

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

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MASTER CONTRACT

Between

THE HOLLY BOARD OF EDUCATION

and

THE HOLLY EDUCATION ASSOCIATION

Holly Board of Education

Aug 22 - June 1, 1968

MEA
1216 Kendall
E. Lansing, MI
48823

TABLE OF CONTENTS

PREAMBLE		1
ARTICLE I	Recognition	1
ARTICLE II	Association Requests	2
ARTICLE III	Teacher Privileges	2
ARTICLE IV	Professional Compensation	3
ARTICLE V	The Teaching Day	4
ARTICLE VI	Teaching Load	4
ARTICLE VII	Teachers Lunch Period	4
ARTICLE VIII	Preparation Time	4
ARTICLE IX	Teacher Assignments	4
ARTICLE X	Teaching Supplies	5
ARTICLE XI	Student Office Aides	5
ARTICLE XII	Teacher-Board Responsibilities	5
ARTICLE XIII	Vacancies, Promotions and Transfers	6
ARTICLE XIV	Leaves	7
ARTICLE XV	Teacher Evaluations	9
ARTICLE XVI	Teacher Protection	10
ARTICLE XVII	Strike Prohibition	10
ARTICLE XVIII	Shared Costs	11
ARTICLE XIX	Retirement	11
ARTICLE XX	Teacher Contracts	11
ARTICLE XXI	Salary Deductions	12
ARTICLE XXII	Reimbursement for Advanced Work	12
ARTICLE XXIII	Experience Credit	13
ARTICLE XXIV	Tax Deferred Annuities	14
ARTICLE XXV	Longevity Clause	14
ARTICLE XXVI	Grievance Procedure	15
ARTICLE XXVII	Negotiation Procedures	17
ARTICLE XXVIII	Board Rights	17
ARTICLE XXIX	Supercedence of Policy	18
ARTICLE XXX	Insurance Benefits	18
ARTICLE XXXI	Health Examinations	18
ARTICLE XXXII	Mileage Allowances	19
ARTICLE XXXIII	Extra Curricular Activities	19
ARTICLE XXXIV	Duration of Agreement	19
SCHEDULE A, Part I	Salary Schedule	i
SCHEDULE A, Part II	Extra Curricular Duty Salaries	ii
SCHEDULE A, Part III	Athletics Salaries	iii
SCHEDULE B	School Calendar	

MASTER CONTRACT

THIS AGREEMENT entered into this 22nd day of August, 1966, by and between the Board of Education of the Holly Area Schools, Holly, Michigan, hereinafter called the "Board", and the HOLLY EDUCATION ASSOCIATION, hereinafter called the "Association."

PREAMBLE

The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin, and to seek to achieve full equality of educational opportunity to all pupils.

ARTICLE I Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative as determined by the Labor Mediation Board for those personnel recognized as the appropriate bargaining unit, specifically for all certified personnel under contract, excluding the superintendent of schools, the assistant superintendent, principals, acting principals and director of instruction and assistant principals.

B. The Board agrees not to negotiate with any teacher organization other than the association for the duration of this agreement.

C. The Board agrees to make payroll deductions for the local, state and national association dues, when the teacher has signed and delivered to the Board a payroll deduction authorization form. Four deductions will be made during the teaching year. All employees

will be treated as though they are on a ten-month pay basis. The time when these deductions will be made will be determined by the Board. However, the Board will attempt to make these deductions from equally spaced payrolls and from such payrolls as the other deductions such as insurance are at a minimum.

ARTICLE II Association Requests

- A. The Association shall have the privilege of using school buildings for meetings. Such meetings must be prearranged with the administration by completing a building use request form.
- B. Requests by the Association officers for public information will be granted.
- C. The Association officers may check payroll ledgers to determine if the salary schedule agreed to in this master agreement is being followed.
- D. A total of five teacher days per school year shall be allowed on request of the association to be used for association business. The association shall reimburse the board at the rate of \$18 per day. The association representative or representatives who use these days shall not suffer loss of pay or leave.

