

6-30-76

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University
GODFREY-LEE PUBLIC SCHOOLS
JAN 13 1975

Godfrey-Lee Public Schools

PROFESSIONAL AGREEMENT
BETWEEN THE
GODFREY-LEE SCHOOL DISTRICT
AND
GODFREY-LEE EDUCATION
ASSOCIATION
MEA - NEA

*Godfrey-Lee Public Schools
1335 Lee St. S.W.
Wyoming, Mich. 49509*

1974-1975

1975-1976

I N D E X

Academic Freedom	Article XI	Page 23-24
Agenda and Association Items	Section L	Page 5
Agreement Title and Clause	Section J	Page 45
Annexation - Loss of District Identity	Article XVI	Page 28-29
Arbitration of Grievances	Article XXIV	
	Section B-4D	Page 40-41
Assignments,	Section B	Page 12
Association Leave	Section D	Page 22
Association Leave Days	Section O	Page 18
Association Minutes	Section F	Page 45
Association and Teacher Rights	Article II	Page 3 & 45 - 46
Board Consultation with Association	Section H	Page 5
Board Minutes	Section E	Page 45
Board Rights		Page 2
Building Use	Section C,D,E	Page 4
Calendar	Article XVIII	Page 30
Calendar 1974-1975	Appendix A	Page 47
Camp - Seventh Grade	Section H	Page 9
Certification	Section D	Page 12-13
Class Size	Article A	Page 9
Coaching Schedule	Appendix B2	Page 50
Code of Ethics	Section G	Page 45
Compensation - Professional	Article XIX	Page 30
Conferences	Section L	Page 17
Contract - Duration	Article XXVII	Page 45-46
Contracts - Individual	Section B	Page 44
Contract - Probationary	Appendix C	Page 53
Contract - Tenure	Appendix D	Page 54
Counselors - Extended Year	Section F	Page 13
Discipline - Student	Article XXI	Page 33-36
Discipline - Teacher	Section G	Page 26
Dues - Professional	Article III	
	Section A,B,C	Page 5- 7
Education Materials	Section D	Page 45
Evaluation and Progress-Teacher	Article XII	Page 24-26
Evaluation Forms	Appendix E	Page 55-57
Exchange Teaching Leave	Section A	Page 21-22
Extra-Curricular Assignments	Section E	Page 13
Extra-Curricular Schedule	Appendix B1	Page 49
Extra Duty	Section D	Page 30-31
Family-Caring for Sick Member	Section F	Page 15
File - Personal	Section C	Page 25
Funeral Leave	Section D & E	Page 15
Grade Assignment Change	Section C	Page 12
Grievance Procedure	Article XXIV	Page 37-43
Hourly Rate Pay	Section C	Page 30

Information To Association	Section G	Page 4
Injury Clause	Section N	Page 18
Instructional - Policy Council	Article XXII	Page 36
Insurance	Article XX	Page 32-33
Leave Day Policy	Article VIII	Page 14-18
Leave - Not Chargeable	Section I	Page 16
Library - For Faculty	Section C	Page 10
Lounges	Section E	Page 11
Maternity Leave	Section F	Page 23
Military Leave	Section C	Page 22
Miscellaneous Provisions	Article XXVI	Page 44-45
Monitoring	Section D	Page 25
Mutual Consent Clause	Section A	Page 43
Negotiating - During Day	Section I	Page 9
Negotiation Procedure	Article XXV	Page 43-44
Non-Discrimination Clause	Section J	Page 5
Observation Day	Section H	Page 15-16
Overtime Pay	Section B	Page 30
Overtime Pay Beyond Regular Day	Section G	Page 8
Parking	Section H	Page 11
Parties to Agreement		Page 1
Payroll Deductions	Article III	
	Section D	Page 7
Payroll Option	Section J	Page 45
Payroll Schedule	Section F	Page 31
Personal Leave	Section J	Page 16-17
Posting of Notices	Section F	Page 4
Professional Behavior	Article XIII	Page 26-27
Professional Improvement	Article XIV	Page 27-28
Professional Qualification and Assignment	Article VI	Page 12-13
Promotions	Article VII	Page 13-14
Protection - Teacher	Article XXI	Page 33-36
Pupil Progress-Reporting	Section J	Page 11
Public Office Leave	Section E	Page 22
Recognition of Association	Article I	Page 2-3
Reprimands	Section F & G	Page 26
Retirement Clause	Section H	Page 45
Sabbatical Leave	Article IX	Page 18-21
Salary Schedule	Appendix B	Page 48-48A
School Functions - Attendance	Section K	Page 11
Sick Leave	Section A	Page 14
Sick Leave Statement	Section G	Page 15
Sick Leave Transfer	Section B	Page 14
Sickness Leave - Long Term	Section M	Page 18
Signatures to Contract		Page 46
Standards - Maintenance	Article XV	Page 28

Strikes	Article XVII	Page 29-30
Student Rights	Article XXIII	Page 36-37
Study Leave	Section B	Page 22
Supply Teaching	Section F	Page 8
Teaching Coach	Section A,B,E	Page 24-25
Teaching Conditions	Article V	Page 9 -12
Teaching Day	Article IV	
	Section A	Page 7
Teaching Hours	Article IV	
	Section A-E	Page 7-8
Teaching Load	Section A	Page 12
Telephone	Section F	Page 11
Textbook and Equipment Clause	Section B	Page 10
Transfers	Article VII	Page 13-14
Travel - Between Buildings	Section E	Page 31
Tuition Payments For Courses	Section G, H, I	Page 31-32
Unpaid Leaves of Absences	Article X	Page 21-23
Vacancies	Article VII	Page 13-14
Vending Machines	Section G	Page 11
Witnesseth		Page 1

PROFESSIONAL AGREEMENT BETWEEN THE
GODFREY-LEE SCHOOL DISTRICT
AND
GODFREY-LEE EDUCATION ASSOCIATION
MEA - NEA
1974 - 1975
1975 - 1976

This agreement entered into this 28th day of August 1974 by and between the Godfrey-Lee Education Association, a voluntary, unincorporated association hereinafter called the "Association", affiliated with the Michigan Education Association, hereinafter called the "MEA", and the National Education Association, hereinafter called the "NEA", and the School District of Godfrey-Lee, the City of Wyoming, Michigan, hereinafter called the "Board". The signatories shall be the sole parties to this agreement.

