

1969-70

Grand Ledge
8

AGREEMENT

between

GRAND LEDGE
EDUCATION ASSOCIATION

and

GRAND LEDGE
BOARD OF EDUCATION

GRAND LEDGE Bd of Educ.

M.E.A.

1216 Kendale

E. Lans., Mi. 1969 - 70

48824

7/1/69 - 6/30/70

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This Agreement entered into this 1st day of July, 1969 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 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 Board has been selected by the electors to establish and execute policies and procedures for the Grand Ledge Public Schools, 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 of 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 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 — BOARD OF EDUCATION RIGHTS

The Board, on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and invested in it by the laws and the constitution of the State of Michigan, and/or the United States, including, but without limitations to the foregoing: the management and control of school properties, facilities, grades and courses of instruction, materials used for instruction, and the selection, direction, transfer, promotion, or demotion, discipline or dismissal of all personnel.

The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited only by the specific and express terms of this agreement.

ARTICLE IV — 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 (10) years. This action does not apply to persons employed previous to September, 1969.

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 hereinafter 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 during his/her conference period will be paid 1/5 of full substitute pay. Doubling or combining of classes shall be by mutual consent.

E. Part time teachers will be paid 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. Calendar — see Miscellaneous Article XIV, D. 5.

H. All teachers shall be allowed days with pay as established in the school calendar adopted by the Board of Education.

I. When school is declared closed due to inclement weather, heating problems, road conditions or other problems that may arise, teachers will be expected to make an honest 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 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 Assistant Superintendent when so authorized by the Board. Administrators in each building should, as soon as possible, notify each teacher of his assignment for the following school year.
2. The probationary contract is to be given to a teacher whose work is satisfactory for 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 probationary 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. A letter of intent to issue a contract for the following year will be given to each probationary teacher whose work is satisfactory.

3. A tenure contract is a contract which is renewed annually as provided in the Michigan Tenure Act.
4. Any teacher not planning to teach in the Grand Ledge Schools for the next contract year should so inform the Board of Education in writing as early as possible.

ARTICLE V — 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 meeting scheduled not more frequently than bi-weekly for one hour after dismissal of regular class, shall be required unless the teacher is excused in advance by the principal.

D. The teacher's formal teaching hours shall be as follows:

1. Teachers are to be in assigned building at least one-half hour before classes start — or engaged in class related activities at least 15 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, except that on Fridays and days preceding holidays, teachers may leave at the close of the pupil day.

E. All teachers shall be entitled to a duty free, uninterrupted lunch period at least 25 minutes in length. In elementary buildings this shall be one hour in length during the 1969-70 year, except that on days of inclement weather when students are confined to the building, sharing arrangements shall be worked out in each building in cooperation with teachers and principals.

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, or an equivalent assignment during school hours, except that the middle school concept is new and cannot be classified as elementary or secondary. (Both types of teacher certificates cover 7th and 8th grade levels.) One purpose of the master agreement is to strengthen and improve educational programming. Therefore we urge that middle school administrators and teachers maintain a flexible format for scheduling. Guidelines to follow will include:

1. Assignment of teachers in their areas of greatest competence and interest whenever possible.
2. Adjustment of student contact periods for 7th and 8th grade teachers so that teachers who have had 5 longer class periods and 1 shorter home room period can now continue to have 6 single contact periods or 3 double periods or 2 triple periods or a com-

bination schedule that will not exceed in total length of time the former student contact load.

3. Encouragement of team or cooperative teaching so that teachers may complement each other in terms of strengths and personal compatibility.
4. Recognition of the basic philosophy that the contract provisions should not stifle innovative and/or creative scheduling and that the "middle school" concept as developed by the Sawdon staff has been carefully explained to parents, board members, and PTA Council prior to the planning of the Hayes School and since construction started the curriculum council has been kept informed of all program developments.
5. Assignment of present teachers to buildings (in as many cases as possible) will be with their advance knowledge and their personal desire or choice.

G. The normal teaching load in the elementary school will be 5½ hours. It shall be a goal to free each elementary teacher 100 minutes each week whenever possible, in cooperative instruction arrangements with other teachers or volunteer aids. Elementary teachers may use time when their classes are receiving instruction from special teachers for planning, preparation or other activities outside their classroom.

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 Assistant Superintendent.

