

8/31/74

South Redford

AGREEMENT  
BETWEEN THE  
SOUTH REDFORD SCHOOL DISTRICT  
AND THE  
SOUTH REDFORD EDUCATION ASSOCIATION

1973-74

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AGREEMENT  
BETWEEN THE  
SOUTH REDFORD SCHOOL DISTRICT  
AND THE  
SOUTH REDFORD EDUCATION ASSOCIATION

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1973, by and between the SOUTH REDFORD SCHOOL DISTRICT, TOWNSHIP OF REDFORD, STATE OF MICHIGAN, through its Board of Education, hereinafter called the "Board", and the SOUTH REDFORD EDUCATION ASSOCIATION, hereinafter called the "Association", affiliated with the Michigan and National Education Associations.

PREAMBLE

WHEREAS, The Board and the Association recognize and declare that providing a quality education for the children of South Redford is their mutual aim; and

WHEREAS, Public Employment Relations Act, Act 379 of the Michigan Public Act of 1965 (hereinafter referred to as PERA) permits an employees' organization to become the exclusive bargaining agent for the employees named in the unit appropriate for such purposes; and

WHEREAS, The Board has statutory obligation, pursuant to PERA, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment; and

WHEREAS, The Board and the Association following extended and deliberate collective bargaining have reached certain understandings which they desire to confirm in this Agreement,

THEREFORE, The Board and the Association have agreed as follows:

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ARTICLE I

RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, State of Michigan, the Board does hereby recognize the Association as the sole and exclusive representative for purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment, to the extent required by said Act for the term of this Agreement, for all certified, contractual personnel employed by the Board, including all personnel on sabbatical, maternity, military, or other leaves of absence as approved by the Board, but excluding all administrative and supervisory personnel including, but not limited to, the superintendent, assistant superintendents, administrative assistants, principals, assistant principals, and directors\*, which covered employees are hereinafter referred to as "teachers", and all reference to male teachers shall include female teachers.

\* Except Continuing Education Director

## ARTICLE II

### DEFINITIONS

A. Wherever the term "teacher" is used, it is to include any member or members of the bargaining unit.

B. Wherever the singular is used, it is to include the plural.

C. Wherever the term "grievance" is used, it shall mean a complaint by a teacher based on an alleged violation of one or more of the expressed provisions of this Agreement.

D. An "aggrieved person" shall mean the person making the complaint.

E. The term "days" when used in this Agreement shall, except where otherwise indicated, mean working school days.

F. Wherever the term "Board" is used, it shall mean the South Redford School District Board of Education, and shall include its designee upon whom the Board has conferred authority to act in its place and stead.

G. Wherever the term "Superintendent" is used, it shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place and stead.

H. Wherever the term "principal" is used, it is to include the administrator of any work location or functional division or group.

I. Wherever the term "this Agreement" is used, it shall mean the Agreement itself, together with all Appendices incorporated therein by reference.

J. Wherever the term "Association Representative" is used, it shall mean the teacher in a school designated by the Association to represent all the teachers in that school.

K. Wherever the term "administrative staff" is used, it shall mean administrative and supervisory personnel to include but not restricted to the following: superintendent, assistant superintendents, principals, assistant principals, administrative assistants, and directors, (excluding the director of continuing education).

L. Wherever the term "Association" is used, it shall mean the South Redford Education Association and shall include its designee upon whom the Association has conferred authority to act in its place and stead.

M. Wherever the term "school year" is used, it 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 June.

ARTICLE III

FAIR EMPLOYMENT PRACTICES

A. The Board agrees that it shall not discriminate against any teacher on the basis of race, color, creed, national origin, sex, marital status, or membership or participation in the activities of the Association or any other teacher organization.

B. The Association agrees that it shall admit all teachers to its membership without discrimination by reason of race, creed, color, national origin, sex, or marital status, and to represent equally all teachers without regard to membership or participation in or association with the activities of any other teacher organization.

## ARTICLE IV

### RIGHTS OF THE BOARD

A. The Board hereby retains and reserves unto itself, without limitations, 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 administration and management of the school system and its properties and facilities, and the professional responsibilities of its employees.
2. 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.
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
4. To decide upon the means and methods of instruction, and the selection of textbooks and other teaching materials.
5. To determine class schedules, the hours of instruction, the duties, responsibilities and assignments of teachers, and the terms and conditions of employment.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, 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 expressed terms of this Agreement and then only to the extent such expressed terms hereof are in conformance with the Constitution and the provisions of Public Act 379 and other laws of the State of Michigan, and the Constitution and laws of the United States.

## ARTICLE V

### RIGHTS OF THE ASSOCIATION

#### A. Access to Financial Information

1. The Board agrees, upon request of the President of the Association, to release to said Association, such information concerning the financial resources of the District, budgetary requirements and allocations, and any other financial information as will assist the Association in developing intelligent, accurate, informed, and constructive proposals concerning the rates of pay, wages, hours of employment, and other conditions of employment for all teachers covered by this Agreement.
2. The Association will be advised by the Board of any new or modified budgetary or tax programs under consideration and the Association will be given an opportunity to consult with the Board with respect to the proposed annual budget prior to its adoption and general publication.

#### B. Access to Other Information

1. The Board agrees, upon written request of the President of the Association, together with the written consent of the individual teacher concerned, to release to said Association such information, including screening committee reports, as may be necessary for the Association to efficiently process any grievance in the grievance procedure with the exception of personal references normally sought at the time of employment.

#### C. Use of School Facilities

1. The Board agrees to permit the Association the use of school buildings without charge for Association meetings fifteen minutes after the close of the pupils' school day in a place as designated by the principal thereof, upon request to the principal of such building at least 24 hours in advance of such meetings. Said meetings not to exceed such time as the building is regularly serviced by the maintenance staff.
2. The Board agrees to permit the Association the use of bulletin board space in the teachers' lounge or lounges in each school building for the purpose of posting official Association notices. The authorized Association Representative of each building shall be responsible for the posting of all such notices and the content thereof. All notices, prior to posting, shall be signed by the authorized Association Representative of that building.

Rights of the Association - continued

3. Where school mailboxes are provided for teachers, the Board agrees to permit the Association the use of these mailboxes for purposes of distributing Association approved materials. The authorized Association Representative of each building shall be responsible for the placing of such materials and the content thereof.

D. Time for Association Activities

1. Officers, chairmen, or designated representatives of the Association may be granted, at the discretion of the Superintendent, short leaves of absence, not to exceed two working days, to participate in area, regional, and/or state organizational or business activities of the Michigan Education Association. Requests for such leaves shall be made to the Superintendent who shall also determine whether such leaves shall be granted with or without pay.
2. Released time for the President of the S.R.E.A. for Association activities may be provided upon review of the Superintendent of Schools. In the event such released time is authorized the Association shall reimburse the District for that portion of time a substitute serves.

E. Contract Negotiations, Released Time

1. The Board agrees that whenever Association members are scheduled by the Board to engage during the school day in contract negotiations on behalf of the Association with representatives of the Board during the term of this Agreement, said Association members shall be released from classroom responsibilities without loss of salary. Such released time, when scheduled by the Board, shall be for a maximum of five teachers representing the Association.

F. Agency Shop

1. All teachers, as a condition of employment, shall either:
  - a. Join the Association (including the National Education Association and the Michigan Education Association) and pay their dues and assessments, or execute an Assignment of Wages Form in accordance with paragraph 5 of this Section F, or
  - b. Cause to be paid to the Association a representation fee equivalent to the dues and assessments levied by said Association on their membership.

Rights of the Association - continued

2. In the event that a teacher's dues or representation fee shall remain unpaid for a period of sixty (60) days following commencement of employment of the teacher, or the ratification of this Agreement by the parties, whichever is later, the Board agrees that in order to effectuate the purpose of this Agreement, the services of such teacher shall be terminated at the end of the school year in which employment commenced. For the proper administration of this provision, the Association shall provide the Board with the names of those teachers who have joined the Association or contributed a representation fee by means other than through a payroll deduction plan and the Association shall notify the Board in writing of any teacher failing to comply with this provision. The refusal of said teacher to contribute such dues or fees shall be recognized by the parties as reasonable and just cause for termination of employment. Teachers while on leave, other than Sabbatical, shall not be subject to the terms of this provision. Teachers on lay-off shall not be subject to the terms of this provision.
  
3. No employee shall be terminated under this Section F unless:
  - a. The Association first has notified the teacher by letter that he has not complied with the provisions of this Section F, and warning said teacher that unless such compliance is effected within thirty (30) days, said teacher will be reported to the Board for termination as provided in this Section F, and
  
  - b. The Association has furnished the Board with a copy of the letter sent to the teacher serving notice that said teacher has not complied with the provisions of this Section F. When requesting the Board to terminate such teacher, the Association shall further specify the following by written notice to the Board:

Date \_\_\_\_\_

"The Association certifies that

\_\_\_\_\_ has failed to comply with the provisions of Article V, Section F, required as a condition of employment under the Master Agreement and requests that the Board terminate this employee at the close of the current school year."

