

MEH
1216 Kendale
E. Lans. Mi. 48823

8/1/67
Armada (6) 66-67 -1-

This Agreement entered into this _____ day of _____, 1966 by and between the Board of Education of the Armada Area School District of Armada, Michigan, hereinafter called the "Board", and the Armada Education Association, hereinafter called the "Association."

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Armada School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

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

Armada Bd. of Ed.

ARTICLE I - RECOGNITION

- A. The Board recognizes the Armada Educational Association as the exclusive bargaining representative for these professional personnel: classroom teachers, substitute teachers, guidance counselors, and librarians.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement.
- C. The individual teacher may present a grievance and have the grievance adjusted without intervention of the Association Grievance Committee provided the adjustment is not inconsistent with the terms of this agreement and the Association has been given written advance notice of the grievance and opportunity to be present at such adjustment, or regular grievance procedures will be followed.
- D. Nothing contained in this Agreement shall deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations.
- E. The terms and conditions of an individual contract will be subject to, and will incorporate, the terms and conditions negotiated in the Master Agreement.
- F. This agreement shall supercede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- G. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education Association and the Michigan Education Association) upon such conditions as the Association shall establish. Such sum shall be deducted as dues from the regular salaries of all such teachers and remitted to the Association, the NEA, and MEA. When authorized by the individual teacher a designated sum may be deducted and remitted to the Iscomb County Schools Employees Credit Union and/or health insurance company.

ARTICLE II - TEACHER RIGHTS

A. Teachers shall have the right to participate in professional organizations (NEA, MEA, AEA) and to negotiate or bargain collectively with their public employers through representatives of their own choice and shall not be discriminated against as a result of such activities. The teacher shall not be discriminated against as a result of instituting a grievance, complaint, or proceeding under this Agreement or because he has given testimony or instituted proceedings under the law.

Association

- B. The ~~AAA~~ shall have permission to use school building facilities at all reasonable hours for meetings not conflicting with the school calendar.
- C. In response to reasonable written requests the Board agrees to furnish the Association ~~AAA~~ committee concerned all available information concerning the financial resources of the district, together with information which may be necessary for the above mentioned committee to process any grievance or complaint.
- D. Teachers are entitled to full rights of citizenship. No religious or political activities will be grounds for discrimination. The private or personal life of any teacher, within the limits of professional behavior, as outlined in the Code of Ethics of the ~~AAA~~ Education Profession, is not within the appropriate concern or attention of the Board. 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 or marital status or membership in any employee organization.

ARTICLE III - PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. Teachers shall not be required to report more than one day prior to the beginning of classes and to remain through Friday after classes end.
- C. The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day.
- D. If the need arises for the teacher to appear before the State Labor Mediation Board, the teacher shall be released from regular duties without loss of salary.
- E. A teacher shall be released from regular duties without loss of salary an average of one day each semester for the purpose of participating in Region 6 meetings of the Michigan Education Association.

ARTICLE IV - TEACHING HOURS

- A. The teacher's normal working hours in the secondary school shall be:
 - 1. Teachers check in no later than 8:15 a.m.
 - 2. Teachers at assigned place of duty not later than 8:20 a.m.
 - 3. Teachers at assigned place of duty not later than 5 minutes prior to the first class after lunch hour,
 - 4. Teachers shall leave ~~the~~ school no earlier than 30 minutes after students are dismissed unless permission is granted by the principal, except when required to attend staff and curriculum meetings.
- B. The teacher's normal working hours in the elementary schools shall be:
 - 1. Teachers shall be at assigned place no later than 8:15 a.m.
 - 2. Teachers are to return to classrooms after noon dismissal 5 minutes before the bell rings,
 - 3. Teachers shall leave school no earlier than 30 minutes after students are dismissed unless permission is granted by the principal, except when required to attend staff and curriculum meetings.
- C. All teachers shall be entitled to a duty-free uninterrupted lunch period, in no event less than 30 minutes, with the exception of the secondary staff who will supervise the halls on a rotation basis.
- D. Elementary teachers (K-5) will be provided two fifteen-minute relief times per day.

