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AGREEMENT BETWEEN
BOARD OF EDUCATION OF THE SHEPHERD PUBLIC SCHOOLS
AND
THE SHEPHERD EDUCATION ASSOCIATION

JULY 1, 1974 TO JUNE 30, 1975

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AGREEMENT BETWEEN
BOARD OF EDUCATION OF THE SHEPHERD PUBLIC SCHOOLS
AND
THE SHEPHERD EDUCATION ASSOCIATION

This agreement entered into this First Day of July, 1974 by and between the Board of Education of the Shepherd Public Schools, Shepherd, Michigan, hereinafter called the "Board", and the Shepherd Education Association, hereinafter called the "Association". The term Board shall refer to the Board of Education or its designated representative. The term Association shall refer to the Shepherd Education Association or its designated representative.

WITNESSETH

WHEREAS the parties have a mutual obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain in good faith with respect to hours, wages, terms, and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

IN CONSIDERATION of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the bargaining representative for all certificated teachers* employed on a full or part time basis.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

*See Index

ARTICLE II

Association Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher employed by the Board, included in Article I shall have the right to freely organize, to join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection.

B. Duly authorized representatives of the Association will have the right to use school property for the purpose of transacting official Association business, provided that this shall not interfere with or interrupt normal school operations or previously scheduled commitments. Use request will be made by the Association President to the building Principal and Community School Director.

C. Association members acting as representatives of the Association or official Association business will be released from teaching duties providing the number of days totally per year shall not exceed ten (10) and the Association pays the district the cost of a substitute if one is secured. It shall be the duty of the Association President to request Association released time from the Superintendent.

D. Upon request the Board shall make available to the Association all information that is available to the public. In the event the document is not ready for distribution on the date of request it shall be forwarded to the Association President within five (5) days after it becomes available.

E. The Board shall make payroll deductions upon written authorization from teachers. This authorization shall be made on or before the Monday prior to the second pay period for annuities, credit union, savings bonds, insurance and other programs that have been approved by the Board. Adjustments in deductions may be made at the end of the first semester.

Upon written authorization Association dues shall be deducted from the teacher's total salary, divided into 21 or 26 amounts and deducted in even amounts from each biweekly salary payment. A statement of the amount of the dues to be deducted for each teacher will be supplied by the Association.

ARTICLE III

Board Rights

A. Subject to the provisions of this Agreement, the Board, on its own behalf and on the behalf of the electors of the district, reserves unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the school system and its professional staff under the law and the Constitutions of the State of Michigan and the United States.

B. The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

C. It is agreed that the Board has the right to expect teachers to possess and maintain sufficient good health, physical and mental, to adequately perform their respective duties and providing that in cases where inadequate performance in the classroom, as determined by classroom observation, in accordance with Article XIV of this Agreement, is believed

to be the result of poor physical or mental health, a physical or psychological examination may be requested by the Board without loss of pay to the teacher. The choice of the doctor must be by mutual consent and the expense of the examination paid by the Board. Failure to comply with such request for examination may result in suspension.

ARTICLE IV

Professional Compensation

A. The salaries of teachers are set forth in Schedule A, which is attached to and incorporated into this Agreement. Each teacher's contract salary shall be divided by 21 or 26 as specified by the teacher not later than the Friday prior to the first pay period.

B. Salary differentials for extra responsibilities are included in Schedule B of this Agreement. The Board reserves the right to leave vacant or to vacate any position paying salary differential. Also, the Board may add positions to the said list at the established rate (see Schedule B). Stipend payable for extra responsibilities shall be paid in a lump sum following the conclusion of the activity.

C. The daily rate of pay shall be determined by the following formula:
$$\frac{\text{Teachers Salary}}{\text{Teacher Responsibility Days}}$$

D. If a teacher is engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including mediation, he shall be released from regular duties without loss of salary.

E. Reimbursement of school personnel for authorized travel shall be at the rate of fifteen (15¢) per mile. It is understood by the Board

and the Association that the reimbursed transportation expense does not constitute or represent a lease agreement for automobiles owned by said personnel. The Board shall provide liability insurance protection for teachers when a personal or school automobile is used as provided in this section. The minimum coverage shall be \$100,000 per person, \$300,000 per accidents, \$25,000 property damage, and \$1,000 medical.