Rights of the Association - continued

4. The Board agrees that, within ten (10) days of the receipt of the notice provided in the last preceding paragraph, it shall notify the employee that his services shall be terminated at the end of the current school year. The Board further agrees that after it has received the said notice from the Association it will not accept a check-off authorization from such employee without the consent of the Association.
5. Teachers may, by December 1, 1973, or within ten (10) days of their commencement of employment, whichever is later, sign and deliver to the Board an Assignment of Wages Form as appears in Appendix C, attached hereto and incorporated in this Agreement, which form authorizes deduction of membership dues and assessments of the Association (including the National Education Association and the Michigan Education Association), or deduction of a representation fee equal to the dues and assessments of the Association (including the National Education Association and the Michigan Education Association). Such authorization shall continue in effect from year to year unless a request of revocation is submitted to the Board and the Association signed by the teacher and received between June 1, and September 1, preceding the designated school year for which revocation is to take effect.
6. The deductions authorized above shall be made in fourteen (14) equal amounts from each paycheck beginning with the 1st pay period in December 1973 through the 1st pay period in June 1974. The Board agrees to remit to the Association all such monies deducted, within ten days of each deduction, accompanied by a list of teachers from whom the deductions have been made. The Board shall notify the Association of any changes in said list due to teachers entering the program or leaving the system. The Association agrees to reimburse any teacher from whose pay dues and assessments or representation fees were deducted, those sums in excess of the total amount due to the Association at that time, provided the Association actually received the excessive amount.
7. The Association shall, on or before September 1 of each school year, give written notice to the School District Business Office of the dollar amount of dues and assessments of the Association including the National Education Association and the Michigan Education Association, which dues and assessments are to be deducted in the coming school year under all current payroll deduction authorizations. The total for these deductions shall not be subject to change during the school year.

Rights of the Association - continued

8. The Association shall indemnify and hold the Board harmless from any liability resulting from any and all claims, demands, suits, or any other action arising from compliance with this Section F. If any suit or proceedings of any kind be brought against the Board before any tribunal contesting a discharge under the provisions of this Section F, the Association agrees to reimburse the Board, promptly upon written demand, for all reasonable fees and expenses incurred by the Board in defending itself in such suit or proceedings, and also for any and all back pay or other damages for which the Board shall be adjudged liable. The Association further agrees that if it shall fail to reimburse the Board promptly, upon written demand for the aforesaid fees, expenses and damages, the Board shall be entitled, in addition to any other legal remedies, to apply against such indebtedness of the Association to the Board, until paid in full, all membership dues and representative fees collected by the Board on behalf of the Association pursuant to the provisions of this Section F.

## ARTICLE VI

### RIGHTS OF THE TEACHER

#### A. Pay Procedures

1. Teachers shall have the option of having their contractual salaries divided by twenty-one (21) or twenty-six (26) to determine the gross bi-weekly amount to be paid each pay period. Those teachers selecting twenty-six (26) pays shall receive the remaining five (5) pay checks, together with the twenty-first (21st) pay, on the final teacher work day of the current school year.
2. The Board will make all deductions required by law and upon receipt of proper authorizations, other deductions for Association dues or representative fees, Credit Union, United Fund, additional health and life insurance premiums, and Tax Deferred Annuities.
3. Teachers will receive pay checks by the lunch hour of the pay Fridays. Should a regular pay date fall during a period when school is not in session, teachers will receive the pay due on that date on the last day prior to the recess.

#### B. Complaints Concerning Teachers

1. Whenever a complaint concerning a teacher is to be placed in a teacher's personal file, the teacher shall be notified within ten (10) days of said complaint. The teacher shall view the complaint, and the teacher may attach a written statement within ten (10) days of notification before it is placed in said file.

#### C. Personal Files

1. Upon request, a teacher shall be permitted to examine the contents of his personal file in their entirety, with exception of personal references usually sought at time of employment.

#### D. Board Support of Teachers in the Performance of Duties

1. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to the maintenance of control and discipline in the classroom.

Rights of the Teacher - continued

2. Any case of assault upon a teacher shall be promptly reported to the Board. The Board will provide legal counsel, if necessary, to advise the teacher of his rights and obligations with respect to such assault. The Board shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities, providing the teacher signs a complaint against the person involved.

E. No teacher will be required to administer any first aid or medication prescribed for a student.

F. No teacher shall be required to transport any child for any reason.

G. The Association agrees that all teachers shall observe rules respecting discipline of students as established by the Board. The Board agrees to seek the assistance and advice of the teachers in the development of rules governing the conduct and disciplining of students.

## ARTICLE VII

### CONTINUING CONTRACT REVIEW

A. The Board and the Association mutually agree that the terms and conditions set forth in this Agreement represent the full and the complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in an amendment hereto.

B. An Implementation Committee shall be formed for the purpose of reviewing the working effectiveness of the contract and to attempt to resolve problems that might arise in its implementation.

1. The Implementation Committee shall be composed of not more than five (5) representatives of the Board appointed by the Superintendent, and not more than five (5) representatives of the Association appointed by its president, of which at least three (3) representatives shall be from the bargaining unit.
2. The Implementation Committee will meet as a minimum on the last school day Tuesday of each month. These meetings are not intended to bypass the grievance procedure.
3. All meetings between the parties will regularly be scheduled to take place as promptly as possible, at times when the teachers involved are free from assigned instructional responsibilities (unless otherwise mutually agreed).
4. Each party will submit to the other on or before the Tuesday prior to the meeting, an agenda covering what they wish to discuss.
5. Failure to reach mutual agreement on any item discussed shall not constitute an unfair labor practice or be the basis for a grievance.
6. Salary items shall not be considered under the terms of this Article.
7. Items considered under this Article shall not be subject to the mediation or fact-finding procedures of Public Act 379.

C. Should the efforts of the Implementation Committee result in a mutually acceptable amendment to the Agreement, then the amendment shall be subject to ratification by the Board and the Association.

## ARTICLE VIII

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance shall mean a complaint by a teacher based on an alleged violation of one or more of the expressed provisions of this Agreement.
2. An aggrieved person shall mean the person making the complaint.
3. The term "days" when used in this Article, shall, except where otherwise indicated, mean working school days.

#### B. General Principles

1. The Association may file grievances involving alleged violations of the terms and conditions of this Agreement, provided said grievances are signed by the current Association president.
2. The primary purpose of this procedure is to secure, at the earliest possible level, equitable solutions to the complaints or grievances of teachers. Except as is necessary to implement this Article, both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
3. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his principal.
4. Except as otherwise provided in this procedure, any aggrieved person may be represented at all meetings and all hearings at all levels of this procedure by the Association Representative; and when a teacher is not represented by the Association, the Association shall have the right to be present at all levels of the grievance procedure after the first level. The aggrieved person shall be allowed to be present at all levels of the grievance procedure.
5. It shall be the practice of all parties in interest to process grievance procedures during such time as not to interfere with the execution of regular teaching assignments; provided, however, in the event it is mutually agreed by the aggrieved person, the Association, and the Board to hold grievance proceedings during regular working hours, a teacher engaged during the school day in grievance proceedings in his own behalf with any representative of the Board, will be released from regular duties without loss of salary.

Grievance Procedure - continued

6. Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement; provided, that the Association has been given opportunity to be present at such adjustment. The Board agrees to provide to the Association, within two (2) days after filing, a copy of all such written grievances lodged and decisions rendered relative to these grievances, together with the supporting reasons for the decisions.
7. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
8. The form to be used in submitting a grievance appears at the end of this Article.
9. The following matters shall not be considered to be the basis of any grievance under the procedure as outlined in this Article:
  - a. The termination of service or failure to re-employ by the Board of any probationary teachers; or
  - b. The placing by the Board of a non-tenure teacher on a third year of probation; or
  - c. Any complaint or grievance for which there is another procedure established by law, or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher Tenure Act (Act 4 of Public Acts, Extra Session, of 1937 of Michigan, as amended).

C. Time Limits

1. The failure of the aggrieved person to proceed to the next level within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance provided however, in the event a decision has been rendered in a grievance and the decision has not been implemented or has been violated, the presentation of such evidence to the parties in interest shall constitute grounds to reopen the grievance at the level at which it has been terminated.

Grievance Procedure - continued

2. The failure of an administrator at any level of this procedure to communicate his decision to the aggrieved person within the specified time limits shall permit the aggrieved person and/or the Association with the teacher's written authorization to proceed to the next level.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. Time limits, however, may be extended when mutually agreed upon in writing.
4. In the event a grievance is filed on or after May 15, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the close of the school term or as soon thereafter as practicable for all parties concerned.
5. If a teacher leaves the employ of the School District while involved in pursuing an alleged grievance, the Association may, with the written consent of the affected teacher, continue processing the alleged grievance through the levels provided herein.
6. Notwithstanding the expiration of this Agreement, any grievance filed prior to termination of this Agreement may continue to be processed through the levels provided herein.

D. Procedure

1. LEVEL ONE - A teacher with an alleged grievance shall first present the matter to his principal with the objective of resolving the matter informally. A teacher having such a complaint shall bring the matter to the attention of his principal and request an informal meeting to discuss the problem not later than ten (10) days after the event or occurrence which is the basis for the alleged grievance. The principal shall hold such a meeting within three (3) work days after the teacher's request.

In the event that in the informal discussion at Level One between the grievant and the building principal, it is mutually agreed that the grievance would be better advanced to a more appropriate level, it will be so stated in writing by both parties, and the aggrieved person may then, within ten (10) days, present his grievance to the Superintendent of Schools at Level Three and the grievance will be considered to commence at that level.

