

6-30-73

Ratified by DEA - - - - 9/22/71  
Ratified by Board - - - - 10/18/71

*Dowagiac*

A G R E E M E N T

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of September, 1971, by and between the BOARD OF EDUCATION of the DOWAGIAC UNION SCHOOL DISTRICT #31, of Dowagiac, Michigan, hereinafter referred to as the "Board," and the DOWAGIAC EDUCATION ASSOCIATION, hereinafter referred to as the "Association".

W I T N E S S E T H:

ARTICLE I - PURPOSE AND INTENT

The general purpose of this agreement is to set forth the basis for determining wages, hours, terms and conditions of employment which shall prevail for the duration of this agreement. The Board and the Association recognize and declare that providing a quality education for the children in the Dowagiac Schools is their mutual aim and intent and that the character of such education depends in large measure upon the quality and morale of the teaching service and upon the Board's ability to acquire and retain a qualified staff.

The Board recognizes its obligation to bargain with the Association pursuant to Act 379, Public Acts of the State of Michigan of 1965. Accordingly, one of the purposes of this agreement is to create a forum in which teachers shall have the opportunity to participate in an advisory capacity in the development of policies and programs affecting the conditions under which they teach.

Therefore, the Board and the Association, for and in consideration of the mutual promises, stipulations and conditions specified in this contract, agree to abide by the terms and provisions set forth herein for the duration of this agreement.

ARTICLE II - RECOGNITION

Section 1: The Board recognizes the DOWAGIAC EDUCATION ASSOCIATION as the sole and exclusive bargaining representative for all certificated teaching personnel, including counsellors and librarians, hereinafter referred to as teachers, employed by the Board, excluding all administrative personnel and substitute teachers. The Board further agrees that, for the duration of this agreement or any extension thereof, it will not recognize nor bargain with any entity other than the Association.

- (a) Reference to male teachers shall include female teachers.

*Dowagiac Union  
School District #31  
520 Main Street  
Dowagiac, Michigan 49047*

Michigan State University  
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY,

Section 2: All teachers as a condition of continued employment shall either:

- (a) Sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National and Michigan Education Associations) and such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of a given year.
- (b) Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Association an amount equal to membership dues payable to the Association, the NEA and the MEA, provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in Section 4 of this Article. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deductions, as provided in Section 4, the Board shall immediately cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment. All teachers new to the district will be informed of this requirement when being offered employment in the district.

Section 3: The Association agrees promptly to advise the Board of all members of the bargaining unit who have not fulfilled the provisions of Section 2 above and to furnish any other information needed by the Board to fulfill the provisions of this Article. The Board agrees promptly to advise the Association of all additions, deletions, or changes in status of members of the bargaining unit.

Section 4: For those teachers who so authorize by properly executed payroll deduction authorization cards, the contents of which comply with all Federal and State requirements, the Board agrees to deduct dues for the Dowagiac Education Association and remit the same to the Dowagiac Education Association no later than fifteen (15) days after the dues have been deducted.

- (a) Although the Employer will employ diligence in keeping its records and making such deductions, it will not be obligated for any errors which occur in deductions from the teachers' pay as provided in this Article.
- (b) The Board shall also make payroll deductions upon written authorizations from teachers for annuities, credit union, and savings bonds, or any other plans or programs jointly approved by the Association and the Board.

Section 5: It is agreed by the Board and the Association that neither shall discriminate against any teacher because of race, marital status, creed, sex, nationality or age, nor shall they discriminate against any teacher because of his exercising rights reserved to him under State or Federal law.

#### ARTICLE III - BOARD'S RIGHTS

Section 1: Reserved exclusively to the Board are all responsibilities, powers, rights and authority vested in it by the laws and Constitution of the State of Michigan and of the United States or which have been heretofore properly exercised by it excepting where expressly and in specific terms limited by the provisions of this agreement.

#### ARTICLE IV - TEACHER'S RIGHTS

Section 1: Nothing contained in this agreement shall be construed to deny or restrict any teacher those rights he may have under the Michigan General School Laws or applicable Civil Service Laws and Regulation, if any. All rights granted to teachers hereunder shall be determined to be in addition to those provided elsewhere.

Section 2: Each teacher shall have the right, upon request to review the contents of his own personnel file; provided that all confidential credential material has been removed before it is made available to him. A representative of the Association may, if the teacher so desires, accompany the teacher in such review.

