

Sand Creek (3)

(LENAWEE)

8/31/70

1967-70

Sand Creek Board of Education

In Witness Whereof the parties have hereunto set their hands and seals.

Sand Creek Education Association

By President *Arvidine Valentin*

Board of Education of the Sand Creek Community School District

By President *Harold E. Hullett*

By Secretary *Calvin Schaefer*

6/15/67 8/31/70

MEA
1216 Hendale
E. Lansing, MI

48823

RECEIVED

FEB 3 1969

OFFICE OF
PROFESSIONAL NEGOTIATIONS

PROFESSIONAL EMPLOYMENT CONTRACT

This contract entered into this 15th day of June, A.D., 1967,
between the Board of Education of the Sand Creek Community School District,
hereinafter referred to as the "Board" and the Sand Creek Education Association,
hereinafter referred to as the "Association".

Article I

The Board recognizes the Association as the sole and exclusive bargaining
representatives with respect to wages, hours and working conditions for all
elementary and secondary teachers who are certified including special education
teachers, probationary teachers, regularly employed part-time and substitute
teachers, and specifically excluding the superintendent, building principals,
part-time teachers and substitutes not regularly employed, and the athletic
director and guidance counselor. The term of this contract shall be for
three years and shall expire on the 31st. day of August, 1970.

Any portion of said contract other than the salary schedule can be
negotiated commencing on April 1st. for the specific purpose of revising any
portion of said contract except those portions of the contract that deal with
the salary.

Any portion of said contract pertaining to the salary Schedule A and
Schedule B can be negotiated annually.

Negotiations on said salary schedule A and B can begin during the first
week of December of each school year.

Article II

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the Board which apply to wages, hours, or working conditions shall be a part of this contract and except as they may be superseded by expressed provisions of this contract shall be included herein, but the Board reserves the right to the contrary, to promulgate new policies from time to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.

B. The employer, on its own behalf and on 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:

- a. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
- b. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.

The exercise of the foregoing powers, rights, authority, duties and responsibilities 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.

Article III

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 IV

Salary Schedule:

The salary schedule marked Schedule A shall be part of the contract.

(See Schedule A)

Reference should be made to Article XVII of said contract.

Article V

Fringe Benefits:

All fringe benefits agreed upon are appended to and become a part of this contract.

(See Schedule B)

Article VI

Working Hours and Conditions:

Terms agreed upon are as follows:

- A. Lunch period: The Board agrees to grant all elementary teachers in the Ruth McGregor Elementary building a duty free lunch or a duty free recess period.
- B. Elementary activity Periods: The Board agrees to provide programs of art, music or physical education in grades one (1) through four (4) in the Ruth McGregor Elementary School. Art or music will be provided in the Jasper Elementary school. Regular elementary teachers will be given "time off" from their classroom supervision while these special activities are being conducted in their rooms. All "time off" from classroom supervision in both elementary and secondary schools shall be used for (1) class preparation, (2) counseling, (3) class visitation, (4) or for the specific purpose of holding conferences. No teacher shall leave the school premises at this time without the approval of the building principal.
- C. Elementary Playground: Teachers hereby agree to supervise playgrounds during recess periods and periods following lunch if they are assigned. Jasper elementary teachers will design their own recess and noontime schedules. These will be shown to the elementary principal and will meet with his approval. During inclement weather, as determined by the building principal, teachers will supervise recreational activities within their own classrooms.
- D. Secondary Outside Recreation: Teachers hereby agree to supervise recreational facilities during desirable fall, winter and spring weather when there is a definite need for supervision. The principal will determine this need.

- E. The building principals will design elementary playground and high school supervision duties so that these responsibilities will be as equitable as possible.

School Day:

Teachers shall be in their respective classrooms not later than fifteen (15) minutes prior to the beginning of school and shall leave not less than fifteen (15) minutes after school is ended except when students, parents, other teachers, the building principal and/or the superintendent request conferences and/or meetings. Teachers shall not arrive later than twenty (20) minutes before school begins nor leave earlier than fifteen (15) minutes after school ends or until the students have left the building, whichever comes last, unless special permission has been granted by building principals.

