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June 30, 1974

MASTER AGREEMENT

BETWEEN

DEXTER BOARD OF EDUCATION

AND

DEXTER EDUCATION ASSOCIATION

1973 - 1974

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Dexter Community Schools

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## AGREEMENT

Agreement between the Board of Education, Dexter Community Schools, Washtenaw and Livingston Counties, Michigan, hereinafter called the "Board" and the Dexter Education Association affiliated with the Michigan Education Association and the National Education Association, hereinafter called the "Association."

### PREAMBLE

WHEREAS the Board and the Association recognize and declare that providing quality education for the children of Dexter School District is their mutual aim and that the character of such education is enhanced by the quality and morale of the teaching service, and

WHEREAS the members of the Dexter Teaching Staff are 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, through deliberate professional negotiations, have reached agreements which are herein recorded.

ARTICLE I

PAYROLL DEDUCTIONS AND AGENCY SHOP FEE

AND RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certificated personnel and other professional personnel (1/2 time or more) under contract or on approved leaves of absence, but excluding Superintendents, Assistant Superintendents, Principals, Assistant Principals, Business Managers and Special Education Directors. The term "teacher" when used hereinafter, refers to all employees in the bargaining unit. The term "Board" shall include its officers and agents.
- B. The Board agrees not to negotiate with any teachers' organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this agreement.
- C. The Board shall deduct all Association, MEA and NEA dues from the pay of any teacher covered by this agreement, providing that an assignment authorizing said deduction be delivered to the Board within 30 days after the commencement of teaching duties. Such authorization shall continue in effect from year to year unless a written revocation be delivered to the Board, with a copy to the Association, between June 1st and September 15th of any year.
- D. All members of the Association at the time of ratification of this contract, shall continue their membership for the length of the contract. All new staff hired shall, as a condition of employment either become members of the Dexter Education Association, Michigan Education Association, National Education Association, or pay an agency fee equivalent to the dues of the DEA, MEA, NEA within 60 days from the date of employment. The parties expressly recognize that the failure of a probationary teacher to comply with the condition of this section of the agreement shall be cause for termination at the end of the semester (following the failure to fulfill the terms of this section of the agreement). The Association agrees that if any portion of payments made in behalf of an employee who is not a member of the Association shall be invalid by any Court having appropriate jurisdiction over the Dexter Community Schools, the Association shall hold the Board harmless therefore, and shall undertake to repay such amounts to the employees involved.
- E. The deduction of membership or equivalent fees, shall be made from one regular paycheck each month, for ten (10) months, beginning with the last payroll in September, and ending in June of each year. This shall apply for all veteran members of the organization and new members, whose authorization cards are received on time. Veteran members, who wish to make a direct payment to the DEA must notify the Board so that the dues deductions will not be made. New members, whose authorization cards are received too late for the initial deduction, shall have 10% of the fees deducted for each remaining month, after receipt of authorization, through the month of June. The DEA is responsible for the collection of any dues not taken through payroll deduction.

F. The Board shall also make payroll deduction upon written authorization from teachers for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

G. The Association agrees to hold the Board harmless and to indemnify it from any liability, court costs, or attorney fees, arising on account of any and all sums deducted in good faith by the Board from teachers' paychecks.

H. Nothing herein contained shall be construed to deny or restrict to any teacher rights he may have under applicable Michigan Statutes. The rights granted to teachers hereunder shall be construed to be in addition to those therein provided.

ARTICLE II

TEACHERS' RIGHTS AND RESPONSIBILITIES

- A. The Association and its members shall have the right to use school building facilities and equipment at reasonable hours and to a reasonable extent, provided that such use shall not interfere with any other regularly scheduled activities of the school; that with the exception of special occasions which have been mutually agreed upon with the building Principal in advance, such use will end at 10:30 P.M., and that the Association shall reimburse the Board for all consumable materials, and pay extra maintenance or service costs incurred by the Board because of the aforesaid special occasion.
- B. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association whether on or off school premises.
- C. Teachers' room bulletin boards, the inner school mail, local telephone calls, school mailboxes and the school P.A. system during regular announcement times shall be made available to the Association and its members for Association business.
- D. In response to written requests, the Board agrees to furnish to the Association, all information of public record of the Board concerned in developing intelligent, accurate, informed and constructive programs on behalf of the teacher and student, provided that original records are to be examined in the administrative office only, and that any expense involved in furnishing this information shall be paid by the Association.
- E. The Association and Board affirm their position of complete compliance with the Civil Rights Acts of the State and Federal governments with regard to race, creed, religion, sex, color, marital status or National origin.
- F. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, as long as it is consistent with the high standards which the teaching profession has set forth in the Code of Ethics of the Education Profession adopted 1968 by the National Education Association. The Association agrees to provide copies of the Code of Ethics for all Board Members and all of its agents within ten (10) days of the opening of school.
- G. Academic freedom within the discipline of teaching the prescribed curriculum shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject always to acceptable standards of professional educational responsibility.
- H. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

ARTICLE III

TEACHING HOURS

A. Teachers are required to be in their assigned stations fifteen (15) minutes before school officially begins, and to remain for a sufficient period after the end of the pupil's school day to attend to those matters which properly require attention at that time.

B. The Board recognizes that teaching is not a matter of time-clock punching, and the Association and its teacher-members recognize the importance of professional punctuality and attendance, and the necessity for such in the administration of a school system. The teachers recognize that a building Principal should have the facts of their arrivals and departures from the school building in the school office. Teachers will check mailboxes upon arrival and before leaving in the afternoon.

C. Teachers in the Wylie and High School buildings shall have one (1) preparation period each day equal in length to a normal teaching period. (Excludes self-contained classrooms).

D. Elementary teachers (Grades K-6) are guaranteed a minimum of two hundred and fifty (250) minutes per week of conference time, at least thirty (30) consecutive minutes of which will be scheduled daily.

E. All teachers shall have a daily uninterrupted lunch period of at least thirty (30) minutes.

F. Elementary teachers will not be scheduled for duty during the lunch hour period. (The Copeland School is not included in this provision).

