

INDEX

MASTER AGREEMENT

| <u>Title</u> | <u>Article Number</u> | <u>Page Number</u> |
|--|---------------------------|------------------------|
| Recognition | I | 1-2 |
| Teacher Rights | II | 3 |
| Professional Compensation | III | 4-5 |
| Teaching Hours, Assignments & Conditions of Employment | IV | 6-7 |
| Transfers | V | 8 |
| Leaves | VI | 9-10 |
| Retirement | VII | 11 |
| Insurance Protection | VIII | 11 |
| Teacher Evaluation & Professional Growth | IX | 12 |
| Protection of Teachers | X | 13 |
| Negotiation Procedures | XI | 14 |
| Professional Grievance Procedure | XII | 15-16 |
| Miscellaneous Provisions | XIII | 17 |
| Duration & Ratification of Agreement | XIV | 18 |

APPENDIX

| | | |
|---|---|-----|
| Salary Schedule | A | 1-2 |
| Curriculum Council Committee | B | 1-2 |
| Joint Teacher-Administration Evaluation | C | 1-4 |
| Professional Growth Plan | D | 1-9 |

This Agreement entered into this 1st day of July, 1966 by and between the Board of Education of the Grand Ledge Public Schools, Grand Ledge, Michigan, hereinafter called the "Board", and the Grand Ledge Education Association, hereinafter called the "Association".

PREAMBLE

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Grand Ledge is their mutual aim, and

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

WHEREAS the Board has been selected by the electors to establish and execute policies and procedures for the Grand Ledge Public Schools, and

WHEREAS the Board has an obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to negotiate with representatives of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties have reached certain understandings through extended and deliberate professional negotiations, it is hereby agreed as follows:

ARTICLE I - RECOGNITION

The Board hereby recognizes the Grand Ledge Education Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all elementary and secondary teachers who are certificated and under contract with the Board. It is recognized that membership in the Association shall not be a condition of employment nor used as a point of limitation in the rights, benefits, or obligations under this contract.

A. The term, teachers, as used herein shall include all those teachers employed throughout the school year, including Special Education teachers, guidance counselors, librarians, and teachers regularly employed on a part time basis; specifically excluding all others and particularly the supervisory staff consisting of the superintendent, any assistant superintendents, principals, assistant principals, and non-supervisory staff consisting of substitute teachers and non-regularly employed part time teachers. Also excluded are teachers for that time spent teaching outside regular school day and hours unless specifically covered by this agreement.

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

C. Within 30 days of the beginning of their employment hereunder, teachers may sign and deliver to the board assignment authorizing deduction of membership dues or assessments or payment in full of the Association (including the National Education Association and the Michigan Education Association). Upon such conditions as the Association shall establish for its members, such sum shall be deducted as dues from

ARTICLE I - RECOGNITION

the regular salaries of Association members submitting such assignments, and remitted monthly. The Assignment Card is the sole agreement between the teacher and the Association.

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 the right of the individual teacher to confer with and raise issues or problems with appropriate supervisory personnel.

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 negotiations.

B. The Board specifically recognizes the right of its employees to invoke the assistance of the State Labor Mediation Board as provided by law.

C. The Association and its members shall have the right to use building facilities for meetings at such hours that do not interfere with the regular program of the school or any other activities that had previously been scheduled and approved by the board or its representatives. Office mailboxes and bulletin boards in lounges and teacher work rooms shall be made available to the Association and its members.

D. The Board agrees to make available to the Association for viewing and reproduction all pertinent information considered to be public in nature concerning the financial resources of the district, tentative budgetary requirements and allocations and such other appropriate information as will assist the Association.

E. There shall be established a Curriculum Council which shall be broadly representative of all curriculum needs in the Grand Ledge Public Schools as set forth in Appendix B.

ARTICLE III - PROFESSIONAL COMPENSATION

A. Employees will be classified, for scheduling purposes, with the issuance of contracts. At that time, they will be placed on the schedule at the levels warranted by their experience, training, position and classification, except that changes in classification during the school year shall be accompanied by corresponding salary adjustments to fit the new classification. Employees who complete an advanced degree, shall receive the additional salary adjustment at the beginning of the next month after verification by a transcript given to the Superintendent's office. Adjusted increment is based on number of months remaining in school times 1/10 of total increment.

B. An instructional employee who has had teaching experience, or the equivalent, providing the teaching experience that the employee has had makes him more valuable than a beginning teacher, may be employed initially at a yearly salary above the minimum salary, providing the credit for experience does not exceed five (5) years.

C. The salaries of teachers covered by this agreement are set forth in the schedule which is attached to and incorporated in this agreement as Appendix A. Such salary schedule shall remain in effect for the term of this agreement, provided, however, that either party may request the reopening of negotiation of such salary schedule prior to January 1 of each year for the succeeding year(s).

D. The salary schedule is based upon a normal weekly teaching load, as herein-after defined. A teacher who teaches an additional class period ~~regularly~~ over the normal teaching load will receive an additional amount equivalent to a regular class period. The formula for determining the additional amount to be paid will be: divide the salary of the teacher at the salary schedule step (excluding extra percentage for extra duty) by the number of regular instruction class periods in the day taught by the teacher. This amount will be paid in addition to regular class day pay. A teacher serving as a substitute for a class period will be paid 1/5 of full substitute pay.

E. Part time teachers will be payed consistent with the salary schedule and with consideration given to the differences that exist in assignments and responsibilities.

F. When a teacher is employed outside the regular school day or year for comparable professional work, every effort should be made to compensate the teacher at his professional rate consistent with resources that are available for these programs.

G. This schedule is based upon a 38 week school year, beginning the day after labor day and closing the second Friday in June, with no less than the minimum membership and attendance days as established by the State Department of Education. Vacation periods within the limitations of this calendar shall be annually reviewed by all concerned for a 30 day period prior to official adoption by the Board at its February meeting.