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 predominantly 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 have reached certain understandings which they desire to confirm in this agreement,

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

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 recognizes 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, guidance counselors, librarians, school psychologists and social workers, speech and hearing therapists, visiting teachers, advising or critic teacher, teachers of the housebound or hospitalized

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 principals. The term "teacher", when used hereinafter in the 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 or recognize any teachers organization other than the Association for the duration of this agreement.

ARTICLE II

Association and Teacher Rights

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher employed by the Board shall have the right to freely 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 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 the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it 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 of 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. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms before the commencement of the school day nor until 6 p.m. Administrative personnel in the building where such use is to be made, shall be notified in advance.

D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

F. The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the district mail service and teacher mail boxes for communications to teachers.

G. The Board agrees to furnish to the Association in response to reasonable requests all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Association in develop-

ing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

H. The Board, as its prerogative, may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Association may have opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.

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

J. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, religion, color, age, sex, marital status or national origin.

K. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

L. The Board shall place on the agenda of each regular board meeting, as one of the first items for consideration under new business, any matters brought to its consideration by the Association as long as those matters are made known to the superintendent and a copy of the item or items placed in his possession at least four (4) normal working days prior to said regular meeting.

ARTICLE III

Professional Dues or Fees and Payroll Deductions

A. 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.
- B. Membership dues shall be made in twenty (20) deductions, the first two (2) periods of each month beginning in October. The Board agrees to promptly remit to the respective Associations all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.
- C. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for membership dues or equivalent fee, the Board agrees promptly to remit to the Association that portion allocated to the Association and to remit the balance for both the NEA and the MEA, to the Michigan Education Association, 1216 Kendale Boulevard, Box 673, East Lansing, Michigan 48823, accompanied by an alphabetical list of teachers for whom such deductions have been made, categorizing them as to membership or nonmembership in the Association, and indicating any changes in personnel from the list previously furnished. The Association agrees promptly to advise the Board of all members of the Association in good standing and from time to time to furnish any other information needed by the Board to fulfill the provisions of this Article and not otherwise available to the Board.

- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, city income tax, United Fund, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE IV

Teaching Hours and Class Load

- A. The normal teaching day will consist of a six (6) class-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. or extend beyond 3:45 P.M. without professional compensation. Teachers may leave at 3:30 P.M., providing they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, or other necessary meetings which may be scheduled by the administration. The 3:45 limitation may be waived for Special Curriculum Study Committees but not to exceed beyond 4:30 P.M. without professional compensation. The limitation may also be waived for faculty meetings with said meetings not to exceed six (6) per school year. Teachers shall be notified of Curriculum and Faculty meetings at least five (5) working days in advance of such meetings.
- C. Elementary teachers will be provided two fifteen (15) minute relief periods each day, except on days when they have playground duty. On these days the teachers shall take their relief period during their preparation time. Wherever possible, teachers shall only have playground duty on days when they have a special class (art, music, physical education). At the discretion of the Principal or Superintendent the fifteen (15) minute relief periods may be waived on days of inclement weather when children cannot go out for recess.

Teachers' relief periods shall then be alternated so one teacher can supervise and be responsible for a given number of rooms as mutually agreed upon between the teachers and principal. In addition, elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists.

- D. Teachers of elementary music, art, physical education, and reading consultants shall be provided with relief and preparation time to the same extent as other elementary teachers in the district.
- E. 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 hereinafter set forth.
- F. Teachers may be temporarily employed as supply teachers at the rate of \$7.00 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: \$7.00 for art, \$3.50 for music, and \$3.50 for physical education. When and if assemblies, building parties, or other special activities are scheduled by the administration, the compensation for special classes which do not meet during such hours shall be waived.
- G. 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 six (6) period 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. Determination of the additional compensation shall be at an hourly rate as follows: \$5.00 per hour or fraction thereof for probationary teachers and \$6.00 per hour or fraction thereof for tenure teachers (fraction of hours on 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.

- H. 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 \$15.00 for each night spent at the camp. No teacher shall be placed under duress to be a Camp Counselor.
- I. A teacher engaged during the school day in negotiating in behalf of the Association with any member (s) of the Board or participating in any professional grievance negotiation, by mutual agreement between the Association and the Board, shall be released from regular duties without loss of salary. This shall not be construed to include negotiation of a contract or master agreement.

ARTICLE V

Teaching Conditions

- A. The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the 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 toward insuring that the energy of the teacher is primarily utilized to this end. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible to meet the following optimum standards, but in no event shall it exceed the following maximum standards except in traditional large group instruction or experimental classes where the Association has agreed in writing to exceed these maxima:

ELEMENTARY	EXCESS MEMBERS ALLOWED	TOTAL
K-7 (26 students)	3	29
SECONDARY (27 students)		30

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 twenty (20) cents per class hour per child over this number in the secondary schools for each day the student is enrolled in this district, provided that the excess member rate will be paid for only the first fifteen (15) consecutive days if the teacher is absent for valid cause.