ARTICLE V - TEACHING LOADS AND ASSIGNMENTS

- A. The normal weekly teaching load in the senior high school will be 20 teaching periods and 4 unassigned preparation periods under the present schedule. If the schedule is changed, the teaching load will be re-negotiated. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association. In the event of any disagreement between the representative of the Board and Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance negotiation procedure hereinafter set forth.

- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.
- C. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.
- D. It is the sole responsibility of the teacher to meet and maintain certification requirements as prescribed by state law .

ARTICLE VI - TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teachers and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible. As soon as physical facilities and finances permit, the maximum size shall be:

- 1. Elementary school

- a. Kindergarten 22 pupils
- b. Elementary school grades 25 pupils
- c. Special classes for handicapped or mentally retarded 15 pupils

2. Secondary School

| | | |
|-----------------------------------|---|-----------|
| a. English |) | |
| b. Social Studies |) | |
| c. General Education |) | |
| d. Mathematics |) | 25 pupils |
| e. Science |) | |
| f. Language |) | |
| g. Business | | 30 pupils |
| h. Typing | | 36 pupils |
| i. Industrial Arts | | 20 pupils |
| j. Drafting | | 30 pupils |
| k. Vocational Shops | | 20 pupils |
| l. Homemaking | | 20 pupils |
| m. Music Appreciation | | 35 pupils |
| n. Music - instrumental and vocal | | no limit |
| o. Art | | 25 pupils |
| p. Physical Education | | 40 pupils |

- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and curriculum teacher committees. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- C. To relieve teachers of cafeteria and playground duty as it now exists, the Board agrees to engage as many full-time aides as necessary in the elementary school.
- D. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.
- E. The Board shall make available as soon as practicable in each school adequate lunchroom and lavatory facilities exclusively for teacher use and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted.

- F. Telephone facilities shall be made available to teachers for their reasonable use. All toll calls for personal business shall not be charged to the school, but are to be listed on the form available and paid for by the teacher.
- G. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages shall be installed at the request of the Association, the proceeds to be used for a Teachers Fund. Such a vending machine shall be maintained by the teachers, with no maintenance from the custodians, and at no cost to the school.
- H. Adequate parking facilities shall be made available to school personnel.
- I. The provisions of the Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.
- J. Teachers will be bound only by the terms of the existing contract as to wages, conditions of employment, and fulfillment of assignment.
- K. At the beginning of the school year, the Board will furnish a statement of accumulated sick leave.
- L. X-rays for the purpose of the detection of tuberculosis shall be required every year.

ARTICLE VII - LEAVE PAY

- A. ~~The Board shall~~ grant a maximum of one day per month sick leave each school year. ^{The} total accumulation credit shall not exceed sixty days without loss of pay.
- B. One-half pay, at the teacher's present daily rate, shall be paid at the time of retirement or resignation for the unused portion of sick days.

- C. Should a teacher have accumulated the sixty day maximum or any portion thereof, sick days for the current year shall be deducted from the current allotment until these are used and it becomes necessary to draw on the accumulated sixty days.
- D. At the end of the first year of employment the Board will refund to employees all sick leave pay deducted for which they would have been eligible, according to policy.

ARTICLE VIII - LEAVES OF ABSENCE

- A. Any teacher whose personal illness extends beyond the period compensated for above shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.
- B. Leaves of absence with pay chargeable against the teacher's allowance shall be granted for the following reasons:
 - 1. A maximum of five days per school year for an emergency or critical illness in the immediate family. Immediate family is interpreted to mean father, mother, father-in-law, mother-in-law, brother, sister, husband, wife, or child.
 - 2. Attendance at a ceremony awarding a degree to the staff member for such portion of the day as is necessary.
 - 3. One day for attendance at the school graduation of a son, daughter, husband, or wife.
 - 4. Time necessary, not to exceed two days, for the conduct of personal affairs which cannot normally be handled outside school hours, the same to be requested in writing and approved by the superintendent.

C. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

Time necessary, not to exceed

- 1. ~~three~~ three days per school year, for a death in the immediate family. (Immediate family is defined in B-1 above.) Notification of such absence shall be given to the building principal or the superintendent,
- 2. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceeding,
- 3. Approved visitation at other schools or for attending educational conferences or conventions,
- 4. Time necessary to take the Selective Service physical examination.