H. All teachers shall be allowed days with pay as established in the school calendar adopted by the Board of Education. Such days shall include Labor Day, Thanksgiving Day and the following Friday, Christmas Day and such additional days of the Christmas week as may be designated by the Board, New Years Day, Good Friday except when it occurs during regularly scheduled spring vacation, and Memorial Day.

I. When school is declared closed due to inclement weather, heating problems, road conditions or other problems that may arise, teachers will not be expected to make an unusual effort to reach their place of employment. Buildings will be open when possible so that teachers may work. Pay or sick leave days will not be deducted

ARTICLE III - PROFESSIONAL COMPENSATION

when teachers do not report on such days.

J. All grievances and negotiation activities shall take place after classes have been dismissed for the day unless specifically approved by the Board of Education or its agent in advance. Such approved activities shall be without loss of pay for participants.

K. Contracts

1. All contracts with instructional personnel employed by the Board shall be in writing issued annually and signed by the teacher, Superintendent and Personnel Director when so authorized by the Board.
2. Contracts are to be offered to all teachers, unless the teacher has notified the Board in writing of a desire to be released from succeeding contracts. Contracts will be issued about March 15th, and returned to the board or its designated agent within 20 days. If the teacher cannot make a decision in this period of time, and desires an extension of time, the teacher is to contact in writing the principal, personnel director, or superintendent, regarding the situation and shall receive an extension for a definite period up to June 1.

If a teacher's contract is not returned within the agreed time and the teacher has not filed in writing an extension, the school administration is to list the position as a vacancy and proceed to consider filling the vacancy in the usual way.

3. The probationary contract is to be given to a teacher whose work is satisfactory in each of his first two school years in the Grand Ledge Public Schools. At least sixty (60) days before the close of each school year, the teacher is to be given a written statement as a part of joint teacher-administrator evaluations as to whether or not his work is satisfactory.
4. A tenure contract is a contract which is renewed annually as provided in the Michigan Tenure Act.

ARTICLE IV - TEACHING HOURS, ASSIGNMENTS AND CONDITIONS OF EMPLOYMENT

A. The board recognizes the principal of a standard 40 hour work week and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard work week.

B. Teachers recognize the broad responsibility of teaching as outlined in Appendix (C) pages 1 and 2 of the criteria.

C. It is hereby agreed that attendance at regularly scheduled P.T.A. meetings and conferences, school staff meetings scheduled not more frequently than bi-weekly for one hour after dismissal of regular classes, shall be required unless the teacher is excused in advance by the principal.

D. The teachers formal teaching hours shall be as follows:

1. Teachers are to be in assigned building at least one-half hour before classes start and in assigned classroom at least 20 minutes before classes start.
2. Teachers are to remain in their assigned building and make themselves available for conferences at least one-half hour after classes are dismissed for the day unless other arrangements are approved by the principal.

E. All teachers shall be entitled to a duty free, uninterrupted lunch period equivalent to that lunch period given to the students of the building in which the teacher teaches except in cases of inclement weather when students are confined to the building.

F. The normal teaching load in the secondary school will be five teaching periods, one preparation-conference period, one homeroom, and sponsorship of one club or organization.

G. The normal teaching load in the elementary school will be 5½ hours.

H. All counselors, librarians, special education teachers, special reading instructors, speech correctionists, vocal and instrumental music and elementary physical education teachers shall follow the schedule developed and approved by the teacher and principal or curriculum director.

I. Teachers shall be assigned whenever practical within the scope of their teaching certificates and their major or minor field of study. The Bachelor degree shall be considered the minimum level of academic preparation with exceptions made for existing members of the staff who are making minimum progress of six semester hours each calendar year in an approved program of study leading to a Bachelors degree. Special instructors employed in vocational education areas shall be excepted from this requirement within the rules and regulations of the State Department of Vocational Education.

J. Pupil-teacher ratios will be lowered whenever in the opinion of the Board it is financially and physically possible on a priority basis agreeable with the Association.

K. The Board agrees to relieve teachers of clerical or other non-professional duties on a priority basis agreeable with the Association whenever in the opinion of the Board it is financially and physically practical.

L. The board agrees to continue to make available existing teacher rooms,

ARTICLE IV - TEACHING HOURS, ASSIGNMENTS AND CONDITIONS OF EMPLOYMENT

restroom, lunchroom, lavatory, and telephone facilities for the use of teachers, and will provide comparable facilities in any new building programs. Long distance charges for non-professional, non-school business shall be paid by the using teacher.

M. Adequate parking facilities shall be made available to teachers for their exclusive use whenever practical and possible.

N. Information about vacancies or new positions shall be included in a general information bulletin which shall be published as regularly as possible during school weeks. During non-school weeks notices will be posted on the bulletin board in the central office with such information.

O. The Board encourages a policy of promotion from within the teaching staff whenever in the opinion of the board it is practical and desirable. Teachers seeking re-assignment or promotion or consideration for known or future vacancies shall indicate in writing such interest to the Director of Professional Personnel.

P. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board except as it may affect his effectiveness as a teacher.

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

ARTICLE V - TRANSFERS

Teachers are employed in the Grand Ledge Schools for specific positions whenever possible. Transfers or reassignments after annual contracts are signed will be made only by mutual agreement of the teacher and the board.

A. When transfers are advisable during the period of a contract because of enrollment changes, curriculum changes or other unforeseen circumstances, a conference of all concerned shall be held with the superintendent or personnel director. All reasons for the transfers shall be reviewed. The decision in the form of contract supplement or revision shall be final.