Section 3: The Board recognizes that maintenance of control and discipline in the classroom should be a matter of continuing concern and study by the Board or its designated representatives.

Section 4: If classes contain emotionally disturbed students, or if certain students require the special attention of social workers, special counsellors, law enforcement officials, physicians or other professional persons, the building principal and the teacher may recommend remedial and/or disciplinary action to be taken to the Board of Education.

Section 5: Any complaint by an identified person directed toward a teacher may be called to the teacher's attention. However, no report shall be made or disciplinary action taken against a teacher unless such complaint has been brought to the teacher's attention within a period of five (5) school days after receipt of the complaint.

- (a) A representative of the Association may, if the teacher so desires, accompany the teacher in review of such complaint.
- (b) In the event a written report is included in a teacher's personnel file as a result of action taken under this Section, the teacher may prepare a written response which shall be included in his file and attached to said report.

Section 6: Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault. However, this shall not preclude the Board of Education from rendering legal assistance if, in the interest of the Board and the teacher, it deems it advisable to do so.

Section 7: If, in the opinion of the Board, a teacher suffers loss, damage or destruction of clothing or other personal property while properly engaged in school business or activities, the teacher shall be reimbursed by the Board for any amount over twenty-five dollars (\$25.00) on any one incident for such loss not covered by insurance carried by the teacher or the Board of Education.

Section 8: The Board, if requested by the teacher involved, shall furnish without charge a maximum of one outfit per school year of suitable protective clothing to those teachers who are teaching in the subject areas of Art, Vocational Education, Physical Education and Science where the hazard to clothing is above normal. Such clothing shall be used only for school activity purposes.

Section 9: No teacher shall be required to perform those custodial duties presently being done by custodians or to drive a school bus as part of his assignment.

Section 10: Teachers who will be affected by a change in grade assignment or building assignment in the elementary school grades and by change in subject assignment in the secondary school grades will be consulted and notified of the decision as soon as possible by their administrator. Transfers of teachers are to be minimized or avoided whenever possible.

Section 11: Request for building transfers shall be submitted to the Board's representative in writing. The Board's representative shall, after receipt of such written request from a teacher, make a decision and advise the teacher of it in writing within thirty (30) days of receipt of such written notice.

Section 12: Assignment of teachers to school positions and their transfers shall rest solely in and shall be the responsibility of the superintendent of schools.

Section 13: The building principal shall appoint a tenure teacher to serve as an advisor to each probationary teacher.

Section 14: If a teacher's contract will not be renewed for the ensuing year, he shall be so notified by March 30th or before.

#### ARTICLE V - ASSOCIATION'S RIGHTS

Section 1: The Board agrees to make available to the Association, such public information as the Association requests.

Section 2: The superintendent shall advise the Association of any existing teaching vacancy during the school year by posting a letter on the bulletin boards of each school, and shall provide opportunities to teachers to express their desires for changes in assignment for a period of ten (10) school days after the posting of such notice.

Section 3: The Association shall have the right to use school building facilities to hold monthly meetings of its membership on the first Wednesday of each month. It shall have the right to hold other meetings, provided advance permission for such usage has been given by the administration. All Dowagiac Education Association meetings shall be held at times which will not interfere with normal school functions.

- (a) The Association shall have the right to use school equipment at reasonable times when such equipment is not otherwise in use. The Board may make a reasonable charge for all materials and supplies incident to such use.
- (b) The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards located in teacher lounges. The Association may use the school district mail service and teacher mail boxes for communications to teachers. The public address systems may be used to announce the time and place of meetings of the Association. These announcements shall be made by authorized office personnel.

Section 4: Duly authorized representatives who are members of the local Association shall be permitted to transact official Association business on school property at all reasonable times; provided that this shall not interfere with or interrupt normal school operations.

Section 5: Not more than two (2) teacher delegates shall be released from their regular duties, without loss of salary, for any one conference of the MEA on a state or regional basis. Such time off shall not exceed five (5) delegate days per school year. Each delegate day shall be certified to the administration by the DEA President as one of the five (5) DEA delegate days.

