

8/31/91

MASTER AGREEMENT

LELAND SCHOOL DISTRICT
BOARD OF EDUCATION

AND

NORTHERN MICHIGAN EDUCATION ASSOCIATION

1988-91

Leland Public Schools

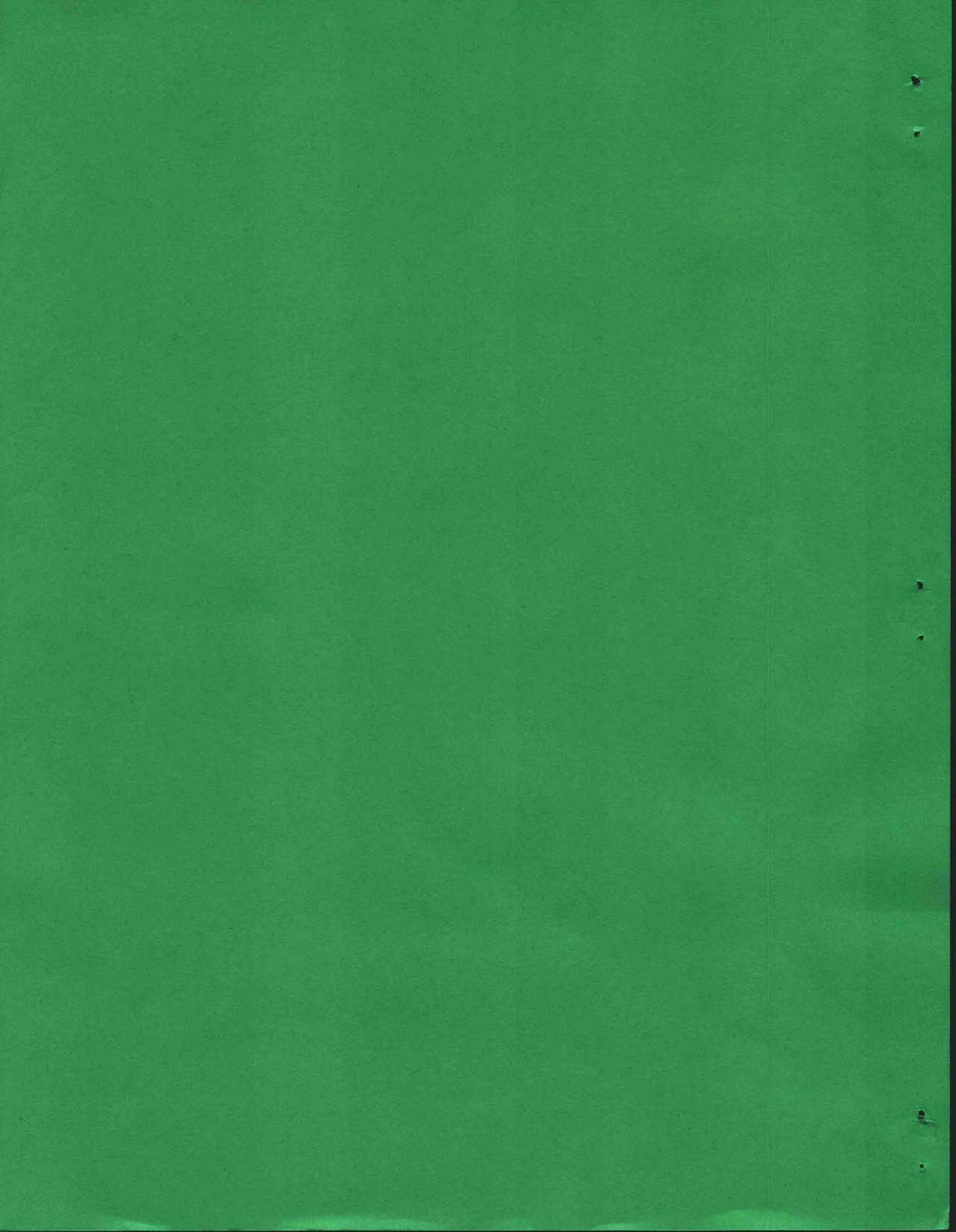


TABLE OF CONTENTS

ARTICLE		PAGE
	PREAMBLE	3
I	RECOGNITION	3
II	NEGOTIATION PROCEDURES	3
III	RIGHTS OF LELAND BOARD OF EDUCATION	4
IV	TEACHERS' AND ASSOCIATION ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES	4
V	SCHOOL CALENDAR	6
VI	TEACHING CONDITIONS	7
VII	CONTROL AND DISCIPLINE	9
VIII	PROFESSIONAL GRIEVANCE PROCEDURE	10
IX	EMPLOYMENT AND ASSIGNMENT	13
X	TEACHER EVALUATION	16
XI	ABSENCE FROM DUTY	18
XII	SALARY AND RELATED MATTERS	23
XIII	MISCELLANEOUS	28
XIV	DURATION OF AGREEMENT	30
	EXHIBIT A	31-38

THIS AGREEMENT, entered into this first day of September, 1988, by and between the LELAND SCHOOL DISTRICT BOARD OF EDUCATION, hereinafter referred to as the "Board," and the NORTHERN MICHIGAN EDUCATION ASSOCIATION, hereinafter referred to as the "Association."

PREAMBLE

Whereas, the parties hereto recognize that it is in their mutual interest and responsibility to meet the educational needs of the students served by the School District, and that the quality and character of such education depends upon the effective administration and delivery of such services; and

Whereas, it is further recognized that both parties have a mutual obligation pursuant to law to bargain collectively in good faith concerning wages, hours, and other terms and conditions of employment; and

Whereas, both parties to this contract have reached agreement concerning wages, hours, dispute resolution procedures and other terms and conditions of employment, as hereinafter set forth,

Therefore, in consideration of mutual agreements and covenants, it is agreed as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II, Act 379, Public Acts of 1965, for all full time and regular part-time certificated personnel, but excluding substitute teachers, supervisors and administrators, and all other employees. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees represented by the bargaining unit as above defined.

ARTICLE II

NEGOTIATION PROCEDURES

- A. Neither party shall have control over the selection of the collective 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 of Education and by a majority of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with

all necessary power and authority to make proposals, and authority to make concessions in the course of negotiations, subject only to such ultimate ratification.

- B. The parties agree to cooperate in arranging meetings, selecting representatives for negotiations, furnishing necessary information to bargain in good faith, and otherwise constructively consider and resolve in good faith all such matters.
- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.

ARTICLE III

RIGHTS OF LELAND BOARD OF EDUCATION

The Association recognizes that the Board, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and by the statutes of the State of Michigan, particularly the Michigan School Code, and by the Constitution of the United States, including but without limiting the generality of the right to establish policy for the executive management and administrative control of the school systems, its properties, its facilities and its personnel, including the assignment of personnel, as well as the methods and means necessary to the proper execution of the foregoing obligations, provided that such rights shall be exercised in conformity with and not in derogation of the provisions of this Agreement.

