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PROFESSIONAL NEGOTIATION AGREEMENT

Between

THE SCHOOL DISTRICT OF THE CITY OF GRAND HAVEN
Ottawa and Muskegon Counties, Michigan

and

THE GRAND HAVEN EDUCATION ASSOCIATION, MEA-NEA

July 1, 1968 - June 30, 1969

Grand Haven Ed. Assoc.

MEA
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PROFESSIONAL NEGOTIATION AGREEMENT
between
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and
THE GRAND HAVEN EDUCATION ASSOCIATION

ARTICLE I - PREAMBLE

1. WHEREAS the Board of Education of the School District of the City of Grand Haven (hereinafter referred to as the Board), and the Grand Haven Education Association (hereinafter referred to as the Association), recognize and declare that the implementation, development, and operation of a high-quality instructional program for the students of this school district is their mutual goal and responsibility, and that the character of such education depends upon the quality and morale of the teaching service, and
2. WHEREAS this common high purpose may best be achieved by close consultation, mutual respect, and understanding between the Board and the Association, and
3. WHEREAS the Association recognizes that the Board under law, has the final responsibility for establishing policies for the district, and
4. WHEREAS the Board recognizes that teaching is a profession and the skills, knowledge, and creative capacities of teachers contribute greatly toward the goal of high-quality schools for this district, and
5. WHEREAS the laws of the State of Michigan authorize public employees and public employers to enter collective negotiation agreements concerning rates of pay, wages, hours of employment, and other terms and conditions of employment, and
6. WHEREAS the Board did recognize the Association, by formal resolution, on March 8, 1966, as the choice of a majority of the employees covered by this agreement, as the exclusive representative for the purpose of collective negotiations with the Board in respect to rates of pay, wages, hours of employment, and other terms and conditions of employment, and
7. WHEREAS the parties, following deliberate professional negotiations have reached certain understanding, and
8. WHEREAS the Board and the Association desire to incorporate such understandings into a written collective negotiations agreement in the belief that such action is in the best interest of the students attending school therein, the teachers represented by the Association, and the residents of the School District of the City of Grand Haven,
9. NOW THEREFORE, in consideration of the following mutual covenants the Association and the Board hereby agree as follows:

ARTICLE II - RECOGNITION

The Board recognizes the Association as the sole and exclusive organization representative for those employees of the Board of Education described as full-time classroom teachers, all contracted part-time classroom teachers (exclusive of substitute teachers), vocational instructors (exclusive of the Director of Vocational Education), certificated consultants and counselors (exclusive of the Director of Guidance and Counseling), librarians (exclusive of the Coordinator of Libraries), and special education teachers (exclusive of the School Psychologist and the Visiting Teacher). Further, that all supervisory, administrative and executive personnel, including, but not limited to Superintendents, Assistant Superintendent, Principals, Assistant Principals, Business Managers, Director of Audio-Visual Education, and all other employees not specifically included as part of the bargaining unit above mentioned, shall not be covered by this resolution.

ARTICLE III - BOARD RIGHTS

1. The Board, on its own behalf, and on behalf of the electors of the 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/or the United States, or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by the provisions of this agreement.
2. It is agreed that the Board retains the right to establish and equitably enforce, reasonable rules and personnel policies relating to duties and responsibilities of the teacher and the working conditions which are not inconsistent with this agreement or in violation of law.
3. The Board retains the rights of management and control of school property, facilities, grades and courses of instruction, athletics and recreation programs, methods of instruction, materials used for instruction, and the selection, assignment, direction, transfer, promotion, demotion, discipline, or dismissal of personnel excepting where expressly and in specific terms limited by the provisions of this agreement.

ARTICLE IV - ASSOCIATION RIGHTS

1. The Board agrees to recognize and observe all of the rights given the Association pursuant to Act 379 of the Public Acts of 1965, and all other applicable laws.
2. The Board and the Association recognize the right of either party to invoke the assistance of the State Labor Mediation Board or a mediator from such public agency.
3. Teachers shall have the right to join any teacher organization, and to freely express their support of the organization in its various activities.

4. Prospective teachers shall have the right to confer with the Association prior to their signing a contract. A form with the above statement and the names of Association representatives to contact will be supplied to the hiring agent by the Association and made available to prospective teachers through the hiring agent.
5. The Board recognizes the right of the Association to make reasonable requests for certain Board information which will aid the Association in developing intelligent, accurate, informed and constructive programs in behalf of the teachers and/or their students or which will aid the Association in processing any grievance or complaint. The Board agrees to furnish the Association in response to reasonable requests, published information available to the public. Requests for information not available in published reports, shall be submitted to the Superintendent who shall have the option of supplying the information or referring the request to the Board. Original records of the Board may be examined only at the office of the Board of Education. The Association shall reimburse the Board for extra expense incurred in furnishing information or making records available.
6. The Association has the right to consult with the Board and/or administrative representatives during the planning and revision stage of new or modified fiscal budgetary or tax programs, construction programs, or revisions of educational policy which are proposed or under consideration.
7. The Association and its representatives shall have the right to use school building space at all reasonable hours for meetings upon request for the use of such space in accordance with established regulations. If special custodial service is required, the Board may make a reasonable charge therefor.
8. 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.
9. The Association shall have the right to use school facilities and equipment including telephones, typewriters, duplicating machines, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association agrees that the use of school facilities and equipment shall be limited to qualified operators and in accordance with established regulations. The Association shall pay for the cost of all materials and supplies incident to such use.
10. The Association shall have the right to post notices of its activities and matters on Association bulletin boards, at least one of which shall be provided in each staff lounge or designated location in each school building. The Association may use the school internal mail services and teachers' mailboxes for communication to teachers in accordance with established regulations.

11. The Board recognizes the right of any teacher to request the following payroll deductions or reductions:
- a. Dues to GHEA, MEA, NEA
 - b. Group Insurance Premiums
 - c. U.S. Savings Bonds
 - d. Ottawa County School Employees Credit Union
 - e. Contributions to Community Chest
 - f. Tax Deferred Annuity Programs

All deductions or reductions shall be made in accordance with procedures established by mutual agreement.