#### ARTICLE VI - TEACHING CONDITIONS

Section 1: It is recognized by the Board that class size is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class sizes at an acceptable number as dictated by the financial conditions of the District, the building facilities available, the availability of qualified teachers, and the best interest of the District as deemed administratively feasible. The Board agrees to consider recommendations of the teacher relative to class size and class composition.

Section 2: No solicitation of funds for charitable or any other purposes by outside organizations shall be conducted on school premises during school hours, unless such solicitation is jointly approved by the Association and the Board.

Section 3: The Board will maintain its policy of not limiting teachers by any regulation which will prevent them from exercising their rights of citizenship by seeking public office or engaging in political activities, or other activities of similar character or design.

Section 4: The Board shall make available in each school building lunchroom, restroom, and lavatory facilities exclusively for use by school personnel. At least one room in each building shall be established for use as a faculty lounge. Smoking shall be permitted there.

- (a) The Board further agrees that there shall be no reduction in the present faculty lounge facilities. Present facilities are acceptable.

Section 5: Telephone facilities shall be made available to teachers for their use.

Section 6: Parking facilities shall continue to be made available to teachers for their use. It is agreed that present facilities are adequate.

Section 7: 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 constitute many of the important tools of the teaching profession.

- (a) The parties will confer from time to time for the purpose of improving the selection and use of such educational tools.
- (b) The Board will continue where practicable, to keep the schools reasonably equipped and maintained.

Section 8: To relieve teachers of non-teaching activities, including patrol and bus duty, the Board agrees to engage sufficient numbers of part or full-time aides in the schools for such listed work.

- (a) Such aides will also perform the mechanical work of inventorying supplies and equipment, duplicating teaching materials, and collecting moneys for milk and lunches.

#### ARTICLE VII - EMPLOYMENT REQUIREMENTS

Section 1: The teaching day for all teachers will be from 8:00 a.m. to 4:00 p.m. Any deviation from these hours in no case will exceed a continuous eight (8) hour time span.

- (a) Permission for exceptions to this time schedule may be obtained from the building principal.
- (b) The Board will set teaching schedules which can be reasonably completed within a normal work week; the Board will not require teachers regularly to work in excess of such standard work week.
- (c) All teachers shall be entitled to a duty-free lunch period of not less than thirty (30) minutes.

Section 2: Each teacher shall be assigned a maximum of twenty-five (25) hours of classroom teaching or student supervision and a minimum of five (5) hours of conference, preparation or evaluation time per week.

#### ARTICLE VIII - COMPENSATION

Section 1: The salaries of teachers covered by this agreement are set forth in Appendix A attached hereto and incorporated in this agreement.

Section 2: Teachers upon entering the school system may receive up to full credit for outside experience as shall be determined by the Superintendent and the Board. Under no circumstances shall such credit be less than the full-time teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency.

- (a) Such outside experience may include, but is not limited to, business experience, college teaching, school administration, and military service, where such outside experience is determined to be advantageous to the particular teaching position.

Section 3: Teachers, excepting non-degree teachers, required by the Board to take additional credit hours to prepare for non-administrative positions available within the school system shall have the cost of tuition and books paid by the Board.

Section 4: Both parties agree that some programs within the overall system may require more time than is scheduled for the regular school year. Among these programs but not wholly inclusive are Guidance, Library, Remedial Reading, Vocational Agriculture and Instrumental Music. Teachers of such courses and programs may have their teaching contracts extended for the number of days required to properly complete the activity as determined by the administration.

Section 5: Any teacher completing the academic requirements for any degree shall be placed on the appropriate salary schedule effective the date the proof of requirements for the degree have been met.

Section 6: Compensation shall be paid every two (2) weeks on Friday. Each payment shall be equal to 1/26 of the annual salary, with the remaining balance paid on the twenty-first (21st) pay-day.

#### ARTICLE IX - SICK LEAVE

Section 1: Ten (10) days of sick leave per year with full pay shall be granted in case of necessary absence due to:

- (a) Personal illness of the teacher.

Section 2: Unused sick leave days shall be allowed to accumulate for each teacher to a maximum of ninety (90) days.

- (a) Teachers hired after the beginning of the school year shall accumulate one (1) day of paid sick leave for each month left in the school year not to exceed ten (10) days.
- (b) Upon request by the Board of Education, a teacher must submit a certificate from a medical doctor to the effect that such teacher is physically or mentally able to return to his classroom duties.



