for planning. Labs will be equal to $\frac{1}{2}$ a class.

B. Teachers may be temporarily employed as supply teachers at the rate of \$6.00 per class period, provided they do not have conflicting assignments for the class periods concerned. Teachers are to be employed in this supply capacity only when it is impossible to secure a regular substitute teacher. The compensation for elementary classes in art, music and physical education will be: \$6.00 for art, \$3.50 for music, and \$3.50 for physical education.

C. Teachers who will be affected by a change in grade and/or assignment in the elementary school grades and by the changes in subject assignment or grade level in the secondary school grades will be notified and consulted by their principals prior to contract signing. Such changes will be voluntary to the extent mutual consent is possible. Every effort will be made to avoid reassigning probationary elementary school teachers during the school year to different grade levels unless the teacher requests such change.

D. Pupils are entitled to be taught by teachers who are professionally competent. Since professional competence bears directly upon certification, no teacher will be employed to teach more than one hundred and eighty (180) days on a special certificate or ninety (90) days on a substitute permit; except that with the recommendation of the superintendent the teacher may be granted a renewal of ninety (90) teaching days, provided, that the special certificate or substitute permit is renewed by the State Department of Education. Special Certificated personnel will not be rehired on a ninety (90) day permit basis after teaching two (2) consecutive ninety (90) day periods. One (1) school year must elapse before they may be rehired into the District on a special certificate. All teachers coming into the Godfrey-Lee Public Schools with full certification and a Baccalaureate Degree in another state shall be allowed only two (2) extensions of a special certificate to meet Michigan certification requirements providing another teacher is not available to fill such a vacancy.

The Godfrey-Lee Board of Education will be allowed to rehire any special certified teacher for 1 (one) additional year if the teacher has achieved 115 semester hours by the commencement of school in September and shows evidence of continuing toward a degree during the school year. These teachers must have a degree to be rehired for the 1969-1970 school year.

ARTICLE VI

Conditions

A. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and Board. It is also acknowledged that the primary duty and responsibility of the teacher is to

teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end. It is further agreed that the following policy on class size is not the final word on this matter, but only represents a point of departure for continued study. Every effort will be made by the Board to stay within the prescribed limits of this proposed class size. The proposed class size is as follows:

ELEMENTARY	Excess Members Allowed	Total
K-7 26 students	3	29
SECONDARY		
27 students	3	30
SPECIAL CLASSES FOR SLOW LEARNERS		
15 students	0	15

Any class over the prescribed total number will be reimbursed by the Board at the rate of \$1.00 per child per day per elementary student or thirty (30¢) cents per class hour per child over this number in the secondary schools. The teacher will be reimbursed at the end of the semester for any overload that occurs. At no time shall the class size exceed the reasonable physical limits of the room or facilities.

B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned--except temporarily and with good cause--duties outside the scope of their teaching certificates or their major or minor fields of study.

C. The Board shall make available in each school adequate lunch room, rest room and lavatory facilities exclusively for teacher use and at least one (1) room, appropriately furnished, which shall be preserved for the use as a faculty lounge in which smoking shall be permitted.

D. Telephone facilities shall be made available to teachers for their reasonable use. This shall not be construed to include toll calls.

E. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages shall be installed at the request of the Association, at no cost to the Board, the proceeds to be used for the existing Teachers Recreation Fund.

F. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern of attention of the Board.

G. 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 or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.

H. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board will undertake promptly to implement all joint decisions thereon made by its representatives and the Association. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.

ARTICLE VII

Vacancies

A. As soon as practical after January 1, of each year, the Superintendent will notify all teachers of pending staff vacancies and new positions available. This information will be forthcoming for each building and interested persons have ten days to apply.

B. There will be additional publicity from time to time as vacancies or new positions are filled, or new openings occur.

ARTICLE VIII

Transfers

A. With the knowledge that maximum results can be obtained in the instructional program by the most judicious assignment of teaching personnel, Godfrey-Lee Public Schools will facilitate the assignment process by providing for the transfer of teachers between buildings.

1. Personnel desiring to transfer to another building shall submit a written request to the Superintendent of Schools indicating the building to which the teacher desires transfer. It should be understood that the Superintendent is continuously endeavoring to fill known vacancies; therefore, teachers desiring a transfer should file their request immediately upon being informed of vacancies or new positions.
2. Subsequent to the submitting of the letter of request to the Superintendent of Schools, conferences will be arranged with the principals concerned.
3. The principals concerned shall submit within five (5) days of the arranged conference a written statement recommending release, or acceptance, as the case may be, to the Superintendent of Schools.

4. The teacher shall receive notification of the decision of the Superintendent of Schools within fifteen (15) days after receipt of the principals' recommendation of release and/or acceptance.
5. The Superintendent of Schools shall make the final disposition concerning all transfers.