12. The Board agrees that whenever the Association and the Board mutually agree to engage in contract negotiations during the school day, representatives of the Association will be relieved from all regular duties without loss of pay in order to permit their participation in such meetings.

NOTE:

The term "established regulations" as used in Article IV, refers to existing school rules and regulations pertaining to the use of school-owned buildings, property, services and equipment, and may be contained either in written form or through accepted practice of long standing. Changes in rules and regulations pertinent to the provisions of this article (IV), shall be subject to discussion upon the request of either party.

ARTICLE V - TEACHER RIGHTS AND RESPONSIBILITIES

A. PERSONAL AND PROFESSIONAL LIFE

1. The Association and the teachers recognize that the basic duty of each teacher is to use his skill as a teacher in the most effective and proper manner to insure the highest possible quality of education in the Grand Haven Schools.
2. Good teaching extends beyond classroom walls and scheduled hours. Teaching is a profession which requires, among other things, the devotion of extra time to self-improvement and out-of-school time for the preparation of projects, lesson plans, grading of papers, and counseling parents.
3. The Association and the teachers recognize that teaching is a profession which requires the highest standards of personal conduct from its members. The Association and the teachers further recognize and

incorporate by reference the Code of Ethics of the Michigan Education Association as the basic standard of professional conduct.

4. In order to insure continued improvement of the educational process in the Grand Haven Schools, the Association and the teachers will continue in accordance with past practices to assist in the study, review, revision, updating, and amending of the school curriculum through department and grade committees.
5. The Association and the teachers recognize their responsibility to keep themselves informed concerning school programs, and to interpret the school and its program to the community to the best of their ability.
6. The Association and the teachers recognize their obligation to continue to lend their skill and knowledge in the form of recommendations for textbook selections, teaching materials, and plans for new or renovated buildings.

B. VACANCIES, PROMOTIONS, REASSIGNMENTS, AND TRANSFERS

1. The Board will give first consideration to qualified candidates from within its own staff of employees when filling vacancies including supervisory and administrative positions.
2. The Superintendent will give written notice to the president of the Association or his designee whenever vacancies occur or when a new professional position is to be created either within or outside of the bargaining unit.

The Association shall be responsible for the appropriate posting of said notice.

3. Teachers who desire to apply for such vacant positions shall file their application in writing with the Superintendent. The Superintendent will acknowledge such applications in writing. It is recognized that the right of selection of personnel to fill said position remains entirely within the discretion of the Board.
4. Permanent appointments to administrative, supervisory, or newly created positions will not be made until twelve calendar days following the giving of the notice of vacancy to the president of the Association or his designee.

Nothing shall prevent the Board from making temporary assignments of personnel to fill a position, but said temporary appointment shall not extend beyond the balance of the school year.

5. Teachers who desire a transfer or change of assignment may make their desires known on the annual questionnaire or by letter to the Superintendent of Schools. Such requests will be acknowledged in writing and must be renewed each year.

In honoring requests for transfers the instructional requirements and the best interest of pupils and the school system will be considered.

6. Teachers will be informed by the Superintendent prior to involuntary transfers or assignment within the system, and the reasons for such transfer will be given.
7. Teachers shall be notified in writing of their tentative programs for the coming year, including the school to which they will be assigned, grades and subjects they will teach, and any special or unusual assignments which have been made. The notice will be given as soon as practical, and under normal circumstances not later than the end of the school year.

C. BOARD SUPPORT OF TEACHERS

1. Teachers are responsible for the control and discipline of students in the classroom or in such places or at such times as the students may be under the jurisdiction of the teacher. Any assault by a child upon a teacher shall be promptly reported to the teacher's immediate supervisor. The Board recognizes its responsibility to give reasonable support and assistance to all teachers with respect to control, discipline, and legal services.
2. The Board of Education recognizes that exceptional children require special education by specially certified teachers. The Board will continue to seek methods of expanding appropriate programs to serve such children.
3. If the teacher's clothing or normally-worn personal effects are damaged or destroyed as a result of an assault by a pupil while the teacher is on duty in the school or on school premises, the teacher shall be reimbursed for such loss by the Board.
4. Teachers shall observe the rules and regulations established by the Board of Education relative to the discipline of pupils.
5. Teachers will be notified without undue delay of complaints made against them by parents. The teacher will be granted an opportunity to answer such complaints either in conference or in writing at the discretion of the principal.
6. A teacher may exclude a pupil for one class period when the grossness of the offense, the persistence of 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 allow, full details of the incident.

Suspension of a pupil from school may be imposed only by a principal or his designated representative.

D. TEACHER EVALUATIONS

BOARD STATEMENT -- Evaluation of the effectiveness of teaching is a basic if not the most important function of administration. The MEA has referred to teacher evaluation as "The Key to Quality Personnel."

Evaluating teacher competency is not an easy task. It requires mutual understanding, effective tools and techniques, skill and cooperation.

Effective evaluation is based upon well-understood policies and criteria of performance developed through cooperative participation of teachers and administrators and the Board of Education.

1. The evaluation of all teachers is the responsibility of the administration.
2. Teacher evaluations shall be made regularly in writing by the principal or a designated staff member.
3. Teacher evaluations shall be made with the full knowledge and cooperation of the teacher and shall be signed by the teacher.
4. Teacher Evaluations -- Teacher Evaluations in general shall be based upon criteria developed cooperatively by teachers, staff members, and the Board of Education. A six-member committee, three (3) appointed by the Board, and three (3) appointed by the Association, will study the methods and purpose of the evaluating procedure and give consideration to a 2-tract evaluation, and make recommendations for implementation in the 1969-70 school year.

E. ACADEMIC FREEDOM

1. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere in which academic freedom for teacher and student is encouraged.

- F. RETIREMENT - Employees are required to retire at age sixty-five (65). Extensions of employment may be granted annually up to age seventy (70) when recommended by the Superintendent and approved by the Board.

Employees who reach the established retirement age during a contractual period shall be permitted to complete that contract.

