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*Master Agreement*

between

LANSING SCHOOLS  
EDUCATION ASSOCIATION

and

LANSING SCHOOL DISTRICT  
BOARD OF EDUCATION

*Lansing School District*

*Master  
Agreement*

BETWEEN

LANSING SCHOOLS EDUCATION ASSOCIATION, INC.,

AND

BOARD OF EDUCATION OF  
LANSING SCHOOL DISTRICT  
LANSING, MICHIGAN

RATIFICATION COMPLETED SEPTEMBER 4, 1969

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LANSING SCHOOLS EDUCATION ASSOCIATION  
MASTER AGREEMENT

This Agreement entered into this 4th day of September, 1969, by and between the Board of Education of Lansing School District, hereinafter called the "Board" and the Lansing Schools Education Association, hereinafter called the "LSEA."

WITNESSETH

WHEREAS, the Board and the LSEA recognize and declare that providing an uninterrupted quality education for the children of Lansing is their mutual purpose; and,

WHEREAS, achievement of this purpose cannot be fully realized without capable and dedicated teachers who recognize their professional responsibilities to the school district and whose rights and aspirations are likewise recognized by the community; and,

WHEREAS, pursuant to Act 379 of the Michigan Public Act of 1965 the Board and LSEA entered into negotiations designed to define the responsibilities and protect the rights of the teachers and the Board of the Lansing School District, and have arrived at certain understandings:

NOW THEREFORE THIS AGREEMENT WITNESSETH:

## ARTICLE I

### STATEMENT OF RECOGNITION

- A. The Board hereby recognizes the LSEA as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for professional personnel, including personnel on tenure or probation, classroom teachers (full or part-time), substitute teachers (regardless of compensation formula), guidance counselors, librarians, diagnosticians or personnel performing diagnostic services, social workers, speech and hearing therapists, school social workers, remedial reading teachers, advanced instruction teachers, helping teachers, teachers of the homebound or hospitalized, attendance or truant officers, school nurses, teachers holding a letter of assignment to federal or state programs administered by the Board, employed by the Board, but excluding supervisory and executive personnel. Supervisory and executive personnel when used hereinafter in this Agreement shall be synonymous with personnel on the administrative salary schedule. The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the LSEA in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers. The term "Board" when used hereinafter shall refer to the Board of Education of the Lansing School District and its authorized agents.
- B. The Board agrees not to negotiate with any teachers' organization other than the LSEA for the duration of this Agreement. Nothing herein is intended to prohibit the right of free communication between the Board or its representatives and the personnel included in the bargaining unit.

## ARTICLE II

### NEGOTIATING PROCEDURES

- A. At least by March 1, 1971, the LSEA and the Board will begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.
- B. Neither the LSEA nor the Board 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 at large of the LSEA who cast votes, 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 or bargaining, subject only to such ultimate ratification.
- C. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed by both parties as an amendment to this Agreement.
- D. If the LSEA and the Board fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board, or take such action as it deems necessary which is within the scope of the State Labor Mediation Act.

## ARTICLE III

### ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher employed by the Board shall have the right freely to join and support the LSEA for the purpose of engaging in collective bargaining or negotiation and other lawful activities. The Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379, or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment, by reasons of his membership in the LSEA, his participation in any activities of the LSEA or collective professional negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The Parties specifically recognizes the right of the teachers or the Board appropriately to invoke the assistance of the State Labor Mediation Board or a mediator from such agency.
- C. A teacher shall at all times be given the opportunity of having present a representative of the LSEA when he is being reprimanded for any infraction of discipline or delinquency in professional performance.
- D. Nothing contained herein shall be construed to restrict or deny to any teacher rights he may have under any other laws.
- E. If any provision of this Agreement or any application of the Agreement to any teacher or group

## ARTICLE III (Cont.)

of teachers 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.

- F. 1. The LSEA shall have the right to use building facilities at reasonable times and hours for teacher meetings outside their working day when an operating staff is on duty, provided this shall not interfere with or interrupt normal school procedures. Such use will be scheduled through the building administrator. When special custodial service is required, the Board will charge the LSEA for the actual charge involved.
2. The LSEA, by its representatives, may, for LSEA purposes, enjoy the use of Board typewriters, calculating machines, duplicating equipment, audio visual and amplifying equipment at an annual rental fee of \$100 per annum plus the cost of materials and supplies; provided, however, all such use shall be only when such equipment is not in use, or needed for use, for educational or instructional purposes as determined by the building administrator. LSEA agrees to indemnify and hold harmless the Board of and from any damage or cost of repair arising out of LSEA use.
3. The LSEA may post LSEA notices on one bulletin board in each building which shall be designated to be, either all or in part, for LSEA use. The Courier service may be used by the LSEA, which shall include a regular daily stop at the LSEA office, subject to a charge of one cent (.01¢) per posted unit picked up at the LSEA office. The LSEA shall also be entitled to utilize teacher mail boxes.



### ARTICLE III (Cont.)

4. All of the foregoing are granted solely to the LSEA and shall not be utilized by any other teacher organization as contemplated by P.A. 379. The LSEA agrees to indemnify and hold harmless the Board against and from any and all costs, expenses or money judgments and agrees to pay the same in behalf of the Board to the extent that any cost, expense or judgment shall arise out of, or be incurred in any lawsuit or other action wherein any party claims to have been aggrieved as the result of any of the privileges in this Article being granted solely to the LSEA to the exclusion of any other teacher association.
- G. The Board agrees to provide in the form in which it is available in the records of the District, upon written request of the duly designated LSEA representative, all financial and non-confidential personnel information relative to the District, excluding, however, any and all financial information or data which may be held not accessible to teacher bargaining units by any statute, state administrative or judicial body.
- H. Teachers shall be entitled to full rights of citizenship.
- I. No teacher shall be prevented from wearing insignia, pins, or other identification of membership of the LSEA-MEA-NEA either on or off the school premises.
- J. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in, or association with, the activities of any employee organization. The Board and the LSEA shall promote an aggressive effort

## ARTICLE III (Cont.)

to recruit members of minority groups for employment in the schools.

- K. All necessary reductions in personnel or operations shall be subject to the following:
1. The Association recognizes the exclusive right of the Board to determine the monetary savings to be achieved by personnel or operations cuts in an emergency and the exclusive right to determine the area in which such cuts will be made.
  2. The Board agrees that all reduction in personnel will be made subject to strict rights of seniority; provided, however, that such seniority will be determined only on the basis of continuous service in the Lansing School District and provided further that such right of seniority shall apply without limitation imposed by building, department or subject matter taught but shall be applicable as to one's entire job qualifications.
  3. In the event of millage failures, the LSEA upon request will be provided an opportunity at a mutually-agreed time to present to the Administration and Board the LSEA recommendations regarding changes or cutbacks for the consideration of the Board prior to final Board decision.
- L. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the regular classroom teacher is not expected to assume the responsibility for emotionally disturbed students. Whenever it appears to the classroom teacher, the school principal and counselor, and/or school social worker that a

### ARTICLE III (Cont.)

particular pupil requires the attention of special counselors, law enforcement personnel, physicians, or other professional persons, the Administration shall take immediate steps to relieve the teacher of responsibilities, with respect to such pupil. It is the intent of the last two sentences here to provide an orderly and systematic procedure for the handling of a pupil's case only when he has become so emotionally disturbed that he requires professional services that cannot be offered in conjunction with normal classroom placement.

#### M. Discipline

1. The Discipline Code and Regulation #5114 will be enforced by both parties and teachers are responsible to be knowledgeable thereof.
2. Time lost by a teacher in participating in any hearing or proceeding concerned with the discipline or conduct of any pupil shall in no way be charged against the teacher.

#### N. Protection of Teachers

1. The Board agrees to indemnify and hold harmless any teacher to the extent he is held pecuniarily liable in excess of \$100,000 for any claim for damages to persons or property that arise out of an incident related to his employment and further agrees to provide a defense against any such action excepting, however, such coverage will not be provided in those cases of willful and wanton misconduct by the teacher.
2. Any case of employment related assault and battery upon a teacher shall be immediately reported to his immediate supervisor. The Board shall provide legal counsel to advise the teacher of his rights and obligations in connection with handling of the incident by

### ARTICLE III (Cont.)

law enforcement and judicial authorities.

3. Any teacher who is absent because of an injury inflicted by a Lansing School District student or his parent or legal guardian as a result of employment related activity shall receive from the Board the difference between his weekly income and the amount to which he is entitled under provisions of Workmen's Compensation laws for a period up to 30 weeks. Beyond 30 weeks such payments would be charged against compensable leave on a pro-rata basis computed on the relationship of the differential pay to his regular weekly pay until the compensable leave is exhausted.
  5. The Board will reimburse teachers the current value of any clothing or other personal property damaged or destroyed as the result of an accident or assault and/or battery upon him suffered in the course of his employment unless such loss is covered by insurance or reimbursement is obtained from other sources. (Forms for reimbursement are available from one's immediate supervisor.)
- O. No complaint by any parent, pupil or other person not employed by the Lansing School District shall become part of a teacher's personnel file without such complaint first being reviewed at a hearing in which the participants shall include the involved teacher, an LSEA representative, the teacher's immediate supervisor, and the Assistant Superintendent for Personnel. The complaining party may be present if the party desires.

