

*Stephenson Area Public Schools
Office of Superintendent
Stephenson, Md.*

August 15, 1976

STEPHENSON EDUCATION ASSOCIATION
MASTER AGREEMENT
TABLE OF CONTENTS

	Page
Preamble	1
Witnesseth	1
Article I, Recognition	1
Article II, Teacher Rights	2
Article III, Board of Education Rights	3
Article IV, Professional Compensation	4
Article V, Teaching Hours	5
Article VI, Teaching Loads and Assignments	6
Article VII, Teaching Conditions	6
Article VIII, Vacancies and Promotions	9
Article IX, Consolidation - Annexation	10
Article X, Reduction in Personnel	10
Article XI, Transfers	12
Article XII, Sick Leave	12
Article XIII, Leave of Absence	13
Article XIV, Teacher Evaluation	16
Article XV, Protection of Teachers	17
Article XVI, Negotiation Procedures	18
Article XVII, Professional Grievance Negotiation Procedure	19
Article XVIII, Retirement	22
Article XIX, Miscellaneous Provisions	22
Article XX, Insurance Protection	23
Article XXI, Deductions for Professional Dues	24
Article XXII, Supervision of College Students	25
Article XXIII, Summer School Employment	25
Article XXIV, Strike Prohibition	26
Article XXV, Agreements Contrary to Law	26

*Board of Education
Stephenson Area Public Schools*

	Page
Article XXVI, Duration of Agreement	26
Article XXVII, Academic and Professional Responsibility	26
Article XXVIII, Agency Shop	27
School Calendar	29
Salary Schedule A, Base Schedule	30
Salary Schedule B, Extra Pay for Extra Work	31

PROPOSAL:

A Professional Negotiations Agreement between the Stephenson Education Association and the Board of Education of the Stephenson Area Public School District.

This agreement entered into this 26th day of August, 1975 by and between the Board of Education of the Stephenson Area Public School District, Stephenson, Michigan, hereinafter called the "Board" and the Stephenson Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Stephenson Area Public School District is their mutual aim and that the character of such education depends predominantly upon the quality and morals of the teaching service; and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve education standards; and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, 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 parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all certificated teaching personnel, employed or to be employed by the Board (whether

or not assigned to a public school building), but excluding supervisory and executive personnel and office and clerical employees. The term "Teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teacher shall include female teachers.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual 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 a representative of the Association has been given opportunity to be present at such adjustment.

C. Nothing contained herein shall be construed to deny or restrict to any teacher the rights he may have under the Michigan General School Laws or applicable civil services laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE II

Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation with respect to hours, wages, terms and conditions for employment; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Association and its members shall have the right to use school building facilities for meetings at a time mutually agreed upon by the Association and the administration. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises.

Bulletin boards and other established media of communication shall be made available to the Association and its members in the teacher's study.

C. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

ARTICLE III

Board of Education Rights

"The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the professional activities 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, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto and non-teaching activities and the terms and conditions of employment."
6. To exclude from tenure all extra compensation positions during the school year, and all employment in summer programs.

"The exercise of the foregoing powers, right, 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 to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States."

ARTICLE IV

Professional Compensation

A. The salaries of teachers covered by the Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect for the current school year and shall be re-negotiated annually.

Negotiations shall begin in good faith not later than March 1 of the calendar year.

B. The salary schedule is based upon a normal weekly teaching load, as hereinafter defined in Article V, Part A during normal teaching hours. For extra work the teacher shall be entitled to additional compensation, as defined in Schedule B.

C. Teachers shall not be required to report more than two days prior to the beginning of classes in any school year or to remain more than two days after classes close at the end of the school year.

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

E. A teacher or teachers shall be released from regular duties without loss of salary for the purpose of participating in area, regional, or state meetings of the Michigan Education Association, other than the annual MEA Convention, not to exceed a total of 10 days for all certificated personnel in any one school year.

ARTICLE V

Teaching Hours

A. The teacher's normal teaching hours in the Stephenson Area Public School system shall be as follows:

1. Teachers at assigned building no later than 8:00 a.m.
2. Teachers at assigned place of duty no later than 8:20 a.m.
3. Teachers may leave school not earlier than 3:45 p.m. unless arrangements have been made with the Building Principal to leave earlier. Leaving before 3:45 p.m. must be approved by the Principal, with the teacher completing a sign-out card. Reasons for leaving must be limited to situations which cannot be taken care of at any other time and must be compatible with reasons acceptable to any employer in the public or private sector.
4. Teachers may leave school on Fridays after the buses have departed.
5. Teachers may leave school on the day preceding a legal holiday after the buses have departed.
6. Teachers should not remain in the school building after 5:00 p.m. unless granted special permission from their respective principal of schools.
7. When, in the judgment of the superintendent of schools, hazardous weather conditions prevent the opening of schools in the District, the school buildings will remain open for use by teachers who can reach them. Notice of closing will be given through the local radio station (WMAM) at the earliest possible time. On such days teachers are requested to tune in to the local radio station.

The Board recognizes the principle of a standard forty-hour workweek and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard workweek. The Board will not require teachers regularly to work in excess of such standard workweek within or outside of any school building.