An eight hour day which includes the lunch hour and preparation period will be considered the maximum teaching day except when faculty meetings are held. The maximum time spent at school on faculty meeting days shall be no longer than nine and one-fourth (9 $\frac{1}{4}$) hours. Teachers may leave school on Fridays when classes have been dismissed and buses have left the respective buildings.

School Calendar:

The Board and Association agree to accept the common school calendar as it may be established by the Sand Creek School Board. Should local conditions necessitate a variation from the established calendar the Board and Association will agree upon such changes. The teachers have the right to propose each year's calendar or suggest changes in the board's proposed calendar which prove to be educationally sound. The Board reserves the right, however, to approve of the final school calendar each year. Individual teacher contracts will be issued for one hundred and eighty-five teaching days. Five of these days shall be used for (1) inservice training programs, (2) teachers meetings, (3) school visitation. (4) curriculum improvement and other such activities as approved by the Superintendent or Board. Teachers will be given two half days per semester released time for the grading of papers and the completing of the necessary clerical work. Teachers shall remain in the building on these testing and clerical days. (continued, next page)

Article VI (continued)

for the regular teaching hours determined by the Administration.

All inservice training expenses will be borne by the Board. Should driving for school visitations be necessary, each driver will be reimbursed nine cents a mile for their transportation costs. It is expressly understood that this reimbursement shall in no way be construed to be a lease of the teacher's vehicle.

Article VII

Mediation and Grievances:

A grievance shall be an allegation of a violation of the expressed terms of this contract. A system of considering grievance alleging violations of the terms of the Contract is hereby agreed upon. Should a teacher feel that a violation is in evidence the steps of procedure are as follows:

(1) He discusses the matter informally with his principal within ten (10) school days of the alleged violation. If no satisfactory conclusion is resolved within ten (10) school days following this discussion, he may proceed to step two (2). Each grievance must be submitted in writing.

(2) He presents his grievance in writing to the superintendent and requests an interview. This interview must be granted within ten (10) school days after the superintendent receives the request. The superintendent shall make his decision within ten (10) school days in writing sending a copy thereof to the teacher and the designated association representative. If this decision is not satisfactory he may proceed to step three (3). Each grievance must be submitted in writing.

(3) He presents his grievance in writing to the Board of Education at least by Thursday preceding its regular monthly meeting and requests an audience. The Board shall place the request on its agenda. If no satisfactory conclusion is reached at this point the teacher may then file his grievance with the State Labor Mediation Board (step 4) according to law. Each grievance must be submitted in writing.

Any adjustment made during the procedure shall be consistent with the terms of this contract and at each step the teacher may have the designated Association Representative act in his stead if he so chooses. In no instance shall the principal, superintendent, or Board fail to notify the designated Association representative in time to have him present at the discussion and adjustments of said grievance if he so desires.

The Association will elect one representative and an alternate from both the

Article VII

Mediation and Grievances:

A grievance shall be an allegation of a violation of the expressed terms of this contract. A system of considering grievance alleging violations of the terms of the Contract is hereby agreed upon. Should a teacher feel that a violation is in evidence the steps of procedure are as follows:

(1) He discusses the matter informally with his principal within ten (10) school days of the alleged violation. If no satisfactory conclusion is resolved within ten (10) school days following this discussion, he may proceed to step two (2). Each grievance must be submitted in writing.

(2) He presents his grievance in writing to the superintendent and requests an interview. This interview must be granted within ten (10) school days after the superintendent receives the request. The superintendent shall make his decision within ten (10) school days in writing sending a copy thereof to the teacher and the designated association representative. If this decision is not satisfactory he may proceed to step three (3). Each grievance must be submitted in writing.