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 Bachelor's 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. 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. For the 1969-70 school year:

1. If grades 1-6 are on ½ days, the Board will attempt to maintain a total number of 36 or less students for both morning and afternoon sessions combined. If the total exceeds 36, a paid aide will be assigned to the teacher for two (2) hours each day for the first and second student over 36, and one (1) additional hour daily for each student thereafter. Kindergarten teachers shall have an aide as mutually agreed with each building principal.
2. If a full school day program is implemented, the Board will attempt to maintain a class size for grades K-5 of 30 or less students. If the total exceeds 30, a paid aide will be assigned to the teacher for two (2) hours each day for the first and second student over 30, and one (1) additional hour daily for each student thereafter.
3. The schedule for paid aides will be worked out with the teacher and building principal.

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. It shall be the policy of the Grand Ledge Schools to encourage and actively implement a system of volunteer aides to supplement presently employed aides who supervise noon period lunch room, playground and office services; and such volunteer aides who now work in library and other situations. All volunteer aides shall have responsibilities, and relationships with staff and children clearly defined in writing, as agreed by a committee of teachers and the principal in each building.

L. The Board agrees to continue to make available existing teacher rooms, restroom, lunchroom, lavatory, and telephone facilities for the use of teachers, and will provide comparable facilities in any new building programs. Private telephone lines with unlisted numbers shall be provided in appropriate rooms in the respective buildings whenever such lines are available. If not, an extension of the office phone shall be provided in appropriate rooms of each building. 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 teacher 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 Assistant Superintendent

P. Teachers shall be entitled to full rights or 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 the 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.

R. The Parties recognize that children having special physical, mental, and emotional problems may require specialized classroom experiences and that their presence in regular classrooms may interfere with the normal instructional program and place extra-ordinary and unfair demands upon the students and the teacher.

The Board agrees to cooperate with County and State Special Ed. offices in making available classes for the Special Education Programs. The Board further agrees to provide certified Special Education teachers, acceptable to the State office of Special Education; also self-contained classrooms equipped appropriately with instructional materials for such Special Education

classes. The Special Education teacher shall be responsible for directing the activities of these children properly screened into her classroom. Upon mutual consent of the teachers involved and the Building Principal, a Special Education student may be integrated into a regular classroom on a full or part-time basis.

S. Teachers who are not members of G L E A shall pay or cause to be paid to G L E A the equivalent (\$15.00) of local dues for the 1969-70 year. Notification shall be made by the Association to the personnel office of the names of all teachers who are not members of G L E A by October 15, 1969. Payment of such fees shall be made by November 15, 1969.

In the event that a circuit court decision makes full "agency shop" clearly legal this contract provision shall be reopened for further negotiation.

ARTICLE VI — 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 Assistant Superintendent. 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.

C. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for a transfer to a different class, building, or position shall be made in writing, on forms furnished by the Board. The Association will be informed that such a request has been made. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be renewed once a year to assure active consideration by the Board. The applicant shall receive a reply in writing at the time the position is filled. Teachers in the Grand Ledge system shall be given preference when all conditions are equal.

ARTICLE VII — LEAVES

INTRODUCTION

It is the intention of this Leave Policy to provide reasonable protection against loss of salary for those absences from work caused by accidents, illness, personal emergencies, and deaths, beyond reasonable control. Teachers recognize the essential nature of the relationship with students which cannot be fully filled by any substitute. False reports for reasons for absence shall cause a notation (with a copy to the teacher) to be entered in the teacher's permanent record folder.

A. SICK LEAVE AND PERSONAL LEAVE

1. All teachers absent from duty because of personal illness, injury, or 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 without limit. 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. The teacher shall file (immediately upon return from any absence) with the building principal, a written report on a form furnished by the Board of Education, setting forth the reason for absence.
5. Employees may use sick leave and personal leave for the following reasons:
 - a. Personal illness or injury.
 - b. Illness, injury or death in the immediate family — not to exceed five days in any one school year, unless special approval is granted by the Superintendent. The immediate family is defined as any person whose illness or death has a real meaning to the teacher. Such requests shall be made in writing. A reply shall be made within 5 days after receipt of such request.

