

Aug. 30, 1971

Grandville

MASTER CONTRACT

Between

THE GRANDVILLE BOARD OF EDUCATION

and the

THE GRANDVILLE EDUCATION ASSOCIATION

1969 - 1971

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A G R E E M E N T

This Agreement entered into this _____ day of September, 1969 by and between the Board of Education of the Grandville Public Schools, hereinafter called the "Board", and the Grandville Education Association, affiliated with the MEA and NEA, hereinafter called the "Association".

W I T N E S S E T H:

The Board and the Association recognize that their primary responsibility is to the children of the District and declare their belief to be that the quality of education can be improved by the observance of the various provisions of this Agreement.

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

ARTICLE I

Recognition

1.1 The Board recognizes the Association as the exclusive bargaining representative, as provided in Act 379, Public Acts of 1965, for all certificated classroom teachers, librarians and counselors employed by contract with the Board but excluding substitute teachers, nurses, the Superintendent, non-teaching executive personnel, and office and clerical employees. The term "teacher", when used in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

1.2 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit defined in Paragraph 1.1 above for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

1.3 On or before October 15 of each year teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education Association and the Michigan Education Association). Such sum shall be deducted as dues from the regular salaries of all such teachers.

ARTICLE II

Agency Shop

2.1 Effective at the beginning of the 1970-71 school year, all teachers shall either (1) become and/or remain members of the Association or (2) pay the Association a representation fee in an amount equal to the Association's regular yearly dues (this would include NEA and MEA dues). Membership dues and representation fees may be paid by authorizing the Board to deduct such amounts from salaries as provided elsewhere herein.

2.2 It is expressly understood and agreed that the failure or refusal of any teacher to comply with the requirements of this Article constitutes reasonable and just cause for the dismissal of such teacher. If any teacher fails or refuses to comply with such requirements and the Association certifies such a fact to the Board and requests it to institute dismissal proceedings, the Board shall give such teacher notice that his employment will not be continued after the end of that school year. Such teacher's employment will, however, be continued in normal fashion until the end of the school year. In the event said teacher chooses to appeal his dismissal for non-compliance with this article, his employment will continue until the end of the school year following the time when there is a final decision by an agency or court of competent jurisdiction (which has not been appealed by the teacher) upholding such termination of employment.

2.3 Teachers who elect to pay a representation fee in lieu of joining the Association shall be afforded the same representation rights as are extended to Association members.

2.4 All amounts paid as representation fees by teachers who elect not to join the Association shall be held by the Association in a Scholarship Fund. The amounts in such Fund shall be used each year to provide a scholarship to one or more members of the graduating class of the Grandville Schools, the recipient or recipients of such scholarship to be determined each year by the Association.

ARTICLE III

Teacher Rights

3.1 Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

3.2 The Board agrees to furnish to the Association in response to reasonable requests such public information as may be necessary for the Association to prepare proposals for bargaining, or which may be necessary for the Association to process any grievance or complaint.

3.3 Teachers shall be entitled to full rights of citizenship and no lawful 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, in so far as it does not interfere with his professional responsibilities as a teacher in the Grandville Public Schools. It is further understood that if the Association believes this paragraph has been abused, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

The provisions of the Agreement shall be applied without regard to race, creed, religion, color, national origin, sex, or marital status.

ARTICLE IV

Professional Compensation

4.1 The salaries of teachers covered by this Agreement for the 1969-70 school year are set forth in Schedule A which is attached to and incorporated into this Agreement.

4.2 The salary schedule is based on a normal teaching load for full time teachers and shall be the compensation for all regular teaching and related services performed during the 1969-70 school year, September 2, 1969 through June 5, 1970. It covers extra services performed outside the established school year, which duties, if desired by the Board, shall be requested on a voluntary basis and paid for at a rate set forth in Schedule B. It covers extra assignments outside normal school hours such as coaching, class sponsorship, etc., which shall be paid for at a rate set forth in Schedule B.

4.3 New teachers, teachers who are being transferred from one level to another (elementary, junior high, or senior high school), or teachers with less than one semester in the Grandville School System may be required to report for orientation days before the regular opening of school.

4.4 The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. A minimum of seven (7) regular school days (including Christmas and New Year's Days) will be set aside for Christmas vacation and two (2) regular school days will be set aside for Spring vacation.

4.5 A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary when such meeting is scheduled by mutual agreement during the school day.

4.6 A teacher who has been designated as the Association's Representative Assembly delegate shall be released from regular duties without loss of salary to attend regular meetings of the Michigan Education Association for up to two (2) days per year.

4.7 A teacher who has been elected president of the GEA shall be released from regular duties without loss of salary to attend the annual president's meeting sponsored by the MEA and normally held at St. Mary's Lake for up to two (2) days per year. Adequate advance notice shall be given to the building principal.

ARTICLE IV

Teaching Hours

5.1 While school hours may differ in different schools, the basic teaching day is 8:10 to 3:45. These hours may be adjusted to equivalent later times in those schools which start later because of transportation problems.

5.2 While the above Paragraph provides for a basic teaching day, the Association recognizes that each teacher's professional responsibilities to his students and the District will require him to devote additional time outside the teaching day or week to such matters as preparing lesson plans, materials and projects, grading papers, attending required staff meetings and school functions, meeting parents, preparing reports, and other work relating to his teaching function. It is agreed that such matters are an integral part of each teacher's duties and will be performed in a conscientious, professional manner.

5.3 All teachers shall be entitled to a duty-free uninterrupted lunch period, which shall be in no event less than fifty (50) minutes for elementary and junior high teachers. It shall not be less than thirty (30) minutes for the high school teachers. It is expected that all elementary teachers shall supervise their own students' lunch period. Present policy which governs student permission to eat lunch at school shall be observed. By mutual agreement between the board and teachers at any elementary school outside the Grandville City limits, the above lunch period may be modified.