B. Arrangements will be made to provide for a duty-free, uninterrupted, lunch period by making every effort to secure volunteer adults or assigning student assistants.

C. Elementary teachers in grades kindergarten through six inclusive will be provided two fifteen minutes recess periods per day.

D. Elementary recess periods are to be assigned by the building principals.

ARTICLE VI

Teaching Loads and Assignments

A. The normal weekly teaching load in grades 7-12 will be 25 one-hour periods and 5 one-half hour supervised study periods and 5 one-hour preparation periods, as recommended by the North Central Association of Colleges and Schools. The normal weekly teaching load in the elementary schools will be based on the teaching grade assignments. No departure from these norms, except in case of emergency, shall be without prior consultation with the Association.

B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study and only as recommended in the criteria of the North Central Association of Colleges and Secondary Schools.

C. Teachers who will be affected by a change in grade assignment in the elementary grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals fifteen days before the opening day of school. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.

ARTICLE VII

Teaching Conditions

The parties recognize that the availability of optimum facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible and whenever possible to conform to the recommendation of the criteria of

the North Central Association of Colleges and Secondary Schools.

B. Elementary schools, grades kindergarten through six inclusive, should be as follows wherever possible:

1. Kindergarten	22 pupils
2. Elementary school grades	27 pupils
3. Special classes for handicapped or mentally handicapped	15 pupils
4. Special sight-saving and hearing conservation classes	12 pupils
5. Emotionally disturbed classes	9 pupils

C. In secondary grades, seven through twelve inclusive, the ratio of pupils to teachers and other professional staff members of the high school shall not exceed 27 to 1 wherever possible. Only a staff member's time actually devoted to duties in the high school may be counted in determining the pupil-teacher ratio.

D. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, questionnaires, and similar materials are the tools of the teaching profession. That parties will confer from time to time for the purpose of improving the selection and use of such educational tools. The Board agrees at all times to request teacher participation in the selection of instructional equipment and teaching supplies.

E. If funds are available, teachers will be relieved of responsibilities in the cafeteria, patrol duty, bus and study hall in the school grades. Such responsibilities may be assigned to teacher aides. These responsibilities may include inventorying of supplies and equipment, collecting money for milk and lunch, and similar non-professional responsibilities.

F. A teacher shall not be required to drive a school bus as part of his regular assignment; nor shall a teacher be hired as a regularly assigned driver.

G. The Board shall make available in each school adequate lunchroom, restrooms and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for the faculty in which smoking shall be permitted.

H. Telephone service shall be made available to teachers for their reasonable use.

I. In schools where continuous cafeteria services for teachers is not available, the Association may have the privilege of installing beverages in the teacher's study, the proceeds to be used for the existing Teachers Fund.

J. Adequate parking facilities shall be made available to teachers for their exclusive use.

K. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, unless it is detrimental to the accepted standards of the community.

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

M. Whenever possible, class size differences in the various elementary schools will be adjusted so severe discrepancies in the number of pupils in any particular classroom does not exist.

N. Each department in the secondary school will select one staff member to serve as department chairman for the school year; selection to be made prior to the end of the second week of the school year. The duties and responsibilities of the department head will be determined by the Building Principal and will be submitted to each member of the department. In the event a chairman is not selected, the Building Principal will appoint a chairman.

Chairmen will be selected in the following areas:

English	Science	Vocational Agriculture
Social Studies	Industrial Arts	Home Economics
Mathematics	Business Education	Health & Physical Education

The position of department chairman will be a non-paid position and will be for a one (1) year period only.

ARTICLE VIII

Vacancies and Promotion

A. Whenever any vacancy in any certificated professional position in the district shall occur, the Board shall publicize the same by giving 15 days written notice of such vacancy to the Association and to the principal of schools in each school building. No vacancy shall be filled, except in case of emergency on a temporary basis, until the Association has been notified.

B. Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system of the District, and other relevant factors. An applicant with less service in the system shall not be awarded such position unless his qualifications therefore shall be substantially superior to applicants with greater service. The Board declares its support of a policy of promotions to supervisory and executive levels. "Service" in the system, for purposes of this Agreement, shall mean continuous employment in a school of the District, including substitute service, irrespective of tenure status, but shall exclude all periods when the teacher was on leave of absence for any cause.

C. Provision will be made for consultation between the Board of Education, administrators and department heads on subjects relating to hiring, dismissal, transfer, demotion and promotion of professional personnel. Final decision will remain with the Board of Education.

ARTICLE IX

Consolidation - Annexation

In the event that this school district shall be combined by consolidation or annexation with one or more districts, the Board of Education will use its best efforts to assure the continued employment of the members in the new and reorganized school district.

ARTICLE X

Reduction in Personnel

A. In the event of a general cutback or reduction of teachers through lay off from employment, the following procedure will be utilized.