B. BUSINESS OR PERSONAL-PROFESSIONAL LEAVE.

1. A teacher shall be allowed two days per year (non-cumulative) for business or personal-professional activities with full pay. These days, if used, are to be deducted from the teacher's annual or accumulated personal leave record as defined in (A) above. The request for these days must be submitted in writing five school days in advance whenever possible, and the request must receive the approval of the building principal. Normally, only one personal leave day shall be granted by any one principal for a given day except the high school principal, who may grant two such days at the same time. Any additional requests by other teachers for the same day must have special approval of the principal.
2. Business or personal-professional leave shall be used only for the purpose of handling personal affairs which cannot be transacted on the week-end or after school hours. It is not provided for casual or indiscriminate use.
3. Days immediately prior to and following scheduled vacations shall not be used for business or personal-professional leave unless approval is received from the office of the superintendent.

C. SCHOOL BUSINESS LEAVE

1. Leave of absence with pay not chargeable against the teacher's sick leave will be granted as follows:
 - a. Time necessary for appropriate professional representatives to attend conferences and other activities recommended by the Association and approved by the Superintendent.
 - b. Visitations at other schools approved by the administration.
 - c. Attendance at approved educational conferences or conventions. (MEA Regional and County Institute days included.)

- d. All other absences which are in the course of school business and having the approval of the administration.
2. Teachers will notify their principal immediately upon discovery that leave is required. Leaves of absence will be applied for in writing, except in cases of emergency.

D. EXTENDED LEAVES OF ABSENCE

1. Military leaves of absence shall be granted to any teacher who shall enter into active military service of the United States. Upon return from such leave within one year of the termination of military service, a teacher will be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence. All accumulated unused sick leave days acquired prior to entry into service will be restored to him.
2. Maternity leave of absence up to five (5) years shall be granted without pay or increment and will commence not later than the end of the fifth month of pregnancy. However, at the discretion of the Board of Education, such leave may begin at an earlier or later date, depending on the physical and mental condition of the teacher. With the approval of the superintendent, a teacher may return sooner than the expiration of her full leave, but in no event, earlier than (6) weeks after the birth of the child.
3. 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. The full conditions of the agreement, including the assignment of the teacher upon return, and effect, if any of the leave on the salary schedule must also be put in writing.

E. OTHER LEAVES

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

1. Absence when a teacher is called for jury duty.
2. Time necessary for appearance in any legal proceeding connected with the teacher's employment or with the school system, if the teacher is required by law to attend.
3. Time necessary to take the selective service physical examination.
4. Absence while confined due to contagious diseases such as: mumps, measles, whooping cough, and scarlet fever shall not be charged against the teacher's leave time.
5. Absence caused by accident or injury incurred while the teacher is on the job and covered by Workmen's Compensation, except that his salary shall be adjusted to the difference between regular salary and lost time benefits paid by Workmen's Compensation funds, for the duration of the teacher's annual contract.

F. ASSOCIATION PRESIDENT.

The Board shall grant released time, not to exceed 280 minutes per week, to the President of the Association, or his designated representative, for Association business. The Superintendent may grant appropriate released time to one other officer or delegate of the Association for Association business.

The Board shall be reimbursed by the Association for the percentage of the released time used by any Association officer or delegated representative. The percentage of reimbursement to the Board shall be based upon that officer's or representative's current income. The Association representative will be considered to be employed full time in the school district and will receive all benefits derived from the Grand Ledge Schools. Such released time, when elementary and special teachers are involved, should be for minimums of $\frac{1}{2}$ days (or appropriate times). Scheduled released time to be arranged with the Superintendent at least one week in advance.

ARTICLE VIII — 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 IX — INSURANCE PROTECTION

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

B. Insurance Payments — The Board shall provide up to \$20.00 toward the teacher's health care protection for twelve months (for teachers returning and under contract) through the M.E.A. Super Med program or Comprehensive Health Care. Employees not wishing health care protection may apply \$10.00 toward the following options available through the Michigan Education Special Services Association:

- Group Term Life
- Loss of Time
- "500" Major Medical

ARTICLE X

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 XI — 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. Teachers are encouraged to provide for their protection comprehensive public liability insurance in an amount not less than \$100,000.00 for each occurrence or accident, similar to protection provided its members by the MEA. Teachers who are not members of the MEA may pay for this protection under the broad liability policy carried by the Board of Education at a cost estimated to be \$3.00 to \$5.00 per year.
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 immediately be called to the attention of the teacher, in writing, when such complaints are of a nature to be recorded in the personnel record or the subject of critical evaluation follow-up, and in the judgement of the principal such information will be of help to all concerned.
5. Teachers shall not be required to search for bombs when a building has been alerted for a "bomb scare". Teachers who volunteer for such activity, while others supervise students in approved locations, shall be covered by employee insurance.