ARTICLE IV

TEACHERS' AND ASSOCIATION ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection as long as it shall not interfere with the discharge of his/her teaching duties. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by Act. 379 or other laws of Michigan or the Constitution 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 reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Association agrees that it shall not directly or indirectly discourage, deprive or coerce any employee of the Board of Education with respect to the enjoyment of any right conferred by the laws and the Constitution of Michigan and the United States.

C. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with regard to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, except that the moral and professional conduct of the teacher shall at all times be a concern of the Board of Education

D. Association Dues.

1. Each bargaining unit member shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this agreement, whichever is later, join the Association or pay a service fee to the Association equivalent to the amount of dues uniformly required of members of the Association including local, state, and national dues. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408.477; MSA 17.277 (7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Moneys so deducted shall be remitted to the Association or its designee, no later than twenty (20) days following deduction.

2. Pursuant to *Aboud v. Detroit Federation of Teachers*, 431 US 209-240 (1977), the Association established a procedure set forth in the "Policy Regarding Objections to Political-Ideological Expenditures". If any person paying service fees hereunder objects to the expenditure by the Association including MEA or NEA of any funds collected from him/her pursuant to provision Article IV. 1 above, such person may present such objection pursuant to that policy and the procedures therein set forth;

however, challenge to any such expenditure shall not relieve the person of the obligation of paying the service fee or any portion thereof pending final determination thereunder. The remedies set forth in such policy shall be exclusive, and unless and until such procedures, including any judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by such objecting bargaining unit member concerning the application and interpretation of this article shall be subject to the grievance procedure set forth in this agreement, or any other administrative or judicial procedure.

E. Teacher Personnel Files.

1. Each teacher shall have the right, upon request, to review the contents of his/her personnel file. Said review shall take place in the presence of the Superintendent or his/her designated representative. The teacher may have an Association representative present at the review. Confidential teaching credentials and related personal references normally sought at the time of employment are specifically exempted from review.
2. The teacher shall be promptly informed of any item placed in or removed from his/her personnel file.
3. Any complaint concerning a teacher shall promptly be called to the attention of the teacher. If a complaint is placed in the personnel file of a teacher, the teacher will be furnished a dated copy of the complaint.

F. Services to be rendered by teachers outside of regular teaching hours include their participation in a minimum of six (6) school functions per year. Three (3) of these functions may be athletic events. The other three (3) shall be: In the elementary 1) PTO Open House, 2) Christmas Concert, 3) Spring Concert; in the secondary 1) PTO Open House, 2) Academic Awards Banquet and 3) Fine Arts Vocational Program.

G. Teachers shall not be required to pay admission at school-sponsored events; other members of their families must pay admission when and wherever admission is charged for such events.

ARTICLE V

SCHOOL CALENDAR

- A. The school calendar is attached hereto as Exhibit A.
- B. These calendars provide:

1. A minimum of 180 instruction days.
 2. A total of 181 contract days.
- C. In the event of inclement weather or other acts of God, school may be delayed until such time as buses can make normal pickup and teachers and students can be in the classrooms. Should school begin late because of such conditions, teachers shall not be required to be in their teaching stations more than thirty (30) minutes prior to the arrival of the students. Should school be closed because of such conditions, teachers shall not be required to be in attendance.
- D. Any student instruction days lost due to "Acts of God" (snow, ice, fog, epidemic, etc.) which do not count as days of student instruction by the State Aide Statute will be mutually rescheduled by the Board and the Association, as required by State Statute. The first five days lost will be rescheduled at the end of the school year. In the event more than five days need to be rescheduled, the time will be negotiated. A teacher required to work on both "Acts of God" days and rescheduled days will be compensated at 1/181 of his/her annual salary for days worked in excess of 181. Teachers required to work only on rescheduled days (not "Acts of God" days) will receive no additional compensation.

In the event the Michigan School Code State Aide Statute which is in effect at the beginning date of this agreement is amended, changed or reinterpreted either party with written notification to the other party shall reopen this Article for the purpose of negotiating an amended agreement.

- E. The school calendar shall be the subject of negotiations between the Board and the Association and shall be made known to the teachers to the extent possible on or before the close of each school year.
- F. The Association shall form an In-service Day Committee, which shall plan and implement the annual in-service day(s).
- G. A committee composed of two (2) 7-12 grade teachers and two (2) administrators shall be established, if necessary, to review the present 7-12 grade exam schedule and make recommendations to the Association and the Board for change to begin either during the present school year or at the beginning of the next school year.

ARTICLE VI

TEACHING CONDITIONS

- A. 1. The normal teaching load for grades 7-12 full-time teachers shall not exceed twenty-five (25) clock hours of classroom time and not less than two hundred and fifty

(250) minutes of preparation time per week. Teachers for grades 1-6 shall be allowed two hundred and fifty (250) minutes preparation time per week of no less than twenty-five (25) consecutive minutes per day.

2. a. If the administration requests, or in the case of a bonafide emergency, assigns a teacher to forego his/her planning period to substitute for a teacher in grades 7-12 who is absent, the teacher shall be reimbursed 1/7 of his/her daily (1/181) base salary.
 - b. In grades K-6, a teacher may substitute for a teacher who is absent. If the administration requests, or in the case of a bonafide emergency, assigns a teacher to substitute, the teacher shall be reimbursed 1/7 of his/her daily base salary for each fifty (50) minutes taught.
 3. Teachers employed less than full time shall have preparation time pro-rated to the number of hours of instruction. For the purpose of this Article (VI 3) an hour of instruction shall be considered 1/7 of the school day.
- B. Teachers shall report to their assigned places of duty thirty (30) minutes before the beginning of the school day and shall be free to leave fifteen (15) minutes after the close of school for students (except on Friday and days before holidays when teachers may leave at student dismissal time). The scheduled starting and ending time for the regular school day will be announced prior to the start of the school year and will not be changed during the school year without good cause.
- C. Because pupil/teacher ratio is an important aspect of an effective educational program, the parties agree that class size should not exceed the following maximum:

Kindergarten	20 pupils per session
1-6	30 pupils per room
7-8	30 pupils per room
9-12 English*	25 pupils per session
Mathematics	30 " " "
Social Studies	30 " " "
Science	30 " " "
Foreign Language	20 " " "
Business	30 " " "
Family Living	30 " " "
Food & Nutrition (Lab)	16 " " "
Clothing Construction & Textiles (Lab)	16 " " "
Shop	20 " " "
Child Development I	30 " " "
Child Development II	30 " " "
Band & Choral	No Limit

Typing	30 pupils per session
Art*	25 " " "
Pottery	20 " " "

*If budgetary constraints require a reduction of staff or any percentage of teaching assignments, these maximum numbers may be increased.