Grievance Procedure - continued

2. LEVEL TWO - In the event that the grievance is not satisfactorily resolved at Level One, the aggrieved person may give formal notice in writing to his principal and the Association. Such notice shall be filed not later than five (5) days after the informal discussion required under Level One. Within five (5) days of the receipt of the written grievance, the aggrieved person's principal shall state his decision relative to the grievance in writing and furnish one copy to the aggrieved person and one copy to the Association.
3. LEVEL THREE - In the event that the grievance is not satisfactorily resolved at Level Two, the aggrieved person may file the grievance in writing with the Superintendent of Schools and the Association within ten (10) days following receipt of the principal's written decision required under Level Two. Upon receipt of the grievance, the Superintendent of Schools shall designate a committee not to exceed four (4) persons to represent the Board of Education in meeting with not more than four (4) representatives of the Association and the aggrieved person to attempt to resolve the grievance. Such committee representing the Board of Education may include the Superintendent of Schools. Within ten (10) days after receipt of the written grievance, the Superintendent of Schools and/or his designated committee shall meet with the aggrieved person and the Association to consider the grievance. Within five (5) days of said meeting, the Superintendent of Schools or his designated committee shall prepare an answer to the grievance, copies of which shall be given to the aggrieved person and the Association.
4. LEVEL FOUR - In the event the grievance is not satisfactorily resolved at Level Three, the aggrieved person, or the Association with the aggrieved person's written authorization, may within ten (10) days following disposition at Level Three invoke the mediation procedures of Section 7 of Act 336 of the Public Acts of 1947, as amended, of Michigan, and Sections 10, 11, and 25 of Act 176 of the Public Acts of 1939, as amended, of Michigan. In this event, the Board and the aggrieved person may be represented in subsequent meetings or required hearings by such persons, in reasonable numbers, as they may each determine. In the event the Board and the Association mutually agree, this Level Four may be eliminated and the grievance may be advanced to Level Five.

Grievance Procedure - continued

5. LEVEL FIVE - Any grievance which remains unsettled after having been fully processed through Level Three or Level Four of the grievance procedure, whichever level applies, may, only at the option of the Association, be submitted to binding arbitration under the written demand of the Association under the labor arbitration Association. In order to be effective, such written demand must be made within ten (10) days after the final answer of the Superintendent's Committee at Level Three, or within ten (10) days after the conclusion of mediation under Public Act 336, as amended, whichever applies. If such a demand is not made within said ten (10) day period, the grievance shall be deemed settled on the basis of the last answer of the Board. The voluntary arbitration rules of the Association shall apply to the selection of the impartial arbitrator and to the arbitration proceedings. The Board and the Association agree to accept the arbitrator's award as final and binding upon all parties including the teacher(s) involved in the grievance.

In connection with the arbitration of any grievance hereunder the following rules shall apply:

- a. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement, and shall be restricted in his judgment to the expressed provisions thereof. The decision of the arbitrator shall be in writing and shall cover only the issues in dispute without recommendations as to other matters.
- b. The fees and expenses of the arbitrator and the fees of the American Arbitration Association shall be shared equally by the Board and the Association.

SOUTH REDFORD SCHOOL DISTRICT

GRIEVANCE REPORT FORM

Grievance No. \_\_\_\_\_

Distribution of Form

1. Superintendent
2. Principal
3. Association
4. Teacher

SUBMIT IN DUPLICATE

Building                      Assignment                      Name of Grievant                      Date Filed

CHECK LEVEL II.\_\_\_\_, III.\_\_\_\_, IV.\_\_\_\_, V.\_\_\_\_

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. Article and Section of Master Agreement Violated \_\_\_\_\_

1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relief Sought \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ARTICLE IX

### TEACHING HOURS AND RESPONSIBILITIES

- A. The teacher's work day shall consist of a maximum of 7½ continuous hours of formal responsibility.
1. A secondary (senior and junior high) teacher's work day is set forth as follows:
    - a. A maximum of five (5) assigned formal teaching periods. Such periods shall be a maximum of fifty-five (55) minute durations, and, whenever possible, no more than three (3) formal teaching periods shall be scheduled in succession.
    - b. A designated preparation period equivalent in time to one assigned formal teaching period.
    - c. A minimum twenty-five (25) minute duty free uninterrupted lunch period.
  2. An elementary teacher's work day is set forth as follows:
    - a. A maximum of five (5) hours of classroom instructional time.
    - b. A minimum thirty (30) minute designated preparation period.
    - c. A minimum forty-five (45) minute duty free uninterrupted lunch period.
  3. All secondary school teachers shall be required to report for work fifteen (15) minutes prior to the beginning of the students' school day.
  4. All elementary school teachers shall be required to report for work thirty (30) minutes prior to the beginning of the students' school day.
  5. All teachers shall actively participate in student supervision during "passing time" between scheduled class periods. When additional supervisory responsibilities become necessary during the teacher's work day, such supervisory responsibilities shall be shared among teachers in a building on an equitable basis.
  6. The teacher's hours of formal responsibility shall be utilized by the teacher in a professional manner.

Teaching Hours and Responsibilities - continued

7. All teachers shall be required to attend staff meetings when called by the building administrator. Teachers shall be notified of such meetings at least twenty-four (24) hours in advance. Such meetings are to be no more than sixty (60) minutes beyond the close of the teacher's work day and not more frequently than once a week.
8. All teachers shall indicate their presence in the school building by personally signing in and out on a form made available in the school office.
9. A teacher's attendance and/or participation in P.T.A. meetings, open house, concerts, plays, Christmas programs, athletic events and similar school activities is encouraged as a professional responsibility.
10. Teachers shall not be required to accept lunch period responsibilities, but may do so on a voluntary basis.

## ARTICLE X

### PROFESSIONAL COMPENSATION

A. The salary schedules of teachers covered by this Agreement, and conditions governing such schedules, are set forth in Appendicies "A" and "B" to this Agreement, which are attached hereto and made a part hereof.

B. A teacher's salary is based upon the term of employment beginning with Labor Day and ending not later than the third Friday in June of the following calendar year. Such term to include forty (40) weeks or two hundred (200) working days inclusive of five (5) days Easter vacation with salary but exclusive of five (5) days Christmas vacation without salary.

C. A teacher shall not be required to report earlier than the Tuesday following Labor Day or to remain later than the third Friday in June of any given term of employment covered by this Agreement.

D. A teacher's professional daily rate of pay shall be based upon and subject to the provisions of Article IX, "Teaching Hours," and shall be determined by dividing his annual contractual salary by said two hundred (200) day term of contractual employment.

E. If a secondary school teacher agrees to accept an academic teaching assignment of a regularly scheduled class period in excess of the normal teaching load as set forth in Article IX, "Teaching Hours and Responsibilities," he shall receive additional remuneration at the rate of 1/5 (20%) of his professional daily rate of pay as defined above.

## ARTICLE XI

### CLASS SIZE

A. The Board will continue to strive to meet its goal of 25 to 30 students per elementary and secondary academic class, with the exception of certain large group instructional classes, performing music, and study halls. The Board will also strive to meet its goal of 35 to 45 students per physical education and swimming classes. The Board will also continue to strive to limit the size of Special Education classes to that number of participants for which supplemental state support monies are provided. Classes having a fixed number of learning stations shall be limited to a number of students not to exceed the number of stations. Said fixed number of stations will be determined by the administration after discussion between the administrator and the teacher involved.

B. In the event that it becomes necessary to exceed the above stated goals, the excess students will be equitably distributed by the administrator among the teachers in that building and at that grade level, after due consideration and consultation with the teacher involved.

C. In no event shall the maximum class size exceed 34 students in grades three through twelve, or thirty-two students in grades kindergarten through second.

## ARTICLE XII

### ADMINISTRATIVE VACANCIES

A. Notices of vacancies in administrative positions shall be posted in an appropriately designated place in each school building and in selected universities and colleges for not less than ten (10) teaching days prior to the closing date for filing applications. (In the event a vacancy occurs during the summer, said notices shall be mailed to teachers' summer addresses of record fourteen (14) days prior to the closing date for filing applications.) Notices of such vacancies shall include the qualifications necessary to fill the position and instructions for filing applications. All applications shall be in writing and shall be directed to the Superintendent, who will screen the applicants and make a recommendation to the Board of Education.

B. All qualified applicants shall be given equal consideration in filling vacancies in administrative positions; however, the Board reserves its right to promote on the basis of its own judgment of qualifications and also to hire new employees for vacancies in administrative positions.

C. The Board reserves its right to fill vacancies in administrative positions on a temporary basis without giving notice as outlined in paragraph "A" of this Article. However, the Board agrees to avoid, whenever possible, any such temporary administrative appointments.

D. A teacher who shall be temporarily assigned to an administrative position and who shall later be returned to teacher status shall be entitled to such rights upon return as are consistent with the terms of the Agreement in effect at the time of his return to teacher status.

## ARTICLE XIII

### CURRICULUM DEVELOPMENT

A. It is mutually agreed in principle that curriculum improvement is a continuous process that requires the cooperative efforts of teachers and administrators.

B. In recognition of this principle, a curriculum council, composed of teachers and administrators, shall meet on a regular schedule to work on the improvement of the instructional program.

C. The results of this committee's work will be regularly reported in writing to the District personnel.

D. All recommendations of the committee will be reviewed by the administration for possible implementations and the findings of the administration will be reported back to the curriculum council.

E. Prior to implementation of any significant changes in established curriculum or within one month of the institution of a curriculum change, the Board agrees to provide an in-service training program for all teachers involved. If such in-service training program involves time over and above the teachers regular school day, the teachers involved shall be compensated in accordance with the "Authorized Committee Work," provision of this Agreement.