If, after such review, the complaint is to be made a part of the teacher's personnel file, the teacher shall be given a copy of the complaint, in writing,

### ARTICLE III (Cont.)

before it is filed. A transcript of the entire hearing may be taken at the election and expense of the teacher and made a part of the file at the teacher's election.

- P. Any administrative complaint directed toward a teacher shall be given in writing immediately to the teacher if a record of such complaint is to be placed in the teacher's personnel file.
- Q. Upon appointment with the Personnel Office, teachers shall have access to their personnel files once each semester to review any document prepared by the teacher himself, college transcripts, progress evaluation forms prepared by the principal or supervisor, and other miscellaneous documents and information which are not received as privileged or confidential. Such records will be made available at the Personnel Office and will not be removed from said office.
- R. Nothing herein shall require any teacher to be a member of, or participate in the activities of any organization.
- S. The LSEA shall be entitled to a total of ten (10) school days with pay and fifteen (15) school days without pay per year to be utilized by the LSEA as needed (subject to cancellation due to emergency) provided, however, such time is to be utilized only for the necessary business purposes of the LSEA.

The LSEA Executive Secretary must give notice for this request as early as possible but in any event no less than three (3) days prior to the leave to the Assistant Superintendent for Personnel and the immediate supervisor of the affected teacher and no more than two (2) teachers may be absent under this provision at one time.

ARTICLE IV  
BOARD RIGHTS

Subject to the terms of this Agreement, there is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and constitution of Michigan and the United States or which have been heretofore properly exercised by it.

ARTICLE V  
ASSOCIATION AND TEACHER RESPONSIBILITIES

- A. Services to be rendered by teachers include their participation outside of regular teaching hours in up to, and including, six school functions per school year and attendance at five hours of general building teachers' meetings per semester. Time included will be from the beginning of the meeting as called by the principal. For all work required beyond these activities, teachers will be reimbursed at the rate of five dollars (\$5.00) per hour. All such work shall have the prior approval of the principal. School functions shall include all time spent after the regular school day in scheduled parent-teacher conferences, PTA, supervision of extra-curricular activities of students, teacher meetings after teaching hours, and attendance at any educational or civic functions. Athletic events are excluded except in junior high schools, where such required functions may be athletic events at the request of the teacher and the approval of the principal. This applies to all extra-curricular duties in which attendance is not voluntary but required. When a teacher has been assigned an activity and finds he cannot fulfill the responsibility, the teacher is required to report this to the administrator in charge and the teacher will secure a replacement subject to the

## ARTICLE V (Cont.)

approval of the administrator. No discrimination shall be made against individuals who do or do not volunteer. Attendance at all functions other than as provided for above shall be at the option of the individual teacher.

- B. Teachers shall be in the classroom for the days contracted. Permitted absences without pay for purposes or reasons not covered by this Agreement shall be recorded and a history of such absences may constitute a basis to refuse to rehire a teacher. Any unexcused absence will result in an entry to that effect in the teacher's personnel file, with notice thereof to the teacher and it, or a combination of these, may be cause for disciplinary action up to and including dismissal.
- C. No teacher on continuing tenure shall discontinue his service with the Board except by mutual consent, without giving a written notice to said Board at least sixty days before September 1st of the ensuing school year. Any teacher discontinuing his services in any other manner than as provided in this Section shall forfeit his rights to continuing tenure previously acquired under the Tenure Act.
- D. The teacher and/or Association will in no way involve children or parents in disputes regarding Board policies or contract administration.
- E. Chest X-Ray  
All teachers in the Lansing School District shall have a chest X-ray annually to furnish evidence of freedom from communicable tuberculosis. Upon approval of the Superintendent, a tuberculin skin test may qualify in lieu of the chest X-ray providing results have been interpreted by a physician as being negative and providing the physician signs a statement to the effect that the individual is free of tuberculosis.

## ARTICLE V (Cont.)

A statement showing evidence of freedom from communicable tuberculosis shall be presented to the Personnel Office and placed in the teacher's personnel file no later than 14 days after the first day of regular school sessions of each school year, and shall be available for examination by Public Health Department personnel. Failure to provide such statement shall result in automatic disqualification and suspension without pay. X-ray or tuberculin skin test statements acceptable may date back no further than December 1 of the preceding year.

- F. The Board and the LSEA 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 for all pupils.

## ARTICLE VI

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A "grievance" is any alleged violation of the application, meaning, or interpretation of this Agreement and/or written teacher personnel policies adopted by the Board and/or administrative regulations pursuant thereto.
2. An "aggrieved person" is the teacher or teachers making the claim.
3. The term "teacher" includes individuals or groups who are members of the bargaining unit covered by this Agreement.
4. A "party in interest" is the person or persons or the Association making a claim and any person or persons who might be required to



## ARTICLE VI (Cont.)

take action or against whom action might be taken in order to resolve the claim.

5. The term "days" shall mean calendar days excluding the days during Christmas and spring vacation.

### B. Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each level of this procedure.

### C. Structure

1. There shall be one or more LSEA representatives (Association Representatives) for each school building who shall be recognized as official representatives of the LSEA in grievance procedures. The names of such representatives of the Association shall be furnished in writing to the Consultant in Personnel and Negotiations at the beginning of each school year. No such representative shall act on behalf of the Association until the Consultant in Personnel and Negotiations has been advised of his designation in writing by the Association. Any changes in such representatives shall be reported to the Consultant in Personnel and Negotiations in writing.
2. The LSEA shall establish a broadly representative Grievance Committee, including as one of its members a former member of the Negotiations Committee. In the event that a member of the Grievance Committee is a party in interest to any grievance he shall disqualify himself.

### D. Procedure

Since it is important that grievances be processed

## ARTICLE VI (Cont.)

as rapidly as possible, the number of days indicated at each level are maximums, and every effort should be made to expedite the process. If appropriate action by the grievant or Grievance Committee is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual written agreement.

### 1. Level One

An aggrieved person shall first discuss the grievance within ten (10) days of the date of the grievance or the grievant's knowledge of its occurrence with his immediate supervisor either individually, together with his LSEA Building Association Representative, and/or through another official LSEA Representative. Any written request for a Level One conference not honored within ten (10) days shall be deemed a waiver of such Level of consideration.

### 2. Level Two

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) days after presentation of the grievance, he or the LSEA Grievance Committee must file the grievance in writing with the Consultant in Personnel and Negotiations with copies to the supervisor and the LSEA.

b. Within then (10) days of receipt of such grievance, the Consultant in Personnel and Negotiations or his designee will meet with the Chairman of the Grievance Committee to discuss the issues. The aggrieved

## ARTICLE VI (Cont.)

may be present and shall be present at the request of either the Consultant in Personnel and Negotiations or the Association. A written answer shall be given within five (5) days after such meeting.

- c. An Association grievance commencing at this level shall be filed within fifteen (15) days of the alleged occurrence of such grievance.

### 3. Level Three

In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within fifteen (15) days from the date of receipt of the grievance by the Consultant in Personnel and Negotiations, the teacher may within ten (10) days refer the grievance individually or through the Grievance Committee to an Appeal Board consisting of the Superintendent, Deputy Superintendent and the Assistant Superintendents. Within ten (10) days of receipt of the grievance the Appeal Board shall meet with an equal number of representatives of the Association to discuss the issues. The aggrieved may be present and shall be present at the request of either the Appeal Board or the Association. A written answer shall be given within ten (10) days after such meeting.

### 4. Level Four

In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) days of the meeting with the Appeal Board, the grievance may be submitted within fifteen (15) days to binding

## ARTICLE VI (Cont.)

arbitration before an arbitration panel consisting of three members, one chosen by each of the parties hereto which arbitrators shall select a third member. If there is no agreement as to the third panel member, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. The arbitration panel shall issue its decision within twenty (20) days. Neither party shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other. The arbitration panel shall have no power to alter, add to, or subtract from the terms of this Agreement. Both the Board and the LSEA agree to be bound by the award of the arbitration panel. The costs of any arbitration under this Article shall be shared equally by the Board and the LSEA.

### E. Rights to Representation

No teacher may be represented by any teacher organization other than the LSEA in any grievance procedure initiated pursuant to this Agreement.

### F. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the LSEA the grievance affects a group of teachers, the Grievance Committee may continue to process the grievance.
2. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
3. All documents, communications, or records

## ARTICLE VI (Cont.)

- dealing with a grievance shall be filed separately from the personnel files of the participants.
4. The form found in Appendix B will be the form used in the grievance procedure.
  5. Access shall be made available to records of all unprivileged information used in the determination and processing of the grievance.
  6. No grievance shall be filed for or by any teacher after the effective date of his resignation.
  7. A teacher who is engaged during the school day in any professional grievance procedures which are scheduled by the Board, the Administration, or arbitrators shall be released from regular duties without any pay loss or penalties.
  8. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
  9. If any teacher has a grievance regarding any condition of employment covered by the Michigan Teacher Tenure Act, such grievance shall be dealt with exclusively through the provisions of said Act and the established procedures thereof.
  10. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the LSEA, if the adjustment is not inconsistent with the terms of this Agreement, providing that the LSEA has been given opportunity to be present at such adjustment.

