

Grand Blanc

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MASTER CONTRACT

July 1, 1966 - June 30, 1968

Grand Blanc Community Schools

Grand Blanc Education Association

GRAND
BLANC
Ed.
Assoc.

MEA
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E. LANS., MI.
48824

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

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MASTER CONTRACT

Grand Blanc Community Schools
Grand Blanc Education Association

This Agreement entered into this *16th* day of *June*, 1966 by and between the Board of Education, Grand Blanc Community Schools of Grand Blanc, Michigan, hereinafter called the "Board", and the Grand Blanc Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Grand Blanc 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 making recommendations designed to improve educational standards, and

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

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings and therefore:

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

ARTICLE I

Recognition

A. The Board of Education, Grand Blanc Community Schools, hereby recognizes the Grand Blanc Education Association as the sole negotiating agent for all certified personnel excluding members of the supervisory and administrative staff, such as Superintendent, Deputy Superintendent, Assistant Superintendent, Director of Research and Specialized Student Services, Principals, Assistant Principals, Coordinator of Instructional Materials & Library Services, and Coordinator of Physical Education and Athletics and Recreation regarding wages, hours and terms and conditions of employment with the Grand Blanc Community Schools all in accordance with the terms as set forth in P.A. 379 of 1965. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement, unless required by law to do otherwise.

C. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education Association and the Michigan Education Association) upon such conditions as the Association and the Superintendent shall establish. Such sum shall be deducted as dues from the regular salaries of all members as authorized, and remitted as established above.

D. Nothing contained herein shall be construed to deny or restrict

to any teacher rights he may have under the Michigan General School Laws
or applicable civil service laws and regulations.

ARTICLE II

Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation. The foregoing enumeration of rights shall in no way be construed as a waiver or abrogation of any rights which the Association may possess. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 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 with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement. The Board of Education shall have the same rights.

C. The Association shall have the right to use school building facilities at all reasonable hours for meetings, provided established procedure is followed in requesting such use. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the

Association either on or off school premises. Bulletin boards in designated areas mutually agreed upon and other established media of communication shall be made available through normal channels to the Association, at no expense to the Board of Education.

D. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other available information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with available information which may be necessary for the Association to process any grievance or complaint.

ARTICLE III

Professional Compensation

A. The salaries of teachers covered by this agreement are set forth in Schedule "A" which is attached to and incorporated in this agreement. Such salary schedule shall remain in effect during the term of this agreement, provided, however, that upon written notice to the other party at least sixty (60) days prior to the first day of May every year of this agreement, either party may request the reopening of negotiations of such salary schedule and other items of compensation.

B. Teachers shall not be required to report more than two days prior to the beginning of classes in September or to remain more than two days after classes end in June.

This, however, is not intended to preclude any arrangement to the contrary, if mutually agreeable between teachers and administrators involved.

C. The calendar governing the operation of the Grand Blanc Community Schools will be negotiated annually, subject to the following regulations:

1. The calendar as established annually shall become Appendix B of this contract.
2. If conditions warrant, the calendar as established will be adjusted for purposes of obtaining State Aid.
3. The recommended calendar will be submitted to the Board of Education for its consideration no later than March 15.
4. School will recess for Thursday and Friday of Thanksgiving week.
5. Christmas recess will include December 22, 23, 24, Christmas

Day and the week between Christmas and New Years Day.

D. If it occurs that a teacher is engaged during the school day in negotiating in behalf of the Association with any representative of the Board, or participating in any professional grievance negotiation including arbitration, providing arbitration is agreed to, such teacher shall be released from regular duties without loss of salary.

E. In accordance with established practice, any member of the Association, who is involved in any multi-District, Regional or State professional meeting, by virtue of position, such as local president, president elect, representative assembly delegate, association representatives, and state committee members, will, if feasible from a financial or practical standpoint, be excused to attend such meetings without loss of pay.

Reasons for any refusal shall be furnished upon the request of the Association.

ARTICLE IV

Teaching Hours

A. Secondary Schools

1. Teachers shall be required to report to school no earlier than 15 minutes prior to the time students are required to report to their first assignment and/or homeroom.
2. Teachers may leave school five minutes after the dismissal of students subject to provisions in paragraph "C" of this article.

B. Elementary Schools

1. Teachers shall be required to report to school no earlier than thirty minutes prior to the time students are required to report to their first assignment and/or classroom.
2. Teachers may leave school five minutes after the dismissal of students subject to provisions in paragraph "C" of this article.

C. The Board of Education recognizes the principle that positions of a professional nature are not normally confined to teaching hours.

While the above teaching hours may define the normal teaching load, it is also recognized that there will be professional obligations which must be met without additional professional compensation.

The obligations include but are not necessarily limited to: parent-teacher conferences, consultations with administrators, assisting and/or supervising children after the regular school hours and participation in evening activities which relate to or strengthen the school's educational program.

D. All teachers shall be entitled to a duty-free lunch period of at least thirty minutes and more if practical.

ARTICLE V

Teaching Loads and Assignments

A. The normal weekly teaching load in the senior high school will be 25 teaching periods and 5 unassigned preparation periods except that Department Chairmen, where established by the Board, will have 20 teaching periods and 10 unassigned preparation periods. The normal weekly teaching load in the junior high schools will be 30 teaching periods and 5 unassigned preparation periods except that Department Chairmen, where established by the Board, will have 25 teaching periods and 10 unassigned preparation periods.