G. SUBSTITUTE TEACHERS

1. The Board agrees to maintain a list of available, qualified substitute teachers. A teacher shall notify his principal at the earliest possible time after determining that he will not be able to report for duty. Notification on the previous day is highly desirable. It shall then be the responsibility of the administration to arrange for a qualified substitute teacher.
2. It is the teacher's responsibility to provide adequate and complete lesson plans for the use of the substitute.
3. Teachers will be used to cover classes only in cases of emergency.
4. Substitute teachers will go on the basic pay schedule (\$6500) after twenty (20) consecutive teaching days.

H. REVIEW OF PERSONAL FILE

1. Each teacher shall have the right upon request to review the contents of his personal file, including administrative evaluations, written complaints and commendations which have been called to the attention of the teacher.

Privileged information including confidential credentials and related personal references are exempted from such review.

ARTICLE VI - TEACHING CONDITIONS

A. CALENDAR

The Board of Education shall consider the recommendations made by the Association relative to the school calendar prior to its adoption. The school calendar shall include the school starting date, school ending date, and vacation periods. Supplemental modifications or changes in the calendar will be subject to the same procedures when it is reasonable to do so. The calendar for the school year shall be as in Appendix C.

B. WORKING HOURS

1. Teachers will be expected to report for duty fifteen (15) minutes prior to the start of the school day as defined for that school. Teachers will remain for a sufficient period after the close of the pupil's day to attend to those matters which require the teacher's attention, but not less than fifteen (15) minutes after close of school.
2. A teacher shall be expected to attend professional staff meetings when called by the building principal. A teacher may place appropriate educationally related items on the agenda for the building meeting. The

agenda for building meetings should be presented to the teacher at least one day in advance of the meeting.

3. All teachers shall be entitled to an uninterrupted, duty-free lunch period. This period shall conform to the designated prevailing lunch period for the particular school in which the teacher is employed but shall be of not less than (30) thirty minutes duration.
4. a. Emergency Conditions --- Teachers are expected to report for duty on days on which the schools may be closed to pupils because of weather or other emergency conditions except when notified by the administration that they are not required to report. Such days may be used for special assignments which have been prepared and planned in advance.

NOTE: It is understood that emergency conditions may be of such a nature -- blizzard conditions, impassable roads, etc. -- as to prevent the teacher from reporting for duty as scheduled. Good judgement shall prevail in the interpretation of paragraph 4a.
- b. Should severe weather or emergency conditions cause the closing of the schools during a school day, the teacher will remain on duty until dismissed by the administration.
5. At the end of each semester a day shall be provided for all teachers to complete necessary records and reports.

C. CLASS SIZE -- The Board and the Association recognize that the pupil-teacher ratio is an important aspect of an effective educational program. The parties agree that class size should be adjusted when such action will improve the instructional program. The study of pupil-teacher ratio will be continued by the Professional Study Committee (Instructional Council), for the purpose of developing guidelines for optimum and maximum class size. The final report, with recommendations, will be made not later than February 15, 1969.

D. TEACHER ASSIGNMENTS

1. 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 certification or their major or minor field of study.
2. All secondary school teachers shall have at least one unassigned period per day for the purpose of preparing lessons, student conferences, parent conferences, etc.
3. Junior high school teachers shall have no more than six (6) assigned periods each day.

4. Senior high school teachers shall have no more than five (5) assigned periods each day.
5. Any teacher with 1 or 2 assigned classroom teaching periods may be assigned an extra period, but in no case shall he have less than one unassigned preparation period.

E. NON-TEACHING DUTIES --- The Board and the Association acknowledge that a teacher's primary responsibility is to teach, and that his energies should be utilized to this end. It is agreed that teachers will be relieved of non-teaching duties to the extent possible and practical through the use of non-teaching personnel to perform clerical type tasks and supervise playgrounds and lunchrooms.

F. TEACHING FACILITIES, EQUIPMENT AND SUPPLIES

1. Both parties recognize that the availability of optimum school facilities, equipment and supplies for both student and teacher are necessary to insure the high quality of education that is the common goal of the Association and the Board.

Insofar as possible the Board will make available:

- a. Sufficient basic textbooks to carry out the school's established program of instruction.

Prior to changing a textbook or selecting a new textbook, the teachers affected and/or a committee of such teachers shall be given the opportunity to meet and consult with the Superintendent or his designee regarding the proposed change or selection. The Board's decision will be final.

- b. Sufficient library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, and other materials deemed as necessary tools of the teaching profession.
- c. Space in each classroom in which teachers may safely store instructional materials and supplies.
- d. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
- e. Adequate work space for special teachers.

2. Teachers will be informed as soon as possible as to the disposition of their requisitions for supplies, materials, and equipment by their building principal.

- G. TEACHER FACILITIES --- The Board and the Association recognize the desirability of those factors which make teaching more enjoyable and pleasant, including a faculty lounge, teachers' lunchroom, restrooms, a designated smoking area, and parking facilities. Inasfar as possible these facilities will be made available to teachers.

The Board agrees to meet and confer with the Association to seek mutual acceptable solutions where satisfactory conditions do not exist.

ARTICLE VII - INSTRUCTIONAL COUNCIL

PURPOSE: The Board and Association, recognizing the need for assistance in bringing about desirable changes in teaching methods, techniques, class composition, curricula, and any other pertinent phases of the instructional program, hereby establishes an INSTRUCTIONAL COUNCIL. This Council is to provide consultation with, and recommendations to the Board of Education for needed improvements in the instructional program.

- A. The INSTRUCTIONAL COUNCIL (IC) shall consist of four (4) members appointed by the Board and seven (7) selected by the Association.
- B. The operating procedures and times for meetings shall be determined by the IC and reflected in its minutes.
- C. The IC is empowered to appoint subcommittees of teachers and administrators to study and report upon any mutually agreed upon subjects.
- D. All reports of the IC or its subcommittees, including recommendations shall be submitted in writing to all members of the IC. A budget request for needed financial support of any study area will be submitted for Board action on or before October 1, 1968. A progress report of all areas being studied will be submitted to the Board and Association by March 1, 1969.
- E. The IC will give priority to studies concerning the following topics:
1. Class size
 2. Twelve months school program
 3. Examination of the existing system-wide curriculum committee organization
- F. The parties agree that the IC and its subcommittees serve in an advisory capacity only, and that the failure of the Board to place any of its recommendations in effect shall not constitute the basis for a grievance.
- G. The clerical expenses of the IC, and its subcommittees, and other necessary expenses as shown in the budget request (D) shall be borne by the Board.

