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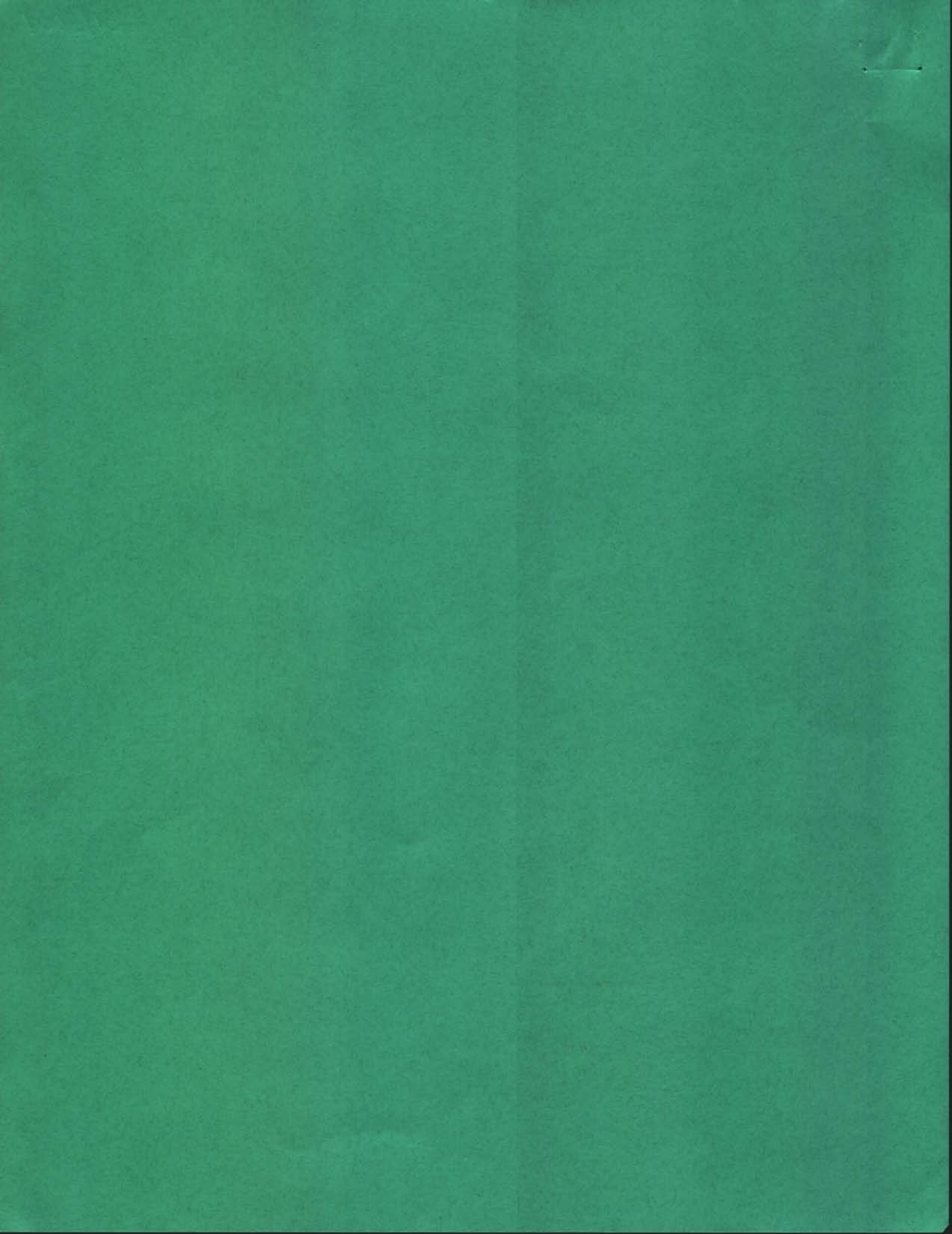
# **MASTER AGREEMENT**

**SAND CREEK BOARD OF EDUCATION**

**LENAWEE COUNTY EDUCATION ASSOCIATION  
SCEA, MEA/NEA**

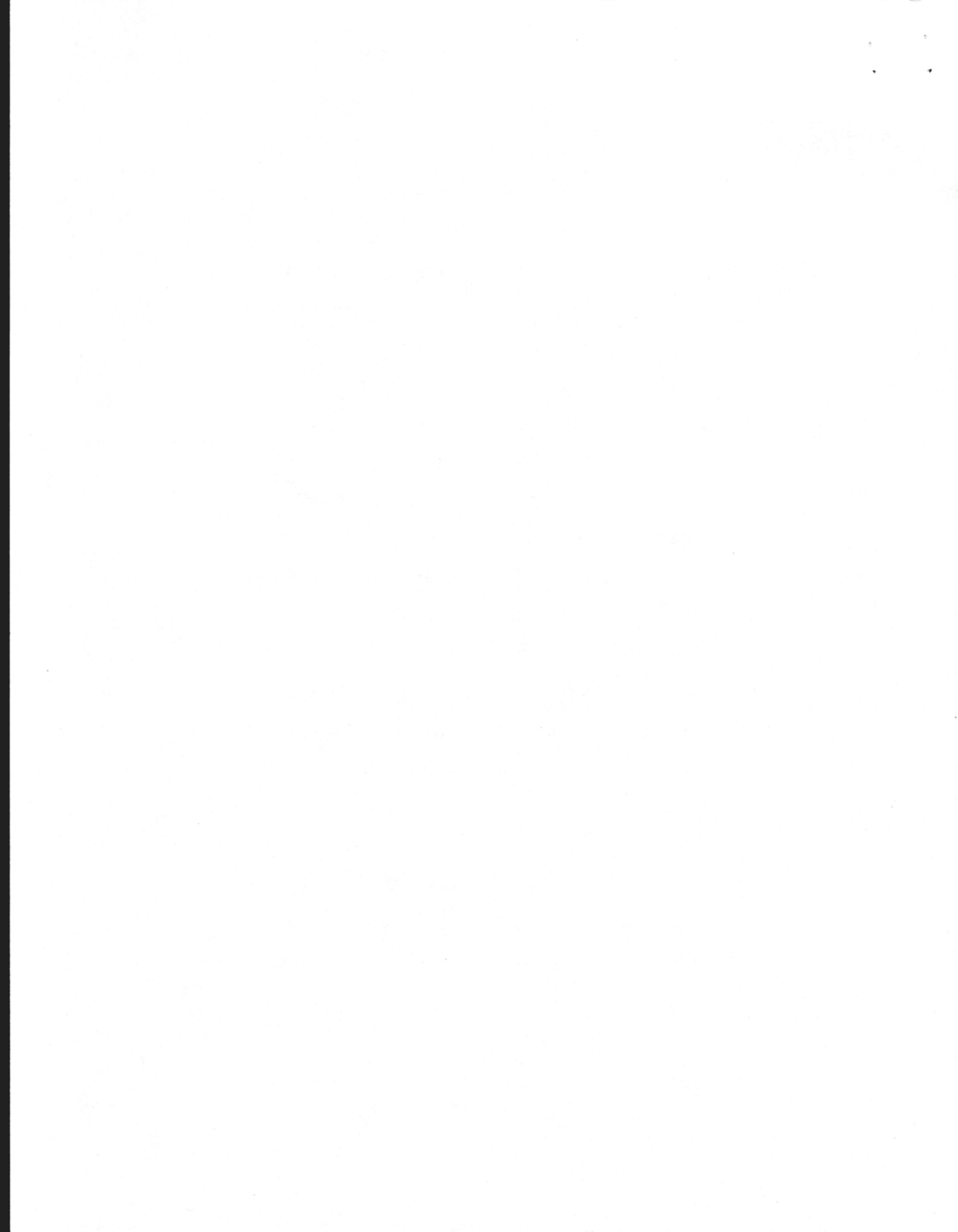
**1997/2001**

*Sand Creek Community Schools*



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## DURATION OF AGREEMENT

This agreement shall be effective as of the first day of September, 1997 and shall continue in effect until the 31st day of August, 2001.

This agreement shall not be altered or amended except upon mutual consent of the parties hereto.

**LENAWEE COUNTY EDUCATION ASSOCIATION  
SCEA/MEA/NEA**

By \_\_\_\_\_  
President

and

By \_\_\_\_\_  
Secretary

**SAND CREEK BOARD OF EDUCATION**

By \_\_\_\_\_  
President

and

By \_\_\_\_\_  
Secretary

## PROFESSIONAL EMPLOYMENT CONTRACT

This contract entered into this 1st day of September, 1997 between the Board of Education of the Sand Creek Community School District, hereinafter referred to as the "Board", and the Lenawee County Education Association, SCEA, MEA/NEA, hereinafter referred to as the "Association". No person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment.

### ARTICLE I RECOGNITION

- A. The Board hereby recognizes the Lenawee County Education Association, SCEA, MEA/NEA, as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified teaching personnel, including the athletic director, the guidance director, and the Chapter I guidance director and counselors, excluding the building principals, superintendent, and all other supervisory personnel who are employed in this capacity more than 50% of the teaching day.  
Unless otherwise indicated, the term "teacher" as used herein shall refer to all employees in the unit for bargaining as defined above.
- B. The Board agrees not to negotiate with any teacher organization other than the Lenawee County Education Association, SCEA, MEA/NEA, for the duration of this agreement.
- C. REGULARLY EMPLOYED FULL-TIME TEACHER: A regularly employed full-time teacher is a teacher employed by the Board to teach a full teaching schedule as prescribed by the Board.
- D. REGULARLY EMPLOYED PART-TIME TEACHER: A regularly employed part-time teacher is a teacher employed by the Board to teach not less than two (2) days per week for a period of at least one (1) hour per day, nor more than two (2) teaching hours per day.
- E. REGULARLY EMPLOYED HALF-TIME TEACHER: A regularly employed half-time teacher shall mean any teacher who shall be employed not less than five (5) days per week and whose daily employment shall be not less than three (3) teaching hours per day. This teacher shall be granted half of all fringe benefits accorded the regular full-time teacher.

### ARTICLE II NEGOTIATION PROCEDURES

- A. While negotiating a master contract, representatives of the Board and Association negotiation teams will establish:
  - 1. the time
  - 2. the place
  - 3. the dates
  - 4. rules governing the negotiation meetingsThe Board and Association will make every attempt to live up to the rules and regulations established.
- B. This contract is a four year contract. The following items may be reopened during the life of this contract for negotiations only upon determination by the Board that there are not sufficient funds available to allow the Board to avoid adoption of a deficit budget:
  - 1. Salary schedule
  - 2. Extra pay for extra duty
  - 3. Fringe benefitsSee Article XXI for further clarification.  
All other items within this contract shall remain unchanged during the four year term of this agreement and neither party may require the other to reopen negotiations for the purposes of altering or amending same, nor shall either party have the power to require additions to this contract.
- C. The Superintendent of Schools or his/her designated representative, and the Sand Creek Education Association chief negotiator, will establish the ground rules that both sides feel are necessary to enter into negotiations. In the event ground rules cannot be mutually agreed upon, the Association and the Board will submit to one another on or before the tenth (10th) day prior to the beginning of negotiations the non-economic and economic packages to be negotiated into the master agreement.
- D. Each party shall submit to the other on or before the fifth (5th) day prior to each succeeding negotiations meeting the agenda of the items which they wish to submit to the other for negotiations.
- E. The Board and the Association will endeavor to complete negotiations on salaries by July 10th of each year and the Board and Association will endeavor to complete negotiations on the entire Master Agreement prior to July 10th of

each year. Both the Board and the Association pledge to endeavor to meet those deadlines realizing the prolonged negotiations can destroy sound educational planning and neither party wishes to contribute to unsound educational programs.

- F. This agreement shall constitute the full and complete commitments between both parties for a one year period of time and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written or signed amendment to this agreement, with the exception of paragraph B. above. There shall be three (3) signed copies of the final agreement for the purpose of record; one to be retained by the Board of Education; one by the Association, and one by the Superintendent of Schools.
- G. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the district. However, should one party feel that it needs to have representation from the outside it will officially notify the other party, in writing, that outside representation is desired at the next negotiations meeting. The other party has the opportunity to seek outside representation also for said meeting. Neither party will be required to hold a negotiations meeting once notice has been served by one party that outside representation is desired unless both sides can obtain outside representation for said meeting if it is so desired. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the membership of the Association and a majority of the Board of Education, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- H. If the parties fail to reach agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board.

## ARTICLE III

### FINANCIAL RESPONSIBILITIES AND PAYROLL DEDUCTIONS

- A. Any bargaining unit member 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 first day of active employment shall, as a condition of employment, pay a Representation Benefit Fee to the Association, pursuant to the Association's "Policy Regarding Objections To Political-Ideological Expenditures" and Administrative Procedures adopted pursuant to that policy. The Representation Benefit Fee shall not exceed the amount of the Association dues collected from Association members. The bargaining unit member may pay such fee directly to the Association or authorize payment through payroll deduction, as herein provided. In the event that the bargaining unit member shall not pay such Representation Benefit Fee directly to the Association, or authorize payment through payroll deduction, the employer shall upon completion of the procedures contained in paragraph C. and pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association deduct the Representation Benefit Fee from the bargaining unit member's wages and remit same to the Association. The Association shall hold the Board harmless for any and all claims, demands, suits, or other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with the provisions of the Agency Shop Agreement herein contained. It is understood that the Association shall have the right to compromise claims which may arise under this save harmless clause.