At the elementary school level the Board agrees to provide the means for implementing, as rapidly as practical, a program to provide a minimum of one 30 minute preparation period each day (k-5). Included in this group will be the regular classroom teacher, and vocal music teachers, and physical education teachers. Any teacher assigned during his or her normal unassigned preparation period will be reimbursed at the rate of \$5.00 per hour in addition to the regular salary.

No departure from these norms except in case of emergency shall occur without prior consultation with the Association, where such consultation is practical.

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

C. Teachers will be notified of grade assignments in the elementary school grades and of specific subject assignment in the secondary school grades by their principals as soon as practicable and prior to Easter. Every effort will be made to avoid reassigning elementary school teachers

to different grade levels unless the teacher requests such a change.

ARTICLE VI

Teaching Conditions

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and 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 at insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever practical.

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. The Staff and Administration will confer from time to time for the purpose of improving the selection and use of such educational tools. The Board agrees to promptly implement as soon as practical all decisions made by its representatives and the Staff.

C. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship, and a private life, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

D. The provisions of this Agreement and the wages, hours, terms

and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to expend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.

ARTICLE VII

Vacancies & Promotions

A. Vacancies:

The assignment to vacancies, affecting members of the teaching staff is the sole responsibility of the Board of Education and Administration, subject to the following:

1. Vacancies in professional positions shall be publicized by giving written notice to the Association and posting in each school building. No vacancy shall be filled, except in the case of emergency, on a temporary basis until such vacancy shall have been posted for at least seven days except that during vacation periods such notice of vacancy shall be posted in the central office only.
2. Any teacher may apply in writing for such vacancy, stating their desires, qualifications and experience. In filling such vacancy, the Superintendent of Schools agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. When ability, background and capacity appear to be substantially equivalent, the applicant with the greatest length of service in the school system shall be given preference.

B. Promotions:

The promotion of members of the teaching staff is the sole responsibility of the Board of Education and Administration, subject to the following:

1. Vacancies or openings for positions of supervisory,

administrative or executive nature shall be publicized as under section "1" of paragraph "A" of this Article.

2. It shall be the policy of the Board of Education and the Administration to consider and cooperate in every way with members of the teaching staff who have properly applied for such vacancies or openings. The Superintendent of Schools and/or Board of Education shall give due consideration to all candidates for such vacancies or openings whether from within or without the school system. If it is determined that the ability, qualifications and experience of two or more candidates appear substantially equivalent, the applicant with the greatest length of service in the school system shall be given preference.

C. "Service" in the school system shall, for purposes of this agreement, mean continuous employment, under contract, but shall exclude all periods when the teacher was on leave of absence for any cause.

ARTICLE VIII

Transfers

A. Since the frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible, and that no transfers shall occur for purposes of punishment. When, however, personnel are transferred by administrative action, reasons for the transfer will be presented in writing to the Grand Blanc Education Association and the teacher involved, where requested.

B. In the event that transfers of teachers appear to be necessary, lists of available positions in other schools shall be posted in the same manner as provided in Article VII.

C. Any teacher who shall be transferred to a supervisory 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 IX

Sick and Personal Business Leave

A. Sick and personal business leave will be granted to all full time certified personnel on the basis of one day for each month employed (i.e. 10 month employees 10 days; 11 month employees 11 days; 12 month employees 12 days) accumulative to 90 days; the year's total days of sick leave to be allotted at the beginning of each school year. In cases where the employee leaves the school system before the completion of the year, a deduction will be made from the final pay if necessary.

Leave may be used as either personal business leave, to a maximum of 3 days yearly not accumulative, or sick leave.

Sick leave will be granted for the following reasons:

1. Quarantine of teacher in case of contagious disease, such quarantine having been imposed by the health authorities.
2. Illness or death in the teacher's immediate family -- the immediate family to be defined as parents, sisters, brothers, spouse and/or children.
3. In case of death of another member of the family, or in case of other unusual circumstances, absence may be allowed by the superintendent, upon request, and at his discretion.

Personal business leave must be applied for in writing, with specific reasons, in advance of the absence for the building principal's approval.

Personal business will cover the following areas:

1. Court cases
2. Legal personal business
3. 2 days for religious observance for members of the Jewish faith
4. Other matters allowable at the discretion of the superintendent

B. There shall be established a reserve of sick leave days for restricted use, by members of the staff represented by the Association, in cases of emergency or exceptional need.

Said sick leave "bank" shall be established by applying a rate of one day per member represented by the Association as employed on the fourth Friday following the beginning of school each fall. These days shall not be accumulative from year to year.

The use of days from the sick leave "bank" shall be closely regulated and use granted only after approval by a committee composed of representatives, equal in number, appointed by both the Board and Association. The exact composition of such committee and procedure for administering this "bank" shall be mutually agreed upon by the Board and Association.

In no case shall the number of days granted any individual exceed ninety (90) days. (See Article XII, Insurance Protection.)

ARTICLE X

Leaves of Absence

A. Leaves of absence without pay shall be granted upon application and approval of the Administration & Board of Education for the following purposes:

1. Study related to the teacher's license field.
2. Study to meet eligibility requirements for a license other than that held by the teacher.
3. Study, research or special teaching assignments involving probable advantage to the school system.

The regular salary increment occurring during such period shall be allowed, except where such study is required to retain a valid teaching certificate.

B. A teacher holding a tenure contract will be granted a maternity leave renewable for five (5) years.

A teacher who has been granted a maternity leave will be reinstated at the first available opening for which she is certified. No increment credit for such leave shall be allowed on the salary schedule. Salary shall be determined by placing the reinstated teacher on the salary schedule step attained when maternity leave was granted.