ARTICLE VIII - EMPLOYMENT STANDARDS

It shall be the policy of the Board to provide and retain the best available teachers in order to maintain the most effective program of instruction for the children of this community. The parties to this Agreement reaffirm the Board's authority to select and employ new professional personnel in the School District. In keeping with the high standards of the community, the Board agrees to the following statement of policy in this regard:

- A. To the extent possible, only teachers who possess the highest qualifications shall be given consideration for employment in the District.
- B. To be eligible for nomination, a teaching candidate must possess an AB Degree or equivalent from a recognized institution of higher learning.
- C. A teacher shall hold a Michigan Teacher's Certificate valid for his work assignment. Failure to have or keep such certificate shall invalidate the contract of any teacher.
- D. Produce evidence of continued professional growth since degree and certificate were granted.

NOTE: It is understood that in emergencies, it may be necessary for the Board of Education to employ teachers not fully certificated.

ARTICLE IX - INDIVIDUAL CONTRACTS

- A. All individual contracts between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement, and any individual contract hereafter executed shall be expressly made subject to and consistent with 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.
- B. All individual contracts will:
 - 1. State the beginning and ending dates of the contract.
 - 2. Indicate the amount of salary to be paid.
 - 3. Indicate whether the teacher is a probationary or tenure teacher.
 - 4. Offer option of twenty (20) or twenty-six (26) salary payments.
- C. Extra duties and the amount the teacher will be paid for each duty will be stipulated on a separate, non-tenure, supplemental contract.
- D. A supplemental sheet including the necessary supporting data for the individual contract will be furnished each teacher.

ARTICLE X - LEAVES

A. EMERGENCY AND SICK LEAVES

- a. All teachers regularly employed by the Board shall receive a total of fifteen (15) days sick and emergency leave at the beginning of the school year.
- b. Unused sick and emergency leave shall be cumulative.
- c. Sick leave credits now existing with the Grand Haven Board will be credited to accumulated leave.
- d. A statement will be presented to each teacher at the beginning of the school year showing accumulated leave.
- e. If the employee terminates his service before the end of the contract term, a deduction will be made at the time the service terminates for all sick leave used in excess of leave earned.
- f. Sick leave is basically an insurance and covers only illness, disability, and emergency procedures. Routine health examinations, dental appointments, or surgical procedures which might appropriately be scheduled during vacation periods shall not be covered.
- g. Emergency and sick leave shall be granted without loss of pay as follows:
 1. Illness, injury, or unavoidable quarantine of teacher.
 2. Serious illness, injury, or death in the immediate family.
 3. Personal leave.
- h. Limitations
 1. Emergency and sick leave absence for all causes shall not exceed the unspent balance of leave credited to the employee.
 2. Emergency leave absence for each death or critical illness in the immediate family shall not exceed five days.
 3. Two days a year of cumulative leave allowance may be used for professional, family, or business obligations. The purpose of this leave is to permit teachers to be absent to take care of obligations which occur on a regular school day. Such personal leave is not intended for recreational, job-hunting, or similar purposes. Written notification of such personal leave, stating reason for leave in general terms, will be made at least twenty-four (24) hours before taking leave, except in emergencies, with the building principal.

4. Definitions:

- (a) Immediate family is defined as: Parent, Brother, Sister, Husband, Wife, Son, Daughter, or person with whom one has had association equivalent to family ties.
- (b) Critical illness or injury in the immediate family would include surgical operations, serious illness or injury, and presuppose a doctor's attendance.

- i. Upon recommendation of the Superintendent, the Board may require a teacher to submit to physical or mental examination by appropriate specialists to determine whether involuntary sick leave is warranted; the cost of such examination will be paid by the Board of Education.
- j. In the event of the absence of a teacher for illness in excess of five consecutive days, the Board may at its expense, require examination by an independent physician.
- k. PROVISION - SCHOOL INCURRED INJURIES OR DISEASE - Any teacher who is absent due to injury or disease incurred in the performance of assigned duties compensable under Michigan Workmen's Compensation Law, shall be paid an amount equal to the difference between the workmen's compensation allowance and his salary without deduction from sick leave for a period up to one year. Beyond one year such payments would be charged against sick leave on a pro rata basis computed on the relationships of the differential pay to his regular weekly pay until the sick leave is exhausted.

- B. TEMPORARY LEAVES --- Teachers will notify their Principal or Supervisor immediately upon discovery that temporary leave is required. Such notification will be made in writing, except in cases of emergency.

Temporary leaves will not be charged against accumulated sick and emergency leave.

a. Professional Leave

- 1. Upon the approval of the Superintendent of Schools or the Assistant Superintendent in Charge of Instruction, teachers will be granted leave without loss of pay to attend educational conferences, workshops, and visitations pertinent to the improvement of the school curriculum. Necessary expenses for such meetings will be paid by the Board of Education.
- 2. Leave for appropriate teacher representative participation in business activities of the Association shall be granted with loss of pay equal to the cost of a substitute, up to a total of twenty (20) school days per year. Appropriate written notification of such leave shall be furnished the Building Principal. Leaves will be coordinated by the Association.

- b. Involuntary Leave --- Any teacher attending a session of any court in response to a subpoena, as a witness, shall be paid his full salary for each working day of absence, unless the teacher has been named a respondent (defendant) in any criminal proceeding arising out of the same incident for which said teacher has been issued a subpoena as a witness.
- c. Military Induction Leave --- Teachers shall be granted temporary leave with pay for absence necessitated by required physical examination for military induction.
- d. Short Term Military Service Leave --- A teacher called to active emergency duty by reason of military status shall be paid an amount equal to the difference between his military and teacher's pay for a period not to exceed thirty (30) days.
- e. Jury Duty --- Any teacher summoned to jury duty shall be paid for loss of salary incurred for each working day of absence.
- f. Other Short Term Leaves --- The Board reserves the right to grant other short term leaves at its discretion with or without pay.