ARTICLE IX

Leave Day Policy

A. Each professionally certificated teacher of the Godfrey-Lee Public Schools is to be granted, each year, without loss of pay, ten (10) days of leave for illness, such days of leave shall have accumulation to a maximum of 120 days. Any teacher who has reported for duty and begun the teaching periods either morning or afternoon shall be considered as on duty for that one-half ($\frac{1}{2}$) day and not have sick leave charged for that one-half ($\frac{1}{2}$) day.

B. Any teacher, at his own discretion, may relinquish up to and including five (5) days of his unused portion of sick leave days above thirty (30) days to another teacher whose emergency accumulation is or will be depleted, but at no time is number of transferred sick days to be more than the number of allowable maximum for the current year.

C. The superintendent may, at his discretion, demand a doctor's statement if the teacher is absent more than two (2) consecutive days.

D. Three (3) days are allowed for the funeral of a member of the immediate family, i.e. wife, husband, son, daughter, father, mother, brother, sister, grandfather, or grandmother. This does not count against the sick leave.

E. A teacher who has been in the Godfrey-Lee system two (2) years may have two (2) days of absence with pay for the purpose of caring for someone

in the immediate family who is ill. Teachers who are in the system three (3) years and over may have up to three (3) days for this purpose with pay. The second and third days' leave with pay under this policy shall be deducted from a teacher's accumulated sick leave.

F. In case of the funeral of a friend or distant relative, the teacher shall have time off to attend the funeral with the permission of the superintendent, but not more than one (1) day and only one-half ($\frac{1}{2}$) day if the funeral is within one (1) hour's driving time from the school.

G. Not later than October of each school year, each teacher previously employed will receive a statement of leave days accumulated to that date.

H. Each teacher will be granted one (1) professional observation day not to exceed 1/3 of the staff for any one (1) semester, such day to be arranged with the Superintendent and the school to be visited. The following semester another 1/3 of teachers are eligible but if by the end of the 1st Semester of this year a number to equal 1/3 of staff have not requested the observation day, persons who went preceding semester are eligible up to the 1/3 of staff. Transportation costs are not to exceed \$10.00 per request. Approved visitation and participation which is requested by the teacher to visit other educational programs is not to exceed one (1) per semester. Application forms to be provided by the Board.

I. Leaves of absences with full pay not chargeable against the teacher's sick leave days shall be granted for the following reasons:

1. Absence when a teacher is required to serve on a jury. Such leave for one (1) week or less shall be with full pay. Such leave for more than one (1) week shall be at full pay for the first week and after the first week at the difference between the regular salary and that amount received for such services

during the school week.

2. Court appearances when subpoenaed as a witness in school related activities.
3. Time necessary to take the Selective Service physical examination.
4. Attending any function when so requested by the administration.
5. A teacher absent from work because of mumps, scarlet fever, measles, or chicken pox shall suffer no diminution of compensation and shall not be charged with sick leave.
6. Special dispensation for loss of time in case of emergency shall be considered by the Board upon written request from the GLEA board of directors.

J. The parties agree there may be personal conditions or circumstances which may require teacher absenteeism for other reasons than heretofore mentioned. The Board agrees that such leave, not to be accumulated nor deducted from sick leave, may be used under the following conditions:

1. This leave shall be used only in situations of urgency, for the purpose of conducting personal business which is impossible to transact on the weekend, after school hours, or during vacation periods.
2. Teachers desiring to use such leave shall submit their request on the application form provided by the Board at least ten (10) working days in advance of the anticipated absence except in cases of emergency; in such case, the teacher shall apply as soon as possible. This form must

be filed with the principal or immediate supervisor. The general reason shall be briefly explained on the form.

3. Such leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves or for anyone else.
4. Such leave shall not be granted for hunting, fishing, or other recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the first working days preceding or following a vacation period (exceptions: graduation exercises for the teacher, wife, senior son or daughter; honors convocation honoring the teacher and/or military departure of a son.)
5. Maximum length of leave for the duration of this agreement shall be two (2) days per year.

K. Any teacher under suspension or subject to dismissal proceedings will forfeit any claim to any reimbursement under this policy.

L. Attendance at conferences is encouraged and reasonable expenses are to be allowed by the Board of Education. Permission to attend conferences is subject to approval by the Board of Education and requests to attend these conferences should be presented to the superintendent previous to the board meeting preceding the date of the conference.

M. Those teachers who do not hold at least a Bachelor's Degree shall do at least six (6) semester hours of work each year beginning in the year 1967-1968 unless a very good excuse can be presented to the superintendent

to be approved by the Board of Education. (This shall not apply to teachers who are within five (5) years of retirement).

ARTICLE X

Leave of Absence Policy

A. Any professionally certificated teacher of the Godfrey-Lee Public Schools, upon written application may be eligible for a leave of absence. Application for leave shall be made to the Superintendent of Schools. The decision to grant such leave and determination of length of leave is to be made by the Board of Education in a reasonable length of time.