B. When teachers are to be transferred at the beginning of a new annual contract period for reasons of enrollment change, curriculum revision or other circumstances, consideration shall be given to the length and quality of service which affected teachers have rendered to the system. The final decision regarding transfer or reassignment shall rest with the board of education.

ARTICLE VI - LEAVES

A. SICK LEAVE AND PERSONAL LEAVE.

1. All teachers absent from duty because of personal illness and other approved personal reasons shall be allowed full pay for ten days during any contract year. A teacher who does not fulfill a contract shall be allowed one day per month, or any part of any month, and shall refund any sick leave pay which may have been advanced.

2. Any of the allowed ten days not used will be credited to the teacher's record and be accumulated to a maximum of ninety days. At the expiration of accumulated days, a teacher shall be given the opportunity to remain on the payroll up to ninety days. The difference between the teacher's salary and substitute or supply teacher pay will then be paid to the teacher after he returns to teaching if during the contract year.

3. The board of education reserves the right to require a physician's statement upon return from absence because of illness or injury.

4. Employees may use sick leave and personal leave for the following reasons:

a. Personal illness or injury.

b. Illness in the immediate family -- not to exceed two days in any one illness or three days in any one school year. The immediate family is defined as:

1. Members who live in the same household.
2. Mother or father regardless of where living.
3. Son or daughter regardless of where living.

c. Death in the immediate family not to exceed three days for any death or four days in any school year. The immediate family is defined as spouse, child, parents, grandparents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunts, uncles, nephews, nieces, of employee.

B. BUSINESS OR PERSONAL-PROFESSIONAL LEAVE.

A teacher shall be allowed one day per year non-cumulative for personal or professional activities with full pay. This day, if used, is to be deducted from the teacher's annual or accumulated personal leave record as defined in (A) above. The request for this day must be submitted in writing five school days in advance whenever possible and must receive the approval of the building principal. No more than one business or professional leave day shall be granted by any one principal for the same day except the high school principal who may grant not more than two such days at the same time.

C. SCHOOL BUSINESS LEAVE without loss of salary or leave time.

1. The board shall pay full salary for teachers who attend ^{State approved} regional meetings of the MEA and County Institute or the equivalent, for not more than three days per year at the regularly scheduled time of such meetings affecting the majority of school employees.

2. Attendance at professional, departmental or other conferences shall be approved under the following conditions:

a. Requests must be submitted and approved by the principal at least one week in advance. The board or its agents may limit the

ARTICLE VI - LEAVES

number of such requests granted at the same time at its discretion.

- b. The teacher may be requested to file in writing with the principal a report on the activities of the conference with recommendations if any of significance to the school.
- c. When approved in advance by the principal, conference costs and travel expenses at 8¢ per mile will be reimbursed by the Board. Membership charges shall be the responsibility of the teacher unless approved in advance by the Superintendent.

D. OTHER LEAVES.

1. Teachers may, at the discretion of the board of education, be granted voluntary leave without pay during any school year for any periods of their own choosing. All such requests must be submitted in writing and the full conditions of the agreement must be in writing including the assignment of the teacher upon return, and effect, if any, of the leave on the salary schedule.

2. Military leave will be granted to any regular employee who may enlist or be conscripted into the military forces of the United States for service or training. Upon return from such leave within one year of the termination of military service, the employee shall be returned to a comparable position at the beginning of the school year following discharge with full credit on the salary schedule for time in military service. The board may require evidence of physical or mental fitness for teaching.

E. MATERNITY LEAVE.

Maternity leave will begin at the end of the fifth month of pregnancy, or at the discretion of the board of education at an earlier or later date depending on the physical and mental condition of the teacher. Maternity leave will be for an indefinite period of time terminating with the beginning of the school year following the birth of the child if within thirty days of such date, or at beginning of next school year.

F. All leaves of absence are to be without pay and in the form of a written agreement with the board of education.

ARTICLE VII - RETIREMENT

A teacher who reaches the age of 65 years on or before June 30th of the then current school year shall be retired on that date, unless he wishes to apply for an extension of his employment. The Board shall consider the application and take such action as it deems best.

ARTICLE VIII - INSURANCE PROTECTION

A. Workman's Compensation - Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Workman's Compensation law of the State of Michigan.

B. Insurance Payments - The Board shall pay two dollars and eighty-five cents (\$2.85) per month toward a teacher's insurance payment, providing the teacher participates in the M.E.A. group hospitalization insurance or the M.E.A. loss of time-life insurance plan.

ARTICLE IX - TEACHER EVALUATION AND PROFESSIONAL GROWTH

A. Self-evaluation is important in the growth and improvement of every individual. The goal of this evaluation is the steady growth of each teacher toward excellence in teaching and a dedication and sense of responsibility to the teaching profession. To aid in this, the Instructional-Improvement Joint Teacher-Administration Evaluation procedure was developed. This is located in Appendix C.

B. Professional Growth is defined as improvement in understanding of our subject matter and methodology and appreciation of cultures - present and past. Professional Growth is a means of improving ones growth without formal evaluation procedure. The Professional Growth Policy is located in Appendix D.

C. All monitoring or observation of the work performance shall be conducted openly and with full knowledge of the teacher.

D. Each teacher shall have the right upon request to review the contents of his own personal evaluation file.

ARTICLE X - PROTECTION OF TEACHERS

A. LEGAL and PHYSICAL.

1. Since the teacher's authority and effectiveness in his classroom is undermined if there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with maintenance of control and discipline in the classroom.

2. Liability insurance carried by the Board shall protect teachers and Board members against suits brought against teachers growing out of the exercise of the teachers duties.

3. All cases of accidents, injury or assault involving teachers or students growing out of the exercise of teachers duties or school activities shall be reported to the principal promptly.