In the event there is a change in the status of the law, so that mandatory deduction from wages pursuant to the paragraph above is prohibited, the employer, at the request of the Association, shall terminate employment of a bargaining unit member that refuses to authorize the deduction of the Representation Benefit Fee. The termination of employment shall not occur until the procedures set forth in paragraphs B. and C. have been fully met. The parties expressly agree that failure of any bargaining unit member to comply with the provisions of this Article is just cause for discharge from employment.

- B. The Association has established a "Policy Regarding Objections To Political-Ideological Expenditures". That Policy and the Administrative Procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in such policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or to any other administrative or judicial procedure.

The Association assumes all responsibility for furnishing non-union bargaining unit members a copy of the policy, timetables for payment, and administrative procedures to the non-union bargaining unit member and will hold the Board of Education harmless for its failure to do so.

- C. The Association in all cases of mandatory fee deduction pursuant to MCLA 408.477; MSA 17.277(7) shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not effected. If the teacher fails to remit the service fee or authorized deduction for same, the Association may request the Board to make the deduction. The Board upon receipt of the request for an involuntary deduction shall provide the teacher with an opportunity for a due process hearing limited to the question of whether or not the teacher has remitted the service fee to the Association or authorized payroll deduction for same.
- The provision of paragraph B. shall apply equally in the event discharge of the bargaining unit member is sought by the Association, if mandatory deduction is not permitted by law.
- D. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid school year. Consequently, the parties agree that the procedure in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee that given school year. In such event, it is agreed that the employee remains obligated for the entire annual representation fee.
- E. The Association shall deliver annually to the Superintendent on or before the thirtieth (30th) day of August a written statement specifying the amount of annual dues.
- F. For those Association members who are officially enrolled for payroll deduction in the Association (including the local Sand Creek Education Association, the Michigan Education Association, and the National Education Association) on or before the first pay period, dues deductions will be made starting with the second pay period in the fall and ending with the twenty-first pay period.
- For any Association member who wishes to pay his/her annual dues obligations in one lump sum payment, the Association member must remit the payment no later than October 1, annually, to the Association treasurer. In the event the payment is not received by the October 1 deadline, the Board and the Association agree the dues obligation will be deducted from the Association members remaining paychecks of the school year and remitted to the Association. The Association will give written notice to the Board to initiate this action.
- G. Authorizations for deductions filed with the Superintendent shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Such revocation form signed by the teacher should be filed with the Superintendent and the Treasurer of the Association. It is expressly understood that the Superintendent and the Board need honor only one authorization form per year per teacher. The amounts of deductions, as per said written notification, shall not be subject to change during the entire school year. It is expressly understood that the Board is not required to deduct any assessment under the terms of this Article.
- H. For the purpose of this Article, the term "school year" shall include the period beginning with the first teacher working day of school in the fall and to the last teacher working day of school in the spring.
- I. Dues and representation benefit fee deductions shall be transmitted by the Superintendent to the Sand Creek Education Association Treasurer within ten (10) days after such deductions are made. The Sand Creek Education Association shall be responsible for disbursements of MEA and NEA dues paid to it to the Treasurer of the MEA and Treasurer of the NEA.
- J. All refunds claimed for deductions under such dues and fees authorizations shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any deduction deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction, and agrees to hold the Board harmless from all claims of excessive deductions.
- K. Any dispute between the Sand Creek Education Association and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of, no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
- L. It is the duty of the Association to fully inform all teaching employees prior to the beginning of the contract year, or not later than the first week of school annually, what their options are concerning this agency shop clause and provide all teachers with the necessary forms and the rates to be charged so that the teacher will have ample time to comply with either paragraph A., B., or C. of this clause.
- M. The Association will save the Board harmless from any and all costs including witnesses and attorney fees or other incidental cost of prosecution or defense of any action claimed by virtue of enforcing the provisions of this Article. It is understood that the Association shall have the right to compromise claims which may arise under this save harmless clause.



## **ARTICLE IV**

### **BOARD OF EDUCATION POLICIES**

A. The written policies of the Board which apply to wages, hours, or working conditions, shall be a part of this contract and except as they may be superseded by expressed provisions of this contract shall be included herein, but the Board reserves the right to the contrary, to promulgate new policies from time to time as the need arises, but not in conflict with the provisions of this agreement.

The employer, on its own behalf and on the behalf of the electors of the school district, hereby retains and reserves unto itself, without limitation, 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 of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and subject to the provisions of the law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
3. The Board reserves the right to promulgate new policies from time to time as was described in paragraph A. of this Article and/or to ask staff assistance in developing said policies. Recommendations of new policies and/or changes in existing policy may be made by the teacher through the proper channels, to the building principal. The building principal must have these recommendations in his possession at least three (3) days before he forwards the suggested policy or policy change, with his recommendations, to the superintendent. The superintendent will present said policy or policy change(s) to the Board for consideration at the next regularly scheduled board meeting, if the proposed policy is received prior to seven (7) calendar days in advance of said meeting. Otherwise, it will be presented at the succeeding regularly scheduled or special board meeting. The party or parties interested in the proposed policy will be asked by the principal or superintendent of schools to be present at the board meeting to explain the proposed policy and/or policy change(s), or the interested party or parties may request that he/she be allowed to present his/her recommendations on the proposed policy and/or policy change(s) to the Board.

The party or parties interested in the proposed policy statement will contact the Superintendent of schools, through the proper channels, five (5) days after the board meeting, at which the policy was presented, and will receive official notification in writing as to the status and position of the Board on said proposed policy or policy change(s).

B. The exercise of the foregoing powers, rights, authority, rules and responsibility by the Employer, the adoption of policies, rules, regulations, and 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 United States, and the State of Michigan.

## **ARTICLE V**

### **ADDITIONAL BUILDINGS**

Those teachers recognized under Article I, employed to teach in any other building built or rented by the Sand Creek Community School District, will be covered by this Master Contract.

## **ARTICLE VI**

### **SALARY SCHEDULE**

The salary schedule shall be part of this contract. Reference should be made to Article XXI of this contract.

Salaries are to be paid in twenty-one (21) or twenty-six (26) equal, consecutive, biweekly payments during the duration of this agreement, or twenty-seven (27) pays as required to stay on a biweekly schedule. Extra curricular reimbursement will be averaged in with a teachers regular biweekly pay for each contract year or if said individual wishes to have lump sum pay for the extra curricular activity(ies) at the end of said activity(ies), he/she must make said request in writing during the month of September. If a teacher who has elected twenty-six pay periods wishes to change to twenty-one pay periods, this person must provide the head bookkeeper, by May 1st of that contractual year, a written statement indicating that he/she wishes to have his/her salary in full on the twenty-first pay period.

The Board will not pay professional salaries on any new salary schedule until the new Master Agreement is completed. Salaries, including extra curricular, will be paid in accordance with the previous contract. Upon ratification, all retroactive salaries will be paid in a lump sum on the first or second pay period following the ratification of the contract annually.

## **ARTICLE VII FRINGE BENEFITS**

All fringe benefits agreed upon are appended to and become a part of this contract. Reference should be made to Article XXI of this contract.

## **ARTICLE VIII WORKING HOURS AND CONDITIONS**

### **A. LUNCH PERIODS:**

The teachers in the Sand Creek Community School System will receive a duty free lunch period.

1. The time between morning and afternoon classes will be regarded as the kindergarten teachers preparation and noon released time.
2. All elementary teachers, with the exception of kindergarten teachers, will be given a duty free lunch period and/or a duty free lunch recess period, each day. The Board agrees to provide supervisors for these periods. However, during inclement weather teachers will supervise recreation activities within their own classroom.

### **B. PREPARATION PERIODS:**

The Board agrees to provide at least one of the following programs: art, music or physical education in grades one through four in the Ruth McGregor Elementary School. During the time in which the foregoing programs are being conducted, the teacher may use such time for the following activities:

1. class preparation
2. counseling
3. class visitation
4. holding conferences

Should a teacher volunteer to assume teaching duties during his/her preparation time, additional remuneration will be made at a rate of \$20.00 per hour. Teacher preparation time is the time that the Board frees the teacher while his/her pupils are having art, music, or physical education, whichever can be offered.

The Kindergarten teachers preparation time will be included in that time in between the teachers morning and afternoon classes.

The Board agrees to provide each teacher in grades seven through twelve and at the elementary level each teacher in grades five and six with one paid preparation period equal to the class period scheduled.

The building principal will design a schedule giving all teachers as nearly equal released time for preparation as possible.

When the school day is scheduled to be a half day of student instruction, the following programs (art, music, physical education, remedial classes, etc.) will be maintained, if possible.

### **C. RECESS PERIODS:**

Teachers of grades one through six will receive student recesses as preparation time. The Board will provide recess supervision during those periods. During inclement weather, as determined by the building principal, teachers will supervise recreational activities within their own classrooms.

### **D. LEAVING THE SCHOOL PREMISES DURING PREPARATION TIME:**

No teacher shall leave the school premises at any time without permission from the building principal or the principal's secretary.

### **E. SUPERVISION OF BUILDING AND GROUNDS:**

Teachers shall supervise the buildings and grounds of their respective schools during their regular hours of employment to the best of their ability. Where there is an anticipated need or an emergency situation, the building principal will designate when and where this supervision is to take place. The Board recognizes that their first obligation is to their classroom.

### **F. SUPERVISION OF EXTRA-CURRICULAR ACTIVITIES:**

Teachers responsible for extra curricular activities which are held after the regular school day will supervise these activities in a responsible manner. Teachers shall be responsible for seeing that proper discipline prevails in the school building and on a pupil-activity bus at all times.

**G. BUS SUPERVISION:**

Teachers chaperoning student activities requiring buses will assist the bus driver in maintaining proper discipline on the buses.

**H. SPECTATOR ACTIVITIES:**

Teachers hereby agree to assist the school administration when requested at spectator activities, if assistance is needed for the safety of the spectators at these functions.

**I. WRITTEN REPORT OF INCIDENTS:**

If an incident occurs, the teacher or teachers shall, at the first opportunity, file a written report of the incident with the principal of that building so that the principal will be informed of the particulars of the incident.

**J. DEPARTMENT HEADS:**

Teachers in discipline shall recommend department heads in the following disciplines:

HIGH SCHOOL	MATHEMATICS, SCIENCE, SOCIAL STUDIES, LANGUAGE ARTS,
ELEMENTARY	MATHEMATICS, SCIENCE, SOCIAL STUDIES, LANGUAGE ARTS,
K-12	PHYSICAL EDUCATION, COMPUTER SCIENCE, EXTENDED CURRICULUM (ART, MUSIC, CONSUMER ECONOMICS, INDUSTRIAL ARTS, AGRICULTURE, FOREIGN LANGUAGE)

Final selection of department heads will be determined by the administration. Participation of a teacher as a department head is strictly voluntary. The duties and/or job description of department heads will be determined by the building principal and/or teachers in that discipline. Department heads will receive compensation at their hourly per diem rate for hours spent as a department head. The hours spent as a department head will be based upon the duties and/or job description of the department head at that grade level and subject area.

**K. DRESS CODE:**

Teachers will dress as professionals. Jeans will not be considered appropriate attire, unless prior permission has been granted by the building principal.

Exclusions:

Jeans may be worn by:

- Shop instructor
- Agriculture instructor (providing his/her day is spent out of the school on agriculture-related projects)
- Any staff member when going on a field trip or activity where jeans are more appropriate, must obtain permission from the building principal prior to said activity.

**L. SCHOOL IMPROVEMENT:**

Each building shall have their own school improvement committee. The purpose of this committee is to provide knowledge and direction for their respective school improvement team and building in the realm of school improvement, along with satisfying state requirements dealing with school improvement. The assignment of these voluntary positions will be the responsibility of the building principals with input from the Association. Each building committee will receive an annual stipend of two thousand five hundred dollars (\$2,500). If the committee is allotted forty-five (45) minutes during the regular school day in addition to their regular planning time the annual stipend will be reduced to five hundred dollars (\$500).

**ARTICLE IX  
SCHOOL DAY**

**A. FULL-TIME TEACHERS**

The working day for bargaining unit members will be from 8:00 a.m. until 3:05 p.m. Faculty meetings shall end no later than 4:15 p.m. Teachers may leave school on Fridays and the day preceding a holiday when classes have been dismissed and buses have left. If, at any time, the school district does not provide the necessary hours of instruction to meet the minimum requirement to receive full state aid, the Board and the Association will mutually agree upon a method to increase the hours to reach the minimum requirement.

**B. REGULARLY EMPLOYED PART/HALF-TIME SECONDARY TEACHERS**

Part/half time teachers at the secondary level shall receive a total salary which is pro-rated based on the ratio of the number of class periods actually assigned to be taught to the number of class periods a full time teacher actually teaches.

The intent of the above language is illustrated by example:

*Based upon a six period student day, a teacher teaching four periods of the full time teachers five period day would have their salary pro-rated to 4/5 of a regular full-time instructor.*

**C. REGULARLY EMPLOYED PART/HALF-TIME ELEMENTARY TEACHERS**

Part/half-time teachers at the elementary level shall receive a total salary which is pro-rated based on the ratio of the number of minutes actually assigned to work to the number of duty minutes actually assigned to work to the number of duty minutes a full time teacher actually works.