(3) He presents his grievance in writing to the Board of Education at least by Thursday preceding its regular monthly meeting and requests an audience. The Board shall place the request on its agenda. If no satisfactory conclusion is reached at this point the teacher may then file his grievance with the State Labor Mediation Board (step 4) according to law. Each grievance must be submitted in writing.

Any adjustment made during the procedure shall be consistent with the terms of this contract and at each step the teacher may have the designated Association Representative act in his stead if he so chooses. In no instance shall the principal, superintendent, or Board fail to notify the designated Association representative in time to have him present at the discussion and adjustments of said grievance if he so desires.

The Association will elect one representative and an alternate from both the

Article VIII

Probationary Teacher

The Grievance Procedure shall not apply in those areas where the Tenure Act prescribes a procedure or authorizes a remedy nor shall a grievance be allowed based upon the decision of the Board to fail to renew a Probationary Teacher's Contract.

Article IX

Sick Leave - Personal Leave:

A. Teachers shall be allowed sick leave at the rate of ten (10) days per year, accumulative to sixty (60) days. One (1) day per year non-cumulative shall be allowed for personal or professional emergencies with pay, but not for S.C.E.A., M.E.A. or N.E.A. Association use or any other association unit use. No more than one (1) professional day can be granted from each building at one time for a given day unless approved by the principal.

Sick Leave Policy:

Employees may use sick leave, upon approval of the Board of Education and/or the superintendent 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 report 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. Illness in the immediate family - not to exceed five (5) days for any one illness. The immediate family is defined as: (a) Members who live in the same household, (b) Mother, regardless of where she lives, (c) Father, regardless of where he lives, and (d) Son or Daughter, regardless of where he or she lives.
4. Death in the immediate family. Not to exceed three (3) days for any death. The immediate family is defined as: Spouse, son, daughter, mother, father, brother, sister, grandparents, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt, uncle, nephew, neice.

Article IX continued

5. Allcases of absence due to illness or injury beyond the sixty days maximum will be considered by the Board of Education as each separate case arises.
6. The Board of Education may allow or disallow at their discretion any time claimed as sick leave by employees.

Article X

Protection of Teachers:

- A. Any case of assault by a student upon a teacher shall be promptly reported to the building principal. The board shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement providing the teacher has complied with established Board policies.

Article XI

Supply Financial Data:

The Association has the right to see public documents that are prepared for publication that pertain directly to the finances of the school district.

Article XII

Changes in Work Assignments:

A. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principal as soon as practicable and preferably by June 1st. Every effort will be made to avoid re-assignment of probationary teachers to different grade levels unless the teacher requests such a change.

B. The teacher's 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 school shall be planned by the school administration. Recommendations may come from 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 wherever 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 grouping in the elementary grades, the lower groups should contain fewer students)

- | | |
|-------------------------------|-----------|
| (4) Special Education classes | 15 pupils |
|-------------------------------|-----------|

The maximum recommended class size per teacher in the secondary schools should be as follows:

Article XII continued

(1) English, Social Studies, Science Language, Business	25 pupils
(2) Typing	35 pupils
(3) Industrial Arts	20 pupils
(4) Drafting, Arts and Crafts	30 pupils
(5) Homemaking	20 pupils
(6) Music (vocal)	35 pupils
(7) Health Education	40 pupils

The Board agrees to content regularly with the Association in regard to class size, but class size will be determined by the Administration.

Article XIII

Insurance Protection:

I. Teachers are covered to the extent that the present Workmen's Compensation Policy states.

II. Basic Plan	\$8.80 per month	
Major Medical	<u>1.03</u> per month	
	\$9.83 per month	\$117.96 per year (\$118.00)

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board shall pay for each teacher the sum not to exceed \$9.83 per month or \$118.00 per year for M.E.A. and/or Blue Cross-Blue Shield hospital and surgical insurance, providing that said M.E.A. and/or Blue Cross-Blue Shield 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 substitute teachers and that half-year teachers will receive half the amount of paid insurance, i.e. \$59.00. It is also expressly understood that the teachers participating in this program will make up any difference in the total premium that exceeds \$9.83 per month or \$118.00 per year, and may upon written authorization have said difference in said premium deducted from their pay check.