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. 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. Further, that efforts shall be continued to seek and use textbooks and supplementary reading materials which contain the contribution of minority groups to the history, scientific and social development of the United States. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained.
- C. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in each school in the district and include therein all texts which are reasonably requested by the teachers of that school and jointly approved by the Board and the Association.
- D. The Board agrees to make available in each school adequate typing, duplicating,

stencil and mimeograph facilities.

- E. The Board shall make available in each school adequate lunchroom, restroom and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Provision for such facilities will be made in all future buildings.
- F. Telephone facilities shall be made available to teachers for their reasonable use not to include personal toll calls charged to the school.
- G. Upon the request of the Association, vending machines shall be installed in the teachers' lounge and lunchroom areas. The proceeds from all such machines shall go to the Association.
- H. Adequate off street paved parking facilities shall be provided and properly maintained and identified exclusively for teacher use.
- I. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- J. 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 six (6) class 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.
- K. Teacher's attendance at Commencement exercises, P.T.A. meetings and functions 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 VI

Professional Qualifications and 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. Counselors, librarians, and the audio-visual director shall work a six (6) hour day and shall be entitled to two (2) relief periods. Such relief periods shall be of twenty (20) minute duration.
- B. Teachers shall not be assigned outside the scope of their teaching certificates and their major or minor field of study except temporarily and for good cause, and the Association shall be so notified in each instance, along with written statement of reasons for such misassignment. Temporary shall be defined for purposes of this article as not to extend beyond the current school year.
- 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 such assignment. Such changes will be voluntary to the extent mutual consent is possible. Every effort will be made to avoid re-assigning 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 with less than a Bachelor's degree from a certified teacher training institution and with a Provisional and/or a Permanent Teacher's 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.

- E. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Appendix B1 and B2, and summer school courses shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to tenure teachers regularly employed in the district.
- F. The work year for the high school counselors may commence five (5) days earlier than school begins in the fall and continue five (5) days after the work year for the other teachers ends in the spring. They shall be paid additional salary computed by using each counselor's salary as per schedule divided by the number of teacher work days for the year and this amount times the number of extra days employed.

ARTICLE VII

Vacancies, Promotions and Transfers

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building, or position shall be made in writing, one copy of which shall be filed with the superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.
- B. The Board declares its support of a policy of filling vacancies, including vacancies in Department Heads, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the superintendent shall promptly post

notice of same on a bulletin board in each school building for no less than ten (10) normal working days before the position is filled and notify the Association. If such vacancy arises after August 1 and before school begins in the Fall such notice shall be waived. Vacancies shall be filled on the basis of competency and qualifications of the applicant and other relevant factors. Any new positions, including Department Head positions, shall be posted with accompanying job description. An involuntary transfer will be made in case of an emergency or to improve teaching effectiveness within the school system or to prevent undue disruption of the instructional program. The administration shall notify the affected teacher of the reasons for such transfer.

- C. Any teacher who shall be transferred to an administrative or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE VIII

Leave Day Policy

- A. Each professionally certified teacher of the Godfrey-Lee Public Schools is to be granted each year, without the loss of pay, fifteen (15) days of leave; such days of leave shall have unlimited accumulation. Any teacher who has reported for duty and begun the teaching periods, either morning or afternoon, shall be considered as on duty that one-half ($\frac{1}{2}$) day and not have 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) of his unused portion of leave days above thirty (30) days to another tenure teacher whose emergency accumulation is or will be depleted, but at no time is the number of transferred leave days to be more than the number of allowable days that he has already accumulated 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 wife, husband, son, daughter, father, mother, brother, sister, grandfather, grandmother, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, and sister-in-law. Such leave is not charged against the teacher's leave days.
- E. 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 (1/2) day if the funeral is within one (1) hour's driving time from the school.
- F. A teacher who has been in the Godfrey-Lee system one (1) year may use one (1) leave day for the purpose of caring for someone in the immediate family who is ill, i.e., wife, husband, or persons for whom said teacher has assumed responsibility for their support or care. A teacher who has been in the system two (2) years may use two (2) days; a teacher who has been in the system three (3) years or more may use three (3) days under this section.
- 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 the teachers are eligible but if by the end of the 1st Semester of the school year a number to equal 1/3 of staff have not requested the observation day, persons who went the preceding semester are eligible up to the 1/3 of the 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 Association's 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 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 notify at least ten (10) working days in advance of the anticipated absence, except in cases of emergency, in such case, the teacher shall notify as soon as possible.

This notification, by the teachers, shall be given in writing to his principal or immediate supervisor.

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 day 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 a conference is subject to approval by the Board of Education and requests to attend these conferences should be presented to the superintendent four (4) working days prior to the board meeting preceding the date of the conference.

- M. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year.
- N. Absence due to injury or illness incurred in the course of the teacher's employment shall not be charged against the teacher's leave days provided, however, that the Board will pay the difference between workmen's compensation allowance and the teacher's regular salary to the limit of said teacher's accumulated sick leave days for the balance of the school year only.
- O. Three (3) leave days will be credited to the Association at the beginning of the school year and the use of said days will be subject to Board approval and the Superintendent must be advised of the request for use of said days at least five (5) normal working days prior to their occurrence.

ARTICLE IX

Sabbatical Leave

- A. Sabbatical Leave
 - 1. Purpose
 - a. 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.

Such Promissory Note shall include an interest % factor based on prime rate.

3. Application

- a. Applications shall be made to the Committee for Sabbatical Leave on or before annual deadline date to be established by the said committee.