## ARTICLE VII

### TEACHING CONDITIONS

#### A. Teaching Loads

In the establishment of experimental education programs involving large group instruction with a high pupil-teacher ratio the limits specified in Section 1 and 2 of this Article shall not apply, but such program shall not be established without mutual agreement between the LSEA Board of Directors and the Board.

#### Class Size

##### 1. Secondary Schools

For 1969-70, the maximum shall be 150 students per day with a maximum of 33 students in any single class, except neither of such maximums shall apply in typing, physical education, music, and study hall, unless otherwise required by law. This formula shall be pro-rated for teachers with less than five class periods per day at 30 per hour.

##### 2. Elementary Schools

a. Kindergarten - 28

b. First - Second Grade - 26

c. Third - Sixth Grade - 30

d. Teachers having combination grades in the the same room shall not have more than 25 pupils.

e. In a situation where the continuous progress concept is in use, the class size shall not exceed those of the respective grade level equivalents.

##### 3. Overloads

The Board recognizes that the question of overload deserves careful rethinking to determine what alternative concepts, proposals or approaches might be adopted in coming years

## ARTICLE VI (Cont.)

to provide a long-term solution to the question of desirable class loads and overload situations.

Overload pay shall be \$5.00 per week per additional pupil over the 150 total maximum, or the 33 in any class section, whichever would provide higher payment to the teacher.

At the secondary level, maximums shall be determined and paid each semester by using the average of two count dates - the last Friday of the first marking period of each semester and the last attendance day of each semester.

At the elementary level, teachers shall be paid \$5.00 per week per overload pupil in classes where there is more than one pupil over the maximum for elementary classes set forth above.

At the elementary level, maximums shall be determined on an annual basis based on the average of four count dates. The count dates shall be identical with those used at the secondary level.

### B. Teaching Assignments

1. Since pupils are entitled to be taught by teachers who are working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates in the elementary schools or their major or minor fields of study in the secondary schools. Exceptions may be made for tenure teachers with their approval.

## ARTICLE VII (Cont.)

2. No secondary teachers shall have more than three preparations a day; each modified, accelerated, and enriched class shall be considered a separate preparation. Exceptions may be made with the teacher's approval.
3. Whenever practicable, returning teachers will be informed of the coming year's assignment by the close of the current school year. If changes in assignment are necessitated beyond that date, the principal will make a reasonable effort to notify the teacher. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels except for extenuating circumstances.
4. No regularly assigned teacher shall be used as a substitute teacher except in case of emergency, it being understood expressly that the failure of a substitute to arrive on schedule or inability to secure a qualified substitute shall be considered an emergency.
5. A teacher may volunteer for extra duties where a teacher assignment is deemed necessary by the principal. Such assignment shall not be recognized as a regular assignment and shall be paid for at the rate of five dollars (\$5.00) per hour.
6. There shall be a minimum of two professional librarians in each junior high school and each senior high school.

### C. General Conditions

1. Subject to scheduling and priority as determined by the principal, secretarial service and office machines in the school buildings shall be available to teachers for school purposes.



## ARTICLE VI (Cont.)

2. The Board will continue its best efforts to have collections handled by the school offices.
3. Teachers properly covered by a volunteer(s) arranged by the teacher with the principal's approval may be permitted to leave their building up to one-half day for employment related activities without suffering the loss of any pay, sick or personal leave.
4. By mutual agreement between the teacher and principal, available full or part-time help shall be provided for children who are agreed to be emotionally disturbed, underachievers, or culturally disadvantaged.
5. Telephone facilities shall be made available to teachers for their reasonable use. Long distance calls shall be made only in emergencies, with the prior approval of the principal, and at the teacher's expense, if personal.
6. The Board shall make available in each school a designated eating area, restroom and lavatory facilities exclusively for teacher use during school hours. At least one room of habitable nature, appropriately furnished, shall be reserved for use as a faculty lounge.
7. Vending machines may be installed in a teachers' lounge at the request and expense of the teachers in that building with the proceeds to be used for the teachers' building social fund.
8. The Board shall make reasonable effort to provide adequate parking space for teachers except when substantial capital investment would be required.
9. The Board and the LSEA recognize that appropriate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual

## ARTICLE VII (Cont.)

equipment, art supplies, athletic equipment, current periodicals, and standardized tests and questionnaires are the tools of the teaching profession. The Board and the LSEA shall confer at least annually prior to the final selection for the purpose of improving the selection and use of such educational tools. The Board shall consider all recommendations made by the LSEA and shall implement, within a reasonable length of time, a procedure for obtaining and/or improving the educational tools mentioned above.

### D. Teaching Hours

1. In elementary schools the teachers' normal workday shall be divided into the following segments:

- a. Teacher-pupil contact time - 5 hours, 30 minutes
- b. Teacher supervision
- \*c. Teacher Planning - 35 minutes at beginning of day
- \*\*d. Teacher lunch - 70 minutes duty free
- e. Pupil conferences - If parents request individual conferences regarding students and the parents are unable to meet during the normal day, the teacher will be available for individual conferences outside the above times.

Total duty time shall not exceed 6 hours and 35 minutes.

\*Scheduled library time may be used as additional planning time at the option of the teacher.

\*\*In schools where lunch programs are provided, teachers will have a 45-minute lunch period.

ARTICLE VII (Cont.)

2. In senior high schools the teachers' normal workday shall be divided into the following segments:
  - a. Vocational teacher assignment shall be two three hour blocks without homeroom or supervision assignments during school hours.
  - b. Teacher-pupil contact time shall include five periods of 50 or 55 minutes duration.
  - c. Teacher planning of one period duration.
  - d. Teacher lunch of one period duty free.
  - e. Teacher supervision, pupil conferences.
  - f. A homeroom period not to exceed 15 minutes except in extenuating circumstances.

Total duty time shall not exceed 6 hours and 55 minutes.

3. In junior high schools the teachers' normal workday shall be divided into the following segments:
  - a. Teacher-pupil contact time shall include five periods of 50 or 55 minutes duration.
  - b. Teacher planning of one period duration.
  - c. Teacher lunch of one period duty free.
  - d. Teacher supervision and pupil conferences.
  - e. An optional homeroom period not to exceed 15 minutes except in extenuating circumstances.

Total duty time shall not exceed 6 hours and 40 minutes.

4. The Board may make changes in the above schedules as necessary for periods of up to fifteen (15) school days in cases of unforeseen circumstances. Changes in the schedules for a period in excess of fifteen (15) school

## ARTICLE VII (Cont.)

days shall be made by mutual agreement between the Board and the LSEA.

5. The Board and the Association recognize that teachers have responsibility to pupils and the profession which requires performance of duties that involve expenditures of time beyond that provided in the minimum workday.
6. Planning and preparation time which is provided teachers during the school day must be used for professional work alone or in conjunction with other staff members, administrators or parents related to the teacher's assignment. Teachers may make use of such time for other necessary purposes when mutually agreed by the principal and the teacher.

### E. Special Education

#### 1. Teaching Hours

##### WALNUT

- a. Teacher-pupil contact time - 5 hours, 30 minutes.
  - b. 35 minutes planning at beginning of day.
  - c. Teacher supervision - 10 minutes.
  - d. Teacher lunch - 60 minutes duty free.
  - e. Pupil conferences - 20 minutes.
- Total duty time - 6 hours, 35 minutes.

Elementary orthopedic teachers shall be provided with 90 minutes per month of released time from their classroom duties to attend clinic staffings of their students. The clinic staff meets for two hours staffing time per week.

##### CHRISTIANCY

- a. Teacher-pupil contact time - 5 hours, 15 minutes.
- b. 65 minute block for planning, conferences, staffing.

ARTICLE VII (Cont.)

- c. Teacher lunch - 30 minutes duty free.
- d. 15 minutes supervision.

Total duty time - 6 hours, 35 minutes.

BEEKMAN

- a. Teacher-pupil contact time - 5 hours, 30 minutes.
- b. 60 minutes block for planning, conferences, staffing.
- c. Teacher lunch - 30 minutes duty free.
- d. 15 minutes supervision.

Total duty time - 6 hours, 45 minutes.

TYPE A ELEMENTARY

- a. Teacher-pupil contact time - 5 hours, 30 minutes.
- b. 35 minute planning at beginning of day.
- c. Teacher supervision - 15 minutes.
- d. Pupil conferences - 10 minutes.

Total duty time - 6 hours, 30 minutes.

2. Teaching Loads and Assignments

- a. Student records will be available to the teacher prior to the placement of the student if such records are on file.
- b. Teachers may request a case conference on a child at which time re-certification may be requested.
- c. The Board shall provide diagnosticians and speech therapists to serve students.
- d. When available, all special education teaching personnel shall be served by certified special education helping teachers.
- e. Before a child is removed from a special education classroom, the principal, coordinator or director shall consult with the teacher involved.
- f. Teachers shall not be shifted from one age level or grade level to another except

## ARTICLE VII (Cont.)

by mutual agreement of the teacher and the supervisor concerned.

- g. Teachers will be notified by either their supervisor or coordinator regarding their requests for teaching supplies and other materials.
- h. Notification of all state, regional and national workshops, conferences and meetings concerning Special Education shall be distributed to all special education teachers.
- i. A Special Education committee composed of two teachers chosen by the LSEA and three coordinators shall review all requests for teacher aides submitted by Special Education classroom teachers. The recommendation of this committee shall be reviewed by the Director of Special Education for final disposition.