## ARTICLE IV

## TEACHING LOADS, ASSIGNMENTS &amp; QUALIFICATIONS

- A. This paragraph is applicable to Junior and Senior High Schools only. The number of class preparations will be kept to a minimum within the framework of staff, schedule and room availability, but if the number of class preparations exceeds four (4) the teacher will be notified, additional compensation will be discussed and an agreement thereon will be reduced to writing.
- B. Teachers will be notified in writing of teaching assignments for the coming year, by June 1. If changes are deemed necessary after June 1, the teacher (s) involved will be immediately consulted as to possible changes.
- C. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered and wherever practicable not exceed the following maximums. If class size exceed the limitations of the Master Agreement the administrators will meet with representatives of the D.E.A. to attempt to resolve the issue. If this meeting does not resolve the issue it is understood the teacher or teachers may file a grievance.

## 1. Class Size Limits

Kindergarten	27 pupils
Grade I	29 pupils
Grades 2 through 6	30 pupils
Special Education classes for handicapped or mentally retarded	15 pupils

Secondary School

English, Social Studies, General Education, Math, Science, Language Business, Drafting	30 pupils
Laboratory classes in - Industrial Arts, Vocational Shops, Art, Homemaking (This limit excludes Wylie where these classes may be of equal size as classes listed above)	25 pupils
Music, Typing, Health (This limit is not intended to limit Band and Chorus class sizes)	35 pupils
Physical Education	40 pupils
Study Hall (In the event more than 45 pupils are assigned to a Study Hall, the Board agrees to relieve the teacher by either assigning a second teacher, or providing a lay assistant)	45 pupils



There shall be two full time counselors at the High School. Because of the nature of the counselor's work at the High School, the Board agrees to have at least one counselor on duty during regular office hours for one (1) week prior to the scheduled opening of school, beginning with the 1974-75 school year. Such additional week is to be pro-rated on the Annual Contract salary as set forth in Appendix A D-3. At least two counselors shall be considered full time counselors and shall not be assigned regular duties in attendance, discipline, administration, or clerical duties and study hall or lunch room responsibilities.

2. Teacher Daily Total Pupil Limit (Grades 7 thru 12)

Academic Classes 160 pupils

Activity type classes, such as Typing, Physical Education, Music - North Central limits apply.

3. Payment for Overload

If there is an overload in either (or both) of Sections 1 and 2 of the class size limits, or the teacher daily total pupil limit, payment will be made in the following manner:

1st Semester

Certification of overload will be at the end of first nine (9) week marking period

Certification for overload for 2nd marking period will come at the end of the 3rd week of the marking period

2nd Semester

Certification of overload will be at the end of first nine (9) week marking period

Certification for overload will come at the end of the 3rd week of the marking period

Payment for Secondary individual class overload will be at the rate of \$25.00 per quarter.

Payment for Elementary (K-6) self contained overload will be at the rate of \$31.25 per quarter.

Payment for Elementary Special Classes overload will be at the rate of \$25.00 per quarter - pro-rated.

Payment for Secondary total pupil contact will be averaged by quarters and paid at the rate of \$50.00 per year during the 4th quarter.

Payment for the overload will not be made twice for the same student.

D. The Board agrees that no teacher shall be employed for a regular teaching assignment who does not have a Bachelor's degree from an accredited college or university, and a provisional or permanent certification. Each new teacher shall be assigned a position within the scope of his teaching certificate.

Further, employment of a teacher whose certificate is based on the full year permit, or the 90 day permit, shall be only for cases of absolute necessity when a provisionally or permanently certified teacher cannot be secured. Prior to hiring the above person, the Association shall be notified of such fact, and be given a period of one (1) week to provide the Board with information that a particular qualified teacher would accept such assignment. This section is not intended to limit the Board's final hiring authority. The administration may secure special certification for teachers who meet all requirements for provisional or permanent certificates but whose credentials have not been fully processed by the proper certifying agency.

- E.
1. The Board agrees to reimburse those teachers that are required to obtain a chest X-Ray subsequent to the regular TB skin test provided by the County Health Department.
  2. The Board, also, agrees to reimburse those teachers not able to take the normal TB skin test by reasons of health or abnormal reaction to the skin test (negative).
  3. The Board agrees to pay the actual costs of the TB X-Ray up to, but not exceeding either \$10.00 or the current rate of the out-patient clinic at the University of Michigan Hospital, whichever is higher.

ARTICLE V

TEACHING CONDITIONS

A. The Board will provide two and one half (2-1/2) teacher aides. The Aides are to be assigned as follows:

1. At least 1/2 time at each of the elementary schools and high school
2. At least the equivalent of one (1) full time at Wylie.

The aides responsibility will be to assist in handling of patrol duties, inventorying supplies, and equipment, duplication of teaching materials, operating audio-visual equipment, collecting monies for milk and lunch, and similar non-professional responsibilities. The teacher aides shall be responsible to the building principal for supervision of these duties.

B. No teacher shall be allowed to drive a school bus as part of his regular assignment.

C. The Board shall make available in each school at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge.

D. Telephone facilities shall be made available to teachers for their reasonable private use.

E. Adequate parking facilities shall be made available to teachers.

F. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, playground 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 will endeavor to implement all joint recommendations thereon made by its representative and the Association. The Board agrees to keep the schools reasonably equipped and maintained.

G. The Board agrees to make a workable typewriter and workable duplicator available in each teachers room or materials center to aid teachers in the preparation of instructional materials.

H. Each teacher shall be allowed to personally spend up to \$25.00 to be used to purchase small cost supplies to implement his instructional program. The Board agrees to reimburse the teacher for such expenses provided that the teacher keeps accurate records of such purchases according to the plan developed by the Board.

ARTICLE VI

VACANCIES AND TRANSFERS

The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers.

A. Whenever any position in the district becomes vacant or is newly established the Board shall give written notice to the Association by delivering notice to the Building Representative within seven days, and the Association shall be responsible for posting simultaneously in each school building. Such notice will be posted for at least seven calendar days before the position is filled. (Except in case of emergency and then only on a temporary basis).

B. Whenever vacancies occur during the normal summer vacation months, the following procedure will be followed in lieu of the posting of such positions in each school building.