1. Teachers holding permits in the specific positions being reduced or eliminated will be laid off first, provided there are fully certificated teachers to replace and perform all of the duties of the laid-off teachers.
2. If reduction is still necessary, then probationary teachers in the specific positions being reduced or eliminated will be laid off, provided there are fully qualified, fully certificated teachers to replace and perform all of the duties of the laid-off teachers.
3. If reduction is still necessary, then teachers in the specific position being reduced or eliminated will be laid off in accordance with the following factors: length of service in the system, certification, background and attainments, experience, ability, attitude, past performance, attendance, interest, capabilities, and evaluations. In the event all factors are equal, length of service in the system shall be the determining factor.

B. In the event of lay off, the Board shall institute a recall procedure which, when implemented, will insure teachers that they will be recalled in the reverse order of lay off. Recall will be initiated immediately upon reduction of the financial crisis which precipitated the reduction in personnel.

C. If a position exists within the Stephenson Area Public School District for which the teacher is qualified and certificated, the teacher shall be notified by the school district. Within ten (10) days of the receipt of a written offer to return the teacher shall accept the position by replying in writing or it shall be determined that he has declined the position. The teacher shall notify the Superintendent's Office by April 15 of the current year of his intent to return to the Stephenson School District

the following year or his leave shall be terminated. It is the teacher's responsibility to keep his address with the Personnel Office current.

D. Other Conditions

1. Leaves of absence without pay will be automatically granted to any and all personnel affected by a reduction in staff. These leaves of absence shall not prohibit the teachers from seeking and accepting gainful employment elsewhere and shall not be terminated for that reason except on written request of the teacher.
2. During said leave of absence the teacher shall receive no insurance benefits at Board expense, but may elect to continue insurance benefits by paying the premiums directly to the carrier. This section is contingent upon approval by the insurance carrier.
3. During said leave of absence such teachers seniority shall remain unbroken despite such leave, but shall not accumulate. His accumulated sick leave shall not be canceled, but shall remain credited to him.
4. Any teacher who would have qualified for retirement during the reduction year, shall be permitted to teach that year so as to acquire needed service.
5. The leave of absence for the purpose of staff reduction shall not result in loss of status or credit for previous years of service. Upon return to the district he shall assume the position on the salary schedule previously held with no credit allowed for the leave of absence period.

E. Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the employer. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.

F. In the event the Association questions the wisdom of the employer as to specific teachers (1) being laid off or not being laid off, or (2) filling vacant teaching positions (as set forth above) or not filling such position, the employer will set forth in writing to the teacher and the Association its reasons for its action. It is understood, however, that the Association's request for this information is reasonable, timely, and intended in good faith.

G. If the employer fails or refuses to comply with Section E and F above, or if the reasons assigned clearly demonstrates that the employer acted arbitrarily or capriciously, the Association has the right to utilize the grievance and arbitration procedure to seek relief.

H. It is intended that this Article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this Article.

I. Except in the event of an emergency, all teachers to be laid off shall be given at least 30 days written notice. The official action of the Board of Education at a public meeting shall constitute written notice.

ARTICLE XI

Transfers

A. Since the frequent transfer of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.

B. Requests to transfer to vacancies occurring in the system may be made when:

1. The application is made in writing
2. The person requesting the transfer is fully qualified for the new position
3. The transfer is for the good of the system as well as the individual.

C. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE XII

Sick Leave

A. All full-time employees shall receive sick leave credit at the rate of 1.11 days per school month, and the full allowances for the year, (10), shall be credited at the beginning of each year.

B. Unused sick leave shall be cumulative to 90 days. If the employee should terminate his services before the end of the first contract term, a salary deduction will be made at the time the services terminate, for all sick leave used in excess of 1.11 days per school month.

C. Teachers shall be given written notice of sick days available at the beginning of the school year. The teacher shall be responsible for keeping a running account of sick leave throughout the balance of the school year.

D. Any teacher who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law, shall receive from the Board his regular salary for the number of days he is absent from his teaching duties up to the limit of his accumulative leave in the sick leave bank with subtraction of sick leave.

E. Any teacher who has been absent for personal illness or injury for five consecutive work days must provide a physicians statement that he is unable to work in order to qualify for any additional days of sick leave with pay. This statement must be provided prior to the end of the sixth consecutive day of absence from work for illness or injury.

ARTICLE XIII

Leave of Absence

A. Any teacher whose personal illness extends beyond the period compensated under Article XII shall be granted a leave of absence without pay for such time as is necessary to complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position. Such leave of absence must be requested by the teacher in writing after sixty days of illness. The intention to return to a teaching position during the next school year shall be made in writing prior to April 15.

B. Leave of absence with pay chargeable against the teacher's allowance shall be granted for the following reasons:

1. A maximum of ten days per school year for a critical illness in the immediate family. Immediate family is interpreted to mean: mother, father, spouse, parent of spouse, brother, sister, child, grandparents, or a dependent in the immediate household.
2. One day when emergency illness in family requires a teacher to make arrangements for necessary medical or nursing care.
3. Attendance at a ceremony awarding a degree to a staff member for such portion of the day as is necessary.