## ARTICLE XIV

### ASSIGNMENT - RE-ASSIGNMENT - TRANSFER

#### A. Teacher Qualifications

1. Based on the availability of applicants, the Board will endeavor, for regular teaching assignments, to employ degreed and certificated teachers and/or teachers certified by the State of Michigan to teach Vocational Education.

#### B. Assignment Qualifications

1. The Board and the Association agree that all teachers will be assigned, whenever possible, to teach within the area for which they were hired. No teacher shall be required to teach outside the scope of their certification.
2. In secondary schools, the number of subject matter preparations assigned to a teacher shall be given due consideration by the principal. The principal will also consider the recommendations of the staff of the department involved regarding, among other things, balancing the teaching responsibilities and class assignments.
3. The Association agrees that, subject to the foregoing provisions, the Board has the authority and responsibility of final determination in respect to the scheduling of teacher assignments within the school day and that teaching periods shall be those assigned by the building principal.

#### C. Annual Assignment

1. All teachers shall be given written notice of their tentative assignment for the forthcoming school year no later than the preceding first day of June.
  - a. At the elementary level, assignment shall be defined as: Building and grade level.
  - b. At the secondary level, assignment shall be defined as: Building and subject area or areas.
2. In the event that changes in such tentative assignments become necessary, all teachers affected will be notified promptly and consulted. In no event will changes in teacher's assignments be made later than the 25th day of August preceding the beginning of the school year unless for emergency reasons, such as financial, and/or changes in student distribution and/or changes in enrollment, the situation requires such changes in assignment and the Association shall be notified in each instance.

Assignment-Re-assignment-Transfer - continued

3. The Association agrees, that subject to the foregoing provisions, the Board has the authority and responsibility of final determination with respect to teachers' annual assignments.

D. Temporary Filling of Vacancies

1. Whenever any teaching vacancy occurs during the school year or a newly created teaching position is established within the bargaining unit, the Board shall publicize the same by giving written notice to the Association. No vacancy shall be posted between the beginning of any school year and the first day in May, and all such vacancies shall be filled on a temporary basis.

- E. For the purpose of this Article, a re-assignment shall mean a change in teaching subject or grade level, or to an assignment other than as a classroom teacher, and a transfer shall mean a change in school but not in subject or grade level.

- F. Notices of opportunity for re-assignment or transfer to all known teaching vacancies including those filled on a temporary basis during the school year shall be posted in an appropriately designated place in each school building and the District administrative offices for ten (10) teaching days beginning on the first Monday in May. Notices of such vacancies shall include the qualifications necessary to fill the positions.

- G. A teacher may at any time file with the personnel office a written request for re-assignment and/or transfer. Such request shall remain valid until the first day of school of the following school year unless withdrawn in writing or the request has been met.

- H. Determination of re-assignments or transfers shall be made by the first Monday in June, and each applicant shall receive a written copy of said determination.

- I. In filling any such vacancies, the Board shall consider the recommendations of both the sending and receiving principals. Length of service to the School District shall also be given due consideration by the Board.

- J. While the right of determination to re-assign or transfer a teacher is vested in the Board, the Board will not, in any case re-assign or transfer a teacher without prior discussion with said teacher and in a manner not inconsistent with the provisions of this Article.

## ARTICLE XV

### TEACHING FACILITIES

A. Insofar as possible, each school building shall have the following facilities:

1. Space in the classroom where a teacher may store instructional materials and supplies.
2. A teacher's lounge.
3. Separate teacher's rest rooms for men and women teachers.
4. A pay telephone in an appropriately quiet location.
5. Workroom space for teachers in the secondary schools.

B. Teachers will not be expected to wash boards, empty wastebaskets, or perform other similar maintenance duties, but will be expected to maintain a standard of general good housekeeping procedures.

C. The administration agrees to review with teachers the clerical services available to teachers and give due consideration to recommendations from the teaching staff regarding these services.

D. The Board agrees to review existing Audio-Visual equipment inventories and to consider possible additional purchases of this type equipment to insure distribution of same based on demonstrated needs of individual schools.

E. The preservation of safe, wholesome, and pleasant surroundings shall be a paramount concern of both the Board and the Association.

## ARTICLE XVI

### RELIEF FROM NON-TEACHING DUTIES

A. The Board and the Association agree that a teacher's primary responsibility is to teach and therefore, the Board shall encourage the administration to carefully review with teachers all such teacher assignments related to the collection of monies and supervision of busses and cafeterias in an attempt to minimize the teacher's responsibilities in these areas; and further agrees to provide adequate clerical and maintenance services.

B. Teachers shall not be required to distribute or inventory books and supplies with the exception of those used in their own classroom.

C. Whenever standardized tests are administered by teachers to a group of students, said tests shall be machine scored whenever such scoring is available.

## ARTICLE XVII

### EVALUATION OF TEACHERS

A. The professional responsibilities of all tenure teachers shall be evaluated at least annually in writing by members of the administrative staff on such forms as may be prescribed by the Superintendent. Similar evaluations for all probationary teachers shall be made at least twice annually. Such written evaluation shall be reviewed with the teacher before it is placed in the teacher's personnel file and the teachers shall have the opportunity to attach a written statement to said form and to sign the form. A duplicate copy of the completed and signed evaluation will be provided the teacher.

B. The professional responsibilities of all teachers assigned to activities as outlined in Appendix "B" of this Agreement shall be evaluated annually in writing by members of the administrative staff on such forms as prescribed by the Superintendent of Schools. Such written evaluation shall be reviewed with the teacher before it is placed in the teacher's personnel file and the teacher shall have the opportunity to attach a written statement to said form and to sign the form. A duplicate copy of the completed and signed evaluation will be provided the teacher.

C. All monitoring or observation of the work performance of the teacher shall be done openly.

## ARTICLE XVIII

### SEQUENTIAL CORRECTION

A. The Board, through its administrative personnel, in recognition of the concept of sequential correction, shall, for just cause, notify the teacher in writing of alleged misconduct which, if continued, may result in formal discipline up to and including loss of pay and/or suspension or discharge. Such notice shall:

1. Identify the misconduct
2. Indicate expected correction
3. Establish a period for correction, and
4. Identify formal disciplinary action to be taken in event misconduct is repeated

B. A principal shall hold a conference with the teacher as soon as practical to discuss the aforementioned notice.

## ARTICLE XIX

### NON-TENURE TEACHERS

A. In the event the Board fails to re-employ a non-tenure teacher, the Board agrees to furnish said teacher with a statement setting forth the reasons for its decision not to re-employ.

B. The Board agrees to grant a hearing upon written request of said teacher. Such written request for a hearing shall be made within twenty (20) days from receipt of the notice of failure to re-employ. The Board reserves the right to determine whether such hearing shall be open or closed.

C. Failure to re-employ a non-tenure teacher shall not be subject to the grievance procedure.

## ARTICLE XX

### PROTECTION OF TEACHERS

A. The Board shall reimburse a teacher, in an amount not to exceed \$150.00, for loss, damage, or destruction of his personal property of a kind normally worn or brought into the school building, when such property is located in the school building and when the same has not been caused by the negligence of the teacher. This obligation shall not encompass normal wear, tear, or gradual deterioration of property or loss of money.

1. Any established acts of vandalism to motor vehicles of a teacher while on duty at school, or an authorized school function, shall be investigated by the Board for possible reimbursement. Such possible reimbursement shall not exceed \$150.00.
2. These above stated obligations shall extend only to that portion of any such losses not covered by insurance of said teacher.

## ARTICLE XXI

### DISTRICT POLICY MANUALS

A. Copies of the Board Policy Manual shall be distributed with copies of the Master Agreement to all teachers upon initial employment. Copies of Board Policy Manual revisions shall be distributed to all teachers as said revisions are made.

## ARTICLE XXII

### TEACHER SUBSTITUTES

A. The Board agrees to continue to provide qualified substitutes to replace teachers absent from school.

B. When a qualified substitute is not available to replace a teacher absent from school, teachers may elect, if asked, to assume the responsibilities of absent teachers on a rotating basis.

C. Any staff member who elects to alleviate an emergency situation by teaching an additional class, as such class relates to an unfilled teaching position, thereby requiring the teacher to exceed the teaching load as defined in Article IX of this Agreement, said teacher will do so on a day to day basis and such vacancy will be filled by the Board as soon as possible. Notice of all such vacancies shall be posted as they occur.

## ARTICLE XXIII

### INCLEMENT WEATHER

A. Every attempt will be made to make available to teachers announcements of school closing due to inclement weather through the use of public media no later than 7 A.M.

## ARTICLE XXIV

### STUDENT TEACHERS

A. A student teacher shall be assigned only by mutual consent of the building principal and the teacher involved.

B. A committee comprised of three (3) teachers and three (3) administrators shall meet at least annually and shall prepare recommendations dealing with student teachers to be submitted to the Board of Education for its consideration and inclusion in the Policy Manual.

## ARTICLE XXV

### IDENTIFICATION OF SPECIAL STUDENTS

A. The Board acknowledges that exceptional children require special education by specifically certified teachers. Therefore, the Board agrees to continue to seek ways, means, and personnel to further expand and create appropriate programs to serve the needs of such children.

B. Procedures and criteria for the identification of exceptional children as recommended by the State Department of Public Instruction shall serve as a guide for the Board in the identification of such children.