Should enrollment exceed the above maxima, a teacher aide on a part-time basis shall, if requested, be provided after thirty (30) days following the reporting of the overload, during which time the Board may attempt to adjust the enrollment in question.

- D. The Board recognizes that appropriate texts, equipment, and materials are the tools of the teaching profession. The Board agrees to keep the schools reasonably equipped and maintained.
- E. All teachers shall have a duty-free lunch period no less than thirty (30) minutes in length.
- F. The Board shall make available for teacher use faculty work rooms. Restrooms for the staff's private use will be provided. A telephone shall be available in the work rooms for teachers' reasonable use. All personal long distance phone calls will be charged to the teacher's home phone.
- G. Attendance at professional staff meetings is mandatory unless permission for absence is granted by the appropriate supervisor.
- H. Should it be deemed a necessary measure by the Superintendent, faculty members assigned to teach in grades nine (9) through twelve (12) will assist in maintaining discipline in corridors of the school building and shall be so assigned on a rotating basis.
- I. Each teacher, full or part time, shall be authorized an allowance up to \$60.00 to draw on for room supplies which cannot be planned for in advance. Teachers must requisition amounts from this fund through the normal administrative channels.

ARTICLE VII

CONTROL AND DISCIPLINE

- A. 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 and at school functions. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other

professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to that pupils' problems better handled by the above-mentioned professionals.

- B. Procedures and policies regarding suspension of students from school shall be made known to students, teachers and parents each year.
- C. A teacher has the right to use such force as is necessary to protect himself/herself from attack, or to protect injury to another teacher or student. Any case of physical assault shall be reported to the Principal. In any case of physical assault upon a teacher while performing his/her duties the Board and the Association will render all reasonable assistance to the teacher.
- D. The Board will reimburse teachers for any loss of clothing or personal property, less depreciation, or repair such damaged personal property not covered by insurance, when caused through physical assault while on duty. Reimbursement for or repair of personal property damaged by other kinds of student action while a teacher is on duty shall be made with the approval of the Superintendent.
- E. The Board shall provide, at no expense to the teacher, a comprehensive liability policy with the teachers as additionally named insured covering work-related liabilities and claims, including claims brought against a teacher for punishment of a student if such punishment was carried out in accordance with Board policy. Further, the Board shall provide legal counsel to a teacher who is accused of criminal liability for punishment of a student if such punishment was carried out in accordance with Board policy.
- F. Any complaint by a parent of a student toward a teacher shall promptly be called to the teacher's attention by the Principal. Such complaints will be presented by the Principal in writing and dated.

ARTICLE VIII

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A claim by a teacher or group of teachers that there has been a violation, misrepresentation or misapplication of any provision of this Agreement, or the adoption of application by the Board of a written policy concerning wages, hours and conditions of employment claimed to be unreasonable, may be processed as a grievance as hereinafter provided.
 - 1. Any employee or group of employees with a grievance shall within ten (10) working days of its alleged occurrence, or the discovery thereof (if the discovery could not

reasonably have been made at the time of occurrence), discuss it with the immediate supervisor. At this and subsequent steps in the grievance procedure, an Association Representative may accompany the employee upon request of the employee.

2. If the discussion in 1 above does not resolve the grievance within ten (10) working days following the discussion, the employee shall submit the grievance, in writing, to the immediate supervisor who shall render his/her decision in writing within ten (10) working days of the submission.
3. The statement of a grievance shall name the employee involved, shall state the facts giving rise to the grievance, including the date of the alleged violation, shall identify by appropriate reference all provisions of the Agreement or Policy alleged to be violated, shall state the contention of the employee with respect to these provisions, and shall indicate the specific relief requested. All grievances must be signed by the employee.
4. If the grievance remains unresolved within seven (7) working days of the written decision in Paragraph 2, the employee shall submit a copy of the written grievance to the Superintendent, who within seven (7) working days of the receipt of the grievance, shall meet with the employee in an effort to resolve the matter. Within ten (10) working days of the receipt of the grievance, the Superintendent shall indicate in writing his/her disposition of the grievance.
5. If the grievance is not resolved under the procedures set forth in the previous steps, either party may refer the grievance to the Michigan Employment Relations Commission for mediation, said submission to be made not later than ten (10) working days following receipt of the disposition filed by the Superintendent in 4 above.
6. If the grievance remains unresolved within fifteen (15) working days following the conclusion of the mediation, the grievant and the Association may refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance, who shall be selected in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be final and conclusive and binding upon the Association, its members, the employee or employees involved, and the Board.
7. The powers of the arbitrator are subject to the following limitations:
He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this

Agreement or written Board policy, unless such policy is determined to be unreasonable in its effect on wages, hours, or conditions of employment.

8. The Board and the Association shall not be permitted to assert in any arbitration proceeding any grounds or evidence not disclosed to the other party prior to arbitration.
9. The arbitrator's fees shall be borne equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other party.
10. The processing of grievances, or any consideration thereof, shall not be conducted during duty hours, except by mutual consent.
11. To expedite the processing of grievances, the Board shall permit the affected employee's access to and the right to inspect and acquire copies of his/her personnel file and any other recorded evaluations which pertain to the employee's grievance. A representative of the Association may accompany and assist the employee in this regard.
12. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all professional compensation lost. If he/she shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him/her, less any sum received by the employee from any other employment during the school year in mitigation of such claim.
13. General
 - a. The time limits established by this grievance procedure shall be strictly construed; provided, however, the parties to this Agreement reserve the right to mutually extend or alter said time limits in writing. Any grievance not advanced to the next step of the grievance procedure within the time limits specified shall be deemed abandoned.
 - b. In the event the Board's representative fails to respond to a grievance within the time limits specified, said grievance shall be deemed denied and subject to advancement to the next step of the grievance procedure.
 - c. Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsis-

tent with the terms of this Agreement and the Board and Association are notified, in writing, of the adjustment.

- d. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- e. Notwithstanding the expiration of this Agreement, any claim or grievance arising during the term of this Agreement and timely filed may be processed as herein provided until resolution.

ARTICLE IX

EMPLOYMENT AND ASSIGNMENT

A. Vacancies

1. Whenever a vacancy in a teaching or administrative position occurs which is intended to be filled, the Board shall give written notification to the Association through its President, and shall post the vacancy in the faculty work room. During the period between the closing of school in June and the opening of school in September, a notice will be mailed to all teachers.
2. Notification shall be given within five (5) school days of the determination that a vacancy which is to be filled has occurred.
3. Any properly certified staff member may apply for a posted vacancy.
4. No vacancy shall be filled until five (5) days after posting unless the vacancy occurs between August 15 and the first day of school, in which case the Board shall notify the Association President orally or in writing of the vacancy and of the time limits required to fill such vacancy.