4. One day, except when travel requires additional time, for attendance at the school graduation of a son, daughter, husband or wife.
5. Two days a year of the sick leave allowance may be used for personal business, non-cumulative. The purpose of this leave is to relieve teachers of financial hardship in situations over which they have no control. Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session. An application for a personal business leave, containing the reasons for the leave must be submitted in writing at least two days in advance (except in the event of an emergency when a shorter notice may be acceptable). A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations and the first and last days of the school year.
 - a. Examples of unacceptable uses of personal business:
 - (1) Recreational pursuits, hunting, fishing trip
 - (2) Economic gains
 - (3) Social functions
 - (4) Other employment
 - (5) Seeking new employment, interviews
 - (6) Marriage on school time
 - (7) Child care at home
 - b. Examples of acceptable uses of personal business:
 - (1) The closing of purchase or sale of property which must be handled during the time scheduled by a bank, mortgage company, etc.
 - (2) To review tax settlements with local, state or federal agencies where such is impractical to be handled by correspondence. (These appointments should be scheduled early in the day or late in the day in order that one-half ($\frac{1}{2}$) day will usually be sufficient time from the position).
 - (3) Court appearances to give testimony or upon subpoena.
 - (4) Legal counseling regarding personal matters when such legal counsel is not available outside regular school hours; reading of wills, closing estates, etc.
 - (5) Moving household goods which should be limited to one day for any one moving.
 - (6) Counseling at a college or university regarding an advanced degree, when such counseling cannot be handled by correspondence, telephone or outside of regular school hours.
 - (7) For specific emergencies that require the individual employee to be absent from his assigned duties, such as:
 - (a) A serious fire at home
 - (b) Furnace explosion or failure
 - (c) Natural disaster at home such as windstorm damage, flooding damage, etc.
6. Time necessary for attendance at the funeral service of person whose relationship to the teacher warrants such attendance. Leave to be approved by the Principal of the school.
7. Death in the immediate family shall have a limitation of three days for each bereavement. Additional time may be granted by the Board of Education for extenuating circumstances. Immediate family shall refer to the husband, the wife, or the child and the mother, father, brother, brother-in-law or the sister, sister-in-law, grandfather and grandmother of the

employee or of the spouse. Not more than one day of Sick Leave shall be granted by the Board of Education for the death of an uncle or aunt of the employee or of the spouse. Special consideration may be granted to the employee for persons who reside with the family.

C. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

1. Jury Duty - Persons called for jury duty will be paid the difference between their pay as a juror and their regular salary. Such time is spent in jury duty will not be charged against personal business or sick leave.
2. Court appearance as a witness in any case connected with the teacher's employment or the school and involving no moral turpitude on the part of an employee.
3. Time necessary for taking selective service physical examination when proof is furnished of the pending examination.

D. Leaves of absences without pay shall be granted upon application for the following purposes providing a qualified replacement can be found:

1. Study related to the teacher's licensed field.
2. Study to meet state certification other than that held by the teacher.
3. Study, research, or special teaching assignment involving probable advantage to the school system.

E. Military leaves of absence will be granted to any teacher who shall be conducted or shall enlist for military duty to any branch of the armed forces of the United States.

Teachers on military leave shall be given the benefit of up to two increments and which would have been credited to them had they remained in active service of the school system.

F. The Board may grant up to one (1) year leave of absence without pay for pregnancy. Upon completion of leave, the teacher shall be assigned to the same position or a substantially equivalent position.

Details regarding when the teacher should cease employment, or return to employment will be determined by the circumstances in each case as determined by the administration and the employee with the advice and assistance of a physician.

G. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office if a qualified replacement is available.

H. (Sabbatical Leave) No specific provisions are made for the sabbatical leave of the regular employees. Each case will be considered and judged on its own merits.

I. (Terminal Leave) When a regular employee qualifies for retirement, the Board of Education may pay to the employee terminal leave as follows:

<u>Years of Service in System</u>	<u>Allowances</u>
15-19	\$100.00
20-25	150.00
26-30	200.00
Over 30	250.00

J. (Professional Leave) School employees who are elected or appointed as delegates, committeemen, or officers of professional and educational organizations may be approved by the Board of Education for time off from school duties without loss of pay to attend the professional meetings. Each request shall be judged on its own merits.

ARTICLE XIV

Teacher Evaluation

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

C. Evaluation - To Improve Services

1. The building principal or his assistant is responsible for written evaluations of all probationary teachers assigned to his building.
2. Probationary teachers shall be evaluated formally once each semester.
3. The teacher shall be notified within two days prior to the formal visitation and evaluation.
4. The teacher shall be provided with a copy of a formal evaluation report.

5. Any teacher receiving substandard evaluations that may lead to dismissal, shall be provided with definite, positive assistance to rectify professional difficulties.
6. Should a probationary employee feel that he has been misjudged in his final evaluation, he may present his case in writing and/or in person to the Superintendent.

ARTICLE XV

Protection of Teachers

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students nor to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselor, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupils.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board renders all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will render all reasonable assistance to the teacher in his defense.

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

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

ARTICLE XVI

Negotiation Procedures

A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. In the event the salary schedule is reopened for negotiation, by either party, as provided in Article II of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement covering wages, hours, terms, and condition of employment of teachers employed by the Board.