### F. Social Workers and School Nurses

Provided there are available qualified personnel to fill the positions, the current ratio of social workers and school nurses to pupils shall be maintained for the life of this Agreement except in the event of unavailability of necessary operating funds resulting from millage failure.

### G. Professional Public Librarians

1. Professional Public Librarians shall work a total of 40 hours per week to be scheduled between the hours of 8:30 a.m. to 9:00 p.m., Monday through Friday, and from 9:00 a.m. until 5:00 p.m. on Saturdays. No Professional Public Librarian shall be scheduled to work more than two evenings in one week or two consecutive Saturdays without his consent.
2. The Board shall provide a substitute, if and

## ARTICLE VII (Cont.)

when available, for a Professional Public Librarian when absent due to illness.

### H. Department Chairmen

1. Any subject matter department comprised of 35 or more subject hours per day shall have a department chairman who shall have a minimum released time of one period per day, in addition to his preparation period, to carry out effectively responsibilities of that department. The principal shall provide an opportunity for individual teachers to make suggestions for department chairmen at least five (5) days prior to the selection of the department chairmen by the principal. The principal shall consider such suggestions in making his decision. Department chairmen of departments with less than 35 subject hours shall be selected in the same manner.
2. Department chairmen selections shall be made by May 15 or sooner and the members of the respective departments shall be informed of the person selected.
3. Department chairmen are primarily classroom teachers but are given the additional task of assisting other teachers. At no time are department chairmen considered supervisory personnel.

### I. Counselors

1. There shall be one or more full-time counselors in each secondary school provided that before being able to serve as a full-time counselor, the counselor must have at least five years of teaching experience.
2. Beginning with the second semester 1969-70, the counseling chairman shall not be required to teach any guidance courses.

## ARTICLE VII (Cont.)

3. No counselor shall be assigned to teach more than two sections of the guidance course.
  4. In the secondary schools, qualified guidance counselors shall be provided at a rate not to exceed one counselor for each 300 students. Such ratio figures shall not include coordinators of specialized programs, work-study personnel or administrators.
  5. Counselors shall be free from direct punitive referrals, noon hour supervision and shall not be assigned additional responsibilities out of proportion to other staff members.
  6. The Lansing School District shall continue its efforts toward implementation of a K-12 guidance program.
  7. The counselor will have the opportunity to initiate and carry on conferences with pupils during school hours, but with due regard for their academic programs.
  8. There shall be telephone service at each counselor's work station at the secondary level as soon as such service can be installed by the telephone company.
  9. A counselor's employment may be extended at the discretion of the Board beyond the normal school year at the summer school rate of pay for the time employed during the summer.
- J. Part-time Teachers
1. Preparation time shall be granted to part-time teachers in proportion to that granted full-time staff.
  2. The number of after school functions and staff meetings part-time staff must attend shall be in proportion to those required of full-time staff.



## ARTICLE VII (Cont.)

3. The Board shall provide a substitute for part-time teachers when absent under the compensable leave provisions.
4. Regular part-time teachers shall receive all the provisions of this Agreement on an equal ratio basis.

## ARTICLE VIII

### TRANSFERS

- A. The Board and the Association recognize that frequent transfers of teachers during a school year from one school to another can be disruptive of the educational process and interferes with optimum teacher performance. It is recognized that it may be necessary for the administration to accomplish transfers in the best interests of the District (for example, including but not limited to, changes in enrollment). Where transfers are necessary seniority protection against transfer shall be recognized between teachers with the same certification.
- B. The Personnel Office shall by February 15 of each year post known openings by assignment and location that will be available the following school year. Teachers desiring to request consideration for transfer shall submit an application stating school, grade or position sought, and applicant's qualifications to the Personnel Office by March 1. In the event of an opening in any school, the principal of such school shall be notified of, and interview, all transfer applicants on file who requested such an opening.
- C. The LSEA will be informed of all transfer requests that are not consummated.

## ARTICLE IX

### PROMOTIONS

- A. The following position classifications shall be considered as promotions: Directors, Consultants, Principals and/or Assistant Principals and shall be advertised. Advertising during the school year shall consist of a written communication to each school building and the LSEA office, and shall include the job description and necessary qualifications. Positions shall also be advertised in the Superintendent's Bulletin. The LSEA office shall be notified in the summer as during the school year.
- B. A Promotion Committee of five members, three of whom shall be administrators and two of whom shall be teachers, shall make recommendations for filling any of the above positions, and shall also recommend criteria for the selecting of the superintendent, deputy and assistant superintendents.
- C. Any individual wishing to make application for an administrative or certificated position may file a letter indicating a general interest at any time. However, to become a candidate for a specific position, application shall be tendered no later than twelve (12) days after a position is advertised. By mutual agreement the 12-day advertising period may be reduced.
- D. Newly created certificated positions, as well as Helping Teachers and Coordinator positions, shall be advertised through written communication to each school building and the LSEA office and shall include the job description and necessary qualifications. It is recognized that newly created government positions may be filled through necessity prior to the end of the 12-day advertising

## ARTICLE IX (Cont.)

period. As soon as practicable after the submission of an application for participation by the Lansing School District in any new government program, notice of the application including a description, to the extent known, of the number, type, and probable qualifications of the jobs to be created by such program, shall be sent to the LSEA office and to each school building.

- E. In filling the vacancies mentioned above, the Board agrees to give due weight to the length of time each applicant has been in the school system of this district, providing all other qualifications are equal. The Board declares its support of a practice of promotion from within its own teaching staff.

## ARTICLE X

### COMPENSABLE LEAVE

- A. Compensable leave of ten (10) days for the school year shall be credited to the compensable leave account of each teacher. Each teacher shall be entitled to an unlimited accumulation of the unused portion of each year's compensable leave which shall be available to him in future years. In addition, teachers shall be provided two personal leave days per year. Any unused portion of the personal leave shall become additional compensable leave.
- B. Compensable leave shall be granted in accordance with the schedule specified herein, subject to the following conditions:
  - 1. Personal illness: bonafide physical or mental incapacity of the teacher to report for and

## ARTICLE X (Cont.)

discharge duties to the extent of unused days credited.

2. Illness or serious injury in the immediate family: absence necessitated because of the need of the personal attendance of the teacher. (Immediate family shall include the teacher's spouse, children, parents or foster parents, parents-in-law, brothers, sisters, and any other person for whose financial or physical care he is principally responsible.)
3. Bereavement: Leave, up to a maximum of five (5) days when required, will be granted in the case of the death of a teacher's father, mother, father-in-law, mother-in-law, spouse, children, brother, sister, grandparents or grandchildren.
4. Funerals: One day leave may be granted for funerals for persons other than in the immediate family. One additional day may be requested for funerals held more than 250 miles from Lansing.
5. Personal Leave: A teacher taking a personal leave day shall file a notice of his intent to take such day with his principal or other immediate supervisor at least five (5) days prior to the date of such leave (except in case of emergency). Such notice shall include a statement of the reason for such leave.

Personal Leave shall not be used for:

- a. First or last week of each semester and the day before or the day after a holiday or vacation (except in an emergency as determined by the building administrator).
- b. Recreational pursuits or shopping.

ARTICLE X (Cont.)

- c. Other employment.
- d. Seeking new employment.
- e. Child care.
- f. Pleasure trip (including accompanying spouse on his or her business trip) with spouse.

At the discretion of the Assistant Superintendent for Personnel, personal leave may be cancelled if there are more than 15 such requests for any one day.

Personal leave days shall be credited to teachers on the following prorating system:

- a. Teachers hired at the beginning of the school year - Post 2 days
- b. Teachers hired after ninth week of first semester - Post 1 1/2 days.
- c. Teachers hired at the beginning of the second semester - Post 1 day.
- d. Teachers hired after the ninth week of the second semester - Post 1/2 day.

- C. Any teacher who willfully violates or misuses this compensable leave policy or who misrepresents any statement or condition under said policy shall forfeit all accumulations and any further right under said policy unless or until reinstated in good standing by the Board on recommendation of the Superintendent.
- D. Summer School: Summer school teachers shall be entitled to one and one-half (1 1/2) of their summer teaching day each summer as compensable leave. Compensable leave shall be used for personal illness or illness in the immediate family. In the event a teacher does not use any portion of the summer compensable leave, one full day

## ARTICLE X (Cont.)

of compensable leave shall be transferred to their regular cumulative leave.

- E. Each teacher shall present a signed statement indicating the reason for each absence, such statement to be filed in the principal's or immediate supervisor's office. The principal or immediate supervisor may request a physician's statement for an absence of five (5) or more days duration.
- F. Personal excused absences, without payroll or compensable leave deductions, may be authorized by the Assistant Superintendent for Personnel for affairs relative to community service.
- G. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of the substitute teacher's office number which they must call before 7:00 a.m. to report unavailability for work. It shall then be the responsibility of the administration to arrange for a substitute teacher. Each teacher shall at the time of reporting his absence state the type of leave being taken.
- H. Any teacher who is absent because of injury compensable under the Michigan Workmen's Compensation Law except as provided for in Article III, Section N, Paragraph 3, shall receive from the Board the difference between the Workmen's Compensation payment prescribed by law and his regular salary, to the extent and until such time as such teacher shall have used up any accumulated compensable leave provided herein. Compensable leave will be charged on a pro-rata basis computed on the relationship of the differential pay to his regular weekly pay.