ARTICLE III Teacher Privileges

- A. Teachers will not be prevented from wearing insignia or other identification of membership in the Association on school premises. Good and reasonable judgment shall be considered by the association.
- B. One bulletin board shall be furnished per building for the use of the Association. These bulletin boards will be located in the teacher lounges.

C. Whenever custodial schedules permit, teachers may work in their classrooms two weeks prior and one week after the student school year.

D. The building association representative may use the telephone for Association business in his respective school building during the school day as long as it does not interfere with his normal teaching. Toll calls made by the Association will be credit card calls or reverse charge calls.

E. One mailbox will be furnished by the Board in each of the teacher lounges for the dissemination of mass information. Addressed mail will be given to the building secretary who will place it in the teacher mailboxes.

ARTICLE IV Professional Compensation

A. The salary schedule as set forth in Schedule A, attached hereto and made a part hereof, shall remain in force during the term of this agreement, provided, however, that upon written notice to either party sixty (60) days on or before April 30 of every year of this agreement, negotiations of such salary schedule shall be reopened for the following school year. The school calendar will also be reopened at this time. The Association, however, agrees that 180 session days will be guaranteed. Half days in session shall be counted as half days.

B. Legal holidays for schools are established by the State Legislature. Teachers will not be required to work on these days. Presently designated holidays are: Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day and Independence Day.

C. The Board will set aside four half day periods per school year to be used for inservice training of the professional staff. Requests for use of these days will be made by the administration to the Board. Responsibility for planning of these inservice programs will rest jointly between the administration and the Association.

D. See Article XXI. The teacher may elect, at the beginning of the contractual year to receive his pay on either a 10 or 12 month basis. After the decision is once made, it cannot be changed.

ARTICLE V
The Teaching Day

The teaching day for all teachers at all levels shall be of equal length. The board agrees that the amount of time spent by teachers in supervision of children should be equal and will strive toward meeting this goal.

ARTICLE VI
Teaching Load

The Board will strive for a class load of 25 to 30 pupils per teacher in all buildings. A study committee will be established between the Board and the Association to establish a definition of teaching load.

ARTICLE VII
Teachers Lunch Period

The Board will guarantee a minimum, duty-free lunch period for all teachers of 30 minutes.

ARTICLE VIII
Preparation Time

A study committee composed of representatives of the Board and the Association shall consider methods of establishing equal preparation times as in the secondary schools for elementary teachers. They shall present mutually satisfactory solutions, including proposed cost for the consideration and possible implementation in the next contract.

ARTICLE IX
Teacher Assignments.

Teacher assignments will be placed on teacher contracts. The Board may change these

assignments through June 15. After June 15, teachers will be consulted regarding changes in assignments. If a teacher is unwilling to make the requested change, the assignment will be required of the teacher with the least amount of tenure in the Holly Schools, providing that the qualifications for the assignment are equivalent.

B. The administration will arrange for substitute teachers. They will endeavor to maintain an adequate list of qualified substitutes. In order to allow adequate time to arrange for substitutes, elementary teachers will make every effort to contact the building principal, or his designate, between 7:00 and 7:30 a. m. Secondary teachers will report necessity for absence between 6:30 and 7:00 a. m. Teachers who become ill after classes are in session will report their illness immediately. If the teacher is unable to remain in the classroom until a substitute arrives, it may be necessary to assign another teacher to the room or make emergency arrangements. Emergency arrangements of this nature will be for one day per each emergency.

ARTICLE X Teaching Supplies

The board will annually establish a budget for teaching supplies. When possible, teachers will be consulted regarding their needs and desires. If it is necessary for the board to cut departmental budgets, the teacher will be consulted, whenever possible, with regard to the items to be cut.

ARTICLE XI Student Office Aides

Student office assistants shall not have access to student files, report cards or teacher tests.

ARTICLE XII Teacher-Board Responsibilities

A. Teacher responsibilities.

1. Teachers are expected to exercise the same concern and control over all students regardless of the fact they may or may not be directly under their classroom supervision.

