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8-28-72

AGREEMENT

between

GRAND LEDGE
EDUCATION ASSOCIATION

and

GRAND LEDGE
BOARD OF EDUCATION

1971-72

Michigan State University,
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

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This Agreement entered into this 7th day of September, 1971 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 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.

- 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 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. 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 limitations, 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. 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.

- B. 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).
- C. 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.
- D. Part time teachers will be paid consistent with the salary schedule and with consideration given to the differences that exist in assignments and responsibilities.
- E. 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.
- F. Calendar - APPENDIX D
- G. 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.
- H. 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.
- I. 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.

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 principle of a standard 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).
- C. It is hereby agreed that attendance at regularly scheduled PTA meetings and conferences, school staff meetings 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 and shall be responsible for the organization and control of their classrooms during this time. Elementary teachers shall be at their assigned duty stations at least 10 minutes before classes start in the morning and 5 minutes before afternoon sessions begin.
 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 55 minutes in length, 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 high school will be five teaching periods, one preparation-conference period.

- G. The middle school is 6th, 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. The normal teaching assignment in the 7th and 8th grade will be 5 teaching periods or combination of class periods, 1 preparation-conference period equal to 1 teaching period, and 1 shorter exploratory period and/or home room period. The normal teaching assignment in the 6th grade will be equivalent to the teaching and conference time in the 7th and 8th grades.
 3. Encouragement of team or cooperative teaching so that teachers may complement each other in terms of strengths and personal compatability.
 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.
- H. The normal teaching load in the elementary school will be $5\frac{1}{2}$ 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 aides. Elementary teachers may use time when their classes are receiving instruction from special teachers for planning, preparation or other activities outside their classroom.
- I. 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.
- J. Teachers shall be assigned whenever practical within the scope of their teaching certificates and their major or minor field of study. The Bachelor's 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.
- K. Teacher-student 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.

1. 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, as determined by Fourth Friday Count and on subsequent Membership Record Reporting Dates. This places a practical maximum in the grades 3-5 classroom of 34 students with the assignment of an aide for six (6) hours per day.
 2. The schedule for paid aides will be worked out with the teacher and the building principal.
 3. The Board recognizes the value of individual instruction in the early primary grades. Careful supervision helps promote correct skill development. The use of aides in grades K through second grade is recognized as a direct help to students in these grades, therefore, the Board will, when funds and available personnel allow, provide an aide for a $2\frac{1}{2}$ hour period each school day for any teacher in grades K through 2 wherever or whenever learning disabilities or special instruction problems warrant. Placement of the aide will come as an agreement between the teacher, the principal, and the GLEA representative in the building.
 4. Whenever a teacher in grades 6-12 observes that the size of a class is detrimental to individual student learning, that teacher shall initiate a conference with the principal. The purpose of this conference will be to evaluate the situation and explore possible remedies. Reasonable effort will be made by the principal and teacher involved to achieve a class size conducive to maximum individual learning.
- L. 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.
- M. The Board agrees to continue to make available existing teacher rooms, restrooms, lunchroom, lavatory, and telephone facilities for the use of teachers, and will provide comparable facilities in any new building program. A private telephone line with an unlisted number shall be provided in an appropriate room in the respective buildings whenever such lines are available. If not, an extension of the office phone shall be provided in an appropriate room of each building. Long distance charges for non-professional, non-school business shall be paid by the using teacher.
- N. Parking facilities shall be made available to teachers for their exclusive use whenever practical and possible.

- O. 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.
- P. 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.
- Q. 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.
- R. 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 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.
- S. 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.

- T. Professional Dues or Fees and Payroll Deductions
 - 1. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an Assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the first regular salary check of the teacher each month for ten months, beginning in September and ending in June of each school year.

2. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty days from the date of commencement of teaching duties, shall as a condition of employment pay as a service charge to the Association an amount equal to membership dues payable to the Association, the NEA and the MEA, provided, however, that the teacher may authorize payroll deduction for such service charge in the same manner as provided in paragraph T. 1 of this Article. In the event that the teacher shall not pay such fee directly to the Association or authorize payment through payroll deduction in 30 days as provided in paragraph T. 1, the Board shall notify the teacher that employment will be terminated in 30 days. If within this second 30-day period payment of membership dues or an amount equal to membership dues is made or the equivalent payroll deductions are authorized the notice of termination will be withdrawn. The parties recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.
3. The interpretation, application, administration and enforcement of this section shall be in accordance with the requirements of the Labor Management Relations Act of 1947, as amended, and construed by the N.L.R.B., U. S. Supreme Court and Michigan Tenure Commission rulings. To this end, it is agreed and understood that the following items are necessary:
 - (a) Availability of membership - The Association must permit teachers to join the Association.
 - (b) Equal membership - The Association must allow membership on an equal basis; full participation must be on an equal basis.
 - (c) Application of membership - As a condition of employment the Association cannot deny a teacher membership or in its stead the right to pay the service charge if he has tendered or offered to pay. Assessments, fines, etc., are not considered within dues, fees or service charges.
4. The following teaching positions shall be exempt under Section 2 above:
 - (a) Any teacher under contract for less than one semester provided that if a new contract is issued that teacher become a member of the Association or pay service charge as in Section 2 above.
 - (b) Teachers teaching less than $\frac{1}{2}$ school day on a regular basis.
 - (c) Intermittently employed substitute teachers.
5. Teachers employed $\frac{1}{2}$ day or longer for one semester or more will be considered full-time teachers for the purposes of this contract.

6. In the event that a teacher covered by Section 2 above does not join the Association or tender his service charge to the Association either directly or through a voluntary deduction authorization, as provided in Section 8 below, on the thirtieth (30th) day as required, such teacher will be terminated in conformance with the Michigan Tenure of Teachers Act; provided, the Association has complied with the following:
 - (a) Fulfillment of the requirements and necessary items set forth in Section 3 and elsewhere in this Section.
 - (b) Fulfillment of its fiduciary obligations by sending written notice to the teacher that he has an obligation to tender dues or service charge, the reasonable date for such an obligation, the amount of such tender, and to whom such tender is to be made. A copy of such notice shall be sent to the Board.
 - (c) Fulfillment of its responsibilities by sending written notice to the teacher (copy to the Board) that he has not fulfilled his obligations by the requisite date or reasonable period of time thereafter, and that a request for his termination was being made to the Board.
 - (d) By stating in the request for termination that such request is in conformance with the provisions of this Section, that the teacher has not complied with his obligations, that it is an official request of the Association.
7. If a teacher has tendered directly to the Association his membership dues or the service charge, or has a written authorization in effect requiring the deduction of dues or service charge, the employee shall not, under any circumstances, risk the loss of job because of a lack of good standing in the Association.

The Association cannot cause the discharge of an employee who has resigned from or has been expelled by the Association for any reason other than his failure to tender the dues or service charge to the Association, either directly or after revocation of his authorization.

8. In the event a teacher does not tender his payment of dues or service charge directly to the Association, he may execute a written authorization to the Board for deduction from his pay. The deduction permitted under the authorization shall be:
 - (a) Association Member - The regular and equal amount of GLEA dues and fees, including the MEA and NEA (but excluding fines, assessments, etc.).
 - (b) Non-Members - The regular and equal amount of GLEA dues and fees (referred to as "service charge"), including the MEA and NEA (and excluding fines, assessments, etc.).
9. The procedure for deductions shall be:
 - (a) By August 1 of each year of this contract, the Association shall certify to the Board, in writing, the current rate of

GLEA dues and fees, and also the MEA and NEA dues. No changes in dues deduction privileges will be permitted unless the Association assumes the cost of such change.

- (b) Deductions for Association membership dues and non-member's service charge will be made in ten (10) equal installments on first payday each month of school year after receipt of a signed authorization by the individual teacher.