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 XII — 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 XIII — PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a matter involving the violation of a specific article or section of this agreement, or any rule or regulation of the Board dealing with wages, hours, or working conditions or any law or regulation relating to education.
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 Rights and Responsibilities Committee as set up by the Association shall be the committee to which grievances are referred.
3. Others who take part in resolving problems and disagreements shall be the Assistant Superintendent, 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 effect a solution as soon as possible.

1. Pre-Grievance Conference

- a. The teacher should talk to the principal to try to solve the problem.
- b. If the problem is not resolved and the teacher is not satisfied he should contact the Grievance Committee member in his building.

2. Grievance

- a. If the Association feels that there is a problem they should proceed by having the teacher file a grievance. The building representative from the grievance committee should assist the teacher in filling out the grievance form in triplicate. Copies should go to:
 - (pink) the principal or supervisor
 - (canary) the grievance chairman, and
 - (blue) the teacher.

The principal should answer in writing within 5 days.

- b. If there is no satisfaction in the reply, then within 5 days the Association should arrange in writing, at a mutually agreeable time, a meeting with the Assistant Superintendent, the Prin-

cial, committee member and/or teacher, or a representative of the teacher (at the discretion of the teacher and the Association).

- c. If there is no agreement following the discussions with the Assistant Superintendent, the Association will arrange in writing, at a mutually agreeable time, a meeting of the Superintendent, the Assistant Superintendent, the Principal, the Grievance Committee Chairman, the Grievance Committee member and the teacher, or a representative of the teacher (at the discretion of the teacher and the Association) within 5 days.
- d. If an agreement is not reached, a request in writing for a hearing with the Board may be made by the Association. This hearing would take place at its next scheduled meeting date, or at a committee of the whole meeting arranged for a mutually agreed time.
- e. If an agreement is not reached, further steps may be taken as provided by law.

E. Miscellaneous

1. A grievance may be withdrawn by the aggrieved at any level by completing the record on the approved forms.
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 by either party to respond within time limits would require movement to next step.
4. Written records will be kept on agreed forms.

Grievance # _____

Grand Ledge Public School District

GRIEVANCE REPORT

Distribution of Form —

- 1. Blue copy to teacher
- 2. Canary copy to GLEA Representative
- 3. Pink copy to Principal

Bldg.	Assignment	Name of Grievant	Date Filed
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A. Statement of Grievance

B. Relief Sought

SIGNATURES

Teacher	Date
Assoc. Representative	Date

COPIES OF THIS FORM NOT TO BE SEPARATED UNTIL COMPLETED AND SIGNED BY ALL CONCERNED

GRIEVANCE DISPOSITION
STEP I

A. Date received by Principal

B. Disposition by Principal

Signature

Date

C. Position of Grievant and Association

Signature

Date

STEP II

A. Date received by Assistant Superintendent

B. Disposition by Assistant Superintendent

Signature

Date

C. Position of Grievant and Association

Signature

Date

COPIES OF THIS FORM NOT TO BE SEPARATED UNTIL COMPLETED AND SIGNED BY ALL CONCERNED

GRIEVANCE DISPOSITION

STEP III

A. Date Received by Superintendent

B. Disposition by Superintendent

Signature

Date

C. Position of Grievant and Association

Signature

Date

STEP IV

A. Date Received by Board of Education

B. Disposition by Board of Education

Signature of Board

Date of Decision

AGREEMENT

This grievance has been satisfied at Step No. _____ by those involved.

Signature _____

Signature _____

Date _____

ARTICLE XIV — MISCELLANEOUS PROVISIONS

A. The Superintendent of Schools shall maintain an active list of persons qualified to act as substitute teachers. Substitutions 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.
5. (See Appendix E.) A School Calendar shall be adopted by the Board of Education by March 15th for the succeeding school year. The Association and all other interested groups may propose revisions or adjustments, consistent with State rules and regulations, during a 60 day period prior to calendar adoption. A copy of the calendar is in this Contract as Appendix E. Any revision shall be made only after review by a committee representing the Grand Ledge Education Association and the Board of Education.