5.4 When the schools are closed to students due to severe inclement weather or when otherwise prevented by Acts of God, teachers shall report for duty if so informed by means of the local radio station (WOOD is the official school news media).

ARTICLE VI

Teaching Loads and Assignments

6.1 The present normal weekly teaching load in the senior high school of twenty-five (25) teaching periods and five (5) unassigned preparation periods will be continued as long as the present six-period day is maintained. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association. In no event shall the teaching load be greater than those standards required to maintain accreditation.

6.2 The normal weekly teaching load in the junior high, in case of a seven period teaching day, in so far as practical, will be as follows:

1. For those who teach a majority of academic subjects:
 - a. Twenty-five teaching periods
 - b. Five supervision of study periods
 - c. Five conference periods
2. For those who teach a majority of non-academic subjects, such as, shop, home economics, art, music, and other block classes:
 - a. Thirty teaching periods
 - b. Five conference periods.
3. In the event a deviation from the above standards is necessary, the building principal and the teacher involved will meet together in order to reach a mutually acceptable solution.

6.3 Since pupils should be taught by teachers working within their area of competence, teachers shall not be assigned, except temporarily or for good cause, outside the scope of their teaching certificates or their major or minor fields of study.

6.4 Teachers who will be affected by a change in grade assignments in the elementary school grades or by changes in subject assignment in the secondary school grades will be notified and consulted by their Principals as soon as practicable prior to June 1st. Such changes will be voluntary when possible except that assignments may be changed when related to the loss of a teacher. Should any problem arise in connection with changes of assignment, they will be subject to discussion and review by the Administrative Staff and the appropriate Association Committee.

ARTICLE VII

Teaching Conditions

7.1 The parties recognize that subject to the financial and other limitations of the District the availability of optimum school facilities for both student and teacher is desirable to obtain the high quality of education which is the goal of both teachers and the Board. While it is necessary to assign certain other duties to some teachers, the Board subscribes to the principle that the professional skill and ability of a teacher is best utilized by organizing the school day so that he is primarily directed to teaching students.

7.2 In recognition of the fact that the pupil-teacher ratio is an important factor contributing to the standard of excellence desired in Grandville Public Schools, the Board and Association agree that, insofar as practical, the following enrollments will be maintained:

7.2.1 In grades K-6 classes shall average 28 students or less with a maximum class size of 31 students. (See Addendum II).

7.2.2. In Grades 7-8 each class shall have a maximum of 31 students with the exception of activity classes such as physical education, band, and choir where high school limits will be in effect.

7.2.3 In grades 9-12, class enrollments shall not exceed the suggested practical limits in June 28, 1967, memorandum (Schedule C). Lower limits therein set forth shall be maintained as far as permitted by finances, teacher availability, pupil schedule conflicts, and like practical considerations.

ARTICLE VIII

Vacancies and Promotions

8.1 The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy with the Association. 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 each year to assure active consideration by the Board.

8.2 The Board agrees that it is desirable in filling vacancies, including vacancies in supervisory positions, summer school, adult education, driver education, coaching and extra-curricular activities, to do so from within its own teaching staff. Whenever a vacancy for the next school year arises or is anticipated, until the last day of school, the Superintendent shall give not less than seven (7) days written notice to the Association President before the position is filled. Any transfer requests which have been filed by October 1 of that school year in accordance with Article VII, Section 7.1 will be given active consideration in filling teaching vacancies during the current school year. Seven days written notice will be given for supervisory, driver education, and coaching vacancies occurring during the current school year. This shall not be interpreted to prevent the employment of outside personnel whose qualifications for the position to be filled are superior. Title I and other governmental anti-discrimination requirements must be recognized.

8.3 An involuntary transfer will be made only in case of emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected teacher of the reasons for such transfer, and also the Association if the affected teacher requests.

ARTICLE IX

Reduction in Staff

9.1 At any time it becomes necessary to reduce the number of teachers employed by the Board, it is agreed that, anything to the contrary notwithstanding, the following procedure shall be used to staff the teaching positions which remain available.

9.2 The number of positions to be filled in grades K-6 shall be determined by the Board and shall be filled from those tenure teachers then teaching in grades K-6 in accordance with their respective periods of continuous service with the Grandville Schools, the senior qualified teacher will be chosen over those teachers with less continuous service.

9.3 The subjects to be taught and the number of teaching positions to be filled in grades 7-12 shall be determined by the Board. Such positions shall be filled from those tenure teachers then teaching in grades 7-12 who are qualified therefor by virtue of having either (1) a major in the particular subject to be taught or (2) a minor in such subject with actual teaching experience in the subject in the Grandville Schools or (3) a minor and actual teaching experience in the subject elsewhere which the Board, after investigation, determines to be satisfactory, all in accordance with their respective periods of continuous service with the Grandville Schools, the senior qualified teacher will be chosen over those with less continuous service.

9.4 The number of special teachers to be employed will be determined by the Board. Such positions shall be filled from those tenure teachers qualified therefor in accordance with their respective periods of continuous service with the Grandville Schools, the senior qualified teacher will be chosen over those with less continuous service.

9.5 If no qualified tenure teacher is available to the Board to fill a vacancy in a particular grade or subject, a certified and qualified probationary teacher may be retained to fill such position.

Before any staff member is given notice of release in accordance with the foregoing procedures, the Association shall be notified.

ARTICLE X

Leave Pay

10.1 Leave-from-Duty Provisions:

10.1.1 Leave from duty up to a total of ten (10) days per year shall be granted for the following reasons without deduction from salary as follows:

Illness or injury of teacher	10 days
Unavoidable quarantine of teacher	10 days
Each death in immediate family	4 days
Each serious illness or injury in immediate family	2 days
Each funeral (depending on distance)	½ or 1 day

(a) Immediate family is defined as spouse, parents, grandparents, father-in-law, mother-in-law, child, brother, sister.