B. Assignments

1. Teachers for grades 7-12, should not be assigned, except temporarily and for good cause, outside their major or minor field of study for which they are certified.
2. Prior to August 1 of each year, the Board shall make available a schedule of teaching assignments for the

forthcoming year. Should changes in assignment be necessary, the proposed changes in assignment shall be discussed with the teacher or teachers affected prior to consummation of assignment. If the teacher is not available for discussion, he/she shall be notified of the change in writing. Assignment changes shall be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary teachers to different grades unless a teacher requests such change.

3. A teacher shall not be required to drive a school bus as a part of his/her regular work assignment.
4. A written and signed contract shall be furnished each faculty member within three (3) weeks after the Master Agreement has been ratified. The contract shall contain the teacher's tenure status, dates of contract coverage, teaching salary, and the sum to be received each pay period. The contract shall further state that the individual contract is subject to the terms and provisions of the Master Agreement.

C. Transfer

1. The right of determination of teacher transfer is vested in the Board or its designated representative.
2. When the board transfers a teacher, the proposed transfer shall be discussed with the teacher or teachers affected prior to consummation of transfer. Further, the Board shall take into consideration the professional preferences of the teacher, certification, seniority and the best interests of the students and the school system.
3. To the extent possible, all transfers will be voluntary. When involuntary transfers of tenured teachers are effected, said transfers shall be made according to seniority - - i.e., that teacher possessing least amount of seniority and with applicable certification be transferred first.
4. A teacher who wishes to transfer to another position shall submit a written request to the Superintendent. Within ten (10) days, the Superintendent or his/her designated representative shall inform the applicant of the disposition of his/her request.

D. Reduction in Personnel

1. If a reduction in personnel shall become necessary, the Board shall retain teachers with the longest continuing service to the school district who are certified to teach in those areas of disciplines which are to be retained.
2. Seniority, for the purpose of this Article, shall be defined as continuous service to the school district as a

bargaining unit member from the last date of hire and not interrupted by a quit, resignation, discharge or failure to return from an approved leave of absence. Any bargaining unit member who is assigned to an administrative position and subsequently returns to the bargaining unit shall have his/her seniority reinstated to the last date of service in the bargaining unit.

3. Teachers in specific programs being discontinued or reduced shall have the right to replace less senior teachers within the notified teacher's area of certification.
4. Teacher(s) will be given sixty (60) calendar days notice prior to being laid off. There shall be no reduction in the number of teaching positions during the school year unless a financial emergency or total enrollment decreases necessitate midyear reduction in staff.
5. Teachers will be recalled in reverse order of layoff.
6. The Board shall give written notice of recall from layoff by mailing a registered or certified letter to the teacher at his/her last known address.
7. Teachers recalled to duty shall retain accumulated sick leave and shall be returned to the step on the salary schedule held at the time of layoff. Teachers who are laid off at the end of the school year and recalled the following September shall retain accumulated sick leave and shall be entitled to move on the salary schedule as though their service had not been interrupted.
8. Refusal or acceptance of a position that is less than full-time employment within the system shall not affect the teacher's recall rights to a full-time position, unless otherwise agreed in writing.
9. No new probationary teachers shall be employed by the Board while there are laid off tenured teachers in the district unless none of the laid off tenured teachers are certified for that vacancy.
10. A seniority list will be developed and updated by January 1 each year with a copy of said seniority list sent to the Association.

E. Discipline, Suspension and Discharge

1. No teacher shall be disciplined, suspended or discharged or reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, suspension or discharge, reduction in rank, compensation or advantage shall be subject to the Professional Grievance Procedure herein set forth. All

information forming the basis for disciplinary action will be made available to the teacher and upon teacher's written request, to the Association.

2. In the event that the dismissal of a probationary teacher is being considered, the Board shall guarantee that teacher:
 - a. A notice that dismissal is being considered.
 - b. A fair hearing before the Board.
3. A dispute concerning the discharge of a probationary teacher shall not be processed beyond Step E, Mediation, of the Professional Grievance Procedure.
4. A tenured teacher may not simultaneously process a discharge, suspension or demotion case through the Tenure Commission and through the Professional Grievance Procedure.

F. Physical Examinations

1. A professional employee may be required to present, for good cause, a certificate showing that he/she is in good mental and/or physical health. The cost of said mental or physical examination shall be borne by the Board.
2. Any employee absent because of an extended or serious illness shall present to the Superintendent, prior to his/her return to service, a statement from a licensed physician indicating that his/her health is satisfactory for return to his/her assignment. The Superintendent may require a teacher to be examined at Board expense by a physician designated by the Board, and a report of such examination will be delivered to the teacher and to the Board.

ARTICLE X

TEACHER EVALUATION

- A. The Board shall establish and implement a systematic program of employee evaluation. The program shall be consistent with the provisions of the Teacher Tenure Act.
- B. It is understood that the evaluation process includes the entire work performance of the teacher.
- C. Classroom observation shall be for a sufficient period of time to observe the degree of accomplishment of the instructional objectives established for that class period. In no case shall a formal evaluation be for less than twenty (20) minutes.

D. The evaluator shall reduce his/her observations to writing, which shall include a statement of the strengths and weaknesses of the teacher and, where appropriate, means and methods of improvement.

E. Procedures.

1. All observations of the work performance of a teacher shall be conducted with full knowledge of the teacher.
2. Within five (5) school days, at an evaluation conference, the evaluator shall submit a copy of the written evaluation to the teacher and discuss with the teacher the content of the evaluation, particularly the changes being recommended.
3. In subsequent evaluations, the evaluator shall make specific reference regarding progress, or lack of progress, of the teacher in any substandard areas previously identified.
4. The teacher will sign the observation report and/or annual evaluation signifying receipt of same. Within five (5) days of receipt of the observation report and/or annual evaluation, the teacher may submit a written response which will be attached to the observation report and/or annual evaluation.
5. Annual evaluations and interviews will be completed by April 1 of each year.
6. Probationary teachers will be evaluated a minimum of three (3) times a year with the evaluation during each marking period including two (2) prior to December 1st. One of these evaluations shall be conducted prior to the end of the first (1st) marking period. Tenured teachers will be evaluated a minimum of once (1) every other year.
7. In the event a probationary teacher is not continued in employment, the Superintendent shall advise the teacher of the reasons by means of a personal conference, and in writing if requested by the teacher. This written statement is to be furnished within ten (10) calendar days of the request of the teacher concerned.
8. Each year a committee of three (3) teachers will make advisory recommendations to the administration on the specific criteria to be contained in the observation report and annual evaluation instruments.
9. A teacher shall be entitled to have a member of the Association present at the evaluation conference if the teacher so desires.
10. A teacher who requests it shall be entitled to have

present a representative of the Association in any meeting which is for the purpose of disciplining the teacher. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.

ARTICLE XI

ABSENCE FROM DUTY

A. Sick Leave

1. At the beginning of each school year, each teacher shall be credited with twelve (12) days sick leave, to be used when the teacher is absent from duty because of personal illness, injury or immediate family illness or death including pregnancy-related disabilities.