2. Teachers shall be expected to attend the following meetings:

(a) graduation exercises, senior high school teachers only;

(b) open houses; (c) staff meetings; (d) parent teacher conferences.

3. Teachers are responsible for maintaining eligibility for proper certification.

4. Teachers will supply one set of transcripts to the Board.

5. It is the responsibility of all teachers to provide quality education. This requires (a) careful daily preparation; (b) self improvement.

B. Board responsibilities:

1. Since a 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 all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

2. Insofar as it does not affect his performance as a teacher, the private and personal life of any teacher is not within the appropriate concern of the Board.

ARTICLE XIII Vacancies, Promotions and Transfers

A. Teachers who meet qualifications for vacancies may apply. All applicants will receive notice of the outcome, including reasons for non-acceptance. All other conditions being equal, priority for vacancies will be given to teachers with Holly experience.

B. Unrequested transfers will be made only for good cause. Teachers asked to transfer will be notified of the reasons for the transfer. Teachers may request transfers between buildings. They must, however, state the reason for the request.

C. The board will send to the schools a list of vacancies that are to be mailed to the teacher placement bureaus. This list will be posted by the Association.

ARTICLE XIV Leaves

A. First year teachers, upon reporting in the fall, will be granted five leave days' allowance. At the beginning of the second semester, they will be granted an additional five leave days. All previously employed staff will receive the full ten days' allowance at the beginning of the school year. Teachers will accumulate unused leave days from year to year. Unused leave days accumulated as of June 15, 1966 will remain in force. Unused leave days will be posted on teachers' bi-weekly paychecks.

B. Leaves chargeable against accumulated leave time:

1. Personal illness
2. A maximum of five days per school year for an illness which might be terminal in the immediate family, husband, wife, sister, brother, mother, father, son, daughter, grandparent, and in-laws of the same relationship,
3. Funeral of non-relatives, one day limit per year.
4. Three business days which must have prior approval by the board.
5. Ice, snow, mud days or other acts of God if an individual feels conditions are unsafe to report to work. If conditions exist where the board feels it would be unsafe for all teachers to report to work, an announcement will be made with the school closing announcement that teachers are not to

report. In this instance, no deduction of salary or leave will be made except in the case of continuing illness. As an example: When a teacher is ill the day before and after such school closing.

C. Leaves with pay not to be charged against the teacher's accumulation of leave time:

1. A maximum of five days for each instance in the case of death of husband, wife, sister, brother, mother, father, son, daughter or grandparent.
2. Days authorized by the Board for school related matters.
3. A day will be granted for selective service physicals without loss of pay or leave time.

D. Leaves of absence without pay that may be granted by the Board of Education.

Written applications must be made to the Board:

1. Educational Improvement
2. Study, research or special teaching assignments.
3. Maternity leave, compulsory after the seventh month of pregnancy, except employment may be extended by mutual agreement between the teacher and the board.
4. To serve in public office, time to campaign for state or national public office.
5. Health or illness.

E. Leaves of absence that may be granted by the Board with pay:

1. Exchange teacher programs

F. Military leave of absence shall be granted to persons volunteering or drafted into the armed services. Those who are under contract with the Holly schools at the time of induction will be granted experience credit on the salary schedule for their active service time.

Six months to 12 months will be counted as one full year's increment and experience credit on the salary schedule. It is understood that the teacher will return within one contractual year after discharge to be given service credit.

G. Leave days that will be granted by the Board without pay:

1. Three leave days per teacher's contractual year will be granted by the Board at the teacher's discretion, provided:

(a) that the leave days shall not be taken consecutively.

(b) that the leave days shall not be taken immediately prior to or after a school holiday.

(c) that the teacher's immediate supervisor shall have one day's Prior notification.

(d) that the total number of requests shall not exceed two per cent of the total teaching staff for any given day.

The per diem deduction under this section shall be determined as set forth elsewhere in this contract.