The intent of the above language is illustrated by example:

*The full time work day shall be the total work day minus the 40 minute lunch period. Therefore, a one section kindergarten teacher would be credited with 210 minutes or 55%, rounded to the nearest 5%, of a regular full-time instructor.*

**D. TARDINESS DISCIPLINE**

Any person arriving late or leaving early without the permission of his/her building principal, or representative, will receive a verbal reprimand on the first offense and any further infractions will result in said individual automatically having a disciplinary report placed in his/her personnel file for each infraction and one hours pay will be deducted for each hour or portion thereof missed.

**E. INCLEMENT WEATHER**

Should school be delayed as a result of inclement weather conditions (ice, fog, snow, sleet) teachers are expected to be at their stations within one hour after their regular reporting time. If a teacher is delayed beyond one hour, he/she shall report to school as soon as practical and he/she must inform the building principal or superintendent of the reason(s) for being tardy. A tardy teacher will be excused if it is determined that the delay was due to inclement weather. Should weather conditions (ice, fog, snow, sleet) deteriorate during the day resulting in the cancellation of school, teachers will be dismissed fifteen minutes after school ends or after students leave the building.

**F. TORNADO DISMISSAL TIME FOR TEACHERS**

Should tornado weather conditions deteriorate to a Tornado Watch (Code 5), resulting in the cancellation of school, teacher dismissal time will be announced by the Superintendent of Schools or his designee.

On a Tornado Watch (Code 7) teachers will be dismissed no later than fifteen minutes after students leave the building.

**ARTICLE X  
SCHOOL CALENDAR**

A. The Sand Creek Community School calendar will be based on the Lenawee County School's calendar with minor changes able to be negotiated by the Board and The Association so as to provide the best educationally sound calendar for the Sand Creek Community Schools.

B. Once the county calendar is known for the ensuing school year(s), the Board and Association will exchange calendar proposals within twenty (20) school days, but not later than March 1st for the ensuing school year(s).

C. The school calendar shall consist of the following days:

<u>School Year</u>	<u>Student Instruction</u>	<u>Teacher Days</u>	<u>Calendar Days</u>
1997/1998	182	185	184*
1998/1999	183	186	185*
1999/2000	184	187	186*
2000/2001	185	189	188**

\* Two full day inservices

\*\*Three full day inservices

The total annual salary of each teacher shall be based on the appropriate number of days each year.

Teachers will not be required to work and shall receive their regular pay for scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fire, epidemics, or health conditions as defined by the city, county, or state health officials.

D. Should a closing because of conditions not within the control of school authorities require the scheduling of additional days of student instruction because previously scheduled days could not be counted to meet the day requirement in accordance with the State Aid Act, these days will be made up as negotiated in the calendar.

E. The Board may purchase up to two (2) days for inservice projects on a voluntary basis. These days will be located in the week preceding or in the week following the school year. The administration and the Association shall agree upon the actual dates. The rate of pay will be \$25.00/hour and each day will meet from 8:00 a.m. to 12:00 noon. The \$100 stipend of all non-attending teachers shall be divided among all attending teachers. If prior commitment of at least 75% of the teaching staff is not obtained, the day will be canceled.

## ARTICLE XI CHANGES IN WORK ASSIGNMENT

- A. Teachers who will be affected by a change in grade assignment in the elementary school grades and by changes in subject assignments in the secondary school grades will be notified and consulted by their principal as soon as practicable and preferably by July 15th. Every effort will be made to avoid reassignment of probationary teachers to different grade levels unless the teacher requests such a change.
- B. The teachers normal teaching hours in the elementary and secondary schools shall be planned by the school administration. Recommendations may come from the local Association. The Board and administration retain the right to make the final decision.
- C. The normal weekly teaching load in the elementary and secondary schools shall be planned by the school administration. Recommendations may come from the teaching staff and/or the local Association. The Board and administration shall make the final decision.
- D. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible. The following class sizes are recommended as approaching the ideal in the elementary school by the Michigan Education Association:
- |                            |           |
|----------------------------|-----------|
| 1. Kindergarten            | 25 pupils |
| 2. Lower elementary grades | 25 pupils |
| 3. Upper elementary grades | 30 pupils |
- (If there is a grouping in the elementary grades, the lower group should contain fewer students)
- The maximum recommended class size per teacher in the secondary school is as follows:
- |  |           |
|--|-----------|
| 1. English, Social Studies, Science, Language, Mathematics | 25 pupils |
| 2. Business Technology                                     | 25 pupils |
| 3. Industrial Arts   | 20 pupils |
| 4. Drafting, Arts, Crafts                                  | 30 pupils |
| 5. Consumer Economics                                      | 20 pupils |
| 6. Music - vocal   | 35 pupils |
| 7. Health Education  | 40 pupils |
- The Board agrees to consult regularly with the Association in regard to class size, but class size will be determined by the administration.
- E. For teachers in grades 7-12 there will be a stipend of \$300 for teaching five (5) different classes and an additional \$300 for teaching six (6) different classes. Classes that have different course titles and require different lesson plans will be considered different. Combined classes will not be considered as different classes.
- F. For teachers in grades 1-4 there will be a stipend of \$1,000 for teaching a split class. A split class is a class with students from different grade levels. All teachers in grades 1-4 shall have a chance to apply to the principal for the position, with the principal making the final decision.

## ARTICLE XII MEDIATION AND GRIEVANCE

- A. A grievance shall be an alleged violation of the expressed terms of this contract, or written board policy. The following matter shall not be the basis of any grievance filed under the procedure outlined in this Article.
1. The termination of services or failure to re-employ any probationary teacher.
- It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).
- B. The Association shall designate two representatives for the elementary teachers and two representatives for the secondary teachers to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term "days" as herein shall mean days in which school is in session.
- D. Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant or grievants
  2. It shall be specific
  3. It shall contain a synopsis of the facts giving rise to the alleged violation
  4. It shall cite the section of subsection(s) of this contract or the written board policy, alleged to have been violated
  5. It shall contain the date of the alleged violation

6. It shall specify the relief requested

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

**E. LEVEL ONE**

A teacher believing him/herself wronged by an alleged violation of the express provisions of this contract, or written board policy, shall within fifteen (15) school days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained within five (5) days of the discussion, the teacher shall reduce the grievance to writing and proceed, within five (5) days of said discussion, to Level Two.

**LEVEL TWO**

A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within ten (10) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant to discuss the grievance. Within five (5) days of the discussion the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the Association Secretary, the principal of the building in which the grievance arose, and place a copy of same in a permanent file in his/her office.

If no decision is rendered within ten (10) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than seven (7) days prior to the next regularly scheduled board meeting.

**LEVEL THREE**

Upon proper application as specified in Level Two, the Board shall allow the teacher or Association representative opportunity to be heard at the meeting for which the grievance was scheduled. Within five (5) weeks from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings hereon, may designate one or two more of its members to hold future hearings therein or otherwise investigate the grievance, provided, however, that in no event except with express written consent of the Association shall final determination of the grievance be made by the Board more than five (5) weeks after the initial hearing. A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the Secretary of the Association.

**LEVEL FOUR**

Individual teachers shall not have the right to process a grievance at Level Four.

1. If the decision of the Board is unsatisfactory to the Association and the teacher, they may proceed to appeal the decision by notifying the Board as outlined under Article XII, paragraph D., and within seven (7) calendar days after the Board's receipt of notification of the Association's desire to arbitrate, the Board and the Association will name their representatives as follows:
  - a. The President of the Association or Grievance Chairperson shall appoint one member from the Grievance Committee.
  - b. The President of the Board shall appoint one member from the Board which may include him/herself.
  - c. These two people shall select an impartial resident of the county as a third member. This person shall serve as the chairperson of the panel.
  - d. If the two appointees cannot agree as to the arbitrator within seven (7) calendar days of the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in any such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing, a prehearing statement alleging facts, grounds, and defenses which will be proven at the hearing, and hold a conference at that time in an attempt to settle the grievance.
3. In the event the grievance is not settled prior to the hearing, the grievance may be tried before the arbitrator whose decision shall be binding upon both parties who agree that a judgment may be entered in any court of competent jurisdiction.
4. Notwithstanding the foregoing, the arbitrator shall not have the power to add to, modify, alter or amend, or subtract from the terms of this agreement. The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure nor shall the arbitrator question the reasonableness of Board policy, nor annual assignments of extra duties for extra pay as outlined in Article XXI.

If any grievance award shall include back pay, the award shall not extend more than thirty (30) days prior to the date of the Level One conference.

5. The costs of arbitration shall be borne equally by the parties except each party shall assume its own cost for representation.
- F. Should a teacher fail to institute or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of his/her employment) shall be barred.
- G. The Association shall have no right to initiate the grievance involving the right of a teacher or group of teachers without the teachers or their express approval in writing thereon.
- H. All preparation, filing, presentation or consideration of grievance shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty station.

## **ARTICLE XIII**

### **AUTHORIZED ABSENCES AND LEAVES**

Should a teacher be granted a leave of absence by the Board for any reason for a given period of time, said teacher shall be entitled to return to the school system upon the expiration of said leave. The teacher must file with the Superintendent a written statement indicating that said teacher wishes to return and providing a vacancy for which said teacher is qualified exists.

#### **A. SICK LEAVE**

Teachers shall be allowed sick leave at the rate of ten (10) days per year, accumulative to one hundred (100) days. Any accumulated sick days above one hundred (100) days shall be reimbursed to the employee at the current substitute teacher rate, on the first July payroll check. All sick days and personal days will be granted in full day increments only. Half days may be granted by the building principal in extenuating circumstances. Teachers leaving their building because of illness during any one of the first three class periods of a given day, shall have one (1) full day's sick leave deducted from their accumulated days. Teachers leaving their building because of illness during any one of the last three periods of a given day, shall have one half (1/2) of a day's sick leave deducted from their accumulated days. The accumulation of sick leave days shall be reflected on the teachers payroll check. Borrowing in advance accumulated sick leave days shall not be permitted except that a teacher shall be allowed to use ten (10) days of sick leave in the current school year from the first day of school starting after the payment of the first pay period in September. Should a teacher leave the employ of the Board during the school year without sufficient accumulation of sick days as herein above specified, a prorated deduction shall be made from the teachers last pay check(s) for any deficiency thereof.

A teacher employed in the Sand Creek Community School system for five (5) or more years, may exchange unused sick days at the present substitute teacher daily rate of pay. Said teacher may exchange sick days only once during a school fiscal year, with a maximum yearly limit of forty (40). The monetary reimbursement, at the request of the teacher, may be one lump sum or may be divided into the remaining pay periods of said teacher.

Employees may use sick leave, upon approval of the Board of Education, superintendent and/or building principal, for reasons set forth below:

1. PERSONAL ILLNESS OR INJURY - When the severity of the illness or the injury makes it ill-advised for the employee to work.
2. EXPOSURE TO CONTAGIOUS DISEASE - Following the exposure to a contagious disease which could be communicated to the students or other employees. In this situation it is mandatory to file with the Superintendent a statement signed by the physician in charge.
3. EMERGENCY DOCTOR, DENTAL OR CLINIC APPOINTMENTS will be granted providing the doctor will furnish proof in writing that to wait for a regular appointment, which could be scheduled after school hours or on a Saturday would prove to be injurious to the teachers health.
4. ILLNESS IN THE IMMEDIATE FAMILY - Leave shall not exceed five (5) days for any illness in the immediate family, defined as: spouse, son, daughter, father, mother. The above days shall be charged against accumulated sick leave.
5. DEATH IN THE IMMEDIATE FAMILY - Leave days for any death in the immediate family, defined as: spouse, child, parent, sibling, grandchild, grandparent, and parent-in-law shall be granted as deemed necessary by the employee. All leave days over three (3) days shall be charged against accumulated sick leave. Leave days for any family death of the following: sibling-in-law, aunt, uncle, aunt-in-law, uncle-in-law, nephew, and niece shall be granted as deemed necessary by the employee. All leave days over one (1) day shall be charged against accumulated sick leave.

6. All cases of absence due to illness, injury or death in the immediate family beyond the one hundred (100) day maximum will be considered by the Board as each separate case arises. See D. Medical Leave of Absence, paragraph 1 and 2.
7. The Board of Education may allow or disallow, at their discretion, any time claimed as sick leave by employees.
8. All half-time contracted employees shall receive sick leave proportionately.
9. The principal or his/her representative will approve/deny absences during the school day for emergency appointments on an individual basis.

**B. PERSONAL DAYS**

Three (3) personal days, non cumulative, shall be allowed per year with no excuse needed. These days, if used, shall be deducted from the total sick leave accumulated by this teacher.

Requests for a personal day must be submitted in writing to the building principal forty-eight (48) hours in advance unless an emergency situation develops.

A teacher may not use a personal day prior to the beginning of a vacation or on the first day at the conclusion of a vacation without obtaining approval from the building principal.

All half-time contracted employees shall receive personal business days proportionately.

**C. ASSOCIATION LEAVE**

The Board shall provide up to three (3) days per year with pay and an additional seven (7) days per year without pay for the collective use by Association officers for Association business. Application for use of these days shall be made in writing ten (10) days in advance and will be granted providing a substitute teacher can be retained for the duration of said request. No deduction from the individual's leave accumulation shall be made for days so granted. It is understood that the only expenses to the Board is the employment of substitute teachers.