4. Complaints by parents or students directed toward a teacher shall be called to the attention of the teacher when in the judgment of the principal such information will be of help to all concerned.

B. TENURE POLICIES.

1. We urge the continued implementation of the Tenure Law through the cooperative efforts of the administration, the Board and the Association.

ARTICLE XI - NEGOTIATION PROCEDURES

A. It is contemplated that matters included in this agreement and other areas of common concern to the parties shall be subject to professional negotiations by mutual agreement between them from time to time during the period of this contract. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. 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 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, subject only to such ultimate ratification.

C. If the parties fail to reach an agreement in any such negotiations, either party may invoke lawful measures it may deem appropriate.

ARTICLE XII - PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects conditions or circumstances related to school operations allegedly caused by misinterpretation or misapplication of established law, policy, or terms of this contract. "Problems" and "disagreements" are used in this same category.

2. The term "teacher" may include any individual or group covered by this contract.

3. The "aggrieved" is the person or persons making this claim.

4. The term "days", when used in this section, shall mean actual calendar school days.

B. Purpose - The primary purpose of the procedure set forth in this section 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 independently.

C. Structure

1. The building principal shall be the administrative representative when the particular grievance arises in one building.

2. The "Professional Problems Committee" as set up by the Association shall be the committee to which grievances are referred at the point when the Association takes an active part. In the event any member of this committee is a party in interest to any grievance brought, he shall disqualify himself and a substitute shall be named by the Association.

3. Others who take part in resolving problems and disagreements shall be the Personnel Director, Superintendent of Schools, and members of the Board.

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

1. Level A. The problem or disagreement will be discussed by the teacher and building principal or supervisor. If agreement or solution is not reached, dissatisfaction should be made known to the other party.

2. Level B. Within five (5) school days after this notification, either the teacher or supervisor should report the situation in writing to the Personnel Director and the other party. The Personnel Director will attempt to resolve the problem through conferences with the teacher and principal concerned.

3. Level C. If there is no agreement following discussions with the Personnel Director, the written summary of the problem will be forwarded within 5 days by the aggrieved to the Superintendent of Schools and the Chairman of the Professional

ARTICLE XII - PROFESSIONAL GRIEVANCE PROCEDURE

Problems Committee.

4. Level D. Within five (5) school days, after receipt of the written report, the Superintendent will call a meeting including the Chairman of the Professional Problems Committee, the Personnel Director, and the parties concerned in the disagreement. The proceedings of this meeting will be recorded in a manner to be agreed upon and filed in appropriate personnel folders.

5. Level E. If an agreement is not reached, the teacher or principal may request and be granted a hearing with the Board at its next scheduled meeting or at a special meeting. This request must be in writing and be submitted to the secretary of the Board. The record of Level D meeting will be provided for the Board by the Personnel Director or the Superintendent. The decision of the Board shall be final at the local level and shall appear in the official Board minutes.

6. Level F. Appeals may be entered as provided by law.

E. Miscellaneous

1. A grievance may be withdrawn at any level without record.
2. 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.
3. Failure to appeal a decision within time limits specified shall bar further proceedings thereon.

ARTICLE XIII - MISCELLANEOUS PROVISIONS

A. The Superintendent of Schools shall maintain an active list of persons qualified to act as substitute teachers. Substitutes shall be paid in accordance with the salary approved by the Board.

B. The Association shall be duly advised by the Board of special tax issues for school operation and capital outlay affecting the district, and shall, whenever feasible, have the opportunity in advance to discuss these issues with the Board prior to submission for voter approval.

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.

D. The following joint Association-Board agreements are set forth as an appendix to this contract:

1. Appendix A - Salary Schedule - to be revised only by majority vote by both the Association and the Board.

2. Appendix B - Curriculum Council Committee to be revised by appropriate Association committee and Board action.

3. Appendix C - Joint Teacher-Administration Evaluation - to be revised by appropriate Association committee and Board action.

4. Appendix D - Professional Growth Plan - to be revised by appropriate Association committee and Board action.

E. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

F. Copies of this Agreement shall be printed by the Board and presented to all teachers now employed or hereafter employed by the Board.

G. 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.

ARTICLE XIV - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1966 and shall continue in effect for one year until the 30th day of June, 1967. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

BY _____
President

BY _____
Secretary

EDUCATION ASSOCIATION

BY _____
President

BY _____
Secretary

APPENDIX A

Salary Schedule

I. The following shall be the schedule of basic teacher salaries.

| <u>Year of Teaching</u> | <u>AB - BS Degree</u> | <u>MA Degree</u> |
|-------------------------|-----------------------|------------------|
| 1 | \$5,500.00 | \$5,800.00 |
| 2 | 5,675.00 | 5,975.00 |
| 3 | 5,850.00 | 6,150.00 |
| 4 | 6,125.00 | 6,425.00 |
| 5 | 6,400.00 | 6,700.00 |
| 6 | 6,650.00 | 6,950.00 |
| 7 | 6,900.00 | 7,200.00 |
| * 8 | 7,100.00 | 7,400.00 |
| 9 | 7,300.00 | 7,600.00 |
| 10 | 7,500.00 | 7,800.00 |
| * 11 | 7,700.00 | 8,000.00 |
| * 14 | 7,900.00 | 8,200.00 |
| * 17 | 8,100.00 | 8,400.00 |
| * 20 | 8,300.00 | 8,600.00 |

* Steps requiring evidence of professional growth.

Professional growth requirements will be applied to each teacher at the end of his 7th and 10th years of teaching. The teacher failing to meet his professional growth requirements will receive no regular salary increment until the first contract period following completion of his requirements. At the completion of each professional growth period after his 11th year of teaching, the teacher will receive a super maximum of not less than \$200.00.