(b) Serious illness or injury in immediate family is defined as dangerous and would pre-suppose a doctor's attendance.

- 10.1.2 Unused leave from previous years shall accumulate to a total of one hundred twenty (120) days.
- 10.1.3 For absences not covered above or in Items 10.1.5 and 10.1.6 below, 1/186 of the yearly salary shall be deducted for each day of such absence. However, if such approved absence is for the entire balance of the school year or if it is not approved in advance, a pro rata deduction shall be made based on the ratio which the weeks of absence bear to the weeks in the school year. Fractional day or hour absences will be deducted on a pro rata basis.
- 10.1.4 Absences caused by pregnancy or normal childbirth shall not be considered sick leave.
- 10.1.5 Teachers wishing special consideration for absence not allowed herein may file a written request with the Superintendent for Board consideration of their special cases.
- 10.1.6 From a bank of sixty-five (65) days, a teacher with the approval of an Association Committee, (in advance when possible) will be allowed a maximum of 2 days absence during each school year without loss of salary to transact personal business or to attend to affairs of a personal nature which cannot be conducted outside the regular school day. Guidelines for the interpretation of personal business or leave days are attached. (Addendum III). Adequate explanation for the personal business or leave day request should accompany the necessary form sent to the business office.

In the event there is disagreement between the GEA and the Board of Education as to the proper interpretation of a personal business day, the matter will be handled by the grievance process as herein defined except that an impartial third person will be selected from the local or surrounding area by the parties to serve as an arbitrator. Every attempt will be made to effect a prompt, inexpensive, and fair hearing. The power of the local arbitrator will be the same as that expressed in Section 17.4.

- 10.1.7 Any teacher who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law shall receive from the Board the difference between the disability benefits provided by the Workmen's Compensation Law and the leave-from-duty benefits herein provided. To the extent that the Board makes payment to a teacher for that portion

of his salary not reimbursed under the Workmen's Compensation Law, said partial payments shall be charged pro rata against the teacher's accumulated leave-from-duty days.

ARTICLE XI

Leaves of Absence

11.1 Any tenure teacher whose personal illness extends beyond the period compensated under the leave-from-duty policy shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Upon a doctor's certification of fitness to return from a leave, a tenure teacher shall be assigned to the same position or a substantially equivalent position for which he is qualified. If the absence extends into the second school year, it is understood that adequate notice of availability must be given and that an unnecessary position will not be created to provide for returnee. Credit for a full step advance shall be given only if the absence is less than 10 weeks or if it is the result of a compensable injury.

11.2 A one-year leave of absence without pay may be granted to tenure teachers with three or more years service in this system, and not unreasonably withheld, upon application prior to April 15 (provided the Superintendent will have been notified of possible request for leave when first positive preliminary steps have been taken) for the following purposes:

- (1) Study related to the teacher's present or future certification field.
- (2) Study or research, resulting in university credit, or special teaching assignment involving probable advantage to the school system.

The regular salary increment occurring during such period shall be allowed.

A teacher on leave shall be advised by the Superintendent of job conditions prior to April 15 and shall accept or reject a contract by May 1, provided however, that if a position is unfilled, such rejection shall not prejudice later acceptance. On return, the teacher may be restored to his former position, or a substantially equal position.

11.3 If requested prior to April 1, a leave of absence, for up to two years, shall be granted without pay, to any teacher who joins the Peace Corps, Teacher Corps, or Job Corps, as a full time participant in such program, or overseas teaching programs. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in this agreement. On return the teacher may be restored to his former position, or a substantially equal position. Notice of intent to return shall be filed with the Superintendent by April 1.

11.4 A maternity leave shall be granted without pay to married teachers with tenure, commencing not later than the end of the sixth month of pregnancy, except that when this date falls within one school month of the end of the semester this teacher may be permitted to complete the semester. The teacher shall be entitled to return from such leave at the beginning of a school year within three years from the time leave began provided, however, that the teacher is certified and qualified for a position in accordance with Michigan Laws and regulations and provided that application for reinstatement shall have been made by April 1 of the prior school year.

11.5 A teacher absent from work because of mumps, scarlet fever, measles or chicken pox, reasonably shown to be attributable to a source in the school, shall suffer no diminution of compensation and shall not be charged with sick leave for a period of not to exceed five (5) school days.

11.6 Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States and credit for up to two steps, or more if law requires, on schedule shall be granted. The teacher should keep the Board informed as to his availability and current address.

11.7 The Board shall grant a leave of absence, not to exceed three years, without pay to any teacher to serve in an elective public office.

ARTICLE XII

Sabbatical Leaves

12.1 Sabbatical leaves of absence may be granted by the Board in accordance with the provisions of this Article. If a teacher who meets the provisions below believes he has been unreasonably denied a Sabbatical leave, he may then follow the professional grievance procedures outlined in Article XVII.

12.2 Qualifications

1. The applicant possesses a Michigan Life or Permanent Certificate.
2. The applicant has been employed in the Grandville School District for at least seven (7) consecutive years. Absence from service for a period of not more than one year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service required by this section.

3. The applicant has not been granted a sabbatical leave of absence from the Grandville School District during the seven consecutive years of service immediately preceding current application.
4. The applicant signs an agreement on terms satisfactory to the Board and Association guaranteeing to return to service with the Grandville School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years or to refund any compensation received from the Grandville School District while on sabbatical leave except as the Board shall, by special action, waive such obligation.