There is to be no reimbursement for any portion of the teacher's salary while on such leave; however, the teacher shall receive the increment on the salary schedule as though he had actually been employed by the district for that year. Any teacher on a leave of absence shall not forfeit his accumulated leave days. Should he fail to return, he will forfeit all leave day privileges.

At the expiration of a leave of absence the teacher may be restored to his position, or to a position which is available and for which he qualifies.

Any teacher on leave of absence, upon written application, may be granted a one (1) year's extension. Such employee shall receive the increment on the salary schedule of one (1) year only and may accept any teaching position upon return not requiring special certification.

B. Teachers who are officers of the Association or are appointed to its staff should, upon proper application, be given leave of absence for one (1) year without pay for the purpose of performing duties for the Asso-

ciation. Teachers given leaves of absence without pay shall receive credit toward annual salary increment on the schedule appropriate to their rank.

C. Military leave of absence shall be granted to any teacher who shall be inducted under "The Selective Service Act" for military duty to any branch of the armed forces of the United States, or to any teacher who enlists in anticipation of such induction.

Teachers on military leave shall be given the benefit of any increments and sick leave which would have been credited to them had they remained in active service to the school system.

D. Maternity leave may be granted to any teacher upon request to the Superintendent. A consultation must be arranged with the Superintendent to discuss date teacher plans on leaving system and possible date for return to employment. Such leave shall not exceed one (1) year. Reinstatement to the position of the teacher shall be guaranteed according to the terms of any other leave of absence.

E. Sabbatical Leave.

1. Purpose:

In order to provide opportunities for maximal professional improvement, Sabbatical Leave shall be available to teachers for formal, full time study at a recognized college or university.

2. Eligibility:

- a. An applicant must possess a Michigan Life or permanent certificate and must have accrued seven consecutive, full years of teaching service in the Godfrey-Lee Public School district.

- b. Applicants shall not have received a Sabbatical Leave during the seven years immediately preceding any application.
- c. Each applicant must agree to return to service in the Godfrey-Lee Public School district immediately upon termination of Sabbatical Leave and to continue in such service for a period of three (3) years, or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the district a proportional part of the salary paid to him during Sabbatical Leave determined by the fraction of the three (3) years not served following the leave.

3. Application:

- a. Applications shall be made to the Committee for Sabbatical Leave on or before annual deadline dates to be established by the said committee.
- b. The application shall be accompanied by plans for the use of the Sabbatical Leave, evidence that the applicant has been accepted into a graduate program, and an exposition of the plan's potential for increasing the applicant's professional competence and such other information as may be necessary as determined by the Committee for Sabbatical Leave.

4. Selection:

- a. The Committee for Sabbatical Leave shall consist of an elementary and a secondary principal appointed by the Superintendent, a teacher appointed by the G.L.E.A., and the

President of the G.L.E.A. The Committee shall be chaired by the Superintendent who will vote only in the event of a tie.

- b. The committee will prepare a priority listing of eligible candidates and recommend names for Sabbatical Leave appointments. Provided sufficient qualified applicants have come forth, up to 1% of the body of teachers currently employed will be recommended.
 - c. Consideration shall be given to:
 1. Assured eligibility.
 2. The proposed Leave's potential for contributing to the applicant's professional growth.
 3. The applicant's prior contribution to the Godfrey-Lee Public Schools and potential for future leadership.
 4. The applicant's need for financial support.
 5. Any other pertinent factors as established by the Committee.
 - d. In establishing Sabbatical Leave, the Board of Education may grant Sabbatical Leave to as many candidates as are recommended by the Committee for Sabbatical Leave but not to exceed a number equal to 1% of the teachers of the school district at the time Leaves are granted.
5. Compensation:
- a. While on Sabbatical Leave a teacher shall receive 50% of his teaching salary for the time involved.
 - b. A teacher shall receive the insurance and retirement fringe benefits as provided for teachers by the board of education.

- c. The teacher is responsible to notify the business office of the place to which his payroll check shall be addressed while he is on Leave. Checks will be mailed to that address on or before the regular paydays.

6. Miscellaneous Administrative Provisions.

- a. Sabbatical Leave may be for a portion of the year but may not exceed a full school year.
- b. A teacher on Sabbatical Leave may not deviate from his approved plan except with the written permission of the Superintendent.
- c. Sabbatical Leave will be automatically terminated should the grantee be placed upon a probationary academic status by his college or university.
- d. Any falsification of information by the teacher in application or other reports required as a part of Sabbatical Leave may subject the Leave to termination upon the recommendation of the Committee for Sabbatical Leave.
- e. Upon return from Sabbatical Leave the teacher shall be advanced on the salary schedule as though he had been employed as a teacher during the period of leave; he shall be restored to his former position, if possible, or to a position of at least comparable nature of status and seniority.
- f. The teacher shall report all monies earned other than that paid by the Godfrey-Lee Board of Education to said board of education.