F. A teacher may be released from regular duties without loss of salary a maximum of two (2) days per year for the purpose of participating in approved professional meetings, conferences or workshops in the areas of the teaching responsibility. The total cost of attending said conferences, excluding salaries paid to substitute teachers, shall not exceed one hundred (\$100) per year for any one teacher. All requests must be submitted to the principal and approved by the Superintendent at least five (5) school days prior to the meeting. The principal may grant additional conference days. Whenever transportation is provided by school vehicles, the cost for gas is to be borne by the Board, but charged against the above allotment. When it is necessary for a teacher to use his own vehicle to attend an approved conference the teacher shall be reimbursed at the rate of fifteen cents (15¢) per mile but in no case shall it exceed the one hundred (\$100) limitations stated above.

G. Credit shall be given for each year of teaching experience outside this system up to and including six years (6), excepting that additional credit shall be granted on the basis of one year (1) of credit for every two years (2) teaching experience, and excepting that experience earned prior to the last ten years (10) shall be limited to five years (5) credit on the basis of one year (1) credit for every two years (2) teaching experience. A prospective teacher may choose to waive part of the credit earned previously as defined in this paragraph so as to be employed at no less than the third step of the appropriate salary level. In such a case a letter requesting this action, must be submitted to both the Board and the Association.

All computation of experience credit on the salary schedule is determined at the date of initial employment.

ARTICLE V

Teacher Responsibility

A. The secondary teacher's normal working hours shall be as follows:

- | | |
|--|------|
| 1. Be in building | 8:00 |
| 2. Be in room | 8:15 |
| 3. Be in room 5 minutes before
afternoon classes resume | |
| 4. Remain in room until | 3:15 |
| 5. Shall be available until | 3:30 |

The elementary teacher's normal working hours shall be as follows:

- | | |
|--------------------------|------|
| 1. Be in building | 8:00 |
| 2. Pupils entering time | 8:15 |
| 3. Teachers leaving time | 3:30 |

Except on Fridays and days before the beginning of a holiday, teachers may leave upon the departure of the buses. With the mutual consent of the secondary teacher involved the above schedule may be adjusted to start one hour earlier or later.

B. All teachers shall be entitled to a 45 minute duty-free uninterrupted lunch period. This time limit may be adjusted by mutual consent.

C. Teachers shall not be required to attend more than two teachers meetings per month, lasting not later than 4:45 P.M. and three (3) special meetings that shall not last longer than 50 minutes. Attending any other meeting will be at the discretion of the teachers. Notice will be given at least twenty four (24) hours in advance.

D. Each teacher shall take inventory of all school property located in the room or rooms or area assigned at the beginning of each school year and shall again take such inventory prior to the closing of the school year. The inventory shall be completed in two copies with one copy to the

building principal, and one copy to be retained by the teacher. At any time that an item appears to be damaged or lost the teacher shall report said damage or loss at once but shall not be responsible for such damage or loss except in the case of negligence on the part of the teacher.

E. Teachers shall be required to keep all lesson plans up to date. They shall be required to make available a lesson plan for substitute use by 8:00 a.m. on the date of absence.

ARTICLE VI

Teaching Conditions

A. Wherever feasible under the circumstances (availability of facilities and financial resources) the maximum number of pupils per teacher shall be as follows:

1. Kindergarten	28 Pupils
2. Elementary School Grades	30 Pupils
3. Special classes for handicapped	15 Pupils
4. Secondary School Classes	
English	
Social Studies	
Science	
Mathematics	30 Pupils
Language	
Business	
Chemistry	24 Pupils
Typing	36 Pupils
Industrial Arts	24 Pupils
Homemaking	20 Pupils
Junior High Vocal Music	40 Pupils
Art 1st Year	25 Pupils
2nd Year	20 Pupils
Physical Education	40 Pupils

The Association will be notified as to the total number enrolled in each class as of the fourth (4th) Friday after Labor Day.

B. Telephone facilities shall be made available to teachers in the Senior High School and Main Elementary teachers lounge during the school year.