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 Association, and the President of the Association. 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 2% 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 2% 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 all related 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 X

Unpaid Leaves of Absence

- A. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries; foreign or military

- teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- B. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- D. A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of serving as an officer of the Association or on its staff. Upon return from such leave such teachers shall be placed at the same position on the salary schedule as they would have been had they taught in the system during such period.
- E. A leave of absence not to exceed four (4) years may be granted to any teacher upon application for the purpose of campaigning for or serving in a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the system during such period.

- F. Maternity leave up to twelve (12) months shall be granted a tenure teacher upon the request of the teacher. Said teacher shall notify the Superintendent in writing of intent to take leave at least thirty (30) days prior to commencement of the leave. At least sixty (60) days prior to the beginning of a semester the teacher may apply to return to work. If requested by the Board, she shall submit with such application a statement from a qualified physician attesting her ability to resume active duty.

Reinstatement to the position of the teacher shall be guaranteed, provided that a suitable opening exists for which she is fully qualified, at the time the leave expires. If such reinstatement is accomplished, the teacher shall be paid at the salary step on the salary schedule immediately higher than the step applicable to her at the beginning of maternity leave, providing the return is during the year following the beginning of said leave.

ARTICLE XI

Academic Freedom

- A. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject to accepted standards of professional responsibility set forth in the Code of Ethics of the Education Profession.
- B. 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 infor-

mation 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's level of maturity, he should begin to have an opinion.
2. The right to have free access to all relevant information, particularly those materials that circulate freely in the community.
3. The right to be provided with 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 a subject in which a large body of the material involves controversy.

ARTICLE XII

Teacher Evaluation and Progress

A "Teaching Coach" shall be assigned to every probationary teacher upon en-

trance of the teacher into the system. The "Teaching Coach", insofar as possible, shall be a tenure teacher with a minimum of five (5) years teaching experience and shall be engaged in teaching within the same grade, building or discipline as the probationary teacher. It shall be the duty of the teaching coach to assist and counsel the probationary teacher in acclimating to the teaching profession and the school system. The teaching coach shall not be involved in the evaluation of the probationary teacher.

- B. At the request of either the probationary teacher or the teaching coach a new teaching coach may be appointed by the principal.
- C. Each teacher shall have the right, upon request, to review the contents of his own personal file. A representative of the association may, at the teacher's request, accompany the teacher in this review. Each teacher's personal file shall contain the following minimum items of information:
 1. Annual TB report and required medical information.
 2. All teacher evaluation reports.
 3. A copy of teacher's certificate for incoming teachers.
 4. A transcript of academic records.
 5. Tenure recommendation.

No material may be placed therein without allowing the teacher an opportunity to file a response thereto, and said response shall become a part of said file.

- D. 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.
- E. 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.

- F. 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.
- G. 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.
- H. Article XII, Sections F and G do not apply to extra-curricular activities except that a member of the association involved in extra-curricular activities may have a representative present in unofficial capacity, when he is being reprimanded, warned, or disciplined.

ARTICLE XIII

Professional Behavior

- A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.
- B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria

of professional behavior. The Association shall accept responsibility to deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession.

- C. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. The Board, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline of the Code of Ethics of the education profession shall be promptly reported to the offending teacher and to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.

- D. Faculty members are expected to be neat in appearance at all times. This includes clothing, grooming, etc. The example we set in this area tends to reflect upon the attitude of students toward school, teachers, and all employees. This is another area in which we all have a part in making the school a neat appearing, well functioning institution.

ARTICLE XIV

Professional Improvement

- A. 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.

ARTICLE XV

Maintenance of Standards

- A. All conditions of employment, including teaching hours, extra compensation for duties outside regular teaching hours, relief periods, leaves, and general teaching conditions shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.
- B. The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the Association.

ARTICLE XVI

Reductions in Personnel and Annexation, Consolidation or Other Reorganization of the District

- A. This agreement shall be binding upon the Board and its Successor Personnel and upon any school district into which or with which this district shall be merged or combined, subject to the extent permitted by law.
- B. In the event that this district shall be combined with one or more districts, the Board will use its best efforts to assure the continued recognition of the Association and the continued employment of its members in such consolidated district.

- C. Before the Board makes any necessary reduction in personnel, it will first negotiate with the Association regarding the effects of such reduction. This will include, but not be limited to, such problems as the criteria used for the determination as to who will be discharged or laid off and the re-employment rights of such persons.
- D. The following provisions shall apply to a necessary reduction in personnel:
1. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless they have been notified of said discharge or lay off at least sixty days before the end of the previous school year.
 2. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel unless he has been given a written notification of said action and the opportunity for a hearing before the school board.
 3. The notice given and the hearing held pursuant to this article must be accorded a teacher at least sixty (60) days before the end of the school year previous to the year or portion thereof for which the teacher is being discharged or laid off.

ARTICLE XVII

Continuity of Operations

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike,

as defined by Section 1 of the Public Employment Relations Act.

- B. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions teachers shall not be required to report for duty.

ARTICLE XVIII

School Calendar

- A. The school calendar shall consist of no more than 186 total teacher work days for new teachers under contract and no more than 185 total teacher work days for previously employed teachers and no more than 182 student instruction days for the 1974-1975 school year. A copy of the calendar shall be found in Appendix A of this contract.
- B. The school calendar(s) for the year(s) following the 1974-1975 school year shall be mutually agreed upon and shall be printed and distributed to the members of the association.