C. EXTENDED LEAVES

- a. Sabbatical Leave
 - 1. The Board is cognizant of the inherent values of sabbatical leave for professional improvement that may accrue to both the teacher and the school. Subject to the provisions of Section 572 of the Michigan School Code, requests for such leave may be granted for a period of one year with pay up to 1/2 of the contracted pay for the sabbatical year.
 - 2. Requests for sabbatical leave must be submitted in writing to the Superintendent of Schools not later than May 1 of the school year preceding the school year for which the leave is requested.
 - 3. Not more than 2% of the teaching staff will be absent on such leave at any one time.

Preference in granting such leave will be based upon anticipated benefits to the School District.
 - 4. In accordance with the provisions of Section 572 of the Michigan School Code, sabbatical leaves are subject to the following provisions:
 - (a) The teacher must have been employed at least seven (7) consecutive years by the Grand Haven Schools.

- (b) The teacher must hold a valid Michigan Permanent or Life Certificate.
- (c) During said sabbatical leave the teacher shall be considered to be in the employ of the Board of Education and under contract, provided, however, that the Board shall not be held liable for death or injuries sustained by the teacher while on sabbatical leave.
- (d) Teachers on sabbatical leave shall be allowed increment credit on the salary schedule, and credit toward retirement.
- (e) A teacher upon return from such leave, shall be restored to his teaching position or to a position of like nature, seniority, status and pay.

b. Maternity Leave

Upon written request maternity leave will be granted without pay or increment, commencing not later than the end of the sixth month of pregnancy, except when this date falls within one month of the end of the semester, in which event the teacher will, if she desires and is physically able, be permitted to complete the semester. Leave granted will be for one year, but in no event may the teacher return earlier than six weeks after the termination of the pregnancy. The time period is subject to renewal at the will of the Board following written request by the teacher. Requests for renewal must be made before termination of the leave, and shall not exceed one year for each renewal.

- 1. A female teacher adopting a child shall be eligible for maternity leave comparable to a natural mother. A written request must be submitted at least sixty (60) days prior to the anticipated date of adoption.

c. Military Leaves

- 1. A leave of absence shall be granted a teacher who is recalled, inducted, or enlists for one period of enlistment in any branch of the armed forces of the United States. Reinstatement upon completion of such service shall be in accordance with the requirements of the applicable law of the United States. Regular salary increments shall accrue.

D. OTHER EXTENDED LEAVES

Upon recommendation by the Superintendent the Board will grant extended leave to tenure teachers for a period not to exceed one year, subject to the following conditions:

- a. Written request in a form acceptable to the Superintendent must be received by him not later than May 1 of the school year preceding the school year for which the leave is requested.
- b. Not more than 2% of the teaching staff shall be absent at one time.
- c. Leaves shall be granted without pay.
- d. Increments and other benefits shall be granted as indicated:
 - (1) Leave to engage in local, state, or national Association activities without pay, but with increment advantage.
 - (2) Leave of absence to join the Peace Corps, Job Corps, or similar program without pay or increment.
 - (3) Leave for exchange teaching position in accordance with conditions prescribed by section 571 of the School Code of Michigan.
 - (4) Leave to study in the teacher's major field or to accept special assignment in research or teaching that would be of advantage to the school system without pay, but with increment advantage.
 - (5) Leave to campaign for and/or serve in public office not less than one semester nor more than one term of office without pay, but with increment advantage.
 - (6) The Board reserves the right to grant other extended leaves which, in the opinion of the Board, may be of benefit to the school system.
- e. The time period is subject to renewal at the will of the Board following written request by the teacher. Requests for renewal must be made before termination of the leave and shall not exceed one year for each renewal.

ARTICLE XI - PROFESSIONAL COMPENSATION

A. SALARY SCHEDULE

The basic salaries of teachers covered by this Agreement are stated in Schedule "A" which is attached to and incorporated in this Agreement. This salary schedule shall remain in effect during the term of this Agreement.

B. TRANSFER OF CREDIT

Teachers in the district may receive full credit for prior teaching experience. In addition, full credit for each year of military service, related work and/or educational experience, not to exceed four (4) years may be granted. (The provisions of this section are not retroactive and shall not apply to teachers hired prior to September 5, 1967.)

C. ADVANCEMENT ON SCHEDULE

Teachers completing the necessary number of eligible credit hours for advancement to the next higher schedule may make application for such consideration as soon as official grades, transcript, etc., have been received. Such application will be forwarded, on the appropriate form, to the office of the Superintendent together with the necessary supporting transcripts.

Guidelines used in the evaluation of such applications are as follows:

1. AB / 15 and MA / 15
 - a. Only those courses taken after full provisional certification are applicable for advanced schedule credit.
 - b. Graduate credit courses of the candidate's own choice may be counted. They do not have to be in a planned program.
 - c. Undergraduate credit courses must have the written approval of the Credentials Evaluation Committee before enrollment. Such requests will generally be allowed only when the undergraduate course is directly related to the person's teaching assignment. To secure this approval, file a written application in triplicate on the appropriate form which is available in your school office. Send such application to the office of the Superintendent clearly marked "Attention of Credentials Evaluation Committee."
2. MA / 30
 - a. All hours beyond the MA / 15 must be on the graduate level and should be related to one's own area of teaching assignment or in preparation for a specific future assignment in the system. Any course not included in a degree program (i. e., second master's program) must be approved by the committee. In order to secure approval, a written application should be submitted as in (1. c.).

In cases where there may be question, doubt, or where committee action is indicated concerning the application, the Superintendent will refer such application to a "Credentials Evaluation Committee" consisting of two (2) representatives appointed by the Board and two (2) representatives appointed by the Association. This committee shall review each such case

and make a recommendation for appropriate action to the Superintendent and Board of Education.