**D. MEDICAL LEAVE OF ABSENCE**

1. In order to promote continuity in the pupil/teacher relationship, the Board may place a teacher upon leave of absence without pay and fringe benefits for a period of not to exceed one (1) year in the event that a teacher is absent in excess of ten (10) teaching days more than the individual's accumulated sick leave time. Any tenure teacher so placed upon leave shall have the right to a hearing in accordance with Article IV, Section 4, of the Tenure Act.
2. Any teacher whose personal illness extends beyond the period compensated under Board policy for sick leave may, upon written application to the Board at least seven (7) days in advance of the next regularly scheduled meeting, at the sole discretion of the Board, be granted a leave of absence without pay for a period not to exceed one (1) year, renewable at the discretion of the Board.
3. In the event a teacher is placed upon leave of absence in accordance with paragraph D or E, subparagraphs 1 and 2, the teacher shall, seventy (70) days prior to the closing of school, notify the Superintendent that he/she wishes to return to the school system, and on or before July 1st of the given school year, upon returning to the school system, present to the Board a certificate from a certified licensed doctor (M.D.) stating that he/she is physically capable of performing the teaching duties required of said teacher. All leaves of absence shall be at the sole discretion of the Board of Education.
4. Upon recommendation of the Superintendent for good cause shown, the Board reserves the right to require a teacher to submit to a physical examination by a doctor licensed to practice medicine in the State of Michigan or the State of Ohio. The Board reserves the right to select said physicians if they request a physical examination. The result of said examination shall be transmitted to the Board as soon as the diagnostic report can be filed with the Superintendent. All information concerning said teacher shall be confidential upon the request of this person, except when said report(s) are needed for legal purposes. In the event a regular teacher employed by the system is requested to take a physical examination, the cost will be borne by the Board.
5. The Association recognizes that a teacher who fails to comply with the provisions of this Article may be subject to revocation of a leave of absence or denial of application therefore, or disciplinary action on the part of the Board up to and including dismissal.

**E. MINI LEAVE**

In order to promote continuity in teacher/pupil relationships, the Board may grant a teacher a mini leave of absence without pay and fringe benefits, providing said teacher makes a request in writing to the Superintendent of Schools through the building principal. The leave of absence can be granted upon the completion of the ongoing marking period. Said teacher will return at the conclusion of said leave, which will coincide with the end of a marking period. The Board of Education may require said teacher to furnish a statement from a certified, licensed physician (M.D.) that the teacher is physically capable of assuming his/her teaching duties. If an extension of time is needed, an extension can be obtained providing it coincides with the conclusion of a marking period. The Board of



Education reserves the right in its sole discretion to approve extensions of leaves or accelerated termination's of the leave of absence on the basis of each individual case. Failure to comply with any of the above provisions shall be conclusively deemed resignation.

**F. LEAVE OF ABSENCE - GENERAL**

The Board of Education shall, in its sole and absolute discretion, grant a general leave of absence for a period of up to one year during which seniority shall not accrue. The Board reserves the right to place any limitation on the number of leaves granted. Further, the application for this leave shall be prospective from the date of ratification by the parties and shall only be applicable to active employees. The Board's decision to grant or not grant a request for a leave shall not be reviewable in any manner and specifically cannot be made the subject of a grievance and is not grievable under the grievance/arbitration procedures contained herein. In other words, no arbitrator shall have any authority to review the Board's decision pursuant to this section. The teacher must submit to the Superintendent on or before April 1, a letter of intent to return to employment. Failure to submit such letter will be considered a voluntary resignation.

**G. MISCELLANEOUS LEAVES**

**1. JURY DUTY**

A teacher called involuntarily for jury duty during school hours or who is subpoenaed by the court system to testify during school hours in any judicial matter shall be compensated for the difference between his/her teaching pay and the pay received for the performance of such obligation.

**2. SELECTIVE SERVICE PHYSICAL EXAMINATION**

Full reimbursement will be granted to any male or female who is required to take a physical examination offered by the United States Government.

3. All absences authorized by the school administration will receive full reimbursement.

**4. OTHER ABSENCES**

Absences other than those described above, will not be allowed with pay. A deduction will be made for each day of absence at the daily rate of the teachers annual contractual salary.

H. If an individual bargaining unit member is scheduled for a paid leave day, e.g. sick leave, personal day, Association leave, or any other leave with pay and the district is closed, then the individual will receive pay for the day in question and the leave day will not be deducted from the employees credited days. However, if an employee is on an unpaid leave, the individual will not receive pay.

**ARTICLE XIV**

**MISCELLANEOUS PROVISIONS**

- A. The Board agrees that it will try to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they must call to report unavailability to work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- B. In any situation where a substitute is not available and a classroom teacher is required to utilize any preparation or other period during which he/she does not have teaching duties, he/she shall receive, in addition to his/her regular salary, reimbursement as provided under Article XXI for such period. It is understood that in the emergency situation pending the arrival of a substitute teacher or regular classroom teacher, the classroom teacher may voluntarily assist the building administrator during a period in which the teacher has no teaching duty. In such circumstances the teacher will not be paid for such assistance.
- C. The Association shall be informed whenever possible by the Board of fiscal, budgetary, and tax programs affecting the district.
- D. The Association, the school administration, and the Board of Education, shall deal with ethical problems arising under the code of ethics of each of their respective organizations.
- E. Each teacher and the school administrators will act as true professionals while working for and representing the Sand Creek Community Schools. The Sand Creek Education Association will encourage attendance by all teachers at major school functions such as athletic events, PTO programs, programs of school and community interest, plays, science fairs, graduation, or any other program which will foster a good relationship within the community. Professional attendance clearly indicates to the public that the teachers are keenly interested in the promotion and execution of a good school program.
- F. All teachers must be present for the entire duration of parent/teacher conferences. Excuses will only be accepted in case of severe illness, substantiated by a doctor's certificate stating the nature of the illness, or death in the immediate family as defined under Article XIII, Section A-5. Parent/teacher conferences are to acquaint the parents better with the total school program and to acquaint the teacher better with the home environment in which the

child lives so that both teacher and parent can better understand the pupil and can strive to improve the program to meet the pupil's needs.

All teachers will be required to notify parents that a parent/teacher conference is requested if the youngster is doing D or E work and the teacher feels that the youngster is capable of doing C work or better. High school teachers will mark the grade cards and use the appropriate comment chart made available on the report card at each marking period.

- G. This agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual contracts shall be made expressly subject to the terms of this agreement.
- H. If any provision of this Agreement or any application of this agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- I. Copies of this agreement shall be typed by the Board's office personnel. The master copy will be proof read and mutually agreed upon by the Board's representative and the SCEA representatives before the master copies are run. The cost of said materials will be borne by the Board. The Association will be responsible for assembling the contract. The new contract will be produced as soon as possible after final negotiations have been completed.
- J. All expenses for inservice training, teacher meetings, school visitations, curriculum improvements, and educational conferences requested by the administration will be borne by the Board. Should driving for school visitation be necessary, each driver will be reimbursed at the rate established by the Board. It is expressly understood that this reimbursement shall in no way be construed to be a lease of a teacher's vehicle.
- K. The Board agrees to reimburse all or part of the expenses of teachers who request in writing to attend conferences, clinics, workshops, seminars, etc. when such request is approved by the principal and the Superintendent. Requests to attend are to be made at least ten (10) school days prior to the conference and are limited by substitute and conference funds available and number of requests received. It is expressly understood that this reimbursement shall in no way be construed to be a lease of a teacher's vehicle.
- L. Reimbursement of expenses of teachers attending conferences, clinics, workshops, seminars, etc. pertaining to extra-curricular organizations are to be paid for by said organization. No reimbursement will be given by the Board of Education to school or non-school personnel unless authorization has been granted prior to said conference by the building principal. It is expressly understood that this reimbursement shall in no way be construed to be a lease of a teacher's vehicle.
- M. The policy making functions of the Board as set forth by law cannot be delegated or abrogated.
- N. Both the Board and the Association disavow all illegal collective bargaining.
- O. The Board will comply with the state and federal laws pertaining to retirement. If a person reaches retirement age within a given year, retirement will not be made mandatory until the end of the year in which the person reached mandatory retirement age.
- P. The Board of Education will grant the necessary inservice half days (two hour forty-five minute training sessions) to work on school improvement programs. Dismissal at the end of the day will depend upon the time a majority of the professional staff vote by ballot for a lunch period. When buildings have separate activities, each building will have the opportunity to vote separately.

## ARTICLE XV

### INSURANCE PROTECTION

- A. Teachers are covered to the extent that the present Worker's Compensation policy states.
- B. For insurance benefits, the Board shall provide for a twelve (12) month period, without cost to the employee up to the maximum premium listed below:

1997/1998	-	\$610.00 per month
1998/1999	-	\$665.00 per month
1999/2000	-	\$720.00 per month
2000/2001	-	\$770.00 per month

Any premiums above the Board-paid maximum premiums for Plan A, at the discretion of the Board, will be borne by the employee. When the premiums rise above the Board-paid limits and the Board requests employee contributions, the administration will advise and assist employees into the proper use of the school administered Section 125 program.

- I. MESSA PAK PLAN A - For employees electing health insurance
  - a. MESSA SUPER CARE I HEALTH INSURANCE in one of the following manners:
    - Base full family medical rate for the head of each household

- *Base couple or self and children medical rate for those employees that qualify for this category*
- *Base single medical rate for a single person*
- b. MESSA LONG TERM DISABILITY INSURANCE PLAN - The plan shall guarantee continuation of seventy (70) percent of the teacher's monthly contractual salary to a maximum benefit of \$3,500 including benefits the employee is eligible to receive from any employer; the Michigan Public School Employee Retirement Fund; employer's annuity or pension plan; social security; any employer's labor-management trustee, union, employee benefit plan or any governmental agency or program or coverage required or provided by law. Benefits begin after ninety (90) calendar days (straight wait) and continue to age 65 for disability commencing prior to age 60. For disabilities commencing at or after age 60 but prior to age 66, benefits are payable up to five (5) years. For disabilities commencing at or after age 66, benefits are payable to age 70. The plan shall include a freeze on offsets and alcoholism/drug addiction and mental/nervous shall be covered as any other illness up to two (2) years or after if hospitalized.  
The long term disability insurance plan shall meet or exceed the specifications mutually agreed upon.
- c. MESSA/DELTA DENTAL PLAN - 100/80-80-80 - (Ortho \$1200 MAX.), including internal and external coordination of benefits (COB, for all bargaining unit members and their eligible dependents as defined by MESSA/Delta).
- d. MESSA VISION SERVICE PLAN - VSP-2 - for all bargaining unit members and their eligible dependents as defined by MESSA.
- e. NEGOTIATED TERM LIFE INSURANCE - \$30,000 AD&D

2. PLAN B - For employees not electing health insurance

- a. MESSA LONG TERM DISABILITY INSURANCE PLAN - same as above
- b. MESSA/DELTA DENTAL PLAN - same as above
- c. MESSA VISION SERVICE PLAN - same as above
- d. NEGOTIATED TERM LIFE INSURANCE - \$35,000 AD&D
- e. Those employees whose spouse carries the family's health insurance coverage through another program and/or those employees whose family members are both employed by the Sand Creek Community Schools where the other spouse carries the family's health insurance coverage will be allowed the single subscriber rate of MESSA Super Care II insurance plus \$5.00 per month to purchase the following options:

Group Supplemental Term Life Insurance  
 Group Short Term Disability income Insurance  
 Group Long Term Disability Income Insurance  
 Group Survivor Income Insurance  
 Group Hospital Confinement Indemnity Insurance  
 Annuity Programs from one of the following companies:  
 Farm Bureau Insurance Company  
 Metropolitan Life Insurance Company  
 Midland Mutual Insurance Company  
 Michigan Education Insurance Company  
 Guaranteed Mutual Insurance Company  
 Gleaner Insurance Company  
 VALIC (Variable Annuity Life Insurance Company)  
 New York Life Insurance Company

- C. Providing that in the four year term of this contract said MESSA insurance is available to all members of the bargaining unit whether they are members of the Sand Creek Education Association or not. It is expressly understood that this does not include substitutes and that half-year and half-time teachers will receive half the amount of paid insurance. It is also expressly understood that the teachers participating in this program will make up any difference in the total premium that exceeds the amounts specified herein, and that upon written authorization the difference in said premium can be deducted from their paycheck.

It is further expressly understood that the Board shall not be obligated to pay directly to the teacher any benefits under paragraph 2 or 3 above or to provide premiums for other insurance policies, it being the sole intent and purpose of this clause to obligate the Board not to exceed the amount specified for premiums for participating teachers only in the MESSA insurance plan.

The Board reserves the right to select replacement carriers that will offer comparable, equivalent insurance coverage during the duration of this contract should MESSA terminate said insurance program with the Sand Creek Community Schools.

Half-year and half-time teachers will receive one half the insurance benefits. Part-time teachers and substitute teachers employed less than sixty (60) days in several different assignments or one specific assignment, are not

entitled to insurance benefits. A teacher employed as a substitute teacher with an assignment to one specific teaching position after sixty (60) days of service shall be granted fringe benefits granted to regular teachers of the district on a pro-rated basis for the number of days worked.