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 XV — DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1969 and shall continue in effect for one year until the 30th day of ~~June, 1970.~~ This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated, unless extended by mutual agreement in writing.

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:

1969-70 Salary				
Step	G-1 Bachelors	G-2 10 units	G-3 20 units	G-4 Masters
1	\$ 7,000	\$ 7,200	\$ 7,400	\$ 7,600
2	7,250	7,600	7,800	8,000
3	7,500	8,000	8,200	8,400
4	7,750	8,400	8,600	8,800
5	8,000	8,800	9,000	9,200
6		9,200	9,400	9,600
7		9,600	9,800	10,000
8		10,000	10,200	10,400
9		10,400	10,600	10,800
10		10,800	11,000	11,200

All units are to be acquired after receiving BA degrees, as defined in 1967-68 Master Agreement. Units are in terms of semester hours. All G-2 and G-3 qualifications for informal units must be earned by April 1. Formal units by August 1. G-4 with earned M.A. Following ratification of this agreement all teachers will be placed on the above schedule according to information now filed in the Superintendent's office. Reason for any re-consideration of such placement must be submitted by August 15, 1969. (See Appendix D)

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 Board of Education approval in individual cases.

A. ATHLETICS	Percentages	\$7,000.00 — \$11,000.00
1. Head football coach	10%	700.00 — 1,100.00
2. Head basketball coach	10%	700.00 — 1,100.00
3. Wrestling	10%	700.00 — 1,100.00
4. Head track	7%	490.00 — 770.00
5. Head baseball	7%	490.00 — 770.00
6. JV basketball	6%	420.00 — 660.00
7. Ass't. varsity football	6%	420.00 — 660.00
8. JV football	6%	420.00 — 660.00
9. Freshman football	6%	420.00 — 660.00
10. Freshman basketball	6%	420.00 — 660.00
11. Ass't. baseball	4%	280.00 — 440.00
12. Freshman baseball	4%	280.00 — 440.00
13. Ass't. track	4%	280.00 — 440.00
14. Golf	4%	280.00 — 440.00
15. Tennis	4%	280.00 — 440.00
16. Cross Country	4%	280.00 — 440.00

17. Junior High	4%	280.00 —	440.00
18. Cheerleading	3%	210.00 —	330.00
19. Swimming coach			
B. BAND DIRECTOR	10%	700.00 —	1,100.00
C. JR. HIGH BAND DIRECTOR	5%	350.00 —	550.00
D. VOCAL MUSIC (Secondary School)	5%	350.00 —	550.00
E. DEBATE	5%	350.00 —	550.00
F. SPRING FORENSICS	3%	210.00 —	330.00
G. SENIOR HIGH ANNUAL	5%	350.00 —	550.00
H. DRAMATICS (Varies according to plays produced) (5% for full 3 act plays)			

III. Tenure shall not apply to any or all special duties as assigned by the Board for which extra pay is defined.

IV. Special Assignments:

- A. COUNSELING — \$100.00 per school hour for year
- B. *HIGH SCHOOL DEPARTMENT CHAIRMAN — \$200.00
- C. SPECIAL EDUCATION — \$300.00
- D. DIAGNOSTICIAN — \$300.00

*Department Chairmen of (7) departments in the Senior High School shall have duties specifically defined in cooperation with the High School Principal.

Method of appointment and specific term of appointment shall also be agreed in each department.

Extra pay during 1969-70 shall be \$200.00 for each chairman for whom specific departmental duties are defined in writing.

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, and all other administrators.
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 of this Curriculum Council shall be appointed jointly by the Administrative Council and the Association Building Representatives for one and two-year terms to provide continuity. A meeting of Building Representatives and the Administrative Council will be scheduled by the Superintendent in September to make joint appointments.
2. The number of members shall be somewhat flexible, with the recommendation that the committee not exceed twenty-seven (27) members.

Assignments from such group shall be as follows:

- a. There shall be eight (8) members from the elementary building and grade levels with such a distribution making for the best total representation.
- b. There shall be those members appointed from these school departments and special service groups.
 1. There shall be one (1) each from the Social Studies, Mathematics, Science, English, Foreign Languages and Fine Arts, and Library Services.
 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 Counseling, Special Reading and Special Education.
 - d. Student Representatives. There shall be two High School Student representatives selected by the Student Council, one appointed each year for 2 years, except

that in 1969-70 there shall be one junior and one senior. In so far as possible students should be selected to represent all areas of the curriculum.