H. A leave of absence shall be granted a teacher called for jury service, provided that the Board shall only be obligated to pay an amount equal to the difference between the teacher's salary as computed on a daily basis as set forth in this contract and the daily jury duty fee paid by the court, and provided further, that the Board shall only be obligated to pay said difference when the teacher cooperates with the administration in seeking to be excused from such service.

ARTICLE XV Teacher Evaluations

Remote surveillance devices will not be used to evaluate teachers. Teachers can review

the contents of their own personnel files in the presence of an administrator. The teacher may request a representative of the Association to be present at such review. Confidential credentials will be excluded from such review. All teacher evaluations will be reviewed in conference between the principal and teacher. Written evaluations will be signed and dated by both the teacher and the building principal. The teacher's signature will not indicate that he agrees with the evaluation, but that it has been reviewed by him. Evaluation forms shall contain the phrase " Teacher comment attached" which shall be so checked in the event the teacher makes written comment concerning his evaluation. Teachers will have written evaluations and conferences not less than twice each contractual year. If, in the opinion of a teacher during a conference with his principal, the subject and nature of the discussion requires the presence of a representative of the Association, the conference will be terminated until such representative is present.

ARTICLE XVI Teacher Protection

- A. The Board shall provide workman's compensation insurance protection for all job incurred injuries during the course of their employment.
- B. Teachers will not be discriminated against by reason of membership or non-membership in or participation or non-participation in the activities of a teacher organization. No teacher shall be required to become or remain a member of any organization as a condition of employment.
- C. Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention.

ARTICLE XVII Strike Prohibition

The Association will not engage in or encourage strike action of any type during the life

of this agreement .

ARTICLE XVIII
Shared Costs

Any costs relating to negotiations or interpretation of this contract or the contract itself that is mutually beneficial to both parties shall be equally shared, providing that each instance will require joint approval before incurrence of cost.

ARTICLE XIX
Retirement

After a teacher reaches 65 years of age, he may be offered a contract on a year to year basis. The recommendation of his building principal is mandatory to continued employment. A health examination can be required by the Board, cost of the said examination to be paid by the Board, physician to be designated by the Board.

ARTICLE XX
Teacher Contracts

A. Teacher contracts will state the number of teacher contract days and the annual salary.

B. Pay granted by the Board for extra curricular assignments will be attached to the contract as a rider. The rider will state the dollar amount, when payment is due and the teacher assignment. Extra curricular assignments will not have tenure status as to position or salary.

C. Riders to contracts will be issued for summer school credit courses taught.

D. Issuance and return of contracts. Contracts will be issued by the Board by March 1st. Contracts will be returned, signed or unsigned, by March 15th. If March 15th falls on a Saturday or Sunday, the due date will be the Monday following. Contracts shall be returned

not later than 4:00 p. m. on the date due to the Board of Education offices. If a contract is not ratified by the opening of school, the terms of settlement will be made retroactive to the first day of employment on the master contract.

ARTICLE XXI Salary Deductions

When it becomes necessary to deduct from a teacher's salary because of absence or tardiness, the amount to be deducted shall be on a per diem or prorated hourly basis. Per diem rate shall be computed by dividing the contract amount by the number of teacher days. The hourly rate shall be the daily rate divided by 7-1/2 hours.

ARTICLE XXII Reimbursement for Advanced Work

Reimbursements for advanced work leading to a master's degree and 20 hours beyond.

A. For work after the first 10 semester hours beyond the bachelor's degree to the 30th hour, \$15 per semester hour will be paid. When the master's degree is received, the teacher will be placed on the step of the salary schedule of the Master degree schedule that is in keeping with the terms of this contract. For 20 semester hours beyond the master's degree, teachers will be reimbursed at the rate of \$15 per semester hour.

B. Courses not leading to a degree must have prior approval from the Board to receive reimbursement.

C. Term hours shall be considered under this article as being equivalent to 2/3rds of a semester hour.

D. Requests for pay for advanced work may be submitted at the beginning of the contractual year or at the beginning of the second semester. Requests made at the beginning of the second semester will be paid \$7.50 per semester hour for the remainder of the contractual

year.