Official medical insurance application forms must be properly filled out and returned to the Superintendent's bookkeeper. These official insurance application forms can be obtained from the Superintendent's bookkeeper. New employees must obtain these forms within the first full week of school and return the forms the following Monday, properly filled out, to the Superintendent's bookkeeper. Existing insurance programs will remain in effect from year to year unless the teacher elects to change coverage. In the event a teacher wishes to make a change in coverage, it must be done during the designated open enrollment period, on the forms provided by the insurance company and according to instructions and rules of the insurance company. Additions and deletions may be made in case of birth, death, marriage, divorce, etc., as they may occur within the time limits as specified by the insurance company.

It is the teacher's responsibility to keep their insurance updated and meeting their personal and family needs. It is not the school's position to recommend companies, changes of coverage, or spending of the insurance monies due the employee. All changes must be initiated by the employee and within the given specified times.

- D. Any dispute between the Sand Creek Education Association and the Board which may arise as to whether or not an employee properly executed or properly revoked an insurance form pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
- E. When a bargaining unit member terminates employment during the school year with the Sand Creek Community Schools, the Sand Creek Board of Education will not provide insurance benefits beyond the last month of employment.
- F. The Association will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with this Article.
- G. If an employee wishes to maintain their present benefits under Section B, while on an unpaid medical leave, the following formulas will be used to prorate the employees and the employers financial responsibilities for those benefits.

COST OF ANNUAL BENEFIT(S)	# OF UNPAID DAYS X ___ = (appropriate days)	EMPLOYEE'S RESPONSIBILITY
COST OF ANNUAL BENEFIT(S)	# OF PAID DAYS X ___ = (appropriate days)	EMPLOYER'S RESPONSIBILITY

After the Board's responsibility has been exhausted, the employee must pay the Board for any further benefits or discontinue said benefits.

The Board and Superintendent, at their discretion, may assume all financial responsibility for an unpaid medical leave. Each case will be decided on its own merits, with special consideration given in the event of extenuating circumstances. Any decisions concerning unpaid medical leaves cannot be considered precedent setting.

## ARTICLE XVI PAYROLL DEDUCTIONS

### A. DEDUCTION OF EDUCATION ASSOCIATION DUES

1. The Board agrees to deduct from the salaries of teachers dues for the Sand Creek Education Association, the Michigan Education Association, and the National Education Association, when voluntarily authorized in writing by each teacher desirous of having such dues deducted.
2. Regular dues from any or all of the above stated organizations shall be deducted together, as one deduction, in twenty (20) equal deductions.
3. Dues authorizations filed with the Superintendent for teachers contracted for a full year of employment, shall become effective commencing with the second pay period in September, providing all proper authorization forms have been completed ten (10) working days prior to the second pay period in September.
4. Dues authorizations filed annually with the Superintendent shall continue in effect until a revocation form, in writing, and signed by the teacher is filed with the Superintendent of Schools and the Treasurer of the Association. Dues deduction authorizations filed in previous years remain in effect until revoked in writing. It

is expressly understood that the Superintendent and the Board need honor only one education Association dues deduction form per year.

5. The Association shall, if the information has been made available by the Association, local, state, and national, on or before the thirtieth (30th) day of August each year, give written notification to the Superintendent of the amount of its dues and those of the Michigan Education Association, and National Education Association, which dues are to be deducted in the coming school year under such dues authorizations. The amounts of deductions for these dues, as per said written notification, shall not be subject to change during the entire school year. It is expressly understood that the Board is not required to deduct any assessments under the terms of this Article. The names of the President, Secretary, and Treasurer of the Sand Creek Education Association shall be furnished to all of the teaching employees and school administration annually.
6. Dues deductions shall be transmitted by the Superintendent to the Sand Creek Education Association Treasurer within five (5) days after such deductions are made. The Sand Creek Education Association Treasurer shall be responsible for disbursement of Michigan Education Association dues and National Education Association dues paid to it for the treasurer of that organization.
7. Official education dues deduction forms must be properly filled out and returned to the Superintendent's bookkeeper according to section 3 and 4 hereof. The education dues deduction form can be obtained from the Secretary of the Sand Creek Education Association.
8. All refunds claimed for dues of the Sand Creek Education Association, the Michigan Education Association, and the National Education Association, under such dues deduction authorization shall lie solely with the Association. The Sand Creek Education Association agrees to hold the Board harmless from all claims of excessive dues deductions.
9. Any dispute between the Sand Creek Education Association and the Board which may arise as to whether or not the employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization forms.
10. The Association will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designed agent for the purposes of complying with this Article.

#### **B. LENCO ED CREDIT UNION**

The Board of Education agrees to deduct from the salaries of teachers revenue installments to be paid to the Lenco Ed Credit Union when voluntarily authorized, in writing, by each teacher who wishes such deduction.

1. The Lenco Ed Credit Union will provide the forms authorizing such deductions. The official credit union deduction forms must be properly filled out and returned to the Superintendent's bookkeeper. Any changes in the amount to be deducted can only be done on a quarterly basis. Quarters fall on January 1, April 1, July 1, and October 1. Requests for changes must be made fifteen (15) days before each quarter. Deductions will start the first payroll period and will be made in equal consecutive biweekly installments. Lenco Ed Credit Union deduction authorization forms filed in previous years will remain in effect until revoked in writing by said teachers, according to the paragraph below. Revocation forms can be obtained from the Lenco Ed Credit Union.

The Lenco Ed Credit Union deduction authorizations filed annually with the Superintendent shall continue in effect until a revocation form, in writing and signed by the teacher, is filed with the superintendent and the treasurer of the Lenco Ed Credit Union.

2. Any dispute between the Sand Creek Board of Education, the Lenco Ed Credit Union and the Board, which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article, shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
3. The Association will protect and save harmless the Board from any or all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purposes of complying with this Article.

#### **C. TAX SHELTERED ANNUITIES**

1. The Board of Education agrees to deduct from the salaries of teachers for tax sheltered annuities with recognized insurance agencies by the state of Michigan when voluntarily authorized in writing by each teacher wishing such deductions. Each agency must have five (5) teachers on staff signed to participate in its tax

- sheltered annuity program before the agency can be considered a participating insurance company under the provisions of this contract. Regular premiums will be deducted in biweekly equal installments.
2. The enrollment period for annuity programs recognized by the Sand Creek Board of Education and the Lenawee County Education Association, SCEA, MEA/NEA, will be during the first four (4) full weeks of a given school year and the first two weeks in March. Labor Day week will be considered a full week of school. In the event the contract is not ratified by the time school starts within a given year, the enrollment period will start on the first Monday after the contract has been ratified by both the Sand Creek Board of Education and the Lenawee County Education Association, SCEA, MEA/NEA and will last for four (4) consecutive weeks. Changes and additions can only be made during the enrollment periods described above.
  3. Official tax sheltered annuity premium deduction forms must be properly filled out and returned to the Superintendent's bookkeeper according to the above clause. These official insurance premium deduction forms can be obtained from the insurance representative. The premium deduction authorization forms filed annually with the Superintendent shall continue in effect until a revocation form in writing and signed by the teacher is filed with the Superintendent and the insurance company. Revocation forms are available from the insurance representative.
  4. Any dispute between the above mentioned insurance companies and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
  5. The Association will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purposes of complying with this Article.

## **ARTICLE XVII**

### **TEACHER EVALUATION**

The Board recognizes the importance and value of developing a procedure for assisting and evaluating the progress and success of both the newly employed and experienced personnel. Therefore, to this end the following procedure has been agreed upon in an effort to accomplish this goal.

- A. A Mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the Code. The Mentor Teacher shall be a member of the bargaining unit.

Each probationary teacher shall be assigned a Mentor Teacher for the first three years he/she is in probationary status. Newly employed teachers who had acquired tenure in another school system will be assigned a mentor teacher for the first year of their employment. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.

In grades 7-12, the Mentor Teacher shall be the department chairperson of the Mentee's subject area. If the Mentee is teaching in more than one department, the department head of the subject in which the Mentee teaches the most hours will be the Mentor Teacher. If the Mentee teaches the same number of hours in different departments, each department head will be the Mentor Teacher for the Mentee on a rotating semester basis, with the initial assignment determined by the building principal. If the Mentee is teaching in a subject where no department head exists, the building principal will assign a Mentor Teacher for the Mentee. In grades K-6, the building principal will assign a department head as the Mentor Teacher for the Mentee. Participation as a Mentor Teacher is voluntary.

The Mentor Teacher assignment shall be subject to review by the Mentor Teacher and the Mentee after each semester. If either the Mentor Teacher or the Mentee desire to terminate the relationship, the building principal and the Mentee shall agree upon a replacement Mentor Teacher. Participation as a Mentor Teacher is voluntary.

Because the purpose of the mentor/mentee match is to acclimate the probationary teacher and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher or Mentee. Neither the Mentor Teacher nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other. Further, the Mentor Teacher shall not be called as a witness in any grievance or administrative hearing involving the Mentee nor shall the Mentee be called as a witness in any grievance or administrative hearing involving the Mentor Teacher.

A Mentor Teacher shall receive one hour of his/her per diem rate of pay every other week or a total of three days day per school year for being a Mentor Teacher. Mentees shall be provided with a minimum of fifteen (15) days of professional development during their first three years of teaching. The Mentee shall be paid his/her per diem rate of pay if those professional days are not within the parameters of the regular work day and work year.

- B. The performance of all probationary teachers shall be evaluated, in writing, at least twice a year. Additional evaluation of probationary teachers may be conducted by the principal, assistant principal, or Superintendent of Schools whenever the principal deems it necessary. The last evaluation shall be made not later than seventy (70) days prior to June 30th. One copy of each evaluation will be provided to the teacher and one copy of each evaluation will be placed in the teachers personnel file. If a report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit further information to the Superintendent by attaching his/her remarks to the principal's evaluation sheet. This information will become part of the teachers personnel file.

Conferences will be held pertaining to the evaluation of a probationary teacher by the evaluator. The principal will request a conference as soon as possible after the evaluation takes place.

- C. Teacher granted tenure by the Board of Education will be notified in writing as soon as possible and no later than five (5) days after the meeting at which recommendations concerning the status of probationary teachers regarding tenure status will be notified as outlined above with reasons why the Board of Education failed to grant tenure and the Board or its delegated representative will advise the teacher of his/her full rights under the Tenure Law.

## ARTICLE XVIII PERSONNEL FILE

- A. Each teacher will have a personnel file in the Superintendent's office. It is the teachers responsibility to see that the following information is provided to the Superintendent of Schools for this file and kept up to date: copies of all teaching certificates held; transcripts of academic records; credentials of his/her professional performance up to the date of employment in the Sand Creek Community School system.

Originals or copies of all teaching certificates will be forwarded by the local Superintendent of Schools to the Lenawee Intermediate School District office for official recording. Should a copy of the teaching certificate become lost, the teacher will not be penalized for its loss providing his/her teaching certificate has been initialed by the Superintendent of the Lenawee Intermediate School or his/her designated representative.

Once hired it is the responsibility of the teacher to see that he/she continues to be properly certified and meets all qualifications of his/her position. Should an emergency arise where a special certificate is needed and the State Department refuses to grant a special certificate, said teacher's individual contract with the district will automatically be terminated.

The teacher may, upon request of the Superintendent and in his presence, see copies of his/her transcripts, teaching certificates, and evaluations which have been made by his/her immediate superiors in the Sand Creek Community Schools. All other information is considered confidential and is not for personal review.

Recommendations for job advancement within the school system or outside the school system will be made when requested by the institution considering the teachers promotion or employment.

- B. In any grievance or tenure proceeding, any evaluation and responses from teachers being evaluated shall be admissible.

Recommendations concerning the status of probationary teachers will be made to the Board of Education at the last regularly scheduled meeting prior to sixty (60) days before school ends, or at a special meeting called for this purpose. Should the school administration feel that the services of the teacher should be terminated, sufficient evaluations will have been conducted prior to the sixty (60) day notification deadline as provided in the Tenure Act, 38.83, Section 3.

Tenure teachers will be visited in their classroom at least once a year by the assistant principal, building principal, and/or Superintendent of Schools. Written report will be filed with the teacher with a copy for the teachers personnel file. The teacher is invited to have a formal or informal conference with the supervisor evaluating his/her classroom performance. The teacher may request this supervisor or another supervisor to visit his/her room more than once a year for evaluating purposes. If a report contains any information not previously made known to and discussed with the teacher, the teacher shall have an opportunity to submit further information to the Superintendent by attaching his/her remarks to the principal's evaluation sheet. This information will become part of the teachers personnel file. Teachers shall have the right to attach his/her remarks to an evaluation.

- C. Teachers whose services are being considered for termination under the provisions of the Tenure Act shall receive a letter of notification and a statement of charges from the Superintendent of Schools and be advised of their rights under the Tenure Act for a hearing and appeal. Teachers who are so notified may be suspended without pay

pending a final hearing by the Board of Education as provided in the Tenure Act. Should a teacher be proved to be unjustly suspended, he/she will be reimbursed according to the number of days that he/she was suspended. Rate of reimbursement will be determined at the daily rate of the complete contractual salary of said teacher.