Each teacher shall be credited with sick days not used each year, to a maximum of one hundred thirty (130).

2. The immediate family shall be defined as husband, wife, child, sister, brother, parents, parents-in-law, stepparents, stepparents-in-law, grandparents and any person living in the immediate household.
3. Reasons other than the above, approval for such leave rests solely with the Superintendent or his/her designated representative.

B. Sick Bank

1. A Sick Leave Bank is hereby established. Each teacher shall contribute two (2) personal sick leave days per year until the Bank accumulates up to fifty (50) days. After the Bank accumulates 50 days, each teacher shall contribute one (1) personal sick leave day to the bank each year until the bank has reached 100 days.

2. In the event that the total number of days in the sick leave bank becomes less than fifty (50) at any time during the contract year, each teacher shall contribute one (1) sick leave day to the sick leave bank. This contribution will, in effect, reduce each teacher's personal sick leave from twelve to eleven days per year. A teacher with an extended illness (an extended illness shall be defined as ten (10) consecutive school days or more) may draw upon the sick leave bank, subject to the following provisions:

- a. The teacher has used all his/her personal sick leave days.
- b. The request for sick leave days from the bank must be

in writing.

- c. The application must receive approval by the Sick Leave Bank Committee of the Association, which shall be established by the Association. The Association agrees to save the Board harmless in the event of any claim, grievance, or lawsuit regarding the administration or distribution of such sick bank leave days.
 - d. The bank has days available to draw.
 - e. The Sick Leave Bank Committee may request the teacher to furnish a medical doctor's verification of the illness claimed.
 - f. A teacher may draw a total of days, not to exceed thirty (30) per contract year, equal to his/her accumulated personal sick days when the contract year begins.
 - g. A teacher who has taught in the Leland Public School for three (3) or fewer years shall be eligible to draw up to thirty (30) days from the bank.
3. At the conclusion of each use of the sick leave bank, the Association shall report to the Board the number of days used. The Board shall, after receiving notice of the number of days used, notify the Association of the number of remaining days in the bank.

C. Personal Leave Days

1. Absence will be granted during the school year without loss of salary for not to exceed two (2) days for any teacher with ten (10) or less years of service in the Leland Public Schools. Those teachers with eleven (11) or more years in the Leland Public Schools shall be granted three (3) days per school year, provided that within the previous five (5) years that teacher has not used more than 30% of total sick days for that five (5) year period in the Leland Public Schools.
2. A personal leave day shall not be granted on orientation day, curriculum day, the final day of school, or the day before or after a school vacation. On no one given day will there be more than 3 members of the professional teaching staff allowed a personal leave day. Provided proper notification is given, priority will be given teachers on a first-come, first-served basis. In the event of a tie the most seniored teacher shall be given preference.
3. A teacher planning to use personal leave shall notify the appropriate supervisor at least three (3) days in advance, except in case of emergency, when notification

must be given as soon as the teacher becomes aware of the emergency.

4. Any days not used will accumulate as sick leave up to a maximum allowed.

D. Jury Duty

1. A teacher summoned to jury duty or subpoenaed as a witness shall be paid full salary, but shall return to the district earnings received, excluding mileage and expenses, for such duty.

E. Workers' Compensation

An employee who is absent due to an injury which is compensable under Worker's Compensation may use his/her accumulated sick leave on a proportional basis, to supplement the benefit received from Worker's Compensation, such that the amount of expendable income the employee receives from Worker's Compensation and sick leave does not exceed the amount of expendable income the employee would have received from his/her regular salary amount according to his/her placement on the salary schedule at the time of the injury. The obligation of the employer is only for the proportional amount necessary to supplement the maximum benefit provided to the employee from Worker's Compensation until the employee accumulated sick leave is exhausted or the employee is able to return to work, whichever happens first. In the event the present law is changed, this section shall be opened for negotiation.

F. Extended Leaves of Absence

1. Unpaid Leave of Absence

An unpaid leave of absence of up to one (1) calendar year may be granted by the Board, without pay, for good cause. Applications for such leaves must be submitted in writing to the Board sixty (60) days preceding the leave. Exceptions may be granted by the Superintendent. It shall be the responsibility of the teacher on a granted leave to notify the Board in writing of his/her intent to return to duty sixty (60) days prior to return from leave. Failure to notify the Board of such intent to return to duty shall be considered voluntary termination of employment with the School District.

- a. Upon return from such leave, the teacher shall be placed in the same or similar position as held before the leave. No benefits shall be paid or accrue during such leave. However, the teacher may continue in the group health and/or insurance plan(s) by reimbursing the Board for the premiums.

- b. A year's unpaid leave of absence shall not be considered a year of service to the School District, except for a teacher who has taught for one hundred twenty (120) or more teaching days prior to being placed on an unpaid leave of absence. In that case the teacher will be placed on the next increment step upon the teacher's return.

2. Child Care Leave

An unpaid child care leave of absence of up to one (1) calendar year shall be granted to an employee for good cause and shall be requested at least sixty (60) calendar days prior to the expected date of the leave. In the case of an emergency, the sixty (60) calendar days limitation may be waived by the administration. The employee shall state the exact length of leave time requested and once the administration has granted such leave it shall be the responsibility of the teacher on the granted leave to notify the Board in writing of his/her intent to return to duty at least sixty (60) calendar days prior to expiration of leave period. Failure to notify the Board of such intent to return to duty shall be considered voluntary termination of employment with the school district.

3. Sabbatical Leave

- a. Sabbatical leave shall be interpreted as leave from active duty granted to any professional employee after seven (7) years' service in the Leland School District for the purpose of improving the delivery of services in the School District. Sabbatical leave may be granted for up to one (1) year as may be recommended by the Superintendent. The application for sabbatical leave must be filed in writing with the Superintendent. Final approval of those applicants selected by the Superintendent will be made by the Board. Each applicant will receive a written response to the application within thirty (30) days of the Board's decision.
- b. Leave granted for professional study, for travel, or travel combined with study, or for any other reasons which, in the opinion of the Superintendent, will improve the instructional program in the School District, or will improve the efficiency of a teacher, shall be considered consistent with the purpose of sabbatical leave.
- c. Before approval is given, a qualified acceptable replacement must be available for the period for which the leave is to be granted.
- d. Remuneration to teachers granted such leave shall be

at the rate of one-half (1/2) the yearly salary and payment shall be made on a regular payroll basis of twenty (20) or twenty-six (26) pays. No fringe benefits will be paid or accrue while the teacher is on sabbatical, except as hereafter provided, but the teacher may continue in the group health plan by reimbursing the Board for the premiums.