II. Extra pay for special assignments or duties beyond the regular school day and year. The salary placement between the percentage of the minimum and the maximum will be determined by the Board of Education approval in individual cases.

| A. ATHLETICS | Percentage | \$5,500 - \$7,700 | |
|---|------------|-------------------|--------|
| 1. Head football coach | 10% | 550 - | 770 |
| 2. Head basketball | 10% | 550 - | 770 |
| 3. Wrestling | 10% | 550 - | 770 |
| 4. Head track | 7% | 385 - | 539 |
| 5. Head baseball | 7% | 385 - | 539 |
| 6. JV Basketball | 6% | 330 - | 462 |
| 7. Ass't. Varsity Ftbl | 6% | 330 - | 462 |
| 8. JV Football | 6% | 330 - | 462 |
| 9. Freshman Football | 6% | 330 - | 462 |
| 10. Freshman Basketball | 6% | 330 - | 462 |
| 11. Ass't. Baseball | 4% | 220 - | 308 |
| 12. Ass't. Track | 4% | 220 - | 308 |
| 13. Golf | 4% | 220 - | 308 |
| 14. Tennis | 4% | 220 - | 308 |
| 15. Cross Country | 4% | 220 - | 308 |
| 16. Junior High | 4% | 220 - | 308 |
| 17. Cheerleading | 3% | 165 - | 231 |
| B. BAND DIRECTOR | 10% | 550 - | 770 |
| C. JUNIOR HIGH BAND DIRECTOR | 5% | 275 - | 385 |
| D. VOCAL MUSIC (Secondary School) | 5% | 275 - | 385 |
| E. DEBATE | 5% | 275 - | 385 |
| F. SPRING FORENSICS | 3% | 165 - | 231 |
| G. SENIOR HIGH ANNUAL | 5% | 275 - | 385 |
| H. JUNIOR HIGH ANNUAL | 3.5% | 192.50 - | 269.50 |
| I. DRAMATICS (Varies according to plays produced) | | | |

III. Special Assignments -

- A. COUNSELING - \$100.00 per school hour.
- B. DIRECTOR OF GUIDANCE SERVICES - \$300.00
- C. SPECIAL EDUCATION - \$300.00
- D. DIAGNOSTICIAN (Speech) - \$300.00

IV. The rate of pay for substitute teachers will be \$20.00 per day unless the teacher is placed on a supply contract after the 20th consecutive day in the same situation.

APPENDIX B

Curriculum Council Committee

There shall be established a Curriculum Council which shall be broadly representative of all curriculum needs in the Grand Ledge Public Schools.

A. Definitions

1. The "administrative council" includes the Superintendent of Schools, the Curriculum Director and all principals.
2. The term "staff" includes any or all certificated teachers in the Grand Ledge School System.
3. The term "ex-officio" refers to those members who may be called in as a result of their position, but are not permanent members of the committee.
4. "Grade levels" represents grades Kindergarten through six as established in the school system. These would be found in the various "elementary buildings."

B. Its Objectives and Purposes Include

1. To bring about staff communication with the administration and the Board; and in turn, the administrative communication with the staff.
2. This council will act as a clearing house for ideas and communications from all areas of study between the parties in "A" before presentation to the Board.
3. To plan, implement and evaluate suggestions for various fields of study.
 - a. New and revised instructional programs with emphasis on special studies, textbook selections, coordinate groups, team teaching, etc.
 - b. In-service activities which would include such projects as workshops and pre-school conference.
 - c. Building planning in joint communication is an important part of having adequate housing for implementing any and all ideas as set forth in this committee.

C. Structure

1. Members on this Curriculum Council shall be appointed by the Administrative Council for one and two-year terms to provide continuity.
2. The number of members shall be somewhat flexible, with the recommendation that the committee not exceed twenty-five (25) members. Assignments from each group shall be as follows:
 - a. There shall be seven (7) members from the elementary building and grade levels with such a distribution making for the best total representation. (7)
 - b. There shall be those members appointed from these school departments and special service groups. (11)
 1. There shall be one (1) each from the Social Studies, Mathematics, Science, English, Foreign Languages and Fine Arts.

APPENDIX B - Curriculum Council Committee

2. There shall be members from each of these groupings as follows:
 - a. There shall be two (2) members from the vocational group which includes Industrial Arts, Home Economics, Agriculture, Commercial subjects and the Co-op program.
 - b. There shall be one (1) member from the Physical Education group which includes health, recreation and all athletics.
 - c. There shall be two (2) members from the special services group which includes Library, Counseling, Special Reading and Special Education.
 - e. There shall be two members of the Board who will act as members of this committee. (2)
 - d. The Administrative Council shall provide two (2) members, the Superintendent and Curriculum Director or their delegates. (2)
 - e. Other members of the Administrative Council may attend when interested in reports or proposals.
 - f. At those times deemed necessary in particular studies or committee activity as appropriate, members shall be chosen from and by their own groups in PTA, PTSA, GLEA, or student groups to serve as ex-officio members on this committee.

D. Procedure

1. The number of meetings shall be at least seven (7). Suggested times are in September, October, November, January, February, April and May.
2. The Superintendent or Curriculum Director shall serve as the chairman of each council meeting.
3. All proceedings shall be put in writing and given to all professional staff members. The chairman will designate the person responsible for this task.
4. The committee shall hear, discuss and act upon reports and recommendations from special study committees, departments, grade levels, and all professional groups concerned.
5. The Curriculum Director will then present these approved recommendations and proposals to the Board for its final approval and adoption.

APPENDIX C

INSTRUCTIONAL-IMPROVEMENT BY TEACHER-ADMINISTRATOR EVALUATION

I. INTRODUCTION

This is a proposal to establish in the regular school program a conference between the teacher and his principal. These conferences would occur throughout the career of each teacher. In each conference the strengths in teaching would be recognized and the weaknesses discussed.