## ARTICLE XIX LAYOFF PROCEDURE

- A. In the event of layoff, the order of reduction shall be:
1. Probationary teachers will be laid off first on the basis of seniority whenever a tenure teacher is certified and qualified to fill the probationary teachers position.
  2. Tenure teachers will be laid off next on the basis of certification qualifications, and seniority.
- B. Definitions:
1. "Certification" shall be defined by the Department of Education, State of Michigan.
  2. "Qualifications" shall be defined as meeting State Department of Education certification requirements and the University of Michigan accreditation requirements.
    - a. For a senior high position a teacher shall be considered qualified to teach in their major or minor field of study.
    - b. For a junior high position a teacher shall be considered qualified to teach in their major or minor field of study and/or possess teaching experience in the subject matter to be taught and/or in all basic subjects or possess middle school certification (e.g. mathematics, science, English, social studies, literature, reading, etc.).
    - c. For an elementary position, a teacher shall be considered qualified to teach all subjects.
  3. "Seniority" shall be defined as the teachers first working day in the school district. Seniority shall mean years of uninterrupted continuous service with the Sand Creek Community Schools. In the circumstance of more than one individual having the same seniority, all individuals so affected with participate in a drawing to determine placement on the seniority list. The Association and bargaining unit members so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected bargaining unit members and Association representatives to be in attendance.

For purposes of seniority, a full time teacher teaching seventy (70) or more days per semester shall receive full credit and those teaching forty-six to sixty-nine (46-69) days shall receive half credit. A half time teacher teaching seventy (70) or more days per semester shall receive half credit and those teaching forty-six to sixty-nine (46-69) days shall receive quarter credit.
  4. "Continuous Service" shall be interrupted when a teacher resigns, retires, or is discharged. Continuous service shall not be interrupted by an approved leave of absence, lay off, or administrative service but seniority shall not accumulate while in this status. Seniority shall accumulate during an approved medical leave of absence and while on lay off with the understanding that seniority has no effect on increment.
  5. "Major or Minor" will be determined by an accredited college or university transcript.
- C. Written notice by certified letter to the teacher of lay off shall be sent to the teachers last known address on file with the Board or by personal service at least thirty (30) calendar days prior to the date of lay off. It shall be the responsibility of each teacher to notify the Board of any change in address.
- D. The Board shall prepare a seniority list by certification and transmit a copy of same to the Association on or before the first day of May. If the Association is in disagreement on one or all parts of the seniority list, and if mutual agreement between the parties cannot be reached on the disagreement, the Association may use the grievance procedure within ten (10) working days of receipt of the seniority list. The parties agree to expedited arbitration as promulgated by the American Arbitration Association.
- E. Teachers shall be recalled in inverse order of reduction for vacancies and/or new positions opening for which they are certified. All fringe benefits, including but not limited to accumulated sick days, shall be restored upon recall. No new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there are no laid off teachers with proper certification and qualifications to fill any vacancy and/or new position which may arise.
- F. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher, at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change in address. Any such teacher offered a vacancy by recall of the school, in an area where such teacher is certified and qualified, who refuses such position may be stricken from the recall list and is deemed to have resigned. The teacher must respond to the Superintendent within fifteen (15) calendar days of the certified date of the letter sent from the Board in order to retain recall rights to a given vacancy under the provisions of this Article.



- G. A teacher, while on layoff, who earns a different major or minor, or who expands their certification, may bump another employee with less seniority at the end of the school year, e.g. June 30.
- H. The Board retains the right to determine the curriculum, scheduling of classes, and teaching assignments.

## **ARTICLE XX**

### **STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance and control of discipline in the classroom.
- B. A teacher may exclude a pupil from a class for the day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in class intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the incident in writing each time or day a student is excluded from the classroom. The teacher will also contact the parents of the pupil involved and inform them of the particulars of the incident in a timely manner.
- C. Any case of assault upon a teacher shall be promptly reported to the Board of Education or its designated representative. The Board may provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities, providing the teacher has complied with established administrative and board policies.
- D. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board may provide legal counsel and render all necessary assistance to the teacher in his/her defense.
- E. Time lost by a teacher in connection with any incident mentioned in this Article may not be charged against the teacher if the teacher is found innocent of the charge.

## **ARTICLE XXI**

### **MONETARY REMUNERATION**

The salary schedule and fringe benefits of the Master Agreement will be for a four year period of time (1997/1998, 1998/1999, 1999/2000, 2000/2001).

The Board is desirous of having a four year contract with the Lenawee County Education Association, SCEA, MEA/NEA complying with the above schedules. However, due to the Headlee Amendment, presidential guidelines, possible further decline in enrollment, etc., the Board reserves the right to the exclusive control of planning and implementing the districts education program.

Full medical insurance, as now provided with its increases, will be adjusted annually.

The Board of Education disavows deficit financing, therefore, this plan has been mutually agreed upon by both the Board and Association and becomes an official part of the Master Agreement.

The salary schedules, including the Bachelor's Degree, the Master's Degree, the Master's Degree plus 15 hours, and the Master's Degree plus 30 hours/Education Specialist Degree, as negotiated for the 1997/1998, 1998/1999, 1999/2000, and 2000/2001 school years and the extra-curricular salary schedule may be found on the last pages of the Master Agreement.

#### **INCENTIVE PAY**

If there is a degree change earned before school starts, the full increase in said change becomes effective as of the first day of school in September. If earned after school starts, but before the beginning of the second semester of the college where the degree is earned, the increase becomes effective at the beginning of the Sand Creek Community School second semester at one-half the increase. This applies for one degree per person only. Reimbursement will only be given for credits that are accompanied by B- or better grades.

Teachers will be responsible for seeing that the Superintendent's Office has a copy of the transcript(s) and diploma(s) before requesting a pay increase for any of the above positions earned on the scale. Reimbursement will only be made for credits that are accompanied by B- or better grades for any work done towards the Master's Degree, Master's Degree plus 15 hours, and Master's Degree plus 30 hours/Education Specialist Degree. Beginning September 1, 1986, undergraduate and/or graduate hours earned beyond the M.A. need not be in a planned program to count towards placement on the M.A.+15 track or the M.A.+30 track. Approval must be granted by the building principal or the Superintendent prior to enrollment.

All increments are subject to the recommendations of the building principal and the Superintendent. Such increment shall be classified as given for approved experience. No early increment shall be given unless the experience is approved.

In order to be granted a semester increment a teacher must work 75% of that semester. The use of sick leave days and professional days as specified in the Master Agreement shall be counted as days worked in the Sand Creek Community Schools and shall apply toward a semester increment. A person taking an approved leave of absence for less than 25% of that semester will receive full credit for that semester in which the leave of absence was taken. The Board and/or Superintendent may, at their discretion, give credit while on leave. Each case will be decided on its own merit with special consideration given in the event of extenuating circumstances. Any decision concerning an increment cannot be considered precedent setting.

Any decision concerning leaves of absences cannot be considered precedent setting. Each case will be decided on its own merits. Determination of these cases are not to be a precedent for future leaves of absence and payment of increment for said leaves. Special consideration will be given to each person in the event of extenuating circumstances.

#### **ADDITIONAL CLASS**

High school teachers may teach an additional class providing approval is granted by the Board. Reimbursement will be as follows:

1. Should the Board decide it is feasible and educationally sound to operate the high school on a six period day, the rate of reimbursement shall be 1/6th of the teachers base pay.
2. Should the Board decide it is feasible and educationally sound to operate the high school on a seven period day, the rate of reimbursement shall be 1/7th of the teachers base pay.
3. Should the Board decide it is feasible and educationally sound to operate the high school on an eight period day, the rate of reimbursement shall be 1/8th of the teachers base pay.

Additional classes and class assignments can be made each year at the discretion of the Board. Teachers shall lose this additional compensation if the additional class assignment is deleted from his/her schedule at any time.

#### **SEVERANCE PAY**

A teacher employed full time in the Sand Creek Community School system, Sand Creek, Michigan, for five (5) or more years, who has tenure status in the Sand Creek Community Schools, will be paid terminal leave at the rate of one half of a substitute's daily rate of pay at the time said teacher leaves the Sand Creek Community School system times the unused sick leave days the teacher has accumulated; limited to a maximum of one hundred (100) days earned.

This clause cannot be considered retroactive and no severance pay will be granted to anyone who is discharged by the school system, with the following exceptions: should the job be eliminated due to changes in curriculum and/or forced cutbacks, the teacher or teacher(s) affected will receive severance pay as outlined above.

Teachers who are entitled to severance pay must apply in writing to the Superintendent of Schools for their severance benefits.

Benefits of a deceased employee shall be payable to his/her estate:

#### **SUBSTITUTE TEACHERS**

##### **A. DAILY SUBSTITUTE'S RATE:**

A substitute teacher will be paid at the daily substitute rate as established by the Board of Education.

##### **B. EXTENDED LEAVE SUBSTITUTION:**

An extended leave substitute teacher who has a degree will receive the daily substitute rate as established by the Board of Education for the first thirty (30) days of consecutive work in the classroom. Should the substitute be required to continue duties beyond that date, starting with the thirty-first (31st) day, his/her salary will be based on the daily rate of the first step (0 experience) of the B.A. Degree.

##### **C. SUBSTITUTION BY CLASSROOM TEACHER:**

In any situation where a substitute is not available and a classroom teacher volunteers to utilize any preparation or other period during which he/she does not have teaching duties, said teacher will receive, in addition to his/her regular salary, reimbursement at a rate of \$20.00 per hour.

##### **D. Teachers in grades 5-12, on a voluntary basis, will substitute teach during their preparation period. The compensation, for this voluntary participation, will be the teacher's choice of the following options:**

1. One half of a sick day, to be added to the teacher's accumulated sick day total at the end of the school year, for every four (4) periods of substitute teaching.
2. \$15.00 for each period of substitute teaching, which will be paid at the end of the school year (approximately June 28th).

For those teachers choosing option 1, the remainder of periods over a multiple of four (4) will be paid under the conditions of option 2 or, at the teacher's discretion, carried over to the next year.

## LONGEVITY

\$800, \$1000, \$1100, \$1300 shall be paid beginning at the 16th year of experience and each year thereafter, and this process shall continue through the 20th year of experience, for the four years of this contract - 1997/1998; 1998/1999; 1999/2000; 2000/2001.

An additional \$950, \$1250, \$1200, \$1200 shall be paid at the beginning of the 21st year of experience and each year thereafter and this process shall continue through the 25th year of experience, for the four years of this contract - 1997/1998; 1998/1999; 1999/2000; 2000/2001.

An additional \$1150, \$1250, \$1200, \$1200 shall be paid at the beginning of the 26th year of experience and each year thereafter and this process shall continue through the 30th year of experience, for the four years of this contract - 1997/1998; 1998/1999; 1999/2000; 2000/2001.

Credited teaching experience outside of the Sand Creek School system for initial placement on the salary schedule shall count toward longevity credit.

## RETIREMENT

Employees covered under this master contract are requested to notify the Board of Education of his/her retirement intentions no later than June 1.

### A. RETIREMENT INCENTIVE FOR MEMBERS WITH LESS THAN THIRTY (30) YEARS OF SERVICE

1. To be eligible to receive the retirement incentive, the employee must be an employee of the Sand Creek School system for seven (7) years, the employee must be presently on the highest step of the salary schedule and be eligible, make application for, and be accepted to receive retirement benefits from the Michigan Public School Employees Retirement System (MPSERS) commencing at the conclusion of the school year.
2. To be eligible to receive the retirement incentive, the employee must, not later than June 1, submit to the Superintendent of Schools a written resignation for the purpose or retirement effective at the conclusion of the school year.
3. The notice by the employee shall be contingent upon meeting the eligibility requirements of the MPSERS, including eligibility based upon the purchase of the universal service credit by the employer. Proper application to purchase the universal service credit shall be made by the employee to MPSERS by June 1. Employer purchase of the universal service credit shall be made to MPSERS in a timely manner, with payments made by the employer to MPSERS no later than June 15.
4. The Board shall purchase, on behalf of the employee, up to five (5) years of universal service credit in the MPSERS, as defined in Section 81 of PA 300 of 1980, as amended.
5. The purchase of universal service credit on behalf of the employee by the district under this incentive is limited to the net actuarial cost of such universal service credit, as determined by MPSERS.
6. The amount of funds provided by the district to the MPSERS under this plan will be limited to the net actuarial cost each year of universal service retirement credit purchased. Contributions shall be as follows:

<u># of Years of Service</u>	<u># of Years to be Purchased</u>	<u>Employer Contribution</u>	<u>Employee Contribution</u>
less than 26	5	5	0
26 or more but less than 29	multiply 1.2 times # of years to reach 30	1.2 years to 4.8 years	0
29 or more but less than 30	multiply 1.4 times # of years to reach 30	.14 years to 1.4 years	0

7. To be eligible to receive this retirement incentive, the otherwise eligible employee must execute an acknowledgment and release acknowledging that he/she voluntarily elected to retire from his/her employment with the school district and receive the retirement incentive as additional consideration for retirement and fully releasing the school district, the Board and the Association, and their agents, officers and employees from any and all claims, demands, and/or causes of action which he/she has pursuant to the Federal Age Discrimination in Employment Act or the Michigan Elliott-Larsen Civil Rights Act by reason of his/her retirement and receipt of the retirement incentive. A copy of the acknowledgment and release (Appendix A) is incorporated herein by reference.
8. The offer of this retirement incentive is intended by the parties hereto as an additional benefit and consideration for those employees who elect to voluntarily retire and receive benefits from the Michigan Public

School Employees Retirement System. The offer of this retirement incentive is limited to those employees who elect to voluntarily retire effective at the conclusion of the school year and who comply with the eligibility requirements as set forth herein.