ARTICLE XI

Individual Contracts

- A. All individual contracts will be for a 183 day teaching year or whatever longer period may be required by State regulations and will so state this condition along with the inclusive dates of the contract.
- B. The calendar governing the individual contracts will be discussed by Association and the Board of Education. A copy of the calendar will accompany the individual contract offer. Final decision governing the calendar will be left with the Board of Education.
- C. Individual contracts will indicate the proper step of the salary schedule for the individual involved.
- D. The individual contract will state all extra duties and the rate of pay for each.
- E. The Board agrees whenever possible to include extra duties with the individual contracts and will avoid the use of riders.
- F. All individual contracts will be subject to a pay option plan. The teacher shall have the option of choosing to take the balance of his contract in total at the termination of the school year or may spread it over the summer months in equal payments. All changes in pay option must be specified before May 1.
- G. All individual contracts will be paid in twenty-six (26) equal bi-weekly installments subject to balance of pay option in F.

ARTICLE XII
INSURANCE PROTECTION

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board of Education agrees to furnish to all teachers the following insurance protection.

A. The insurance carrier mutually acceptable to the Board and the Association for the duration of this contract shall be the Michigan Education Association Health Care and Life Insurance Programs. Insurance coverage for teachers shall be for twelve (12) month basis from September 5, 1968, to September 5, 1970. Any teacher withdrawing his total salary in June may continue to receive health insurance protection through August. He must, however, contribute his share of any premiums due.

B. The Board shall provide, without cost to the teacher, group life insurance protection in the amount of \$2500.00 that will be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount.

C. The Board will provide \$25.00 per month for twelve (12) months to be applied for the purchase of Super Med Health Insurance as provided by the Michigan Education Special Services Association, maintaining that two-thirds (2/3's) of the School employees taking health insurance enroll in this program. The remaining one-third (1/3) of the school employees may apply the like sum toward other health insurance. Employees not desiring health insurance may use \$25.00 per month for twelve (12) months toward one or more of the options provided by the Michigan Education Special Services Association.

1. Group term life insurance.
2. Salary protection with life insurance.
3. Separate major medical (\$500.00 deductible) with loss of time and life.

ARTICLE XIII

Teacher Evaluation

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited, without prior and written consent of the teacher.

B. The teacher shall have the right to review his own personal file in the presence of an administrator. This file is to include all written information concerning the employment of the teacher while employed by the Godfrey-Lee Public School System. A representative of the Association, at the option of the teacher, may accompany the teacher in such review.

C. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned, or disciplined for any infraction of school policy or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.

D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage except as defined in the tenure code. Any such disciplinary action, reprimand, or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board, or any agent or representative thereof, shall be subject to the professional grievance negotiations procedure hereinafter set forth.

E. Article XIII, Sections A,B,C, & D, do not apply to extra-curricular activities.

TENURE PROCEDURE

A. The building principal will appoint a sponsor for each probationary teacher. The sponsor will serve only in an advisory capacity to the teacher. He should be a member of the G. L. E. A. and teaching in the same subject area or at the same grade level as the probationary teacher. In the event that there is no teacher in the same building in the same subject area or grade level, a sponsor should be appointed from some other subject area or grade level. Sponsors chosen for probationary elementary teachers are to be selected from two groups as follows: early elementary (kindergarten through third) and later elementary (fourth through sixth).

B. At the request of either the probationary teacher or the sponsor, a new sponsor may be appointed by the principal.

C. The sponsor is to aid the probationary teacher in becoming familiar with the building procedures, acquainting him with adult personnel in the building in which he is teaching, and offer aid whenever possible in helping the teacher adjust to his teaching assignment.

ARTICLE XIV

Protection of Teachers

A. Since the teacher's authority and effectiveness in his classroom is undermined when the students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role of custodian for emotionally disturbed students nor to be charged with responsibility of psychotherapy. Whenever it appears that a

particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil after determination of particular status and needs of the students.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board shall provide legal counsel (who may be counsel regularly retained by the Board) to advise the teacher of his rights and obligations with respect to such assault and to render reasonable assistance as may be required by the law enforcement agencies. Civil actions, if any, shall be the responsibility of the teacher.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student pursuant to stated Board policy applicable to such a situation, the Board shall provide legal counsel and render all necessary assistance to the teacher in his defense. This shall include assistance on any appeal approved by the Board on the basis of legal issues involved.

D. The Board reserves the right to pay the teacher for time lost on a case to case basis in connection with any incident in this article.

E. Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention through appropriate channels.

F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable to the Board, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

C. In the event of an altercation between a student and the teacher while on duty in the school or on the school premises in which the teacher has acted according to stated Board policies covering the situation, the Board will reimburse the teacher for any loss or damage of the teacher's personal property. If the teacher is injured in such an altercation, approved medical and hospital expenses incurred during the following twelve (12) months which are not covered by Workmen's Compensation or hospitalization insurance will be reimbursed by the Board.