Not more than one (1) teacher may be granted sabbatical leave in any one (1) year.

e. In determining its recommendations on requests for sabbatical leave, the Superintendent will base a decision on the following criteria:

- (1) Seniority of service to the school system.
- (2) The extent of the applicant's professional study, growth, contribution and successful services during the preceding year.
- (3) The extent to which plans submitted for use of time while on leave are definite and educationally constructive.
- (4) Order in which applications are received.

f. Increment in the salary schedule and sick leave credit shall accrue and be granted when the sabbatical leave is successfully completed and the teacher returns to duty.

g. A teacher, upon completion of a sabbatical leave, shall return to the School District for a period of at least two (2) school years.

h. A teacher not returning to the School District for reasons other than health, upon completion of sabbatical leave, shall reimburse the School District for all monies received from it during this leave.

i. Upon return, the Board shall return the teacher to his/her previous position.

4. Career Leave

A leave of absence of up to one (1) school year may be granted to a teacher for the purpose of exploring other career and/or job opportunities. Upon return from such leave, the teacher shall be assigned the same or equivalent teaching position and be placed on the salary schedule at the step applicable at the beginning of such leave.

ARTICLE XII

SALARY AND RELATED MATTERS

- A. 1. Salary Schedule for 1988-89 - The Salary Schedule from the 1987-88 school year shall be increased by 6.7% on each existing step.
2. Salary Schedule for 1989-90 - The Salary Schedule from the 1988-89 school year shall be increased by 6.7% on each existing step.
3. Salary Schedule for 1990-91 - The Salary Schedule from the 1989-90 school year shall be increased by 6.7% on each existing step.

Salary Schedule for 1988-89

	BA	BA+15	MA	MA+15	MA+30
Step 1	19,667	20,453	21,240	22,026	22,814
2	20,650	21,436	22,223	23,010	23,796
3	21,634	22,421	23,206	23,994	24,780
4	22,616	23,403	24,190	24,977	25,764
5	23,600	24,386	25,173	25,960	26,746
6	24,584	25,369	26,156	26,943	27,730
7	25,566	26,353	27,140	27,927	28,712
8	26,549	27,337	28,123	28,909	29,696
9	27,533	28,320	29,107	29,893	30,679
10	28,517	29,304	30,090	30,876	31,663
11	29,500	30,287	31,073	31,858	32,647

Salary Schedule for 1989-90

	BA	BA+15	MA	MA+15	MA+30
Step 1	20,985	21,824	22,663	23,502	24,342
2	22,033	22,872	23,712	24,552	25,391
3	23,084	23,923	24,761	25,601	26,440
4	24,131	24,970	25,811	26,650	27,490
5	25,181	26,020	26,859	27,699	28,539
6	26,231	27,069	27,909	28,748	29,588
7	27,279	28,118	28,959	29,798	30,636
8	28,328	29,168	30,007	30,846	31,685
9	29,378	30,218	31,057	31,896	32,735
10	30,427	31,267	32,107	32,944	33,785
11	31,477	32,316	33,155	33,993	34,834

Salary Schedule for 1990-91

	BA	BA+15	MA	MA+15	MA+30
Step 1	22,391	23,286	24,181	25,076	25,973
2	23,509	24,405	25,301	26,196	27,092
3	24,631	25,526	26,420	27,316	28,212
4	25,748	26,644	27,540	28,436	29,332
5	26,868	27,764	28,659	29,555	30,451
6	27,988	28,882	29,779	30,674	31,571
7	29,107	30,002	30,899	31,794	32,688
8	30,226	31,122	32,018	32,913	33,808
9	31,346	32,242	33,138	34,033	34,928
10	32,466	33,362	34,258	35,152	36,048
11	33,586	34,481	35,376	36,271	37,168

NOTE TO SALARY SCHEDULE:

1. Longevity

Longevity shall be defined as years of credited service as a teacher with the school district, and those years of service for which the teacher received credit for prior experience with the exception of those teachers with more than eleven (11) steps in 1980-81.

Longevity pay shall be made as follows:

Teacher beginning his/her:	Longevity Pay
a. 12, 13, 14 years of credited service	3% of base pay (11th Step)
b. 15, 16, 17 years of credited service	4% of base pay (11th Step)
c. 18 and over years of credited service	5% of base pay (11th Step)

2. Teachers with more than eleven (11) steps in 1980-81 will have their salary increased each year of the contract by the percentage indicated on the following basis, to-wit:

		<u>88-89</u>	<u>89-90</u>	<u>90-91</u>
B.A.	30% of	6.7%	6.7%	6.7%
B.A. +15	35% of	6.7%	6.7%	6.7%
M.A.	40% of	6.7%	6.7%	6.7%
M.A. +15	45% of	6.7%	6.7%	6.7%
M.A. +30	50% of	6.7%	6.7%	6.7%

3. Changes in step and column placement shall be made on an annual basis, to take effect September 1 of each year.

B. Extra Duty Pay Schedule

- These extra-curricular activities are to be reimbursed. The base salary is the number of years of extra-curricular experience in the Leland Public School. The B.A. schedule will be used as the base schedule. Percentages shall be multiplied by the applicable level on the B.A. schedule based upon the number of years experience. Years of experience shall not exceed the 11th step for extra-curricular activities. Credit for years of experience in the Leland Public School will transfer only in the sports of basketball, softball and baseball, and volleyball. i.e. junior varsity to varsity, softball to baseball.

Athletic Director	6% + 1 hr. released time
Basketball: Varsity	12%
Junior Varsity	9%
7th Grade Girls	4%
8th Grade Girls	4%
7th Grade Boys	4%
8th Grade Boys	4%
Baseball	6%
Softball	6%
Soccer	6%
Volleyball - Varsity	9%
Junior Varsity	6.7%
Tennis	6%
Cheerleading - Varsity	5%
Junior Varsity	3.7%
Jr. High School	2%
High School Advisors:	
Freshmen	1%
Sophomore	1%
Junior	2%
Senior	2%
Honor Society	2%
Student Council	3%
Band	6%
Odyssey of the Mind - Director	2.5%
Odyssey of the Mind - Coach	1.5%
Future Problem Solvers	\$200 per team
Yearbook	6% if not class; 2% if class
Play Director	\$300/play
Driver Education	increase each year according to % applied on the salary base
Internal Subbing	1/7 of regular daily base rate
Crowd Control	\$18.75 per event
Bus & Dance Chaperons	\$18.75 per event

Mileage Allowance - Teachers whose teaching or extra duty assignments require they drive their personal automobile for school business shall be reimbursed per mile at the rate permitted by the Internal Revenue Service.

2. Any extra-curricular duty which is presently not on the extra-duty salary schedule shall be negotiated with the NMEA/LEA.
3. No teacher shall be required, as either a part of or addition to their duties as a teacher, to be assigned any of the above designated extra-curricular positions.
4. When one coach assumes coaching of Varsity and Junior Varsity, or 7th and 8th grade, in the same sport at the same time, the percentage shall be established by the Board, or its designee, after discussion with the coach involved.
5. Extra-curricular activity duties are non-tenured positions.
6. The Board of Education, at its discretion, reserves the right to cancel any extra-curricular activity or appointment at any time.
7. Termination of teachers from extra duty assignments shall not be subject to the Professional Grievance Procedure.