12.3 Application

1. Applications shall be filed with the Superintendent by February 15 for leave beginning the following September.
2. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated on an attached statement and include details for either study in an approved college or university or a problem or project (research, writing, travel) to be pursued independently by the applicant.
3. A Sabbatical leave shall be granted for a period of one school year.

12.4 Salary Protection

1. A teacher on sabbatical leave will be paid one-half of the base salary.
2. A teacher granted such leave shall advance on the salary schedule the same number of steps he would have advanced had he been on the staff in the District.

12.5 Status While on Sabbatical Leave

1. A teacher shall be entitled to participate in the existing insurance program which is provided by the Board.
2. A teacher shall be responsible for notifying the payroll department of the District as to the place to which his checks should be addressed during his period of sabbatical leave.
3. A teacher on Sabbatical leave is considered in the employ of the Board of Education during said leave and has a contract with the Board for the duration of the leave.

12.6 Status Upon Return From Sabbatical Leave.

A teacher, upon return from a sabbatical leave, shall be restored to his former position if possible or to a position of like nature and shall be credited with his length of service and any other previously accrued employment benefits.

ARTICLE XIII

Insurance Protection

13.1 The Board will provide \$5,000.00 of group life insurance protection with double indemnity protection for each full time teacher under the age of 65 years and \$2500.00 of group life insurance protection with double indemnity protection for each full time teacher who has attained the age of 65 years. Each full time teacher who elects such insurance will contribute ten (10) cents per thousand per month if under age thirty-five (35); fifteen (15) cents per thousand per month for teachers age thirty-five (35) through forty-four (44); and thirty (30) cents per thousand per month for teachers age forty-five (45) and over. For insurance purposes a teacher shall be considered full time who is assigned to teach at least one half of each school day.

13.2 The Board will continue to provide comprehensive hospital, medical and surgical insurance protection under Blue Cross-Blue Shield and Michigan Education Association Health Care Plans for those teachers who elect such coverage. The Board will contribute toward the cost of such insurance an amount up to (a) \$1.00 less than the monthly cost of Blue Cross-Blue Shield semi-private coverage for each unmarried teacher and each married teacher who does not elect insurance coverage for his dependents; (b) \$1.50 less than the monthly cost of such Blue Cross-Blue Shield insurance coverage for a married teacher and his dependent spouse; and (c) \$2.00 less than the monthly cost of such Blue Cross-Blue Shield insurance coverage for each married teacher who elects insurance coverage for his dependents. For purposes of this paragraph, a teacher shall not cover as his dependent any person who works more than three-quarters time. No insurance coverage changes will be made after November 1 without the mutual agreement of the parties except in cases of additions to the teacher's family or of a teacher's marriage.

13.3 The Board will continue to make deductions for tax free annuities from the salaries of teachers who authorize it, in accordance with the Board's resolution of October 25, 1965.

13.4 Equal time shall be provided on the orientation day for new teachers for each carrier of health insurance agreed upon by the Association and the Board.

13.5 All teachers shall submit to the Superintendent by October 14, 1969, evidence that they are covered by \$100,000 personal liability insurance, covering their teaching responsibilities.

Membership in the MEA-GEA will be one proof of having met such responsibility.

ARTICLE XIV

Teacher Evaluation

14.1 All formal monitoring or observation of the work performance of a teacher shall be conducted openly, and with the full knowledge of the teacher. Evaluations shall be made in accordance with the recently revised teacher observation and evaluating sheets (sample evaluation sheets attached - Addendum I).

14.2 Each teacher shall have the right upon request to review the contents of his own personnel tenure evaluation file which is made by the Administration.

ARTICLE XV

Protection of Teachers

15.1 The Board recognizes that it and its Administrative Staff must give needed support to its teachers in order that they can maintain the classroom control and discipline which is necessary for effective teaching and will continue to do so.

15.2 Any case of assault by a student on a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault, and the Board will cooperate with the teacher, law enforcement and judicial authorities in taking steps to remedy the matter.

15.3 Time necessarily lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher when the action of the teacher is upheld.

15.4 The Board will reimburse teachers for any loss, damage or destruction of the teacher's clothing or personal property not covered by insurance caused by a student while the teacher is on duty.

15.5 Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention before any action thereon is taken by the School against the teacher.

15.6 While teachers are expected to exercise reasonable care with respect to the safety of pupils and property, they shall not be individually liable for damage to School property.

ARTICLE XVI

Negotiation Procedures

16.1 It is contemplated that matters not specifically covered by this agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. 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. It is, however, understood that no change in the agreement may be required with respect to matters specifically covered herein or with respect to essentially economic matters without the mutual consent of both parties. It is further understood that if the Association feels an excessive number of staff meetings are being held, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

16.2 At least one hundred fifty (150) days prior to the expiration of the Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

16.3 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, and each may select its representatives from within or without the School District. No final agreement on any new or successor contract shall be executed without ratification by the Board and by the Association in accordance with their respective rules. The parties, however, agree that their representatives will have power to make and consider proposals and to make concessions in the course of bargaining, subject only to such ultimate ratification.

ARTICLE XVII

Professional Grievance Negotiation Procedure

17.1 Any teacher or group of teachers believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, any law relating to wages, hours or conditions of employment (except a statute specifically establishing a procedure for redress), or rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment, shall discuss such matter with the Principal of the building involved within five (5) days after the event occurs.

17.2 In the event such discussion does not resolve the matter satisfactorily, the teacher involved may within five (5) days thereafter file a written grievance with the Chief Administrative Officer or his designated representative. Within five (5) days after receipt of the written grievance a meeting shall be held in an effort to resolve the grievance. If the grievance is not satisfactorily resolved, it may within five (5) days thereafter be transmitted to the Secretary of the Board, with a statement of reasons why it was filed and disapproved.