ARTICLE XV

Negotiation Procedure

A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional discussions between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. The salary schedule set forth in Schedule B as hereto attached shall be in effect for the duration of this contract. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for the new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized

that no final agreement between the parties may be executed without ratification by a majority of the membership of the Association and by a majority of the Board, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE XVI

Professional Grievance Procedure

A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement or any existing rule, order or regulation of the Board, or any other provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative. The Board hereby designates as its representative for such purpose the Principal in each school building and the Superintendent of Schools when the particular grievance arises in more than one (1) school building.

B. The procedure governing grievances will be as follows:

1. Definitions

- a. A "grievance" is an alleged claim based upon an event or condition which affects conditions or circumstances related to school operation.
- b. The "aggrieved person" is the person or persons making the claim.
- c. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.

- d. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
 - e. The term "days" shall mean calendar days.
2. Purpose--The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration or proceeding independently as described in Section 5 of these procedures.
3. Structure--
 - a. There shall be one or more Association Representatives (Building Representatives) for each school building to be selected in a manner determined by the Association.
 - b. The Association shall establish a Professional Problems Committee, which shall be broadly representative and which shall serve as the Association grievance committee. In the event that any Association Representative or any member of the PP Committee is a party in interest to any grievance, he shall disqualify himself and a substitute shall be named by the Association.
 - c. The building principal shall be the administrative representative when the particular grievance arises in that building.

d. The Board hereby designates the Superintendent as its representative when the grievance arises in more than one school building.

4. Procedure--The number of days indicated at each level should be considered as Maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent.

In the event that there is a failure to appeal a decision at any level within fifteen (15) days, said failure shall be deemed an acceptance of the decision at that level and further proceedings of the case shall be prohibited.

If the grievance is filed on or after June 1, the time limits shall be reduced in order to affect a solution prior to the end of the school year or as soon thereafter as is practicable.

The teacher has at his disposal three (3) procedures for handling his grievance: (1) He may proceed to process the grievance by himself, (2) with the association representative, or (3) he may elect to have the association representative confer for him.

- a. Level One--A teacher with a grievance shall discuss it with his principal.
- b. Level Two--1. In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance, he may file the grievance in writing with the Association's Professional Problem Committee. The Association representative may

assist in writing the grievance. 2. Within five (5) days of receipt of the grievance the Professional Problems Committee shall decide whether or not there is a legitimate grievance. If the committee decides that no grievance exists and so notifies the claimant, the teacher may continue to process his claim without Association support. If the Committee decides there is a legitimate grievance, it shall, within two (2) days, process the claim with the Superintendent of Schools. Within fifteen (15) days from receipt of the grievance by the Superintendent he shall render a decision as to the solution.

- c. Level Three--In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within fifteen (15) days from date of receipt of grievance by the Superintendent, the teacher may refer the grievance through the Professional Problems Committee to the Board of Education. Within fifteen (15) days from receipt of the written referral by the Board, it shall meet with the Association's Professional Problems Committee chairman and the Association's negotiating team for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A written decision shall be rendered within fifteen (15) days.
- d. Level Four--In the event the grievance is not satisfactorily resolved at Level Three, or if no decision is reached within the fifteen (15) day period, the grievance shall within

two (2) days be transmitted to the State Labor Mediation Board or to the M.E.A. Board of Reference; either channel may be used at the discretion of the party transmitting the grievance.

5. Rights to Representation--Any party of interest at his discretion may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. Provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the Association. Provided further, when a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance processing.
6. Miscellaneous--
 - a. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the Association Representative or the Professional Problems Committee, the grievance affects a group of teachers, the Professional Problems Committee may process the grievance at the appropriate level.
 - b. The grievance discussed and the decision rendered at Level One shall be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.
 - c. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance pro-

cedure by reason of such participation.

- d. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
- e. Forms for filing and processing grievances shall be designed and prepared by the Superintendent and the Professional Problems Committee and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
- f. Access shall be made available to all parties, places, and records; for all information necessary to the determination and processing of the grievance. Provided, the furnishing of such records is consistent with Article I, Section B.

C. If any teacher for whom a grievance is sustained by the Michigan Tenure Commission shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.

D. For administrative convenience, the Board may cause complaints which may be the subject of grievances under this Article first to be presented to a principal for informal processing, in an effort to reduce the number of formal grievances handled under the professional grievance procedure herein established. The parties shall mutually work out procedures for such informal processing upon request, but exhaustion of such informal procedures shall not be required as a condition precedent to invoking the grievance procedure, nor shall the participation of principals in such informal procedures be deemed to be a supervisory or executive function.

ARTICLE XVII

Miscellaneous Provisions

A. The Association shall be supplied with a copy of all Board minutes.

B. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board takes no position regarding the substance of matters construed in the code.