C. Copies of a brochure detailing procedures for all special education programs shall be made available to all teachers as soon as possible. A child so identified under said procedures will not be placed in a regular classroom situation without prior consultation between the classroom teacher and the school principal. A child officially diagnosed and identified by an outside agency as emotionally disturbed will not be placed in a regular classroom situation without prior consultation and consent of the classroom teacher.

D. The Board further recognizes that the teacher may not fairly be expected to assume the ongoing responsibility for psycho-therapy. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take appropriate steps to assist the teacher with respect to such pupil.

E. The teacher should feel free to consult with their immediate administrator about these children without fear of recrimination or reflection on their teaching ability.

## ARTICLE XXVI

### ABSENCES

#### A. Sick Time

1. a. Teachers shall be provided an unlimited sick leave program for personal illness and/or disability for 130 working days. Each such absence shall be examined by the teacher's principal and a physician's statement shall be furnished by the teacher at the principal's request if the teacher's attendance record reflects a possible abuse of the sick leave program. If, in the opinion of the principal, the conditions causing the absence justify compensation, a recommendation will be made to the Superintendent that the teacher's salary be continued during the period of absence. If, in the opinion of the principal, the conditions causing the absence do not justify compensation, a recommendation will be made to the Superintendent that the teacher's salary not be continued during the period of absence. Approval of the Superintendent of each recommendation is required.
  - b. Absences occurring within ninety (90) calendar days as a result of previous illness and/or disability for which sick time was used shall be credited to the original 130 day period. Illness and/or disability occurring after ninety (90) calendar days will be recognized as a new illness and/or disability for which eligibility for sick leave will be completely re-established.
  - c. A teacher who exhausts his sick leave days and his illness and/or disability continues, shall receive benefits in accordance with the Long Term Disability Insurance Program (LTD) as provided for in Article XXVIII.
2. Provisions for Reporting Absence Due to Illness
    - a. The first day of absence due to illness. Each such absence shall be reported to the District office prior to 7:30 A.M. on the day of the absence.
    - b. If the absence will continue, the teacher shall notify the principal to this effect before 2 P.M. of the first day and each succeeding day of absence to permit retention of the substitute. If notice is not received by the above specified time, it will be assumed that the teacher shall return to duty the following day.

Absences - continued

3. Prolonged Illness

- a. For an absence due to illness in excess of three (3) working days, the principal may request the teacher to have his attending physician prepare a statement verifying the illness and suggesting the anticipated length of absence. In case of prolonged illness, the principal may request, as deemed necessary, additional statements from the teacher's physician.

4. Absence Due to Illness Before or After Legal Holidays

- a. The day immediately preceding or the day immediately following a legal holiday will not be recognized by the Board as sick leave unless it is part of a continuing sick leave, with the exception, however, of such cases which may cause undue hardship on the individual concerned. Circumstances presenting unusual conditions will, upon request, be reviewed by the Superintendent to determine whether such time will be granted.

5. Illness in Immediate Family

- a. When a teacher is absent from duty because of a serious illness in the immediate family, or when emergency illness in the family requires a teacher to make arrangements for necessary medical or nursing care, such absence shall be reviewed by the principal as provided in paragraph 1 of this sick leave policy. Immediate family shall be interpreted as husband, wife, son, daughter, mother, father, brother, or sister of said teacher.

B. Personal Time

1. a. Personal leave days may be provided for legitimate personal business that cannot be accommodated outside the regular school day. Unauthorized personal time of a casual or indiscriminate nature is subject to administrative action. A statement of purpose to the teacher's principal is required prior to the leave. Personal leave must be arranged with the principal at least twenty-four (24) hours in advance of the anticipated absence. If, in the opinion of the principal, the conditions causing the personal leave justify compensation, a recommendation is made to the Superintendent that the teacher's salary be continued during the period of personal leave. Approval of the Superintendent of each recommendation is required.

Absences - continued

2. Personal Time Restricted

- a. The day immediately preceding or the day immediately following a legal holiday will not be recognized by the Board as a personal leave day, with the exception, however, of such cases which may cause undue hardship on the individual concerned. Circumstances presenting unusual conditions will, upon request, be reviewed by the Superintendent to determine whether such time will be granted.

## ARTICLE XXVII

### LEAVES OF ABSENCE

#### A. Extended Leaves of Absence - General Provisions

1. Teachers on authorized leaves of absence for military service, Peace Corps, or Sabbatical Leave shall accumulate seniority during the period of the leave of absence. No teachers on other extended leaves of absence shall be entitled to accumulate seniority during the period of such leave.
2. Leaves of absence shall not be granted when it is determined by the Board that financial gain is the major purpose.
3. Return to duty from leaves of absence of one semester or more is subject to the following conditions:
  - a. Evidence of satisfactory physical and mental health must be filed with the Board as directed before the teacher is returned to duty.
  - b. The Board cannot guarantee the return of any teacher to a specific building, grade level or special assignment at the conclusion of a period of absence exceeding one semester in length; the Board will, however, make every effort to return a teacher to the same or comparable position to that held prior to the leave.

#### B. SABBATICAL LEAVE

##### 1. Authorization

- a. Sabbatical Leave of Absence may be granted to members of the teaching staff of the South Redford School District. The granting of such leaves are subject to the approval of the Board upon recommendation of the Superintendent, when in their considered judgment the professional competence of the staff member and the general welfare of the public schools will be benefited.
- b. The rules and regulations of the South Redford Sabbatical Leave Program are authorized and shall be interpreted in accordance with the following Michigan statutory provisions and any amendments thereto:
  - (1) Any board after a teacher has been employed at least seven (7) consecutive years by said board, and at the end of each additional period of seven (7) or more consecutive years of employment, may grant said teacher a Sabbatical Leave for professional improvement for not to exceed two (2)

## Sabbatical Leave - continued

semesters at any one time; provided, that the teacher holds a permanent or life certificate, or is engaged in teaching in a college maintained by the board. During said Sabbatical Leave, the teacher shall be considered to be in the employ of the said board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said board; provided, however, that said board shall not be held liable for death or injuries sustained by any teacher while on Sabbatical Leave.

- (2) Teachers on Sabbatical Leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the boards of controls of public school employees' retirement funds.
- (3) A teacher, upon return from a Sabbatical Leave, shall be restored to his or her teacher position, or to a position of like nature, seniority, status, and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the board made pursuant to law. (Sec. 572, School Code of 1955-M.S.A.-15, 3572).

## 2. Eligibility and Qualifications

- a. Any teacher employed by the South Redford School District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:
  - (1) Applicant must hold a Life or Permanent certificate.
  - (2) Applicant must have seven (7) consecutive years of satisfactory service as a full time employee in the South Redford School District. Absence from service in the District for a period of not more than one year under a leave of absence without pay, granted by the Board for professional improvement or restoration of health, shall not be deemed a break in the continuity of service required by this section and shall be included as a year of service in computing the seven (7) consecutive years.

## Sabbatical Leave - continued

- (3) Subsequent Sabbatical Leaves may be authorized after eligibility has been re-established by service of an additional seven (7) consecutive years of satisfactory service as a full time employee.
- (4) Sabbatical Leaves of Absence may be granted to one and one-half percent ( $1\frac{1}{2}\%$ ) of the members of the total teaching staff; excepting, that not more than two (2) such leaves shall be granted to any of the three levels of instruction in any one year; excepting further, that the Board may, in the event of a lack of qualified applicants, increase the number of such leaves at any level.
- (5) A Sabbatical Leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
- (6) The applicant signs an agreement to return to service with the South Redford Board of Education immediately upon termination of Sabbatical Leave and to continue in such service for a period of one year (unless causes beyond his control prevent), or to refund any compensation received from the Board while on leave except as the Board shall, by special action, waive such obligation.

### 3. Purposes of Sabbatical Leave

- a. Sabbatical Leave is given to teachers to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research and/or writing, and travel. Applications for Sabbatical Leave or other types of experiences will be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.
- b. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:
  - (1) For Formal Study - A program of work should be outlined which will qualify the applicant for a higher credential in his profession or a program of recognized courses relating to the present or prospective service of the applicant in his profession.

## Sabbatical Leave - continued

- (2) For Research and/or Writing - The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his profession.
- (3) For Travel - A plan, including the proposed itinerary, shall be submitted stating professional objectives which are sought through such travel.
- (4) For Other Reasons - A plan shall be submitted stating the professional objectives which are sought through the opportunities afforded by the leave, and also stating the expected value to the school system.

### 4. Application Requirements and Procedures

- a. Applications for Sabbatical Leave must be filed on the prescribed forms with the Superintendent. The due date of such forms shall be February 1 for leaves beginning with the first semester and September 1 for leaves beginning the second semester. The Superintendent shall give notice to the applicant whether the request is granted or rejected within thirty (30) days after the due date for filing the application.
  - (1) Approval of a Sabbatical Leave by the Board will be contingent upon securing an employee qualified to assume the applicant's duties.
  - (2) A Sabbatical Leave, once granted, may not be terminated before the date of expiration, except as otherwise provided herein.

### 5. Requirements and Status While on Sabbatical Leave

- a. Financial Policies
  - (1) The compensation for the staff members on Sabbatical Leaves shall be one-half ( $\frac{1}{2}$ ) of the salary he would receive were he on active staff status for the period in which the leave is effective.
  - (2) Payment of salary to a staff member on Sabbatical Leave shall be made in accordance with the provisions of the Board for payment of salary to other members of the teaching staff. The employee on leave shall be responsible for keeping the School District Business Office notified as to his address.