The superintendent, through the principal, will be notified immediately upon verification of the pregnancy. This notification will be accompanied by a doctor's certification of expected date of birth.

The teacher will be allowed to teach until four months prior to the expected birth date of the child, provided the teacher demonstrates the physical and emotional capabilities to teach. The teaching period may be extended at the discretion of the superintendent.

Without the approval of the superintendent a teacher may not knowingly begin a school year in a pregnant condition. Violation of this clause will be grounds for immediate dismissal.

C. Leave of absence may be granted of up to two years to any teacher who joins the Peace Corps, Job Corps, or National Teacher Corps as a full-time participant in such programs. Any period so served may be treated as time taught for purposes of the salary schedule set forth in Appendix A of this Agreement.

D. Pursuant to Section 572 of the School Code of 1955, teachers who have been employed for seven consecutive years may be granted a sabbatical leave for one year. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board and may be paid his full annual salary rate or a part thereof.

A teacher, upon returning from a sabbatical leave, shall be restored to his former position or to a position of like nature and status. Any period spent on sabbatical leave shall be treated as teaching service for purposes of applying the salary schedule set forth in Schedule A of this Agreement.

E. Teachers who are officers of the Association or are appointed to its staff should, upon proper application to the Administration, be given leave of absence without pay for the purpose of performing duties for the Association.

F. Military leaves 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 while in the employ of the Board. Teachers on military leave shall be given the benefit, up to four years

of military service, of any increments which would have been credited to them had they remained in active service to the school system.

G. The Board may grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office. Increment may be granted upon approval of the Board of Education.

ARTICLE XI

Terminal Leave

In appreciation for services rendered to the School District, a terminal leave payment will be offered, except in case of discharge, in proportion to years of service in the District. Notice of intent to terminate services shall be given as soon as practical and at least 60 days prior to the opening of the next school year.

Such terminal leave payment shall be in accord with the following schedule:

<u>Completion Of:</u>	<u>Amount</u>
10 - 14 years	\$15.00 per year
15 - 19 years	25.00 per year
20 years or more	50.00 per year

In no event shall the terminal leave sum exceed \$1,000.00 maximum to any individual.

ARTICLE XII

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 \$6.50 per month toward comprehensive hospitalization and medical protection to the teacher and his immediate family under the current insurance plan.

B. The Board shall provide without cost to the teacher Long Term Disability Insurance assuring payment to the teacher in the event of long term disability a monthly income benefit equal to 60% of basic monthly earnings to age 65. The long term disability benefit period will start after 13 consecutive weeks of total disability in accordance with the terms of said policy. (This policy to become effective on or about September 1, 1966.)

ARTICLE XIII

Teacher Evaluation

A. Evaluation processes and procedures, since they are of vital concern to both staff and administration, should be mutually developed, as provided in Article Seventeen entitled Professional Study Committees. The present procedure for evaluation shall become Appendix C to this contract and will apply until such time as new evaluation practices are mutually developed by a combined staff and administration committee.

B. All observation of a teacher shall be conducted openly and with full knowledge of the teacher. The evaluation of teachers shall employ established criteria and be based upon direct observations and personal contact with the person being evaluated.

C. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the Administrator responsible for the safe keeping of these files or someone designated by him. It shall be the responsibility of the administrator to remove materials of a confidential nature in the presence of the teacher and/or his representative prior to review of the file by the teacher.

D. Any teacher involved in any conference concerning a reprimand, warning, or disciplinary action shall be given, upon written request made within one week of such conference, a written statement of the proceedings of that conference. If the teacher wishes he may request an Association Representative to attend a subsequent meeting or meetings, if the teacher believes that the record does not accurately reflect the proceedings of the

original conference.

E. No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action, including adverse evaluation of teacher performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance procedure hereinafter set forth.

ARTICLE XIV

Protection of Teachers

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance for teachers with respect to the maintenance control and discipline in the classroom. A teacher's judgment shall prevail in matters of disciplining students within his area of responsibility except in those cases where the judgment rendered is not defensible in the opinion of the administrator involved, then such administrator shall have the right to modify or overrule the teacher's judgment. The correctness of the opinion as to defensibility may be resolved through the grievance procedure.

B. Whenever it appears that a particular pupil requires the attention of special counsellors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take the reasonable steps to provide the necessary services with respect to such pupil.

C. Any case of assault upon a teacher or his property shall be promptly reported to the proper law enforcement agencies and then reported in writing to the Superintendent of Schools. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

D. If any teacher is complained against or sued by reason of action taken by the teacher while discharging his duties, except in the case of corporal punishment, the Board will provide protection as defined in existing, or like, liability policy which shall remain in existence for the duration of this contract.

E. The very nature of teaching demands that a very close and agreeable association always exists between teachers, administrators, students and parents. When an instance of complaint against a teacher by a parent or student occurs, administrators will reserve any judgment against a teacher until the problem has been discussed with the teacher involved unless impractical.

F. Before acting against a teacher as a result of a specific complaint, the administrator will have the complaint reduced to writing, if requested by the teacher involved, and will reserve action until such teacher and/or representative shall be given an opportunity, if requested, to discuss the complaint with all parties concerned at a conference arranged by the administrator.

G. The Board will reimburse a teacher, who while on duty, suffers loss, damage or destruction of personal effects in his immediate possession, excluding instructional materials, due to acts against him resulting from discharge of his duties and provided such loss shall not be the result of his negligence or misconduct, and provided it shall be promptly reported in writing and substantiated to the administrator in charge.