It is further expressly understood that the Board shall not be obligated to pay directly to the teacher any benefits under paragraph 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 above specified for premiums for participating teachers only in the M.E.A. and/or Blue Cross-Blue Shield hospital and surgical insurance plans.

Article XIV

Leave of Absence:

A. In order to promote continuity in the pupil-teacher relationship, the Board may place a teacher upon leave of absence without pay for a period of one year in the event that a teacher is absent in excess of ten (10) teaching days more than the allotted 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.

B. 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 days in advance of the next regularly scheduled meeting, in the sole discretion of the Board, be granted a leave of absence without pay for a period of not to exceed one year renewable at the discretion of the Board.

C. In the event a teacher is placed upon leave of absence in accordance with paragraph A or B hereof, he shall, upon returning to the school system, present to the Board a certificate from a certified licensed doctor (M.D.) stating that he is physically and mentally capable of performing the teaching duties required of him.

D. Upon recommendation of the superintendent for good cause shown, the Board reserves the right to require a teacher to submit to a physical or mental examination by a doctor licensed to practice medicine in the State of Michigan or State of Ohio. The Board reserves the right to select said physician if they request a physical or mental examination. The results of said examination shall be transmitted to the Board and shall be kept confidential upon the request of the teacher. The cost of said examination shall be borne by the new applicant (a teacher applying for a position in the system for the first time) in the event the results show the applicant is physically or mentally incapable of properly performing his duties as specified by the contract offered to him. In the event a regular teacher employed by the system is requested to take a physical or mental examination, the cost will be borne by the Board.

Article XV

Miscellaneous Provisions:

A. The Board agrees that at all times it will try to maintain a list of substitute teachers and agrees that every effort shall be made to secure substitute teacher rather than to call upon regular teachers to give up their preparation hour to substitute. However, regular teachers interested in substitution will volunteer their services should outside teachers be unavailable. The schedule fee established by the Board will be given for services rendered. Teachers shall inform their building principal no later than 7:00 a.m. the day they are to be absent. Additional days of absence should be reported before 2:30 p.m. so that substitute can be rescheduled before leaving the building that night. Principal's home and school phone numbers will be furnished each member of the staff.

B. The policy making functions of the Board cannot be delegated or abrogated.

C. The parties agree that no teaching personnel shall strike, slow down or reduce any educational program during the life of said contract.

D. Both the Board and Association disavow all illegal collective bargaining.

ARTICLE XVI

Miscellaneous

Payroll Deductions:

I. Association Dues:

- A. The Board agrees to deduct from the salaries of the 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.
- B. Regular dues from any or all of the above stated organizations shall be deducted together, as one deduction, in five equal monthly installments.
- * The following forms must be completed by those wishing the various deductions. Forms for these deductions will not become part of the Master Contract.

II. Insurance Premiums:

- A. The Board of Education agrees to pay \$118.00 worth of medical insurance annually for each teacher who possesses a full year contract. The Board agrees to pay \$59.00 worth of medical insurance annually for each teacher who holds a contract for one-half year's service. Substitute teachers will not receive paid insurance. (See Article XIII, Insurance) The Board agrees to deduct from the salary of teachers the amount that exceeds the \$118.00 paid insurance program for Michigan Education Association insurance and for Blue Cross-Blue Shield insurance and health care programs. This will be deducted in either 19 or 26 equal installments, depending on how the teacher has asked that his salary be paid to him. For a half-year teacher deductions will be made on the same principle.

Article XVI, Continued:

II. Insurance Premiums (continued)

- * The following forms must be completed by those wishing the various deductions. Forms for these deductions will not become part of the Master Contract.