## ARTICLE XI

### LEAVES OF ABSENCE

#### A. Leave of Absence for Reasons of Health

Any teacher whose personal illness extends beyond the period compensated under Article X shall be granted a leave of absence without pay for such a period of time which in accumulation with absence with paid sick leave shall not exceed three years. Upon return from absence for personal illness, whether on compensated sick leave or uncompensated sick leave of absence during the same school year in which such absence commenced which absence does not exceed sixty (60) school days, a teacher shall at his request be assigned to the same position, except that in case of return within the last thirty (30) school days, the teacher shall be returned to a comparable position for the balance of the school year.

If absent either on compensated sick leave or uncompensated sick leave of absence for a period in excess of sixty (60) school days, or if on a leave of absence under this section which absence extends beyond the school year in which the absence commenced, he shall be returned to a comparable position if the same position is not open. Before the teacher returns from such a leave of absence, the Board may require the teacher to provide a certificate of good physical and mental health. The Board reserves the right to have this teacher promptly examined by a doctor of its choice at Board expense.

#### B. Maternity Leave

Leave of absence without pay shall be granted for married women teachers on continuing tenure. Such absence is required for at least three months before and five months after the birth

## ARTICLE XI (Cont.)

of a child. Upon request of the teacher, leave will be granted for up to one full year in addition to the eight months' absence required by this Agreement. In the event a teacher completes her sixth month of pregnancy within thirty (30) days prior to the close of a semester and she and the principal or department director wish to continue her services until the close of the semester, her application, her immediate supervisor's recommendation, and a statement of medical approval must be submitted to the Assistant Superintendent for Personnel for decision. Maternity absences may be terminated upon the premature cessation of pregnancy without live birth or upon expiration of the child. In any case where the sixth month of pregnancy will be completed before the end of the fall semester, the Board may require the pregnant teacher to resign or take a maternity leave of absence if the teacher is eligible.

### C. Adoptive Leave

A teacher on continuing tenure may apply for an adoptive leave without pay. When first making application for the adoption of a child, she shall notify her principal and the Assistant Superintendent for Personnel in writing of her intent. The period of leave shall commence when the order terminating the rights of the natural parents is entered by the Probate Court. When adopting a child under one year of age, a leave of five months' duration is mandatory. Upon request of the teacher, leave will be extended for up to one full school year in addition to the five months' absence required. When adopting a child one year or older, a five-month leave is left at the discretion of the teacher. Leave may be extended



## ARTICLE XI (Cont.)

up to the completion of the current school year in which the five-month period may fall.

### D. Public Office Leave

1. A teacher who has been on the staff of the Lansing School District for a minimum of three years and has a record of satisfactory service shall be entitled to a leave of absence without pay to campaign for, or serve in, a public office.
2. Such leave shall be granted in segments of one semester or more by the Board on recommendation of the Superintendent.
3. Upon return from such leave, he shall be returned to a comparable position if the same position is not open.
4. Teachers holding political office requiring their occasional presence during school hours for non-compensable political office functions may utilize their available personal leave time for such absences.

### E. Military Leaves of Absence

Military leaves of absence shall be granted to any teacher who shall enter into active military service of the United States. Teachers on military leave shall be given the benefit of any increments which would have been credited to them had they remained in active service to the school system, and all accumulated sick leave days acquired prior to entry into service will be reinstated.

### F. Sabbatical Leave

#### 1. Qualifications

- a. The applicant must be a full-time contractual professional employee and attained a BA+ level on the salary schedule.

## ARTICLE XI (Cont.)

- b. The applicant has been employed in the Lansing School District for at least seven 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.
- c. The applicant has not been granted a sabbatical leave of absence from the Lansing School District during the seven consecutive years of service immediately preceding current application.
- d. The applicant signs an agreement to return to service with the Lansing School District immediately upon termination of the sabbatical leave and to continue in such service for a period of two years, unless causes beyond his control prevent, or to refund any compensation received from the Lansing School District while on leave except as the Board shall, by special action, waive such obligation.
- e. All applications shall be reviewed for recommendation to the Superintendent by a committee consisting of six members, three appointed by the Superintendent and three appointed by the LSEA. The Committee shall consider among other qualifications the following: the extent of the applicant's professional study, travel, research, growth contributions, and successful service during the seven years.
- f. Requests for sabbatical leaves will be

## ARTICLE XI (Cont.)

considered only for a full semester or a full school year.

### 2. Application

- a. Application shall be filed with the Assistant Superintendent for Personnel by the end of the first semester for leave beginning the following September. For leave beginning in February, the application shall be filed by the end of the preceding June.
- b. 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 in an attached statement and include details for either study in an approved college or university, or a problem or project in research to be pursued independently by the applicant, provided such problem or project is related to his professional obligation.
- c. Sabbatical leave granted shall not exceed one percent of the total certified staff in that current year.
- d. A sabbatical leave shall not exceed two semesters. (State Law)

### 3. Salary Protection

- a. A teacher on sabbatical leave will be paid one-half of his scheduled salary.
- b. 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 Lansing School District.

### 4. Status While on Sabbatical Leave

- a. A teacher on sabbatical leave shall be

## ARTICLE XI (Cont.)

considered to be in the employe of the Lansing School District and shall have a contract. However, the Lansing School District shall not be held liable for death or injury sustained by any staff member while on sabbatical leave.

- b. He shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board.
  - c. The teacher shall be responsible for notifying the payroll department of the Lansing School District as to the place to which his checks should be addressed during his period of sabbatical leave.
5. Status Upon Return from Sabbatical Leave  
A teacher, upon return from sabbatical leave, shall be restored to his former position, if available, and if not, then to a comparable position.

### G. Educational Leave

1. Leave of Absence for Study
  - a. A teacher who has been on the staff of the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a study leave for a period of up to two years, provided said teacher states his intent to return to the Lansing School District for a minimum period of one year. Upon return, he will be restored to his former position, if possible, or a position of like nature.
  - b. Application shall be filed with the Assistant Superintendent for Personnel by the end of the first semester for leave beginning the following September. For

## ARTICLE XI (Cont.)

leave beginning in February, the application shall be filed by the end of the preceding June. Leaves must be for semester durations.

- c. A teacher requesting a leave of absence for study shall be required to take at least ten (10) semester hours a semester or ten (10) term hours a quarter in a university or college accredited by the North Central Association of Colleges and Secondary Schools or equivalent agency which may include credit hours for conducting and/or compiling research towards an advanced degree course.
  - d. Study leave shall be a leave without pay and may be granted by the Board on recommendation of the committee provided for in Article XI, Section F, paragraph 1, part e.
  - e. A teacher being granted a leave of absence for study shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District provided a transcript is filed indicating the required credits have been earned.
2. Exchange Teaching
- a. A teacher may apply for exchange teaching assignment for a period not to exceed one year in another State of the United States, another country, or a territory of either, following five years of satisfactory service in the Lansing School District, provided said teacher states his intent to return to the Lansing School District for a minimum of one year.

## ARTICLE XI (Cont.)

- b. Exchange leave with pay may be granted by the Board on recommendation of the Superintendent, after receiving the recommendation of the committee provided for in Article XI, Section F, paragraph 1, part e.
  - c. A teacher being granted an exchange teaching leave of absence shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District.
  - d. Requests for a leave of absence for exchange teaching assignments shall be made by the end of the first semester for leave beginning the following September.
3. Teaching for the United States Government, Peace Corps, or other Special Programs
- a. A teacher who has been employed in the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a leave of absence for a period not to exceed two years to teach in an assignment abroad in schools maintained by the United States, provided said teacher states his intent to return to the Lansing School District for a minimum period of one year. Upon return he will be restored to his former position, if possible, or a position of like nature.
  - b. Such leave granted shall be leave without pay and may be granted by the Board on recommendation of the Superintendent after receiving the recommendation of the committee provided for in Article XI, Section F, paragraph 1, part e.

## ARTICLE XI (Cont.)

- c. A teacher granted such leave shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District.
- d. Requests for a leave of absence for such an assignment shall be made by the end of the first semester for a leave beginning the following September.

### H. Leaves for Other Purposes

1. Absence for jury service. In such cases an employee will be paid the difference between his pay for that duty and his regular pay provided he has cooperated with school officials in attempting to obtain a postponement from such service for the period of the school year. Proof of service and pay must be submitted to the Payroll Office.
2. Leaves of absence with pay not chargeable against compensable leave shall be granted in connection with an appearance before a court or an administrative agency when subpoenaed as a witness in any case connected with the teacher's employment or the school, except that leave with pay shall not be granted in connection with unfair labor practice hearings involving the Board and the LSEA.
3. Time necessary to take the selective service physical examination.
4. When attending any function when so directed by the Administration.
5. Release from regular duty with full pay may be granted, upon request, for approved visitation to other schools, which need not be in the Lansing School District. Substitutes shall be provided for teachers released for the above purposes.