ARTICLE X - PERSONAL LEAVE

Section 1: Personal leave shall be granted with pay for a period not to exceed five (5) days to attend the funeral of a teacher's immediate family, to include present spouse, son, daughter, mother, father, brother, sister, son-in-law, daughter-in-law, mother-in-law and father-in-law. Personal leave shall be granted with pay for a period not to exceed five (5) days per illness to make any necessary arrangement for illness of the teacher's spouse, son, daughter, mother and father. Personal leave shall be granted for a period of not to exceed three (3) days either taken at one day at a time or three days at one time (not to exceed three (3) days cumulative) to take care of personal business affairs which, in the judgement of the Superintendent of Schools are necessary.

- (a) Such leave shall be deducted from the teacher's accumulated sick leave.
- (b) Sick and personal leave shall not be allowed in advance of being earned.

ARTICLE XI - LEAVES OF ABSENCE

Section 1: Any teacher whose personal illness extends beyond the period compensated for in Article IX may be granted a leave of absence, without pay, for a period not to exceed two (2) semesters for complete recovery. Upon return from leave during the school year, the teacher shall be assigned to the same position, if available, or a substantially equivalent position if any position is available.

- (a) In computing service to determine the employee's position on the salary schedule at the expiration of this leave, time spent on leave shall not be counted for salary schedule advancement.

Section 2: Teachers who enter the military service by draft or enlistment shall be granted a leave of absence for that period and, at the conclusion of such leave of absence, shall be reinstated in accordance with all applicable provisions of the Selective Service Training Act or any other applicable law then effective.

Section 3: Maternity leave shall be granted without pay. It shall start not later than the end of the sixth (6th) month of pregnancy unless that time limit comes within one (1) school month of the end of the semester, in which case the teacher shall be permitted to complete the semester.

- (a) A written statement of intention to return from maternity leave shall be filed with the Superintendent, within two (2) years from the termination of the pregnancy. The teacher shall be returned to the first available position for which she is properly qualified and placed on the proper salary step.
- (b) Maternity is not considered an illness; therefore, a maternity leave of absence shall carry no salary, no sick leave, no annual increment, no guarantee of the same position upon return.

Section 4: Other leaves of absence without pay or increments may be granted upon application to the Board.

#### ARTICLE XII - GRIEVANCE

Section 1: A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the terms and provisions of this agreement.

Section 2: FIRST STEP. If a teacher or an Association representative believes that there is a grievance, the matter shall be discussed with his principal within ten (10) school days after the occurrence of the event upon which the grievance is based. It shall be the objective of both parties to resolve the matter in this informal manner. The teacher may be accompanied by an Association representative.

Section 3: SECOND STEP. If the First Step does not provide an equitable solution, the grievance shall be submitted in writing by the grievant to the building principal within five (5) school days after presentation in the First Step.

- (a) The grievance shall state the facts upon which it is based, the section of the contract allegedly violated and shall be signed by the grievant.
- (b) The principal shall give his decision concerning the grievance, in writing, within two (2) school days after the presentation of the grievance.

Section 4: THIRD STEP. If the Association is not satisfied with the disposition of the grievance at the Second Step, the grievance shall be submitted, in writing, to the Superintendent within five (5) school days after receipt of the principal's written reply.

- (a) The Superintendent and/or someone designated by him, excluding the principals involved in the Second Step, shall meet with a representative or representatives of the Association within five (5) school days after receipt of the grievance to consider the grievance. The Superintendent shall give a written answer to the Association

within two (2) school days after the date of this Meeting.

- (b) If the answer is satisfactory, the Association shall so indicate on the grievance form and sign it, with two (2) copies of the grievance thus settled retained by the Association and one (1) by the Superintendent.

Section 5: FOURTH STEP. If the Association is not satisfied with the disposition of the grievance at the Third Step, and intends to appeal, it shall so notify the Superintendent in writing, within five (5) school days after receipt of the Superintendent's written reply to the Third Step.

- (a) Within ten (10) school days after receipt by the Superintendent of the notice to appeal, the grievance shall be reviewed at a meeting between the Board or its designated representatives (to consist of not less than three (3) members of the Board) and the Association representatives. A written answer shall be given by the Board within five (5) school days after the date of the Fourth Step meeting.