The goal of this evaluation is the steady growth of each teacher toward excellence in teaching, as evidenced in the teacher by a mature philosophy of education, a comprehension of subject matter, an effectiveness in the classroom, a dedication and sense of responsibility to the teaching profession, a responsibility to the school system and certain personal qualities. Every attempt is made that the following criteria be as objective as possible.

II. CRITERIA

1. Philosophy of Education.

- a. An outlook upon life in which learning in general is of prime importance. This may be demonstrated by:
 1. Continuation of formal education as a natural procedure;
 2. Continuation of independent study and reading;
 3. Eagerness to learn from travel and experience other than teaching.
- b. The recognition that learning may and should be a thrilling and exciting experience. This may be demonstrated by the teacher's own enthusiasm for learning and the awareness of this response in students.

2. Dedication and sense of responsibility to the teaching profession.

- a. Acceptance of teaching as the main interest and contribution to society.
- b. Continued professional reading and study, formal and independent, resulting in knowledge of current research, advances and trends in education, and standards for teaching.
- c. Membership and participation in professional organizations, both those in subject matter fields and professional education associations.
- d. Original research and publication.
- e. A willingness to take part in the further training of anyone interested in teaching.

3. Comprehension of subject matter.

- a. A broad basic training with recognition and correction of any deficiencies.
- b. Continued learning, formal and independent, resulting in a well-rounded knowledge of the subject matter field, including its place in a general view of life.
- c. A special ability in the subjects taught reflecting unusual personal talent, training, or experience.

INSTRUCTIONAL-IMPROVEMENT BY TEACHER-ADMINISTRATION EVALUATION - (cont.)

4. Performance as a teacher:

- a. Acquisition by the student of a detailed and broad understanding of the subject matter, demonstrated by student performance.
- b. Organization and planning of a school year with care and originality, demonstrating a definite, clear-cut goal.
- c. Demonstration of wisdom and insight in the choice of teaching methods and effectiveness in their use.
- d. Ability to reach all levels of students effectively, demonstrated by:
 1. Recognizing the differences in individual pupils by utilizing pupil records.
 2. Translating the subject matter into terms understandable to each student.
- e. Maintenance of a classroom atmosphere conducive to efficient work and learning by:
 1. Maintaining control through discipline using psychologically sound techniques.
 2. Establishment of necessary classroom routines.
 3. Consistency - punishment, rewards, fairness, etc.
- f. Achieve and maintain teacher-student rapport, by:
 1. Gaining the confidence of the pupils through courtesy, fairness, understanding and firmness.
 2. Showing clearly a personal desire for learning to promote, in turn, a mutual teacher-pupil desire for scholastic attainment.

5. Professional responsibility to the school system.

- a. Understanding the basic philosophy and objectives of the school system.
- b. Showing an interest in and willingness to work for curriculum and program improvement.
- c. Promotion of a general school atmosphere of discipline conducive to learning, demonstrated by observing and enforcing the rules of the school in attendance, behavior, dress, etc.
- d. Professional dignity in relationships with colleagues, administrators, and citizens of the community.
- e. Cooperation in the program of the school building in which the teacher teaches.
- f. Acceptance of educationally significant extra-curricular responsibilities.
- g. Prompt and efficient completion of records and reports.

6. Personal Qualities.

- a. Understanding and tolerance - resulting from a sincere respect for the dignity and uniqueness of each student.
- b. Self-discipline.
- c. Dependability.
- d. Honesty and frankness in stating a point of view.
- e. Adaptability or flexibility.
- f. Courage in facing unpleasant tasks.

INSTRUCTIONAL-IMPROVEMENT BY TEACHER-ADMINISTRATION EVALUATION (Cont.)

6. Personal Qualities - cont.

- g. Tact in all personal dealings.
- h. Willingness to accept criticism, to recognize and correct weaknesses.
- i. Highly literate and articulate.
- j. Good physical and emotional health, as evidenced by stamina, emotional balance, and absence of physical complaints.

III. PROCEDURES IN THE USE OF TEACHER-ADMINISTRATION EVALUATION

Self evaluation is important in the growth and improvement of every individual. It is especially important in the complex relationships of Teacher-Pupil-Parent-Administration-Community, that consistent evaluation for the improvement of instruction be the goal of our relationships. The criteria of evaluation can be of value only if there is a clear understanding both regarding the purpose and the specific ways in which the evaluation process will be developed.

1. While the best results will likely come from objective and honest self appraisal, nearly every teacher needs and wants to know how his principal feels about his work.
2. The goal of this evaluation is growth and improvement in teaching rather than a means of salary determination.
3. Teachers should have in their possession copies of the Evaluation Criteria.
4. Conference for evaluation may be initiated by either the teacher or the principal whenever either might feel that such a conference would be constructive or helpful. If a teacher has responsibility in more than one building, the Superintendent shall designate the principal responsible for Conference. Such conferences would not be the responsibility of teaching-principals.
5. Whenever possible joint Teacher-Administration evaluation should take place at least once each year.
6. While conferences are recommended for each teacher each year, it is strongly urged that teachers new in the system participate in such a joint conference by the end of the first semester of teaching in Grand Ledge.
7. It is also expected that a follow-up conference will be held during the second year of teaching in Grand Ledge.
8. The time of the conference should be at a convenient time for both the teacher and principal, but during that part of the school year the teacher is employed.
9. Preparation for the conference should be sufficient in time to allow all concerned to review the criteria for evaluation.