C. Each teacher shall be provided with an allotment of ten (\$10) per year for miscellaneous classroom supplies.

D. Teachers shall not leave a class unattended except in unusual circumstances, and shall be responsible for the supervision of students on the school grounds as well as in the school building during duty hours.

E. Teachers scheduled in a classroom situation any time an assembly is held will attend that assembly in a supervisory capacity.

F. Every effort shall be made to establish a desirable class limit before the 1975-1976 school year.

ARTICLE VII

Teaching Loads and Assignments

A. The normal weekly teaching load in the Secondary school will be twenty-five (25) teaching periods and five (5) conference or planning periods. The conference or planning period will be spent in the respective school building and the time devoted to school work, and not as a matter of practice to include supervisory duties. Elementary teachers will be provided a minimum of 190 minutes planning and/or preparation time per week not including time allotted for lunch.

B. Elementary teachers who will be affected by grade change will be notified as soon as practicable. Secondary teachers who will be affected by subject change will be notified as soon as possible after completion of registration each semester. Changes after July 5 will be by mutual consent.

C. No secondary teacher shall have a six class schedule and no probationary secondary teacher shall have more than four preparations, unless by mutual consent and the Association shall be notified in each instance.

D. No student teacher shall be used as a substitute or in a study hall without the permission of the supervising teacher and/or University coordinator.

E. If major changes in instructional methods, classroom organization, subject content, school year organization, etc., are anticipated by the administration, adequate in-service teacher training will be provided.

ARTICLE VIII

Department Chairmen

A. The teacher in any department in the Junior and Senior High School shall each year elect from among their numbers a department chairman. In the Elementary each grade level shall be considered a department.

The department chairman shall:

1. Assist the administration in coordinating individual departmental Course outlines into a general outline.
2. Serve as instructional liaison between teachers of the department and the administration.
3. Guide department in the recommending and selection of textbooks and materials.
4. Direct the preparation of the department requisition to be filed with the building principal prior to March 1 of current school year.

ARTICLE IX

Vacancies

A. A teacher may apply for any position at the time the position

is known to be vacant. Such application shall be in writing and addressed to the Superintendent of Schools.

B. Whenever a vacancy in a teaching or administrative position occurs, the Board shall publicize the same by giving notice of such a vacancy to the Association president. No position shall be filled until a seven day elapse of time has occurred. Vacancies filled for less than one semester will be considered open at the end of the semester.

C. The parties recognize that the filling of vacancies at the supervisory and administrative levels and the filling of vacancies within the bargaining unit is the prerogative of the Board and decision of the Board with respect to this matter shall be final.

ARTICLE X

Leaves of Absence

A. Leaves of Absence with pay

1. Sick leave allotment - All teachers absent from duty on account of personal illness or any other approved reason, who have been in the employ of the Board for less than three (3) years shall be allowed full pay for a total of ten days in any school year; provided that all first year teachers shall have been on the job at least ten working days (10) each year before becoming eligible for the provision of this section. All teachers who have been in the employ of the Board for at least three (3) but less than six (6) years shall be credited with twelve (12) days of sick leave for the school year.

All teachers who have been in the employ of the Board for at least six (6) years shall be credited with fifteen (15) days of sick leave for the school year.

Each teacher shall be entitled to an accumulation of the unused portion of each year's sick leave, which shall be available in future years up to and including one hundred and twenty-five (125) days. Teachers under contract for less

than full time, but half time or more will be allowed one-half the sick and emergency leave provided in this section.