ARTICLE XV

Negotiation Procedures

A. It is agreed that matters not specifically covered by this Agreement but of common concern to the parties may be subject to professional negotiations between them during the period of this contract upon mutual agreement between the Board of Education and the Association Executive Board. The parties will cooperate in arranging meetings within two weeks of such mutual agreement.

B. In the event the salary schedule is reopened for negotiation, by either party, as provided in Article III "A" of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least sixty days prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, 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 to such ultimate ratification by both parties.

ARTICLE XVI

Grievance Procedure

A. Definitions

1. A "grievance" is a claim based upon an event or condition which pertains to the interpretation or application of this contract or a complaint based on an event or condition not specifically covered by this contract.
2. The "aggrieved person" is the person or persons making the claim.
3. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.
4. 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.
5. The term "days" shall mean calendar days.

B. 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 F of these procedures.

C. Structure

1. There shall be at least one association representative and not more than a ratio of one for each twenty staff members for each school building and special service department to

be selected in a manner determined by the Association.

2. The Association shall establish a Professional Rights and Responsibilities 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 PR & R Committee is a party in interest to any grievance, he shall disqualify himself and a substitute shall be named by the Association.
3. The Building Principal shall be the administrative representative when the particular grievance arises in that building, unless otherwise determined by the Superintendent of Schools.
4. The Board of Education hereby designates the Superintendent of Schools, or someone designated by him as its representative when the grievance arises in more than one school building.

D. 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 or reduced by mutual consent.

If the grievance is filed on or after June 1, the time limits may be reduced by mutual consent, if practical, in order to affect a solution prior to the end of the school year.

1. Level One -- a teacher with a grievance shall discuss it with his immediate supervisor or principal: individually, together with his Association Representative or through the Association Representative.
2. Level Two
 - a. 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 PR & R Committee. The Association Representative will assist in writing the grievance.

b. Within five (5) days of receipt of the grievance, the PR & R Committee shall decide whether or not there is a legitimate grievance. If the committee decides that no grievance exists and so notifies the claimant, the teacher may continue to process his claim without Association support. If the committee decides there is legitimate grievance, it shall immediately process the claim with the superintendent of schools. Within ten (10) days from receipt of the grievance by the superintendent, he shall render a decision as to the solution.

3. Level Three -- In the event the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) days from date of receipt of grievance by the superintendent, he may refer the grievance through the PR & R Committee, to the Board of Education's Review Committee. This committee shall be composed solely of members of the Board of Education. Within ten (10) days from receipt of the written referral by the Board, its Review Committee shall meet with the Association's PR & R Committee chairman and the Association's Negotiating Team for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision

shall be rendered within ten (10) days.

4. Level Four -- In the event the grievance is not satisfactorily resolved at level three, or if no decision is reached within the ten (10) day period, the grievance, if a matter covered by this contract, may immediately be transmitted by the aggrieved party to the American Arbitration Association unless another arbitrator is mutually agreed upon. If the matter is not covered by this contract, it shall be referred to an arbitrator, if mutually so agreed within fourteen (14) days from appeal from level three, and if not so mutually agreed then the dispute may be referred by the aggrieved party to the State Mediation Board for mediation. The decision of the arbitrator shall be final and binding upon the parties to the arbitration. The arbitration charges shall be shared equally by the Association and the Board of Education. If the Association is not involved then the party involved shall bear such cost instead of the Association.

E. The Board of Education and/or the Superintendent of Schools shall have the right of initiating a grievance. Any such grievance shall be initiated at level Two and follow the established grievance procedure.

F. Rights to Representation -- Any party of interest 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.

G. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record. If, in the judgment of the Association Representative or the PR & R Committee, a grievance involves a policy matter or affects a group of teachers, the PR & R Committee may initiate and process the grievance at any appropriate level.
2. Grievances discussed and decisions 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.
3. 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.
4. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
5. Forms for filing and processing grievances shall be designed by the superintendent and the PR & R Committee, shall be prepared by the superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
6. Access shall be made available to all parties, places, and records for any information necessary to the determination and processing of a grievance, except when such information is of a confidential nature.

7. Any grievance not appealed from a decision at any level of this procedure within ten (10) days from the date of such decision, shall be considered settled. No further appeal shall be made unless by mutual agreement, where extenuating circumstances merit such consideration.
8. Both the Association and the Board of Education recognize that the primary objective of the parties to this contract is to insure, protect, continue and improve the high quality of education in the Grand Blanc School District. This requires good relations and cooperation between the Board, the Administration, the Association and the staff to attain efficient and uninterrupted operation of the facilities and functions of the school system. This grievance procedure is established to provide a peaceful and orderly method for the resolution of disputes. The parties hereby agree to process all disputes subject to the grievance procedure in the manner set forth herein, and agree that no demonstrations, public release or displays of information, or any action tending to disrupt the normal operation of the school system, be initiated, participated in or condoned by either party in connection with such disputes until the grievance procedure has been exhausted.

ARTICLE XVII

Professional Study Committees

A. There is hereby established a Professional Study Committee whose purpose it will be to study and make recommendations with respect to compensation for extra duties. The Board and the Association will appoint an equal number of representatives to serve on this committee. This committee's recommendations will be submitted in time to be considered when Schedule A is reopened for negotiation.

B. There is hereby established a Professional Study Committee whose purpose it will be to study and make recommendations with respect to the problems incurred by teachers at the end of the marking period. The Board and the Association will each appoint an equal number of persons to serve on this committee. This committee's recommendations will be submitted no later than February 1, 1967.

C. There is hereby established a Professional Study Committee whose purpose it will be to study and make recommendations with respect to the policies and procedures involved in teacher evaluation. The Board and the Association will each appoint an equal number of persons to serve on this committee. This committee's recommendations will be submitted no later than February 1, 1967.