C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to, or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed by the Board.

E. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, through such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

F. Any teacher reaching the age of sixty-five (65) years during any fiscal year shall retire on June 30, of that year. (With approval of the Board, any teacher may continue to teach beyond the age of sixty-five (65) for one year at a time up to a limit of three (3) years.

G. The Board agrees to make payroll deductions for the following: The Grand Rapids Teachers Credit Union, MEA Insurance, Tax Deferred Annuities.

H. Payroll deductions authorized by the Board but not specified in the preceding paragraph G, or other written agreement, shall be supported by properly executed authorization slips. Notice of the termination of authorized deductions shall be submitted in writing at least fifteen (15) days prior to the payroll date for which deductions are to be discontinued. Legal authorization forms to determine exemption must be filled out by all teachers at the beginning of each school year. Any revisions necessary during the school year should be made within seven (7) days from the time of the change in the exemption status.

I. Corporal Punishment: It is axiomatic that the best learning takes place in the best learning situation. The best learning situation is found where the teacher, student and parent are working cooperatively. This condition is augmented by a physical environment that is pleasant, neat and clean and in harmony with the general learning situation. All students are expected to show appropriate respect to the teacher and in like manner the school and all teachers are expected to deal with their students in a manner that is wholly professional. In the event of student misconduct or non-conformance with school rules, conference will be held with the parents of the students and evaluation summaries of the conference filed with the student's record. Persistent student misconduct or persistent non-conformance with school rules constitute sufficient reason for the Superintendent to recommend to the Board that the student be expelled.

The laws of the State of Michigan generally follow the doctrine of "locoparantis" in matters of teacher-pupil relationships; in other words, the teacher stands in the place of the parent in school behavior questions. This doctrine generally gives the teacher the legal right to administer reasonable corporal punishment.

If it does seem that corporal punishment is the only remaining solution to a problem of persistent student misconduct or disobedience, please observe the following questions before administering same:

1. Will this accomplish the purpose intended?
2. Are you correct in your action?
3. Are you acting in good faith and in a thoroughly professional manner?
4. Can I secure an adult witness?

If the above questions can be answered to the personal satisfactions of the teacher or principal concerned and it is then deemed advisable to administer corporal punishment the following guides should be observed:

1. Punishment should not be administered in anger.
2. There should be an adult witness present.
3. The punishment should occur in a location other than the classroom, preferably the principal's office.
4. Punishment should be limited to "spanking" using the hand or appropriate instrument on the fleshy part of the buttocks.
5. Students should not be slapped about the face or ears, subjected to ear pulling, hair pulling, or striking with ruler, book or other article. In cases of self-defense, the teacher has a right to defend himself.

J. Controversial Issues: Training for effective citizenship in a democracy is accepted as one of the major purposes of the Godfrey-Lee Public Schools. The instructional program established to achieve this purpose demands free discussion of issues including discussion of those issues that may be considered controversial. Free discussion of controversial issues is the heart of the democratic process. Freedom of speech and the free access to

information are among our most cherished American traditions.

For the Godfrey-Lee Public Schools the policy on controversial issues is defined in terms of the rights of pupils rather than in the terms of the rights of teachers. In the study of controversial issues in our schools the pupil has four rights to be recognized:

1. The right to study any controversial issue which has political, economic, or social significance and concerning which, at the student level of maturity, he should begin to have an opinion.
2. The right to have free access to all relevant information, particularly these materials that circulate freely in the community.
3. The right to provide competent instruction in an atmosphere free from bias, prejudice, and external pressures.
4. The right to form and express his own opinions on controversial issues without thereby jeopardizing his relations with his teachers or the school.

The study of controversial issues is objective and scholarly with a minimum emphasis on opinion. The teacher should approach controversial issues in the classroom in an impartial and unprejudiced manner and must refrain from using his classroom privileges and prestige to promote a partisan point of view. Good teaching of subjects containing controversial issues requires more skill than most other kinds of teaching and, as far as possible, only teachers of broad experience and superior ability are to be assigned subject in which a large body of the material involves controversy.

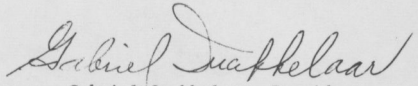
ARTICLE XVIII

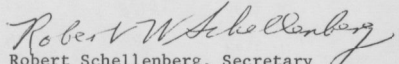
Duration of Contract

This Agreement shall be effective as of July 1, 1968, and shall con-

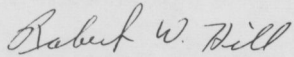
tinue in effect until the 30th day of June, 1970. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated. All items herein considered and agreed upon shall be effective for the duration stated above except for the base salary amount for A.B. degree for the year 1969-1970. No other item shall be negotiated except by mutual agreement of the Board of Education and the GLEA.