Section 6: FIFTH STEP. If the grievance has not been settled in the Fourth Step, the grievant and/or his Association representative or representatives or the Board may submit the grievance except as provided below (teacher discharge), to arbitration provided such submission is made within ten (10) days after receipt of the Fourth Step answer.

- (a) All matters submitted to arbitration shall be submitted to the American Arbitration Association in accordance with its Voluntary Rules and Regulations then obtaining within the time specified above and such rules shall govern the arbitration hearing. The arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this agreement nor hear any matter which is provided for under Section 12 of this Article (teacher discharge). Both parties agree to be bound by the award of the arbitrator and that the costs of any arbitration proceeding under this provision shall be borne equally between the parties if both parties are found to be at fault. However, if one party is found to be at fault, that party shall bear the entire arbitration cost.

Section 7: Nothing in this procedure shall prevent an individual from processing a grievance beyond the Second Step. However no grievance shall be adjusted without prior notification to the Association and opportunity given for an Association representative to be present.

Section 8: The time limits provided in this Article shall be strictly observed, but may be extended by a written agreement of the parties.

- (a) In the event grievances filed under this Article shall not be satisfactorily settled during the school year, they shall continue after the end of the school year with the weekdays Monday through Friday being as if they were school days in determining the time limits set forth above.

Section 9: Grievances which are not appealed within the time limits specified in the above grievance procedure shall be considered to be withdrawn by the grievant and/or Association.

Section 10: The presentation and discussion of grievances provided for in the First, Second and Third Steps of this Article may take place during regular school hours so long as all persons involved could so meet without interference with their assigned duties.

Section 11: No items subject to consideration under the provisions of the Teachers' Tenure Act or subject to consideration under the tenure provisions of the Michigan General School Code shall be considered as a grievance under this contract.

Section 12: In the event any teacher under the jurisdiction of the Association shall be discharged from his employment from and after the date hereof and he believes he has been unjustly discharged, such discharge shall constitute a case arising under the laws of the State of Michigan, to include the Tenure Act of 1937, as amended.

#### ARTICLE XIII - PLANNING COMMISSION

Section 1: The parties agree to establish a permanent planning commission for the purpose of designating problems of mutual concern for study.

- (a) Each party shall designate two (2) permanent members to such commission.
- (b) The commission shall meet during September at a time designated by the Superintendent, at which time the commission will designate a permanent chairman who shall thereafter establish the time and date for the meetings to be held.
- (c) The Commission may have specific committees working with it for both short and long term studies, the activities of which will lead to higher quality standards of education. These committees shall make a conscientious effort to come to a conclusion concerning such problems and make a final recommendation to the Board.

ARTICLE XIV - TEACHER EVALUATION

Section 1: The Association and the Board recognize the right and responsibility of the administrative staff to evaluate the performance of teachers. The Association and the Board also recognize the right and responsibility of administrative staff of the school to visit classrooms for purposes of evaluating and promoting the educational program.

Section 2: The parties agree that teacher evaluation shall be used constructively and cooperatively with the teacher to help him become more effective.

Section 3: The evaluation techniques used by administrators shall be carried out under the policies of the Dowagiac Board of Education and in a manner consistent with the provisions of this agreement.

Section 4: Evaluations shall be done openly and with the full knowledge of the teacher.

Section 5: Probationary teachers may request that they be notified relative to a principal's initial observation in any given year.

Section 6: Prior to the observation, each teacher shall be informed as to the criteria of evaluation used by the principal.

Section 7: All evaluations by building principals or other administrators or supervisory school officials placed in a teacher's file shall be reviewed with the teacher prior to its becoming a part of the permanent record and thereafter on request.

- (a) If a teacher so desires, he may prepare a written response which shall be attached to said evaluation and be included in his file.

ARTICLE XV - SCHOOL CALENDAR

Section 1: The normal school year shall consist of one hundred eighty-five (185) days, of which one hundred eighty (180) shall be session days and five (5) shall be teacher days.

- (a) At least fifty per cent (50%) of each teacher day shall be available to teachers for room preparation, records, and planning.
- (b) For each additional day required by the Board beyond the one hundred eighty-five (185) contractual days, each teacher involved shall be compensated at the rate of 1/185 of his base salary.

- (c) If the present accreditation or state requirements are changed in any way, the above number of days would change accordingly, without additional compensation, for the balance of that particular school year.