- a. Personal illness including medical and dental appointments.
 - b. A maximum of five days per school year for a critical illness in the family. Immediate family shall be defined as: spouse, father, mother, grandparents, father-in-law, mother-in-law, brother, sister, child, or other person within the household, dependent upon the teacher.
 - c. One day per school year when emergency illness in the immediate family requires a teacher to make arrangements for necessary medical or nursing care.
 - d. Any teacher who is absent because of an injury compensated under the Michigan Workmen's Compensation Law, shall receive from the Board full salary for the first week of absence; such absence shall be charged against the sick leave benefit at the rate of one half the time absent the first week.
 - e. In the event a teachers sick leave is entirely used and said teacher is unable to return to work the teacher shall be permitted to make cash contributions to the school to maintain insurance benefits until the end of the current school year.
 - f. Sick leave may be taken in units no less than one half day. 11:30 a.m. will be used to determine the half day basis.
2. Emergency Leave Allotment -- A maximum of two (2) days per school year for the conduct of emergency affairs (that cannot be conducted at anytime other than during regular school hours). One day is provided for each of the first two years in the system. These days are not cumulative. A teacher planning to use an emergency day shall notify his principal at least one day in advance if at all possible.
- a. Emergency days may not be used for recreation, entertainment, child care, or vacations.
 - b. No emergency day may be taken before a holiday or a vacation period without the approval of the principal.
 - c. The Superintendent may grant additional Emergency days without pay at his discretion.
 - d. Emergency days can be taken on an hourly basis.
3. Non-chargeable Days (defined)
- a. Illness on days when school is not in session shall not be deducted from sick leave nor shall there be any loss in pay provided however, in the event that school is scheduled but not held, the sick leave allotment for teachers who have been released from their duties due to prolonged illness will nevertheless be debited (Continued on next page)

for that time, unless he or she returns to duty on the next day that school is held.

- b. A maximum of five days per school year for a death in the immediate family.
- c. One day per school year for attendance at a friends funeral.
- d. Approved visitation at other schools or for attending educational conferences or conventions.
- e. Time necessary to take the selective service physical examination.

B. Leaves of Absence with partial pay

1. Civic Duty - A leave of absence will be granted a teacher called for jury duty or as a witness in a court case. Compensation from the district will continue as if the teacher were on duty but an amount equal to the jury fee or witness fee received (exclusive of travel allowance or expenses) will be deducted in order to defray the cost for hiring a substitute teacher.

C. Leaves of Absence without pay

1. Extended illness - Any teacher whose personal illness extends beyond the period compensated under the previous sections of this article shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness; except that leave for non-tenure teachers shall not extend beyond the current year. A doctor's certificate indicating necessary leave may be requested by the Board. Also, a doctor's release to return to school may be requested.
2. One year educational leaves of absences shall be granted upon application at the beginning of the contract year to teachers with four (4) years or more of service in the system for the following reasons:
 - a. Study related to the teacher's areas of certification.
 - b. Study to meet eligibility requirements for a certificate other than that held by the teacher.
 - c. Study, research or special teacher assignment involving probable advantage to the school system with approval of the Board of Education.

Educational leaves will be granted only if the teacher carries fifteen (15) semester hours or more per year. Benefit of increments will be given to teachers taking this leave. Leave request must be submitted no later than April 1 of the current school year.

3. Maternity leave will be granted to a tenure teacher upon request. Notification of the impending leave shall be given to the Superintendent twenty (20) days prior to the leave, except upon Doctors orders. The teacher shall be allowed to return to work at the termination of granted leave time provided the superintendent is notified at least twenty days prior to expected return date. In no event shall a leave in the excess of one (1) year be requested (an additional year may be granted under extenuating circumstances). A tenure teacher adopting a child may receive similar leave which shall commence upon a entry of an order terminating the rights of the natural parents by the appropriate court.
4. A leave of absence of one year may be granted to any tenure teacher upon application, for the purpose of participating in exchange programs in other states, territories or countries; foreign or military teachers programs; the Peace Corps, Teachers Corps, or Job Corps as a full-time participant in such programs; or a cultural travel or a work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Request for this leave must be submitted by April 1 of the current school year.
5. Tenure teachers who are officers of the Association or are appointed to its staff will upon proper application, be given leave of absence for one year without pay for the purpose of performing duties for the Association.
6. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for one minimum enlistment period to any branch of the Armed Services of the United States. A dishonorable discharge from the Armed Forces does not obligate the Board for future employment.
7. Public Office - The Board shall grant a leave of absence for one year (subject to renewal by the Board of Education) to any tenure teacher to campaign for, or serve in, a public office.