9. Employees eligible for the retirement incentive described above do not have the option of receiving the amount of money representing the employer's purchase of universal service credit as a direct payment to the employee in lieu of the employer's payment to the MPSERS.

## APPENDIX A RETIREMENT INCENTIVE ACKNOWLEDGMENT AND RELEASE

I, \_\_\_\_\_, hereby acknowledge and affirm that I have voluntarily elected to retire at the conclusion of the \_\_\_\_\_ school year and commence my retirement benefits from the Michigan Public School Employees Retirement System (MPSERS). In exchange, I receive a retirement incentive from the school district in the form of the employer's purchase of \_\_\_\_\_ years of universal service credit on my behalf.

I hereby release the Sand Creek Community Schools, its Board of Education, the Association, and their agents, officials and employees for any and all claims, demands and/or causes of action under the federal Age Discrimination in Employment Act or the Michigan Elliott-Larsen Civil Rights Act by reason of my retirement and acceptance of the retirement supplement stipend. I acknowledge that I have had at least forty-five (45) days to consider my decision to retire and receive this retirement incentive, and that I have had the opportunity to consult with legal counsel, Association representatives and/or others regarding this decision and have elected to retire voluntarily.

I have seven (7) days from the date following my signature below, to revoke my decision to retire and this acknowledgment and release.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

### B. RETIREMENT INCENTIVE FOR MEMBERS WITH THIRTY (30) OR MORE YEARS OF SERVICE

1. The Board shall make payment to each employee on the following basis for each year of service credit:

• 30 YEARS	-	\$350 PER YEAR
• 31 YEARS	-	\$325 PER YEAR
• 32 YEARS	-	\$300 PER YEAR

An additional \$25 will be deducted for each year taught.

2. Payment shall be made on the first day of the last month worked or within five (5) days of notice, if notice is given the first day of the last month worked.
3. The employer's payment shall be reported as part of the employee's gross income subject to taxes.
4. Employees planning to receive this plan benefit shall give written notice of intent no later than January 1, for retirement at the end of the first semester and no later than June 1, for retirement at the end of the school year.
5. To be eligible to receive the retirement supplement stipend, the otherwise eligible employee must execute an acknowledgment and release acknowledging that he/she voluntarily elected to retire from his/her employment with the school district and receive the retirement supplement stipend as additional consideration for retirement at this time and fully releasing the school district, its Board of Education, the Association, and their agents, officials and employees from any and all claims, demands, and/or causes of action pursuant to the Federal Age Discrimination in Employment Act or the Michigan Elliott-Larsen Civil Rights Act by reason of his/her retirement and receipt of the retirement supplement stipend. The acknowledgment and release shall also acknowledge the employee's responsibility for any and all tax consequences and liability resulting from payment of the retirement supplemental stipend. A copy of the acknowledgment and release (Appendix B) is incorporated herein by reference.

**APPENDIX B  
ACKNOWLEDGMENT AND RELEASE  
RETIREMENT SUPPLEMENT STIPEND**

I, \_\_\_\_\_, hereby acknowledge and affirm that I have voluntarily elected to retire at the conclusion of the \_\_\_\_\_ school year and commence my retirement benefits from the Michigan Public School Employees Retirement System and receive the retirement supplement stipend of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) from the school district as additional consideration for my retirement at this time. Thus, I hereby release the Sand Creek Community Schools, its Board of Education, the Association, and their agents, officials and employees for any and all claims, demands and/or causes of action under the federal Age Discrimination in Employment Act or the Michigan Elliott-Larsen Civil Rights Act by reason of my retirement and acceptance of the retirement supplement stipend. I acknowledge that I have had forty-five (45) days to consider my decision to retire and that I have had the opportunity to consult with legal counsel, Association representatives and/or others regarding this decision and have elected to retire voluntarily. Further, I acknowledge responsibility for any and all tax consequences and liability as a result of the payment of the retirement supplement stipend.

I have seven (7) days from the date following my signature below, to revoke my decision to retire and this acknowledgment and release.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

SALARY SCHEDULES

1997/1998

YRS. EXP.	B.A.	M.A.	M.A.+15	ED SPEC/ M.A.+30
0	29,486	31,697	32,648	33,628
1	30,665	32,965	33,954	34,973
2	31,892	34,284	35,312	36,372
3	33,168	35,655	36,725	37,827
4	34,494	37,082	38,194	39,340
5	35,874	38,565	39,722	40,913
6	37,309	40,107	41,311	42,550
7	38,802	41,712	42,963	44,252
8	40,354	43,380	44,682	46,022
9	41,968	45,115	46,469	47,863
10	43,646	46,920	48,328	49,777
11		48,797	50,261	51,768
12		50,749	52,271	53,839

1998/1999

YRS. EXP.	B.A.	M.A.	M.A.+15	ED SPEC/ M.A.+30
0	30,271	32,541	33,518	34,253
1	31,482	33,843	34,858	35,904
2	32,741	35,197	36,253	37,340
3	34,051	36,605	37,703	38,834
4	35,413	38,069	39,211	40,387
5	36,829	39,591	40,779	42,003
6	38,302	41,175	42,410	43,683
7	39,835	42,822	44,107	45,430
8	41,428	44,535	45,871	47,247
9	43,085	46,316	47,706	49,137
10	44,808	48,169	49,614	51,103
11		50,096	51,599	53,147
12		52,100	53,663	55,273

1999/2000

YRS. EXP.	B.A.	M.A.	M.A.+15	ED SPEC/ M.A.+30
0	31,119	33,453	34,457	35,490
1	32,364	34,791	35,835	36,910
2	33,658	36,183	37,268	38,386
3	35,005	37,630	38,759	39,922
4	36,405	39,135	40,309	41,519
5	37,861	40,701	41,922	43,179
6	39,375	42,329	43,598	44,906
7	40,950	44,022	45,342	46,703
8	42,589	45,783	47,156	48,571
9	44,292	47,614	49,042	50,514
10	46,064	49,519	51,004	52,534
11	46,985	51,499	53,044	54,636
12		53,559	55,166	56,821

2000/2001

YRS. EXP.	B.A.	M.A.	M.A.+15	ED SPEC/ M.A.+30
0	32,028	34,430	35,463	36,527
1	33,309	35,807	36,882	37,988
2	34,641	37,240	38,357	39,507
3	36,027	38,729	39,891	41,088
4	37,468	40,278	41,487	42,731
5	38,967	41,889	43,146	44,441
6	40,526	43,565	44,872	46,218
7	42,147	45,308	46,667	48,067
8	43,833	47,120	48,534	49,990
9	45,586	49,005	50,475	51,989
10	47,409	50,965	52,494	54,069
11	49,306	53,004	54,594	56,231
12		55,124	56,777	58,481

EXTRA-CURRICULAR SALARY SCHEDULES

(pages 27 through 30)

The steps shown on the Extra Curricular Salary Schedules are based on years of experience in that particular activity or sport at Sand Creek. For all sports, coaching a sport at any level shall count as experience in that sport. The Board may grant outside experience at its discretion. All extra curricular service is voluntary.

The number of coaching positions, in each sport, shall be evaluated at the end of the 1998/1999 school year to ensure a proper ratio of coaches to athletes. If, in the opinion of the Board and the Association, an improper ratio exists, coaching positions will be added or deleted to rectify the situation.

**EXTRA-CURRICULAR SALARY SCHEDULE**

1997/1998			EXPERIENCE										
Extra Curricular Position			0	1	2	3	4	5	6	7	8	9	10
Athletic Director			5013	5213	5422	5639	5864	6099	6343	6596	6860	7135	7420
Head Football			3833	3987	4146	4312	4484	4664	4850	5044	5246	5456	5674
Assistant Varsity Football			2949	3067	3189	3317	3449	3587	3731	3880	4035	4197	4365
2nd Assistant Varsity Football			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Head Junior Varsity Football			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Assistant Junior Varsity Football			2064	2147	2232	2322	2415	2511	2612	2716	2825	2938	3055
2nd Assistant Junior Varsity Football			1769	1840	1914	1990	2070	2152	2239	2328	2421	2518	2619
Head 8th Grade Football			1474	1533	1595	1658	1725	1794	1865	1940	2018	2098	2182
Assistant 8th Grade Football			1032	1073	1116	1161	1207	1256	1306	1358	1412	1469	1528
Head 7th Grade Football			1474	1533	1595	1658	1725	1794	1865	1940	2018	2098	2182
Assistant 7th Grade Football			1032	1073	1116	1161	1207	1256	1306	1358	1412	1469	1528
Head Fall Basketball			3833	3987	4146	4312	4484	4664	4850	5044	5246	5456	5674
Junior Varsity Fall Basketball			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Junior High Fall Basketball	*	ea	1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Golf			2064	2147	2232	2322	2415	2511	2612	2716	2825	2938	3055
Head Winter Basketball			3833	3987	4146	4312	4484	4664	4850	5044	5246	5456	5674
Junior Varsity Winter Basketball			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Freshmen Basketball			1917	1993	2073	2156	2242	2332	2425	2522	2623	2728	2837
Junior High Winter Basketball	*	ea	1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
5th/6th Grade Basketball			590	613	638	663	690	717	746	776	807	839	873
Head Volleyball			3833	3987	4146	4312	4484	4664	4850	5044	5246	5456	5674
Junior Varsity Volleyball			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Junior High Volleyball	*	ea	1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Head Track - Boys			3243	3373	3508	3648	3794	3946	4104	4268	4439	4616	4801
Head Track - Girls			3243	3373	3508	3648	3794	3946	4104	4268	4439	4616	4801
Assistant Track			2064	2147	2232	2322	2415	2511	2612	2716	2825	2938	3055
Junior High Track - Boys			1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Junior High Track - Girls			1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Junior High Assistant Track			885	920	957	995	1035	1076	1119	1164	1211	1259	1309
Head Baseball			3243	3373	3508	3648	3794	3946	4104	4268	4439	4616	4801
Junior Varsity Baseball			2064	2147	2232	2322	2415	2511	2612	2716	2825	2938	3055
Head Softball			3243	3373	3508	3648	3794	3946	4104	4268	4439	4616	4801
Junior Varsity Softball			2064	2147	2232	2322	2415	2511	2612	2716	2825	2938	3055
Summer Conditioning			1769	1840	1914	1990	2070	2152	2239	2328	2421	2518	2619
Senior High Cheerleading		ea	1769	1840	1914	1990	2070	2152	2239	2328	2421	2518	2619
Junior Varsity Cheerleading		ea	1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Junior High Cheerleading		ea	590	613	638	663	690	717	746	776	807	839	873
Play		ea	1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Newspaper	**		1179	1227	1276	1327	1380	1435	1492	1552	1614	1679	1746
Yearbook	**		2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
Seventh Grade Advisor		ea	295	307	319	332	345	359	373	388	404	420	436
Eighth Grade Advisor		ea	295	307	319	332	345	359	373	388	404	420	436
Ninth Grade Advisor		ea	590	613	638	663	690	717	746	776	807	839	873
Tenth Grade Advisor		ea	590	613	638	663	690	717	746	776	807	839	873
Eleventh Grade Advisor		ea	885	920	957	995	1035	1076	1119	1164	1211	1259	1309
Twelfth Grade Advisor		ea	885	920	957	995	1035	1076	1119	1164	1211	1259	1309
F.F.A.			1769	1840	1914	1990	2070	2152	2239	2328	2421	2518	2619
F.H.A.			1769	1840	1914	1990	2070	2152	2239	2328	2421	2518	2619
Band Director			2359	2453	2551	2653	2760	2870	2985	3104	3228	3357	3492
National Honor Society		ea	590	613	638	663	690	717	746	776	807	839	873
Student Government		ea	885	920	957	995	1035	1076	1119	1164	1211	1259	1309
Choir	**		885	920	957	995	1035	1076	1119	1164	1211	1259	1309
Color Guard			590	613	638	663	690	717	746	776	807	839	873