17.3 At its next regular meeting the Board shall consider the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board will not unreasonably delay making a final decision thereon.

17.4 If the decision of the Board is not satisfactory, the grievance may be submitted to arbitration by written notice given within 15 days after receipt of the decision.

An impartial arbitrator shall be promptly selected by the parties to decide the matter. If they cannot agree as to the arbitrator, he shall be selected by the parties from a panel of five (5) qualified persons prepared by the Federal Mediation and Conciliation Service. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement and he shall have no power to alter, add to or subtract from the terms of this Agreement as written. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. Grievances involving questions of law or matters within the jurisdiction of the teacher tenure commission shall not be arbitrated but may be submitted to the court or commission having jurisdiction to determine such matters.

17.5 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

ARTICLE XVIII

Board and Administration Rights

18.1 It is recognized that Michigan law makes the Board legally responsible for the operation of the Grandville School System in all respects. In meeting such responsibilities the Board acts through its Administrative Staff. Such responsibilities include, without being limited to, the establishment of educational policies, the construction

or acquisition and the maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, promotion and termination of staff members and the establishment and revision of rules pertaining to the work and conduct of staff members. Michigan law gives the Board authority necessary to discharge all of its responsibilities. The Board and Administrative Staff shall be free to exercise all such rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement.

ARTICLE XIX

No Interruption of Education

19.1 Consistent with the declared purpose of providing a quality education for the children of Grandville, the Association and each teacher agree that during the life of this Agreement they will not encourage, cause or participate in any interruption or disturbance of the continuous, normal education of such children, and that any difference of opinion which may arise will not be permitted to affect in any way the continuous, normal educational process.

ARTICLE XX

Miscellaneous Provisions

20.1 The Board agrees to maintain as adequate a list of substitute teachers as possible. Teachers shall be informed of a telephone number to call as soon as their unavailability is known and in any event before 7:00 A.M. to report unavailability for work.

20.2 Every attempt will be made to provide a substitute teacher when a physical education or music teacher is absent in one of the elementary schools. If no substitute teacher is available, any regular classroom teacher, whose schedule is affected by this absence, will be allowed to leave at 3:30 on that day (five minutes after classes end) unless there is a scheduled meeting or school activity planned for that afternoon. In the event of this type of contingency, the teacher, together with the building principal involved, will mutually select an agreeable future equivalent time.

20.3 Travel from the first school assignment of each day to the last school assignment of each day shall be compensated at a rate of ten cents per mile unless use of school transportation is provided. This applies to interschool teachers.

20.4 A permanent curriculum committee shall be established to study and propose revised or unified courses of study for any areas of learning in grades Kindergarten through twelve.

This committee will be composed of teacher representatives from the early elementary, later elementary, junior high school, and senior high school levels and administrative representatives from the elementary, junior high school, and senior high school levels. There will also be at least one representative from the central office staff. This committee, the Superintendent of Schools, or the Board of Education may appoint sub-committees as they deem necessary. Sub-committee findings and reports will be channeled through the above committee.

The committee will function as an advisory body to the Grandville Board of Education and the Board will retain the legal responsibility to make decisions relative to the curriculum.

The chairman of the committee will be chosen by the committee from the representatives.

20.5 In addition to regular payroll deductions, the following deductions will be provided when authorized by the teachers in accordance with payroll procedures established by the District: Scholarship Fund, Teachers Credit Union, Health Insurance, Institute Fees, Annuities, and Professional Dues.

20.6 In those departments or areas in which a need is manifest, a teacher shall be mutually selected by the administration and teachers in the department to serve as the head of that department or area. When departments or areas include Junior and Senior high levels, co-chairman will be selected from each level who will be responsible for cooperation, continuity and articulation between the junior high and senior programs (also elementary, if applicable). All department heads will be reviewed annually.

For purposes of this article a need shall be considered to exist in the following areas in 1969-70:

- Junior & Senior High Social Studies
- Junior & Senior High Science
- Junior & Senior High English
- Junior & Senior High Math
- Business Education
- Driver Education

The duties of the department heads shall include, in addition to any special assignments by the administration, the following:

1. Furnish cooperation, continuity, and articulation among the junior and senior high levels (elementary, if applicable).

2. Furnish leadership and teaching example to other members of the department.

3. Furnish information and materials for improvement of the specific area.

4. Assist in the orientation of new teachers in the department.

5. Hold department meetings.

6. Confer with individual teachers on problems that affect their teaching.

7. Keep administration informed on program and needs of department.

8. Cooperate with the administration and staff in areas on experimentation, curriculum improvement, needed supplies and materials, including new teaching aids and texts, and any other activities pertinent to and of help to the department.

9. Furnish publicity information regarding department to principals with recommendations for media of publication.

20.7 Each elementary school shall have a head teacher or teaching principal with the authority to make necessary decisions in the absence of the building principal.

20.8 If a junior or senior high teacher shall teach or substitute on written request of the principal, during his or her conference period as set forth in this Agreement, that teacher shall be compensated at the rate of 1/1440 of the base salary per hour.

20.9 This Agreement or any Agreement entered into by the parties covering the same year as the individual teacher contracts shall supersede any rules, regulations or practices of the Board or terms of any individual teacher's contracts to the extent they are contrary to or inconsistent with its terms. All future individual teacher contracts shall be subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established written policies of the Board.

20.10 Copies of this Agreement shall at the expense of the Board be presented to all teachers.

20.11 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, 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 XXI

Duration of Agreement

21.1 This Agreement shall become effective on September 1, 1969, and continue in effect until August 30, 1971. Upon written notice given on or before June 1, 1970, this Agreement shall be reopened for the purpose of negotiating changes in the Salary Schedule (Schedule A), Extra-Curricular Salaries (Schedule B), Personal Business Leave (Section 10.1.6), and Elementary Physical Education and Music Teacher Substitutes (Section 20.2). Other subjects may also be opened for renegotiation with the mutual consent of both parties.