Every effort will be made to restore a teacher to his former position or one of like nature, upon returning from a Board of Education sanctioned leave of absence. A teacher on such a leave shall be required to notify the Superintendent of Schools in writing not less than ninety (90) days prior to the ending of the school year as to whether he will return to employment. A teacher not conforming to this notice requirement will have his employment terminated.

Monetary fringe benefits will not be paid on days off without pay.

ARTICLE XI

Unused Sick Leave Pay

A. In case of death of any teacher working in the system, payment of accumulated sick leave at the rate of \$25.00 per day shall be made to his beneficiary.

B. All teachers who have a minimum of ten years of service as full-time employees with the Shepherd Public Schools, and are retiring from this system under the provisions of the Michigan Public School Employees Retirement Act, shall receive the employee's unused accumulated sick leave days (up to a maximum of 46 days) at the daily rate of \$25.00 per day.

ARTICLE XII

Academic Freedom

A. Teachers shall be free to teach knowledge related to their specialized fields and assigned courses. Teachers shall teach opinions as opinions, theories as theories, and possibilities as possibilities.

ARTICLE XIII

Insurance Protection

A. The Board will provide without cost to the teacher, bodily injury and property damage insurance limited to a maximum of one million dollars (\$1,000,000).

B. The monthly cost to the school district per teacher shall be an amount equal to the average per teacher benefit received in 1974-1975 contracts by teachers in the first six (6) schools to sign 74-75 contracts selected from the list of twelve (12) schools included in Schedule A.

Distribution of fringe dollars shall be made by the S.E.A. negotiations committee. The S.E.A. committee retains the right to "borrow" dollars from available Schedule A benefits to maintain at least a fringe benefit schedule equivalent to that which is available to teachers in the 1973-1974 contract. In establishing averages all monetary benefits available to teachers other than actual salary benefits shall be included.

Insurance benefits will be terminated upon termination of employment.

ARTICLE XIV

Teacher Observation and Evaluation

A. Probationary teachers shall be observed and a personal interview held at least two (2) times annually; with at least one (1) observation and interview being during the first semester. Tenure teachers will be observed at least once each year. When deemed necessary by the administrator, or requested by a teacher, a written report will be submitted. In this case, the administrator shall prepare two (2) copies: one to be signed and returned to the administrator, and the other to be retained by the teacher. Additional observations may be requested by the teacher. In the event the teacher feels his observation is unjust, he may within ten (10) days put his objection in writing and have them attached to the observation report to be placed in his personal file.

B. All monitoring or observation of the work performance of a teacher shall be conducted openly and with the knowledge of the teacher. Evaluation shall be conducted by a immediate principal or his assistant.

C. Each teacher shall have the right upon request to review the contents of his own personal tenure file. A representative of the Association shall be requested to accompany the teacher in such review. The review shall be made in the presence of the Administrator responsible for the safekeeping of such file.

D. A teacher or Administrator shall at all times be entitled to have present a representative of the Association when a teacher is being reprimanded or warned for any infraction or delinquency in professional performance, or reviewing his evaluation data.

E. The Board, in recognition of the concept of progressive correction, shall notify the teacher of alleged delinquencies, indicate expected corrections, and indicate a reasonable period for correction. If corrections are not completed in the specified time, the teacher shall be so notified.

ARTICLE XV

Protection of Teachers

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. When a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, as determined by the teacher or teachers and the administration, the Board will take reasonable steps to improve the situation for both the pupil and the teacher.

B. Any case of assault upon a teacher, resulting from school or school related activities, shall be promptly reported to the respective principal. The Board will provide legal counsel to advise the teacher of his right and obligations with respect to such assault. The Board shall render assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities, except in cases where the Board prefers charges.

C. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render assistance to the teacher in his defense, except in cases where the Board prefers charges.

D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher if found to be innocent.

E. Any complaints by a parent or guardian of a student directed toward a teacher, shall be called to the teacher's attention within 5 days. Effort will be made to get complaints in writing.

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

ARTICLE XVI

Grievance Procedure

A. A "grievance" shall mean a complaint by a teacher or group of teachers based upon an event, condition, or circumstances under which an individual or group works, allegedly caused by a violation of any provision of this agreement.