C. Payroll Deductions

1. Association dues shall be deducted from the wages of employees within the bargaining unit who submit signed authorizations to the Business Office. Employee authorizations shall remain in effect unless revoked in writing during the month of August.
2. Check-off deductions shall become effective upon receipt of the signed authorization and shall be deducted from each pay period for twelve (12) months.

D. Placement and Prior Credit

1. Teachers transferring into this system may be given full credit for teaching experience up to eight (8) years on a bachelor's degree and may be given up to ten (10) years on the master's schedule, one-half year or more shall constitute one (1) year of experience.
2. No new hire shall be placed on a step higher than that occupied by any teacher presently employed with equal experience.

E. Professional Growth and Development

1. Teachers shall be reimbursed fifty (50%) percent for all tuitions of university courses taken to satisfy state certification requirements. In addition, teachers shall be reimbursed One Hundred (100%) percent for all tuitions of university courses resulting in a mutually agreed upon area of recertification and/or additional training. A mutual agreement will consist of a pre-arrangement between the Board of Education (or its designate) and the employee as per an appropriate course of study. Reimbursement will be on a semi-annual basis and it is understood that should an employee not finish the course of study, all reimbursement fees shall be returned to the Leland Public School District. Further, it is agreed that an employee completing a program of recertification will remain as a teacher for the Leland Public School District, unless laid off, for one (1) school year or forfeit all reimbursement fees.

F. Health Care

1. The Board shall pay health care premiums on the following basis:

Super Care I will be offered for a full twelve (12) month period for the employee and his/her eligible dependents including sponsored dependents as defined by MESSA with Board paying all deductibles: \$50.00/person; \$100.00/family; \$1.50 prescription charge to be submitted by employee for reimbursement when deductible totals exceed \$25.00 or on a quarterly basis.

2. Employees not electing health insurance coverage through the school may apply up to the amount of Super Care I single subscriber premium toward the MESSA fixed option programs as determined by the teachers. Any amounts exceeding the Board subsidy shall be payroll deducted. An open enrollment period shall be provided whenever premium subsidy amounts change for the groups.
3. The Board shall provide, without cost to the employee, Delta Dental Plan Auto + with Orthodontic Rider 0-8, including internal and external coordination of benefits (COB) for all employees of the bargaining unit and their eligible dependents.
4. The Board shall provide, without cost to the employee, MESSA VSP II Optical Insurance.

G. Terminal Pay

To qualify for terminal pay, the teacher must have taught in the Leland Public Schools for a minimum of ten (10) consecutive years, be qualified for retirement under the policy of the Michigan Public School Employee's Retirement System, and submit evidence from the MPSERS that the processing of

his/her application for retirement has been completed.

A teacher qualifying for terminal pay shall receive 8.5% of his/her daily base pay in effect in the year immediately prior to year of retirement for each day of sick leave not used during the term of continuous employment in the Leland Public Schools.

For purposes of this subparagraph only, "sick leave days" shall include sick day accumulation without regard to the cap on accumulation as provided in Article XI, subparagraph A(1).

H. Early Retirement

Any teacher who has not less than six (6) consecutive years of service as a teacher in the Leland Public Schools and is otherwise qualified to retire under the Michigan Public School Employee's Retirement System shall have the option, after completion of his/her teaching contract, to be granted an early retirement incentive. The declaration by the teacher to request early retirement shall be made not less than sixty (60) days prior to the end of the school year immediately preceding the year of retirement.

The retiring teacher has a one-time option to select either a Five Thousand Dollar per year payment payable in September or the retiree may waive the \$5,000.00 payment and receive Super Care I insurance for himself/herself and all eligible dependents. If the health insurance option is selected, the retiree will also receive the difference between the total annual health insurance premium (July 1st to June 30 of each year) and \$5,000.00. In no cases shall the incentive be paid for more than seven (7) years. Withholdings for Federal and State taxes and Social Security must be made from any cash payments.

ARTICLE XIII

MISCELLANEOUS

- A. Copies of this Agreement shall be printed at the expense of Board and furnished to all teachers of the Leland Public School.
- B. If any provision of this Agreement or application thereof shall be found contrary to law, then such provisions or application shall be deemed not valid and deleted from the Agreement, but all other provisions or applications shall continue in force and effect.
- C. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement; provided, that a teacher

may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

- D. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, natural origin, age, sex, marital status, or membership in, or association with, the activities of any employees organization.
- E. This Agreement shall constitute the full and complete agreement between the parties and may be altered, changed, added to, deleted from or modified only through the mutual consent of the parties in written and signed amendments to this Agreement.

ARTICLE XIV

DURATION OF AGREEMENT

The provisions of this Agreement shall be effective as of the date hereof, and shall continue in full force and effect until August 31, 1991.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 19th day of January, 1989.

NORTHERN MICHIGAN EDUCATION
ASSOCIATION

LELAND SCHOOL DISTRICT
BOARD OF EDUCATION

By David Bennett
President

By [Signature]
President

By Don Skinner
NMEA Staff Director

By [Signature]
Vice-President

By [Signature]
Chief Spokesperson

By Paul M. Paschel
Secretary

By John R. Schulte
Chairperson, Negotiating
Committee

By [Signature]
Treasurer

By Kathleen A. Lau
Negotiating Committee
Member

By [Signature]
Trustee

By Thomas Woods
Negotiating Committee
Member

By D. Bruce Simpson
Trustee

By _____
Negotiating Committee
Member

By John M. Avis
Trustee

LELAND PUBLIC SCHOOL
1988-89 SCHOOL CALENDAR

<u>September</u>	6	Tuesday	Teacher Orientation
	7	Wednesday	First day of School 11:15 a.m. Dismissal - Students Full day - Staff
<u>November</u>	9	Wednesday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Even. Conf. - Staff
	10	Thursday	11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	11	Friday	11:15 a.m. Dismissal - Students and Staff
	23	Wednesday	11:15 a.m. Dismissal - Students and Staff
	24 - 25		Thanksgiving Vacation
<u>December</u>	22 - 30 (incl.)		Christmas Vacation
<u>January</u>	2	Monday	Vacation
	18 - 20		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	23	Monday	Second Semester Begins
<u>February</u>	20	Monday	No School - Mid-Winter Break
<u>March</u>	24 - 31 (incl.)		Spring Vacation
<u>April</u>	12	Wednesday	K-12 Parent/Teacher Conferences Full Day & Even. Conf. - Students and Staff
	13	Thursday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	14	Friday	11:15 a.m. Dismissal - Students and Staff
<u>May</u>	29	Monday	Memorial Day Vacation
<u>June</u>	7 - 9		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	9	Friday	Graduation - 7:00 p.m.