## ARTICLE XII

### CURRICULUM

#### A. City-wide Curriculum Meetings

1. Each full-time teacher shall be required to attend two city-wide curriculum meetings per school year. All trade and industrial vocational instructors will attend two after-school advisory committee meetings as required by State contract in lieu of one city-wide curriculum meeting.
2. The system-wide, half-day curriculum sessions shall be held each year -- one in November and the other in March.
3. The dates of the Lansing system-wide curriculum sessions shall be determined by the Director of Curriculum and either the President or Executive Director of the LSEA, in accordance with the provisions of these guidelines.
4. On the city-wide curriculum meetings days class schedules for the morning shall be determined by the Administration. Elementary Special Education classes will not be held and teachers shall use this time for parent-teacher conferences. Curriculum meetings shall begin at 1:30 p.m. and shall adjourn at 4:00 p.m. Class dismissal in all elementary schools shall be 11:30 a.m. and in all secondary schools shall be 12:00 noon. All teachers shall be dismissed at 12:00 noon.
5. Attendance at city-wide curriculum meetings is an obligation of the teacher's employment. Failure to attend, unless excused by the building administrators, shall cause loss of one-half day's pay.
6. The chairman and recorder for each of the



## ARTICLE XII (Cont.)

various system-wide meetings shall be selected by a majority vote of the steering committee members. The recorder shall keep minutes of the meetings and forward a copy of these to the Director of Curriculum. The Director will forward such minutes to either the respective curriculum consultant or the secretary of the school of the recorder for typing and reproduction. Copies of the minutes will be provided for interested people as indicated on the distribution list provided by the Curriculum office.

7. The functions of the system-wide curriculum sessions will be to:
  - a. Discuss and take action on the recommendations of the respective steering committee.
  - b. Hear reports of innovative programs in that area of the curriculum.
  - c. Study ways of implementing curriculum decisions.
  - d. Review decisions of the Instructional Council.

### B. Steering Committees

1. The steering committee should hold a minimum of three meetings per semester. Curriculum consultants will act as resource people and advisors in cooperation with the chairman. (Resource people would include consultants, directors, central administrative staff, principals, parents, students, audio-visual personnel, and others determined by the curriculum committee).
2. The LSEA Association Representatives will secure volunteers for curriculum steering committees during the first week of the fall

## ARTICLE XII (Cont.)

semester. Each committee should have a broad representation from various grade levels and buildings.

3. Steering committees shall select their own teacher chairman in the spring to serve the following year.
  4. Each steering committee shall be composed of 10 or more teacher volunteers and the coordinator of that particular area, if one exists. The curriculum consultants will act as resource people and advisors in cooperation with the chairman. In all K-12 curriculum areas it is the intent that the elementary and secondary committees will work together to achieve K-12 curriculum articulation.
  5. The steering committees will present their recommendations for district-wide decisions in the Instructional Council. They will also conduct further research and study as recommended by the Instructional Council.
  6. Teachers wishing to propose innovative programs in a given building may present such proposals to the appropriate steering committee for approval. The building principal will be notified of and consulted on such proposals. If the proposal is rejected by the steering committee, the teacher may submit it to the Instructional Council for its consideration.
  7. Details of the individual system-wide curriculum meetings will be determined by the respective steering committees, in cooperation with the Director of Curriculum.
- C. Instructional Council
1. An Instructional Council is established to act as a decision-making body for recommendations

ARTICLE XII (Cont.)

regarding curriculum and instructional development. The Instructional Council shall be composed of twelve administrators, twelve teachers and six parents, each of whom shall be a voting member. They shall be selected as follows:

- a. Assistant Superintendent for Instruction  
Director of Pupil Personnel  
Director of Curriculum  
Director of Secondary Education  
Director of Elementary Education  
Senior High School Principal  
Junior High School Principal  
Elementary School Principal  
Instructional Media Representative  
Consultant in Research and Educational Facility Planning  
Director of Continuing Education  
Director of Special Education
  - b. The LSEA Board of Directors shall select twelve teachers, such teachers to be representative of:
    - (1) The various curriculum areas
    - (2) The elementary-secondary ratio
    - (3) Groups such as the Helping Teachers, Counselors and Diagnosticians, and
    - (4) The faculty and the LSEA at-large
  - c. Parent Selection  
Six PTA representatives shall serve on a three-year rotating basis. The Lansing PTA Council will be asked to submit annually to the Superintendent a list of four nominees. The Superintendent and the LSEA President shall select two people from the four nominees.
2. The Instructional Council shall be chaired alternately by the Assistant Superintendent for

## ARTICLE XII (Cont.)

- Instruction and a teacher selected by the teacher representatives on the Council. The Chairman of the day shall retain his vote.
3. The Instructional Council will hear recommendations of the steering committees, discuss, approve, or ask for further study, clarification, or research of these recommendations. The Instructional Council may draw in any individuals with special qualifications pertaining to the area of curriculum involved, particularly the steering committee chairman and consultant for the curriculum area being discussed.
  4. The Instructional Council shall meet monthly on school time (second Wednesday at 1:00 p.m.) and such other times as the Council may determine. If any member of the Council cannot attend a meeting, he shall make every effort to provide an appropriate substitute.
  5. Comments by parents, or students, concerning curriculum shall be channeled to the Instructional Council by the staff member receiving them.
  6. Proposals to be implemented the following September shall be approved by the Instructional Council by April 1. Extensions beyond April 1 may be made with the approval of  $\frac{2}{3}$  of the Council present and voting.
  7. The Instructional Council shall have the authority to establish such additional steering committees as a majority of the Council shall deem necessary and desirable.
  8. Groups of teachers, or total faculties, working together with building administrators in a given building, who wish to propose innovative programs that cross curricular lines involving more than one discipline or

## ARTICLE XII (Cont.)

affecting the individual school program, may present such proposals directly to the Instructional Council for approval.

9. The Assistant Superintendent for Instruction shall receive recommendations from the Instructional Council and present them with his comments to the Superintendent.
10. The Superintendent shall arrange for presentation of the recommendations with his comments to the Board for prompt action.
11. Any Board approved program shall be implemented as soon as feasible.
12. Curriculum content recommendations which are rejected by the Board shall be returned to the Instructional Council for its reconsideration. The Council shall be the authority to modify the proposal and resubmit it to the Board through the Assistant Superintendent for Instruction and the Superintendent.

### D. In-Service Training

1. The Board may provide for teachers during school hours, workshops, conferences and programs designed to improve the quality of instruction.
2. The Board shall arrange after-school courses, workshops, conferences, and programs designed to improve the quality of instruction. Teachers shall determine for themselves whether such activities are applicable and worthwhile. Attendance shall be voluntary.

### E. Conferences

After one year of service (in the Lansing School District), a teacher, upon request, may be released from his regular duties without loss of pay for up to four (4) days each school year to participate in workshops, programs, or conferences

## ARTICLE XII (Cont.)

oriented solely to improving professional competency. Such time, however, is subject to the discretion of each principal as to scheduling feasibility. There shall be no more than 18 teachers requiring substitutes absent for such reasons at any one time, unless special authorization has been given by the Assistant Superintendent for Personnel. All staff members will make requests to attend these meetings on forms provided by the principal's office or departmental office. Substitutes shall be provided for teachers released for the above purposes. (Conference forms available from one's immediate supervisor.)

F. The Board agrees to involve teachers in the preparations of applications for state and federally funded projects.

### G. Innovative and Experimental Programs

Experimental and innovative programs shall be evaluated by March 1 of each year by the Instructional Council which will make recommendations to the LSEA and the Board Negotiating Teams for termination or implementation and/or continuation in the fall of the following year. Any innovative or experimental program not so evaluated shall be terminated at the end of that school year.

### H. Intern Program

The LSEA believes that a period of internship is a valuable part of the preparation of a fully certificated educator. To this end it pledges its efforts to encourage acceptance of intern programs by members of the teaching staff, provided that no intern program will be instituted in the Lansing School District without the mutual consent of the LSEA and the Board.

## ARTICLE XIII

### TEACHER EVALUATIONS

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. A teacher shall sign and be given a copy of all evaluation reports prepared by his principal, supervisor, or other administrator. A teacher may submit additional comments to a written evaluation if he so desires. Any protest of evaluation statements shall be attached to the file copy. The contents of any evaluation is not subject to the grievance procedure.
- C. Any discipline, reprimand, reduction in rank or compensation, or deprivation of any professional advantage, contrary to the terms of this Agreement, shall be subject to the professional grievance procedure.

## ARTICLE XIV

### PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from teachers' salaries teacher organization dues for only the LSEA, the Michigan Education or the National Education Associations, or any combination of these organizations as the teachers individually and voluntarily authorize the Payroll Office to deduct, and to transmit the amount deducted to such recipients as may be authorized by the above respective organizations.
- B. Each of the aforementioned organizations shall certify to the Payroll Office in writing the current rate of its membership dues.