III. Tax Sheltered Annuities:

- A. The Board of Education agrees to deduct from the salaries of teachers dues for tax sheltered annuities with Farm Bureau Insurance Company and Midland Mutual Insurance when voluntarily authorized in writing by each teacher wishing such deductions. Regular dues will be deducted in either 19 or 26 equal installments, depending upon how the teacher has selected to receive his salary. Half-year teachers' dues will be deducted on the same principle.
- * The following forms must be completed by those wishing the various insurance deductions. Forms for these deductions will not become part of the Master Contract.

Deduction of Education Association Dues

- A. 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.
- B. Regular dues for any or all of the above stated organizations shall be deducted together, as one deduction, in five equal monthly installments.
- C. Dues authorizations filed with the Superintendent on or before the 8th day of September of each year, shall become effective with the first scheduled dues deductions of the coming school year. Dues authorizations filed after the 8th day of September, 1968, shall be deducted from the first five pay periods of the second semester.
- D. Dues authorizations once filed 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 Association. It is expressly understood that the Superintendent and the Board need honor only one authorization form per year per teacher. (One form for insurance and one form for education association dues.)
- E. The Association shall, on or before the first day of each school year give written notification to the Superintendent of the amount of its dues and those of the MEA and NEA, 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 that entire school year. It is expressly understood that the Board is not required to deduct any assessments under the terms of this Article.
- F. For the purposes of this Article, the term "school year" shall include the period beginning with the first teacher working day of school in the fall to the last teacher working day of school in the spring.
- G. Dues deductions shall be transmitted by the Superintendent to the Sand Creek Education Association Treasurer within five days after such deductions are made. The Sand Creek Education Treasurer shall be responsible for disbursements of M.E.A. or N.E.A. dues paid to it to the treasurers of those organizations.
- H. All refunds claimed for dues of the Sand Creek Education Association and M.E.A. or N.E.A. under such dues authorizations shall lie solely with the association. The Sand Creek Education Association agrees to hold the Board harmless from all claims of excessive dues deductions.
- I. 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.
- J. 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.

EDUCATIONAL DUES DEDUCTION FORM I

On this _____ day of _____, 1968, I _____
hereby authorize the Board of Education to deduct the following sums in _____
equal installments as dues for the following organizations from _____ pay periods
of my employment as specified in the Master Agreement.

\$ _____ Education Association

\$ _____ Michigan Education Association

\$ _____ National Education Association

I further understand that in the event of a dispute over payments of the above
specified amounts, I must seek my remedy from the Sand Creek Education Association.
Further, it is my express understanding that this authorization for dues deduction
shall be revocable only if I expressly so state in writing, a copy of which must
be placed on file with the Superintendent and a copy with the Treasurer of the
Sand Creek Education Association.

Filed with the Board of Education

on the _____ day of _____, 1968.

INSURANCE AND ANNUITY FEE FORM II

On this _____ day of _____, 1968, I _____

hereby authorize the Board of Education to deduct the following sums in _____
equal installments as fees for the following organizations from _____ pay
periods of my employment as specified in the Master Agreement.

- \$ _____ M.E.A. Insurance Program
- \$ _____ Blue Cross-Blue Shield Health Insurance Program
- \$ _____ Farm Bureau Insurance Company (tax sheltered annuities)
- \$ _____ Midland Mutual Insurance Company (tax sheltered annuities)

I further understand that in the event of a dispute over payments of the above specified amounts, I must seek my remedy from the Sand Creek Education Association. Further, it is my express understanding that this authorization for fees deduction shall be revocable only if I expressly so state in writing, a copy of which must be placed on file with the Superintendent and a copy with the Treasurer of the Sand Creek Education Association.

Filed with the Board of Education
on the _____ day of _____, 1968.

Article XVI (continued)

Expenses:

The Board agrees to reimburse all or part of the expenses of teachers who attend conferences, clinics, workshops, seminars, etc. when 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.