ARTICLE XIX

Professional Compensation

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. The Salary Schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement. For classroom assignments in excess of the regular school calendar and the normal teaching load, teacher will be compensated at one and one-half ($1\frac{1}{2}$) times their individual hourly rates.
- C. A teacher's hourly rate is to be determined by dividing his annual regular salary by the number of hours he teaches per day times the number of days for which he is contracted. (New teacher--186 days; all others--185 days.)
- D. Teachers involved in voluntary extra duty assignments as set forth in

Appendix B1 and B2 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this agreement without deviation.

- E. Teachers who are required to instruct classes in the Godfrey and Lee building and who drive personal automobiles from one school building to another shall receive a car allowance of \$75.00 per year.
- F. All individual contracts will be paid in twenty-six (26) equal bi-weekly installments subject to balance of pay option on Article XXVI, Section I.
- G. Beginning July 1, 1972, 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 a teacher new to the Godfrey-Lee System for courses taken before school begins in September.
- H. 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 termination of course; termination shall be when a course has met for the last class session as per course schedule. An incomplete grade must be redeemed within this ninety (90) day period or will not be eligible for reimbursement. Summer school reimbursement will be made after teaching commences in the fall.

- I. 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.

ARTICLE XX

Insurance Protection

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

- A. The Board shall provide Group Life Insurance protection in the amount of \$5,000 that will be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance in accordance with the Master Policy will pay double the specified amount. Carrier selected shall provide for continuation of a percentage of above group coverage at group rates by payroll deduction from Retiree's State Teacher's Retirement checks.
- B. The Board will pay 100% of MESSA Super Med II or options up to a dollar amount of \$59.90 per month. Employees not wishing full family health care protection may apply dollar amount equivalent toward the options available through the Michigan Education Special Services Association.
- C. The Board will pay 100% of Delta Dental Plan B up to a dollar amount of \$11.71 per month.

- D. The second year - 1975-1976 - the Board will provide 0-7 rider not to exceed \$5.00 per month and the increases in Super Med II not to exceed \$62.00 per month and Delta Dental Plan B not to exceed \$12.00 per month.
- E. The Board shall provide long term disability insurance for each member of the bargaining unit at 50% of annual contractual salary.
- F. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned fringe benefits shall continue throughout the balance of the school year.
- G. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve-month period commencing September 1 and ending August 31 when necessary, premiums in behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

ARTICLE XXI

Student Discipline and Teacher Protection

- A. 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. 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.
- B. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.
- C. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable.

- In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing.
- D. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
- E. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense.
- F. 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.
- G. In the event of an altercation between a student and 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.
- H. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.
- 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, a 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 "locoparentis" 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.

ARTICLE XXII

Instructional Policies Council

- A. There is hereby established a joint Instructional Policies Council consisting of six (6) representatives appointed by the Association (2 from the High School, 2 from Lee Elementary, 2 from Godfrey Elementary.) The Council shall meet after school hours at least once a month or as necessary during the regular school year and advise the Board and Association on such matters as teaching techniques, courses of study, textbooks, curriculum guides, pupil testing and evaluation, philosophy and educational goals of the district, research and experimentation, educational specifications for buildings and related matters. The Board shall provide secretarial assistance to the Council not to extend beyond 5:00 P.M.

ARTICLE XXIII

Student Rights

- A. The education of all children shall be based on the precept that quality education is dependent upon providing for a stimulation of the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation

of worthy goals. To accomplish this, the Board and the Association agree that the students of the district can expect:

1. A free and undistorted view of subject matter with varying points of view.
2. The inclusion of all students regardless of race, color, creed or national origin in the opportunity to participate or benefit under any program nor the granting of any discriminatory consideration or advantage.
3. That all confidential information obtained in the course of professional service not be disclosed unless disclosure serves professional purposes or is required by law.

ARTICLE XXIV

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 Professional Problems 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. All grievances, support of grievances, answers, and decisions shall be in writing beginning with Level I and must be submitted on Grievance Form B3. Form B3 will be available in the following places - Superintendent's office, High School Principal, Elementary office at Godfrey, and GLEA President.

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 cases 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 Problems 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 griev-

ance. 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 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. When the Board of Education, and the Godfrey-Lee Education Association are unable to resolve any grievance which involves an alleged violation of a specific Article and Section, the Association may, within fifteen (15) days after the decision of the Board of Education, appeal said decision to arbitration. The appeal shall be in writing and shall be delivered to the Board of Education within said fifteen (15) day period and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association. The Arbitrator so selected will confer with the parties and hold hearings promptly and shall issue a decision not later than

thirty teacher working days from the date of the close of the hearing. The Arbitrator's decision shall be in writing and will set forth his findings of facts, reasons, and conclusions on the issues submitted, and shall be final and binding upon all parties concerned. The Arbitrator shall have no power to alter, modify, add to, or subtract from, the provision of this Agreement. His authority shall be limited to deciding whether a specific Article and Section of this Agreement has been violated and shall be subject in all cases to the rights and responsibilities and authority of the parties under the Michigan General School Law or any other National, State, County, District, or Local Laws. The Board shall not be required to pay back wages beyond the filing date of the grievance. No grievance shall be considered for any preceding school year. The costs of any arbitration under this Article shall be shared equally by the Board and the Godfrey-Lee Education Association. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

- a. Failure to re-employ any teacher on a probationary contract.
- b. The placing of a non-tenure teacher on a third year or probation.
- c. Except as otherwise noted herein, any claim or complaint for which there is another remedial procedure or form established by law including any matter subject to the procedure specified in the Teacher Tenure Act.