Teachers under contract for less than a full school year may purchase a pro-rate membership in the Association or pay a service charge on a pro-rate basis for the months employed.

- (c) By the fifteenth (15th) of each succeeding month, the Board shall transmit the monies to the Association Treasurer.

10. The following requirements are understood and agreed to by the parties:

- (a) At the beginning of each month, the Association shall send a list of additional teachers who have signed authorizations; or revoked authorizations, and any other pertinent information necessary to orderly administer this Section.
- (b) Accompanying the transmittal of monies deducted, the Board shall send a list of teachers who have had monies deducted from their pay, receipts of signed additional authorizations and/or revocation, and any other pertinent information necessary to administer this Section.
- (c) The Association shall hold the Board harmless on account of any monies deducted and remitted to the Association pursuant to this Section. In the event the Board fails to comply with the provisions of this Section, the previous statement shall not apply.

11. If any of the provisions of this Section are made the subject of a lawsuit the following shall be done:

- (a) All monies to be paid or deducted as the case may be, except those authorized in writing, shall be placed in an escrow account pending final adjudication of the outcome of the suit(s) or contestation.
- (b) No teacher who has received a termination notice pursuant to this Section shall be terminated until there is a final adjudication of the suit(s) or contestation. If, however, such teacher has not filed suit, joined or participated in a suit, or sought to exhaust his administrative remedies, within thirty (30) days of the end of the school year, his services shall be terminated.

12. If the U. S. Supreme Court holds or refuses to review a court decision holding that an "agency shop" clause is invalid, illegal or unconstitutional, this shall be null and void and the Association shall reimburse all teachers who have been required to pay the service charge, provided such teachers must request the Association for reimbursement within thirty (30) days of such court decisions or action.

13. As a condition of the effectiveness of this Section, the Association agrees:

- (a) To indemnify and save the Board, each individual School Board member, and all administrators, harmless against any and all claims, demands, costs, suits or other forms of liability and all court or administrative agency costs that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this Article.

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 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. (The practical limit in 1971-72 is 100 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. 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 five (5) days after receipt of such request.
6. In the event of extended illness or injury which exhausts personal sick leave the teacher may apply, in writing, for additional full paid sick leave. The teacher may request up to twenty (20) days in each application up to a limit of 180 days in each case of illness or injury. Application should be made to the Superintendent's office and will be considered before a pay deduction is made by a committee composed of the Superintendent, a member of the Board of Education and two (2) representatives of the Association's negotiating team. Decisions will be made on the merits of each individual case.

B. BUSINESS OR PERSONAL-PROFESSIONAL LEAVE

1. A teacher shall be allowed two (2) 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 (5) 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 weekend 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 one (1) year shall be granted to any tenure teacher. This leave will be without pay 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. Maternity leaves are to be requested in writing and conditions of the leave and return to teaching shall be set forth in writing. Maternity leave of absence may be granted to probationary teachers as outlined above.

3. Teachers may, at the discretion of the Board of Education, be granted voluntary leave without pay during any school year for the remainder of the semester. 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. Pay deductions shall be computed as 1/190 of scheduled salary for any such days as may be approved.

4. Leave With Pay

Teachers employed for seven (7) or more consecutive years in the Grand Ledge Public Schools may apply for a leave with regular pay and related benefits for study purposes of up to one year in length under the following conditions:

- (a) The application shall be made in writing by July 1 and set forth full details of the proposal.
- (b) The teacher shall be expected to outline his long range career plans.
- (c) The applicant shall signify in such proposal intention to continue as a staff member in the Grand Ledge Schools for at least two (2) years upon completion of said leave or return to the Board all salary and benefits paid in proportion to any period of time less than two (2) years of employment. This provision shall be void upon death or permanent disability of the applicant during the leave period or the succeeding two (2) years.
- (d) The GLEA shall be responsible for returning this payment at the time of either resignation or failure on the part of the teacher to return to the Grand Ledge system.
- (e) A limit of two (2) leaves at any one time or a maximum of double Step Ten, G-5 per year cost to the Board of Education shall be observed in approving any applications.
- (f) The Board of Education and the President of GLEA shall jointly approve or disapprove all applications by August 1 and notify the applicant in writing.