Sabbatical Leave - continued

- (3) A term of Sabbatical Leave shall entitle an employee to an automatic salary schedule increment at the beginning of the next full year of school following his return to service in the system.
- (4) The regular sick leave policy shall apply to an employee on Sabbatical Leave. The Superintendent must be notified promptly of accident or illness. This notice must be sent within ten (10) days after an accident or the beginning of illness for the Superintendent's consideration.
- (5) All current fringe benefits shall be granted to teachers on Sabbatical Leave.

6. Reports Required on Sabbatical Leave

- a. An employee on Sabbatical Leave shall report to the Superintendent as follows:
  - (1) An interim report shall be filed at the mid-point of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
  - (2) A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, or the itinerary of travel, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experiences gained may be applied to the benefit of the School District.
  - (3) The Superintendent may require, and the employee shall promptly furnish such additional reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent shall find that the employee is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the employee by the Board shall become immediately due and all future payments shall cease. When an employee completes the planned program of the leave, but does not return to service with the South Redford School District, he shall within two (2) years repay to the Board the amount received by him during the Sabbatical Leave.

Leaves of Absence - continued

7. Requirements and Status Upon Returning from Sabbatical Leave
  - a. At the expiration of a Sabbatical Leave the employee shall be restored to his position or to a position of like nature, seniority, status and pay; provided, that the employee remains eligible for reinstatement under other rules and regulations of the Board.
  - b. If an employee does not remain in the employ of the South Redford School District for one (1) year immediately following his Sabbatical Leave, he shall within two (2) years repay the Board the amount of money which has been granted. This rule does not apply in cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the Board.

C. MILITARY LEAVE

1. A leave of absence for military service, without salary, shall be granted upon written request to any tenure teacher under contract who enters a branch of the armed services of the United States. Such teacher shall retain and continue to accumulate seniority during his service period, provided that he applies for reinstatement with the School District within thirty (30) days after honorable discharge. Such teacher shall be returned to his former position as soon as it is practicable to do so, but in no case later than the beginning of the following school year after release from service. A teacher, upon completion of a military leave of absence granted by the Board and who has accrued any service connected benefits, may be granted a Study Leave as outlined in paragraph "G" of this Article.

D. PEACE CORPS LEAVE

1. A leave of absence, without salary, will be granted upon written request to tenure teachers who elect to join the Peace Corps as full time participants in such program. Such leave may not extend for more than two (2) school years and said teacher shall retain and continue to accumulate seniority during his service period, provided that he applies for reinstatement with the School District within thirty (30) days after release from such program. Such teacher shall be returned to his former position as soon as it is practicable to do so, but in no case later than the beginning of the following school year after release from said program.

## Leaves of Absence - Continued

### E. MATERNITY LEAVE

1. A maternity leave of absence, without salary, of up to one year may be granted a teacher upon written request and upon certification of pregnancy by the employee's physician. Such written request will state the date at which the leave will commence, provided, however, that such date shall be at least thirty (30) school days following the written request. Such written request will also indicate the termination date of the leave, and it is normally expected that maternity leaves of absence will terminate at mid year or the beginning of the following school year. No teacher will be required to teach beyond the fifth month of pregnancy.
2. Reinstatement to her former teaching position shall be granted upon the termination date of said maternity leave provided the employee, in consultation with her physician, deem it advisable to return to service. The teacher shall notify the Board at least sixty (60) days in advance of her desire to return to her former position.
3. The above leave may be extended, at the discretion of the Board, for an additional period not to exceed one (1) year upon written request of the teacher. Such written request shall be made at least sixty (60) days prior to the expiration date of the initial leave.
4. A teacher on maternity leave shall have the option of continuing health and life insurance benefits at the current group rate by forwarding the appropriate premium payment to the Board by the first day of each month the leave is effective.

### F. ADOPTION LEAVE

1. A leave of absence, without salary, of up to one year, may be granted upon written request to any tenure teacher under contract for the purpose of adopting a child. Such written request shall state the date on which the leave shall commence and said date shall be at least ten (10) school days following said request. The Board may waive the above ten (10) day period upon presentation of official verification of receipt of the child by the teacher requesting such leave in writing. The teacher shall make every effort to keep the Board informed as to the state of the pending adoption. All written requests shall indicate the termination date of the leave. It is normally expected that such leaves will terminate at mid year or the beginning of the following school year.

## Adoption Leave - continued

2. Reinstatement to the teacher's former teaching position will be granted upon the termination date of said adoption leave. The teacher shall notify the Board at least sixty (60) days in advance of her desire to return to her former position.
3. The above leave may be extended, at the discretion of the Board, for an additional period not to exceed one (1) year upon written request of the teacher. Such written request shall be made at least sixty (60) days prior to the expiration date of the initial leave.
4. A teacher on adoption leave shall have the option of continuing health and life insurance benefits at the current group rate by forwarding the appropriate premium payment to the Board by the first day of each month the leave is effective.

### G. STUDY LEAVE

1. A leave of absence, without salary, for study may be granted a tenure teacher upon written request and on recommendation of the Superintendent and approval of the Board. This approval shall be based upon specific plans for such study.

### H. OTHER LEAVES

1. A teacher who does not qualify for a leave authorized by this Agreement may, with the consent of the Board, be granted an extended leave of absence for special personal reasons acceptable to the Board. Such leave shall be without salary and may not exceed a period of one year. The teacher requesting the leave shall give definite assurance that he intends to return to the employ of the Board following the termination of the leave.

ARTICLE XXVIII

GROUP INSURANCE PROTECTION

A. The Board agrees to provide for all teachers under contract a group insurance program that includes term life insurance in the amount of \$10,000.00, and full family hospital, medical, surgical, and major medical benefits. Such group insurance program to meet at least as minimum standards the coverage provided during the 1969-1970 school year.

B. 1. The Board shall provide without cost to the teacher Long-term Disability Insurance assuring payment to the teacher in the event of illness and/or disability at the following rate:

a. Monthly benefits will commence after 180 calendar days of illness and/or disability or the exhausting of 130 sick leave days, whichever occurs last, and be payable at 60% of the employees annual salary to age 65 years according to the insurance policy in effect. For purposes of this provision, Sabbatical Leave salary shall be computed at full pay.

b. Benefits will be reduced by amounts received from other employer sponsored sources including, but not limited to Workmen's Compensation, Social Security and Michigan Public School Employees' Retirement Fund.

2. Teachers eligible for Long-term disability benefits shall have been actively at work at least one day after the effective date of Long-term disability coverage, and prior to any illness and/or disability for which benefits are claimed.

3. Long-term disability coverage shall terminate as specified in the insurance contract; provided that in the case of a teacher granted an unpaid leave of absence or laid off from active service, such teacher's coverage shall terminate at the end of the month following the month in which such event occurs. Coverage of teachers who voluntarily leave their employment with the Board shall terminate on the date the teacher ceases to be actively engaged in work with the Board.

C. Unless otherwise provided for in this Agreement, the above insurance benefits shall not be extended to teachers on leaves of absence.

Group Insurance Protection - continued

D. In the event of written authorization by teachers for benefits in excess of the program authorized by the Board, or in the event of written authorization by teachers for additional coverage, payroll deductions are authorized by the Board.

E. An Insurance Committee composed of two (2) members of the Association, a representative from each remaining bargaining unit within the District, and four (4) members appointed by the Superintendent shall meet during the school year for the purpose of reviewing and evaluating the present teacher group insurance program in light of new group insurance offerings by recognized carriers. Said Committee shall report its findings with appropriate recommendations to the Superintendent of Schools and President of the Association during the month of May of each year covered by this Agreement.

F. The Association agrees that the Board retains the right of final determination with respect to the selection of a group insurance carrier.

## ARTICLE XXIX

### TEACHER RESIGNATIONS

A. The Board and the Association agree that teacher resignations submitted during the school year or in late summer may jeopardize the educational program because of the problem of obtaining suitable replacements. Therefore, in accordance with the tenure law, teachers may terminate their services with the Board only by mutual consent unless written notice is received by the Board at least sixty days prior to September 1st of any given school year.

## ARTICLE XXX

### PROFESSIONAL CONFERENCES

A. The Board agrees to continue to budget funds for teacher attendance at selected professional conferences. A teacher's request to attend a conference shall be presented to his principal for consideration. Travel, meals, lodging and registration shall be deemed appropriate expenses by the Board, as well as the cost of the substitute teacher needed to relieve the participant. In the event that the expense of attending a conference so authorized by the administration places such a burden on the established conference budget as to be prohibitive, the teacher and the Board may mutually agree to share the burden of such expenses.

B. Within ten (10) days after return from an approved conference, a teacher shall file with the principal and the Superintendent, a written report of all meetings attended, and shall be expected to make an oral report on request of the principal.

C. A District expense report form with accompanying supporting receipts shall be filed by conference participants with the school principal within ten (10) days after return from the conference.

## ARTICLE XXXI

### CREDIT FOR PREVIOUS EXPERIENCE (Initial Employment)

A. Credit will be allowed on the teachers' salary schedule for full years, or portions herein defined, of previous contractual teaching experience. For the purpose of this Article, a full year of previous contractual teaching experience shall mean a minimum of 75% of the appropriate District's contractual year. A one-half year of previous contractual teaching experience shall mean a minimum of 50% of a full year of previous contractual teaching experience as herein defined. Such credit shall be limited to experience that has been obtained in private, parochial, or public educational institutions capable of being accredited, and any such allowance is to be determined by the Superintendent at the time the first contract is prepared for any individual teacher.