## ARTICLE XIV (Cont.)

- C. Each teacher who desires to authorize such deduction shall file with the Payroll Office a signed and dated "Continuing Membership Form."
- D. Deductions shall be made the second pay period of each month provided that deductions for such membership dues shall not supersede any legally required deductions or deductions authorized prior to the date of this Agreement and the Board shall not be required to make any check-off for membership dues if the teacher's pay is not sufficient to cover the membership dues in any pay period. The Payroll Office shall not be required to honor for any month's deduction any authorizations that are delivered to the Payroll Office later than two weeks prior to the distribution of the payroll from which the deductions are to be made.
- E. No later than October 15 of each year, the Board shall provide the LSEA with a list of those employees who have authorized dues deductions. The Board shall provide the LSEA monthly with any additions to or deletions from such lists.
- F. So long as a teacher remains on the payroll, the authorized deductions shall be continued yearly unless the teacher notifies the Payroll Office in writing of his desire to discontinue or to change such authorization. Said notice must be given prior to September 1 of each year.
- G. Payroll deductions are also available for the following purposes upon written authorization of the teacher:
  - 1. U. S. Savings Bonds and/or Freedom Shares
  - 2. United Fund Contributions
  - 3. Lansing Teachers Credit Union



## ARTICLE XIV (Cont.)

4. Tax Sheltered Annuities from the following companies:
  - a. Massachusetts Mutual Life Insurance Company
  - b. M.E.S.S.A.
  - c. Metropolitan Life Insurance Company
- H. The Board, without assuming any responsibility as to the relative merits of various tax deferred annuity programs, shall provide payroll deductions for teachers who submit written authorization for such deduction subject to the following conditions:

Payroll deductions for any plan, including current plans, shall be paid by the Board to one carrier for redistribution to the applicable carrier. Such single carrier shall be selected by the LSEA. This carrier will submit a written agreement to handle single billing to the Board and distribute payment to other carriers permanently. Changes in such carrier may be made by mutual agreement of the Board and the LSEA, provided, however, under no circumstances shall the carrier be relieved of this responsibility unless another carrier qualifies and agrees to perform such single billing function on the same basis and without cost or responsibility on the part of the Board.

Such single billing procedure shall be implemented and administered without any cost whatsoever to the Board and without any responsibility with respect to such payments except to make the authorized deduction for teachers and make timely payment of the single billing.

## ARTICLE XIV (Cont.)

- I. Until such time as this procedure is implemented, authorized deductions for tax sheltered annuities will continue to be made only for:
  - a. Massachusetts Mutual Life Insurance Company
  - b. M.E.S.S.A.
  - c. Metropolitan Life Insurance Company

The above deductions shall be made according to the procedures established by the Payroll Office.

- J. The LSEA agrees to indemnify and save the Board harmless against any and all claims, suits or other forms of liabilities arising out of the Board's deductions of the dues from a teacher's pay.

## ARTICLE XV

### COMPENSATION

- A. When a regular pay day occurs within a vacation period during the school year, checks shall be mailed to the employee's home prior to the regularly scheduled pay date or that pay day shall be advanced to the last day prior to the beginning of said vacation period at the option of the Board.
- B. A teacher who is required as a part of his job on a regular basis to use his own vehicle for transportation in order to perform his duties shall be reimbursed at the rate of ten cents (10¢) per mile. Mileage will be computed on the basis of actual miles logged and reported each month, or at the teacher's option, on a monthly average

## ARTICLE XV (Cont.)

based on the average of the first two months of the school year.

- C. Teachers transferring into the Lansing School District during the 1969-70 school year or thereafter shall be given full credit for teaching experience up to eight years. Any former teacher of the Lansing School District who is re-employed within a period not exceeding five years shall be placed on the salary schedule at the next step above the one on which his salary was based when he left the Lansing School District, or shall be given credit for teaching experience as provided above in this section, whichever is greater.

### D. Fringe Benefits

#### 1. Retirement

- a. Upon retirement under the Michigan Teachers' Retirement Act and ten (10) years of service with the Lansing School District, the teacher shall receive a lump sum payment computed by multiplying his last daily rate of pay by twenty per cent (20%) of his accumulated compensable leave days, but not to exceed \$1500.
- b. The following will disqualify a teacher for eligibility for retirement pay:
- (1) Any teacher whose dismissal is sustained by the Michigan State Tenure Commission.
  - (2) Any teacher who is dismissed or resigns at the request of the Board if the dismissal or request for resignation is deemed to be for just cause by the LSEA.
  - (3) Any teacher who leaves the system contrary to the provisions of the Michigan State Tenure Act or contrary

## ARTICLE XV (Cont.)

to the terms of his employment contract.

- (4) Any teacher who has previously received this benefit from the Lansing School District.

### 2. Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection, subject to the other terms of this Agreement.

- a. The Board shall provide a choice of full family health insurance or \$25 per month, at the teacher's option, to be applied to one or more of the following programs:
  - (1) MEA Super Medical Semi-Private
  - (2) Blue Cross-Blue Shield (MVFI) with Master Medical Semi-Private
  - (3) One of the group insurance options available through M.E.S.S.A.
- b. If a man and wife are employed by the Board, they shall have the option of applying both subsidies toward one insurance program.
- c. The Board's insurance contributions shall begin in September of each year and continue for twelve (12) full months.

### 3. Life Insurance

The Board shall provide without cost to the teacher a group life insurance plan providing a \$5000 benefit, with a provision for double indemnity in case of accidental death and a waiver of premium provision.

E.

SALARY SCHEDULE  
1969-70

Step	BA	BA +	MA	MA+	Non-Degree
1	\$ 7375 1.00	\$ 7670 1.04	\$ 7965 1.08	\$ 8555 1.16	\$5400
2	7670 1.04	7965 1.08	8260 1.12	8850 1.20	
3	8186 1.11	8481 1.15	8776 1.19	9366 1.27	
**4	8703 1.18	8998 1.22	9293 1.26	9883 1.34	
5	9219 1.25	9514 1.29	9809 1.33	10399 1.41	7300
6	9735 1.32	10030 1.36	10325 1.40	10915 1.48	
7	10251 1.39	10546 1.43	10841 1.47	11431 1.55	
**8	10768 1.46	11063 1.50	11358 1.54	11948 1.62	
9	11284 1.53	11579 1.57	11874 1.61	12464 1.69	8400*
10	11800 1.60	12095 1.64	12390 1.68	12980 1.76	
11		12611 1.71	12906 1.75	13496 1.83	
12			13423 1.82	14013 1.90	

ARTICLE XV (Cont.)

\*To be paid non-degree teachers who are working towards a degree, and who have senior status.

\*\*Double lines indicate where Professional Growth Steps occur. Additional Professional Growth Steps of \$400 each may be earned at the 17th step of the BA and BA+ schedules and at steps 16, 19, and 22 of the MA and MA+ schedules.

All teachers who passed the 22nd Super-maximum step prior to the effective date of this Agreement and who have commenced work toward attainment of the 25th Super-maximum step, and only such teachers, shall be permitted to continue work toward the 25th Super-maximum step and shall receive a \$400 increment on completing the requirements for a 25th step as existing prior to this Agreement.

1. The salary schedule is based upon a teaching load for the thirty-eight (38) week teaching year from September to June, during teaching hours.
2. Holders of a Ph.D. degree will be paid at the rate of 7% of the B.A. base in addition to their M.A.+ step. Other than those presently on the staff with a Ph.D., in order to be eligible for such payment, the teacher must teach in the area in which the Ph.D. was earned.
3. Any teacher placed on the BA+ salary column will be continued on that column until such time as the master's degree is awarded. At no time will a teacher be returned to a column of lesser educational achievement.
4. Changes in teacher contracts which result in column advancements on the salary schedule

ARTICLE XV (Cont.)

will be reviewed by the Personnel Office on September 15, February 15, and May 15. Pay increases will be retroactive to the date of course completion as specified on the college credentials or transcripts, but may not go further back than the current fiscal year.

5. Professional public librarians' pay shall be at the rate of 5% above the teachers' salary schedule.

F. Extra Pay for Extra Work

1. Athletics

a. Senior High

*Athletic Director	17%
Head Football	17%
Assistant Football	10.5%
Head Basketball	16%
Assistant Basketball	10%
Cross Country	8.5%
Head Swimming	12%
Head Wrestling	12%
Golf	8%
Head Baseball	10.5%
Assistant Baseball	8%
Head Track	12%
Assistant Track	10%
Tennis	8%
Equipment Manager	6%

\*One hour released time

Note: Senior High coaches should be assigned to no more than two coaching assignments except in emergency situations.

b. Junior High

Athletic Director	8%
Football	7%
Assistant Football	7%

ARTICLE XV (Cont.)

	Wrestling	7%
	Swimming	7%
	Varsity Basketball	7%
	Junior Varsity Basketball	7%
	Track	7%
	Volleyball	7%
	Intramural	7%
c.	<u>Girls' Secondary Physical Education</u>	
	Senior High Intramural	6%
	Junior High Intramural	4.5%
2.	Other Activities	
a.	<u>Senior High</u>	
	Debate and Forensic Coach	9%
	*Band Director	9.5%
	Choir Director	7.5%
	Dramatics	
	(per full-length production)	4%
	Year Book Advisor	6%
	Newspaper Advisor	4.5%
	Faculty Business Advisor for	
	Newspaper and Year Book	4.5%
	School Treasurer	7.5%
	*One hour for individual or small group instruction	
b.	<u>Junior High</u>	
	Book Custodian	3%
	Band Director	5.5%
	Orchestra Director (per school)	3%
	Choir Director	3.5%
	Dramatics	
	(per full-length production)	3%
	Newspaper Advisor	4.5%
	School Treasurer	6%

All percentages in Section F shall be applied to the first step of the Bachelor's scale.