E. Monetary reimbursements made by the Board under this article shall be added to the succeeding contracts.

ARTICLE XXIII Experience Credit

A. Regular increment will be added to each teacher's contract for each year of teaching in the Holly Area Schools.

B. Experience credit and regular increment will be given to teachers who receive their full certification while teaching in the Holly system. Non-certified teaching experience in the Holly schools will be credited in full up to five years' maximum.

C. The Board shall have the option of hiring teachers with unlimited outside teaching experience. In the event the board wishes to exercise this option, teachers with outside experience will be given up to five years' experience credit and they will be eligible for regular increment upon employment. When they have reached tenure status in the Holly Area Schools, they will be given full experience credit and increment for their outside experience. This section shall not be retroactive for teachers employed prior to ratification of this contract.

D. Experience credit and regular increment shall be given as follows: See leave, Article XIV.

1. Military leave, Holly Area Schools. See Military Leave, Article XIV, Sec. F

2. Leave of Absence. Up to one year's credit on the salary schedule for

a. Educational Improvement

b. Study, Research or special teaching assignment.

c. Health or illness

E. Any teacher who has taught on a half-day schedule or more shall be given a full year's credit for that year of teaching experience. If the teacher remains in a half-time or greater position, the salary shall be computed in the following fashion: If the teacher has taught five years in a half-time position, he would be placed at the fifth step for the forthcoming school year and would receive one-half of that figure. If said teacher were to become a full time instructor, he would receive the amount stipulated by that particular step. If a classroom teacher teaches less than half time, his place on the salary schedule will be determined in the following manner: Two years of less than half time teaching experience to earn one step on the salary schedule.

F. Experience credit may be given to teachers under contract to the Holly Area Schools for educationally oriented travel and/or teaching related experiences. Each application and amount of reimbursement shall be considered on an individual basis. However, such reimbursement shall not be less than \$50, paid only once, nor more than one year's experience credit on the salary schedule. The teacher shall obtain prior approval in writing from the Board. The teacher requesting credit for travel experience may be asked to show the relationship between the travel or teacher related experience and its effect on his teaching competence..

ARTICLE XXIV Tax Deferred Annuities

Tax deferred annuities deductions are available to Holly school employees as per board policy.

ARTICLE XXV Longevity Clause

Beginning with a teacher's 26th year of teaching in the Holly Area Schools and continuing through the 30th year, a teacher will be paid \$100 per year in addition to the amount indicated by the salary schedule. Under this clause a teacher who has taught in the Holly Schools for

30 years would receive a maximum of \$500.

In the school year 1966-67 teachers eligible under this clause would be paid as follows:

<u>Holly Experience</u>	<u>Amount paid</u>
26 years	\$ 100
27 years	200
28 years	300
29 years	400
30 years or more	500

ARTICLE XXVI
Grievance Procedure

The grievance shall mean a claimed violation of this contract or a complaint involving its interpretation or application. The grievance procedure shall not apply to any matter prescribed by law or state regulation over which the Board has no power in which to act.

Step 1. Step one shall consist of an informal procedure. An employee who feels he has a grievance shall discuss the grievance with the building association representative and with his immediate supervisor. The first step in the grievance procedure must take place within 15 calendar days after the occurrence of the incident that leads to the grievance. If this step in the grievance procedure fails, the grievance shall be placed in writing and submitted to the grievance committee of the Association. (The individual or the Association may proceed from this step to succeeding steps).

Step 2. A. In this step, the written grievance shall be submitted to the building principal who will have five school days in which to answer the grievance in writing. Copies of his answer will be sent to the Association president and the aggrieved.

B. If the Board wishes to file a grievance, it shall be filed with the

Association President, who will have five school days in which to render a decision in writing.

Step 3 A copy of the written grievance and the reply by the building principal shall be passed to the superintendent of schools. The superintendent will have five school days to reply to the grievance.

Step 4 The superintendent of schools will request a meeting of persons concerned with the grievance, the association, the aggrieved, and himself to study the problem. This committee will have five school days in which to render a decision in writing.