1. Teachers with specific interests in possible vacancies will notify the Superintendent of their interest in writing before the last day of the school year and shall include the address where they can be contacted during the summer.
2. Should such vacancy occur, the teachers who have expressed interest for the position will be notified via registered letter.
3. It shall be the responsibility of the contacted teachers to notify the Superintendent in writing, via registered letter of continued interest within three days after notification via registered letter.

C. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the Superintendent in his reasonable judgement so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current school year at which time the position will be considered vacant.

D. Any teacher may apply for a vacant or newly established position in writing. The Board declares its support of a policy of filling said positions including supervisory positions with the best candidate available, with equal and due consideration for Dexter School personnel.

E. When said position has been filled, the applicant and the Association will be promptly notified of this action and if rejected for such position the applicant has the right to a conference with the Superintendent or his designee to discuss the reasons for rejection.

F. Transfers and changes of assignments will be on a voluntary basis whenever possible and practical, and involuntary transfers will be avoided if possible and practical. During the school year involuntary transfers will be made only in cases of emergency and if such occurs the affected personnel will be notified in writing by the Superintendent or his designee as to the reason for such transfers, with a copy to the personnel file. If the teacher objects to the involuntary transfer, the dispute may be resolved through the grievance procedure. If a teacher has received an unsatisfactory evaluation in his present assignment and it is deemed by the Administration that a transfer is desirable, involuntary transfer may be invoked.

G. If by reason of involuntary transfer the affected teacher wishes to resign instead of taking the assigned position, the teacher may do so as soon as a satisfactory replacement can be appointed.

ARTICLE VII

REDUCTIONS IN PERSONNEL

A. In the event of a general cutback or reduction of teachers through lay-off from employment, the following procedures will be utilized:

1. Specially-certificated teachers in the specific positions being reduced or eliminated will be laid off first, provided there are fully-qualified, fully-certificated teachers to replace and perform all of the duties of the laid-off teachers.
2. If reduction is still necessary, then probationary teachers in the specific positions being reduced or eliminated will be laid off, provided there are fully-qualified, fully-certificated teachers to replace and perform all of the duties of the laid-off teachers.
3. If reduction is still necessary, then teachers in the specific position being reduced or eliminated will be laid off in accordance with the following factors: certification, qualifications, background and attainments, experience, ability, attitude, past performance, attendance, interest, capabilities, evaluations, and length of service. In the event all factors are equal, length of service shall be the determining factor.

B. After a reduction of teachers, as outlined above, there are teaching positions that become vacant, laid-off teachers who are certified and qualified will be given the first opportunity to fill such positions. In the event two or more teachers are certified and qualified, the order of priority shall be to the teacher who is the most-qualified and fully-capable to fill such position.

C. In determining what constitutes "most-qualified and fully-capable," the Employer shall utilize, among others, the following factors: experience, ability, attitude, professional background and attainments, past performance, employment and personnel records, interest, attendance, willingness to work, evaluations, length of service in the position and/or with the Employer, communications and interviews.

D. Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the employer. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.

E. In the event the Association questions the wisdom of the Employer as to specific teachers (1) being laid off or not being laid off, or (2) filling vacant teaching positions (as set forth above) or not filling such position, the Employer will set forth in writing to the teacher and the Association its reasons for its action. It is understood, however, that the Association's request for this information is reasonable, timely, and intended in good faith.

F. If the Employer fails or refuses to comply with Section D or E, above, or if the reasons assigned clearly demonstrate that the Employer acted arbitrarily or capriciously, the Association has the right to utilize the grievance and arbitration procedure to seek relief.

G. The individual contract, executed between each teacher and the Employer is subject to the terms and conditions of this agreement. It is specifically agreed that this article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this Article.

H. Except in the event of an emergency, all probationary teachers to be laid off shall be given at least thirty (30) calendar days written notice, and tenure teachers will be given at least sixty (60) calendar days written notice.

ARTICLE VIII

SICK LEAVE

A. Sick leave will be granted at the rate of ten (10) days per year of teaching and accumulative to fifty (50) days. Any returning teacher with more than fifty (50) accumulated days will not be granted any additional days in the 1973-74 school year, but will retain those accumulated as of the beginning of the 1973-74 school year.

1. Sick leave may be used for personal illness or quarantine. The Board reserves the right to require a doctor's statement in writing.

2. Revised form D.C.S. #17 shall be completed in duplicate upon return from sick leave and certified by the building Principal, with a copy to the teacher. If a teacher is ill or unable to report for duty he shall notify the building Principal or his designated representative by 7:00 A.M., for the teachers who begin at 8:00 A.M., and 7:15 for those teachers who begin at 9:00 A.M. In case it is necessary for the teacher to be gone for reasons other than those covered by sick leave policy the teacher shall make the necessary arrangements with the building Principal in advance of the expected absence.

3. For each half (1/2) day or fraction thereof, any teacher is absent in excess of his accumulated sick leave, his compensation will be reduced an amount according to his salary divided by 368. This also applies in event of an absence for which sick leave cannot be used or is forfeited.

4. Sick leave days may also be used for illness of those residing in the teacher's home requiring the teacher's presence but not to exceed two (2) consecutive days for any single illness.

B. Any teacher who is absent because of an injury or disease compensable under the Michigan Workman's Compensation Law shall receive from the Board the difference between the allowance under the Workman's Compensation Law and his regular salary until such time as an amount of money equal to the accumulated sick leave value has been paid by the Board; accumulated sick leave value to be determined by dividing the teacher's base salary by 184 and multiplying by the number of accumulated sick leave days as of day of leaving work because of injury or disease compensable under Workman's Compensation law.

C. Individual teachers shall be notified in writing within ten (10) days after the beginning of each school year or within ten (10) days after ratification of the Master Contract, whichever comes later, the total of unused sick leave credits to date.



D. The Board shall provide long term disability insurance for each teacher. The teacher must be absent from duty ten (10) consecutive working days to be eligible for benefits. Benefits shall be payable upon the corresponding school day of disability at 70% of annual contractual salary for one (1) calendar year and 50% of annual contractual salary until age sixty-five (65), or until termination of disability whichever occurs first. The teacher shall receive full fringe benefits for the remainder of the contractual year.