D. Leaves of absence without pay shall be granted upon application for the following purposes:

- 1. Study related to the teacher's license field,
- 2. Study to meet eligibility requirements for a license other than that held by the teacher,
- 3. Study, research, or special teaching assignment involving probable advantage to the school system.

E. A maternity leave shall be granted without pay, commencing not later than the end of the fifth month of pregnancy, except that when this date falls within one school month of the end of the semester the teacher may be permitted to complete the semester. The teacher shall be entitled to return from such leave at any time within five years ^{or} ~~and~~ as soon as health permits and a vacancy in her teaching area exists.

F. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States. Teachers on military leave shall be given the benefit of any increments and sick leave allowances which would have been credited to them had they remained in active service to the school system.

ARTICLE IX - PROFESSIONAL GROWTH

All teachers shall be required to earn four semester hours of credit from an accredited college or university every four years. A statement of credits earned shall be filed in the school office upon completion of the work. The four hours may be taken the first year, and no later than the second year, of the four-year block of time, which will be determined by the teacher's initial date of employment, or the date of the initiation of this policy. However, in no case, should it work a hardship on the teachers presently on the staff. If reimbursement for the credit hours is to be given, it must comply with Schedule A, V. Otherwise, to maintain salary increment, the credit hours may be undergraduate in the teaching field. Failure to comply will result in no increment, or a reduction of one step if the teacher is at the maximum. The teacher cannot be advanced until this policy is met.

ARTICLE X - TEACHER EVALUATION

- A. All observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. Each teacher shall have the right to review the contents of his own personnel file with the exception of confidential ~~recommendations~~ ^{materials}.
- C. A teacher shall be entitled to have present a representative of the Association when he is being reprimanded, warned, or disciplined.
- D. No teacher shall be disciplined, reprimanded, reduced in compensation or deprived of any professional advantage without just cause.

ARTICLE XI - PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers in maintaining control and discipline.
- B. Any case of assault upon a teacher, or if any teacher is complained against or sued as a result of disciplinary action taken against a student, it shall be promptly reported to the Board, who will advise the teacher of his rights and obligations.

- C. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher's leave, but such time shall not exceed ten days. Additional leave will be subject to the approval of the Board.
- D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable, except in cases of gross negligence, for any damage or loss to person or property.

ARTICLE XIII - PROFESSIONAL GRIEVANCE NEGOTIATION PROCEDURE

- A. Any teacher, group of teachers, or the Association, believing there has been a violation or misapplication of this Agreement or any existing law, or policy of the Board, relating to wages, hours, terms, or conditions of employment, may file a written grievance with the Board's designated representative--the principal in each building or the superintendent when the grievance arises in more than one building.
- B. Within five days of receipt of the grievance, a representative of the Board shall meet with the Grievance Committee of the Association in an effort to resolve the grievance. The affected teacher may or may not be present. If the parties cannot agree, the principal concerned shall be notified and the grievance shall be transmitted to the superintendent who shall have five days to approve or disapprove it. When the grievance is transmitted directly to the superintendent, he shall have ten days to approve or disapprove it. If the grievance shall be denied by the superintendent, it shall be transmitted to the Secretary of the Board with a statement of reasons why it is being disapproved.
- C. Within fifteen days from receipt of the grievance, the Board shall pass upon the grievance.
- D. If the decision ^{of the Board} is not satisfactory to the Association, a teacher, or a group of teachers, the grievance may be submitted to the State Labor

Mediation Board and a request made to said board for an informal hearing prior to any formal hearing.

- E. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost.

ARTICLE XIII - NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. In the event the salary schedule is reopened for negotiation, by either party of this agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least sixty days prior to the expiration of this Agreement the parties will likewise begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Armada Education Association, but the parties mutually pledge that their 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.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board as outlined in Public Act 379.

ARTICLE XIV - PROFESSIONAL STUDY COMMITTEES

A Professional Study Committee, composed of members representing the Board and Association, may consider educational problems pertaining to the Arzada Area Schools.

ARTICLE XV - MISCELLANEOUS PROVISIONS

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- B. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior.
- C. This agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting

except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVI - DURATION OF AGREEMENT

This Agreement shall be effective as of the first day of August, 1966, and shall continue in effect for one year until the first day of August, 1967, or until a new Agreement is ratified. This Agreement shall not be extended orally.