In case the grievance is of such nature as to be considered an emergency (such as loss of pay, unsafe working conditions or employment), the Association representatives will be granted time to meet during the school day with board representatives.

Step 5 The grievance and all written replies shall be passed on to the Board which will render a decision within eight calendar days after the next regularly scheduled Board of Education meeting.

Step 6 If the grievance is unresolved in Step 5, the Association, the aggrieved, or the Board shall be free to follow the course of action provided by law.

Miscellaneous items to grievances:

1. The outcome of all decisions shall be in writing. Copies of all decisions shall be filed by both the board and the association for future reference.
2. Grievances may be dropped at any step of the grievance procedure by the aggrieved.
3. No reprisals shall be taken by the Association or the Board, regardless of the outcome of the grievance.
4. It is understood that if a grievance is not resolved at any given step, it automatically proceeds to the next step.

5. The Association will provide a grievance committee comprised of a representative from each building.

6. In the event that an individual drops a grievance at any point, the Association may file a grievance on the same incident starting at Step 1.

ARTICLE XXVII Negotiation Procedures

A. Matters not specifically covered by this Agreement but of common interest will be subject to negotiation upon mutual consent.

B. The Board and the Association agree to follow the course of action prescribed by law should the parties fail to reach an agreement.

C. Both the Board and the Association will be free to select their own negotiators.

D. If counsel is to be used by either party in negotiations, they will give five calendar days' notice prior to the meeting in which legal counsel is to be used.

E. Meetings may be cancelled by notification of the other party by the chairman of either negotiating committee.

F. News releases will be made only after discussion between the Association and the Board.

G. Both parties agree that it would be advantageous for the number of negotiators on the respective teams not to exceed ten in number.

H. Both the Board and the Association agree that caucuses should be limited to five minutes and that no negotiating session should begin with a caucus.

I. All meetings shall be closed to the press.

ARTICLE XXVIII Board Rights

Subject to the provisions of this agreement and Public Act 379 of the Public Acts of 1965

the Board reserves and retains full rights, authority and discretion to control, supervise and manage the operation of all schools and the educational process and to make all decisions and policies not inconsistent with the terms of this agreement.

ARTICLE XXIX
Supercedence of Policy

This agreement shall supercede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supercede any contrary or inconsistent terms contained in any individual teacher's contract heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this agreement. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board.

ARTICLE XXX
Insurance Benefits

A teacher shall be entitled to paid insurance under the M.E.A. Four Option Plan up to \$110 for the contractual year. Part time teachers shall receive a pro rata amount of insurance commensurate with the portion of time employed under his contract. A teacher who terminates employment before the completion of the contractual year shall forfeit insurance rights.

ARTICLE XXXI
Health Examinations

The Board may require of all new teachers a health examination. Likewise, the Board may require of all teachers, regardless of their teaching status, the tuberculin test. The costs of all health examinations and tuberculin tests will be borne by the Board of Education.

ARTICLE XXXII
Mileage Allowances

A. Mileage allowance for authorized trips by school personnel for round trips of less than 15 miles will be 12¢ per mile.

B. Mileage allowance for round trips of up to 200 miles will be 9¢ per mile, and any mileage in excess of 200 miles in a given trip will be 7¢ per mile.

ARTICLE XXXIII
Extra Curricular Activities

Extra-curricular activities will be on a voluntary basis. See Schedule A, Part II and Part III.

ARTICLE XXXIV
Duration of Agreement

This agreement shall be in effect as of August 22, 1966 and shall continue in effect until June 1, 1968.

IN WITNESS WHEREOF the parties have executed this agreement by their authorized representatives this day and year first mentioned above.