ARTICLE IX

LEAVES OF ABSENCE

A. Any teacher whose medically certified personal illness extends beyond his accumulated sick leave shall, upon written request, be granted a leave of absence without individual contract pay not previously earned for such time as is necessary for complete recovery from such illness, contingent upon Article VIII, Section D. Upon return from leave, the teacher shall be assigned to the same position or a substantially equivalent position.

B. A maximum of three (3) personal days will be allowed each year. These days are not accumulative. These days cannot be used the first or last week of school, the day before or the day after a holiday or in conjunction with sick days in any of the preceding instances.

1. Personal days shall be used for valid personal business that cannot be conducted outside the school day or for other reasons which are of a private nature and require the teacher's presence. It is specifically agreed that use of these days to engage in recreational activities, seek summer employment or part time employment or to take a vacation of any kind is not valid.

2. Teachers shall notify their principal forty-eight (48) hours ahead of time when possible of intention to use a personal day, by filling out revised D.C.S. form #17 in duplicate and presenting it to the principal with a copy retained by the teacher.

C. A maximum of three (3) days, nonchargeable, will be allowed for death in the immediate family, those residing in the teacher's home, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandparents, for the purpose of attending the funeral.

D. Approved conference and visitation days are not charged to sick leave or personal days.

E. A tenure teacher shall be granted a leave of absence without pay to perform duties of the local state, or national association, provided that written notification is given to the Board a minimum of thirty (30) days prior to said leave. This leave shall be for at least one semester and not more than one (1) school year, and shall be considered to be professional experience.

F. Maternity Leave

1. Tenured Teachers

Decisions in regard to taking maternity leaves and returning from maternity leaves shall be a matter between the expectant mother and her physician.

The expectant mother shall notify the Board of her decision, if she decides to take a leave, sixty (60) days before the leave is to begin. Maternity leaves of absence may be granted for a period of time not to exceed twenty-one (21) months after the birth of the child. The teacher requesting such leave shall notify the Board at the beginning of the school year when she plans to return to work at the time of requesting such leave. If the teacher fails to return to work at the beginning of the school year designated, she forfeits all rights to a position in the Dexter Community Schools.

Teachers who work for a total of sixty (60) days of a semester prior to taking maternity leave shall be granted experience credit for the semester upon return to the district. Teachers returning from maternity leave shall be assigned to the same or an equivalent teaching position.

2. Probationary teachers

Probationary teachers shall not be eligible for maternity leaves of absence. This section is not intended to preclude future re-employment of the teacher.

3. The Board will consider reasonable requests for leaves of absence for adoptive parents and provisions of such leaves if granted, shall be similar to Article XIV F.1.

G. Sabbatical Leave

Pursuant to the terms of the School Code, teachers who have been employed by the Dexter Community Schools for the required minimum period of time may be granted a Sabbatical leave for up to one (1) year, and during said Sabbatical program to the school district, be paid 1/2 their annual salary.

Sabbatical leaves shall be granted to not more than three (3) members of the faculty at any one time and it is further agreed that such leaves must be used for earning credit toward an advanced degree on a planned program beyond the Master's Degree at an accredited college or university, research work under the guidance of competent research personnel, domestic or foreign travel, or advance study for a specialty program.

The study, research or travel plans for the year or semester, must be submitted to the Superintendent for approval by August 30 for leaves to be granted for the 2nd semester of that school year, or March 30 for the following fall semester or school year.

The Board will give equal weight to the following criteria for applicant priority:

1. Date of filing application
2. Purpose of leave
3. Length of service in school system
4. Professional growth of staff member
5. Potential benefit to school system
6. Demonstrated dedicated service to the school system

After due consideration of all the applications, the Superintendent shall present each request to the Board with his written recommendation of acceptance or rejection. A copy of the Superintendent's recommendation to the Board will be furnished the teacher applicant at least five (5) days prior to the Board meeting at which the decision in respect to the granting of the leave will be rendered by the Board. The teacher involved will then be asked to be present at the meeting when his or her program comes up for consideration.

It is agreed that accepting any Sabbatical leave carries an obligation to return to the system and to teach for a period of time at least double the length of the period for which the Sabbatical leave was granted and, therefore, as a condition to receiving final approval for a Sabbatical leave, a teacher shall file with personnel office a written agreement stipulating that following the leave he or she will remain in the service of the Board for a period of either one year of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of semester leave), or two years of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of a year's leave).

During the Sabbatical, all teacher's rights and faculty status shall remain the same as though the teacher had taught in the classroom in Dexter for the academic year.

H. The Board shall have the right to delay the reinstatement of any teacher returning prematurely from any leave of absence granted for a definite period of time, excluding sick leave, until the originally established expiration date of such leave, if an immediate suitable opening does not exist.

I. A teacher subpoenaed to give testimony before any judicial or administrative tribunal or serve as a member of a jury, shall be compensated for the difference between his teaching pay and the pay received for the performance of such obligation. Such teacher has a responsibility to inform the court that he is under contract with the Dexter Board of Education for the period of September 1 to June 15. Such teacher must also return to school during school hours if released for the day by the court.

J. The President or Vice-President of the Association shall be permitted to use their preparation period to contact other teachers as long as it does not interfere with the educational process of the school.

K. At the beginning of every school year, the Association shall be credited with fifteen (15) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours of the date for intended use of said leave. No one person may use more than six (6) of these days.

L. The Association President will be released five (5) days during the school year from his regular teaching duties to perform the activities of the Association, to facilitate the resolution of problems arising out of the interpretation of the contract and to work with the Superintendent to improve relations with the Association, with the objective of improving the educational opportunities for children. These days are in addition to the fifteen (15) association days.

M. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have had he taught in the district during such period. This clause shall apply to teachers for the period of induction or for their first enlistment, time credit shall not in any case exceed four years.

N. A tenure teacher with four (4) years of continuous service to the district shall be granted a leave without pay or other benefits for the purpose of engaging in study at an accredited college or university. The length of the leave may be for one semester or one school year. A teacher granted such a leave is guaranteed the same position or an equal position upon return from such leave. The time on such leave of absence shall not count as experience on the salary schedule. The time limits that apply to sabbatical leaves for application shall apply for Educational leaves.