21.2 In the event this Agreement is re-opened for negotiation in 1970 with respect to the matters specified in 21.1 above and the parties are unable to agree thereon after having exhausted the procedures provided by law (including mediation and fact finding), the provisions of Article XIX shall thereupon be suspended (until agreement is reached) and each party shall retain all rights provided by law.

BOARD OF EDUCATION

BY _____ (President)

BY _____ (Secretary)

GRANDVILLE EDUCATION ASSOCIATION

BY _____ (President)

BY _____ (Secretary)

GRANDVILLE PUBLIC SCHOOLS
 1969-70 Salary Schedule

<u>STEP</u>	<u>LIFE</u> (90-120Hrs.)	<u>BA</u>	<u>+20</u>	<u>MA</u>	<u>+10</u>	<u>+20</u>	<u>+30</u>
1	6300	7000	7300	7665	7875	8085	8295
2	6450	7260	7560	7934	8144	8354	8564
3	6600	7560	7860	8204	8414	8624	8834
4	6750	7840	8140	8589	8799	9009	9219
5	6900	8170	8470	8974	9184	9394	9604
6	7050	8520	8820	9359	9569	9779	9989
7	7200	8900	9200	9744	9954	10,164	10,374
8	7350	9320	9620	10,129	10,339	10,549	10,759
9	7500	9760	10,060	10,514	10,724	10,934	11,144
10	7650	10,150	10,450	10,966	11,176	11,386	11,596
11	7800	10,550	10,850	11,515	11,725	11,935	12,145
12	7950			12,054	12,264	12,474	12,684
16		10,800	11,100				
17				12,439	12,649	12,859	13,069
21		11,050	11,350				
22				12,824	13,024	13,234	13,444

- A. For longevity purposes the step on which the teacher was placed when the salary steps were originally adopted will be the determining factor.
- B. (1) On B.A. Step 11, if 6 semester hours of college credit have not been earned in prior 5-year period, maximum is \$10,450.
 - (2) a. In order to move to the 16th or 17th step the teacher must have earned 6 semester hours of graduate credit in prior 5 year period.
 - b. An additional 6 semester hours of graduate credit must be earned to move from the 16th or 17th step to the 21st or 22nd step.
 - c. Columns 5, 6, and 7 mean graduate credit earned after MA was earned.
- C. For the 1969-70 school year only, all teachers who were on the BA+18 scale last year and/or any teacher who would have been eligible for the BA + 18 scale on or before September 1, 1969 will be paid according to the BA + 20 scale.
- D. A possessor of an A.B., teaching on a special certificate may receive \$50 less each year through Step 4, \$100 less Steps 5 on.
- E. A possessor of a Life Certificate with less than 90 semester hours shall receive \$250 less than the 90-120 hour scale.

SUPPLEMENTARY PROVISIONS TO SALARY SCALE

A. The maximum number of years of credit for teaching experience for teachers starting in Grandville Public Schools in the school year 1968-69 or thereafter shall be seven (7) years. The superintendent may credit up to three (3) additional years of teaching experience in cases of necessity and up to two (2) years of work experience in cases where the work experience is related to the teaching position, provided that the Association and the Board shall be informed of such hiring.

B. Year of prior service in an annexed school shall count as half service in the Grandville system and shall be in addition to the seven (7) years of service elsewhere. (If it is to teachers's benefit to count service in an annexed school as service elsewhere, this will be permitted.)

C. A fractional year of service shall place a person at an appropriate sum between two steps on the salary scale. When teachers who have taught part days are requested to change to full-time teaching, their years of teaching part days shall be treated as fractional years. When teachers who have taught fractional days are offered full-time teaching, their years of teaching fractional time shall be equated proportionally into full-time equivalent.

D. When teachers are hired above scale, reduction to proper point on scale shall be effected usually by allowing one-half the increment to which employee would be entitled on scale.

E. For those newly employed after date of this contract, allowances for full time military service of one-half step for one full year or one step for two or more full years of military service may be allowed by the Board on recommendation of the Superintendent.

F. Annual contracts shall be paid in bi-weekly payments, each 1/26 of contractual amount, except that payments due after July 1, shall upon written request made to the Business Office by May 1, be paid at one time prior to due date, but in no event later than July 1.

EDUCATIONAL CREDIT PAYMENTS

A. A teacher with a life certificate and no degree shall receive \$5.00 per semester hour for the last twenty (20) semester hours preceding bachelor's degree.

B. Columns 5, 6, and 7, shall apply when 10, 20, and 30 semester hours, respectively, of graduate work shall have been earned after the master's degree and transcripts furnished by teachers with one year of experience in system and having regular certificates valid in grades taught. Above provisions require:

- (1) That half of each 10 hours be in teaching field.
- (2) That the same provision regarding institutions where such credit may be earned applies as is applied by the State of Michigan with respect to certification credit, except by special advance approval of Superintendent.

C. Credit earned under fellowship, institute, or scholarship grant is paid for on the same basis as other credit on the salary schedule.

D. Teachers qualifying for educational credit payments shall make written application therefor when furnishing required transcripts or certification.

E. The Board will subsidize graduate training at three quarters of the cost of tuition for not more than three (3) semester hours per semester or not more than six (6) semester hours per summer session, with a maximum of six (6) semester hours per school year, provided two-thirds (2/3) of such credit shall be in their teaching field, which includes courses in education. No payment shall be in addition to tuition paid under fellowship, institute, or scholarship grant. No payment for summer school hours will be made if the teacher is not employed by the District the following school year.