C. The Board, through its authorized representative, may employ teachers to fill vacancies for the subsequent school year under the provisions of the Master Agreement in force. However, teachers so hired will be subject to the Master Agreement approved subsequent to the date of employment.

D. In any negotiations described in this Article, neither party shall have control over the selection of the negotiation or bargaining representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledged that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

E. If the parties fail to reach an agreement in such negotiations either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measure it may deem necessary.

ARTICLE XVII

Professional Grievance Negotiation Procedure

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of established law, policy, or the terms of this agreement.
2. A "party of interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
3. The term "days" when used in this section shall, except where otherwise indicated, means working school days.

B. Purpose

The primary purpose of the procedure set forth in the Section is to secure, at the lowest level possible, equitable solution to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

C. Structure

1. There shall be one or more Association Representatives for each school building to be selected in a manner determined by the Association.
2. The Association shall establish a broadly representative Grievance Committee and an Appeal Committee. No member of the Grievance Committee shall be a member of the Appeal Committee. In the event any representative or member of these committees is a party in interest to any grievance brought, he shall disqualify himself and shall be replaced by the Association.
3. The building principal shall be the administrative representative when the particular grievance arises in one building.
4. The Board hereby designates as its representative, the Superintendent of Schools, when the particular grievance arises in more than one school building.

Level One

The teacher with an alleged grievance shall first discuss the matter with his Association Representative. If the Association Representative concurs that a grievance exists, move to Level Two. If the Association Representative does not

feel a grievance exists, the aggrieved may appeal the Association Representative's decision to the Appeal Committee. The Appeal Committee shall render its decisions within five (5) days as to whether a grievance exists and may be taken to Level Two or does not exist and may only be continued to Level Two at the aggrieved's own initiative without Association support.

Level Two

The teacher with a grievance shall discuss the matter with his principal, whether individually or with his Association Representative, with the objective of resolving the matter informally. The principal shall make his decision known within three days.

Level Three

In the event the grievance is not satisfactorily resolved at Level Two within three days, the grievant or the Association Representative shall file the grievance in writing with the Grievance Committee within five (5) days after the decision at Level Two. The Committee shall within five (5) days make a judgment on the decision. If the Committee decides that the decision at Level Two is in the best interests of the educational system, it shall so notify the teacher and the Association Representative. If the Committee decides that the decision at Level Two is not satisfactory, it shall refer such grievance in writing to the Superintendent of Schools. The Superintendent of Schools shall designate three persons, who may include himself, to represent the administration. The chairman of the Grievance Committee shall designate three persons who may include himself, as an Ad Hoc Committee to represent the Association. Within ten (10) days after receipt of the written grievance by the Superintendent, these two groups shall meet to consider the problem and to arrive at an equitable solution of the grievance within (5) days.

Level Four

If the grievance is not resolved by the Superintendent or his representatives and the Ad Hoc Committee within five (5) days of its consideration by them, it shall be referred for consideration to the Board of Education's Review Committee. This committee shall be composed solely of members of the Board of Education. Within ten (10) days after receipt of the written referral by the Board, its Review Committee

shall meet with the Ad Hoc Committee for the purpose of discussing the matter and disposing of it in a mutually satisfactory manner.

Level Five

If the Review and Ad Hoc Committees are unable to reach a mutually satisfactory decision concerning the grievance, or if no disposition has been made within the period provided in Level Four, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five calendar days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall not have the power to alter, add to, or subtract from the terms of this agreement.

D. Right to Representation

Any party in interest may be represented at all meetings and hearings at all steps and stages of the grievance procedure by another teacher or another person. Provided, however: That any teacher may in no event be represented by an officer, agent or other representative of any teacher organization other than the Association. Provided, further: When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of grievance processing.

E. Miscellaneous

1. During the pendency of any proceedings and until final determination has been reached, all proceedings shall be private and preliminary dispositions will not be made public without the agreements of all parties.
2. There shall be no reprisals of any kind by administrative personnel taken against any party in interest of his Association Representative, any member of the Grievance Committee, Appeal Committee, or Ad Hoc Committee, or any other participants in the procedure set forth herein by reason of such participation.
3. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE XVIII

Retirement

- A. A teacher shall retire at age sixty-five.
 - 1. If a teacher reaches age 65 before the opening of the school year, the teacher must be retired, and will not teach in the district as a full-time teacher.
 - 2. If a teacher reaches age 65 on or after the opening day of the school year, he will be permitted to complete the particular year as a full-time teacher.

ARTICLE XIX

Miscellaneous Provisions

- A. Procedure for Notification of Absence Because of Illness
 - 1. Please notify the Office of The Superintendent of Schools or his representative not later than 7 a.m. if you plan to be absent for the day because of personal illness.
 - 2. The teacher's class record book must be available to the substitute teacher.
 - 3. Assignments and lesson plans will be provided for the substitute teacher. In cases of sudden illness, these plans must be given verbally to the office secretary. If no plans are provided and no real emergency exists, sick leave will not be authorized.
 - 4. All teachers assigned to the secondary school will accept assignment to supervision of one (1) extra curricular activity each semester. Elementary teachers, to enhance communication with parents, will be available in their respective building for conferences with parents when so designated by the building principal or when Parent-Teacher organization meetings are scheduled during the school year.