Approved applications, together with appropriate salary adjustments, shall be made effective at the beginning of a semester if the application is submitted within 15 days of the start of that semester as indicated on the approved school calendar (Sept. 18, 1968 and Feb. 11, 1969). For approved applications submitted after the fifteen (15) day limitation, the effective date shall be the 1st day of the next following semester.

The Credentials Evaluation Committee will be further charged with the task of examining the question of equivalency credit for non-credit courses, workshops, etc., and the establishment of recommended guidelines for the awarding of such equivalency credit. These guidelines, when developed, are to be submitted to the joint PN Committees of the Board and Association for approval and, after such approval, to the Board of Education for adoption.

D. USE OF PERSONAL AUTOMOBILES

A teacher who is required in the course of his work to drive a personal automobile from one school building to another shall receive a car allowance of ten (10) cents per mile. This same allowance shall be given to a teacher who uses a personal car for field trips, or other approved business of the district. The Board shall provide sufficient liability and property damage insurance protection for teachers who use personal automobiles, as provided for in this section.

E. LONGEVITY PROGRAM

In recognition of service to the district and its annexed districts, a teacher will receive a longevity payment of an additional two percent (2%) of the current basic salary during his fifteenth (15th) to nineteenth (19th) years of service. Thereafter during each additional five (5) years of service the teacher will receive an additional longevity payment of two percent (2%) of the current basic salary. Credit for prior (outside the district) experience shall be recognized to the same extent as at the time of employment. However, when prior experience is involved, no teacher shall be eligible for longevity increments until the fifteenth (15th) year of district service or until a year has been served on the maximum step of the applicable salary schedule, whichever occurs first. Placement on the longevity schedule shall be made in such a manner as to recognize all allowable experience.

F. TERMINAL PAY PROGRAM

In recognition of service to the district and its annexed districts, a terminal leave payment of \$10.00 per year of service in the district and its annexed districts will be paid to the teacher (or to his estate in the case of death of said teacher) upon retirement provided the teacher shall have been employed in the district and/or its annexed districts for at least ten (10) years. The term retirement is understood as defined by the Michigan Retirement Act.

G. PAY FOR SPECIAL EDUCATION

Differential pay for special education teachers shall be eliminated except in those steps of the basic schedule which are less than the corresponding step on the Intermediate School District schedule.

H. PAY OPTION

1. Teachers shall have the option of receiving pay on a twenty (20) or twenty-six (26) pay period basis.
2. When a regular payday occurs during a vacation period in the school year, that payday will revert to the last school day prior to the beginning of said vacation period and the checks will be so dated.

I. EXTRA-DUTY ASSIGNMENTS

1. Payment for extra-duty assignments outside the normal load, will be paid according to the Schedule "B" for such assignments, which is attached to and incorporated in this Agreement.
2. When a teacher's regular assignment extends beyond the normal school year, the additional time shall be compensated at a pro-rata share of the teacher's current basic salary.

J. 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:

1. The Board shall provide, without cost to the teacher, group term life insurance protection in the amount of \$2,500 to be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount.
2. The Board will provide \$12.50 per month to be applied as the teacher desires toward one or more of the following options available through the Michigan Education Special Services Association:
 - a. Hospitalization and major medical for the insured and dependents.
 - b. Group term life insurance.
 - c. Salary protection beginning the eighth day of disability.
 - d. Separate major medical (\$500 deductible).
3. If a man and wife are employed by the Board, they may apply both benefits toward their insurance program.
4. The Board's insurance contribution shall begin July 1, or the date of first employment, and terminate June 30.

K. SPECIAL TEACHING ASSIGNMENTS

Special teaching assignments in the district shall be subject to the following provisions:

1. Preference will be given to qualified teachers regularly employed in the district for positions in the district Summer School Programs, Adult Education and Evening School Programs.
2. Contracts for Summer School Programs shall be offered to teachers at the earliest possible date.
3. All teaching conditions which prevail during the "regular school year" shall also prevail during the Summer, Adult Education and Evening School Programs.
4. Summer School teachers shall be entitled to two (2) summer school days of sick leave with no deduction from pay. Such sick leave shall not be accumulated from summer to summer, not added to or deducted from a teacher's regular sick or emergency leave accumulation.
5. Compensation for teaching in Summer School Programs, Adult Education, and Evening School Programs, or for comparable professional services, shall be paid at the rate of \$5.00 per hour.

ARTICLE XII - PROFESSIONAL GRIEVANCE PROCEDURES

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this agreement or any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided.
- B. The grievant may invoke the formal grievance procedure by submitting his grievance on a form designated for that purpose. This form shall be signed by the grievant and a representative of the Association. Said form shall be available from the building representative. A copy of the grievance form shall be delivered to the principal or supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.
- C. Within three (3) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three days of such meeting, and shall furnish a copy thereof to the Association.
- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within five school days the Superintendent

or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three school days of such meeting, and shall furnish a copy thereof to the Association.

- E. If the Association is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within three school days of such meeting (or eight school days from the date of filing whichever shall be later) the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the Grievance in writing by the Board shall be made no later than seven days thereafter. A copy of such disposition shall be furnished to the Association.
- F. In the event satisfactory disposition of a grievance is not obtained after pursuing all other procedures provided in the article, either the Association or the Board may request such mediation as is provided by law.
- G. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- H. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.
- I. All documents, communications, and records dealing with a grievance shall be filed separately from the personal files of the participants.
- J. It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties: provided, however, in the event it is mutually agreed by the aggrieved person, the Association, and the Board to hold proceeding during regular working hours, a teacher participating in any level of the grievance procedure, including mediation, on his own behalf or on behalf of the Association, with any representative of the Board, shall be released from assigned duties without loss of salary.

ARTICLE XIII - NEGOTIATION PROCEDURES

- A. It is contemplated that terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public

educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

- B. Not later than March 1 of the Calendar Year in which this agreement expires, the Board agrees to negotiate with the Association over a successor agreement in accordance with the procedure set forth herein in a good-faith effort to reach agreement concerning teachers' salaries and all other conditions of their employment. Such negotiation may include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement so negotiated will apply to all teachers, and will be reduced to writing and signed by the Board and the Association.
- C. Neither party in any negotiations 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. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- D. If the parties fail to reach an agreement in any such negotiation, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

ARTICLE XIV - AGREEMENT CONTRARY TO LAW & MATTERS CONTRARY TO AGREEMENT

- A. 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.
- B. 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.