## ARTICLE XV (Cont.)

### 3. Athletic Department Activities

#### a. Senior High

- (1) Scoreboard operators, announcers, and clock operators at all events, \$6.50 per event
- (2) Clerks, ticket-sellers and takers, judges and timers, scorers, and supervisors at all athletic events, \$5.50 per event

#### b. Junior High

Activity assistance at any athletic event, \$5.50 per event

### G. Summer School Pay

Summer School pay for the summer of 1970 shall be \$6.75 per hour.

### H. Adult Education Pay

The Adult Education salary for the 1969-70 school year shall be \$6.50 per hour.

### I. Substitute Pay

Substitute pay for the 1969-70 school year shall be at the following rates of pay:

- a. \$21.00 for substitutes teaching their first year in the district
- b. \$22.00 for substitutes teaching their second year in the district
- c. \$23.00 for substitutes teaching their third year or more in the district

## ARTICLE XVI

### STRIKES AND SANCTIONS

- A. The Association agrees that neither it nor its members nor any persons acting on its behalf will cause, authorize, support or take part in any strike (i.e., the concerted failure to report

## ARTICLE XVI (Cont.)

for duty, or willful absence of a teacher from his position, or stoppage of work or abstinence, in whole or in part, from the full, faithful, and proper performance of the teacher's duties of employment) to occur during the life of this Agreement for any purpose whatsoever. The Association further agrees not to impose or cause the imposition of any sanction on the Lansing School District during the life of this Agreement.

- B. In the event of any action in violation of the foregoing, the Association agrees to post notices immediately at any or all schools affected, or otherwise communicate with persons violating this provision by all means at its disposal, that said activity is contrary to law, unauthorized by the Association and in violation of this Agreement and shall advise such persons to discontinue immediately said activity, and the Association, further, will use every other means at its disposal to assist in the immediate termination of such activity.
- C. The Association will not directly or indirectly take reprisals against a teacher who continues, or attempts to continue, his contractual duties, or who refuses to participate in any of the activities prohibited by this Article.
- D. The Board will have the right to all remedies available at law for violation of this Article, including injunctive relief and/or damages against any person, group or organization violating this Article.

## ARTICLE XVII

### MISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, policies, regulations or practices of the Board which shall be contrary to, or inconsistent with, its terms. Policies affecting professional personnel covered by this Agreement may be modified or implemented by the Board during the life of this Agreement, provided such policy changes shall not affect wages, hours, or the terms and conditions of employment. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. LSEA announcements during duty hours shall be permitted only at the close of building faculty meetings. Association activities will in no way interfere with classroom or preparation time.
- C. Copies of this Agreement shall be printed at the joint expense of the Board and the LSEA and presented to all teachers now employed or hereafter employed by the Board.
- D. The Board recognizes and respects the right of citizens to make suggestions for the improvements of public schools, but maintains that no group can deny academic freedom to educators. The Board recognizes that the education profession has both the right and the responsibility to insist that children must be free to learn and teachers free to teach broad areas of knowledge, including those considered controversial. The teacher shall have the responsibility of keeping his building principal informed on all controversial issues to be taught. If any group or individual brings charges against a teacher designed to impede the teacher's freedom to teach, and the Board concurs with the teacher's position,

## ARTICLE XVII (Cont.)

it shall provide, without charge to the teacher, the necessary and sufficient leave of absence, legal assistance, and other support for the protection of academic freedom.

- E. This agreement shall be exclusively between the Board and LSEA and not be dependent upon the approval of any other organization.
- F. Teachers are expected to indicate to the Board as soon as possible if they do not intend to return for the coming school year. Any teacher knowing on or before February 15 that he will not return the following school year shall file a notice of such intent with the office of the Assistant Superintendent for Personnel on or before such date. Any teacher determining after such date that he will not return the following school year will immediately upon knowing file a notice of such intent with the Assistant Superintendent for Personnel. Recognizing the assistance such notice will be to teachers desiring transfers, the LSEA will make every effort to compel compliance with the provision of this paragraph by its membership.
- G. Contracts for non-tenure teaching personnel including those recommended for tenure will be routinely issued after April 15 of each year. The contract will contain the current year's salary position until the new Agreement and salary schedule have been negotiated.

Salary agreements for all tenure personnel will be issued only with the consent of the Association while negotiations are pending. It is understood that all individual contracts for the 1969-70 school year and future individual contracts shall be made expressly subject to the terms and conditions of this Agreement or any successor

## ARTICLE XVII (Cont.)

Agreement between the Board and the Association.

The Association guarantees that it will not interfere with the routine performance of this section of the Agreement.

### H. Closing of Schools - Inclement Weather

When it is necessary for the Superintendent to close schools because of inclement weather every effort shall be made to make such public announcements by 6:30 a.m.

On days when schools must be closed because of inclement weather, all personnel should report to assigned stations at the regular time or as soon thereafter as safe travel conditions will permit. Personnel who are unable to report to work shall notify their immediate supervisor at the earliest practicable time.

The chief administrator in each building shall be authorized to excuse personnel on an individual basis from completing the normal work day when weather conditions cause such action to be advisable. This authorization shall apply only on such days when pupils are absent from school due to inclement weather.

## ARTICLE XVIII

### DURATION OF AGREEMENT

- A. This Agreement shall be effective as of September 2, 1969, and shall continue in effect until June 30, 1971. This Agreement shall not be extended orally and it is expressly understood

ARTICLE XVIII (Cont.)

that it shall expire on the date indicated. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

- B. At least by March 1, 1970, the LSEA and the Board shall begin negotiations regarding possible changes only in the following areas: salary (excluding fringe benefits, including retirement and compensable leave or leave of absence policies), class size, calendar and up to two other subjects to be made known to the Board at least thirty (30) days prior to March 1, 1970.
- C. Included as salary may be the salary schedule and items paid on a per cent of the B.A. base in the salary schedule, and rates of pay for adult education and summer school.
- D. Unless listed as an issue by the Board, insurance shall be specifically excluded from negotiations in 1970.
- E. The Board may select up to two subjects (including insurance as one of those two subjects) for negotiations in 1970. The Board shall give the LSEA notice of the subjects it plans to raise in negotiations at least fifteen (15) days prior to March 1, 1970.

BOARD OF EDUCATION

By

Richard L. Bess  
Its President

By

Kathryn A. Bender  
Its Secretary

LANSING SCHOOLS EDUCATION ASSOCIATION,  
INC.

By

Lloyd M. Peterson  
Its President

By

Marilyn B. Davis  
Its Secretary

## APPENDIX A

### SCHOOL CALENDAR

Lansing School District  
1969-70

Instructional Staff Meetings---September 2 and 3, 1969  
Classes Convene-----September 4, 1969  
Evening School Fall Term Begins---September 15, 1969  
Thanksgiving Recess-----November 27 and 28, 1969  
Evening School Fall Term Closes----December 4, 1969  
Holiday Vacation Begins-----December 20, 1969  
School Reopens-----January 5, 1970  
Evening School Winter Term Begins---January 12, 1970  
First Semester Ends-----January 23, 1970  
Second Semester Begins-----January 26, 1970  
Evening School Winter Term Closes---March 19, 1970  
Spring Vacation Begins-----March 21, 1970  
School Reopens-----March 30, 1970  
Evening School Spring Term Begins-----April 6, 1970  
Memorial Day Recess-----May 29, 1970  
Baccalaureate-----June 7, 1970  
Evening School Spring Term Closes-----June 11, 1970  
Commencements-----June 10, 11, 12, 1970  
School Year Ends-----June 12, 1970

For the providing of parent-teacher conferences at the elementary level, released time in the amount of four one-half days during the first semester may be granted and four one-half days during the second semester. The dates for such conferences shall be established by the respective elementary school principals.

APPENDIX B

GRIEVANCE REPORT  
PROFESSIONAL STAFF MEMBERS  
Lansing Schools Education Association  
Lansing School District  
Lansing, Michigan

(This form must be filled out in triplicate)

LEVEL I

Prior to completing this form, I have discussed this problem or complaint with my immediate supervisor or principal, either individually, together with my LSEA Association Representative and/or another official LSEA representative.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School or Department: \_\_\_\_\_

LEVEL II

A. Master Agreement Violation(s): Article \_\_\_\_\_  
Paragraph \_\_\_\_\_

B. Teacher's Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Teacher's Recommended Settlement: \_\_\_\_\_

\_\_\_\_\_

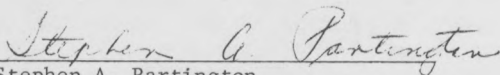
NOTE: File with the Consultant in Personnel and Negotiations with copies to the LSEA Grievance Committee and the Supervisor.



No. 1 - Teacher Master Agreement  
September 22, 1969

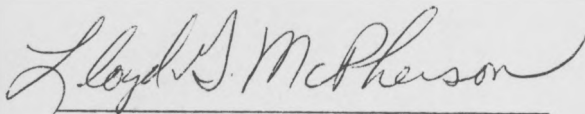
LETTER OF AGREEMENT

It is mutually agreed that Vocational Education will be a subject for negotiations in addition to those listed under Article XVIII, Section B and E.



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Stephen A. Partington  
Superintendent of Schools



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Lloyd G. McPherson  
President, Lansing Schools  
Education Association