Reduction of Programs:

The Board of Education reserves the right to curtail any portion of a program or a complete program. Salaries for extra curricular activities fees can be adjusted by the mutual consent of the Board and Association.

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 hour day the rate of reimbursement shall be $1/6$ of the teacher's base pay.
2. Should the Board decide it is feasible and educationally sound to operate the high school on a seven hour day, the rate of reimbursement shall be $1/7$ of the teacher's base pay.
3. Should the Board decide it is feasible and educationally sound to operate the high school on an eight hour day, the rate of reimbursement shall be $1/8$ of the teacher's 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 schedule at any time.

Article XVII

Maternity Leave Policy:

A. Maternity leave granted under this Article shall be without pay and may be granted up to a maximum of one (1) year renewable in the discretion of the Board.

B. Teachers shall request a maternity leave at least three months prior to the expected date of birth, except when this date shall fall within two school months to the end of the semester. Said request shall be filed with the superintendent

C. Upon the granting of said leave by the Board of Education, the teacher shall be entitled to return to the school system upon the expiration of said leave upon filing with the superintendent a written statement by a physician of her proper health and recommendation of the superintendent of schools and providing a vacancy for which she is qualified exists and said vacancy is not filled by a teacher with tenure status.

D. A teacher may make written application to the superintendent for reinstatement prior to the expiration of the leave granted by the Board of Education provided that she shall give at least 45 calendar days notice in advance of the requested date of return. Exceptions to notice as required in the preceding sentence may be made by the Board in case of still birth or miscarriage. The Board reserves the right in their sole discretion to approve accelerated termination of maternity leave on the basis of each individual case.

E. Failure to return from a maternity leave on the date specified in said leave or application shall be conclusively deemed resignation.

F. Should a teacher contracted for a year's teaching assignment terminate as a result of an expected birth, said teacher if rehired as a substitute during her leave of absence, will receive a daily salary rate equal to that of her present salary base.

Article XVIII

Incentive Pay:

- I. The Masters Degree shall pay an additional Five Hundred (\$500) Dollars at all points on the scale. This applies for one M.A. degree per person only.
 - A. If the Masters Degree is earned before school starts, the full increase becomes effective as of the first day of school in September. If earned after school starts but before the beginning of second semester of the college where the Masters Degree is earned, the increase becomes effective at the beginning of Sand Creek's second semester at half the increase.
- II. At the completion of a Graduate course (with a mark no lower than a B-) and with a copy of a record from the school registrar's office presented to the superintendent showing successful completion of said course, the payment of ten (\$10) dollars per credit hour earned will be given.
- III. For each ten (10) hours completed over a Masters degree, the payment of one hundred (\$100) dollars will be added permanently to the contract salary with a limit of sixty (60) hours beyond a Master's Degree. Reimbursement will only be given for credits that are accompanied by B- or better grades. For example: any teacher in the system who has earned ten (10) semester hours beyond the Master's Degree prior to June 1, 1965 will have one hundred (\$100) dollars added to their salary. For new teachers, it will apply for each ten (10) hours earned after entering the system. When the new teacher has completed sixty (60) hours, six hundred (\$600) dollars will have been added to his salary.
- IV. All increments are subject to the recommendation of the principal and the superintendent. Such increments shall be classified as given for approved experience. No yearly increment shall be given unless the experience is approved.

Salary Schedule 1968-69

Salary Schedule A

I. Non Degree Schedule.

- 0. 4950
- 1. 5150
- 2. 5350

II. Bachelor's Degree

- 0. 6100
- 1. 6300
- 2. 6500
- 3. 6700
- 4. 6900
- 5. 7100
- 6. 7300
- 7. 7500
- 8. 7700
- 9. 7900
- 10. 8100

* III. Master's Degree

- 0. 6600
- 1. 6800
- 2. 7000
- 3. 7200
- 4. 7400
- 5. 7600
- 6. 7800
- 7. 8000
- 8. 8200
- 9. 8400
- 10. 8600

Salary Schedule B. (extra-curricular)

Note: Extra-curricular assignments shall be made by the administration annually to any teacher employed by the Sand Creek Community Schools. The Board and Administration, however, reserve the right to make the final assignments. All extra-curricular activities are not subject to tenure rights.