O. Providing that the Association requests a leave of absence in writing on or before May 1 of the year preceeding the leave, the Association President shall be released one class period per day during the school year from his regular teaching duties to perform the activities of the Association to facilitate the resolution of problems arising out of the interpretation of the contract and to work with the Superintendent to improve relations with the Association with the objective of improving the educational opportunities for the children. This period shall be scheduled adjacent to the president's planning period. The president's salary shall be reduced 1/6 during the time he is on reduced teaching load.

ARTICLE X

TERMINAL LEAVE PAY

In appreciation for services to the school district, a Terminal Leave payment of \$50 for each year of Dexter School service will be paid provided this teacher shall have been employed in the Dexter School District for ten (10) years and upon retiring from the teaching profession while a teacher at Dexter.

ARTICLE XI

WORK STOPPAGE

A. During the term of this Agreement neither the Association nor persons acting in its behalf shall cause, authorize or support, nor will any of its members take part in any strike (i.e. as defined by Section I of Public Act 3799 of 1965 as amended). The Association reserves to itself its right of sanctions.

B. In the event a strike or any other concerted action occurs, the Association agrees to urge its members to return to the full faithful and proper performance of their duties.

C. A teacher taking part in a strike is subject to discipline or discharge as authorized by Section 6 of P.A. 379 as amended.



ARTICLE XII

EVALUATION

A. Teacher Evaluation

Teacher Evaluation is a process established for the purpose of improving instruction. More specifically, the evaluation process should help teachers establish goals, it collects evidence concerning growth or lack of growth toward the achievement of these goals. Finally, it helps teachers revise or improve certain practices, procedures and techniques and consequently should result in more effective teaching.

1. All probationary teachers shall be evaluated at least three (3) times per year; the first evaluation must occur within forty (40) days after the beginning of the school year. Each succeeding evaluation must be no sooner than fifteen (15) calendar days after the preceding evaluation.

The third evaluation shall be done at least eighty (80) calendar days before the end of the school year.

After each evaluation, a copy of the evaluation will be given to the teacher within ten (10) days after the evaluation. A conference between the teacher and the principal shall be held to assess the growth made by the teacher. On the teacher's request an Association representative may be present during this conference. Notification of another's presence must be given to the opposite party prior to the meeting.

2. Three (3) copies of the written evaluation will be made, one for the teacher, one for the principal and one for the superintendent

The teacher shall attach his signature to all evaluations to acknowledge receipt of the evaluation and the teacher retains the right to attach his comments to the evaluation, provided these written comments are submitted within ten (10) days of the receipt of the evaluation.

3. Each evaluation shall include an observation period of a minimum of thirty (30) minutes, twenty (20) of which must be consecutive. All monitoring or observation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher. No single evaluator shall conduct more than four (4) classroom observations in one day.

4. All tenure teachers shall be evaluated at least once a year.

5. Within five (5) days of the new school year, each building principal will supply each teacher with a copy of the evaluation form which that principal will use during the school year.

6. All evaluations citing deficiencies shall include recommendations as to how the teaching performance of the teacher may be improved. The subsequent evaluation shall state whether or not this area has shown improvement, if the area of deficiency is observed in the subsequent evaluation.

B. The teacher evaluation process may result in a recommendation for the placement of a teacher on tenure status, it may also result in the denial of tenure status, or even the termination of employment. When the evaluation process has not resulted in more effective teaching and denial of tenure or termination is a possibility, the teacher should be notified of this fact well in advance, and thus be informed that marked improvement is necessary.

C. In the event a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing and provide for a hearing when requested. Refusal to offer a contract shall be grounds for a grievance through level 4 of the grievance procedure. At any grievance or tenure proceedings, all evaluations and responses thereto shall be admissible.

D. Professional aid for probationary teacher.

The professional organization recognizes the potential value experienced teachers have to offer probationary teachers in their development toward more effective teaching, therefore:

1. A "teaching coach" shall be assigned to every probationary teacher. Probationary teachers may have the opportunity to request their teaching coach. Insofar as possible, the teaching coach shall be a tenure teacher with a minimum of five (5) years teaching experience, and shall be engaged in teaching within the same grade, building, or discipline as the probationary teacher.

2. It shall be the duty of the teaching coach to assist and counsel the probationary in adjusting to the teaching profession and the school system.

3. The teaching coach shall not be directly involved in the evaluation of the probationary teacher, however, the probationary teacher can expect the teaching coach to assist in the evaluation procedure, insomuch as being available for classroom visits and assisting the probationary teacher through other means of evaluation and improvement. Relationships of this nature shall be confidential.

4. At each level, (K-4, 5-8, 9-12) a teacher tenure committee appointed by the Association, shall be responsible for seeing that all provisions of this article are carried out and that all probationary teachers derive the greatest possible benefit from the evaluation procedure.

E. Each teacher shall have the right, upon request, to review the contents of his own personnel file, excluding placement credentials. A representative of the Association may at the request of the teacher, accompany the teacher in this review. Each teacher's official personnel file, located in the central administrative office, shall contain the following minimum items of information:

- Annual TB report and required medical information
- All teacher evaluation reports
- Copies of annual contracts
- Teaching certificate or photo copies thereof
- Transcript of academic records
- Tenure recommendation for all applicable teachers

No materials of a derogatory or inflammatory nature shall be placed in the teacher's file without notifying the teacher in writing, providing the teacher with a copy, and allowing the teacher the opportunity to file a response thereto, and said response shall become a part of said file.

Copies of evaluations shall appear in the teacher's personnel file within thirty (30) days of the evaluation and at least sixty (60) days before the end of the school year.

ARTICLE XIII

PROTECTION OF TEACHERS

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or any other professional persons, the Board will take steps to relieve the teacher of responsibilities with respect to such student.

B. Any case of assault upon a teacher, directly related to the performance of his duties, shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render necessary assistance to the teacher in his defense provided that such teacher has acted within the terms of this agreement, the ethical code of the profession, state and federal laws and school board adopted policies in regard to discipline.

D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher provided that the teacher has not acted in violation of the terms of this agreement, the ethical code of the profession, state and federal laws and adopted school board policies in regard to discipline.