Section 2: The school calendar shall be negotiated annually. It shall be listed in Appendix B.

#### ARTICLE XVI - GENERAL

Section 1: Any medical examination or tests (including TB tests or x-rays) required by the Board as a condition of employment or continuing employment shall be paid for by the Board.

- (a) Teachers of the Christian Science religion may present a statement of their condition from a listed practitioner in lieu of a medical examination.

Section 2: If, during the life of this agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of this agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Board and the Association shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provisions.

Section 3: 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.

#### ARTICLE XVII - DURATION

Section 1: This agreement shall be retroactive to July 1, 1971, except for economic benefits. Any economic benefits contained in this agreement shall become effective with the start of the school year except for the vocational agriculture and band Positions for which economic benefits shall be effective July 1.

- (a) It is recognized by both parties that as a result of the action taken by the President of the United States under Executive Order No. 11615 providing for stabilization of prices, rents, wages and

salaries on August 15, 1971, that the economic benefits contained in this agreement for the school year 1971-72 shall become effective as provided therein or at such time as may be determined under this order or any future law or order.

Section 2: This agreement shall remain in full force and effect for a full term of twenty-four (24) months, extending to June 30, 1973. If by January 15th of any year either party signifies its desire to modify Appendix A, notice must be given the other party, in writing, on or before that date.

Section 3: Reopening of any other portions of this contract shall be by mutual consent of the parties. This agreement shall not be orally extended. None of its provisions shall be changed except as has been provided in the contract itself.

DOWAGIAC EDUCATION ASSOCIATION

BOARD OF EDUCATION

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ADDENDUM TO AGREEMENT

This Addendum adopted October 23, 1972, and as amended October 27, 1972, is to be included as a part of the Agreement by and between the DOWAGIAC UNION SCHOOL DISTRICT #31 and the DOWAGIAC EDUCATION ASSOCIATION, and shall remain in force and effect until the 30th day of June, 1973.

The above rates were approved retroactive to July 1, 1973.

DOWAGIAC EDUCATION ASSOCIATION

DOWAGIAC UNION SCHOOL DISTRICT #31

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## APPENDIX A

### Section 1: 1972-73 Salary Schedule

B.A. Degree \$316 Increment	M.A. Degree \$340 Increment	Step	Index	Ed. Spec. \$364 Increment	Doctorate \$388 Increment
\$ 7,900	\$ 8,500	1	100	\$ 9,100	\$ 9,700
8,216	8,840	2	104	9,464	10,088
8,532	9,180	3	108	9,828	10,476
8,848	9,520	4	112	10,192	10,864
9,164	9,860	5	116	10,556	11,252
9,480	10,200	6	120	10,920	11,640
9,796	10,540	7	124	11,284	12,028
10,112	10,880	8	128	11,648	12,416
10,428	11,220	9	132	12,012	12,804
10,744	11,560	10	136	12,376	13,192
11,060	11,900	11	140	12,740	13,580
11,376	12,240	12	144	13,104	13,968
11,692	12,580	13	148	13,468	14,356
	12,920	14	152	13,832	14,744

Section 2: Where a teacher has the M.A. degree, in accordance with the above schedule-index, and where that teacher adds additional hours to that M.A. degree, he shall receive \$150 for each additional ten (10) semester hours up to, but not to exceed forty (40) semester hours of credit.

Section 3: Where a teacher has the Education Specialist degree, in accordance with the above schedule-index, and where that teacher adds additional hours to that Education Specialist degree, he shall receive \$150 for each additional ten (10) semester hours up to, but not to exceed forty (40) semester hours of credit.

Section 4: Schedule for work over and above the normal teaching load, in accordance with the job description for each position.

#### SECTION 4 LISTED ON ATTACHED SHEETS

Section 5: The Board shall pay each month an amount per teacher equal to 70% of full family MESSA Super Med Insurance, not to exceed \$35.35 per month, retro-active to July 1, 1972.

Teachers not wishing full family health care insurance may apply an amount not to exceed \$25 per month toward the Selection Option package available through MESSA Super Med, as spelled out in the 1972-73 MESSA Super Med brochure.

Cash may not be granted in lieu of insurance coverage.