III. PROCEDURES IN THE USE OF TEACHER-ADMINISTRATION EVALUATION (Cont.)

10. Any special areas of concern should be made known by either the teacher or the principal at the time of initiation of the conference.
11. The evaluative criteria shall be a guide for the conference but shall not exclude from the discussion other points of concern, nor shall it be the intention that all points on the evaluation list need to be discussed.
12. Specific comments should be recorded for areas of particular strength and perhaps of particular weaknesses.
13. The conference shall be adjourned at the agreement of all parties concerned or extended to another mutually agreed time.
14. In case of disagreement between the teacher and the principal, or a personality clash or a question of fairness over the evaluation, either may request participation by the superintendent in a follow-up conference.
15. All information, comments, and other results of joint Teacher-Principal conferences are to be strictly confidential, and are not to be forwarded to possible future employers, made available to parents, fellow teachers, or to students.
16. Any use by the Board of Education of conference results would be available only in summary form with such summary preparation by the principal or superintendent. Only at the request of the teacher would the complete forms of conference evaluation be available to the Board of Education.
17. Written comments and record of the conferences to be prepared by the principal and initiated by the teacher to indicate awareness of the record but not necessarily agreement.

APPENDIX D

GRAND LEDGE PUBLIC SCHOOLS

PROFESSIONAL GROWTH PLAN

INTRODUCTION AND DEFINITIONS

Teaching today is a science as well as an art, and knowledge about it is being acquired rapidly. The day has passed when the informed citizen thinks that "just anyone" can teach school. He has a new image of the teacher. The teacher who wishes to walk in this image must keep in step with this new knowledge through professional growth.

Professional growth is defined as:

Improvement in understanding and application of our current trends of subject matter and methodology, and appreciation of cultures - present and past.

A portion of this growth should be formal - that is in definite units of study offered by a university or other institution. This formal study best enables the teacher to keep up with subject matter, teaching methods, aids and approaches to learning.

A portion of this growth is also informal. Informal growth shall be in all other areas which can be established as beneficial to the teacher.

Teachers must earn a minimum of $3\frac{1}{2}$ units during a period of three years.

TYPES OF PROFESSIONAL GROWTH UNITS

FORMAL

College course work can satisfy all units at the ratio of one semester hour to one unit of professional growth credit.

Units for auditing college courses will be given at the ratio of one semester hour to $\frac{1}{2}$ unit.

Units for workshops will be given at the ratio of 30 clock hours of workshop time to $\frac{1}{2}$ unit.

INFORMAL

Professional growth units will be given for travel. If travel is individually planned, the teacher may, if he so desires, insert in his professional growth folder the plans for his trip. When he has returned, the teacher will be required to submit a written report, summarizing his travel and how it will be of value to him. A maximum of 3 units may be earned in a single trip or during a three-month period. If accepted, a trip will have a value of at least $\frac{1}{2}$ unit, as explained in the accompanying form.

PROFESSIONAL GROWTH PLAN

Professional growth units will be given for work experiences in areas related to the teaching field or that will be valuable to the teacher as a person. The teacher may ask for prior approval of credit for work experience. Upon completion, he should submit in writing a summary of the experience and its value to him. 1/2 to 3 units will be given for work experience, as explained on the accompanying form.

Long term curriculum study committees that meet regularly for a period of approximately one year and complete their studies with a written report, will earn professional growth credits. 30 hours' work will be worth 1/2 unit, not to exceed 1 unit per year.

If a teacher is responsible for a student teacher, he will earn 1/2 unit of professional growth credit for each term. Only three supervising teacher experiences will be counted in a three year period.

Professional growth credit will be given for professional association work. Officers, committee chairmen, and members who apply for credit will be expected to meet regularly, carry out a program, and submit a report, as explained in the accompanying form.

| | |
|---|--------------------|
| G L E A President | 2 units |
| G L E A President-elect | 1/2 unit |
| G L E A Secretary | 1/2 unit |
| G L E A Treasurer | 1/2 unit |
| Committees that meet for at least 30 hrs. (not to exceed) | 1/2 unit 1 unit |
| Chairmen will earn (not to exceed) | 1 unit 2 units |
| Region President | 2 units |
| Region President-elect | 2 units |
| Region Secretary | 1 unit |
| Region Treasurer | 1 unit |

PROFESSIONAL GROWTH PLAN

Region committees will be evaluated on the same 30 hour basis as local committees.

Teachers holding office in departments or at the state level will be eligible for professional growth units.

Unusual personal experiences that have not been included in the categories above will be considered for professional growth; for example: significant work in community service, individual study and research, publication, lectures, etc. If a teacher feels he qualifies in these or other areas, application should be made to the professional growth committee.

PROFESSIONAL GROWTH OPERATION

This professional growth plan began March 9 for the 1965-1966 contract year.

Beginning with the fifth year of teaching, the teacher will be required to earn $3\frac{1}{2}$ professional growth units in each three-year period thereafter. One-third of these total units each nine-year period must be earned in formal study.

Professional growth requirements will be applied to each teacher at the end of his 7th and 10th years of teaching. These teachers completing the 7th and 10th year of teaching during the first year of the program will meet only one-third of the requirements. Those teachers completing the 7th and 10th year of teaching during the second year of the program will meet only two-thirds of the requirements.

The teacher failing to meet his professional growth requirements will receive no regular salary increment until the first contract period following completion of his requirements.

At the completion of each professional growth period after his 10th year of teaching, the teacher will receive a super maximum of not less than \$200.00.

Each teacher affected by this policy will give a written report of his professional growth experiences by no later than February 1st of his third professional growth year. Evidence of work completed is to be attached to the report, e.g. proof of credit received for college course work, written reports of travel or work experiences, etc. It is recommended that professional growth experiences be submitted for evaluation as they are completed.

PROFESSIONAL GROWTH COMMITTEE

COMPOSITION

- 1 school board member (the chairman of the personnel committee)
- 1 administrator (the director of personnel)
- 4 teachers (one K - 3; one 4 - 6; one junior high school; one senior high school) elected by Grand Ledge Education Association for three-year staggered terms as indicated in the accompanying chart.