BOARD OF EDUCATION

By _____
Its President

By _____
Its Secretary

ARIADA EDUCATION ASSOCIATION

By _____
Its President

By _____
Its Secretary

SCHEDULE A

I The following shall be the schedule of basic teacher salaries

| Step | 90 Hours | BA | MA | EdS |
|------|----------|---------|---------|---------|
| 0 | \$ 4000 | \$ 5200 | \$ 5500 | \$ 5800 |
| 1 | 4100 | 5400 | 5700 | 6000 |
| 2 | 4200 | 5600 | 5900 | 6200 |
| 3 | 4300 | 5800 | 6100 | 6400 |
| 4 | 4400 | 6000 | 6300 | 6600 |
| 5 | 4500 | 6200 | 6500 | 6800 |
| 6 | | 6450 | 6750 | 7050 |
| 7 | | 6700 | 7000 | 7300 |
| 8 | | 6950 | 7250 | 7550 |
| 9 | | 7200 | 7500 | 7800 |
| 10 | | 7450 | 7750 | 8050 |

- II Credit for experience outside the school system shall be evaluated by the not to exceed five years, Board and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first five years of experience and one-half credit shall be given for a full semester. Teachers shall be advanced one step on the salary schedule for each year of active military service, provided the person is teaching at the time he is drafted.
- III Substitute teachers without degree shall receive \$20 per diem and with degree shall receive \$25 per diem. An additional \$2.00 per diem will be allowed after ten consecutive days of substituting.
- IV A teacher with seniority on the staff shall be given first consideration for any opening involving supplemental pay, provided the teacher is qualified for such opening. Class advisors will be assigned by the administration on a rotation basis.
- V Teachers shall be paid \$15 per semester hour for those hours beginning with

All post-baccalaureate degree through #30 or Masters degree. Said semester hours shall apply towards the Masters degree. The same monetary credit shall apply for post-masters degrees, but the hours shall have the prior approval of the Superintendent of Schools. Total semester hours gained times \$15 shall be added to and become part of the base pay prior to the opening of school. Copies of said hours shall be on file in the superintendent's office immediately after summer sessions have ended. Work completed during a school year shall be compensated the following school year.

VI The following schedule shall apply for duties beyond the regular teaching load:

| | | | |
|----------------------|--------|------------------------------|--------|
| Football | | | |
| Head coach | \$ 300 | Band director | \$ 300 |
| Assistant coach | 250 | Counselors, each | 200 |
| J-V coach | 250 | Play director | |
| Basketball | | Junior Play | 100 |
| Head coach | 300 | Senior Play | 100 |
| J-V coach | 250 | Class Advisers | |
| J. H. coach | 200 | *Junior Advisers | 100 |
| 4-5-6 Grades coach | 100 | *Senior Advisers | 100 |
| Girls coach | 200 | Debate Coach | 100 |
| Spring Sports | | Hi*Booster Adviser | 100 |
| Head Baseball coach | 200 | Yearbook Adviser | 100 |
| Assistant baseball | 100 | Driver Education | |
| Track coach | 200 | \$3.00 per hour for 30 hours | |
| Golf coach | 100 | class instruction; \$18 per | |
| Tennis coach | 100 | student for driving. | |
| Cheerleading coach | 100 | | |
| Athletic Director | 300 | *Money to be shared | |

VII The attached school calendar shall apply for the school year 1966-67.

SEPTEMBER

1966---

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

DECEMBER 1967

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | 61 | 62 | 63 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

MARCH

| S | M | T | W | TH | F | S |
|----|----|----|-----|-----|-----|-----|
| | | | 119 | 120 | 121 | 122 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

OCTOBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

JANUARY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

APRIL

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

NOVEMBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

FEBRUARY

| S | M | T | W | TH | F | S |
|----|----|----|----|-----|-----|-----|
| | | | 99 | 100 | 101 | 102 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

MAY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Staff Mtgs. 9-6,7pm
 MEA 11-3,4
 Thanksgiving Vacation 11-24,25

Holiday Vacation 12-26 thru 1-2
 Easter Vacation 3-23 thru 27
 Memorial day 5-30

JUNE