E. Any written complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention.

F. Disciplinary action shall not be taken against a teacher unless based upon written parental, student, or citizen complaints and then only when the complaint has been investigated with due process and deemed just. Disciplinary action against a teacher will not be taken on the basis of oral complaints.

G. Teachers shall be expected to exercise care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty or willful misconduct, for any damage or loss to person or property.

H. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Every effort shall be made by all parties involved in a controversial issue to limit the discussion to a private and professionally appropriate place and manner.

I. A written statement by Board governing use of corporal punishment of students shall be publicized to all teachers no later than the first week of school.

ARTICLE XIV  
GRIEVANCE PROCEDURE

A. Definitions -

A "grievance" is a claim:

1. based upon an event or condition which effects the conditions of employment of teacher or a group of teachers,
2. based upon the interpretation of this Agreement,
3. based upon an alleged breach thereof, or,
4. based upon any combination of the foregoing.

It is expressly understood that claims not so based will not constitute a grievance.

B. The term "days", unless otherwise specified, when used in this section shall mean working days or in the period after the end of the school year, Monday through Friday, excluding holidays. Failure to appeal within time limits shall deem the grievance settled and no further appeal shall be allowed.

C. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedures. Nothing contained herein shall be construed as limiting the right of any teacher to discuss any matter informally with an appropriate member of the administration or the right of any Administrator to discuss any matter informally with any teacher.

D. Procedure -

1. Since it is desirable that grievances be processed with expediency, the number of days indicated at each level are maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement of the parties. Grievances will be filed at the appropriate administrative level.
2. The filing of a written grievance shall be delivered to the appropriate administrative level within forty-five (45) calendar days from the time the alleged grievance occurred or the grievant first learned of its occurrence, whichever is later. A grievance shall be declared a new grievance if it reoccurs after the above time limits are expired and a new written grievance may be filed.

3. Grievances shall be resolved as follows:

Level One

An aggrieved person shall first discuss his grievance with his Principal, either by himself or in the company of the Association's representative, with the objective of resolving the grievance informally.

Level Two

If the aggrieved person is not satisfied with the disposition made at Level One he may file a written grievance within ten (10) days. The Association shall file two (2) copies of the grievance with the appropriate administrator, the administrator shall return one signed copy immediately to the Association. The administration shall within ten (10) days after receiving the grievance provide the aggrieved person with a written reply and furnish the Association with a copy. Failure of Administration to respond shall automatically move grievance to the next level.

Level Three

If the aggrieved person or the Association disagrees with the disposition of the grievance at Level Two, the grievance may be appealed to the Superintendent within fifteen (15) days. The Association shall file two (2) copies of the grievance with the Superintendent, the Superintendent shall return a signed copy immediately to the Association. The Superintendent or his designated representative shall meet with the aggrieved person and the Association within ten (10) days of receipt of the grievance. Within ten (10) days the Superintendent or his designee shall reply in writing to the aggrieved person with a copy of the decision to the Association. Failure of Administration to respond shall automatically move grievance to next level.

Level Four

If the aggrieved person or the Association is not satisfied with the disposition of the grievance at Level Three the grievance may be appealed to the Board of Education within fifteen (15) days. A committee of the Board shall meet with the aggrieved person and/or the Association within ten (10) days of the appeal. The committee shall give the aggrieved person an answer in writing within ten (10) days of the hearing and send a copy to the Association.

Level Five

If the Association is not satisfied with the disposition or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and Association shall not be permitted to assert in such arbitration proceeding any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgement therein may be entered in any court of competent jurisdiction. Cost of arbitration shall be borne equally by the parties, except each party shall assume its own costs for representation and witness fees.

E. Exclusions

The following matters shall not be subject to appeal to Level Five (5) of the grievance procedure. In these areas, the ruling made at Level Four (4) shall be final.

1. The termination of services or failure to re-employ any probationary teacher.
2. The placing of a non-tenure teacher on the third year of probation.
3. The failure to re-employ any teacher to a position on the extra-duty schedule.
4. Any matter involving the contents of written teacher evaluations as long as the adopted evaluation procedure has been followed.
5. Demotion or discharge of a tenure teacher. Such teachers have a recourse through the Michigan Teacher Tenure Act.



F. Rights to Representation

Any party in interest may be represented at all meetings and hearings at all stages and steps of the grievance procedure by another teacher or person, provided, however, that any teacher may in no case be represented by an officer, agent, or other representative of any teacher organization other than the Association.

G. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Only the final disposition shall be part of the personnel files.
2. Necessary forms will be made available by the Board in each school building.
3. 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 inconsistent with the terms of this Agreement.

ARTICLE XV

ADMINISTRATIVE RIGHTS AND RESPONSIBILITIES

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and the United States.
  
- B. The exercise of the powers, rights, authorities, duties, and responsibilities vested in the Board by law and the adoption of policies, rules, regulations, and the practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE XVI

CURRICULUM DEVELOPMENT AND IN-SERVICE TRAINING

The Board and Association agree to appoint a Curriculum Steering Committee. The committee will number ten (10). The committee will be composed of six (6) teachers, two (2) each from elementary, middle and high school, and four (4) administrators. The committee will determine its chairman.

The curriculum steering committee shall be charged with general curriculum coordination and study for the school district. They shall work closely with district subject area coordinators in identifying district curriculum problems, and shall charge subject area coordinators with the responsibility of studying and making improvements in problem curriculum areas.

The building principal at each level (elementary, middle and high school) shall appoint up to six (6) curriculum chairmen according to subject area or grade level, whichever is decided by the building principal and staff to be most effective. These curriculum chairmen shall work with staff members at the building level and be contact persons for the subject area coordinators.

All recommendations for curriculum change and for program adjustment shall be submitted to the Curriculum steering committee prior to presentation to the Board. All recommendations that are approved by the committee shall be presented to the Board for consideration, action, approval or disapproval.

Funds will be made available to cover the reasonable costs of curriculum study and development. The committee shall have the right to recommend to the Administration, the areas in which funds should be appropriated.

To assure the continual and consistent updating of the Dexter Schools curriculum, the Board shall appoint six (6) subject area coordinators to be responsible for the coordination of the following areas: Math, Science, Social Studies, Language Arts, Avocational, and one (1) secondary coordinator of vocational education. (Job description for the area coordinators shall be written by the Curriculum Steering Committee).