- B. Procedure for Reports of Injuries to School Employees

The Board of Education of the Stephenson Area Public Schools carries compensation insurance on every person employed.

In case of an accident, inform the office of the superintendent at once. Report all accidents--even those of a minor nature.

School employees are covered by insurance at all times, in and out of the community, providing the employee is considered working for the interest of the school at the time of injury.

- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede

any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

D. This Agreement supersedes and cancels all previous agreements: verbal or written, or based on alleged practices, between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

E. Copies of this Agreement shall be printed at the expense of the Board and made available to all teachers now employed or hereafter employed by the Board.

ARTICLE XX

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to each M.E.A. member under contract the following insurance protection:

A. The Board of Education will provide health insurance benefits to each teacher under 65 years of age for which they are eligible as follows:

1. Insured only up to \$24.62 per month
2. Insured and spouse up to \$55.42 " "
3. Insured, spouse & children up to \$61.18 " "
4. Insured and children up to \$55.42 " "

B. When the employee and/or spouse is 65 or older, the following will be applicable:

1. Insured only - \$20.26 plus options up to \$24.62 per month
2. Insured 65 and spouse 65 up to \$38.16 " "
3. Insured under 65, spouse 65 or older up to \$42.52 " "
4. Insured under 65, spouse over 65 & children up to \$73.32 " "

C. For a teacher whose spouse is employed and covered by health insurance elsewhere, the employee may:

1. Choose plan A, 1 or 4 above or select any options totaling not more than \$24.62.
2. At the beginning of each school year each married teacher shall provide a signed statement that the spouse is or is not employed and if employed, that health insurance is or is not available at a reduced cost or at

no cost at the place of employment. A committee will be established to review marginal cases consisting of the President and Chief Negotiator of the Stephenson Education Association, the Superintendent of Schools, and a member of the Board of Education.

D. Husband and wife both teaching in this school district may:

Select the appropriate plan which applies to their situation or any combination of plans or options; the total cost not to exceed the particular plan under which the family falls.

E. The Board's insurance contributions shall begin in September of each year and continue for twelve (12) full months for all certificated personnel except for those who resign on or before the end of the current school year. The effective date of coverage for the employee will be October 1. Contributions would be pro-rated based on months of service in the current school year.

F. For teachers who will not return for the subsequent school year:

1. The fringe benefits agreed upon in the Master Agreement will be paid to June 30 for teachers who have indicated in writing that they no longer desire to be a part of the staff for the ensuing school year.
2. Teachers leaving this school system and expecting to be employed in another school system in Michigan for the ensuing school year should communicate with the: Michigan Education Special Services Association, Box 286, East Lansing, Michigan 48823.
3. Part-time teachers, under contract with the district, will be provided insurance protection at an amount proportionate to the percentage of time they are employed in relation to full-time employment.

ARTICLE XXI

Deductions for Professional Dues

A. The Board agrees to deduct from teacher's salaries teacher organization dues for the Michigan Education or the National Education Association or any combination of these organizations as the teachers individually and voluntarily authorize the Business Office to deduct, and to transmit the amount deducted to such recipients as may be authorized by the above respective organizations.

B. Each of the aforementioned organizations shall certify to the Business Office in writing the current rate of its membership dues.

C. Each teacher who desires to authorize such deduction shall file with the Business Office a signed and dated "Continuing Membership Form".

D. Such authorization shall continue in effect unless subsequent to June 1 and prior to September 15 of any year, such authorization is formally revoked by the teacher in writing and copies thereof are delivered to the Association and the Board.

E. The deduction of membership dues shall be made from one regular pay check each month, for ten (10) months beginning in September and ending in June of each year and the Board agrees promptly to remit to the respective Associations all moneys so deducted, accompanied by a list of teachers from whom the deductions have been made.

ARTICLE XXII

Supervision of College Students

By mutual agreement of the Director of Student Teaching and the teacher, college students may be assigned to the teacher with specific responsibilities. Fifty dollars per college student will be paid to the teacher upon satisfactory completion of the student teaching program for the first two assignments and seventy-five dollars thereafter.

ARTICLE XXIII

Summer School Employment

Teaching positions in the Stephenson Area Public Schools summer school will be filled first by teachers regularly employed in the Stephenson Area Public School System.

In filling such positions, consideration will be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance and previous summer school teaching experience.

Application by regularly employed teachers for summer school will be filed with the superintendent within two weeks after such announcement concerning summer school is made. The decision of the Board on such applications and filling of such vacancies, unless arbitrary, capricious, or without basis in fact, will be final.

ARTICLE XXIV

Strike Prohibition

The Association recognizes that strikes (as defined by Section 1 of Public Act 336 of the P.A. of 1947, as amended, of Michigan) by teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement it shall not direct, instigate, participate in, encourage, or support and strike against the Board by any teacher or group of teachers.