BOARD OF EDUCATION, HOLLY AREA SCHOOLS

By _____ President

By _____ Secretary

HOLLY EDUCATION ASSOCIATION

By _____ President

By _____ Vice President

HOLLY AREA SCHOOLS
Holly, Michigan

SALARY SCHEDULE

Adopted August 22, 1966

B.A. DEGREE		M. A. DEGREE	
Years Experience		Years Experience	
0	\$ 5,600	0	\$ 6,050
1	5,845	1	6,350
2	6,090	2	6,650
3	6,335	3	6,950
4	6,580	4	7,250
5	6,825	5	7,550
6	7,070	6	7,850
7	7,315	7	8,150
8	7,560	8	8,450
9	7,805	9	8,750
10	8,050	10	9,050

Additional Monetary Benefits

1. \$110 per teacher for insurance. 4 options under M.E.A. Plan
2. \$200 additional for special education teachers
3. \$15 per semester credit hour earned after the first 10 toward Master's Deg.
4. Pay for 20 semester hours beyond the master's at \$15 per semester hour
5. Driver Education, \$4 per hour
6. Longevity pay beginning with the 26th year

Up to 5 years of experience in other public schools will be allowed on the salary schedule

SCHEDULE A, Part II

EXTRA CURRICULAR DUTY SALARIES 1966-67

Extra Curricular assignments made by the Board requiring teacher supervision will receive remuneration as follows:

Attendance officer	(1)	\$ 500
Senior High Council	(1)	180
Senior Sponsor	(1)	200
Junior Sponsor	(1)	125
Sophomore Sponsor	(1)	50
Freshman Sponsor	(1)	50
Cheerleaders, G.A.A.	(1)	400
Vocal music	(1)	200
Band (1)	(1)	270
Senior High Audio Visual	(1)	185
Junior High Audio Visual	(1)	185
Round Up	(1)	175
Tell Tale	(1)	200
Safety Patrol	(2)	50 each
Junior, Senior Play (each 3-act play)		125
Junior High Student Council	(1)	75

SCHEDULE A, Part III

ATHLETICS

1.	Athletic Director	\$ 780 + one period per day for duties
2.	Football	
	Head Coach	660
	Assistant Coach	400
	JV Coach	400
	Assistant JV Coach	400
	Freshman Coach	400
	Junior High Coach (1)	400 Assist with Senior High athletics 2 weeks prior to School opening
3.	Basketball	
	Head Coach	715
	JV Coach	420
	Freshman Coach	420
	8th Grade Coach	200
	7th Grade Coach	200
4.	Baseball	
	Head Coach	390
	JV Coach	285
5.	Track	
	Head Coach	390
	Assistant Coach	285
6.	Golf	
	Varsity & Junior High (Combined Assignment) (1)	285
7.	Tennis	285
8.	Cross Country	285

SCHEDULE B

SCHOOL CALENDAR - 1966-67

<u>Summary:</u>	<u>Teacher Days</u>	<u>Student Days</u>	<u>Membership</u>
September	19	17.5	18
October	21	21	21
November	19.5	17.5	21
December	16	16	16
January	21	20	20
February	20	20	20
March	17	17	17
April	20	20	20
May	22	22	23
June	<u>11</u>	<u>9</u>	<u>9</u>
Totals	186.5	180	185

<u>Sept.</u>	1	New Teachers Orientation - Voluntary
	6	All Teachers - Meetings
	7	Students, A.M. $\frac{1}{2}$ day; P.M. Meetings (Grades 1-12)
	8	Students, All Day (Grades 1-12) - Cafeteria opens
	12	Kindergarten Begins
<u>Nov.</u>	3 & 4	Institute, No School
	23 noon - 27, incl.	Thanksgiving Recess
<u>Dec.</u>	23 - <u>Jan.</u> 2, incl.	Christmas Recess
<u>Jan.</u>	25 & 26	Exams. No Elementary Classes
	27	Records. No School
	30	Second Semester begins
<u>Mar.</u>	7, 8, 9	3:00 to 9:00 P.M. Art Workshop. Early Dismissal
	24-31, incl.	Easter Vacation
<u>May</u>	30	Memorial Day. No School
<u>June</u>	9	School closes for Elementary
	11	Baccalaureate
	13	Commencement
	12 & 13	Exams. Elementary Record Days
	14 & 15	Records and Check Out