Reimbursement for work done by the subject Area Coordinators shall be allocated by the Curriculum Steering Committee from a budget amount up to 50% of the sixth step on the B.A. salary scale.

ARTICLE XVII

SALARIES

A. The salary schedule applicable to the 1973-74 school year is set forth in Appendix (A), attached hereto and made part hereof as though fully set forth at this point in this Agreement.

ARTICLE XVIII  
INSURANCE COVERAGE

A. The Board shall provide full health care protection for each teacher and his eligible dependants. The teacher, providing he is a member of the bargaining unit on 1/10/74 shall have the following options:

1. Individual or Full Family Blue Cross or Blue Shield MVF II or -
2. MESSA Super Med II Insurance (Specifications of 12/11/73) or comparable insurance from a carrier of the Board's choice, or -
3. If the teacher does not want Hospital-Medical Insurance, he shall receive ten dollars (\$10.) per month for other insurance available through payroll deduction.

Teachers who are hired after 1/10/74 shall choose between options 2 or 3.

B. The Board will provide \$2,500 Term Life Insurance for each teacher.

C. The Board's insurance contributions shall begin in September and continue for twelve (12) months for teachers employed on or before the beginning of the school year, provided the teacher does not resign or discontinue his services prior to the completion of the school year. Such monthly contributions shall begin with the first month of employment for teachers employed after the beginning of the school year, and shall continue for the remaining balance of the aforementioned twelve (12) month period, provided the teacher does not resign or discontinue his services prior to the completion of the school year.

Teachers assigned three quarter (3/4) time or more will be eligible for full insurance fringe benefits. Teachers assigned more than one quarter (1/4) time, but less than three quarter (3/4) time will receive half (1/2) insurance fringe benefits. Teachers assigned for one quarter (1/4) time or less will not be eligible for insurance fringe benefits.

ARTICLE XIX

MISCELLANEOUS PROVISIONS

- A. Individual teacher's contracts shall be made expressly subject to the terms of this Agreement.
- B. All requisitions under \$250. will be processed within ten (10) days and, if rejected, the requisitioner will be notified as to the reasons for the rejection.
- C. All requisitions over \$250. will be processed within thirty (30) days, and if rejected, the requisitioner will be notified as to the reasons for the rejection.
- D. There shall be three signed copies of this Professional Negotiated Agreement for purposes of record; one retained by the Board, one by the Association, and one by the Superintendent.
- E. Upon the request of either party, representatives of the Board, Administration, and the Association shall meet to discuss the Board-Association relationship under the Master Agreement. The Board and Association representatives shall mutually agree to establish meeting dates, place and time.
- F. The Association shall designate teachers in each school building as Association Representatives. The Principal and Association Representatives shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to by-pass the grievance procedures.
- G. Teachers will not be required to report for duty during their regular hours even though school may be closed because of an "Act of God". In the event the teacher is unable to travel to work, the teacher must report this fact to the building principal.

ARTICLE XX

DURATION OF AGREEMENT

This Agreement shall be in effect from the date of execution until the 30th day of June 1974.

At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment, at which time ground rules for negotiations will be drafted.

It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, may be subject to professional negotiations between them from time to time during the period of this Agreement. If a party requests such negotiations in writing, the other party shall, within ten (10) days of receipt of such request, notify the requesting party of willingness or unwillingness to negotiate.

Date of Execution \_\_\_\_\_

BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOLS

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DEXTER EDUCATION ASSOCIATION

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## APPENDIX A

PROFESSIONAL COMPENSATION REPLACEMENT SCHEDULE  
FOR 1973-74

## 1. Salary Schedule

Step	Year	BA	B1	B2	MA	M1	M2	Ed.S. M3	Ph.D. Ed.S.
1	0	8,545	8,645	8,745	9,238	9,526	9,815	10,162	10,739
2	1	9,053	9,153	9,253	9,861	10,161	10,461	10,820	11,478
3	2	9,561	9,661	9,761	10,485	10,796	11,108	11,478	12,217
4	3	10,069	10,169	10,269	11,108	11,431	11,755	12,136	12,956
5	4	10,577	10,677	10,777	11,732	12,066	12,407	12,794	13,695
6	5	11,085	11,185	11,285	12,355	12,702	13,048	13,452	14,434
7	6	11,593	11,693	11,793	12,979	13,337	13,695	14,111	15,173
8	7	12,101	12,201	12,301	13,603	13,972	14,431	14,769	15,912
9	8	12,609	12,709	12,809	14,227	14,607	14,988	15,427	16,651
10	9	13,117	13,217	13,317	14,850	15,242	15,635	16,085	17,390
11	10	13,626	13,726	13,826	15,473	15,878	16,282	16,744	18,130

Semester hours of graduate study toward a Master's Degree or semester hours of graduate study beyond a Master's Degree must be:

- A. In the major field of study,
  - B. In the minor field of study,
  - C. In a subject taught by the teacher concerned,
  - D. In the fields of education or administration, or
  - E. In any other subject or field when advance approval is secured from the Superintendent.
- (Undergraduate hours may sometimes be considered if peculiarly valuable to the graduate program and advance approval is secured from the Superintendent.)

Transcript of credits is required. Application for submission of such is September 25th annually. Failure to submit the transcript prior to such date will mean loss of credit for the contract year.

## 2. Professional Growth and Acceleration in the Salary Schedule

Both parties agree to encourage participation in workshops, clinics, lectures and seminars outside this school system. The Board will provide up to the sum of \$3,000 dollars to be used for registration fees, transportation and other expenses; and will encourage investigation and research of matters pertaining to the school system by establishing grants to individuals. It is desirable that arrangements shall be made for after-school courses, workshops, conferences and programs inside the school system designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.



3. Vocationally Certified Teachers

Teachers who are vocationally certified by the State of Michigan in fields requiring training that cannot be designated by college credit (work experience) shall be placed one (1) category higher on the salary schedule than their highest educational attainment, except with respect to the Doctor's Degree, provided that 50% of their teaching assignment is in such field or a related field. If more than 50% of the teaching assignment is in such field or a related field, then the teacher shall be placed two (2) categories higher on the salary schedule. No teachers shall be placed on the Doctor's Degree schedule without having earned the degree.