## ARTICLE XXXII

### CREDIT FOR INDUSTRIAL EXPERIENCE

A. Credit may be allowed on the teachers' salary schedule for years of industrial experience gained outside the School District provided that the teacher possesses a valid State Vocational Education Certificate and, provided further, that such teacher is assigned in a State approved Vocational Education Program.

B. Industrial experience gained outside the School District shall be evaluated by the Superintendent and credit for such experience shall be allowed whenever the Superintendent deems the prior experience to be satisfactory and applicable to the assignment involved.

C. Credit for outside industrial experience may allow placement up to the maximum step on the applicable salary schedule exclusive of the recognized longevity step.

ARTICLE XXXIII

COMPULSORY RETIREMENT

A. The Board has established a compulsory retirement age of sixty-five (65) years for all teachers with the following provisions:

1. A teacher may continue for the balance of a school year providing the 65th birthday is reached on or after July 1st.
2. All teachers presently employed who at the age of sixty-five (65) will have less than ten (10) years of public school service may be hired on a year to year basis until such time as ten (10) years of service will be reached.
3. No other exceptions will be made by the Board.

## ARTICLE XXXIV

### REDUCTION OF STAFF

A. In the event that it becomes necessary to reduce the number of teachers employed in the School District, primary consideration will be given to seniority, provided, however, those teachers with greatest seniority are fully certificated and whose services are required in their area of competency.

1. In the event of a reduction in staff, the Board will be guided by the Policies and Standards for the Approval of Secondary Schools 1973-74, and Policies and Standards for the Approval of Junior High/Middle Schools 1973-74 (18 semester hours in subject area at the junior high level), as published by the North Central Association of Colleges and Secondary Schools.

B. Notice of lay off shall be given to teachers at least sixty (60) calendar days before the close of the school year preceding the year in which such lay off shall become effective. It is recognized, however, that circumstances may dictate a reduction in staff during any school year subsequent to such notice period, and in such event the Board will give such advance notice as is possible under the circumstances. In any event sixty (60) calendar days notice shall be given prior to lay off.

C. The teacher shall be responsible for submitting to the personnel office official evidence of changes in certification and/or qualifications. As a result of such official evidence the Board will publish a Seniority, Certification, and Qualification list of all teachers including those currently on lay off. Evidence submitted subsequent to 45 days prior to notice of lay off shall not be credited for purposes of determining those teachers to be laid off. Such list shall also be made available to the Association.

D. When teachers are to be recalled following reduction of staff, said teachers will be recalled in reverse order of reduction, provided, however, those teachers with greatest seniority are fully certificated and whose services are required in their area of competency.

1. A laid off teacher shall be considered laid off until he is reinstated in the District, refuses an offer from the Board of a position for which he is qualified, or fails to respond within fifteen (15) calendar days of its receipt, to a written offer of a position made by the Board.

Reduction of Staff - continued

2. Notifications of recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail, return receipt requested, to the teacher's last known address.

E. Teachers on lay off shall be provided the current health and life insurance benefits for a period of two (2) months following the month in which lay off occurs.

F. Teachers on lay off shall have the option of continuing the current health and life insurance benefits at the group rate for an additional period not to exceed ten (10) months by forwarding the appropriate premium payment to the Board by the 1st day of each month of eligibility as herein described.

ARTICLE XXXV

REQUIRED HEALTH AND TUBERCULOSIS EXAMINATION

A. All newly hired teachers shall be required to file with the Board evidence of satisfactory health signed by a competent physician of the teacher's choice. This evidence of satisfactory health shall be filed prior to the teacher's employment.

B. All teachers shall be required to file with the Board a certification of freedom from tuberculosis within ten (10) working days after the 1st day of regular school session of each year.

ARTICLE XXXVI

PROVISIONS CONTRARY TO LAW

A. If any provision of this Agreement shall be found to be contrary to law, then this provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.

ARTICLE XXXVII

DURATION OF AGREEMENT

A. This Agreement, all of its provisions and appendicies, shall become effective on September 3, 1973. It is expressly understood, that this Agreement shall not be extended orally, and that said Agreement shall expire at midnight of August 31, 1974.

B. Notwithstanding the foregoing, however, this Agreement shall not become effective unless and until it is:

1. Ratified by a majority of the members of the Association voting at a meeting duly called for such purpose: and
2. Approved by the Board of Education of the South Redford School District by resolution duly adopted.

C. It is agreed that either party, on or before March 1, 1974, may give written notice to the other of its desire to negotiate a new Agreement for the following school year, and meetings for such purpose will begin at a time mutually agreeable to the parties.

D. It is agreed that neither party shall demand any modifications to this Agreement; nor shall either party be obligated to bargain collectively with the other with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered herein, even though the same may not have been within the knowledge or contemplation of either party at the time of negotiation of this Agreement excepting as provided in Article VII "Continuing Contract Review": as contained in this Agreement.

E. To the full extent permitted by law, this Agreement shall be binding upon the Board of any school district into which, or with which, this District shall be merged or combined.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives this \_\_\_\_ day of November, 1973.

For the Board

For the Association

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APPENDIX A

TEACHERS' SALARY SCHEDULE

1973-74

BACHELOR'S DEGREE		MASTER'S DEGREE	
<u>Step</u>		<u>Step</u>	
1	\$ 9,185	1	\$ 9,823
2	9,737	2	10,462
3	10,304	3	11,102
4	10,862	4	11,741
5	11,421	5	12,380
6	12,101	6	13,258
7	12,779	7	14,137
8	13,458	8	15,016
9	14,137	9	15,894
10	15,303	10	17,640

Beginning 16th year for Bachelor's Degree - \$400.00.

Beginning 16th year for Master's Degree - \$400.00.

Master's Degree + 30 hrs. - \$500.00 over the appropriate Master's Degree step.

Master's Degree + Specialist Degree - \$750.00 over the appropriate Master's Degree step.

Master's Degree + Ph.D. or Ed. D. - \$1,500.00 over the appropriate Master's Degree step.

Committee work as authorized by the Board, Summer School employment, and Driver Education instruction held after the close of the regular school day shall be compensated at the rate of \$8.00 per hour.

APPENDIX B

COMPENSATION-EXTRA-CURRICULAR  
COACHING AND DIRECTING

A. The compensation for teachers appointed to extra-curricular coaching/directing positions, as outlined in this Appendix, shall be established as a percent of the current B.A. salary schedule; excepting, that the step on said salary schedule for purposes of determining compensation for teachers appointed to extra-curricular assignments shall be based on the number of years experience a teacher has obtained in coaching/directing the specific sport or activity in the South Redford Schools; excepting further, that credit will be allowed on said schedule for previous experience in the specific sport or activity obtained outside the South Redford Schools to and including five (5) years; excepting further, that credit for such experience obtained outside the South Redford Schools shall be limited to experience obtained in private, parochial, or public educational institutions capable of being accredited, and such experience allowance shall be determined by the Superintendent. Compensation (salary) shall range from the first to the 10th step on the current B.A. schedule and all such coaches and directors shall be compensated consistent with their accepted experience credit.

B. All appointments to extra-curricular coaching and directing positions shall be made by the school principal with the approval of the Superintendent. Such appointments shall be made prior to the beginning of each school year.

C. The Board will determine annually what extra-curricular activities will be provided in the school program.

D. The established percents for extra-curricular coaching and directing assignments are as follows:

JUNIOR HIGH SCHOOL

Football:

Head Coach . . . . . .6%  
Assistant Coach (3) . . . . .6%

Basketball:

Head Coach . . . . . .6%  
Assistant Coach (1) . . . . .5%

Wrestling:

Coach . . . . . .6%

Baseball:

Coach . . . . . .5%

Track:

Coach . . . . . .5%  
Assistant Coach . . . . .5%

Appendix B - continued

Boys Intramural:

Coach . . . . . 6%

Girls Intramural:

Coach. . . . . 6%

Swimming:

Coach . . . . . 6%

Cheerleading:

Coach . . . . . 5%

Band Director . . . . . 6%

Orchestra Director. . . . 6%

Vocal Director . . . . . 6%

Student Council Advisor 6%

Newspaper Advisor 5%

SENIOR HIGH SCHOOL

Football:

Head Coach . . . . . 10%

Assistant Coach (2). . . . 8%

Reserve Coach (2) . . . . 8%

Basketball:

Head Coach . . . . . 10%

Assistant Coach . . . . . 9%

Wrestling:

Head Coach . . . . . 10%

Assistant Coach . . . . . 8%

Swimming:

Coach . . . . . 10%

Cross Country:

Coach. . . . . 9%

Track:

Head Coach . . . . . 9%

Assistant Coach . . . . . 8%

Baseball:

Head Coach . . . . . 9%

Reserve Coach . . . . . 7%

Scenery Manager (Plays). 8%

Golf:

Coach . . . . . 8%

Skiing:

Coach . . . . . 8%

Tennis:

Coach . . . . . 8%

Boys Intramural:

Coach . . . . . 8%

Girls Athletic Association:

Coach . . . . . 8%

Cheerleading:

Varsity Coach . . . . . 8%

Reserve Coach . . . . . 6%

Swim Club:

Head Coach . . . . . 10%

Assistant Coach 7%

Appendix B - continued

Orchestra Director . . . . . 8%

Vocal Director . . . . . 8%

Senior Class Sponsor

(Divided Equally  
between 2) . . . . . 8%

Debate Coach . . . . . .7%

Forensic Coach . . . . . .5%

Dramatics Coach . . . . . .9%

Pom Pom Coach . . . . . .8%

Hockey Coach . . . . . .10%

APPENDIX C

SOUTH REDFORD EDUCATION ASSOCIATION

DUES CHECK-OFF AUTHORIZATION AND ASSIGNMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

TO: SOUTH REDFORD SCHOOL DISTRICT

I, the undersigned, acknowledge that I am a member of the South Redford Education Association, an affiliate of the Michigan and National Education Associations. I hereby authorize you as my employer to deduct from my salary and to pay to the South Redford Education Association membership dues in such amounts as the Association may certify as due and owing by me in accordance with its constitution.