ARTICLE XV - MISCELLANEOUS PROVISIONS

- A. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory.
- B. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers employed, hereafter employed, or considered for employment by the Board.

- C. 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 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.

ARTICLE XVI - DEFINITIONS

- A. Wherever the term "teacher" is used it is to include any member or members of the bargaining unit.
- B. Wherever the singular is used it is to include the plural.
- C. Wherever the term "Board" is used it shall mean the Board of Education of the School District of the City of Grand Haven, and shall include its designee upon whom the Board has conferred authority to act in its place and stead.
- D. Wherever the term "Superintendent" is used it shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place and stead.
- E. Wherever the term "Principal" is used it is to include the administrator of any work location or functional division or group.
- F. Wherever the term "this Agreement" is used it shall mean the Agreement itself, together with all Appendices incorporated therein by reference.
- G. Wherever the term "Association" is used it shall mean the Grand Haven Education Association and shall include its designee upon whom the Association has conferred authority to act in its place and stead.
- H. Wherever the term "Association Representative" is used it shall mean the teacher in a school designated by the Association to represent all the teachers in that school.
- I. Wherever the term "District" is used it shall mean the School District of the City of Grand Haven.

ARTICLE XVII - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1968, and shall continue in effect until the 30th day of June, 1969. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By David Ratajik
ITS PRESIDENT

By Joyce Watkins
ITS SECRETARY

By Robert Brinkert
CHAIRMAN, NEGOTIATING COMMITTEE

By Norman Spring
NEGOTIATING COMMITTEEMAN

By Ronald Anderson
NEGOTIATING COMMITTEEMAN

By Richard Fulkerson
NEGOTIATING COMMITTEEMAN

BOARD OF EDUCATION

By Ivan Fosheim
ITS PRESIDENT

By Peter Manting
ITS SECRETARY

By Kenneth Kelly
MEMBER

By Frank Groat
MEMBER

By Donald DeGlopper
MEMBER

By Edith Swart
MEMBER

By David Seibold
MEMBER

By R. Van Volkinburg
SUPERINTENDENT OF SCHOOLS

Dated:

EXHIBIT A.

SCHEDULE "A"
SCHOOL DISTRICT OF THE CITY OF GRAND HAVEN
SALARY SCHEDULE
1968-69

Step	AB		AB / 15		MA		MA / 15		MA / 30	
	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index
1	6500	1.00	6825	1.05	7150	1.10	7540	1.16	7930	1.22
2	6825	1.05	7150	1.10	7540	1.16	7930	1.22	8385	1.29
3	7215	1.11	7540	1.16	7995	1.23	8385	1.29	8905	1.37
4	7605	1.17	7930	1.22	8450	1.30	8840	1.36	9425	1.45
5	7995	1.23	8320	1.28	8905	1.37	9295	1.43	9945	1.53
6	8450	1.30	8775	1.35	9425	1.45	9815	1.51	10,530	1.62
7	8905	1.37	9230	1.42	9945	1.53	10,335	1.59	11,115	1.71
8	9360	1.44	9685	1.49	10,465	1.61	10,855	1.67	11,700	1.80
9	9880	1.52	10,205	1.57	11,050	1.70	11,440	1.76	12,350	1.90
10-14	10,400	1.60	10,725	1.65	11,635	1.79	12,025	1.85	13,000	2.00
15-19	10,530	1.62	10,855	1.67	11,765	1.81	12,155	1.87	13,130	2.02
20-24	10,660	1.64	10,985	1.69	11,895	1.83	12,285	1.89	13,260	2.04
25-29	10,790	1.66	11,115	1.71	12,025	1.85	12,415	1.91	13,390	2.06
30-34	10,920	1.68	11,245	1.73	12,155	1.87	12,545	1.93	13,520	2.08
35-39	11,050	1.70	11,375	1.75	12,285	1.89	12,675	1.95	13,650	2.10
40-44	11,180	1.72	11,505	1.77	12,415	1.91	12,805	1.97	13,780	2.12

EXHIBIT B.

SCHEDULE "B"

SCHOOL DISTRICT OF THE CITY OF GRAND HAVEN
SCHEDULE OF EXTRA-DUTY ASSIGNMENTS 1968-1969

The Board shall grant extra pay to those who are selected by the Board to perform the following extra assignments. Compensation shall be based on a percentage relationship to the current basic salary. The appropriate level is that represented by the teacher's previous years of experience in the activity in the district plus for up to five (5) years outside experience in the activity in another school system. It is understood that positions for which extra pay is granted will be determined by the Board of Education.

ATHLETIC PROGRAM

POSITION	STEPS				
	1	2	3	4	5
Athletic Director	16.5%	17.0%	17.5%	18.0%	18.5%
Faculty Athletic Manager	4.0	4.5	5.0	5.5	6.0
Varsity Football					
Head Coach	16.5	17.0	17.5	18.0	18.5
Assistant Coach	10.5	11.0	11.5	12.0	12.5
Junior Varsity Football					
Head Coach	8.0	8.5	9.0	9.5	10.0
Assistant Coach	7.0	7.5	8.0	8.5	9.0
Ninth Grade Football					
Head Coach	7.0	7.5	8.0	8.5	9.0
Assistant Coach	5.0	5.5	6.0	6.5	7.0
Eighth Grade Football					
Coach	3.0	3.25	3.5	3.75	4.0
Coach	3.0	3.25	3.5	3.75	4.0
Varsity Basketball					
Head Coach	16.5	17.0	17.5	18.0	18.5
Junior Varsity Basketball					
Head Coach	8.0	8.5	9.0	9.5	10.0
Ninth Grade Basketball					
Head Coach	7.0	7.5	8.0	8.5	9.0
Eighth Grade Basketball					
Head Coach	3.0	3.25	3.5	3.75	4.0
Varsity Boys Gymnastics					
Head Coach	10.5	11.0	11.5	12.0	12.5