B. Procedure of Handling

1. The teacher/s who feels that he has a grievance shall first take up the matter with the principal of the school (within ten (10) days following the awareness of the act or condition which is the basis of his grievance) who will attempt to resolve it within ten (10) days.
2. If this (step 1) fails to resolve the grievance, the teacher/s shall within three (3) days reduce the grievance to writing specifying the section of the section of the contract he alleges is violated, the events that caused the alleged violation, and the remedy he seeks and submit it to the Superintendent. Upon receipt of the grievance the Superintendent and Board shall have forty five (45) days, or longer if mutually agreed to, to take action on the grievance.

C. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator upon written notice to the Board. If the parties cannot agree as to the arbitrator within five (5) days from the notification date that arbitration will be pursued, he shall be selected from the list of qualified arbitrators from the Michigan Labor Board in accord with its rules and procedures. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement as written. (Both parties agree to be bound by the award of the arbitrator and agree that judgement thereon may be entered in any court of competent jurisdiction.) The fees and expenses of the arbitrator shall be shared equally by the parties.

D. No grievance shall be filed later than twenty (20) days following an awareness of the alleged grievance and no later than twenty (20) days following the effective date of termination of services.

ARTICLE XVII

A. If a new contract is desired by the Board or Association the party desiring the new contract shall notify the other party no later than February 1 of the expiration year. No later than the 28th day of February contract proposals shall be exchanged by the Board and Association.

ARTICLE XVIII

Miscellaneous Provisions

A. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report unavailability. It shall be the responsibility of the administration to arrange for a substitute teacher. If a teacher fails to call within the time specified without good reason, the Association will be contacted for recommendation on appropriate action.

B. Anytime the Board of Education holds regularly scheduled meetings other than at the regularly scheduled time, the Association shall be notified at least 24 hours in advance as to time and place of the meetings.

C. If at all possible the school administration will notify the Mt. Pleasant and Alma radio stations, (WCEN) (WFYC) by 7:00 a.m. in the event school has been called off.

D. Correspondence to the Association will be directed to the President of the Association.

E. In the event a staff reduction becomes necessary due to limited space or financial resources, representatives of the Board and an equal number of representatives of the Association shall meet to determine how the best educational program of the district may be maintained. It shall be understood that the final decision on staff or program reduction shall be made by the Board.

ARTICLE XIX

Duration of Agreement

This agreement shall be effective as of July 1, 1974 and shall be in effect until it terminates on June 30, 1975. This agreement shall not be extended orally and is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

President

President

Secretary

Secretary

Jim Denoyer
Negotiator

Hugh G. Riley
Negotiator

SCHEDULE A - SALARY SCHEDULE

The Salary Schedule for 1974-75 contract year shall maintain the same step and index schedule as given in the 1973-74 contract. The Base salary for Bachelor Degree shall be equal to the average base salary for the first six schools to sign contracts for 1974-1975 selected from the list of twelve schools below. The base Masters salary shall be equal to the average base Masters salary for the same six schools used in determining base Bachelors salary.

Beaverton	Montabella
St. Louis	Gladwin
Ithaca	Harrison
Breckenridge	Sanford
Merrill	St. Charles
Coleman	Beal City

Twenty (20) hours of graduate credit by September 1 of the current year will increase the total salary \$175.00. A transcript of record is required and increase will be paid at the end of the first semester.

SCHEDULE B - EXTRA COMPENSATION

Elementary

Student Council	\$100.00
Librarian	100.00

Junior High

Student Council	150.00
FHA	100.00

Senior High

Audio Visual	150.00
Yearbook	300.00
Forensics	150.00
Debate	150.00
Dramatics	250.00
Band	800.00
Student Council (Advisor)	100.00
Student Council (Concessions)	150.00
Senior Advisors	450.00
Junior Advisors	450.00
Sophomores Advisors	150.00
Freshmen Advisors	150.00
FHA	100.00
Pep Club Sponsor	100.00
Librarian	100.00