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 procedure 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. 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 XXV

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 Appendixes B, B1, and B2 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.
- 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 XXVI

Miscellaneous Provisions

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided by the Board of Education and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. The Board shall not solicit execution of any individual contract at such time or in such manner as shall constitute an unfair labor practice under the Michigan Public Employment Relations Act.
- C. Any contract for a part time teacher shall be subject to all conditions of this contract will all benefits to the extent permitted by the terms of the applicable insurance policies or other fringe funds setting forth conditions for eligibility in those programs, leave days, etc., pro-rated according to the part of the day taught. If this part-time position is not renewed and/or not needed, the teacher will be offered a full time teaching position in an area for which the teacher is qualified by certification and training, such offer to be made when an opening becomes available because of a teacher leaving the district or for other reasons that lead to a vacancy which the Board chooses to fill.

- D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copyrighted or sold by the district except that the school directly shall be entitled to free use of such materials.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees 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, but all other provisions or applications shall continue in full force and effect.
- F. The Association shall be supplied with a copy of all Board minutes.
- G. The Board shall be supplied with a copy of all Association minutes.
- H. 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.
- I. Any teacher reaching the age of sixty-five (65) years during any fiscal year shall retire on June 30, of that year.
- J. 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 options must be specified before May 1.
- K. Copies of this Agreement titled "Professional Agreement between the Godfrey-Lee School District and the Godfrey-Lee Education Association, MEA-NEA, shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further that the Board shall furnish thirty (30) copies of the Master Agreement to the Association for its use.

ARTICLE XXVII

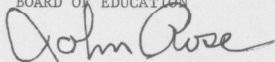
Duration of Contract

This Agreement shall be effective as of August 28, 1974 and shall continue

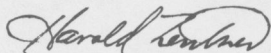
in effect until the 30th day of June, 1976. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated. All items herein considered and agreed upon shall be effective for the duration of this Agreement. No other items shall be negotiated except by mutual agreement by the Board of Education and the Association.

Officially designated personnel for the Board of Education and the Association have affixed their signatures hereto.

GODFREY-LEE PUBLIC SCHOOLS
BOARD OF EDUCATION

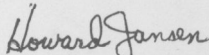


John Rose, President
and Chief Negotiator

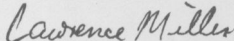


Harold Zentner
Secretary

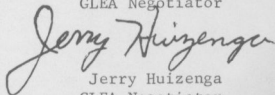
GODFREY-LEE PUBLIC SCHOOLS
GODFREY-LEE EDUCATION ASSOCIATION



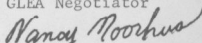
Howard Jansen
GLEA Chief Negotiator



Lawrence Miller
GLEA Negotiator



Jerry Huizenga
GLEA Negotiator



Nancy Moorhus
GLEA Negotiator

-47-
APPENDIX A

GODFREY-LEE PUBLIC SCHOOLS
SCHOOL CALENDAR
1974 - 1975

FIRST SEMESTER

WKS	M	T	W	TH	F
<u>AUGUST</u>					
	26	27	28*	29*	30
<u>SEPTEMBER</u>					
1	2*	3	4	5	6
2	9	10	11	12	13
3	16	17	18	19	20
4	23	24	25	26	27
5	30				
<u>OCTOBER</u>					
		1	2	3	4
6	7	8	9	10	11
7	14	15	16	17	18
8	21	22	23	24	25
9	28	29	30	31	
<u>NOVEMBER</u>					
					1
10	4	5	6	7	8
11	11	12	13	14	15
12	18	19	20	21	22
13	25	26	27	28*	29*
<u>DECEMBER</u>					
14	2	3	4	5	6
15	9	10	11	12	13
16	16	17	18	19	20
	23*	24*	25*	26*	27*
	30*	31*			
<u>JANUARY</u>					
17			1*	2	3
18	6	7	8	9	10
19	13	14	15	16	17

SECOND SEMESTER

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

August 27	- New Teacher Orientation	Jan. 17	-End of 1st Semester
August 28 & 29	- Faculty In-Service	Mar. 24-28	-Spring Vacation
Sept. 2	- Labor Day	May 26	-Memorial Day
Sept. 3	- First Day of School	June 6	-Promotion Day
	Students All Day		Last Day of School
Nov. 28 & 29	- Thanksgiving Recess	June 5	-Record Day-
Dec. 23-Jan. 1	- Christmas Recess		No School
Jan. 16	- H.S. Records Day - Elem. P.M. Only		
Jan. 17	- Elem. Records Day - P.M. Only		* =School Not In Session

APPENDIX B
1974 - 1975
SALARY SCHEDULE

<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	\$9350	1.10	\$10,285	1.15	\$10,753
2	1.05	9818	1.15	10,753	1.20	11,220
3	1.10	10,285	1.20	11,220	1.25	11,688
4	1.15	10,753	1.26	11,781	1.30	12,155
5	1.20	11,220	1.32	12,342	1.35	12,623
6	1.25	11,688	1.38	12,903	1.42	13,277
7	1.33	12,436	1.43	13,371	1.52	14,212
8	1.40	13,090	1.51	14,119	1.62	15,147
9	1.48	13,838	1.60	14,960	1.73	16,176
10	1.56	14,586	1.70	15,895	1.84	17,204
15 Add	\$200	14,786	Add \$600	16,495	Add \$600	17,804

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

- A. Teachers with a B.A. Degree are on B.A. Schedule.
- B. Teachers with a M.A. Degree are on M.A. Schedule.
- C. Teachers with a M.A. + 30 are on M.A. + 30 Schedule.
- D. 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.
- E. Step 15 - MA and MA + 30 - Added \$600.
- F. Termination Pay - A teacher who has completed ten (10) years of teaching in the Godfrey-Lee Public Schools shall be paid \$20 for each year of such service upon retiring or voluntarily leaving the system.
- G. The base salary for the 1975-1976 school year shall be \$10,004. In addition the Board of Education will assume the present teacher's contribution to the Retirement Program.