- c. There shall be two members of the Board who will act as members of this committee.
- d. The Administrative Council shall provide two (2) members, the Superintendent and Assistant Superintendent or their delegates.
- 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. The October meeting of the council shall be devoted to a report and analysis of class size and pupil distribution and the efforts that have been made to resolve and balance larger classes.
2. The Superintendent or his representative and a teacher elected by a vote of the teacher representatives shall serve as co-chairman of each council meeting. They shall jointly prepare and distribute to each council member a tentative agenda one week in advance of each 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 Assistant Superintendent will then present these approved recommendations and proposals to the Board which shall act on all proposals and subsequently shall present their reasons for approval or rejection in a written statement to all professional staff members.
6. Individual committee members shall keep co-workers in their area informed on council activities and actively encourage proposals and ideas for curriculum improvement to be presented to the council.
7. A quorum of two-thirds of the members of the Council shall be present to transact business.

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 comprehensive 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.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. Comprehensive 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.

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 out 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 tolerances — 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.
 - g. Tack in all personal dealings.
 - e. 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.
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 evaluation 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 conference 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.

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. $\frac{1}{2}$ 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 $\frac{1}{2}$ unit, not to exceed 1 unit per year.

If a teacher is responsible for a student teacher, he will earn $\frac{1}{2}$ unit of professional growth credit for each term. Only three supervising teacher experiences will be counted.

Professional growth credit will be given for professional association work. Officers, committee chairman, 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 hours (not to exceed)	1/2 unit 1 unit
Chairman 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.

Each teacher will give a written report of his informal professional growth experience by no later than April 1st. 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. Formal credit units counted for any succeeding year will be submitted by August 1.

PROFESSIONAL GROWTH COMMITTEE

COMPOSITION

- 1 school board member (the chairman of the personnel committee)
- 1 administrator (assistant superintendent)
- 4 teachers (one k-3; one 4-6; one middle school; one senior high school)
elected by Grand Ledge Education Association for three year staggered terms.

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 accept or reject in writing individual programs, no later than 45 days after being submitted to the committee, or by May 15th.

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 Ass't. Supt.

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

Signature of Teacher

**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 way.

**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 his work experience should be worth.

Signature of Teacher

APPENDIX E
GRAND LEDGE PUBLIC SCHOOLS

School Calendar 1969-1970

August 25-29.....	Registration of New Students
September 1 (Mon.)	Labor Day
September 2, 3 & 4 (Tues., Wed. & Thurs.).....	Faculty Meetings
September 3 (Wed.)	Kdg. Registration
Sept. 5 (Fri.).....	A.M. (All students attend except Kdg.) P.M. (Building meetings)
September 8 (Mon.).....	Full day's attendance (all students)
November 27-28 (Thurs. & Fri.)	Thanksgiving Recess
December 19 (Fri.)	Last day of school prior to vacation
December 22 - January 2	Christmas Recess
January 5 (Mon.)	Classes resume
January 23 (Fri.)	Semester ends — Complete records — No classes
February 23 (Mon.)	Local Teachers' Meeting
March 20 (Fri.)	Last day of school prior to vacation
March 23-27	Spring Vacation
May 29 (Fri.)	Memorial Holiday — no classes
June 7 (Sun.)	Baccalaureate
June 11 (Thurs. A.M. only)	Last day of school for students Commencement
June 12 (Fri.)	Semester ends — complete records — No classes

APPENDIX F
LETTER OF INTENT #1

It is the intent of the Grand Ledge Board of Education to encourage and support membership in the Grand Ledge Education Association, the Michigan Education Association and the National Education Association, G.L.E.A. and the related professional organizations are the recognized voices of teachers in this school district.

We believe that every teacher derives direct and indirect benefits from the work of the Local, State, and National Professional Associations; and is obligated to support them through the dues structure.

It has been agreed between the representatives of G.L.E.A. and the Board of Education that (1) membership lists should be posted in each school building and (2) evidence of professional membership should be a factor in evaluation of all probationary teachers for tenure in this district.

We recognize the existence of "Agency Shop" provisions in numerous agreements over the state and urge voluntary acceptance of such membership obligations for Grand Ledge School District teachers.