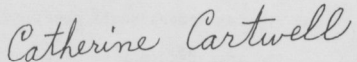
Godfrey-Lee Public Schools
Board of Education


Gabriel Quakkelaar, President


Robert Schellenberg, Secretary

Godfrey-Lee Public Schools
Godfrey-Lee Education Association


Robert Hill, President


Catherine Cartwell, Secretary

Schedule A
 Salary Schedule as approved by the Board of Education and the GLEA to be in effect for the school year 1968-1969 for A.B. Degree and M.A. Degree personnel.

<u>STEP</u>	<u>A.B. INDEX</u>	<u>A.B. SALARY</u>	<u>M.A. INDEX</u>	<u>M.A. SALARY</u>	<u>M.A. + 30 INDEX</u>	<u>M.A. + 30 SALARY</u>
1	1.00	\$6300	1.10	\$6930	1.15	\$7245
2	1.05	6615	1.15	7245	1.20	7560
3	1.10	6930	1.20	7560	1.25	7875
4	1.15	7245	1.25	7875	1.30	8190
5	1.20	7560	1.30	8190	1.35	8505
6	1.25	7875	1.35	8505	1.41	8883
7	1.31	8253	1.41	8883	1.50	9450
8	1.38	8694	1.48	9324	1.60	10,080
9	1.46	9198	1.57	9891	1.70	10,710
10	1.54	9702	1.66	10,458	1.80	11,340

All Godfrey-Lee teachers are classified in one of the following categories for salary purpose.

- A. A non-degree teacher will be paid \$1000 less than a Degree teacher at Step 1.

Non-degree teachers employed in 1967-68 school year and who continue their employment shall receive 5% less than the A.B. schedule at whatever step that person fits with reference to experience. Increments for these non-degree teachers are the same as for Degree teachers.

- B. Teachers with a B.A. Degree are on B.A. Schedule.
- C. Teachers with a M.A. Degree are on a M.A. Schedule.
- D. Teachers with a M.A. + 30 are on M.A. + 30 Schedule.
- E. A teacher with 15 or more semester hours beyond B.A. or M.A. shall be paid \$100 more per year, said amount to be added to schedule pay.

SALARY SCHEDULE INDEX
1969-1970

<u>STEP</u>	<u>A.B. INDEX</u>	<u>M.A. INDEX</u>	<u>M.A. + 30 INDEX</u>
1	1.00	1.10	1.15
2	1.05	1.15	1.20
3	1.10	1.20	1.25
4	1.15	1.26	1.30
5	1.20	1.32	1.35
6	1.25	1.38	1.42
7	1.33	1.43	1.52
8	1.40	1.51	1.62
9	1.48	1.60	1.73
10	1.56	1.70	1.84

Extra-Curricular Activities Schedule as approved by the Board of Education and the GLEA Committee. The percentages are based upon the base of \$6300 for the 1968-1969 school year.

DUTY	1	2	3	4	5
Band - Sr. Band	10.0	11.25	12.50	13.75	15.00
Jr. Band	2.75	3.12	3.50	3.88	4.25
Summer Band	10% of annual salary - 5% if 2 persons are involved.				
Class Advisor - 8th	.5	.62	.74	.86	1.00
9th	.5	.62	.74	.86	1.00
10th	.5	.62	.74	.86	1.00
11th	3.75	4.25	4.75	5.25	5.75
12th	5.5	6.25	7.00	7.75	8.50
Choir - Senior	10.0	11.25	12.50	13.75	15.00
Echo Sponsor (Annual)	6.5	7.35	8.25	9.10	10.00
Ariel (Newspaper)	3.75	4.25	4.75	5.25	5.75
Senior Play	2.75	3.12	3.50	3.88	4.25
Debate Coach	2.75	3.12	3.50	3.88	4.25
Cheerleader - Varsity	3.75	4.25	4.75	5.25	5.75
Assist. Var.	1.75	2.00	2.25	2.50	2.75
G.A.A. Sponsor	3.75	4.25	4.75	5.25	5.75
Campus Forum	1.75	2.00	2.25	2.50	2.75
Pep Club	1.75	2.00	2.25	2.50	2.75
Safety Scout - Lee	2.75	3.12	3.50	3.88	4.25
Godfrey	2.75	3.12	3.50	3.88	4.25
Y-Teens - 8th	1.75	2.00	2.25	2.50	2.75
Senior	1.75	2.00	2.25	2.50	2.75
Godfrey	2.75	3.12	3.50	3.88	4.25
Jr. Red Cross - Godfrey	1.75	2.00	2.25	2.50	2.75
Lee	1.75	2.00	2.25	2.50	2.75
Swimming (6th Grade)	2.25	2.62	3.00	3.37	3.75
Future Teachers	2.75	3.12	3.50	3.88	4.25
Student Council	2.75	3.12	3.50	3.88	4.25
Language Clubs - Latin	1.75	2.00	2.25	2.50	2.75
Spanish	1.75	2.00	2.25	2.50	2.75
Library Club	1.50	1.68	1.85	2.05	2.20
Creative Writing	1.50	1.68	1.85	2.05	2.20
Varsity Club	2.0 No Index				
Noon Hr. - Godfrey Elem.	\$3.50 per noon hour				
Lee Elem. & High School	\$3.50 per noon hour				
Visual Ed. Sup. - Godfrey	3.0 No Index				
Visual Ed. Sup. - Lee Elem.	2.0 No Index				
Visual Ed. Sup. - High School	5.5 No Index				
P. A. System	2.25 No Index				
7th Hour	2.25 No Index				
National Honor Society	1.5 No Index				
Bookstore	1.5 No Index				