4. Travel Reimbursement

- A. A teacher who is required as part of his job to travel between buildings of the school system shall receive payment of Fifty dollars (\$50.00) per year to cover the costs of maintaining a transportation vehicle.
- B. Any use of the teacher's personal car on school business will be reimbursed at a rate of eleven cents (11¢) per mile, excluding those covered in (A) above.

5. In those cases where regular substitutes are not available and a regular teacher voluntarily agrees to serve as a substitute during non-teaching periods of his regular daily assignment, the teacher shall be paid an additional six dollars and fifty cents (\$6.50) for each period substituted. Such arrangements will be made by the principal of the school.

6. Other Stipulations

- A. Peace Corps  
Teachers shall be advanced one step on the salary schedule for each year spent in the Peace or Job Corps.

B. Previous Experience

Full credit shall be given for previous teaching experience gained in another system up to a maximum of seven (7) years. After a satisfactory tenure report for the first year of employment in the Dexter School System, full credit on the salary schedule shall be given for previous teaching experience except that such shall not be retroactive with respect to the first year's salary.

Teachers with experience in Dexter and other school systems for portions of a school year shall have the experience credited in the following manner.

- 1. A full semester or more will count as a half step on the salary schedule.
- 2. Experience for less than a full semester will not count as experience.

3. Teachers in the Dexter School System prior to the 1973-74 school year shall have their experience evaluated in the same manner as in the past.

C. Payday

Paydays will be every other Friday. Teachers may be paid in either 26 or 21 pays by requesting the plan they desire when signing their individual contracts.

## D. Extra Duties Compensation

The extra-curricular assignments are available upon written request to the Superintendent of Schools. These assignments are for one (1) year and renewable annually at the option of the Board. No teacher shall have more than two (2) athletic assignments unless an emergency exists. With the assistance of the Association, the Board shall provide job specification for each assignment.

The following extra assignment compensation is based on the first six steps of the Bachelor's schedule and at the percent listed.

1. Head Football	12%	GAA	4%
Asst. Football	10%	GAA Wylie	6%
J.V. Football	9%	Debate	3%
Asst. J.V. Football	8%	Forensics	2%
Head Basketball	12%	Instrumental Music	10%
Asst. Basketball	10%	Asst. Music	4%
9th Basketball	8%	Vocal Music	2%
8th Basketball	7%	Cadet Teacher Adv.	2%
7th Basketball	7%	Club Sponsors	2%
Head Baseball	9%	FFA	5%
Reserve Baseball	7%	FHA	5%
Head Track	10%	Project Fair Dir.	2%
Asst. Track	8%	Student Council	2%
Head Wrestling	12%	Wylie Yearbook	4%
Asst. Wrestling	10%	High School Yearbook	8%
Athletic Director	11%	Drama Director	10%
Golf	6%	Student Council 7-8	3%
Jr. High Head Football	5%	Student Council 5-6	3%
Jr. High Asst. Football	4%	Cheerleading H.S.	4%
Audio-Visual Dir.	7%	Cheerleading Wylie	3%
Asst. Audio-Visual Dir.	5%	B.O.E.C.	4%
Wylie Ath. Director	5%	H.S. Girls Var. Bask-	
Cross Country	6%	et Ball	6%
Girls Softball	5%	H.S. Girls Asst. Bask-	
		et Ball	4%

2. The following extra assignment compensation is based on the flat rate as listed.

1 Senior Advisor	\$400
1 Junior Advisor	400
1 Sophomore Advisor	300
1 Freshman Advisor	300
2 Eighth Grade Advisors	50 each
2 Seventh Grade Advisors	50 each
2 Washington Club Advisors	150 each
Driver Education	6.90 per hour

(effective until Sept. 1974)

The job description for grade advisors are to be developed by the building principal with assistance from the teaching staff.

Additional assistance to these advisors in sponsoring class events, shall be on an assigned rotating basis of the remaining portion of the full time high school teaching staff. Such assignment will be made by the building principal giving the staff members their major assignments at the beginning of the school year, and in other cases, at least two (2) weeks notice. Emergency situations to fill such assignments are to be cooperatively solved by the principal, the senior building representative, and the teachers.

Payment for additional assistance shall be on an hourly basis at the rate of six dollars (\$6.00) per hour with a two (2) hour minimum.

Extra duty pay may be taken in a lump sum at the end of the school year at the option of the teacher.

3. Agricultural Teachers

Effective with the beginning of the 1968-69 school year, payment shall be made to the Agricultural teacher's base salary divided by 190.

4. The High School Athletic Director will be released from the normal teaching load for one period per day to be used for conducting athletic business.

## 1973-74 SCHOOL CALENDAR

Friday	Aug. 31	-	New Teachers
Tuesday	Sept. 4	-	All Teachers
Wednesday	Sept. 5	-	1st Day of School - (1/2 day for students)
Friday	Nov. 9	-	End 1st Marking Period
Wednesday	Nov. 21	-	School dismissed at end of day - Thanksgiving
Monday	Nov. 26	-	School Resumes
Friday	Dec. 21	-	School dismissed at end of day - Winter Holiday
Wednesday	Jan. 2	-	School Resumes
Thursday	Jan. 24	-	First Semester Ends
Friday	Jan. 25	-	No School for Students - Teachers Records Day
Monday	Feb. 18	-	No School - Winter Recess - Patriot's Day
Friday	Mar. 29	-	End Third Marking Period
Friday	Apr. 5	-	School dismissed at end of day - Spring Vacation
Monday	Apr. 15	-	School Resumes
Monday	May 27	-	No School - Memorial Day
Friday	June 7	-	Last day of School (1/2 day for students) Commencement
Monday	June 10	-	Records day for teachers

	<u>Students</u>	<u>Teachers</u>
September	18	19
October	23	23
November	20	20
December	15	15
January	21	22
February	19	19
March	21	21
April	17	17
May	22	22
June	5	6
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Two (2) 1/2 days for Inservice to be scheduled before Thanksgiving