1975-1976
SALARY SCHEDULE

<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	\$10,004	1.10	\$11,004	1.15	\$11,505
2	1.05	10,504	1.15	11,505	1.20	12,005
3	1.10	11,004	1.20	12,005	1.25	12,505
4	1.15	11,505	1.26	12,605	1.30	13,005
5	1.20	12,005	1.32	13,205	1.35	13,505
6	1.25	12,505	1.38	13,806	1.42	14,206
7	1.33	13,305	1.43	14,306	1.52	15,206
8	1.40	14,006	1.51	15,106	1.62	16,206
9	1.48	14,806	1.60	16,006	1.73	17,307
10	1.56	15,606	1.70	17,007	1.84	18,407
15	Add \$200	15,806	Add \$600	17,607	Add \$600	19,007

APPENDIX B1
1974-1975 SCHEDULE
EXTRA-CURRICULAR COMPENSATION - \$9350 BASE

<u>DUTY</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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.				
Bookstore	1.5 No Index				
Cheerleader - Varsity	3.75	4.25	4.75	5.25	5.75
Jr. Varsity	3.75	4.25	4.75	5.25	5.75
Freshman	Sponsorship to be shared by Varsity & J.V. Sponsors				
7th Grade	1.5 No Index				
8th Grade	1.5 No Index				
Chess Club	1.75	2.00	2.25	2.50	2.75
Choir - Senior	10.0	11.25	12.50	13.75	15.00
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
Creative Writing	1.50	1.68	1.85	2.05	2.20
Debate Coach	2.75	3.12	3.50	3.88	4.25
Drama	2.75	3.12	3.50	3.88	4.25
G.A.A. Sponsor	3.75	4.25	4.75	5.25	5.75
Language Club - Spanish	1.75	2.00	2.25	2.50	2.75
Library Club	1.50	1.68	1.85	2.05	2.20
National Honor Society	1.5 No Index				
Noon Hr. Duty	\$3.50 per noon hour				
P.A. System	2.25 No Index				
Pep Club	1.75	2.00	2.25	2.50	2.75
Safety Scouts - Lee	2.75	3.12	3.50	3.88	4.25
Godfrey	2.75	3.12	3.50	3.88	4.25
Ski Club	1.5	1.68	1.85	2.05	2.20
Student Council	4.00	4.37	4.75	5.13	5.50
Varsity Club	2.0 No Index				
Y-Teens - 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

APPENDIX B2
 1974-1975 Schedule for Coaching
 Based on Percentage of A.B. Base - \$9350

POSITION	1	2	3	4	5
VARSITY FOOTBALL & BASKETBALL	13%	14%	15%	16%	17%
VARSITY TRACK & BASEBALL	8.5%	9.5%	10.5%	11.5%	12.0%
VARSITY WRESTLING	11.0%	12.0%	13.0%	14.0%	15.0%
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 & 7TH AND 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%
7TH AND 8TH GRADE TRACK					
GIRLS SPORTS:					
BASKETBALL	5.0%	5.5%	6.0%	6.5%	7.0%
BOWLING	2.0%	2.5%	3.0%	3.0%	3.5%
SOFTBALL	4.0%	4.5%	5.0%	5.5%	6.0%
TENNIS	4.0%	4.5%	5.0%	5.5%	6.0%
VOLLEYBALL	4.0%	4.5%	5.0%	5.5%	6.0%

INTERPRETATIONS:

Credit for outside experience in other schools.

1. Reserve coach to be given 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 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.

APPENDIX B-3

GRIEVANCE REPORT FORM
GODFREY-LEE PUBLIC SCHOOLS

Grievance # _____	School District _____	Copies to:
GRIEVANCE REPORT		1. Superintendent
Submit to Principal in Duplicate		2. Principal
		3. Association
		4. Teacher

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
-----------------	-------------------	-------------------------	-------------------

LEVEL I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature	Date
-----------	------

C. Disposition by Principal _____

Signature	Date
-----------	------

D. Position of Grievant and/or Association _____

Signature	Date
-----------	------

LEVEL II

A. Date Received by Superintendent of Designee _____

If additional space is needed in reporting Sections B1 & 2 of Level I, attach an additional sheet

(Note: Continued on reverse side)

B. Disposition of Superintendent of Designee _____

Signature | Date

C. Position of Grievant and/or Association _____

Signature | Date

LEVEL III

A. Date Received by Board of Education or Designee _____
B. Disposition by Board _____

Signature | Date

C. Position of Grievant and/or Association _____

Signature | Date

LEVEL IV

A. Date Submitted to Arbitration _____
B. Disposition & Award of Arbitrator _____

Signature | Date
of Arbitrator | of Decision

Note: All provisions of Article XXIV of the Agreement dated August 31, 1972 WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.