Sports

Head Football Coach	\$700		
Assistant Football Coach	400		
J. V. Football	325		
Head Basketball Coach	700		
J.V. Basketball Coach	400		
Freshman Basketball Coach.....	325		
7th & 8th Football	350		
7th & 8th Basketball	350		
Track	350		
Baseball	350		
Intramurals	125		
Senior Play	200		
Junior Play	200		
Newspaper	400		
Yearbook	400		
Cheerleading - Sr. High	175		
Cheerleading - Jr. High	85		
Class Advisors - 7th	35	per	advisor
" " 8th	35	"	"
" " 9th	65	"	"
" " 10th	85	"	"
" " 11th	125	"	"
* " " 12th	125	"	"

Article VIII, Salary Schedule B (continued)

*Plus \$30 for the advisors who go on the senior trip. One advisor \$30; two advisors, \$15 each.

Audio Visual	\$125
Band Director	200
FHA	400
FFA	200
FTA	100
Student Council	125

Severance Pay:

A teacher employed full time in the Sand Creek Community School System, Sand Creek, Michigan, for five or more years, who has tenure status in the Sand Creek Community Schools, will be paid terminal leave at the rate of 1/2 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 sixty days earned after 1968. 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 teachers affected will receive severance pay as outlined above. The present unused sick leave will be used as sick leave days first before starting on the accumulated days that are earned after September 1, 1968. This will give each staff member the opportunity to acquire a maximum of unused sick leave days starting with the fall of 1968 for severance pay purposes.

PROPOSED 1968-69 SCHOOL CALENDAR

* This calendar has received the tentative approval of the Sand Creek Board of Education. However, if the state law indicates that 180 attendance days means a full day of school the calendar will have to be changed to meet this requirement.

185 contract days

180 student attendance days

August 29 - Opening Session
 Sept. 2 - Labor Day
 3 - First day of school
 27 - Fourth Friday membership count
 20 student attendance days
 Oct. 11 - End of first six weeks
 * 17618- Teacher Institute (tentative dates)
 23 or 21 student attendance days
 Nov. 22 - End of second six weeks
 25 - Evening Parent-Teacher Conference
 26 - 1/2 day school. Parent-Teacher Conferences in the afternoon and evening.
 27 - School closes at noon. Parent-Teacher Conferences in morning, half-day.
 28 - Thanksgiving - no school.
 29 - No school
 18 student attendance days
 Dec. 2 - School resumes
 23 -
 24 - Half-day. School closes at noon for Christmas Vacation.
 25 - Christmas Day
 26-31 - Christmas Vacation
 16 or 17 student attendance days.
 Jan. 1 - New Year's Day
 2 - School resumes at regular time
 15 - End of third six weeks
 16 - one-half day. School closes at noon. Semester Exams.
 17 - one-half day. School closes at noon. Semester Exams. End of Semester.
 22 student attendance days.
 Feb. 28 - End of fourth six weeks
 20 student attendance days
 Mar. - 21 student attendance days
 April 3 - one-half day. Close at noon.
 4 - Good Friday. No school
 7 - Easter Monday. No school
 8 -
 10 - End of fifth six weeks
 19 or 20 student attendance days
 May 23 - End of sixth six weeks
 25 - Sunday afternoon graduation?
 26 - Full day of school. Semester exams.
 27 - one-half day. School closes at noon. Semester Exams.
 28 - one-half day. School closes at noon. Semester Exams.
 29 - School closes at noon, one-half day of school. Book collection, paying of fines, report cards, etc.
 21 student attendance days