The chairman will be elected by the committee in May, for a 12 months period, from June 1 to May 31, the following year.

A quorum of two-thirds of the committee is required to take action.

All action will be by majority vote of those present.

DUTIES

Meetings will be held as necessary, at least three times each school year.

To review and advise revision of the board professional growth policy.

To accept or reject in writing individual programs, no later than 45 days after being submitted to the committee, or by March 1st.

To collect and tabulate the teachers' reports and to submit to each teacher at the beginning of each school year a record of completed and unfulfilled requirements.

To review and approve or disapprove, no later than March 1st, the total professional growth of each teacher completing his 3rd year.

At the request of any teacher whose record is unapproved, to arrange a meeting of the teacher and the members of the professional growth committee. The purpose of this meeting will be to give the teacher an opportunity to present additional information or individuals to clarify his report.

RECORDS AND FORMS

All records pertaining to professional growth will be kept in a folder, filed in the personnel file maintained by the office of the Superintendent of Schools. Such records will be available to the committee or to the individual teacher concerned through the superintendent or personnel director.

The following forms are suggested and will be revised by the Professional Growth Committee as the need arises.

TRAVEL

The exact evaluation of units of credit for trips shall be decided by the Professional Growth Committee. Listed are a few of the requirements for trips.

EXPECTATIONS FOR ALL TRIPS:

1. A trip must warrant the number of units given it. (A maximum of three units to be awarded except in unusual instances. These would be trips for educational purposes and only with a great deal of preparation, study and formal work. Credit above three units should be awarded on only unusual and infrequent occasions).
2. No trip shall be given credit solely upon the duration of time, but rather include the evaluation of knowledge learned by the teacher as expressed by him in his formal presentation to the committee. The larger the number of units allowed for the trip, the more extensive the formal presentation shall be.
3. A teacher may request a commitment from the committee as to whether or not a trip will receive credit before he embarks on said trip. (Such request must be made at least 45 days prior to the proposed trip).
4. If the teacher states in his report the number of units he deserves, and if the committee does not award this number, it shall be the committee's responsibility to give its reasons for not awarding full credit.

For minimum credit ($\frac{1}{2}$ unit) a trip must include:

1. 48 hours length of time. (Shorter trips may be presented for possible approval).
2. A formal presentation of said trip to the Professional Growth Committee.
3. The committee must accept a trip for at least $\frac{1}{2}$ unit of credit if all the preceding requirements are met.

GRAND LEDGE PUBLIC SCHOOLS

PROFESSIONAL GROWTH

OUTLINE FOR TRAVEL EXPERIENCE

I. CHARACTERISTICS OF TRIP

A. Time Spent

1. Preparation

2. Actual Travel

B. Places Visited (of interest to the Committee)

1. Location

2. Significance of each place to the teacher

II. EVALUATION OF THE TRIP

A. Direct learning to the person as a teacher

B. Indirect learning experiences for the teacher

III. (If desired) Number of units the teacher believes his trip should be worth, with an explanation of why.

GRAND LEDGE PUBLIC SCHOOLS

PROFESSIONAL GROWTH

WORK EXPERIENCE

Certain job and work experiences may be given credit for professional growth at the ratio of $\frac{1}{2}$ to 3 units.

Such jobs or work experiences as counselling or other work in youth camps; forest rangers; park attendants; special teaching positions; work with newspapers or other publications; positions in special offices; etc., may be counted.

In order to receive credit, the following form should be completed:

EXACT NAME OR TITLE OF POSITION: _____

LOCATION: _____

DATES: From _____ To _____

DUTIES:

HOW WAS THIS EXPERIENCE BENEFICIAL TO YOU?

Signature of Teacher

(If desired) Number of units the teacher believes his work experience should be worth, with an explanation of why.

GRAND LEDGE PUBLIC SCHOOLS

PROFESSIONAL ASSOCIATION WORK

NAME OR TITLE OF OFFICE OR WORK _____

OF WHAT PROFESSIONAL ORGANIZATION? _____

DATES: From _____ to _____

DUTIES AND ACTIVITIES:

NUMBER OF HOURS WORK INVOLVED

(If desired) Number of units the teacher believes this experience should be worth.

Signature of Teacher

PROFESSIONAL GROWTH PLAN

PLAN FOR ELECTING PROFESSIONAL GROWTH COMMITTEE MEMBERS
FROM THE TEACHERS

(Election will be held in April each year)

| <u>YEAR</u> | <u>K - 3</u> | <u>4 - 6</u> | <u>JUNIOR HIGH</u> | <u>SENIOR HIGH</u> |
|-------------|--------------|--------------|--------------------|--------------------|
| 65 | 3 yr. | 1 yr. | 2 yr. | 3 yr. |
| 66 | 2 | 3 | 1 | 2 |
| 67 | 1 | 2 | 3 | 1 |
| 68 | 3 | 1 | 2 | 3 |
| 69 | 2 | 3 | 1 | 2 |
| 70 | 1 | 2 | 3 | 1 |
| 71 | 3 | 1 | 2 | 3 |
| 72 | 2 | 3 | 1 | 2 |
| 73 | 1 | 2 | 3 | 1 |
| 74 | 3 | 1 | 2 | 3 |
| 75 | 2 | 3 | 1 | 2 |
| 76 | 1 | 2 | 3 | 1 |
| 77 | 3 | 1 | 2 | 3 |
| 78 | 2 | 3 | 1 | 2 |
| 79 | 1 | 2 | 3 | 1 |
| 80 | 3 | 1 | 2 | 3 |
| 81 | 2 | 3 | 1 | 2 |