Section 6: The Board shall pay each retiring teacher who retires under the Michigan Teacher Retirement Fund Program and who has been in the system fifteen (15) years or more, the sum of \$1,000.

(NOTE: The \$200 increase in the Base of each degree schedule represents the following percentage increases over the 71-72 schedules: B.A. 2.6%; M.A. 2.4%; Ed. Spec. 2.2%; Doctorate 2%.)

APPENDIX A (Continued)

Section 4: Schedule for work over and above the normal teaching load, in accordance with the job description for each position.

GROUP I (\$100)

Sophomore Class  
\*Junior Class (2) (1 to Include Magazine Sale)  
\*Senior Class (2) (1 to Include Mother-Daughter Tea)  
French Club  
Spanish Club  
National Honor Society  
Jr. High Ski Club  
Sr. High Ski Club

\*\$200 if combined into 1 sponsor

GROUP II (\$150)

Elementary Intramurals (24)

GROUP III (\$175)

Activity Chaperones (6)  
Art Club  
Jr. High Audio Visual  
Sr. High Audio Visual  
Future Homemakers of America  
Future Teachers of America  
Plays, Each (2)  
Elementary Safety Patrol, Each (4)  
Jr. High Science Club  
Sr. High Science Club  
Jr. High Student Council  
Sr. High Student Council  
Ushers Club

GROUP IV (\$200)

Dept. and Grade Level Chairmen (24)  
Jr. High Cheerleaders  
Jr. High Intramurals (3)  
Sr. High Intramurals (3)  
Varsity Club

GROUP V (\$250)

Ass't. Baseball  
Debate  
Foreign Exchange Club  
Girls Athletic Association  
Jr. High Golf  
Jr. High Tennis  
Ass't. Jr. High Tennis  
Ass't. Jr. High Wrestling  
Jr. High Yearbook

GROUP VI (\$300)

Sr. High Cheerleaders  
Jr. High Newspaper or Literary Publications  
Jr. High Track  
Ass't. Varsity Track

GROUP VII (\$350)

Jr. High Band  
Jr. High Vocal  
7-8 Basketball (2)  
7-8 Football (2)

GROUP VIII (\$400)

Future Farmers of America  
Sr. High Newspaper  
9th Grade Basketball  
9th Grade Football (2)  
Jr. High Wrestling

APPENDIX A (Continued)

Section 4: (Continued)

GROUP IX (\$450)

Head Baseball  
Cross Country  
Golf  
Tennis  
Track

GROUP X (\$500)

Auditorium Supervisor  
Head J.H. Football  
Sr. High Yearbook

GROUP XI (\$600)

Ass't. Varsity Wrestling

GROUP XII (\$750)

Sr. High Vocal

Elementary Vocal Music (2) \$35 per Public Program; Maximum 2 Programs per Building

Any additional administratively approved activity, Group I or an amount mutually agreed to by the Board and the DEA.

GROUP XIII (\$800)

J.V. Basketball  
Ass't. Varsity Football (4)

GROUP XIV (\$900)

Sr. High Band

GROUP XV (\$1,000)

Head Wrestling

GROUP XVI (\$1,400)

Head Basketball  
Head Football

A P P E N D I X B

1972-73 School Calendar

Sept. 1	(Fri.)	*First Day for Teachers
4	(Mon.)	Labor Day (No School)
5	(Tues.)	First Day for Students
Oct. 26 27	(Thurs. & Fri.)	*2 Days for Parent-Teacher Conferences
Nov. 22	(Wed.)	Thanksgiving Vacation (School closes at 3:10 p.m. Nov. 22)
27	(Mon.)	School resumes
Dec. 21	(Thurs.)	Christmas vacation (School closes at 3:10 p.m. Dec. 21)
Jan. 2	(Tues.)	School resumes
19	(Fri.)	Workshop
April 13	(Fri.)	Spring Vacation (School closes at 3:10 p.m. April 13)
22	(Sun.)	Easter
23	(Mon.)	School resumes
May 28	(Mon.)	Memorial Day (No School)
June		Graduation
7	(Thurs.)	Last Day for Students
8	(Fri.)	Last Day for Teachers

180 Student Session Days

5 Teacher Days

185 Contract Days

\*September 1 and June 8, administration-staff meetings limited to one (1) hour per day in return for full two days of parent-teacher conferences October 26-27.

Kindergarten Spring Round-up one day.