The following list represents a set of guidelines which have been mutually agreed to by the Board and the Association and should be regarded as directives for the committee:

1. An effective evaluation policy is based primarily on self appraisal. Every effort should be made to provide opportunity for individual teachers to analyze their own strengths and

weaknesses and to give direction to their self-improvement.

2. Purposeful evaluation of teachers must be founded on the idea of improvement and growth of those being evaluated through appraisal and analysis of their strengths and weaknesses. Teachers should view evaluation as an activity that guides and counsels them in their work.
3. Evaluation of teachers and teaching should be a continuous rather than a spasmodic or periodic procedure.
4. Teachers should be permitted to participate in the development and implementation of the evaluation practices employed.
5. Effective and fair evaluation of teachers should be made in the light of recognized objectives and ideals.
6. Evaluation procedures should be sustained by cooperative planning and understanding among the total professional staff.
7. Direct observation plays an important part in the evaluation process. Therefore, a checklist of items that are regarded to be elements of a good teaching-learning situation should be used and periodically evaluated.
8. Following any type of evaluation there should be a conference between the person who does the evaluating and the person who has been evaluated. Often this conference will merely reassure the teacher that the evaluation has indicated that he is performing well; sometimes it will include specific suggestions about areas that appear to need attention.

The conference might well conclude with the writing of a summary statement to which both participants can agree, so the points that were discussed became a matter of record and can be reconsidered at a later date. This is particularly valuable when specific areas

need correction. The persons participating in the conference might each be provided a copy of the agreements reached during this conference.

9. Whenever an evaluation summary is made, either orally or in writing, it should be based upon the evaluator's frequent and direct observations and contacts with the person who is being evaluated. Many educators agree that there should be no less than two evaluation conferences with each teacher during a school year - one at mid-year and another toward the close of the school year.
10. The Board of Education should be responsible for providing teachers with in-service experiences designed to assist the individual in overcoming areas of weaknesses.

Note: The items which follow are to be regarded as additional ideas for this committee to consider in its deliberations and not necessarily as directives:

1. Consideration should be given to the provision for a teacher evaluator in addition to an administrative appraisal.
2. Provision might also be made for teacher evaluation of administrative personnel.

D. The Board and the Association recognize the necessity for the formulation of a policy with respect to academic freedom. For this purpose a study committee (having equal membership appointed by the Board and the Association) will be formed to mutually develop a policy for implementation by March 15, 1967.

ARTICLE XVIII

Duration of Agreement

This Agreement shall be effective as of July 1, 1966 and shall continue in effect for two (2) years until the 30th day of June, 1968. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

SALARY SCHEDULE

APPENDIX A

GRAND BLANC COMMUNITY SCHOOLS

<u>Step</u>	<u>BA</u>	<u>BA + 18</u>	<u>MA or BA + 40</u>	<u>MA + 15 or BA + 45*</u>	<u>Specialist** BA + 70*</u>
1	5600	5880	6174	6483	6807
2	5880	6174	6483	6807	7147
3	6174	6483	6807	7147	7505
4	6483	6807	7147	7505	7880
***5	6957	7297	7655	8030	8424
6	7305	7662	8037	8431	8845
7	7670	8045	8439	8853	9287
8	8053	8447	8861	9295	9752
9		8870	9304	9760	10,239
10			9769	10,248	10,751

This schedule is a 5% cumulative index.

* Must include the MA degree.

** Specialist or equivalent.

*** Includes 5% index plus \$150.00

APPENDIX A

Index for Special Services

The specified increments will be applied to the appropriate step as indicated on the Teachers Salary Schedule negotiated in the Master Contract for the following classifications:

6 percent	Teachers of Mentally Handicapped and Emotionally Handicapped, Teacher-Counselors for the Physically Handicapped and Speech Therapists
8 percent	Visiting Teacher
10 percent	Diagnostician (42 weeks)
10 percent	Consultants (11 months)

APPENDIX A

INDEX SCHEDULE - ATHLETICS

<u>ACTIVITY</u>	<u>INDEX</u>	<u>1966-67 NOT TO EXCEED</u>
<u>FOOTBALL - VARSITY</u>		
Head Coach	12%	\$900.00
Asst. Coach	7%	500.00
Asst. Coach	7%	500.00
<u>FOOTBALL - RESERVE</u>		
Head Coach	7%	450.00
Assistant	6%	350.00
Freshman	5%	350.00
Freshman	5%	350.00
<u>FOOTBALL - JUNIOR HIGH</u>		
Coach and Scout	5%	300.00
Coach and Scout	5%	300.00
Coach and Scout	5%	300.00
<u>BASKETBALL - HIGH SCHOOL</u>		
Head Coach	12%	900.00
Reserve Coach	7%	450.00
Freshman	5%	350.00
<u>BASKETBALL - JUNIOR HIGH</u>		
Coach	5%	300.00
Coach	5%	300.00
<u>BASEBALL - HIGH SCHOOL</u>		
Head Coach	8%	500.00
Reserve	6%	350.00