ARTICLE XXV

Agreements Contrary to Law

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

ARTICLE XXVI

Duration of Agreement

This agreement shall be effective as of August 26, 1975 and shall continue in effect until August 15, 1976. A new contract agreement, if negotiated and agreed upon prior to August 15, 1976, will become effective after August 15, 1976.

ARTICLE XXVII

Academic and Professional Responsibility

Since teachers are working with students who have not reached full maturity, they are expected to consider carefully their words, deeds, actions, and personal image in all classroom and supplementary duty situations.

It is the responsibility of the teacher to insure fair presentations of facts, philosophies and ideologies for consideration. Freedom of individual conscience, association and expression will be encouraged and fairness in procedure will be observed.

to safeguard the legitimate interests of the school and community.

Patriotism in its highest form requires dedication to the principles of our democratic heritage. Professional ethics require sharing the responsibility for the development of sound policy with all other citizens. As educators we are particularly accountable for participating in the development of education programs and policies, and for interpreting them to the public.

The professional staff is committed to the Code of Ethics of the educational profession as adopted by the Michigan Education Association and the National Education Association.

The association agrees to establish a professionalism committee to work with the Board of Education in the area listed:

A. The implementation of Article XII and XIII with specific reference to requests not specifically covered by the Master Agreement. The final decision in all cases, however, to remain with the Board of Education.

B. The implementation of the Code of Ethics of the association.

ARTICLE XXVIII

Agency Shop

A. All full-time teachers in the bargaining unit shall, on or before the sixtieth day following the beginning of the school year, as a condition of employment or of continued employment, either:

1. Become members of the Association; or
2. Pay to the Association an amount of money which the Association certifies in writing as a cost equal to the negotiation and administration of this agreement.
3. Full-time teachers hired during the school year shall be required to tender only a pro rata amount of the fee.
4. Temporary, and/or part-time teachers employed on a day-to-day basis or specially certificated vocational instructors employed on a day-to-day basis shall not be required to join the association or pay a service fee.
5. Notwithstanding the provisions of this article, any teacher who evidences to the association that he is a member of a church whose longstanding teachings have historically forbidden joining or supporting a labor union

or similar organization and that the member has such personal religious convictions shall, so as to show good faith, agree to make a contribution as hereinafter provided. The sum of the contribution shall be equivalent to the dues uniformly required to be paid by members of the Stephenson Education Association and shall be made to a non-union, non-religious, charitable or non-profit organization mutually agreed upon by the association and the teacher, such organization to be located within the boundaries of the school district. The teacher to furnish a copy of the receipt thereof to the Association. Failure to make such payment or authorize payment through payroll deduction shall, at the request of the association, cause the Board to terminate the employment of such teacher.

B. In the event a teacher shall not pay the required amount as scheduled, the Board and the Association shall:

1. The Association shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail non-compliance and shall provide 10 days for compliance and shall further advise such teacher that a request for discharge may be filed with the Board in the event compliance is not effected.
2. If the teacher fails to comply, the Association may file charges in writing with the Board and may request termination of the teacher's employment.
3. The Board upon receipt of said charge and request for termination, shall conduct a hearing thereon. To the extent the teacher is protected by the provisions of the Michigan Tenure Act all proceedings shall be in accordance with this act. In the event of compliance at any time prior to discharge, charges may be withdrawn.
4. The employment of any teacher whose employment may be terminated, shall be continued in normal function until the time when there is a final decision upholding such termination of employment.
5. In the event the Board, acting on the request of the Association, discharges or attempts to discharge an employee for failure to comply with these conditions, the Association shall assume all costs, indemnify and save harmless the Board, each individual Board member and agents of the Board against any and all claims, demands, suits, expenses or other forms of liability, including back pay of whatever kind and nature that shall arise out of action taken by the Board for the purpose of complying with the provisions of this agreement subject to the following:
 - (a) That damages are not the result of negligence, misfeasance or malfeasance of the Board or its agents.
 - (b) That the Association shall have the right to choose the legal counsel to defend any said suit or action, and to compromise or settle any claim made against the Board under this section.

SALARY SCHEDULE "A" - 1975-76

1. Base salary of \$8500
2. Increment of \$317.
3. The maximum increase for any teacher for the 1975-76 school year would be \$1000.

<u>Years Experience</u>	<u>B.A.</u>	<u>B.A. + 15</u>	<u>M.A.</u>	<u>M.A. +15</u>
0	\$ 8,500.	\$ 8,817.	\$ 9,134.	\$ 9,451.
1	8,817.	9,134.	9,451.	9,768.
2	9,134.	9,451.	9,768.	10,085.
3	9,451.	9,768.	10,085.	10,402.
4	9,768.	10,085.	10,402.	10,719.
5	10,085.	10,402.	10,719.	11,036.
6	10,402.	10,719.	11,036.	11,353.
7	10,719.	11,036.	11,353.	11,670.
8	11,036.	11,353.	11,670.	11,987.
9	11,353.	11,670.	11,987.	12,304.
10.	11,670.	11,987.	12,304.	12,621.
11.	11,987.	12,304.	12,621.	12,938.
12.	12,304.	12,621.	12,938.	13,255.
13.	12,621.	12,938.	13,255.	13,572.