SCHEDULE OF EXTRA-DUTY ASSIGNMENTS, 1968-69

POSITION	1	2	3	4	5
Varsity Girls Gymnastics Head Coach	5.0	5.5	6.0	6.5	7.0
Junior High Gymnastics Head Coach - Boys	3.0	3.5	4.0	4.5	5.0
Girls Gymnastics	3.0	3.25	3.5	3.75	4.0
Varsity Wrestling Head Coach	10.5	11.0	11.5	12.0	12.5
Junior High Wrestling Head Coach	3.0	3.5	4.0	4.5	5.0
Varsity Swimming Head Coach - Boys	11.0	11.5	12.0	12.5	13.0
Varsity Swimming - Girls	3.0	3.25	3.5	3.75	4.0
Junior High Swimming Head Coach	4.0	4.5	5.0	5.5	6.0
Varsity Baseball Head Coach	9.5	10.0	10.5	11.0	11.5
Junior High Baseball Head Coach	3.0	3.25	3.5	3.75	4.0
Varsity Track Head Coach	9.5	10.0	10.5	11.0	11.5
Assistant Coach	5.5	6.0	6.5	7.0	7.5
Junior High Track Head Coach	3.0	3.25	3.5	3.75	4.0
Varsity Cross Country Head Coach	6.0	6.5	7.0	7.5	8.0
Varsity Tennis Head Coach	7.0	7.5	8.0	8.5	9.0
Junior High Tennis Head Coach	3.0	3.25	3.5	3.75	4.0
Varsity Golf Head Coach	6.0	6.5	7.0	7.5	8.0
Intramural Programs Directors	\$2.50 hr.				

EXHIBIT B. - Page 3.
 SCHEDULE OF EXTRA-DUTY ASSIGNMENTS, 1968-69

POSITION	1	2	3	4	5
<u>MUSIC PROGRAM</u>					
Director of Music	8.0	8.5	9.0	9.5	10.0
Senior High Band Director	8.0	8.5	9.0	9.5	10.0
Senior High Marching Band Director	3.0	3.25	3.5	3.75	4.0
Senior High Orchestra Director	4.75	5.0	5.25	5.5	5.75
Senior High Vocal Director	4.75	5.0	5.25	5.5	5.75
Junior High Band Director	4.75	5.0	5.25	5.5	5.75
Junior High Orchestra Director	3.75	4.0	4.25	4.5	4.75
Junior High Vocal Director	3.75	4.0	4.25	4.5	4.75
Elementary Band Director	3.5	3.75	4.0	4.25	4.5
Elementary Orchestra Director	3.5	3.75	4.0	4.25	4.5
Elementary Vocal Director	3.5	3.75	4.0	4.25	4.5
<u>ACTIVITIES</u>					
Senior High Yearbook Advisor	4.0	4.25	4.5	4.75	5.0
Advisor	4.0	4.25	4.5	4.75	5.0
Junior High Yearbook Advisor	3.0	3.25	3.5	3.75	4.0
School Plays (3 plays) Director	3.5	3.75	4.0	4.25	4.5
School Musicals Director	3.5	3.75	4.0	4.25	4.5

EXHIBIT B. Page 4.
 SCHEDULE OF EXTRA-DUTY ASSIGNMENTS, 1968-69

POSITION	1	2	3	4	5
Debate & Forensics Advisor	4.5	4.75	5.0	5.25	5.5
Senior High Cheerleading Advisor	4.0	4.25	4.5	4.75	5.0
Junior High Cheerleading Advisor	2.0	2.25	2.5	2.75	3.0
Senior High Girls Athletic Ass'n. Advisor	2.0	2.25	2.5	2.75	3.0
Senior High Catalina Club Advisor	3.25	3.5	3.75	4.0	4.25
Rifle Club Supervisor	6.0	6.25	6.5	6.75	7.0
Assistant	3.25	3.5	3.75	4.0	4.25
Senior High Student Council Advisor	3.0	3.25	3.5	3.75	4.0
Senior High Class Advisors					
Senior Chairman	2.5				
Junior Chairman	2.5				
Sophomore Chairman	1.25				
Other Clubs Approved by Board					
SHS Honor Society	2.0				
SHS Terra Cotta	2.0				
SHS Thespians	2.0				
SHS Pep Club	2.0				
JHS Honor Society	2.0				
JHS Pep Club	2.0				
Elem. Safety Patrol	2.0				

GRAND HAVEN AREA PUBLIC SCHOOLS
SCHOOL CALENDAR 1968-1969

		<u>Number of Attendance Days</u>
August 26, 27, 28	Staff Workshops	August - None
August 29, 30	Pre-School Workshop for New Teachers	
September 2	LABOR DAY - NO CLASSES	
September 3	Teachers' Orientation - All Day	
September 4	A.M. First day of classes	
	P.M. Building workshops for teachers	
September 5	Full day sessions begin	September - 19
October 28 and 29	Teachers' Institute - No classes	October - 21
November 28 and 29	THANKSGIVING RECESS - No classes	November - 19
December 23 - Jan. 3 (Inclusive)	CHRISTMAS RECESS - No classes	December - 15
January 6	Classes Resume	
January 24 (Fri.)	First Semester Ends	January - 15
January 27	Records day for teachers - No classes	
	<u>Total Attendance Days - First Semester</u>	<u>89</u>
January 28	Second Semester Classes Begin	January - 4
		February - 20
March 31-April 4 (Inclusive)	Spring Recess - No classes	March - 20
April 4	GOOD FRIDAY	
April 6	EASTER	
April 7	Classes Resume	April - 18
May 30	MEMORIAL DAY - NO CLASSES	May - 21
June 8 (Sun.)	Baccalaureate	June - 8
June 11 (Wed.)	Last Day of Classes	
June 12 (Thurs.)	Commencement - Records Day for Teachers	
June 13	SCHOOL CLOSES	
	<u>Total attendance days - Second Semester</u>	<u>91</u>
	<u>Total attendance days - 1968-69 Year</u>	<u>180</u>

Adopted by the Board of Education - May 21, 1968