<u>ACTIVITY</u>	<u>INDEX</u>	
<u>BASEBALL - JUNIOR HIGH</u>		
Coach	5%	\$300.00
Coach	5%	300.00
<u>TRACK - SENIOR HIGH</u>		
Head Coach	8%	500.00
Assistant	6%	350.00
Cross Country	6%	400.00
<u>TRACK - JUNIOR HIGH</u>		
Coach	5%	280.00
<u>GOLF - HIGH SCHOOL</u>		
Coach	5%	350.00
<u>WRESTLING - HIGH SCHOOL</u>		
Head Coach	8%	500.00
<u>SWIMMING - HIGH SCHOOL</u>		
Head Coach	8%	500.00
Assistant	6%	350.00
<u>TENNIS - HIGH SCHOOL</u>		
Varsity Coach	5%	350.00
<u>GIRLS BASKETBALL - HIGH SCHOOL</u>		
Head Coach	6%	336.00
Assistant	5%	280.00
(OR) Coach - Varsity & Reserve	7%	400.00
<u>GIRLS SOFTBALL - HIGH SCHOOL</u>		
Coach	5%	280.00
<u>TRAINER - HIGH SCHOOL</u>		
Trainer (3 seasons)	8% (full year)	448.00

<u>ACTIVITY</u>	<u>INDEX</u>	1966-67 <u>NOT TO EXCEED</u>
<u>ATHLETIC BUSINESS MANAGER - HIGH SCHOOL</u>		
Business Manager	5%	\$403.00
<u>CHEERLEADER COACH</u>		
Coach	5%	280.00
Coach	5%	280.00
<u>INTRA MURAL</u>		
High School	5% per semester	600.00
Junior High	5% per semester	600.00

NOTE: For 1967-68 school year index will apply except that "NOT TO EXCEED LIMITS" will be removed.

APPENDIX A

Extra Duty Pay

<u>High School</u>	<u>Amount</u>
I. Classes	
Senior No. 1	\$425.00
Senior No. 2	425.00
Junior No. 1	300.00
Junior No. 2	(optional - to share rate with No. 1)
Sophomore No. 1	100.00
Sophomore No. 2	(same as Junior No.2)
Freshman No. 1	75.00
II. Plays and Operetta	
Senior Play	100.00
Junior Play	100.00
Vocal Music Plus Operetta	400.00
Band Plus Operetta	400.00
Drama-Thespian Plus Operetta	300.00
III. Science	
Future Science of America	100.00
Radio	100.00
Photography	100.00
IV. Arts and Languages	
Debate-Forensics	250.00
French	100.00
German	100.00

<u>High School</u>	<u>Amount</u>
IV. Arts and Languages (continued)	
Spanish	\$100.00
Latin	100.00
V. Vocational	
Future Homemakers 1	100.00
Future Homemakers 2	100.00
Future Teachers and Cadet Teachers	100.00
Future Farmers	150.00
4-H Clubs - September to June	100.00
Future Nurses	100.00
VI. Services and Miscellaneous	
Hi-Y	100.00
Y-Teen	100.00
Honor Society	100.00
SLAMM	50.00
Students for Independent Thought	100.00
Bobcat Banner and Echo	300.00
Ski Club	100.00
Director-Student Activities	500.00
<u>Junior High</u>	
Student Council	75.00
<u>Elementary</u>	
Student Council	75.00

APPENDIX B

Grand Blanc Community Schools

School Calendar, 1966-67

September 6, 1966	Tuesday	Teacher Orientation
September 7, 1966	Wednesday	A.M. - Orientation P.M. - Students
September 8, 1966	Thursday	A.M. - Students P.M. - Orientation
September 9, 1966	Friday	Full Day Session
September 12, 1966	Monday	Kindergarten Begins Special Education Classes Begin
September 16, 1966	Friday	No Kindergarten Students Attend A.M. only P.M. - Teacher Orientation
October 13 and 14, 1966	Thursday & Friday	Classes Dismissed Teachers' Institute
October 26, 1966	Wednesday	Elementary Parent-Teacher Conference
October 27, 1966	Thursday	No Elementary Classes P.M.
October 28, 1966	Friday	No Kindergarten A.M. or P.M.
November 11, 1966	Friday	First Marking Period Ends
November 16, 1966	Wednesday	Elementary Report Cards Issued
November 18, 1966	Friday	Secondary Report Cards Issued
November 24, and 25, 1966	Thursday & Friday	Thanksgiving Recess
December 21, 1966	Wednesday	Christmas Recess, Classes Dismissed at Close of School Day
January 2, 1967	Monday	Classes Resume
January 27, 1967	Friday	Second Marking Period Ends
February 1, 1967	Wednesday	Elementary Report Cards Issued
February 3, 1967	Friday	Secondary Report Cards Issued
March 15, 1967	Wednesday	Classes Dismissed for Spring Institute

March 22, 1967	Wednesday	Easter Recess, Classes Dismissed at Close of School Day
March 29, 1967	Wednesday	Classes Resume
April 14, 1967	Friday	Third Marking Period Ends
April 19, 1967	Wednesday	Elementary Report Cards Issued
April 21, 1967	Friday	Secondary Report Cards Issued
May 30, 1967	Tuesday	Memorial Day Recess
June 4, 1967	Sunday	Baccalaureate
June 5, 1967	Monday - H. S. Only	A.M. - Examinations P.M. - No Students
June 6, 1967	Tuesday - H. S. Only	A.M. - Examinations P.M. - No Students
June 7, 1967	Wednesday - H. S. Only	A.M. - Examinations P.M. - No Students
June 7, 1967	Wednesday	Elementary and Junior High Students Dismissed at Noon
June 8, 1967	Thursday	Teachers Work on Final Records
June 8, 1967	Thursday	Commencement
June 9, 1967	Friday	Teachers Dismissed at Noon

APPENDIX C

Teacher Evaluation

I. Statement of Policy

The Grand Blanc Board of Education is responsible by law for the employment and discharge of all personnel. To carry out this responsibility it delegates to the superintendent, the function of establishing and implementing a systematic program of selection, assignment and assessment of all personnel.