Athletic Areas

Athletic Director	850.00
Football Head Coach	800.00
Basketball Head Coach	850.00
Wrestling Head Coach	625.00
Baseball Head Coach	625.00
Cross-Country Coach	475.00
Golf Coach	475.00
J.V. Basketball Coach	475.00
J.V. Football Coach	475.00
Ass't Varsity Football	475.00
Ass't J.V. Football	325.00
Ass't Wrestling	325.00
Ass't Baseball	325.00
Ass't Track	325.00
Cheerleading and Pon Pom	400.00
Girls Track	325.00
Girls Basketball	325.00
Girls Volleyball	325.00
Girls Softball	325.00
Head Track Coach	625.00
Jr. High Cheerleading	250.00

Tennis	\$325.00
Freshmen Football	325.00
Freshmen Basketball	325.00
Eighth Grade Basketball	325.00
Seventh Grade Basketball	325.00

In the event an additional Schedule B position is approved by the Board that position shall be paid at the rate of \$100.00 for the remainder of the current school year.

1. Drivers Education Instructors shall receive \$6.75 per hour of instruction.
2. An extra class taken, when the regular instructor is absent from the classroom, will result in extra compensation to the teacher who assumes the responsibility at the rate of \$6.75 per class period. This paragraph may be waived by the mutual consent of both teachers involved and the appropriate administrator.
3. Any teacher who is assigned and voluntarily accepts six (6) periods of classroom instruction each day, thus forfeiting a conference period, will be paid extra compensation in the amount of one-sixth of a minimum salary for his/her pay scale, i.e. Bachelor's or Masters (See Schedule A) unless other arrangements are made by mutual consent of the Association and the Board.
4. Extra responsibilities shall be filled by mutual agreement between the administrator and the teacher.
5. If a change in summer assignment is planned, the teacher involved shall be notified at least sixty (60) days prior to the close of the school year as defined by the school calendar. If a change in extra-duty assignment is planned, the teacher involved shall be notified by the last schedule day of the current school year. A renewal of interest in writing for summer or extra-duty assignments held the previous year will be submitted to the respective principal ninety (90) days prior to the close of school.

Definition of Terms

1. Association - Shepherd Education Association, Shepherd Public Schools, Shepherd, Michigan. Local affiliate of MEA and NEA.
2. Board - Board of Education, Shepherd Public Schools, Shepherd, Michigan.
3. Day - During the school year any day students and/or teachers are scheduled to be in attendance.
- June, July, and August any day excepting weekends and holidays.
4. Department - a. In the Elementary School each grade level shall be considered a department.

b. In the Secondary School departments will be based on areas of instruction.
5. Position - A teaching assignment for one semester or more.
6. Teacher - Any person certified by the Michigan State Department of Education, hired to instruct in the classroom, including counselors and librarians.

SHEPHERD PUBLIC SCHOOLS
SCHOOL CALENDAR
1974-75

Aug. 22	New Teacher Meetings
Aug. 23	All Teachers Meetings
Aug. 26	1st day for students
Sept. 2	Labor Day (no school)
Nov. 15-18	Deer Season (no school)
Nov. 28-29	Thanksgiving (no school)
Dec. 23-Jan. 1	Christmas Break (no school)
January 17	Semester Exams
January 20	Records & Cards (no school)
January 21	Prepare for 2nd semester (no school)
January 22	Start of Second Semester
March 24-28	Easter Break (no school)
April 25	Syrup Day (no school)
May 26	Memorial Day (no school)
June 4	Semester Exams
June 5	Records & Cards (no school)
June 6	Commencement

August	5	January	20
September	20	February	20
October	23	March	16
November	17	April	21
December	15	May	21
		June	3
		TOTAL	<u>181</u>

181 Student Days
185 New Teachers must report
184 All Teachers must report
92 First Semester
89 Second Semester

SHEPHERD PUBLIC SCHOOLS
SALARY SCHEDULE

1974-75

<u>STEP</u>	<u>BACHELORS</u>	<u>MASTERS</u>
0	\$ 8,982	\$ 9,703
1	9,341	10,091
2	9,790	10,576
3	10,239	11,061
4	10,689	11,547
5	11,138	12,032
6	11,587	12,517
7	12,036	13,002
8	12,485	13,487
9	12,934	13,972
10	13,383	14,457
11		14,749