\* 7% if coaching both grades

\*\* decrease by 1/2 if taught as a class

**EXTRA-CURRICULAR SALARY SCHEDULE**

1998/1999			EXPERIENCE										
Extra Curricular Position			0	1	2	3	4	5	6	7	8	9	10
Athletic Director			5146	5352	5566	5789	6020	6261	6511	6772	7043	7324	7617
Head Football			3935	4093	4256	4427	4604	4788	4979	5178	5386	5601	5825
Assistant Varsity Football			3027	3148	3274	3405	3541	3683	3830	3983	4143	4309	4481
2nd Assistant Varsity Football			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Head Junior Varsity Football			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Assistant Junior Varsity Football			2119	2204	2292	2384	2479	2578	2681	2788	2900	3016	3137
2nd Assistant Junior Varsity Football			1816	1889	1964	2043	2125	2210	2298	2390	2486	2585	2689
Head 8th Grade Football			1514	1574	1637	1703	1771	1841	1915	1992	2071	2154	2240
Assistant 8th Grade Football			1059	1102	1146	1192	1239	1289	1341	1394	1450	1508	1568
Head 7th Grade Football			1514	1574	1637	1703	1771	1841	1915	1992	2071	2154	2240
Assistant 7th Grade Football			1059	1102	1146	1192	1239	1289	1341	1394	1450	1508	1568
Head Fall Basketball			3935	4093	4256	4427	4604	4788	4979	5178	5386	5601	5825
Junior Varsity Fall Basketball			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Junior High Fall Basketball	*	ea	1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Golf			2119	2204	2292	2384	2479	2578	2681	2788	2900	3016	3137
Head Winter Basketball			3935	4093	4256	4427	4604	4788	4979	5178	5386	5601	5825
Junior Varsity Winter Basketball			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Freshmen Basketball			1968	2046	2128	2213	2302	2394	2490	2589	2693	2801	2913
Junior High Winter Basketball	*	ea	1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
5th/6th Grade Basketball			605	630	655	681	708	737	766	797	829	862	896
Head Volleyball			3935	4093	4256	4427	4604	4788	4979	5178	5386	5601	5825
Junior Varsity Volleyball			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Junior High Volleyball	*	ea	1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Head Track - Boys			3330	3463	3602	3746	3895	4051	4213	4382	4557	4739	4929
Head Track - Girls			3330	3463	3602	3746	3895	4051	4213	4382	4557	4739	4929
Assistant Track			2119	2204	2292	2384	2479	2578	2681	2788	2900	3016	3137
Junior High Track - Boys			1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Junior High Track - Girls			1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Junior High Assistant Track			908	944	982	1022	1062	1105	1149	1195	1243	1293	1344
Head Baseball			3330	3463	3602	3746	3895	4051	4213	4382	4557	4739	4929
Junior Varsity Baseball			2119	2204	2292	2384	2479	2578	2681	2788	2900	3016	3137
Head Softball			3330	3463	3602	3746	3895	4051	4213	4382	4557	4739	4929
Junior Varsity Softball			2119	2204	2292	2384	2479	2578	2681	2788	2900	3016	3137
Summer Conditioning			1816	1889	1964	2043	2125	2210	2298	2390	2486	2585	2689
Senior High Cheerleading		ea	1816	1889	1964	2043	2125	2210	2298	2390	2486	2585	2689
Junior Varsity Cheerleading		ea	1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Junior High Cheerleading		ea	605	630	655	681	708	737	766	797	829	862	896
Play		ea	1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Newspaper	**		1211	1259	1310	1362	1417	1473	1532	1593	1657	1723	1792
Yearbook	**		2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
Seventh Grade Advisor		ea	303	315	327	341	354	368	383	398	414	431	448
Eighth Grade Advisor		ea	303	315	327	341	354	368	383	398	414	431	448
Ninth Grade Advisor		ea	605	630	655	681	708	737	766	797	829	862	896
Tenth Grade Advisor		ea	605	630	655	681	708	737	766	797	829	862	896
Eleventh Grade Advisor		ea	908	944	982	1022	1062	1105	1149	1195	1243	1293	1344
Twelfth Grade Advisor		ea	908	944	982	1022	1062	1105	1149	1195	1243	1293	1344
F.F.A.			1816	1889	1964	2043	2125	2210	2298	2390	2486	2585	2689
F.H.A.			1816	1889	1964	2043	2125	2210	2298	2390	2486	2585	2689
Band Director			2422	2519	2619	2724	2833	2946	3064	3187	3314	3447	3585
National Honor Society		ea	605	630	655	681	708	737	766	797	829	862	896
Student Government		ea	908	944	982	1022	1062	1105	1149	1195	1243	1293	1344
Choir	**		908	944	982	1022	1062	1105	1149	1195	1243	1293	1344
Color Guard			605	630	655	681	708	737	766	797	829	862	896

\* 7% if coaching both grades

\*\* decrease by 1/2 if taught as a class



**EXTRA-CURRICULAR SALARY SCHEDULE**

1999/2000			EXPERIENCE										
Extra Curricular Position			0	1	2	3	4	5	6	7	8	9	10
Athletic Director			5290	5502	5722	5951	6189	6436	6694	6962	7240	7530	7831
Head Football			4045	4207	4376	4551	4733	4922	5119	5324	5537	5758	5988
Assistant Varsity Football			3112	3236	3366	3500	3640	3786	3938	4095	4259	4429	4606
2nd Assistant Varsity Football			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Head Junior Varsity Football			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Assistant Junior Varsity Football			2178	2265	2356	2450	2548	2650	2756	2867	2981	3100	3224
2nd Assistant Junior Varsity Football			1867	1942	2019	2100	2184	2272	2363	2457	2555	2658	2764
Head 8th Grade Football			1556	1618	1683	1750	1820	1893	1969	2048	2129	2215	2303
Assistant 8th Grade Football			1089	1133	1178	1225	1274	1325	1378	1433	1491	1550	1612
Head 7th Grade Football			1556	1618	1683	1750	1820	1893	1969	2048	2129	2215	2303
Assistant 7th Grade Football			1089	1133	1178	1225	1274	1325	1378	1433	1491	1550	1612
Head Fall Basketball			4045	4207	4376	4551	4733	4922	5119	5324	5537	5758	5988
Junior Varsity Fall Basketball			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Junior High Fall Basketball	*	ea	1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Golf			2178	2265	2356	2450	2548	2650	2756	2867	2981	3100	3224
Head Winter Basketball			4045	4207	4376	4551	4733	4922	5119	5324	5537	5758	5988
Junior Varsity Winter Basketball			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Freshmen Basketball			2023	2104	2188	2275	2366	2461	2559	2662	2768	2879	2994
Junior High Winter Basketball	*	ea	1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
5th/6th Grade Basketball			622	647	673	700	728	757	788	819	852	886	921
Head Volleyball			4045	4207	4376	4551	4733	4922	5119	5324	5537	5758	5988
Junior Varsity Volleyball			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Junior High Volleyball	*	ea	1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Head Track - Boys			3423	3560	3702	3851	4005	4165	4331	4505	4685	4872	5067
Head Track - Girls			3423	3560	3702	3851	4005	4165	4331	4505	4685	4872	5067
Assistant Track			2178	2265	2356	2450	2548	2650	2756	2867	2981	3100	3224
Junior High Track - Boys			1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Junior High Track - Girls			1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Junior High Assistant Track			934	971	1010	1050	1092	1136	1181	1229	1278	1329	1382
Head Baseball			3423	3560	3702	3851	4005	4165	4331	4505	4685	4872	5067
Junior Varsity Baseball			2178	2265	2356	2450	2548	2650	2756	2867	2981	3100	3224
Head Softball			3423	3560	3702	3851	4005	4165	4331	4505	4685	4872	5067
Junior Varsity Softball			2178	2265	2356	2450	2548	2650	2756	2867	2981	3100	3224
Summer Conditioning			1867	1942	2019	2100	2184	2272	2363	2457	2555	2658	2764
Senior High Cheerleading		ea	1867	1942	2019	2100	2184	2272	2363	2457	2555	2658	2764
Junior Varsity Cheerleading		ea	1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Junior High Cheerleading		ea	622	647	673	700	728	757	788	819	852	886	921
Play		ea	1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Newspaper	**		1245	1295	1346	1400	1456	1514	1575	1638	1704	1772	1843
Yearbook	**		2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
Seventh Grade Advisor		ea	311	324	337	350	364	379	394	410	426	443	461
Eighth Grade Advisor		ea	311	324	337	350	364	379	394	410	426	443	461
Ninth Grade Advisor		ea	622	647	673	700	728	757	788	819	852	886	921
Tenth Grade Advisor		ea	622	647	673	700	728	757	788	819	852	886	921
Eleventh Grade Advisor		ea	934	971	1010	1050	1092	1136	1181	1229	1278	1329	1382
Twelfth Grade Advisor		ea	934	971	1010	1050	1092	1136	1181	1229	1278	1329	1382
F.F.A.			1867	1942	2019	2100	2184	2272	2363	2457	2555	2658	2764
F.H.A.			1867	1942	2019	2100	2184	2272	2363	2457	2555	2658	2764
Band Director			2490	2589	2693	2800	2912	3029	3150	3276	3407	3543	3685
National Honor Society		ea	622	647	673	700	728	757	788	819	852	886	921
Student Government		ea	934	971	1010	1050	1092	1136	1181	1229	1278	1329	1382
Choir	**		934	971	1010	1050	1092	1136	1181	1229	1278	1329	1382
Color Guard			622	647	673	700	728	757	788	819	852	886	921

\* 7% if coaching both grades

\*\* decrease by 1/2 if taught as a class

**EXTRA-CURRICULAR SALARY SCHEDULE**

2000/2001			EXPERIENCE										
Extra Curricular Position			0	1	2	3	4	5	6	7	8	9	10
Athletic Director			5445	5663	5889	6125	6370	6624	6889	7165	7452	7750	8060
Head Football			4164	4330	4503	4684	4871	5066	5268	5479	5698	5926	6163
Assistant Varsity Football			3203	3331	3464	3603	3747	3897	4053	4215	4383	4559	4741
2nd Assistant Varsity Football			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Head Junior Varsity Football			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Assistant Junior Varsity Football			2242	2332	2425	2522	2623	2728	2837	2950	3068	3191	3319
2nd Assistant Junior Varsity Football			1922	1999	2078	2162	2248	2338	2432	2529	2630	2735	2845
Head 8th Grade Football			1601	1665	1732	1801	1873	1948	2026	2107	2192	2279	2370
Assistant 8th Grade Football			1121	1166	1212	1261	1311	1364	1418	1475	1534	1596	1659
Head 7th Grade Football			1601	1665	1732	1801	1873	1948	2026	2107	2192	2279	2370
Assistant 7th Grade Football			1121	1166	1212	1261	1311	1364	1418	1475	1534	1596	1659
Head Fall Basketball			4164	4330	4503	4684	4871	5066	5268	5479	5698	5926	6163
Junior Varsity Fall Basketball			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Junior High Fall Basketball	*	ea	1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Golf			2242	2332	2425	2522	2623	2728	2837	2950	3068	3191	3319
Head Winter Basketball			4164	4330	4503	4684	4871	5066	5268	5479	5698	5926	6163
Junior Varsity Winter Basketball			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Freshmen Basketball			2082	2165	2252	2342	2435	2533	2634	2740	2849	2963	3082
Junior High Winter Basketball	*	ea	1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
5th/6th Grade Basketball			641	666	693	721	749	779	811	843	877	912	948
Head Volleyball			4164	4330	4503	4684	4871	5066	5268	5479	5698	5926	6163
Junior Varsity Volleyball			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Junior High Volleyball	*	ea	1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Head Track - Boys			3523	3664	3811	3963	4122	4286	4458	4636	4822	5014	5215
Head Track - Girls			3523	3664	3811	3963	4122	4286	4458	4636	4822	5014	5215
Assistant Track			2242	2332	2425	2522	2623	2728	2837	2950	3068	3191	3319
Junior High Track - Boys			1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Junior High Track - Girls			1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Junior High Assistant Track			961	999	1039	1081	1124	1169	1216	1264	1315	1368	1422
Head Baseball			3523	3664	3811	3963	4122	4286	4458	4636	4822	5014	5215
Junior Varsity Baseball			2242	2332	2425	2522	2623	2728	2837	2950	3068	3191	3319
Head Softball			3523	3664	3811	3963	4122	4286	4458	4636	4822	5014	5215
Junior Varsity Softball			2242	2332	2425	2522	2623	2728	2837	2950	3068	3191	3319
Summer Conditioning			1922	1999	2078	2162	2248	2338	2432	2529	2630	2735	2845
Senior High Cheerleading		ea	1922	1999	2078	2162	2248	2338	2432	2529	2630	2735	2845
Junior Varsity Cheerleading		ea	1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Junior High Cheerleading		ea	641	666	693	721	749	779	811	843	877	912	948
Play		ea	1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Newspaper	**		1281	1332	1386	1441	1499	1559	1621	1686	1753	1823	1896
Yearbook	**		2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
Seventh Grade Advisor		ea	320	333	346	360	375	390	405	421	438	456	474
Eighth Grade Advisor		ea	320	333	346	360	375	390	405	421	438	456	474
Ninth Grade Advisor		ea	641	666	693	721	749	779	811	843	877	912	948
Tenth Grade Advisor		ea	641	666	693	721	749	779	811	843	877	912	948
Eleventh Grade Advisor		ea	961	999	1039	1081	1124	1169	1216	1264	1315	1368	1422
Twelfth Grade Advisor		ea	961	999	1039	1081	1124	1169	1216	1264	1315	1368	1422
F.F.A.			1922	1999	2078	2162	2248	2338	2432	2529	2630	2735	2845
F.H.A.			1922	1999	2078	2162	2248	2338	2432	2529	2630	2735	2845
Band Director			2562	2665	2771	2882	2997	3117	3242	3372	3507	3647	3793
National Honor Society		ea	641	666	693	721	749	779	811	843	877	912	948
Student Government		ea	961	999	1039	1081	1124	1169	1216	1264	1315	1368	1422
Choir	**		961	999	1039	1081	1124	1169	1216	1264	1315	1368	1422
Color Guard			641	666	693	721	749	779	811	843	877	912	948

\* 7% if coaching both grades

\*\* decrease by 1/2 if taught as a class

EXTENDED CONTRACT POSITIONS (SPRING/SUMMER)

<u>POSITION</u>	<u>1997/1998</u>	<u>1998/1999</u>	<u>1999/2000</u>	<u>2000/2001</u>
Driver Education	\$17.73	\$18.20	\$18.71	\$19.26
Summer Band	\$17.73	\$18.20	\$18.71	\$19.26
Summer Vocational Agriculture	\$17.73	\$18.20	\$18.71	\$19.26