The Grand Blanc Board of Education is determined that each pupil enrolled in its schools be provided instruction of high quality. Consistent with this goal is the expectation that each member of the professional staff, given fair and reasonable treatment, effectively discharge the full responsibility of his assignment.

If a member of the professional staff, after receiving a reasonable degree of assistance, fails to perform his duties on the expected level, dismissal procedures provided by the Grand Blanc Board of Education policies and in the Michigan State Tenure Code, will be invoked.

The policies and Administrative Regulations herein enacted are based on four objectives:

1. To continuously strive for improvement of the total instructional program.
2. To continuously stress the importance of personal improvement on the part of individual teachers in order that each pupil may be provided quality education.
3. To insure the continuous improvement of administrative and supervisory service provided teachers in the district.
4. To establish more effective controls whereby staff members whose work remains unsatisfactory can be separated from service.

II. Staff Evaluation

A. Purposes:

1. The Grand Blanc Board of Education teacher evaluation program is aimed at the early identification of specific areas in which the individual needs help, and identifies the responsibilities of other staff members in providing the type of assistance needed.
2. Self-appraisal is emphasized as a basic approach to the improvement of total effectiveness. Self-appraisal is encouraged on the part of all staff members on a periodic basis. Self-appraisal should stress the weighing of strengths and weaknesses in terms of the individual's concept of satisfactory service. It is not intended that comparisons be made with others.
3. When it is determined that the individual has not removed the deficiencies which have been identified, after a reasonable time lapse and after all resource help has been exhausted, the records provided for in the program will be useful in subsequent administrative action.

B. Classifications of Staff for Appraisal Purposes:

1. Tenure - includes experienced teachers about whose competency there is no doubt.
2. Probation - includes individuals who have been identified as needing help of one type or another. Included are:
 - a. all persons in the first year of their present positions in Grand Blanc.
 - b. all second-year persons who were given a probationary rating at the end of their first year.
 - c. persons, regardless of period of service, who are in need of a particular type of assistance.

3. Unsatisfactory - includes individuals who have been in the "probation" classification but have not responded to the assistance given. When it is determined that their work is detrimental to the best interests of the persons for whom they have responsibilities and to the school system generally, they are placed in the "unsatisfactory" classification.

C. Evaluation Procedures:

1. Teachers - first year in Grand Blanc.
 - a. The first-year teacher will be visited and observed a minimum of once per month through January, and when significant deficiencies are recognized, a systematic program of assistance, including more frequent visits, will be followed.
 - b. Between October 15 and October 31, the administrator (principal, coordinator or director) will arrange a conference with the Deputy Superintendent for the purpose of discussing the early progress of each first-year teacher.
 - c. On or before December 1, the administrator (principal, coordinator or director) will meet with each first-year teacher to complete the Grand Blanc Schools Evaluation of Teaching Summary.
 - d. On or before December 15, the administrator will arrange a conference with the Deputy Superintendent to submit and review the Evaluation of Teaching Summary for each first-year teacher. Specific areas in which help is needed are to be indicated.
 - e. The Deputy Superintendent will determine jointly with the administrator the need to arrange for a personal observation of the first-year teacher. If a classroom visit is indicated it will be arranged prior to January 15. (minimum of one visit)
 - f. The administrator will keep records of all contacts with each

- teacher and prepare reports of progress observed. The reports are to be made available to the Deputy Superintendent on request.
- g. Beginning March 1, the administrator will meet with each first-year teacher and complete the Grand Blanc Schools Evaluation of Teaching Booklet. The teacher is to see the administrator's appraisal form, discuss it with him, and sign it.
 - h. By March 15, the administrator will meet with the Superintendent and the Deputy Superintendent. A decision will be reached concerning the future status of each first-year teacher.
 - i. The following are alternative courses of action which may be taken:
 - (1) The teacher may be rated tenure and recommended for tenure status.
 - (2) The teacher may be continued in the "probationary" classification for a second year.
 - (3) The teacher may be classified as "unsatisfactory" and dismissal action initiated.
 - j. If dismissal action is indicated, a report must be submitted to the Grand Blanc Board of Education by March 15. The Board of Education shall meet to consider the recommendation and take appropriate action no later than April 1.
2. Teachers - second year in Grand Blanc.
- a. All teachers classified as "probationary" will be visited and observed monthly by the building principal and other administrators assigned by the Deputy Superintendent through January.
 - b. Between October 15 and October 31, the administrator (principal, coordinator or director) will arrange a conference with the Deputy Superintendent for the purpose of discussing the early

progress of each second-year "probationary" teacher.

- c. On or before December 1, the principal (administrator) will meet with all second-year teachers classified as "probationary" to complete an Evaluation of Teaching Summary.
- d. On or before December 15, the administrator will arrange a conference with the Deputy Superintendent to submit and review the Evaluation of Teaching Summary for each second-year "probationary" teacher. Specific areas in which help is needed are to be indicated.
- e. The Deputy Superintendent will determine jointly with the administrator the need to arrange for a personal observation of the second-year "probationary" teacher. If a classroom visit is indicated it will be arranged prior to January 15. (minimum of one visit)
- f. Beginning March 1, the principal (administrator) will meet with each second-year teacher and complete the Grand Blanc Schools Evaluation of Teaching Booklet. The teacher is to review the administrator's form, discuss it with him, and sign it.
- g. By March 15, the administrator will meet with the Superintendent and the Deputy Superintendent to consider the future status of each second-year teacher who has been continued in the "probationary" classification.
- h. The following are alternative courses of action which may be taken:
 - (2.1) The teacher may be rated "satisfactory" and recommended for tenure.
 - (2.2) The teacher may be continued in the "probationary" classification for a third year.