4. Persons employed beyond 9½ months, for work which they are qualified, may be reimbursed for the time beyond 9½ months. Reimbursement will be \$125 per week.

SALARY SCHEDULE "B"

Extra Curricular Salary
(Percentage Figures Based on \$8,100.)

A. Reimbursement for the Athletic Department:

	<u>%</u>	
1. Football		
a. Head Coach	12.5	\$1,012.50
b. Three Assistants	7.8	1,895.40
2. Basketball		
a. Head Coach	12.5	1,012.50
b. Junior Varsity Coach	9.0	729.00
c. Freshman Coach	4.5	364.50
d. Eighth Grade Coach	2.6	210.60
e. Seventh Grade Coach	2.6	210.60
f. Girls Coach	4.5	364.50
g. Jr. High Girls Coach	2.0	162.00
3. Track and Spring Sports		
a. Head Track Coach	5.0	405.00
b. Assistant Track Coach	3.5	283.50
c. Cross Country	2.5	202.50
d. Golf	2.5	202.50
e. Jr. High Track	1.5	121.50
f. Girls	2.0	162.00

B. Reimbursement for other areas

1. Play Directing		250.00/play
2. School Newspaper		200.00
3. Annual Director		350.00
4. Band Director		500.00
5. Class Advisors		
Senior Advisors	2 at	75.00 each
Junior Advisors	2 at	50.00 each
Sophomores & Freshmen	2 at	25.00 each
7th and 8th Grade	2 at	25.00 each
6th Grade	4 at	40.00 each
6. Forensics		275.00
7. Debate		275.00
8. Supervising teacher		
a. Semester basis		
(1) \$70.00 first two students		
(2) \$85.00 all others		
b. 8 week basis		
(1) \$50.00 first two students		
(2) \$60.00 all others		
9. Driver Education		
Behind the Wheel		4.50/hr.
Summer Classroom		6.00/hr.
10. Cheerleader Advisor		
a. Football		50.00
b. Basketball		100.00
c. Jr. High		50.00

- | | | |
|-----|---|-----------|
| 10. | Football Ticket Sellers
(2) 4 games x \$5.00 per game | \$ 40.00 |
| 11. | Football Official Timer
4 games x \$5.00 per game | 20.00 |
| 12. | Basketball Ticket Sellers
(2) 8 games x \$5.00 per game | 80.00 |
| 13. | Basketball Official Timer
8 games x \$5.00 per game | 40.00 |
| 14. | Basketball Official Scorer
8 games x \$5.00 per game | 40.00 |
| 15. | Cheerio Bus Chaperone
\$5.00 per trip | 5.00 |
| 16. | Filming of athletic contests authorized
by the Athletic Director | 5.00/game |
| 17. | Attendance at Conference
All requests for attendance at conferences during the school time, or at any
time reimbursement for expenses is to be claimed, are to be made in writing to
the Principal. If the Principal approves, he will countersign the request and
forward it to the Superintendent for his approval. Reimbursement for expenses
will be made only on approved trips.
a. Travel expenses by car will be reimbursed at 14¢ a mile plus actual expenditures
for tolls.
b. Cost for lodging and meals will be reimbursed at cost with a maximum of
\$25.00 a day. | |
| 18. | All teachers who are regularly employed are entitled to be admitted without
charge to all interscholastic athletic events sponsored by the school. Teachers
are considered as representatives of the school and are considered to be on duty
even though no specific assignment is given to them by the Office of the Principal. | |

All teachers who are on specified duty (other than ticket selling, scoring or timing) or who are given specific assignments by the Office of the Principal for all interscholastic athletic events will receive an admission ticket without charge for their spouse. Single teachers, similarly assigned, may request a ticket from the Office of the Principal for their guest.

C. The salary of teachers who are employed under a program which is wholly or partially reimbursed by Federal or Special State Funds may be adjusted by the Board of Education consistent with state practices.

D. The semester hours of credit shall be earned towards a degree from a state accredited college or university. This credit shall be applicable to the Salary Schedule for determining the annual salary and shall be counted towards a degree to determine the 4 1/2 year column.

E. The salary schedule pay is based on a school year of 9 1/4 months or a minimum of 180 days of school as approved by the State Child Accounting Division.

F. The Board of Education may at its discretion, provide an additional increment of one hundred dollars (\$100) to any degree teacher for each three-year period taught beyond the maximum of the salary schedule.

G. In determining the initial salary of a teacher, who begins his work in the Stephenson Area Public Schools after teaching in other schools, full credit will be given for the first five (5) years, year for year. A fraction of one-half or greater shall be counted as a whole year of service.

H. Each year of military service following teacher certification will count as one full year of teaching.

I. The salary of the administrative personnel shall be set by the Board of Education at its discretion. Administrative positions are: 1) Superintendent of Schools, 2) Principal of the high school, 3) Principal of the elementary school, and 4) Athletic Director of the school system.

J. Academic credit earned which may affect the salary paid to any professional staff member in any school year shall be reported to the Office of the Superintendent on or before September 1 of the school year in question.