5. It is expressly agreed that all leaves are from the school system, not from any specific position.

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 common contagious childhood diseases such as: mumps, measles, whooping cough and scarlet fever when it is reasonably established that the exposure occurred at school.
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 balance of the school year in which the accident or injury occurred.

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 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. 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.
- B. Payment shall be made to the retiring teacher in recognition of services to the school district at the time of retirement as established by participation as an annuitant in the Michigan Public School Employees Retirement Fund or Social Security or both, an amount of \$25.00 per year for each year of service in the Grand Ledge School system provided the teacher has such a service record of twenty (20) or more years.

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. The Board shall provide MEA Super Med health care protection for a twelve month period beginning October 1, 1971 (for teachers returning and under contract) for each employee and his eligible dependents.

The maximum possible payment in any case is \$46.64 per month through September, 1972. Employees not wishing health care protection may apply the equivalent of an individual employee's Super Med premium not to exceed \$18.04 per month to the full Family Dental Plan "A" and/or the following options available through MEA Special Services:

Group Term Life
Loss of Time
500 Major Medical
MEA 10/20 Hospital Expense Plan
Long Term Disability

- C. Accumulated sick leave shall have a cash surrender value of 100% in event of death, payable to the teacher's designated beneficiary.

ARTICLE X - TEACHER EVALUATION

- 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. All monitoring or observation of the work performance shall be conducted openly and with full knowledge of the teacher.
- C. Each teacher shall have the right upon request to review the contents of his own personal evaluation file kept by the principal.

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.
 3. All cases of accident, 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 judgment 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
AND ARBITRATION PROCEDURE

A. Definitions

1. A grievance is defined as an alleged violation of a specific article or section of this Agreement.
 2. The term "teacher" may include any individual or group covered by this Agreement.
 3. The "grievant" is the person making the claim.
 4. The term, "days", when used in this section shall mean consecutive working days.
- B. Purpose - The purpose of the procedure set forth in this section is to provide relief of an alleged violation to the grievant, as quickly as possible, of any condition as defined in Part A., 1. of this section.

C. Procedure

1. Time limits - The time limits provided in this article are to be strictly observed. Every effort should be made to expedite the process; however, time limits may be extended at any step by written notice to the parties involved at that step.
2. Pre-grievance Conference - In the event the teacher feels he has a basis for a grievance he shall accompanied by his association representative discuss the problem with his building principal.
3. Step One - If the teacher, after informal discussion with his building principal, still believes a condition as defined in Part A., 1. of this Article exists he may, through the Association, invoke the formal grievance procedure set forth in this Article and on a form available from his association representative. The grievance form shall be filled out in triplicate by the grievant with the aid of his association representative and shall be a complete statement of the grievance. It shall be signed by the grievant and his association representative and the copies designated I, II, and III. Copy I shall be delivered to the building principal. Copy II will remain with the teacher and Copy III with the Association. Within FIVE (5) days of receipt of the written grievance the principal shall meet with the grievant and association representative(s) in an effort to resolve the grievance. Within FIVE (5) days of this meeting the principal shall return to the grievant or his association representative Copy I of the grievance form upon which he has indicated in writing his disposition of the grievance.
4. Step Two - If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made by the principal in the time provided, the grievance shall be submitted to the superintendent. Within FIVE (5) days of receipt of the grievance the superintendent or his designee shall meet with the grievant and his representative(s) in an effort to settle the grievance. Within FIVE (5) days of this meeting Copy I of the grievance shall be returned to the grievant or his representative with the disposition of the grievance indicated in writing.
5. Step Three - If the grievant is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition is made in the period above provided, the grievant shall submit Copy I of the grievance form to the secretary or other designated of the Board. The Board within TEN (10) days shall meet with the grievant and representative(s) of the Association in an effort to settle the grievance in a closed meeting. Within FIVE (5) days of this meeting Copy I of the grievance form, indicating in writing the Board's disposition of the grievance, shall be returned to the grievant or his representative.
6. Step Four - If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition is made in the period above provided, the Board may be notified in writing by the grievant and his representative(s) that arbitration of the