1968-1969 SCHEDULE FOR COACHING

Based on Percentage of A.B. Base - \$6300

STEP POSITION	1	2	3	4	5
ATHLETIC DIRECTOR	14%	15%	16%	17%	18%
HEAD COACHES (Football and Basketball)	13%	14%	15%	16%	17%
(Track and Baseball)	8.5%	9.5%	10.5%	11.5%	12.0%
(Wrestling)	9.5%	10.5%	11.5%	12.5%	13.5%
RESERVE BASKETBALL & FOOTBALL	5.5%	6.5%	7.5%	9.0%	10.5%
FRESHMAN BASKETBALL & FOOTBALL	5.5%	6.5%	7.5%	9.0%	10.0%
CROSS COUNTRY	6.8%	7.5%	8.2%	8.9%	10.0%
TENNIS	6.8%	7.5%	8.2%	8.9%	10.0%
GOLF	6.8%	7.5%	8.2%	8.9%	10.0%
ASSISTANT TRACK, BASEBALL & 8TH GRADE BASKETBALL	4.5%	5.5%	6.5%	8.0%	9.0%
ASSISTANT WRESTLING	5.0%	6.0%	7.0%	8.0%	9.0%

INTERPRETATIONS:

Credit for outside experience in other schools.

1. Reserve coach to be given $\frac{1}{2}$ credit toward head coaching position.
2. Limit top salary for head coaching to 5th step as a beginning salary in our school.
3. Limit reserve experience in another school to the 5th step on the reserve scale.

Varsity within the system.

1. Allow $\frac{1}{2}$ time spent as reserve coach on varsity coaching pay scale.
2. Limit top salary for the first year varsity to 3rd step on varsity schedule.

Limit of two coaching assignments each year except in case of Physical Education instructor. This may be waived in case of necessity by vote of the Board of Education.

GODFREY-LEE PUBLIC SCHOOLS
SCHOOL CALENDAR
WYOMING, MICHIGAN
1968-1969

FIRST SEMESTER						SECOND SEMESTER					
WKS	M	T	W	TH	F	M	T	W	TH	F	WKS
<u>SEPTEMBER</u>						<u>FEBRUARY</u>					
1		3	4	5	6	3	4	5	6	7	22
2	9	10	11	12	13	10	11	12	13	14	23
3	16	17	18	19	20	17	18	19	20	21	24
4	23	24	25	26	27	24	25	26	27	28	25
	30										
<u>OCTOBER</u>						<u>MARCH</u>					
5		1	2	3	4	3	4	5	6	7*	26
6	7	8	9	10	11	10	11	12	13	14	27
7	14	15	16	17	18*	17	18	19	20	21	28
8	21	22	23	24	25	24	25	26	27	28	29
9		29	30	31		31					
<u>NOVEMBER</u>						<u>APRIL</u>					
					1		1	2	3	4	30
10	4	5	6	7	8						
11	11	12	13	14	15	14	15	16	17	18	31
12	18	19	20	21	22	21	22	23	24	25*	32
13	25	26	27		*	28	29	30			33
<u>DECEMBER</u>						<u>MAY</u>					
14	2	3	4	5	6			1	2		
15	9	10	11	12	13	5	6	7	8	9	34
16	16	17	18	19	20	12	13	14	15	16	35
						19	20	21	22	23	36
						26	27	28	29		37
<u>JANUARY</u>						<u>JUNE</u>					
17				2	3	2	3	4		6*	38
18	6	7	8	9	10						
19	13	14	15	16	17						
20	20	21	22	23	24*						
21	27	28	29	30	31						

Sept. 3 - Enrollment & 1st Day of School
 Sept. 4 - $\frac{1}{2}$ Day Session - A.M.
 P.M. - Pay Book & School Fees
 Oct. 28 - MEA Conference
 Nov. 28 & 29 - Thanksgiving Recess
 Dec. 23 - Jan. 1 - Christmas Recess

Jan. 24 - 1st Semester Ends
 $\frac{1}{2}$ Day for records
 Jan. 27 - 2nd Semester Begins
 April 4 - Good Friday- $\frac{1}{2}$ day in session
 April 7-11-Spring Recess
 May 30 - Memorial Day
 June 5 - Day for records & reports