SCHEDULE B

EXTRA-CURRICULAR PAY

Football			
Head Coach	\$1,128	Senior High Glee Club	\$328
1st Assistant	726		
2nd Assistant	726	Department Head	1% of Base
Reserve	633	(or Co-Chairman)	
Reserve Assistant	474		
9th Grade Head Coach	474	Senior High Debate	315
Assistant	325		
		Plays (3)	249
Cross Country	386		
		Forensics (2)	166
Basketball			
Head Coach	\$1,026	Cheerleading	
Reserve	699	Senior High (2)	150
9th Grade	507	Junior High (1)	110
8th Grade	328		
7th Grade	328	All Clubs	OPEN
Girl's Basketball	350		
		Instrumental	
		Senior High	990
		Junior High	550
Westling			
Head Coach	968		
Assistant	484	Publications	390
Junior High	328		
		Class Sponsorship	
		9th Grade	71
Track			
Head Coach	726	10th Grade	71
Assistant	363	11th Grade	199
2nd Assistant	363	12th Grade	242
Junior High	240 Max.		
	@ 3.65/hr	Elementary Basketball	3.65/hr
Baseball			
Head Coach	726	Jr. High Noon and/or Gym	3.65/hr
Reserve	363		
Junior High	240 Max.	G.A.A.	4.25/hr
	@ 3.65/hr		
		Teaching as Substitute during	
		Conference hour	1/1440 of base
Tennis			
Senior High	474	Summer School	1/1440 of base
Junior High	190 Max.	Summer Band	1/1300 of base
	@ 3.65/hr		
Golf			
	413	Driver Education	1/1300 of base
Swimming			
Senior High	941	(It is understood that hourly	
Junior High	328	payments other than substitute	
		are for time spent beyond the	
		basic day of 8:10 to 3:45)	
Girl's Swimming			
	275		

SCHEDULE C

SENIOR HIGH SCHOOL CLASS LOADS

<u>CLASSES IN:</u>	<u>OPTIMUM SUGGESTED</u>	<u>MAXIMUM</u>
Advanced mathematics, Algebra I, Algebra II, Bookkeeping, Business Training, Business Law, Chemistry, Commercial Arithmetic, Consumer Economics, Community Civics, Geography, Geometry, Health, Latin I and II, Mechanical Drawing I and II, Physics, Science, Shop Mathematics, Shorthand I and II, Trigonometry, American Literature, and English Literature	28	32
Applied Sociology, Biology, Electrical Shop, Family Living, French I and II, German I and II, Office Practices	26	30
American Government, American History, Economics, and World History	32	36
Art I and II, Home Economics I, II, and III, Metal Shop, Wood Shop I and II	24	26
English Composition and Rhetoric	22	26
Power Mechanics	16	20
Physical Education, boys' and girls'	40	45
Speech I and II, Speech Debate	24	28
English 9, English 10, and English 11	24	28

SCHEDULE C

SENIOR HIGH SCHOOL CLASS LOADS (continued)

CLASSES IN:

Typing I and II, C.P. Typing	38	42
Band, Choir, Chorus, Glee Club	?	90

The above are based upon estimates of outside work involved for teachers in various areas; limits of facilities such as tools, laboratory stations, special equipment, room size, etc.: the needs of pupils for observation, participation and association; and variations which result from either temporary or permanent schedule situations and changes.

GRANDVILLE PUBLIC SCHOOLS
Grandville, Michigan

CALENDAR 1969-70

				<u>Days of Instruction</u>
August 28-29		Orientation Days (New Teachers)		
September 2		Planning		
3		Pupils A.M. Records P.M.		19½
October 24		Local In-Service A.M. MEA Institute P.M.		22
November 27-28		Thanksgiving Vacation		18
December 24-31		Christmas Vacation		17
January 1-2		Christmas Vacation		
January 5		School Re-Opens		
23		First Semester Ends		19
26		Records Day (no Pupils)		
February 18		Pupils A.M. Local In-Service P.M.		19½
March 26-30		Spring Vacation		
31		School Re-Opens		19
April				22
May				21
June 4		Record Day (No Pupils) Report Cards		3

TOTAL INSTRUCTION DAYS

180

GRANDVILLE PUBLIC SCHOOLS
Grandville, Michigan

CALENDAR 1970-71

August 27-28 31	Orientation - New Teachers Planning - All Teachers	
September 1 7	Pupils A.M. Records P.M. Labor Day - No School	20½
October 21	Pupils A.M. Local In-Service P.M.	21½
November 26-27	Thanksgiving Vacation	19
December 21-31	Christmas Vacation	14
January 1 4 22 25	Christmas Vacation School Re-opens First Semester Ends Records Day (No pupils)	19
February 17	Pupils A.M. Local In-Service P.M.	19½
March 22-26 29	Spring Vacation School Re-opens	18
April 9	Pupils A.M. No School P.M. - Good Friday	21½
May 31	No School - Memorial Day	20
June 10 11	Records Day (No pupils) Report Cards	7

TOTAL INSTRUCTION DAYS

180

GRANDVILLE PUBLIC SCHOOLS
Grandville, Michigan

TEACHER OBSERVATION FORM

NAME OF TEACHER _____ GRADE AND/OR SUBJECT _____
 SCHOOL _____ SUPERVISOR _____
 DATE OF OBSERVATION _____ PROBATIONARY _____ (Check one)
 TENURE _____

In addition to the formal observation attached, informal observations and day-to-day contacts with the teacher have been considered in compiling this comprehensive evaluation.

The aim of any observation is to improve teacher instruction. With this in mind, these procedures are to be used following an observation:

- (1) The teacher will use the Observation Form for self-evaluation and project a profile.
- (2) The Supervisor will evaluate the teacher and project a profile.
- (3) Within 48 hours after the observation, a conference shall be held to constructively discuss the evaluation.
- (4) All copies are to be signed by both parties. (Teacher's signature does not necessarily mean you agree, but that you have read it).