grievance is necessary. Within FIVE (5) days from this notification the parties may each delegate four (4) members to act as a committee of eight (8) members to determine an impartial arbitrator by agreement of six (6) of the eight (8) members. If no agreement as to the arbitrator is reached in these five days he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be submitted to any court of competent jurisdiction. The Arbitrator shall have no power to alter, add to or subtract from the terms of this agreement.

- D. Costs - The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses will be born by parties incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
- E. Use of Forms
1. If the grievance and/or the written responses take more space than is provided on the form they may be written on separate pages with appropriate reference to the portion of the form to which they apply and attached to the form.
 2. Since Copy I of these forms is to be used throughout the procedure, it and any attendant pages should be safe-guarded for loss or misplacement by the parties handling them. Duplicates of Copy I may be made by the Association and by the administrative official involved at the culmination of each step. If a replacement Copy I is needed it will be prepared by mutual examination of all duplicates. All efforts will be made by the parties to maintain the confidential nature of the material involved.
- F. Notwithstanding the expiration of this agreement any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

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 of 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. (See Appendix D.) 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 D. 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 employer 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

The Agreement shall be effective August 30, 1971 and shall continue in effect until August 28, 1972. 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:

Step	G-1 Bachelors	G-2 10 units	G-3 20 units	G-4 Masters	G-5 Masters Plus 10 units
1	(1) \$ 7,700	(1.04) \$ 8,008	(1.08) \$ 8,316	(1.12) \$ 8,624	
2	(1.05) 8,085	(1.09) 8,393	(1.13) 8,701	(1.17) 9,009	
3	(1.10) 8,470	(1.14) 8,778	(1.18) 9,086	(1.22) 9,394	
4	(1.15) 8,855	(1.19) 9,163	(1.23) 9,471	(1.27) 9,779	
5	(1.20) 9,240	(1.24) 9,548	(1.28) 9,856	(1.32) 10,164	
6		(1.30) 10,010	(1.34) 10,318	(1.38) 10,626	(1.50) \$11,550
7		(1.36) 10,472	(1.40) 10,780	(1.44) 11,088	(1.55) 11,935
8		(1.42) 10,934	(1.46) 11,242	(1.50) 11,550	(1.60) 12,320
9		(1.48) 11,396	(1.52) 11,704	(1.56) 12,012	(1.65) 12,705
10		(1.54) 11,858	(1.58) 12,166	(1.62) 12,474	(1.70) 13,090

II. All units are to be acquired after receiving BA and MA degrees, as defined by joint teacher-board committees on professional growth.

III. 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. Special assignments to full range on schedule (\$7,700 - \$13,090).

A. ATHLETICS

	Per- centages	\$7,700.00	\$13,090.00
1. Head football coach	11%	847.00	1,439.90
2. Head basketball coach	11%	847.00	1,439.90
3. Wrestling	11%	847.00	1,439.90
4. Head track	8%	616.00	1,047.20
5. Head baseball	8%	616.00	1,047.20
6. JV basketball	7%	539.00	916.30
7. Ass't. varsity football	7%	539.00	916.30
8. JV football	7%	539.00	916.30
9. Freshman football	7%	539.00	916.30
10. Freshman basketball	7%	539.00	916.30
11. Ass't. baseball	5%	385.00	654.50
12. Freshman baseball	5%	385.00	654.50
13. Ass't. track	5%	385.00	654.50
14. Golf	5%	385.00	654.50
15. Tennis	5%	385.00	654.50
16. Cross Country	5%	385.00	654.50
17. Cheerleading	4%	308.00	523.60
18. Swimming coach	9%	693.00	1,178.10
19. Ass't. wrestling	7%	539.00	916.30
20. Ass't. swimming	5%	385.00	654.50
B. BAND DIRECTOR	11%	847.00	1,439.90
C. MIDDLE SCHOOL BAND DIRECTOR	6%	462.00	785.40
D. VOCAL MUSIC (Secondary School)	6%	462.00	785.40
E. DEBATE	6%	462.00	785.40
F. SPRING FORENSICS	4%	308.00	523.60
G. SENIOR HIGH ANNUAL	6%	462.00	785.40
H. DRAMATICS (Varies according to plays produced) (6% for full 3 act plays)			
I. MIDDLE SCHOOL INTRA-MURAL - Varies according to defined program.			