LELAND PUBLIC SCHOOL
1988-89 School Calendar

SUN. MON. TUES. WED. THURS. FRI SAT.	SUN. MON. TUES. WED. THURS. FRI. SAT.																
SEPTEMBER							FEBRUARY										
				1	2	3				1	2	3	4				
4	(5)	[6]	/	8	9	10				5	6	7	8	9	10	11	
11	12	13	14	15	16	17				12	13	14	15	16	17	18	
18	19	20	21	22	23	24				19	(20)	21	22	23	24	25	
25	26	27	28	29	30					26	27	28					
OCTOBER							MARCH										
						1						1	2	3	4		
2	3	4	5	6	7	8				5	6	7	8	9	10	11	
9	10	11	12	13	14	15				12	13	14	15	16	17	18	
16	17	18	19	20	21	22				19	20	21	22	23	(24)	25	
23	24	25	26	27	28	29				26	(27)	(28)	(29)	(30)	(31)		
30	31																
NOVEMBER							APRIL										
			1	2	3	4	5									1	
6	7	8	/	/	/	/	12			2	3	4	5	6	7	8	
13	14	15	16	17	18	19				9	10	11	12	/	/	15	
20	21	22	/	(24)	(25)	26				16	17	18	19	20	21	22	
27	28	29	30							23	24	25	26	27	28	29	
										30							
DECEMBER							MAY										
				1	2	3						1	2	3	4	5	6
4	5	6	7	8	9	10				7	8	9	10	11	12	13	
11	12	13	14	15	16	17				14	15	16	17	18	19	20	
18	19	20	21	(22)	(23)	24				21	22	23	24	25	26	27	
25	(26)	(27)	(28)	(29)	(30)	31				28	(29)	30	31				
JANUARY							JUNE										
1	(2)	3	4	5	6	7								1	2	3	
8	9	10	11	12	13	14				4	5	6	/	/	/	10	
15	16	17	/	/	/	21				11	12	13	14	15	16	17	
22	23	24	25	26	27	28				18	19	20	21	22	23	24	
29	30	31								25	26	27	28	29	30		

Holiday/Vacation
 Student Instruction Day
 Teacher Work Day
 Half Day (Student or Teacher or Both)

Instr. Days	180
Tchr. Days	1
Total	181

LELAND PUBLIC SCHOOL
1989-90 SCHOOL CALENDAR

<u>September</u>	5	Tuesday	Teacher Orientation
	6	Wednesday	First day of School 11:15 a.m. Dismissal - Students Full day - Staff
<u>November</u>	8	Wednesday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Even. Conf. - Staff
	9	Thursday	11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	10	Friday	11:15 a.m. Dism. - Students/Staff
	22	Wednesday	11:15 a.m. Dism. - Students/Staff
	23 - 24		Thanksgiving Vacation
<u>December</u>	22 - 31 (incl.)		Christmas Vacation
<u>January</u>	1 - 2		Vacation
	17 - 19		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	22	Monday	Second Semester Begins
<u>February</u>	19	Monday	No School - Mid-Winter Break
<u>April</u>	4	Wednesday	K-12 Parent/Teacher Conferences Full Day & Even. Conf. - Students and Staff
	5	Thursday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	6	Friday	11:15 a.m. Dism. - Students/Staff
	9 - 16 (incl.)		Spring Vacation
<u>May</u>	28	Monday	Memorial Day Vacation
<u>June</u>	6 - 8		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	8	Friday	Graduation - 7:00 p.m.

LELAND PUBLIC SCHOOL
1989-90 School Calendar

SUN. MON. TUES. WED. THURS. FRI. SAT.	SUN. MON. TUES. WED. THURS. FRI. SAT.																																																																																								
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○ Holiday/Vacation
 ___ Student Instruction Day
 □ Teacher Work Day
 / Half Day (Student or Teacher or Both)

Instr. Days	180
Tchr. Days	1
Total	181

LELAND PUBLIC SCHOOL

1990-91 SCHOOL CALENDAR

<u>September</u>	4	Tuesday	Teacher Orientation
	5	Wednesday	First day of School 11:15 a.m. Dismissal - Students Full day - Staff
<u>November</u>	7	Wednesday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Even. Conf. - Staff
	8	Thursday	11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	9	Friday	11:15 a.m. Dism. - Students/Staff
	21	Wednesday	11:15 a.m. Dism. - Students/Staff
	22 - 23		Thanksgiving Vacation
<u>December</u>	24 - 31 (incl.)		Christmas Vacation
<u>January</u>	1 - 2		Vacation
	23 - 25		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	28	Monday	Second Semester Begins
<u>February</u>	18	Monday	No School - Mid-Winter Break
<u>March</u>	29	Friday	Spring Vacation
<u>April</u>	1 - 5 (incl.)		Spring Vacation
	10	Wednesday	K-12 Parent/Teacher Conferences Full Day & Even. Conf. - Students and Staff
	11	Thursday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	12	Friday	11:15 a.m. Dism. - Students/Staff
<u>May</u>	27	Monday	Memorial Day Vacation
<u>June</u>	5 - 7		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	7	Friday	Graduation - 7:00 p.m.

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1990-91 School Calendar

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○ Holiday/Vacation
 — Student Instruction Day
 □ Teacher Work Day
 / Half Day (Student or Teacher or Both)

Instr. Days	180
Tchr. Days	1
Total	181

LELAND PUBLIC SCHOOL
1991-92 SCHOOL CALENDAR

<u>September</u>	3	Tuesday	Teacher Orientation
	4	Wednesday	First day of School 11:15 a.m. Dismissal - Students Full day - Staff
<u>November</u>	6	Wednesday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Even. Conf. - Staff
	7	Thursday	11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	8	Friday	11:15 a.m. Dism. - Students/Staff
	27	Wednesday	11:15 a.m. Dism. - Students/Staff
	28 - 29		Thanksgiving Vacation
<u>December</u>	23 - 31 (incl.)		Christmas Vacation
<u>January</u>	1	Wednesday	Vacation
	15 - 17		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	20	Monday	Second Semester Begins
<u>February</u>	17	Monday	No School - Mid-Winter Break
<u>April</u>	8	Wednesday	K-12 Parent/Teacher Conferences Full Day & Even. Conf. - Students and Staff
	9	Thursday	K-12 Parent/Teacher Conferences 11:15 a.m. Dismissal - Students Full Day & Afternoon Conf. - Staff
	10	Friday	11:15 a.m. Dism. - Students/Staff
	13 - 20 (incl.)		Spring Vacation
<u>May</u>	25	Monday	Memorial Day Vacation
<u>June</u>	3 - 5		11:15 a.m. Dismissal w/Exams - Students Full Day - Staff
	5	Friday	Graduation - 7:00 p.m.

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1991-92 School Calendar

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○ Holiday/Vacation
 — Student Instruction Day
 □ Teacher Work Day
 / Half Day (Student or Teacher or Both)

Instr. Days	180
Tchr. Days	<u>1</u>
Total	181