(2.3) The teacher may be classified as "unsatisfactory" and dismissal action initiated.

- i. If a third year of probation or dismissal is to be recommended a report must be submitted to the Grand Blanc Board of Education by March 15. The Board of Education shall meet to consider the recommendations and take appropriate action no later than April 1.
- j. If a third year of probation is invoked, the same procedures will be followed the third year as outlined for the second year of probation.

3. Teacher - tenure status

- a. Teachers rated tenure will be visited and observed at least once prior to March 1 of the current school year.
- b. No later than May 1, the principal (administrator) will meet with each teacher to complete the Grand Blanc Schools Evaluation of Teaching Booklet. The principal's appraisal will be discussed with the teacher and signed by the teacher as evidence that he has read it.
- c. On or before June 1, a copy of the Evaluation of Teaching Booklet will be submitted to the Deputy Superintendent.

4. Teacher - tenure status - change in classification

- a. If, at any time during the school year, the principal (administrator) should identify an area of teacher weakness which significantly affects teaching effectiveness he may place the teacher on "probation."
- b. When transferring a tenure teacher from a "satisfactory" classification to a "probationary" classification a conference will be held with the teacher to discuss the observed deficiency.
- c. In the event of re-classification to a probationary status, the

principal will arrange a meeting with the teacher, himself and the Deputy Superintendent in order to explore the area of weakness and to plan a program of improvement.

- d. The principal will write a complete report of results of the meeting, outlining the nature of the teacher's problem and the proposed plan for resolving it.
 - e. On or before March 1, the principal (administrator) will meet with the teacher to complete the Grand Blanc Schools Evaluation of Teaching Booklet. The report will be discussed with the teacher and signed by him, as evidence that he has read it.
 - f. Prior to March 15, the principal (administrator) will submit a record of the evaluation with his recommendations to the Deputy Superintendent.
 - g. If dismissal is recommended, a report must be submitted to the Grand Blanc Board of Education by March 15. The Board of Education shall meet to consider the recommendation and take appropriate action no later than April 1.
5. Teachers - unsatisfactory - dismissal procedures.
- a. If it is determined by the principal (administrator) that a teacher is not making satisfactory progress in overcoming areas of weakness which were identified earlier or has regressed significantly from a satisfactory level of performance, the principal will schedule a conference with the teacher to discuss the nature of his deficiency.
 - b. Immediately after the conference, the administrator will inform the Deputy Superintendent in writing of his action, with a detailed listing of the specific areas of teaching deficiency.
 - c. The principal (administrator) will arrange a meeting with the

teacher and the Deputy Superintendent to discuss the nature of the observed deficiencies, the possible courses of action, and the teacher's rights under his contract, local Board of Education policies, and the State Tenure Act.

- d. In the conference with the teacher, the principal and the Deputy Superintendent will cooperatively determine if the deficiencies of the teacher are so pronounced that his influence is detrimental to the best interests of the school system. If this is the determination, the teacher will be classified as unsatisfactory.
 - e. The superintendent's recommendations regarding the future status of the teacher in the school system will be filed with the Board of Education by March 15.
 - f. The Board of Education will consider the superintendent's report in a meeting to be held on or before April 1, and, at this time, will conduct a hearing in accordance with the provisions of the State Tenure Act.
 - g. The Board of Education will inform the teacher of its decision in writing at least sixty days prior to the end of the school year.
 - h. If circumstances indicate that severance from service is desirable before the end of the school year, the procedure outlined above may be facilitated by the superintendent.
6. Teachers - Special Service and Itinerant
- a. Personnel not under the supervision of directors or coordinators
 - (1) Probationers (all first-year persons and second-year persons who did not attain continuing tenure at the end of the first year in present positions).

(1) Probationers - continued

- . . The principal will observe performance in accordance with the minimum schedule established.
- . . The principal will confer with and complete an Evaluation of Teaching Booklet for each person prior to March 1.
- . . The principal's report will be transmitted to the Deputy Superintendent no later than March 15.
- . . The Deputy Superintendent will hold a conference with the individual and complete an Evaluation of Teaching Booklet on or before April 1.
- . . The evaluation classifications of teachers will apply to the procedures outlined above.

(2) Continuing tenure

- . . The principal will make a minimum of one (1) observation prior to March 1.
- . . The principal will confer with and complete an Evaluation of Teaching Booklet for each person prior to May 1.
- . . The principal's report will be transmitted to the Deputy Superintendent prior to May 15.
- . . The Deputy Superintendent will hold a conference with each individual and complete an Evaluation of Teaching Booklet on or before June 1.

b. Personnel under the supervision of directors or coordinators

- (1) Coordinators or directors will observe teachers who are in their respective departments in accordance with the minimum schedule established for principals.
- (2) The coordinator or director will confer with the principal to or at the time the principal completes his Evaluation of

Teaching Booklet (the principal to arrange the time for the conference).

- (3) The principal will discuss his written evaluation of the teacher with the director or coordinator.
- (4) The director's or coordinator's evaluation may be incorporated in the report of the principal, or the director or coordinator may submit a separate evaluation or a supplementary statement to the principal's report, if it is felt that the principal's report is either incomplete or contrary to independently derived judgment of the teacher's performance.
- (5) The director or coordinator will be invited to meetings of the Deputy Superintendent and the principal, to plan programs of assistance for, and to consider the future contract status of, teachers in his area of responsibility.