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

V. 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 (8) 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 1971-72 shall be \$200.00 for each chairman for whom specific departmental duties are defined in writing.

VI. On recommendation of school principal and approval by Superintendent's office.

1. \$200.00 (pay June 1) for approved clubs and organization sponsors -
Conditions: 15-25 students, minimum of 9 after school-day meetings with 50% or more of the members present.
2. \$300.00 (pay June 1) for approved clubs and organization sponsors -
Conditions: 26-50 students, minimum of 15 after school-day meetings with 50% or more of the members present.
3. \$400.00 (pay June 1) for approved clubs and organization sponsors -
Conditions: over 50 students, minimum of 20 after school-day meetings with 50% or more of the members present.
4. \$200.00 (pay June 1) Freshman and Sophomore Class -
One class advisor each.

\$400.00 (pay June 1) Junior and Senior Class -
One class advisor each.

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 certified 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.

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 and 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 (2) High School Student representatives selected by the Student Council, one (1) appointed each year. There shall be one (1) junior and one (1) senior. Insofar as possible students should be selected to represent all areas of the curriculum.
3. There shall be two (2) members of the Board who will act as members of this committee.
 4. The Administrative Council shall provide two (2) members, the Superintendent and Assistant Superintendent or their delegates.
 5. Other members of the Administrative Council may attend when interested in reports or proposals.
 6. 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-chairmen of each council meeting. They shall jointly prepare and distribute to each council member a tentative agenda one (1) 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 Superintendent's representative 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 to all professional staff members through Curriculum Council reports.
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 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.
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.

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 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) 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, teachers new in the system will participate in such a joint conference by the end of the first semester of teaching in Grand Ledge. Such conference will be preceded with classroom observation by the principal.
7. 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. Use by the Board of Education of evaluative materials which may lead to termination of contract will be made with the knowledge of the teacher. The teacher and/or a representative of the Association may be present if the teacher so desires.
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. All written evaluative material shall be shown to the teacher concerned before filing. The teacher shall have the option of including his own written reply or comment with any evaluative material.
18. The Association shall be advised of a probationary teacher's generally unsatisfactory performance during the semester in which that evaluation is made. This is in order that the Association may assist the teacher in whatever way it can to remedy the situation.

APPENDIX D

GRAND LEDGE PUBLIC SCHOOLS

School Calendar 1971-1972

August 23 - 27 Registration of New Students
August 30 (Mon.) Faculty Meetings
August 31 (Tues.) All students attend
September 3 (Fri.) No Classes
September 6 (Mon.) Labor Day
October 25 (Mon.) Veterans' Day - No Classes
November 25-26 (Thurs. & Fri.) Thanksgiving Recess
December 17 (Fri.) Last day of school prior to vacation
December 20 - December 31. Christmas Recess
January 3 (Mon.) Classes Resume
January 21 (Fri.) Semester Ends - No Classes
February 21 (Mon.) Presidents Day - No Classes
March 27 - 31. Spring Vacation
May 29 (Mon.) Memorial Holiday - No Classes
June 4 (Sun.) Baccalaureate
June 8 (Thurs.) Last day of school for students
K-8 A.M. only
Senior High School-full day as scheduled
Commencement
June 9 (Fri.) Semester Ends - Complete records
No Classes

Parent Conference Schedules will be worked out.