Should the teacher desire to comment on any aspect of this evaluation, he will submit three copies in writing to be attached to all the forms. The teacher should indicate below his signature that such an attachment is being submitted.

Each tenure teacher should be observed at least once a year and each probationary teacher at least three times a year. The final observation for a probationary teacher should indicate whether or not the teacher is being recommended for re-employment.

It is understood that a few of the items will have greater meaning for one particular grade level but generally all categories are essential for a superior teacher.

OBSERVATION-EVALUATION FORM

CLASSROOM ATMOSPHERE

LOW RATING HIGH

- | | | | | | | | |
|--|---|---|---|---|---|---|---|
| 1. Seating arrangement contributes to learning-physical arrangement provides centers of interest and areas for work. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Neatness of the classroom | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Attractiveness of the room (bulletin boards, displays and room, in general, is attractive and up-to-date) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Evidence that pupils are taught respect for property. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

PREPARATION

- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. Materials are well organized for effective presentation. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Materials are drawn from sources other than basal text. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Material adapted to the students' abilities. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Evidences of long range planning and objectives | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Evidences of daily planning and objectives. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Evidences of teacher-pupil planning. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Provisions for substitute are clear and available. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Teacher's knowledge of subject and/or grade level. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

INSTRUCTIONAL SKILLS AND CLASSROOM MANAGEMENT

- | | | | | | | | |
|--|---|---|---|---|---|---|---|
| 1. Enthusiasm for learning is evoked. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Provisions are made for individual differences. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Opportunity and materials are provided for creative work. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assignments are clear, worthwhile and purposeful. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Adequate time is given for completion of assignments. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Uses A-V equipment effectively. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

7. Praises and encourages student action or behavior. 1 2 3 4 5 6 7
8. Accepts or uses ideas developed or suggested by the students. 1 2 3 4 5 6 7
9. Makes each student feel he is important and respected. 1 2 3 4 5 6 7
10. Uses a variety of materials and/or methods of teaching. 1 2 3 4 5 6 7
11. Lessons are organized to be meaningful, interesting and highly motivating. 1 2 3 4 5 6 7
12. Handles discipline effectively. 1 2 3 4 5 6 7
13. Handles routine duties efficiently and conscientiously. 1 2 3 4 5 6 7

PERSONAL QUALITIES:

- 1.. Good personal appearance - well groomed, appropriately dressed 1 2 3 4 5 6 7
2. Good health - regular attendance. 1 2 3 4 5 6 7
3. Creative and imaginative. 1 2 3 4 5 6 7
4. Poised, self-confident, demonstrates ease and dignity of manner. 1 2 3 4 5 6 7
5. Punctual and encourages prompt attendance on the part of the students. 1 2 3 4 5 6 7
6. Exhibits patience and self-control. 1 2 3 4 5 6 7
7. Voice is well modulated and easily understood 1 2 3 4 5 6 7
8. Friendliness--genuinely interested in others. 1 2 3 4 5 6 7
9. Exhibits fairness and tact. 1 2 3 4 5 6 7
10. Commands respect from others. 1 2 3 4 5 6 7
11. Cooperative. 1 2 3 4 5 6 7

PROFESSIONAL QUALITIES

1. Uses discretion, consideration in speaking of his students, colleagues or school. 1 2 3 4 5 6 7
2. Shows professional growth. 1 2 3 4 5 6 7
3. Attempts to improve teaching methods and keep up with new teaching ideas. 1 2 3 4 5 6 7

- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| 4. Works and maintains rapport with parents and community. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Promotes and enforces school policy and philosophy. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Seeks and uses the advice and assistance of "specialists". | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

PRINCIPAL'S COMMENTS: (Sum up briefly the overall performancy of the teacher)

Principal's signature

Teacher's signature

_____ Check here if teacher is attaching a letter.

ADDENDUM II

ELEMENTARY CLASSLOADS

In assigning students our primary concern is the welfare of the youngsters. However, also of importance is the necessity to equalize class loads whenever and wherever possible.

In order to fulfill these purposes we must keep in mind geographic locations, number of years youngsters have attended a given school and the number of brothers and sisters attending the same School.

Thus, if we have a new bus student, an early elementary child living on the borderline between two schools (without brothers and sisters) or an early elementary bus child (without brothers and sisters in the same school), we will attempt to equalize class loads as much as possible by assigning these children to an appropriate school.

Furthermore, in any particular building, in attempting to equalize class loads, on a given grade level, principals will be instructed to confer with the teachers involved to reach a satisfactory solution.

In unusual or exceptional elementary classroom situations the use of teacher aides will be considered when this will enhance the learning situation for the children involved.

s/LaVerne H. Boss
Superintendent of Schools

INTERPRETATION OF PERSONAL BUSINESS DAY

The following statement has been approved by both parties and is submitted as a guide for interpreting use of the personal business day:

PERSONAL BUSINESS DAY

The personal business day should be used for transacting personal business or attending to affairs of a personal nature that can not be done on a week-end or outside the school day. For example: legal affairs and/or business transactions where one is dealing with people or places that do not usually carry on business on week-ends or after the normal school day. Also included would be very personal obligations of a moral nature, such as appearance in court as a witness, death and funerals of very close associates, that are not normally covered by our sick leave policy.

It is not our intent to make a restrictive list of valid reasons for use of the personal business day. It is our intent, however, to indicate through the above-mentioned examples the types of things we believe are reasonable when requesting this day.

This day should not be used as a personal pleasure day or a day to be used indiscriminately under the guise that whatever it is used for is personal to the person involved.