I agree that this authorization and assignment shall be irrevocable for the current school year and shall be automatically renewed each year thereafter unless written notice of revocation is given by me to you and the South Redford Education Association between June 1 and September 1 of any calendar year and further agree that my revocation shall be effective on September 1 of the year in which notice of revocation is given.

I further certify that previous deductions from my salary for membership dues for the above organizations were made with my knowledge and consent and were duly authorized by me.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

SOUTH REDFORD EDUCATION ASSOCIATION

REPRESENTATION FEES CHECK-OFF AUTHORIZATION AND ASSIGNMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

TO: SOUTH REDFORD SCHOOLS

I, the undersigned, hereby authorize you as my employer to deduct from my salary and pay to the South Redford Education Association, representative fees equivalent in amount to the membership dues and assessments as certified by the Association.

I agree that this authorization and assignment shall be irrevocable for the current school year and shall be automatically renewed each year thereafter unless written notice of revocation is given by me to the Board of Education and the South Redford Education Association between June 1 and September 1, preceding the designated school year for which revocation is to take effect.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

APPENDIX D

SOUTH REDFORD SCHOOL DISTRICT  
WAYNE COUNTY, MICHIGAN

TEACHER'S PROBATIONARY CONTRACT

THIS CONTRACT is made the day and year hereafter written between South Redford School District, Wayne County, Michigan hereinafter called the "School District," and \_\_\_\_\_ of \_\_\_\_\_, hereinafter called the "Teacher."

The School District hereby employs the Teacher and the Teacher hereby accepts employment as a probationary teacher with the School District for the school year \_\_\_\_\_, upon the terms and conditions hereinafter set forth.

The services of the Teacher shall consist of teaching in the public schools of the School District. The Teacher shall not be required to perform any services not connected with the public schools.

For all services rendered by the Teacher under this contract, the School District shall pay the Teacher the sum of \$ \_\_\_\_\_, payable in bi-weekly installments.

This contract shall terminate immediately if the Teacher's certificate shall expire or be suspended or revoked, or if the Teacher is laid off as part of a necessary reduction in personnel, or is dismissed for reasonable and just cause.

This contract is subject to the Michigan Teachers' Tenure Act as to the rights and obligations of both parties.

This individual contract is made pursuant to and subject to the terms and conditions of the Master Agreement between the South Redford Education Association and the South Redford School District, and to the extent that the provisions of this contract and said Master Agreement may be inconsistent the provisions of said Master Agreement shall be controlling.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF EDUCATION OF  
SOUTH REDFORD SCHOOL DISTRICT

By \_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Teacher

SOUTH REDFORD SCHOOL DISTRICT  
WAYNE COUNTY, MICHIGAN

TEACHER'S TENURE CONTRACT

THIS CONTRACT is made the day and year hereafter written between South Redford School District, Wayne County, Michigan, hereinafter called the "School District," and \_\_\_\_\_ of \_\_\_\_\_, hereinafter called the "Teacher."

The School District hereby employs the Teacher and the Teacher hereby accepts employment as a tenure teacher with the School District upon the terms and conditions hereinafter set forth.

The term of this contract shall commence with the \_\_\_\_\_ school year and shall continue from school year to school year thereafter unless terminated as hereinafter provided.

The services of the Teacher shall consist of teaching in the public schools of the School District. The Teacher shall not be required to perform any services not connected with the public schools.

For all services rendered by the Teacher under this contract, the School District shall pay such salary as shall be determined by the salary schedule in effect. The Teacher will be furnished with a salary notice each year, which will be considered part of this contract for the year in question.

This contract shall terminate immediately if the Teacher's certificate shall expire or be suspended or revoked, or if the teacher is laid off as part of a necessary reduction in personnel, resigns, retires, or is dismissed for reasonable and just cause.

This contract is subject to the Michigan Teachers' Tenure Act as to the rights and obligations of both parties.

This individual contract is made pursuant to and subject to the terms and conditions of the Master Agreement between the South Redford Education Association and the South Redford School District, and to the extent that the provisions of this contract and said Master Agreement may be inconsistent the provisions of said Master Agreement shall be controlling.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF EDUCATION OF  
SOUTH REDFORD SCHOOL DISTRICT

By \_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Teacher

SOUTH REDFORD SCHOOL DISTRICT  
WAYNE COUNTY, MICHIGAN

TENURE CONTRACT SALARY NOTICE

Name \_\_\_\_\_ Date \_\_\_\_\_

Your teacher tenure contract previously executed is hereby amended  
to cover the school year commencing \_\_\_\_\_.

For all services rendered by the teacher during this school year,  
the School District shall pay the teacher the sum of \$ \_\_\_\_\_.

BOARD OF EDUCATION OF  
SOUTH REDFORD SCHOOL DISTRICT

By \_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Teacher

APPENDIX E

SOUTH REDFORD SCHOOL DISTRICT

CALENDAR FOR THE 1973-74 SCHOOL YEAR

(Approved by the Board of Education July 23, 1973)

August 28-29-30	Student Scheduling - Thurston High School
September 3	Labor Day - Legal Holiday
September 6-7	Orientation and Preparation Days for teachers- Teachers report to assigned buildings
September 10	Registration - Instruction begins (Elementary Schools - A.M. only)
September 11	Instruction continues (Elementary Schools - A.M. only)
September 20	Pierce Jr. High - Marshall Jr. High Evening Capsule Classroom (P.M. dismissal)
September 26	In-Service Workshop - Elem. - Jr. High - Sr. High (P.M. dismissal)
October 9	Thurston High School Evening Capsule Classroom (P.M. dismissal)
October 10	Elementary Schools Evening Capsule Classroom (P.M. dismissal)
November 9	1st Report Card Marking - Secondary Schools End of Marking Period - Cards will follow
November 12	1st Report Card Marking - Elementary Schools
November 12-16	Parent Teacher Conferences Elementary Schools (P.M. dismissal - 2 days each grade)
November 22-23	Thanksgiving Recess
November 28	In-Service Workshop - Elem. - Jr. High - Sr. High (P.M. dismissal)
December 4-5	Parent Teacher Conferences Marshall and Pierce Jr. High Schools (P.M. dismissal)
December 11-12	Parent Teacher Conferences Thurston High School - (P.M. dismissal)
December 24 - January 1	Christmas Recess

Appendix E - continued

1973-1974 School Calendar

January 2	All Schools in session
January 23-24	Thurston High School Examination Schedule (P.M. dismissal)
January 25	Record Day - P.M. dismissal
March 4-8	Parent Teacher Conferences - Elementary Schools (P.M. dismissal - 2 days each grade)
March 5-6	Parent Teacher Conferences Marshall and Pierce Jr. High Schools (P.M. dismissal)
March 14	Scheduling Orientation - Thurston High School
March 19-20	Parent Teacher Conferences - Thurston High School (P.M. dismissal)
March 27	In-Service Workshop - Elem. - Jr. High - Sr. High (P.M. dismissal)
March 29	End of 3rd Report Card Marking Period - Secondary Schools - Cards will follow
April 8	3rd Report Card - Elementary Schools
April 12-19	Easter Recess
April 22	All Schools in session
May 27	Memorial Day - Legal Holiday observed
June 5	6th Grade Junior High School Orientation
June 9	Thurston High School Baccalaureate
June 11-12	Thurston High School Examination Schedule (P.M. dismissal)
June 13	Thurston High School Commencement
June 14	Last day of classes
June 17	Record Day
June 18	Final Report Cards mailed to all students

Appendix E - continued

INSTRUCTION DAYS

	<u>Days in Month</u>	<u>Instruction Days</u>	<u>Others</u>
September	18	15	1-Labor Day* 2-Orientation and Preparation Days***
October	23	23	
November	22	20	1-Thanksgiving* 1-Friday after Thanksgiving**
December	21	15	5-Christmas Recess(**) 1-Christmas*
January	23	22	1-New Years Day*
February	20	20	
March	21	21	
April	22	16	1-Good Friday** 5-Easter Recess**
May	23	22	1-Memorial Day*
June	12	10	1-Record Day*** 1-Closing Day***
	<hr/>	<hr/>	<hr/>
	205	184	21
	<u>-5</u> Christmas		<u>-5</u> Christmas
	200		16

This calendar fulfills provisions of the State School Code to provide at least 180 days of Student Instruction. It provides for 184 days of Student Instruction, 4 Teacher Preparation days, 12 School Holidays (teachers paid) and 5 School Holidays (teachers not paid). The above accounts for 200 days of teacher employment.

<u>Non-Instruction Days</u>	
* Legal Holidays paid	5
** School Holidays paid	7
*** Teacher Preparation days paid	4
(**) School Holidays unpaid	<u>5</u>
	21