PROBATIONARY TEACHER
CONTRACT OF EMPLOYMENT

This Agreement Made this day, _____ 19____ between _____

Legal Name of School District

hereinafter called the District, and _____

hereinafter called the Teacher. For the school year _____

WITNESSETH:

- CERTIFICATION**—It is represented that the said Teacher holds all certificates and other qualifications required by law to teach in said School District and hereby contracts to be employed by said District in the capacity hereinafter designated, for the Contract period hereinafter set forth. This Contract shall terminate if the certificate shall expire by limitation and shall not immediately be renewed or if it shall be suspended or revoked by proper legal authority.
- EMPLOYMENT AND DUTIES**—Said Teacher agrees to perform the duties required of the Teacher by law and to obey and fulfill the rules and regulations as established by the Board of Education of the District and to carry out its education program and policies during the entire term of this contract. The Teacher is subject to assignment and transfer at the discretion of the Superintendent of Schools or the Board of Education.
- TENURE ACT**—The Teacher agrees to obey the provisions of the School Code, including provisions of the Tenure Act (P.A. No. 4 of 1937, extra session, as amended).
- COMPENSATION**—The District agrees to pay a basic annual salary as a Teacher in installments in the amount and term of months designated below. The District shall be authorized to make such payroll deductions as shall be required by law or authorized by the teacher.
- EXTRA DUTIES**—It is understood between the parties that a Contract stipulating extra compensation, for a teacher performing extra duties, has a non-tenure status. For a teacher who has attained continuing tenure, failure of the Board of Education to re-employ such teacher in a capacity other than as a classroom teacher shall not be deemed a demotion within the provisions of Act 4, Michigan Public Acts of 1937, extra session, as amended.
- SICK LEAVE**—The Teacher will be afforded the same emergency and sick leave of absence granted to teachers under the policies established from time to time by the Board of Education of the District.
- PROBATIONARY STATUS**—The Teacher is herewith retained on a PROBATIONARY basis as defined in the Tenure Act (Act 4, Public Acts of 1937, extra session, as amended), said probationary period of _____ duration. Continuing Tenure is not herein afforded to the Teacher at this time, but is specifically withheld pending satisfactory performance during the probationary period.
- The Provisions of this contract are subject to the terms and conditions to be determined in the master agreement if developed, between the _____ and the Board of Education.
- CONTRACT AND FINANCIAL INFORMATION:** Base Annual Salary \$ _____

Length of Contract	Starting Date	Termination Date	_____ \$ _____
_____	_____	_____	_____ \$ _____
_____	_____	_____	_____ \$ _____

Said sum (total salary) shall be paid in equal installments, the first payment to be made about _____ 19____ TOTAL SALARY \$ _____ with subsequent payments to be made as follows:

IN WITNESS WHEREOF the parties hereto have set hereunto their hands and seals this day and year above written.

TEACHER

BOARD OF EDUCATION

Signature _____

Print or type name _____

Address _____

Authorized Signatures



TEACHER TENURE
CONTRACT OF EMPLOYMENT

This Agreement Made this day, _____ 19____ between _____

Legal Name of School District

hereinafter called the District, and _____

hereinafter called the Teacher. For the school year _____

WITNESSETH:

- CERTIFICATION**—It is represented that the said Teacher holds all certificates and other qualifications required by law to teach in said School District and hereby contracts to be employed by said District in the capacity hereinafter designated, for the Contract period hereinafter set forth. This Contract shall terminate if the certificate shall expire by limitation and shall not immediately be renewed or if it shall be suspended or revoked by proper legal authority.
- EMPLOYMENT AND DUTIES**—Said Teacher agrees to perform the duties required of the Teacher by law and to obey and fulfill the rules and regulations as established by the Board of Education of the District and to carry out its education program and policies during the entire term of this contract. The Teacher is subject to assignment and transfer at the discretion of the Superintendent of Schools or the Board of Education.
- TENURE ACT**—The Teacher agrees to obey the provisions of the School Code, including provisions of the Tenure Act (P.A. No. 4 of 1937, extra session, as amended).
- COMPENSATION**—The District agrees to pay a basic annual salary as a Teacher in installments in the amount and term of months designated below. The District shall be authorized to make such payroll deductions as shall be required by law or authorized by the teacher.
- EXTRA DUTIES**—It is understood between the parties that a Contract stipulating extra compensation, for a teacher performing extra duties, has a non-tenure status. For a teacher who has attained continuing tenure, failure of the Board of Education to re-employ such teacher in a capacity other than as a classroom teacher shall not be deemed a demotion within the provisions of Act 4, Michigan Public Acts of 1937, extra session, as amended.
- SICK LEAVE**—The Teacher will be afforded the same emergency and sick leave of absence granted to teachers under the policies established from time to time by the Board of Education of the District.
- TENURE STATUS**—The Teacher is herewith retained on a Tenure basis as defined in the Tenure Act (Act 4, Public Acts of 1937, extra session, as amended).
- The Provisions** of this contract are subject to the terms and conditions to be determined in the master agreement, if developed, between the _____ and the Board of Education.

9. **CONTRACT AND FINANCIAL INFORMATION:**

Base Annual Salary \$ _____

Length of Contract	Starting Date	Termination Date

_____ \$ _____

_____ \$ _____

_____ \$ _____

Said sum (total salary) shall be paid in equal installments, the first payment to be made about _____ 19____ with subsequent payments to be made as follows:

TOTAL SALARY \$ _____

IN WITNESS WHEREOF the parties hereto have set hereunto their hands and seals this day and year above written.

TEACHER

BOARD OF EDUCATION

Signature _____

Print or type name _____

Address _____

Authorized Signatures

Teacher _____

Date of Observation _____

Godfrey-Lee Public Schools
Professional Evaluation

I. Classroom Teaching Performance

A. Atmosphere for Learning (physical, emotional)

B. Relationships with Students

C. Management and Organization of Class or Classroom

D. Planning for Instruction

E. Demeanor (manner, poise, bearing, appearance, etc.)

F. Teaching Technique

G. Opportunity for Creative Activity

H. Care of Room and Equipment

I. Professional Attitudes

A. Rapport with Staff

B. Professional Growth and Development

II. Community Relationships with Parents

Principal's Summary of Evaluation and Recommendations

Date _____

Date _____

Principal _____

Teacher's Statement

The above information and recommendations have been discussed with me as of this date.

Date _____

Teacher _____

I wish to add the following comments: