

CONTRACT

between

BOARD OF EDUCATION  
SAGINAW TOWNSHIP COMMUNITY SCHOOLS

and

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

2012-2017

Saginaw Township Community Schools  
Saginaw, Michigan

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**CONTRACT**

between

**SAGINAW TOWNSHIP COMMUNITY SCHOOLS  
BOARD OF EDUCATION**

and

**SAGINAW TOWNSHIP EDUCATION ASSOCIATION**

**1.0000 PREAMBLE**

**1.0100** This agreement is made and entered into this 25<sup>th</sup> day of March, 2013, by and between the Board of Education, Saginaw Township Community Schools, Saginaw, Michigan, hereinafter called the "Board", and the Saginaw Township Education Association, hereinafter called the "Association."

**2.0000 RECOGNITION**

**2.0100** The Board hereby recognizes the Association as the exclusive bargaining representative to the extent required by Act 379 of the Public Acts of 1965 for the following employees: All certificated, non-certificated, and specially endorsed classroom teachers, guidance counselors, permanent substitute teachers, school librarians, speech and hearing therapists, department facilitators, school social workers, school psychologists, all full-time and regular part-time teachers and other instructional professionals employed by the Saginaw Township Community Schools at its facility known as the Mackinaw High School, including high school completion and Under 16 school instructors, counselors, English-as-a-Second-Language, and Adult Basic Education programs, but excluding the superintendent of schools, assistant superintendents, directors, administrative assistants, principals, assistant principals, administrative interns, nurses, Mackinaw High School director, hall monitors and parking lot attendants and all other supervisory and executive personnel, for the purpose of collective bargaining in respect to hours, wages, terms and conditions of employment.

**2.0110** The terms "teacher," "employee," or "member" when used hereinafter in this Agreement, shall refer to all employees recognized in paragraph 2.0100 and such reference shall mean both male and female.

**2.0115** The term "ancillary employee" shall mean an employee represented by the Association in paragraph 2.0100 who is not required to hold a teaching certificate/permit to be employed. Presently (February 2014), these positions include counselor, school social worker, speech therapists, and school psychologists. If the employee is covered by the Teacher Tenure Act, the employee is not an ancillary employee.

**2.0120** The parties agree that there are substantial and unique differences in the working conditions of the teachers at the Mackinaw High School and teachers in the K-12 program. Accordingly, the provisions of this agreement shall apply to the Mackinaw High School teachers unless otherwise specifically agreed by the parties.

These sections shall not apply to the Mackinaw High School teachers:

- |        |        |        |        |         |
|--------|--------|--------|--------|---------|
| 6.0110 | 6.0151 | 6.0152 | 6.0153 | 6.0154  |
| 6.0155 | 6.0156 | 6.0180 | 6.0201 | 6.0210  |
| 6.0212 | 6.0213 | 6.0214 | 6.0215 | 6.0216  |
| 6.0218 | 6.0220 | 6.0230 | 6.0240 | 12.0800 |

12.0900	16.0710	16.071	16.0712	16.0713
16.0714	16.0715	16.0716	16.0760	18.0110

**3.0000 ASSOCIATION**

- 3.0100** 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 the Association has been given opportunity to be present at such adjustment.
- 3.0200** The Association shall have the right to post notices of its activities and matters of Association concern on Association bulletin boards, one of which shall be provided at each school building.
- 3.0250** The STEA Representative Council Delegate for the Mackinaw High School shall have his/her regular schedule adjusted so that he/she may attend the regular monthly meeting of the STEA Representative Council without loss of hours or pay.
- 3.0300** The Association may use the District's inter-school mail service and teacher mailboxes for communications to its members, provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.
- 3.0350** The Association may use the District facilities free of charge to hold Association meetings provided the use does not require the Board of Education to expend additional money or allocate additional personnel time. General membership activities will require a building use form submitted to the building principal requesting approval prior to holding the meeting.
- 3.0355** Employees may have access to the Internet and e-mail for their personal use free of charge so long as such use is not during scheduled working hours and such use does not create any additional expense for the District. The expectations are that the employees would use them in a professional manner that would comport with the expectations of the public for use of public property. There is no expectation of privacy when the employee uses the internet and e-mail. All use may be monitored at any time. All use is subject to disclosure under the Freedom of Information Act (FOIA).
- 3.0400** Upon request in writing by the Association, the following reports will be made available if the report is complete:
- Annual Financial Report for the year ending as of June 30, after completion of the audit,
  - Copy of the budget that is presented for adoption by the Board,
  - List of personnel covered by the Master Agreement, including salaries, degrees, and years of experience in system and out, age and position on salary scale,
  - Membership Personnel and School Plant Facilities Report,
  - Annual Statistical Report,
  - Annual Financial Audit,
  - Information concerning economic data of fringe benefit programs, if such information is reasonably available in the business office,
  - Names of new teachers after they begin employment,
  - Printout of all Extra-Curricular Stipends.
- 3.0500** The Association will be included on the mailing list for Board minutes and agendas.
- 3.0600** There will be equitable distribution, to all teachers, of passes for all school events for which admission is charged in accordance with Board of Education policies.

**3.0700** The provisions of the Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory.

**3.0800 Association Days**

The Board of Education shall permit person or persons designated by the Association a maximum of twenty-five (25) days total absence, without loss of pay, to attend Association conferences and/or union sponsored events. The maximum amount of Association Days to be used by any one bargaining unit member shall be ten (10) in any given year. This maximum can be increased by a mutual agreement between the parties. Association Days must be used in no less than ½-day increments. The Association shall reimburse the Board of Education for wages paid substitute teachers employed to replace the Association member in his/her respective class.

Any Association Days not used in a previous contract year will be added to the next contract year's total.

**3.0850** Each member can donate up to one unused personal day per year to the STEA President to use as supplemental Association Days. The STEA President may have a maximum of five (5) supplemental days per year. These days shall be used to conduct association business that cannot be conducted outside of the school day. If unused, these days cannot be added to the next contract year's total. Whenever possible, prior notification of the use of a day will be given. If more than five (5) days are donated by the membership, a lottery will determine which member's days are being used. The opportunity to donate a day will be provided on the form for Disposition of Unused Personal Days.

**3.0860** Effective August 1, 2009, upon notification from the Association that it will reimburse the district all costs, the Association President will be provided a release hour for a sixth hour of teaching daily. Effective with the 2012-2013 school year it will be a seventh hour at Heritage High School.

**3.0900 Dues Check Off**

**3.0910** Section not applicable

**3.0920** Section not applicable

**3.0930** Each employee shall, as a condition of employment, (1) on or before thirty (30) days from the first day of active employment or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of Association dues collected from Association members.

**3.0940** Section not applicable

**3.0950** The Association will indemnify and hold the Employer, its Board of Education, agents, employees, elected officials, administrators and supervisors harmless from any liability, claims, lawsuits, judgments, costs and expenses of any kind whatsoever (including loss/reduction of funding), including attorney fees and related litigation costs, resulting from the Employer's compliance with the union security or dues check-off provisions (including reliance on individual authorizations to deduct dues or fees) contained within this Agreement.

**3.0960** Section not applicable



**3.0970** Section not applicable

**3.0980** Section not applicable

**4.0000 BOARD RIGHTS**

**4.0100** Subject to the provisions of this Agreement, the Board, on its own behalf and on the behalf of the electors of the district, reserves unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Saginaw Township Community School system and its professional staff under the law and the Constitution of the State of Michigan and the United States.

**4.0200** The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the United States.

**4.0300** The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.

**5.0000 NO STRIKE**

**5.0100** The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

**6.0000 TEACHING CONDITIONS**

**6.0100 Teaching Hours**

**6.0110** This section, 6.0110, does not apply to the Mackinaw High School teachers. The teachers' normal hours in all grades shall be eight (8) hours per day during the school year.

**6.0120** All teachers shall have at least a 40-minute duty free, uninterrupted lunch period. All teachers must be available in their teaching stations, to the students, 15 minutes before the first class convenes and 15 minutes after the last class is dismissed. Beginning with the 2000-2001 school year, the middle school faculty shall not be required to be at their teaching stations for the 15 minutes subsequent to the dismissal of the last class.  
All Mackinaw High School teachers shall have at least a thirty (30) minute unpaid, duty free, uninterrupted lunch period. Mackinaw High School teachers shall be required to be in the lab when the lab is open.

**6.0130** Exceptions to these regulations shall be only with permission of the building administrator. Meetings called by the principal or administrator before or after school shall also excuse a teacher from the 15-minute rule. In the Mackinaw High School exceptions to being in the lab while it is open shall be only with the permission of the administrator.

**6.0140** The Board recognizes teaching as a professional calling and shall not impose unreasonable demands upon a teacher's time and shall agree that the work week for the teaching staff shall be maintained at a professional level and shall be distributed equitably and consistent with the work schedule of a professional.

**6.0141** The parties agree that split shifts are normally undesirable and will be avoided unless no reasonable alternative is available. The parties agree that assignments that teachers split between buildings are undesirable and will not be used as a subterfuge to violate this Agreement. The teacher's duty day shall not exceed seven (7) continuous hours on days when travel time infringes upon the teacher's lunch or preparation hour.

**6.0150 Assigned Time**

**6.0151** This section, 6.0151, does not apply to the Mackinaw High School teachers. The time a teacher is assigned with students at Heritage High School is six (6) fifty-two (52) minute periods (beginning in the 2012-2013 school year). The time a teacher is assigned with students in the middle school is five (5) sixty (60) minute periods organized into blocks of instructional time. The middle school learning community will consist of two (2) core instruction blocks and one (1) enrichment period. A block consists of two (2) sixty (60) minute periods. The learning community may be flexible with their core instruction block of time.

Pilot or exploratory programs may be an exception to the above.

**6.0152** This section, 6.0152, does not apply to the Mackinaw High School teachers. The time assigned with students will not exceed 330 minutes per day except when necessary to the efficient and proper functioning of a teaching team. In that event, the time a teacher is assigned with students is at no time to exceed 1,650 minutes in any one-week.

**6.0153** This section, 6.0153, does not apply to the Mackinaw High School teachers. In the event of an emergency, it becomes necessary to assign a teacher to students for a longer period of time than specified above, the teacher shall be compensated at an hourly rate to be determined by dividing the contractual salary by the number of teacher work days, the quotient of this division further divided by five (5) for middle school teachers and by six (6) for teachers at high school.

If the overload continues for more than one semester, the teacher shall be compensated at the hourly rate, as determined above, plus an additional six (\$6.00) dollars per hour of overload. If the teacher chooses to teach an overload, the teacher shall remain at the school for an additional class period as a preparation period.

If it is necessary for a teacher in an instructional area to teach in the absence of a requested substitute, the teacher will be compensated at an hourly rate equal to one-sixth ( $\frac{1}{6}$ ) of the daily substitute rate at the middle school and one-seventh ( $\frac{1}{7}$ ) of the daily substitute rate at high school.

**6.0154** This section, 6.0154, does not apply to the Mackinaw High School teachers. Secondary teachers (9-12) shall not be required to have more than four (4) preparations within six (6) teaching assignments per day. A classroom preparation shall be defined as the planning and work of a teacher prior to the teaching of one or more sections of classroom assignment.

**6.0155** This section, 6.0155, does not apply to the Mackinaw High School teachers. Middle school teachers (6-8) shall not be required to have more than four (4) teaching preparations within five (5) teaching assignments per day. A classroom preparation shall be defined as the planning and work of a teacher prior to the teaching of one or more sections of classroom assignment.

**6.0156** This section, 6.0156, does not apply to Mackinaw High School teachers. Any middle or secondary teacher assigned an additional preparation shall be compensated according to the following formula:

- a. Middle School Teachers Fifth Hour Preparation-the salary divided by the number of teacher days divided by 5 x .25 = rate x number of student days in the school year. The

number of teacher days will be based on the number of days in the school calendar (Article 18.0000) for that teacher (new teacher or otherwise).

- b. High School Teachers Fifth and Sixth Hour Preparation-the salary divided by the number of teacher days divided by  $6 \times .25 = \text{rate} \times \text{number of student days in the school year}$ . The number of teacher days will be based on the number of days in the school calendar (Article 18.0000) for that teacher (new teacher or otherwise).

One-half ( $\frac{1}{2}$ ) of compensation will be paid at the end of the first semester and one-half ( $\frac{1}{2}$ ) at the end of the second semester.

**6.0157** The Board shall provide Mackinaw High School teachers with prep time/meetings to be determined by the administration based upon the needs of the program, but in no case less than five (5.0) hours per week for a faculty member who is regularly scheduled to work at least 37.5 hours per week.

**6.0160** In the K-5 schools, the teacher's planning period shall be from 7:30 – 7:45 a.m. and from 2:35 - 3:30 p.m. Adjustments to this schedule may be made to compensate for varying starting times of individual schools. Individual exceptions to this section shall be made between the Association President, or if not available, the building representative and the Administration.

**6.0163 Elementary Report Cards**

Elementary teachers will have at least three (3) school business days, including teacher workdays, between the end of the marking period and when report cards are to be completed.

**6.0165** High School Counselors, Co-op Coordinators, and Media Specialists may be scheduled to work August through June for no more total days than their regularly scheduled number of teacher workdays. These days shall be mutually agreed to on a calendar schedule between the counselors and the building principal on an annual basis.

**6.0170 Attendance at School Functions**

Teachers may be required to remain after school without additional compensation for up to one hour after the 15 minutes teachers are available for parents and students at their teaching stations, on each of two days each month to attend meetings called by the principal or administrator. Teachers shall be notified three (3) working days before building meetings except in an emergency.

**6.0175** Recognizing the importance to school/teacher/parent relationships of Open House (sometimes called Curriculum Night) programs, a teacher who is unable to attend this function will, except in the case of emergency, give the building principal at least three days written notice prior to the function.

**6.0180** This section, 6.0180, does not apply to Mackinaw High School teachers. Parent/Teacher Conferences will be held in the fall and again in the spring. Teachers unable to attend the conferences because of illness will be required to use a sick day or a personal day (where appropriate) with the only exception being a teacher who has a commitment for another school-sponsored event.

The first set of parent/teacher conferences will be held in the fall.

The schedule for day 1 is:

Elementary	7:45 to 10:55 class for students
	12:00 to 4:00 conferences

Middle School	8:40 to 11:50 class for students 1:00 to 5:00 conferences
High School	7:40 to 10:50 class for students 12:00 to 4:00 conferences

The schedule for day 2 is:

Elementary	11:30 to 2:35 class for students 4:00 to 8:00 conferences
Middle School	12:30 to 3:29 class for students 4:30 to 8:30 conferences
High School	11:30 to 2:40 class for students 4:00 to 8:00 conferences

The second set of parent/teacher conferences will be held in the spring. Students will attend school for a full day on each day of conferences. Conferences will be held in the evening on both days as follows:

Elementary	4:00 to 6:00 conferences
Middle School	4:30 to 6:30 conferences
High School	4:00 to 6:00 conferences

Teachers will continue to schedule individual conferences outside the aforementioned times when necessary to meet with parents.

**6.0181** A Mackinaw High School teacher may be required to attend parent-teacher conferences as scheduled by the Board, not to exceed six (6) hours per year.

**6.0200 Student/Teacher Ratios**

Class Sizes. The administration recognizes the difficulties imposed at the beginning of the year on teachers and will make every effort to adjust class sizes, as far as practical, prior to the commencement of school. Further, efforts will be intensified to balance class assignments, as far as practical, in the planning stage so that overloads can be avoided. The administration will further take into consideration the problems resulting from mainstreaming and will give consideration to any unusual demands required of the teaching staff in these situations.

**6.0201** This section, 6.0201, does not apply to Mackinaw High School teachers. Special Education students, when mainstreamed, shall be counted the same as all other students for computation in student-teacher ratios.

**6.0210** This section, 6.0210, does not apply to Mackinaw High School teachers. The Board of Education agrees that the ratio of students to teachers at each school unit as listed below shall not be exceeded except for an emergency.

**6.0212** This section, 6.0212, does not apply to Mackinaw High School teachers. Overloads may occur on a daily basis in grades K-5. Overloads may occur under two separate circumstances at the Middle School (6-8) and the High School, on an hourly basis and on a daily basis. Each instance must be treated individually at each level.

It is recognized that different degrees of flexibility in scheduling are required at each level. Accordingly, beginning on the sixteenth (16th) student attendance day and continuing throughout the remainder of the school calendar year, overload compensation shall be the greater dollar amount of either hourly or daily.

**6.0213 Hourly Compensation**

This section, 6.0213, does not apply to Mackinaw High School teachers.  
\$1.60 per student per hour per day in excess of:

Middle School (6-8)	32:1
High School (9-12)	33:1

One (1) hour is defined as one (1) teaching period.

**6.0214 Daily Compensation (K-5)**

This section, 6.0214, does not apply to Mackinaw High School teachers.

K (½ day) compensation to be \$4.00 per day per student per session exceeding a ratio of 27:1.

K (all day) compensation to be \$8.00 per day per student exceeding a daily ratio of 27:1.

3-5 compensation to be \$8.00 per day per student exceeding a daily ratio of 30:1.

Less than full-time elementary students shall be computed at an hourly rate of .2 per student per hour accumulated on a weekly basis and then paid at the daily rate. The weekly accumulation shall be rounded as follows:

Minimum of .6/week = \$4.80, .8/week = \$6.40, 1.0/week = \$8.00.

**6.0215 Daily Compensation (Middle (6-8); High School (9-12))**

This section, 6.0215, does not apply to Mackinaw High School teachers.

Middle and high school compensation to be \$3.20 per day per student in excess of:

Middle School (6-8)	150 students	(30 x 5)
High School (9-12)	167 students	

**6.0216** This section, 6.0216, does not apply to Mackinaw High School teachers. The only classes exempt from any of the above ratios or limits are elementary music and physical education, ratio 35:1; High school classes of choir, band, and physical education, ratio 60:1; keyboarding ratio, 40:1; and middle school choir, band and physical education, ratio of 300 per day.

Exceptions to the elementary ratio of 35:1 must be mutually agreed upon by both the STEA and the administration.

Middle school (6-8) daily limit 300  
High school (9-12) daily limit 350

\*Swimming classes shall conform to the regulations as outlined by the State and the Red Cross.

**6.0218** This section, 6.0218, does not apply to Mackinaw High School teachers. It is agreed that a split classroom is an undesirable situation. Teachers volunteering for a split classroom will be

considered. In an effort to provide a favorable teaching/learning situation, the class size will be less than the average size of classrooms of grades being combined in that building.

**6.0220 Half-day Kindergarten Classes**

This section, 6.0220, does not apply to Mackinaw High School teachers. For the purpose of computing a kindergarten ratio per building, a full-time kindergarten teacher shall count as one (1) classroom teacher unit after dividing total kindergarten students by two.

**6.0230** This section, 6.0230, does not apply to Mackinaw High School teachers. The above ratios may be exceeded in case of emergency. An emergency being defined as a situation in which all reasonable efforts have been made by the administration to obtain personnel needed to maintain the above listed ratios.

**6.0240 Special Teachers (elementary music, art, physical education)**

This section, 6.0240, does not apply to Mackinaw High School teachers. The number of special teachers shall be computed as follows: Special teachers shall be in a ratio of 1:20 with K-5 classrooms, as computed in the pupil-teacher ratio. These teachers shall be assigned to the individual buildings as equitably as their efficient use will permit.

Adjustments in the above personnel will be made upward and downward in accordance with available funds. Every attempt will be made to maintain the balanced program agreed to herein.

**6.0300 Student-Teacher Assignments**

**6.0310** No student teacher shall be assigned to a teacher without the supervising teacher's consent.

**6.0315** Compensation for the supervising teacher will be determined by dividing the total amount of monies paid by the universities involved by the number of student teachers in Saginaw Township. Each supervising teacher will receive the quotient of the above multiplied by the number of student teachers supervised.

**6.0330** Student teachers may only be assigned to tenured teachers or to non-tenured teachers where that teacher has taught four (4) or more years in another district and has taught at least two (2) years in the Saginaw Township Community Schools.

**6.0340** Teachers will be assigned a student teacher according to each university's/college's program design and duration.

**6.0400 Classroom Temperature**

The Board agrees to make every effort to maintain a minimum classroom temperature of 55 degrees. In situations in which classroom temperature is below 55 degrees due to mechanical malfunction or other causes and no relief is probable within a two-hour period, the matter will be presented to the Superintendent or designee, for a decision relative to closing schools.

**6.0401 Maintenance of Buildings**

It is desirable that buildings be maintained to the best of the District's ability. Every reasonable attempt shall be made to maintain the physical plant and its equipment to the level of maximum efficiency. Such attempt shall be promulgated upon the reporting of any problem areas and the availability of parts or replacement equipment in correcting the reported deficiencies.

**6.0500** Building keys shall be allocated to teachers upon request at the discretion of the building principal.

**6.0600** Whenever instructional aides and clerks shall be placed in the team or with an individual teacher, a sixty (60) day probationary period shall exist at which time the professional teachers on that team or the individual teacher shall decide and notify the administration as to whether these people are to remain in the team.

**6.0800 Camp Program**

Elementary teachers who are required to attend camp will be paid \$50.00 each time they are present for the entire day period and remain overnight. If the teacher is entitled under this paragraph to \$100.00, the teacher may elect to be credited with one (1) personal day in lieu of the \$100.00. If school is canceled for the district pursuant to 18.0200 and teachers continue to work at camp as originally planned (unaffected by the cancellation), the teacher will be credited with an additional personal day, for each such day. Half (½) day cancellations will be treated on a similar basis with the crediting of a half (½) day of personal time.

**6.0900 School Improvement Committee**

**6.0940** Section not applicable

**6.0950** The Master Agreement may not be modified in whole, or in part, except by mutual written agreement by the Association and the Board.

**7.0000 ASSIGNMENT AND TRANSFER**

**7.0100** The Superintendent of Schools shall be responsible for the assignment and transfer of all faculty personnel. Teaching assignments may be changed at the discretion of the Superintendent. The provisions of this Article only limit the Superintendent's discretion in the assignment of ancillary employees. Assignment and transfer of non-ancillary teachers and its effects, if any, on ancillary employees is at the sole discretion of the Superintendent of Schools. Non-ancillary staff is affected by Board Policy 5170, Recruitment and Selection of Personnel.

**7.0200** A transfer and change of assignment an ancillary employee will be on a voluntary basis whenever possible. In the case of involuntary assignment and transfer of an ancillary employee, the consideration and wishes of the employee will be honored to the extent that this consideration does not conflict with the instructional requirements of the school. For non-ancillary employees, the district may consider volunteers for transfer. Whenever an involuntary assignment cannot be avoided, a personal interview prior to June 1 or written notification with the affected party will be held to clarify the reasons for making said assignment.

Should an un-requested transfer, including a total work assignment, occur, i.e., the teacher is involuntarily moved to another building, including traveling classroom teachers who have their home base involuntarily moved to another building, the teacher(s) transferred will be provided a minimum of one (1) working day of release time, mutually agreed to between the teacher and administration, to complete necessary arrangements and preparations. It is the responsibility of the teacher to schedule this time with their supervisor. Teachers shall not be requested to complete such arrangements on weekends or holidays.

On or before June 15th, if the Director of Human Resources and Labor Relations should specifically request, in writing, that the teacher carry out such arrangements on a non-student instruction day, the teacher shall be paid his/her regular daily rate for the days worked.

A teacher who is involuntarily transferred on or after June 16<sup>th</sup> and before August 15<sup>th</sup> will be given the option of the release time or ½ their per diem rate of pay.

A teacher who is involuntarily transferred on or after August 15<sup>th</sup> and the first work day of the school year will be given the option of the release time or their per diem pay for their move.

**7.0210** The requirements of this section only apply to a position held or that could be filled with an ancillary employee. If a position becomes vacant or is created and such position properly falls within the scope of the bargaining unit, as defined in the Article of Recognition of this Master Contract, such vacancy shall be posted for ten (10) days on the district's web site. If the vacancy is filled from within the membership of the bargaining unit, the vacancy created by the successful candidate will be posted for five (5) days. If the second vacancy is filled by a member of the bargaining unit the vacancy created by this transfer need not be posted. A copy of each posting will be sent to the Association President and Grievance Chairperson, at the time of the posting.

Members with the requisite ancillary certification and qualifications expressing interest in the position or positions will be given first consideration via an interview. Any member who has applied for but not been awarded a posted vacancy may request and is entitled to a meeting with the interview team. This meeting shall be held in a timely fashion.

**7.0215** A vacancy exists when there is an ancillary position for which no teacher in the bargaining unit is assigned.

When such a vacancy occurs, the ancillary position will be posted as outlined in Section 7.0210 above.

**7.0220** In an involuntary transfer situation involving multiple ancillary employees, the primary consideration for filling positions by another ancillary employee will be district seniority, experience at that level and appropriate accreditation standards for that level. Reassignment of ancillary employees due to layoff will be considered an involuntary transfer. The involuntary transfer of a non-ancillary teacher that affects an ancillary teacher is at the sole discretion of the Superintendent of Schools.

**7.0230** Tentative assignments for the ensuing year shall be made prior to June 15<sup>th</sup> of each year. Changes in assignment which become necessary after this date shall be made only after the faculty person involved has been notified in writing. This notification will be made as soon as practical but no later than five (5) working days after the decision.

**7.0300** Whenever vacancies in ancillary positions occur during the normal summer months when regular school is not in session the procedure heretofore outlined shall be followed.

**7.0400** Section not applicable

## **8.0000 REDUCTION IN STAFF**

**8.0100** It is hereby recognized that it is within the sole discretion of the Board of Education to determine all aspects of layoff, reduction and recall of non-ancillary staff even if affects ancillary staff. Non-ancillary staff is affected by Board Policy 5170, Recruitment and Selection of Personnel.

For ancillary staff, it is hereby recognized that it is within the discretion of the Board of Education to reduce the educational program and curriculum and staff when economic necessity dictates.

In order to promote an orderly reduction in personnel when the educational program and curriculum and staff are curtailed, the following procedure will be used:

**8.0105** If the District determines that layoffs are necessary, the District will identify the areas/certifications where the reductions are needed and may ask for volunteers. If an Employee is offered and accepts a voluntary layoff, the Employee will be entitled to:



1. Unemployment Compensation,
2. Recall to any ancillary vacancy for which the ancillary employee is certified and qualified based on seniority unless otherwise filled by a non-ancillary teacher.
3. Request that the employer allow the employee to decline a recall without loss of future recall if there is another employee on the recall list with who is certified and qualified to accept the vacancy
4. Probationary employees will have recall rights four (4) years

**8.0110** Probationary ancillary employees will be laid off first where any ancillary employee who has successfully completed probation and whose position has been curtailed is certified and qualified to perform the services of the probationary employee.

**8.0120** In the event teacher(s) must be laid off, notice will be given to the teacher by April 30<sup>th</sup> of the year. Should the District determine after April 30<sup>th</sup> of any year that a teacher must be laid off, the District shall notify that teacher as soon as the teacher to be laid off has been determined. Layoff among ancillary employees shall be based on seniority and certification.

**8.0125** A layoff at Mackinaw High School is defined as the separation from employment with the District because of a reason other than voluntary resignation, physical disability or dismissal for cause. Ancillary employees who have been laid off from Mackinaw High School and who have worked an average of 32 hours over the previous 20 work weeks shall have the opportunity to fill the next available ancillary opening, based on seniority, for which that employee is qualified and certified unless otherwise filled by a non-ancillary teacher.

**8.0130** The Association shall have the right to review the layoff list prior to notification of the individual teachers to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to meet with representatives of the Board concerning the layoff list.

**8.0200 Recall**

Ancillary Teachers shall be recalled in inverse order of layoff for new ancillary positions opened for which they are certified and qualified, unless otherwise filled by non-ancillary teachers.

Probationary teachers shall retain right of recall equal to their seniority or for at least two (2) years from the date of layoff.

**8.0210** The seniority list for layoff and recall shall be established and attached as Appendix A. (NOTE: the Association has been given the right to develop the seniority list, which will include STEA-originated tiebreakers. This will then become Appendix A).

**8.0211** Seniority is defined as active time spent as a "teacher" in the school district. Effective as of August 1, 1993, should a member of the bargaining unit voluntarily leave the bargaining unit and then return to the unit, only the years accrued as an active bargaining unit member will be used in determining replacement of position on the seniority list. The new position on the seniority list will be the least senior position at that particular year.

Seniority standing of the 1992-93 year will not be affected.

**8.0212** In computing services to determine the faculty's position on the seniority list, time spent on an unpaid leave shall not be counted as active service in the school district, except regular faculty

who is called into active duty by the defense forces of the United States for service or training shall, upon return from such active duty, be reinstated with full credit on the seniority list.

**8.0213** Seniority shall not be accrued by a substitute teacher unless he/she is under contract with Saginaw Township Community Schools Board of Education as a permanent substitute teacher.

**8.0220** It is expressly understood and agreed that the provisions of this Article are not subject to the grievance procedure unless the Board's action is arbitrary and capricious.

## **9.0000 TEACHER RIGHTS**

**9.0100** Nothing contained herein shall be construed to deny or restrict to any teacher rights they may have under the Michigan General School laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

**9.0200** The 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 appropriate concern or attention of the Board, unless such activities adversely affect the teacher's classroom efficiency or performance.

**9.0300** All written reprimands or docking of pay of an ancillary teacher shall be for just cause. All written reprimands or docking of pay of a non-ancillary teacher will only be for a reason that is not arbitrary or capricious. Any teacher protesting the reprimand or such docking of pay may file a grievance and process it to and including binding arbitration.

**9.0310** Any disciplinary or corrective actions taken against a teacher shall be conducted in private except in situations involving protection of students or property.

**9.0320** Any complaints made against a teacher or person for whom the teacher is administratively responsible by any parent, student, or other person will be promptly called to the attention of the teacher if such complaint is to be used as a basis for any disciplinary action against the teacher.

## **9.0400 Personnel Records**

**9.0410** No material regarding a teacher's conduct, service, character or personality shall be placed in the file unless the teacher has had an opportunity to read the material.

**9.0420** The teacher shall have the right to answer any material filed and the answer shall be attached to the file copy.

## **9.0500 Evaluation of Faculty Personnel**

**9.0505** Each faculty member is expected to meet the Standards for Effective Teaching detailed in the Evaluation and Professional Growth Plan. Evaluation of non-ancillary teachers is subject to change as decided by the district. Non-ancillary teachers are affected by Board Policy 5520, Evaluation.

**9.0510** The Administration shall evaluate the performance of ancillary employees in accordance with the timelines established in the Evaluation and Professional Growth Plan. Such timelines shall apply for non-ancillary teachers unless the district changes the plan and/or the timelines.

**9.0520** The results of such evaluation shall be communicated in writing to the employee.

**9.0530** The ultimate decision of retaining a Probationary employee rests solely with the Administration and is not subject to any other provision under this Agreement. Ancillary employees will serve a probationary period that is the same number of years as that of a new probationary teacher in effect when the ancillary employee was hired (e.g., if hired in September 2011, 5 years).

**9.0540** Each newly hired employee will be provided a copy of the evaluation instrument at the teacher workday held at the beginning of the school year.

Any changes in the evaluation form for ancillary employees will be made through a joint committee of Saginaw Township Education Association, Saginaw Township Administrators Association, and the Board of Education. These changes shall be made prior to October 15<sup>th</sup> and the faculty will be informed, in writing, of any changes.

**9.0600 Assistance in Assault Cases**

**9.0610** Any case of assault upon a teacher in pursuit of the teacher's duties shall be promptly reported to the Board of Education or its designated representative. The Board will provide legal counsel to answer questions, and after counsel, to advise the teacher of his/her rights and obligations with respect to any unprovoked assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

**9.0620** If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance to the teacher's defense, provided the teacher was performing his/her duties in accordance with Board and School policies.

**9.0630** Time lost by a teacher in connection with any incident mentioned in this Section (9.0600-9.0630) shall not be charged against the teacher, if the teacher was acting in a reasonable manner.

**9.0700 Damage or Destruction to Property**

Teachers shall not be held responsible for loss within the school of school property or children's property when such loss is not the fault of the teacher. The Board recognizes vandalism as a problem area where parking is shared by staff and students. A designated staff parking area will be identified at schools where vandalism has occurred. Such areas will be supervised.

**9.0720** The Board will reimburse a teacher, in an amount not to exceed a total of \$100.00 in any school year, for loss or damage or destruction while on duty in the school of personal property of a kind normally worn or brought into school, when the teacher has not been negligent, to the extent that such loss is not covered by insurance.

**9.0730** The term "personal property" shall not include cash. The term "loss," "damage," and "destruction" shall not cover the effects of normal wear and tear and use.

**9.0740** Teachers who bring personal property into the school for classroom use will be reimbursed for damages or loss only if permission is received in writing from the principal to bring such property into the school. Forms will be provided for permission to bring property into the classroom. The amount of liability accepted by the school will be indicated in writing.

**9.0800 Student Discipline.**

The Board agrees to provide all teachers with a copy of the Student Discipline Policy in effect. The Board further agrees that whenever changes are made concerning these policies, the Saginaw Township Education Association shall be consulted.

## **10.000 LEAVES OF ABSENCE**

### **10.0100 Procedures**

Leaves of absence may be authorized by the Board of Education upon the recommendation of the Superintendent for teachers who have at least two (2) years service and tenure in this district. A leave of absence must be requested a minimum of 180 days prior to the leave except in emergencies.

**10.0110** No leave of absence shall be granted for a period longer or less than one (1) year except by specific action of the Board of Education.

**10.0120** Written application for such leave shall be made by the employee, addressed to the Superintendent of Schools, who shall upon receipt of same, make such investigation as may be necessary to determine to the best of his/her ability if the granting of such leave would serve not only the interests of the faculty person but also of the school district.

**10.0130** Such leave of absence shall be without compensation from this school district, except as may be determined otherwise by the Board of Education.

**10.0140** Leave of absence may be denied or abrogated by the Board of Education upon evidence of violation of the Agreement.

### **10.0150 Return from Leave**

Application to return from a leave of absence shall be filed with the Superintendent of Schools no later than March 15 preceding the September in which the teacher wishes to return or not later than November 1 if the teacher wishes to return at the beginning of the second semester of any school year.

**10.0160** Ancillary teachers shall be returned to the same or similar position of equal pay (not including coaching or extra duties) and status: if there are not openings to qualify in accordance with this provision the least senior ancillary employee shall be laid off.

**10.0170** In computing service to determine the faculty person's position on the salary schedule at the expiration of the leave, time spent on leave shall not be counted as active service in the school district, except that the Superintendent of Schools may at his/her discretion allow part or all of such time for the following leaves:

Professional study  
Temporary teaching assignment outside the district  
Travel

### **10.0200 Types of Leaves of Absence**

#### **10.0210 Health and Hardship Leave**

**10.0211** Faculty personnel shall be granted a leave of absence because of personal illness, accident, or other grave emergency without regard to Section 10.0100.

**10.0212** Whenever a leave of absence is granted as described, the employee shall give acceptable medical evidence of recovered health or such other evidence as may be required by the Superintendent before being permitted to return to teaching duties in the school system.

**10.0220 Professional Study**

If a leave of absence is requested for professional study, official documentation regarding acceptance and enrollment must be provided with the leave of absence request.

**10.0221 Military Leave**

Teachers will be granted a leave of absence for either voluntary or involuntary military service upon proper notice, preferably in writing.

**10.0222** A teacher conscripted in active military service during the regular school year shall not be paid by the school district during such period of military service. If the tour of duty is for thirty (30) days or less, the district will pay the difference between the teacher's salary and the amount received for service, if any.

**10.0223** Application for re-employment shall be made within a reasonable time after discharge or release from military service but not later than ninety (90) days from the date of said discharge or release.

**10.0224** Teachers conscripted into the defense forces of the United States for service or training shall be reinstated in this school system with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position.

**10.0230 Temporary Teaching Assignment Outside the District**

**10.0231** Faculty personnel who qualify under Section 10.0100, upon request, may be granted a leave of absence not to exceed two (2) consecutive school years to accept a temporary teaching assignment outside the school district.

**10.0232** Written application for such leave shall be made by the faculty person not later than sixty (60) days prior to the end of the semester following which such leave is desired.

**10.0233** Leave of Absence for such temporary teaching assignment shall be considered by the Board of Education upon the recommendation of the Superintendent of Schools, on the basis of outstanding teaching record, length of service and other education activities, and demonstrated ability to discuss educational policies and practices in and before professional groups.

**10.0234** In computing service to determine the position of the faculty person on the salary schedule, but not including sick leave, at the expiration of such leave, time spent on leave for such temporary teaching assignment shall be counted the same as active teaching service in the school system.

**10.0240 Travel**

**10.0241** Faculty personnel who qualify under Section 10.0100, upon written request, may be granted without pay a leave of absence for travel provided such leave does not in any way impair the program of the school.

**10.0250 Sabbatical**

Sabbatical leave may be given in accordance with the Michigan School Code; however, it will not be denied on an arbitrary or capricious basis.

**10.0260 Child Care Leave**

A teacher shall be granted a child care leave for up to one year upon satisfactory evidence that in the opinion of proper professional or medical authorities, the child's physical or mental well-being would be adversely affected by the failure of the Board to grant such leave to a teacher.

**10.0270 Non-medical Child Care Leave**

A teacher may be granted a child care leave for up to one year for reasons unrelated to the health of the child.

**11.0000 SICK LEAVE**

**11.0100** Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave shall be to protect faculty personnel and pupils when faculty personnel become ill.

**11.0200** Employees shall be credited with thirteen (13) days of sick leave during the first five years of employment and with ten (10) days of sick leave thereafter on the opening day of school each year; and any sick leave days not used in one year shall be accumulated to a total of 180 days.

**11.0201** For Mackinaw High School personnel the value of the paid sick day is to be equal to the teacher's hourly rate multiplied by the average number of hours worked per day by that teacher over the last twenty (20) work days.

**11.0210 Sick Leave Incentive**

Employees who have a perfect attendance record in the previous school year will be granted a personal vacation day off from work with pay. This day shall be scheduled in advance with the building administrator, with a minimum of 48 hours notice, and shall be consistent with operational needs.

Perfect attendance shall be defined as a teacher who has not missed any scheduled work days (excused or unexcused) except personal days, jury duty or funeral leave.

**11.0215** Employees who have used 3.5 sick days or less, need not report to work on the half-day teacher work day scheduled at the end of the school year.

**11.0300 Sick Bank Committee**

Any teacher having exceeded his/her accumulated sick leave days may request additional days. The request shall be made in writing (Sick Bank Application Form) to the Sick Bank Committee. This Committee shall consist of two representatives of the Board of Education, two representatives appointed by the Executive Board of the Association, and the applicant's building principal and Association building representative. The Sick Bank Committee shall have the ability to grant district-provided days and/or membership-donated days.

Employees may donate one (1) day per case. A day donated is treated as a day used by the donating member. The Sick Bank Committee is responsible for the process of soliciting the membership for donated days. The Sick Bank Committee will hold a lottery drawing if more days are donated than approved for use by the Sick Bank Committee.

The Sick Bank Committee shall notify the applicant of its decision in writing. Any days granted would be by a majority decision of the Sick Bank Committee.

- 11.0400** Employees who leave employment of the school district, except on leave of absence, shall forfeit all of their unused days of sick leave, and days so forfeited shall not be restored if the faculty member should later re-enter the service of the school district.
- 11.0500** Absence from duty for the following reasons shall be considered sick leave deductible from the accumulated sick leave:
- 11.0600 Personal Illness**
- 11.0610** For absence resulting from personal illness or injury and not exceeding two (2) consecutive days, approval of the principal will suffice.
- 11.0611** After consultation with the STEA President or designee, the District may ask for a satisfactory medical affidavit for a one or two day absence.
- 11.0612** Satisfactory medical affidavit to the effect that the absence was caused by illness may be required for illness of more than two (2) days.
- 11.0613** Employees who have been absent because of personal illness for more than two weeks, before returning to duty, may be required to submit satisfactory medical evidence of ability to perform their duties. This evidence may be either a signed statement from their personal physician or a signed statement by a physician designated by the Superintendent.
- 11.0620 Quarantine**
- 11.0621** In case of quarantine because of exposure to contagious disease, which could be communicated to other personnel or pupils, the approval of a physician must be presented for the entire period of absence.
- 11.0630 Illness in the Immediate Family\***
- 11.0631** For absence because of illness or injury within the immediate family and not exceeding two (2) days, approval of the principal shall suffice.
- 11.0632** After consultation with the STEA President or designee, the District may ask for a satisfactory medical affidavit for a one or two day absence.
- 11.0633** Verification of this illness and proof of the need for the absence of the staff member may be required for absence of more than two (2) days.
- 11.0700 Workers Compensation**
- 11.0701** A teacher who is absent from duty as the result of personal injury caused by an accident, disease, or assault upon him/her arising out of, and in the course of his/her employment, may have the option of drawing workers' compensation solely, or workers' compensation plus sick leave (payment not to exceed the teacher's regular daily rate.) If the teacher chooses the latter, the days of sick leave drawn will be chargeable to the teacher's sick leave accumulation.
- 11.0800 Reporting Absences**
- 11.0810** The teacher shall be informed of a telephone number to call prior to 7:00 a.m. to report unavailability for work. Whenever possible teachers should give the maximum amount of notice when they become aware that they will not be available for duty.

## **12.0000 OTHER AUTHORIZED ABSENCES FROM DUTY**

### **12.0100 Death in the Immediate Family \***

**12.0110** Employees shall be allowed three (3) days of absence, and any additional days approved by the Superintendent, without loss of pay or sick leave in the event of death of a member of the immediate family. If additional days are needed, unused personal days may be used.

\*Immediate family shall include: mother, father, husband, wife, child, stepchild, adopted child, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.

**12.0120** Employees shall be allowed one (1) day of absence, and any additional days approved by the Superintendent, without loss of pay to attend the funeral of an aunt, uncle, nephew, niece, sister-in-law, brother-in-law, or the spouse of his/her child.

**12.0121** Up to two (2) days for out-of-state travel will be allowed, subject to the approval of the Administration.

### **12.0200 Death of Faculty Personnel**

**12.0210** At the discretion of the Superintendent, the school shall be closed in the case of the death of faculty personnel.

**12.0220** Other members may be allowed to attend the funeral services if satisfactory arrangements can be made to discharge their teaching responsibilities and if such absence is approved by the Principal.

**12.0230** The Principal shall be responsible for all matters concerning school in connection with the death of faculty personnel including: student collections, memorials, remembrances, flower arrangements, and the disposition of personal effects.

### **12.0300 Personal Days**

**12.0310** Full-time personnel will be granted four (4) personal days per year. One (1) unused personal day may be carried over to the next school year to be used as a personal day in the following school year. A maximum of five (5) days could be available in any school year.

Application for personal days shall be made on a form provided by the District and submitted to the principal or immediate supervisor at least 48 hours in advance of the requested absence date. If the immediacy of the absence is of such a nature that a request in writing is not practical, verbal request to the principal or immediate supervisor will be sufficient and the written application will be submitted upon return from the absence. Such leave will not be granted before or after a scheduled holiday. Other extenuating circumstances will be considered by the Administration. The Administration has the right to approve or deny the use of all personal days. The reasons for the denial of a request to use a personal day must be communicated to the teacher in writing. After May 19<sup>th</sup>, the teacher must demonstrate necessity for use of a personal day.

**12.0311** For Mackinaw High School personnel the value of the paid personal day is to be equal to the teacher's hourly rate multiplied by the average number of hours worked per day by that teacher over the last twenty (20) work days.



#### **12.0320 Disposition of Unused Days**

A teacher has several options for the disposition of unused personal days. Those options include carrying one day forward to the next school year, receiving a cash payment for days, converting the days to sick days, and contributing a day to the STEA President's release time. Teachers may choose a combination of these options on the form provided by the District.

#### **12.0321 Cash Payment**

If a teacher does not use any personal days during the first semester, the teacher may surrender up to two (2) days for the cash value of \$80.00 each at the end of the first semester. A teacher who has any personal days remaining may surrender up to five (5) days for the cash value of \$80.00 each at the end of the second semester. A written request for payment must be made to the Human Resources department within five (5) days of the end of the semester for which the teacher is requesting payment.

#### **12.0322 Conversion to Sick Days**

A teacher may request in writing that all remaining personal days be converted to sick days by submitting a written request to the Human Resources department within five (5) days of the end of the second semester.

#### **12.0323 Automatic Disposition**

Should the teacher not submit a written request for payment or request that personal days be converted to sick days, any personal days remaining in the bank of a faculty member at the end of a school year will be rolled over to the next school year as follows: the first day to be rolled over will be rolled over to the teacher's personal day bank; any remaining days will be rolled over to the teacher's sick leave bank.

**12.0324** Contributing a Day to STEA President's Release Time. If a teacher wishes to contribute a day to the STEA President's release time, the teacher must indicate such to the Human Resources department within five (5) days of the end of the second semester.

#### **12.0400 Jury Duty**

**12.0410** Faculty personnel shall be allowed to be absent when called for jury duty. Such absences shall be allowed without loss of pay, except that any compensation for such jury duty shall be deducted from the teacher's salary payment.

#### **12.0420 Subpoena**

**12.0600** Absence from duty shall be authorized by the Building Principal except in those instances where the Board of Education policy or administrative regulations expressly reserve this authority to the Superintendent.

**12.0700** Absence for reasons not covered in this Agreement or any exceptions to this Agreement may be authorized by the Superintendent.

#### **12.0900 Record Day**

This section, 12.0900, does not apply to Mackinaw High School teachers. Faculty personnel who have 180 days of accumulated sick leave on the first day of school may, upon request, be excused from reporting to work on one (1) of the record days, provided they complete and turn into the building principal any records or work required of other faculty members.

### **13.0000 CONFERENCES**

Employees, with the approval of the Superintendent, may be allowed, without loss of pay and reimbursed reasonable expenses, to attend special educational and professional conferences. Application to attend such a conference should be made to the Principal at least ten (10) days in advance. It is the Board's position that such permission will be granted in accordance with past practice provided it is within the budgetary limitations of the district. Conference funding will be distributed through the year and between academic areas as equitably as possible.

### **14.0000 GRIEVANCE PROCEDURE**

Definition: A grievance shall mean a complaint by a teacher that there has been to him/her a violation, misinterpretation, misapplication or inequitable application of a specific provision(s) of this Agreement, except that the term "grievance" shall not apply to any matter as to which a method of review is prescribed by law. As used in this Article, the term "teacher" may mean a group of teachers having the same grievance.

All time limits and/or steps may be waived by mutual consent of both parties providing such consent is in writing.

- 14.0100** The teacher who feels that he/she has a grievance should first take the matter up verbally with the Principal of the school (within ten (10) working days following the act or condition which is the basis of the teacher's grievance), who will attempt to resolve it with the teacher.
- 14.0120** If this fails to resolve the grievance, the teacher shall submit the grievance in writing, within thirty (30) working days, specifying the section of the contract alleged to be violated, the events that caused the alleged violation, and the alleged violation, and the remedy sought.
- 14.0130** Within five (5) working days of receipt of the written grievance, the Principal shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. At the time of conference, the teacher may appear personally or may be represented by the Association representative, or both. Such conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties. The principal will answer the grievance in writing within five (5) working days of the conference.
- 14.0140** If the parties do not mutually agree to extend the five (5) day limit and the Principal does not answer within the five (5) days, then the grievance shall be automatically appealed to the next level.
- 14.0150** If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the Principal's decision will be final.
- 14.0160** If the Association does not accept the Principal's written answer, the grievance may be appealed to the Superintendent of Schools by sending such notice in writing to the Superintendent within five (5) working days from the date of the Principal's written decision.
- 14.0170** Within ten (10) working days of receipt of the written appeal, the Superintendent, or a designated representative, will arrange for a conference to satisfactorily resolve the grievance. Such conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties.
- 14.0180** Within ten (10) working days, or longer if mutually agreed to, the Superintendent, or a designated representative, shall answer such grievance in writing.

- 14.0190** Such answer shall be final and binding unless appealed to the next step within twenty-five (25) working days from the date of the Superintendent's written decision.
- 14.1000** If the grievance is not settled at the preceding step it may be submitted to binding arbitration at the election of either party, by providing written notice of the intent to arbitrate to the other party. Such notice must clearly indicate the grievance being submitted. During the ten (10) work days following receipt of such notice, the parties will try to mutually agree to an arbitrator. If they are unable to agree during that time, within twenty (20) work days thereafter, the party submitting the grievance, will submit a demand to the American Arbitration Association. The arbitrator shall be chosen in accordance with the rules of the American Arbitration Association.
- 14.1010** Within ten (10) days after submission to binding arbitration as specified in 14.1000 above, the party choosing to arbitrate must provide the other party with written notice setting forth the specific nature of the dispute to be arbitrated.
- 14.1020** The Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the Arbitrator is to determine disputed interpretations of specific provisions in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Arbitrator shall, therefore, not have authority, nor shall it consider its function to include, the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Arbitrator shall not give a decision, which in practical or actual effect modifies, revises, detracts from, or adds to, any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification (whether by addition or detraction) of clear and unambiguous written terms of this Agreement.
- 14.1030** Unless expressly agreed to by the parties, in writing, the Arbitrators are limited to hearing one issue or grievance upon its merits at any one hearing. Separate Arbitrators shall be selected for each grievance appealed to binding arbitration.
- 14.1040** The fees and expenses of the third party impartial arbitrator shall be shared by the parties equally. All other expenses incurred shall be paid for by the party incurring them.
- 14.1100** The term "days" when used in this Article shall mean workdays, or during the summer months, days when the administration office of the Board is open for business.
- 14.1200** Any claim or grievance arising prior to the expiration of this Agreement may be processed through the grievance procedure until resolution even though the Agreement may have expired while the grievance is in progress.
- 14.1300** Grievances filed as Class grievances shall be initiated at the Superintendent level of the Grievance Procedure. The Superintendent shall retain the discretion to remand a Class grievance to prior steps of the Grievance Procedure, but shall not remand as a subterfuge to violate the time provisions provided within this Article.

**15.0000 DAILY SUBSTITUTES** (section no longer applicable)

## **16.0000 SALARY PROVISIONS**

### **16.0100 Definitions**

#### **16.0110 Bachelor's Degree**

Bachelor's category on the salary schedule shall be defined as a Bachelor's Degree from an accredited college or university and being eligible for or possessing a valid Michigan teaching certificate.

#### **16.0120 Bachelor's Category Plus 18**

**16.0121** This section does not apply to teachers hired after January 1, 2012. Bachelor's category plus 18 shall be defined as possessing a Bachelor's degree, a valid Michigan certificate, plus 18 semester hours earned after the issuance of a provisional certificate or its equivalent. Faculty being paid at the Bachelor's plus 15 level as of October 15, 2000, shall be grand-fathered at that level if they have not yet attained Bachelor's plus 18 status.

Employees hired after July 1, 2010 must take graduate level courses that will count toward a graduate degree program at an accredited university, or have undergraduate credits that are pre-approved for the credits to apply toward Bachelor's Category Plus 18. (Michigan State University graduate credits for the fifth year student teaching can be used in meeting this requirement.)

#### **16.0130 Master's**

**16.0131** The Master's category shall be defined as possessing a Master's Degree and be eligible for or possess a valid Michigan teaching certificate.

#### **16.0135 Master's Category Plus 15 and Plus 30**

Credit will be given for all graduate level classes for teachers hired before July 1, 2010.

For teachers hired after July 1, 2010, only graduate level courses taken after the teacher has obtained his/her teaching certificate and the Master's level (16.0131) will be used to qualify for these pay levels. Only graduate level courses that count toward a graduate degree program at an accredited university will be used toward these pay levels. (Michigan State University graduate credits for the fifth year student teaching can be used in meeting this requirement.)

Only pre-approved undergraduate credits (including those approved by the grievance settlement audit) can be used for Master's Category Plus 15 and Plus 30 for teachers hired before July 1, 2010.

A grade of C- or better is required for a class to count.

#### **16.0140 Master's Category Plus 15**

**16.0141** The Master's plus 15 category shall be defined as possessing a Master's degree and be eligible for or possessing a valid Michigan teaching certificate plus 15 semester hours of graduate study or 15 semester hours of under-graduate study pre-approved by the administration.

**16.0150 Master's Category Plus 30**

**16.0151** The Master's plus 30 category shall be defined as possessing a Master's degree and be eligible for or possessing a valid Michigan teaching certificate plus 30 semester hours of graduate study or 30 semester hours of under-graduate study pre-approved by the administration.

**16.0160 Master's Degree**

Some employees represented herein may only need a state license rather than a Michigan teaching certificate to be qualified to work (e.g., currently [February 2009] speech therapist, counselor, social worker). In such cases the state license will be considered as a "teaching certificate" for purposes of this Article (16.0000).

**16.0230 Salary Credit**

**16.0231 Teaching Experience**

Credit for experience outside the school system may be given for years of successful teaching and work experience directly related to teaching in the teaching field only at the time of initial employment. Such experience will be evaluated and credited by the Superintendent of Schools.

**16.0232** The STEA and the District shall have the ability to agree upon a signing bonus for newly hired teachers when the parties determine it is necessary to attract the best qualified candidates. The amount of any signing bonus shall be agreed upon by the parties. Any signing bonus that has been granted shall be paid over two years by paying 50% when the candidate has completed his/her first year of teaching in the District and the remaining 50% when the candidate has completed his/her second year of teaching in the District.

**16.0233 Military/Government Service Experience Credit**

**16.02331** For initial employment, experience credit for military service and/or service in government-sponsored educational programs not under the direction of a public school system may be granted to teachers who have not been employed by the Board previously in accordance with the following schedule:

Less than 13 months	No credit
13 but less than 31	1 year
31 or more months	2 years

**16.0234** Partial years in Saginaw Township after September 6, 1967.

**16.02341** Teachers who teach one semester or more shall advance to the next step (years of experience) upon their return to the Saginaw Township Community Schools the following school year.

**16.02342** Teachers who teach less than one semester shall remain on the same step upon their return the following year.

**16.0235** Teachers who qualify for advancement in pay by additional class hours or Degrees shall be paid on the new schedule effective the first semester or the second semester of any year provided valid transcripts are submitted to the Administration by October 15th or February 15th, qualifying for such change. If transcripts are submitted after October 15<sup>th</sup> or February 15<sup>th</sup>, the advancement in pay will begin at the beginning of the following semester.

**16.0236 Professional Growth Requirement**

Effective with the 1995-96 school year, teachers must earn three (3) credit hours, or nine (9) C.E.U.'s (continuing education units), or ninety (90) SCECH (State Continuing Education Clock Hours) or any combination equal to three (3) credit hours during the preceding five (5) year period to qualify for a longevity step. CEU credit will be given for Red Cross Certified CPR, First Aid and WSI Training (one hour = .1 CEU).

Teachers who have earned the maximum years of experience and met the Professional Growth Requirement shall receive a three (3) percent increase on their respective scale for each five (5) years experience beyond the Salary Schedule maximum.

**16.0237** Salary will be adjusted downward for unemployment compensation benefits received according to the following schedule:

If rehired by:	Contract reduced by:
June 30 <sup>th</sup> ,	60% of unemployment compensation received
July 30 <sup>th</sup> ,	40% of unemployment compensation received
August 30 <sup>th</sup> ,	20% of unemployment compensation received
After August 30 <sup>th</sup> ,	0% of unemployment compensation received

**16.0300 Extended Employment Agreements**

**16.0310** Such agreements may be issued only if the teacher, during the extended period of employment, is performing duties similar to those he/she would perform while the normal teaching contract is in force.

**16.0311** Pay for the extended period shall be at the daily rate of compensation multiplied by the days of extension. The daily rate is to be determined by dividing the normal contractual salary of the teacher by the number of required workdays including academic areas of summer school sponsored by the Board.

**16.0312** Academic areas of summer school or community school programs sponsored by the Board shall be paid at the following hourly rate for each year of the contract:

- For the 2012-13 school year, \$26.22 per hour.
- For the 2013-14 school year, \$25.66 per hour.
- For the 2014-15 school year, wage re-opener
- For the 2015-16 school year, wage re-opener
- For the 2016-17 school year, wage re-opener

First priority for these positions will be given to teachers in the system.

**16.0313** Summer curriculum development rate shall be paid at an hourly rate as follows:

- For the 2012-13 school year, \$15.72 per hour.
- For the 2013-14 school year, \$15.38 per hour.
- For the 2014-15 school year, wage re-opener
- For the 2015-16 school year, wage re-opener
- For the 2016-17 school year, wage re-opener

**16.0314** The homebound rate shall be paid at an hourly rate as follows:

- For 2012-13 school year, \$32.54 per hour.
- For the 2013-14 school year, \$32.84 per hour.

For the 2014-15 school year, wage re-opener  
For the 2015-16 school year, wage re-opener  
For the 2016-17 school year, wage re-opener

**16.0315** A member will be paid at the following rate for any mandated IEPC or SAT meeting attended of one-half (.5) hour or more before or after the contract day.

For the 2012-13 school year, \$16.27 per hour.  
For the 2013-14 school year, \$15.92 per hour.  
For the 2014-15 school year, wage re-opener  
For the 2015-16 school year, wage re-opener  
For the 2016-17 school year, wage re-opener

**16.0400 Teacher Salary Schedule**

2012-13: See Appendix B (Employees will be paid 2.0% less than indicated)  
2013-14: See Appendix E, Bachelor Step 1=\$ 35,858  
2014-15: Wage Re-opener  
2015-16: Wage Re-opener  
2016-17: Wage Re-opener

**16.0401 Off Schedule Payment**

- a. If the 2012-2013 General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA members in November 2013. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.
- b. If the 2013-2014 General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA members in November 2014. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.

**16.0402 Negotiated Salary Placement**

- a. 2012-2013. Employees will be placed on the salary schedule based on the "Years Experience Credit," and educational attainment that was in effect for the second semester of the 2011-2012 school.
- b. 2013-2014. At the beginning of school year, employees will be placed on the salary schedule based on an additional year of service more than they were placed for 2012-2013 and the educational attainment earned by February 15, 2013 (provided that that transcripts are sent directly from the school to and received by Human Resources on or before May 1, 2013).
- c. 2014-2015. For wages earned in 2014-2015 employees will be placed on the salary schedule with one more year of service than they were placed in 2013-2014 and educational attainment earned by February 15, 2014 (provided that that transcripts are sent directly from the school to and received by Human Resources on or before May 1, 2014). This placement will remain until the parties have resolved the 2014-2015 re-opener.

- d. 2015-2016. Employees will remain at the same years of experience and educational credited consistent with the parties' settlement of the 2014-2015 wage re-opener until the parties have resolved the 2015-2016 re-opener.
- e. 2016-2017. Employees will remain at the same years of experience and educational credited consistent with the parties' settlement of the 2014-2015 wage re-opener until the parties have resolved the 2016-2017re-opener.

**16.0450** Mackinaw High School hourly wage rate to be determined based on the following annual salary schedule as follows:

- Locate position on Salary Schedule according to experience Step and educational Level. (BA, BA +15, MA, MA +15, or MA +30)
- Appropriate step level then divided by the total number of teacher days of the corresponding year equals the daily rate. (The new teachers step level will be divided by the number of new teacher days of the corresponding year.)
- Daily rate then divided by 7.5 equals the hourly rate.

**16.0450** Each Mackinaw High School teacher's annual salary will be computed on the appropriate hourly rate times the hours scheduled to be at work during the school year including parent/teacher conferences and professional development days.

**16.0500 Mileage**

Teachers required in the course of their work, and having received approval from the Administration to drive personal automobiles from one school to another, shall be paid the IRS allowance currently in effect at the time the mileage is submitted for reimbursement.

**16.0600 Incentive Grants**

To allow teachers to develop their own ideas, to develop innovative approaches for the classroom, and to earn special recognition for those ideas, teachers may apply for Incentive Grants not to exceed \$500.00 per teacher. Grants will be divided into two categories:

Individual/team projects.

Variations in working hours over and above the regularly scheduled workday.

Grant proposals will parallel the Board of Education goals on short and long-range basis.

**16.0610 Incentive Grants Selection Committee**

This committee shall consist of three members of the bargaining unit and two administrators. The purpose of the committee will be to review, approve and follow-up on proposals. The committee will also provide an appeal process for proposals not approved.

**16.0700 Special Assignments**

**16.0701 Mentor**

A teacher mentor will be a voluntary assignment. A job description (qualifications and responsibilities) will be outlined by a joint committee of two (2) administrators and two (2) teacher representatives. The District will select the mentor. A stipend will be provided annually to the mentor. The stipend amount of compensation shall be determined by the number of years the mentee has taught in the District. Mentors who mentor a first year mentee shall be



compensated \$450.00, mentors who mentor a second year mentee shall be compensated \$350.00, and mentors who mentor a third year mentee shall be compensated \$250.00.

**16.0702** New teachers (not novice) will be assigned a mentor for the first year in the district. Mentor assignment, thereafter, will be at the administrator's discretion.

**16.0703** Mentors relieved of their duties during the year will receive a prorated share of the stipend based on the number of days assigned as a mentor. Written notification will be given prior to relieving a mentor of his/her duties.

**16.0710 High School**

This section, 16.0710, does not apply to Mackinaw High School teachers. It is recognized that there are many tasks in and about a school which require persons with special qualifications and that many of these positions require the expenditure of extra time.

**16.0711** This section, 16.0711, does not apply to Mackinaw High School teachers. The standard teacher contract will not reflect the compensation paid for additional duties and responsibilities. The compensation and other conditions pertaining to special assignments will be indicated on a contract rider to be issued annually by the Board of Education and subject to cancellation at the end of the semester at the discretion of the Superintendent, or a designated representative. The grantee of such rider is not to be guaranteed the stated position for succeeding years for semesters by reason of the Tenure Act of 1937 as amended.

**16.0712 Other High School Duties**

This section, 16.0712, does not apply to Mackinaw High School teachers.

2012-13	Index based on M.A. Step 13 of \$68,345
2013-14	Index based on M.A. Step 13 of \$66,875
2014-15	Wage Re-opener
2015-16	Wage Re-opener
2016-17	Wage Re-opener

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- a. 2012-2013  
Index based on M.A. Step 13 of 68,345

		<b>STEP I</b>	<b>2012-13</b>	<b>STEP II</b>	<b>2012-13</b>
		<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>
Band		0.0616	4,210	0.0659	4,504
Band Assistant <sup>3</sup>		0.0144	984	0.0180	1,230
Cheerleading (fall)		0.0250	1,709	0.0300	2,050
Cheerleading Asst. (fall)		0.0144	984	0.0180	1,230
Cheerleading (winter)		0.0250	1,709	0.0300	2,050
Cheerleading Asst. (winter)		0.0144	984	0.0180	1,230
Debate		0.0282	1,927	0.0310	2,119
Forensics		0.0282	1,927	0.031	2,119
Intramurals (men)		0.0377	2,577	0.0413	2,823
Intramurals (women)		0.0377	2,577	0.0413	2,823
Orchestra		0.0282	1,927	0.0310	2,119
School Paper		0.0135	923	0.0145	991
Literary Mag.		0.0114	779	0.0124	847
Vocal Music		0.0297	2,030	0.0325	2,221
Yearbook		0.0282	1,927	0.0310	2,119
Pom Pon (fall)		0.0250	1,709	0.0300	2,050
Pom Pon Asst. (fall)		0.0144	984	0.0180	1,230
Pom Pon (winter)		0.0250	1,709	0.0300	2,050
Pom Pon Asst. (winter)		0.0144	984	0.0180	1,230
Dramatics <sup>1</sup>	1 Act	0.0172	1,176	0.0187	1,278
	3 Act	0.0214	1,463	0.0244	1,668
	Musical	0.0282	1,927	0.0310	2,119
Student Gov't. <sup>2</sup>		0.0303	2,071	0.0339	2,317
Peer Counseling <sup>4</sup>		none	1,900		

<sup>1</sup>Building Principal will be consulted to determine the number and types of plays to be performed.

<sup>2</sup>Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

<sup>3</sup>Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

<sup>4</sup>No peer counselors will be assigned during the employee's prep hour

a.b. 2013-2014

Index based on M.A. Step 13 of \$66,875

		STEP I		STEP II	
		Index	2013-14 Amount	Index	2013-14 Amount
Band		0.06160	4,120	0.06590	4,407
Band Assistant <sup>3</sup>		0.01440	963	0.01800	1,204
Cheerleading (fall)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (fall)		0.01440	963	0.01800	1,204
Cheerleading (winter)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (winter)		0.01440	963	0.01800	1,204
Debate		0.02820	1,886	0.03100	2,073
Forensics		0.02820	1,886	0.03100	2,073
Intramurals (men)		0.03770	2,521	0.04130	2,762
Intramurals (women)		0.03770	2,521	0.04130	2,762
Orchestra		0.02820	1,886	0.03100	2,073
School Paper		0.01350	903	0.01450	970
Literary Mag.		0.01140	762	0.01240	829
Vocal Music		0.02970	1,986	0.03250	2,173
Yearbook		0.02820	1,886	0.03100	2,073
Pom Pon (fall)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (fall)		0.01440	963	0.01800	1,204
Pom Pon (winter)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (winter)		0.01440	963	0.01800	1,204
Dramatics <sup>1</sup>	1 Act	0.01720	1,150	0.01870	1,251
	3 Act	0.02140	1,431	0.02440	1,632
	Musical	0.02820	1,886	0.03100	2,073
Student Gov't. <sup>2</sup>		0.03030	2,026	0.03390	2,267
Peer Counseling <sup>4</sup>		none	1,900		

<sup>1</sup>Building Principal will be consulted to determine the number and types of plays to be performed.

<sup>2</sup>Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

<sup>3</sup>Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

<sup>4</sup>No peer counselors will be assigned during the employee's prep hour

**16.0713** This section, 16.0713, does not apply to Mackinaw High School teachers. Department facilitators may be incorporated into the high school program. Such position when available

shall be voluntary. An individual's compensation shall be one (1) hour of released time during the day. The term shall be for one year.

- 16.0715** This section, 16.0715, does not apply to Mackinaw High School teachers. Elementary School, Middle School and High School Extra Duties: The school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September 15. At an elementary building, the total for such stipends will be at least \$800 annually. If there is "Elementary Student Advisor" at the school, the annual stipend will be \$250. The Extra Duty Contract (Appendix K) will be completed for each activity before the activity or program begins.

Assignment to an extra duty stipend is on a yearly basis and the Board has the right to decline to renew any such assignment at its discretion.

- 16.0716** This section, 16.0716, does not apply to Mackinaw High School teachers. Elementary School Music: The elementary music teacher shall hold two (2) evening performances per year in each school they teach. The elementary music teacher shall be released from one-half day teaching activities per school per semester. These days are to be arranged mutually with the teacher and the building principal.

**16.0740 Driver Education**

Driver Education coordinator and teachers shall be paid at the indicated rates as follows based on a percent of the M.A. step 13.

Classroom Teachers:

- For the 2012-13 school year - .00047 = \$32.12 per hour.
- For the 2013-14 school year - .00047 = \$31.43 per hour.
- For the 2014-15 school year - Wage Re-opener
- For the 2015-16 school year - Wage Re-opener
- For the 2016-17 school year - Wage Re-opener

On the Street Range:

- For the 2012-13 school year - .000322 = \$22.01 per hour.
- For the 2013-14 school year - .000322 = \$21.53 per hour.
- For the 2014-15 school year - Wage Re-opener
- For the 2015-16 school year - Wage Re-opener
- For the 2016-17 school year - Wage Re-opener

Drivers Education Coordinator:

- For the 2012-13 school year - 2.65% = \$1,811
- For the 2013-14 school year - 2.65% = \$1,772
- For the 2014-15 school year - Wage Re-opener
- For the 2015-16 school year - Wage Re-opener
- For the 2016-17 school year - Wage Re-opener

**16.0760 Coaching Salary Schedule (Middle Schools and High School)**

This section, 16.0760, does not apply to Mackinaw High School teachers

This schedule is indexed to MA, Step 13.

- 2012-13 Coaching Salary Schedules - See Appendix C and D
- 2013-14 Coaching Salary Schedules – See Appendix F and G
- 2014-15 Coaching Salary Schedules – Wage Re-opener
- 2015-16 Coaching Salary Schedules – Wage Re-opener

2016-17 Coaching Salary Schedules – Wage Re-opener

**16.1000 Additional Salary and Fringe Information**

**16.1005 Flexible Spending Account**

During the 2009-2010 school year the district will establish a flexible spending account program that participating employees can fully fund through payroll deductions. This program will be for the reimbursement of IRS qualified health and/or dependent care expenses. Participation will be on a voluntary basis.

**16.1010 Optional Insurances**

Following implementation of the flexible spending account program but no later than January 1, 2011, a payroll deduction program for optional insurances will be made available to all teachers by the Association. The Association shall select the carrier of the program. The district makes no fiduciary finding as to the carrier. If the employer is ever required by law to make such a finding, the employer in its sole discretion shall be able to discontinue the program following sufficient notice to the employees.

**16.1015** The Association will collect all necessary paper work from the employees, and provide a listing to the payroll department of the required deductions in a similar manner that the Association does with dues. The start of this program shall be contingent upon the development of a listing of programs to be included that is mutually agreeable to the Association and the Board. These parties mutually agreed that a supplemental dental program, payments in the event of accidents, hospitalization or cancer are appropriate. The program may have any or all of these benefits as well as other benefits mutually agreed by the parties.

**16.1100 Employees hired after February 28, 2006**

Employees will be paid bi-weekly by direct deposit. The employee will choose the financial institution for deposit. The annual salary will be divided into 26 pays. Employees who begin after the start of the school year will have their salary divided by the remaining number of pays. Employees will not be eligible for summer lump sum pay off, unless otherwise approved by the employer.

**16.1200 Early Notification of Retirement Incentive**

In any year, if the employer decides to offer an incentive for early notification of retirement, it will do so by March 31.

**16.1300** Teachers who have National Board Certification will be paid an annual stipend of \$500.

**17.0000 INSURANCE PROTECTION**

Any benefits provided for under this Article shall be provided through a self-insurance plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the school district. "Insurance companies" include regular line insurance companies and nonprofit organizations providing such benefits described herein. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the school district and the insurance company.

**17.0100 Health Care Insurance**

**17.0110** The Board will provide Community Blue PPO health care insurance. The preferred Rx co-pay will be \$10.00 for generic prescriptions and \$20.00 for brand name prescriptions.

Effective May 1, 2013, the Rx co-pay will be \$10.00 for generic prescriptions, \$20.00 for formulary brand (preferred) prescriptions and \$50.00 for non-formulary brand (non-preferred) prescriptions. Office and Chiropractic visits will increase to \$20.00.

The STEA may review the specific riders related to the healthcare plan.

All State and Federal mandated benefits will be provided on a current updated schedule as provided by the Blue Cross/Blue Shield of Michigan. Additional benefits uniformly provided in this standard Blue Cross/Blue Shield of Michigan plan will become part of the contract. Any other health care plan changes will be negotiated by the parties. (NOTE: Some of the designated terms listed above may be changed by the carrier. The coverage will not change.)

**17.0120** Health care coverage shall begin on the first day of work for a new hire employee.

**17.0121 Insurance Coverage on Termination of Employment**

LTD (17.0700) and Life Insurance (17.0300) will end for employees who terminate employment, including retirement or resignation, on the last day of employment. Health Care Benefits (17.0100-17.0120), Dental Benefits (17.0400-17.0500) and Vision Benefits (17.0600) will end for employees who terminate employment, including retirement or resignation, on the last day of the last month of their employment

**17.0130 Monthly Contributions**

Employee contributions for the above health care insurance shall be made according to the following schedule (for a total dollar amount equivalent to 12 months). Contributions shall be by payroll deduction beginning with the first pay period of the school year for the applicable number of pay periods. Such deductions will be pursuant to a qualified, premium-only, pre-tax payroll deduction plan.

**17.0131 Employees hired before January 1, 2012**

For employees hired before January 1, 2012, each August 1, the monthly contribution for 1 person, 2 person, and full family coverage will increase by the same percentage increase as the annual percentage increase in the illustrative rate effective July 1, of that year for the health care plan for full family coverage. After the increase, these rates are:

	1 Person	2 Person	Family
Beginning 8-1-2012	\$29.67	\$62.65	\$82.45
Beginning 8-1-2013	\$31.92	\$67.39	\$88.69

**17.0132 Employees hired after January 1, 2012**

Employees hired after January 1, 2012 will make contributions for Health Care Benefits (Sections 17.0100-17.0120) Dental Insurance (Section 17.0400-17.0500) and for Vision Care Insurance (Section 17.0600). Employee contributions shall equal ten percent (10.0%) of the rate for the selected coverage level (1-Person, 2-Person, Family) and will be adjusted as the rate changes.

**17.0135** The employee paid contribution for the premium rate includes payment for the rider covering abortion benefits.

**17.0210 Duplicate Coverage**

There will be no double coverage for husband and wife working in the District.

**17.0300 Term Life Insurance**

The Board shall provide \$50,000 Term Life Insurance, subject to terms of the carrier, and shall include AD & D.

**17.0310** Optional payroll deduction for additional term life and dependent life will be made available subject to terms of the carrier.

**17.0400 Dental Insurance**

**17.0410** The Board shall provide a dental care program for all employees of the bargaining unit and their eligible dependents to cover 80 percent of the cost of the following services:

**17.0411 Basic Services**

Services usually employed by dentist in evaluating existing conditions in the dental care required. By way of description, such services include: examination, consultations, diagnosis and diagnostic aides, and necessary radiographs.

**17.0412 Preventive Services**

Dental procedures or techniques usually employed by dentists to prevent the occurrence of dental abnormalities or disease. By way of description, such services include: prophylaxis, topical application of fluoride solution, patient education and instruction in the proper fluoride intake.

**17.0413 Restorative Services**

Services usually employed by dentists to rebuild and repair or reform the tissues of the teeth. By way of description, such services include: amalgam, and synthetic porcelain and plastic restoration. Gold restorations, crowns and jackets are covered when the teeth cannot be restored with another filling material.

**17.0414 Oral Surgery Services**

Extractions and all other oral surgery procedures usually employed by dentists. By way of description, such services include: pre and post-operative care.

**17.0415 Endodontic Services**

Procedures usually employed by dentists for the treatment of non-vital teeth.

**17.0416 Peridontic Services**

Procedures usually employed by dentists for the treatment of diseases of the gums and supporting structure of the teeth.

**17.0417 Prosthodontic Services**

To include bridges, partials and complete dentures.

**17.0418 Orthodontal Coverage**

Class III benefits with a maximum payment of Thirteen Hundred (\$1300.00) Dollars.

**17.0500** The coverage will be equivalent to the 1990-91 MEA-MESSA Dental Care Program Plan "D" with 80 percent coverage on each of Class I, II and III, and a \$2,300 maximum per year (orthodontics \$1,300 maximum).

**17.0600 Vision care Insurance**

Vision care shall be provided with coverage that will be equivalent to the MESSA VSP 2 Silver Plan with a comparable list of panel providers.

**17.0700 Long-term disability Insurance.**

Long-term disability (LTD) will be provided to as follows: 66 2/3% of monthly earnings subject to a \$4,000 monthly maximum with after a 180-day waiting period. Effective July 1, 2010 the monthly maximum is \$5000.

**17.0800** Teachers on an approved leave of absence (other than a paid sick leave) or who are laid off may pay their individual premium if they so desire, for a period provided by law subject to the rules and regulations of the respective carrier.

**17.0900** The Board's obligation to pay for the above insurances shall be as follows:

All teachers working sixty (60%) percent or more of the regular workday shall receive the above benefits fully paid by the Board. Teachers regularly working 28 hours or more per week at Mackinaw High School will be considered full time.

Teachers working less than sixty (60%) percent of a regular work day shall have contributions made on their behalf of one-half of the health insurance, full Term Life Insurance and L.T.D., but shall be required to make any contributions for Vision and Dental plans if so desired. Teachers regularly working at least 22 hours but less than 28 hour per week at Mackinaw High School shall have contributions made on their behalf of one-half of the health insurance, full Term Life Insurance and LTD, but shall be required to make any contributions for Vision and Dental plans if so desired.

**18.0000 SCHOOL CALENDARS**

**18.0100** The professional services of all teachers shall be set forth in the school calendar under Appendix H, I and J of this Agreement and shall be incorporated into and considered a part of this Agreement.

**18.0110 Teacher Work Year**

This section, 18.0110, does not apply to Mackinaw High School teachers. The following designates student instruction days, staff workdays, and additional workdays for new teachers. (Teachers shall be considered new teachers during their first three years of employment in the district or until they achieve tenure, depending on whichever occurs first. The district may allow new, but not novice teachers, to be excused from the new teacher days, after completing one



year.) The teacher work year for each school year of the agreement is:

- 180 student days
- 4 teacher days:
  - 2 days before school starts
  - 2 record days
  - 2 new teacher days

**18.0111 Mackinaw High School Teacher Work Year**

The following designates student instruction days, staff workdays, and additional workdays for new teachers at Mackinaw High School. (Teachers shall be considered new teachers during their first three years of employment in the district or until they achieve tenure, depending on whichever occurs first. The district may allow new, but not novice teachers, to be excused from the new teacher days, after completing one year.) The teacher work year Mackinaw High School for each school year of the agreement is:

- 180 student days
- 3 teacher days:
  - 3 staff workdays
  - 2 new teacher days

**18.0200 Cancelled Instructional Time**

Instructional time cancelled because of conditions beyond the control of school authorities which causes a loss of school aid will be rescheduled.

Instructional time cancelled because of conditions beyond the control of school authorities which will not cause a loss of school aid may be rescheduled (following consultation with the STEA president or designee) if the loss of instruction was due to an intentional act.

Teachers will receive their regular pay for days which are cancelled, but shall work on any rescheduled days with no additional compensation.

Unless otherwise agreed, rescheduled time shall be at the end of the school year.

**19.0000 STANDING COMMITTEES**

**19.0100** The Instructional Services Council will become the Curriculum Review Board.

**19.0110** The intent of the Curriculum Review Board is to oversee the curriculum development process in Saginaw Township Community Schools. The CRB membership will include three administrators, three parents and six teachers representing the majority of any group represented on the Board.

**19.0115** Teacher membership on the Curriculum Review Board shall be appointed by the Saginaw Township Education Association and include representation from each area: elementary, middle school and high school.

**19.0120** The membership of any district curriculum study committee will include a majority number of teachers. A district curriculum study committee will be responsible for recommending teacher resources needed for curriculum implementation.

**19.0200 Professional Development Committee**

**19.0210** The Professional Development Committee shall identify needs, establish priorities and approve programs of professional development that will result in an improved learning experience for students. Membership shall be comprised of teachers representing each elementary, two from the middle school, two from the high school and one from the alternative programs. Administrative representatives shall include one from each elementary school, one from the middle school, one from the high school and the Director of Curriculum, Instruction and Assessment.

**19.0300 Review Committee**

The Board agrees to have a minimum of one (1) monthly meeting during the school year with the Saginaw Township Education Association negotiating committee to discuss any and all problems, which are proper subject of collective bargaining.

**20.0000 MISCELLANEOUS**

**20.0100 Savings Clause**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**20.0200 Waiver Clause**


The parties agree that all negotiable items have been discussed during negotiations leading to this agreement, and therefore agree that negotiations will not be reopened on any item, whether or not contained herein or whether or not discussed at any time during negotiations during the life of this Agreement.


**21.0000 TERMINATION**

This Agreement shall become effective March 25, 2013, and shall remain in effect until July 31, 2017.

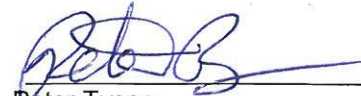
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of the 7<sup>th</sup> day of May, 2014.


BOARD OF EDUCATION  
SAGINAW TOWNSHIP  
COMMUNITY SCHOOLS

  
\_\_\_\_\_  
Susan K. Prime  
President

  
\_\_\_\_\_  
Christopher Swartz  
Secretary

SAGINAW TOWNSHIP  
EDUCATION ASSOCIATION

  
\_\_\_\_\_  
Peter Tyson  
President

  
\_\_\_\_\_  
Marie Van Tiffin  
Secretary

## Interest Based Bargaining Team

Van Collins  
Diane Davis  
Lori Duncan  
Steve Elliott  
Corinne Edwards

Kristen Hecht  
Kate Kern  
Michael Newman  
Andrew Richardson  
Tony Skowronski

Peter Tyson  
Kevin Vieau  
Karen Volk

**Facilitators:**

Tom Greene

Robert Galardi

**Letter of Agreement  
between  
Saginaw Township Community Schools  
and  
Saginaw Township Education Association**

**Re: Flexible Schedules**

The Saginaw Township Community Schools (STCS) and the Saginaw Township Education Association (STEA) agree to the following regarding flexible schedules:

For the 2012-2013 through 2016-2017 school years, teachers will have the opportunity to choose their starting and ending times from the schedules as detailed below.

Elementary

Schedule A 7:30 am to 3:30 pm Default Schedule  
Schedule B 7:15 am to 3:15 pm

Middle School

Schedule A 7:45 am to 3:45 pm Default Schedule  
Schedule B 7:55 am to 3:55 pm

High School

Schedule A 7:20 am to 3:05 pm Default Schedule  
Schedule B 7:30 am to 3:15 pm

Faculty members will notify their building principal of their schedule choice by completing the work schedule form and returning it to the principal at the beginning of each school year.

This choice will be in effect for the remainder of the school year unless a change is mutually agreed upon by the teacher and the principal.

This flexible schedule option will be in effect until the end of the 2016-2017 school year only unless the STEA and STCS mutually agree to continue this work schedule option.

For days on which building-wide or district-wide meetings are held, the default schedule will be in effect for all faculty members.

Dated this 7<sup>th</sup> day of May, 2014

SAGINAW TOWNSHIP  
COMMUNITY SCHOOLS



Tony Skowronski  
Director of Human Resources & Labor Relations

SAGINAW TOWNSHIP  
EDUCATION ASSOCIATION



Peter Tyson  
STEA President

**Letter of Agreement  
between  
Saginaw Township Community Schools (STCS)  
and  
The Saginaw Township Education Association (STEA)**

**Re: State Mandated Instructional Time Increase 2000-01 forward**

This letter of Agreement is entered into between the Saginaw Township Community Schools Board of Education and the Saginaw Township Education Association. The STCS Board of Education and the STEA agree to the following language regarding the State mandated increase in student instructional hours effective at the start of the 2000-2001 school year:

Elementary School. The parties agree to increase the elementary student instructional schedule by twenty (20) minutes per day. Ten (10) of the additional minutes will be provided by increasing the time allotted for special programs (i.e. art, music, PE, foreign language, etc.) from thirty (30) minutes per day to forty (40) minutes per day for grades one through five. The daily special period will remain at thirty (30) minutes per day for the Young 5's and the Kindergarten level.

Middle School. The parties agree to add five (5) minutes to two (2) periods and increase passing time when students move to exploration class.

High School. The parties agree to add five (5) minutes to 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> periods.

For the STCS:

Tony Skowron / May 7, 2014  
date

For the STEA:

[Signature] / May 7, 2014  
date

**Letter of Understanding  
between  
Saginaw Township Community Schools  
and the  
Saginaw Township Education Association**

**Re: Sections 6.0154, 6.0155, and 6.0156**

Pursuant to the grievance resolutions for grievances from various special education teachers, The Saginaw Township Community Schools (hereinafter "STCS") and the Saginaw Township Education Association (MEA/NEA) (hereinafter "STEA") agree that:

In recognition of the fact that there is a difference between "self-contained" special education classrooms and other classrooms, the provisions of Sections 6.0154, 6.0155 and 6.0156:

Do not apply to self-contained special education classrooms where the students are not taking course work leading to a high school diploma.

Do apply in self-contained special education classrooms where the course leads to a high school diploma in that each listed course on the student's schedule will be counted as a preparation, subject to:

If the course is co-taught because the special education teacher is not certified or qualified, including under No Child Left Behind (N.C.L.B.), that course will be counted as half a preparation.


If the teacher has more than four preparations in a 5 hour schedule, the teacher will be compensated in accordance with the collective bargaining agreement the same as a general education teacher would, provided that a half preparation will be only paid as half of an additional prep.

Dated this 7<sup>th</sup> day of May, 2014

Saginaw Township Community Schools

Saginaw Township Education  
Association (MEA/NEA)

  
\_\_\_\_\_  
Tony Skowronski, Director of Human Resources

  
\_\_\_\_\_  
Matt Zimmerman, Uniserv Director

**Letter of Agreement  
between  
Saginaw Township Community Schools  
and  
Saginaw Township Education Association**

**Re: High School Schedule Sections 6.0110, 6.0120 and 6.0151**

The Saginaw Township Education Association (STEA) and the Saginaw Township Community Schools (STCS) have set forth in their collective bargaining agreement the length of the work day, lunch period and class periods. For some time the parties have established a mutually agreeable modifications to the contract language at Heritage High School and wish those changes to continue for the duration of this agreement.

These changes include:

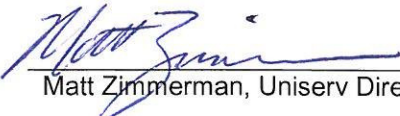
- a. The forty (40) minute lunch provided in 6.0120 is only 35 minutes.
- b. The eight (8) hour day, inclusive of an unpaid lunch, provided in 6.0110 will be 7¾ hours, inclusive of an unpaid lunch.
- c. The fifty-two (52) minute period provided in 6.0151 has been altered to six periods that are fifty (50) minutes and one period that is fifty-five (55) minutes. The additional five minutes will be used for announcements.

Dated this 7<sup>th</sup> day of May, 2014

Saginaw Township Community Schools

Saginaw Township Education  
Association (MEA/NEA)

  
\_\_\_\_\_  
Tony Skowronski, Director of Human Resources

  
\_\_\_\_\_  
Matt Zimmerman, Uniserv Director

**Letter of Agreement  
between  
Saginaw Township Community Schools  
and  
Saginaw Township Education Association**

**Re: Prohibited and Illegal Subjects of Bargaining**

The Saginaw Township Education Association and Saginaw Township Community Schools are parties to a collective bargaining agreement. They have recently negotiated an agreement through July 31, 2017.

During the course of negotiations, the parties reviewed recent legislative changes that have affected their bargaining relationship, e.g., Public Acts 100, 101, 102 and 103 of 2011. While some of the effects of such changes are self-evident others are not. The parties have arrived at this collective bargaining agreement using their best judgment concerning these changes, while realizing that they have may not have captured all of the nuances attributable to such changes. In recognition of this situation, the parties agree that should a grievance arise and there is a claim that the alleged contractual violation involves a prohibited or illegal subject of bargaining, that matter will be determined by the Michigan Employment Relations Commission (MERC) prior to being heard by an arbitrator.

Dated this 7<sup>th</sup> day of May, 2014

Saginaw Township Community Schools

Saginaw Township Education  
Association (MEA/NEA)



\_\_\_\_\_  
Tony Skowronski, Director of Human Resources



\_\_\_\_\_  
Matt Zimmerman, Uniserv Director



**Letter of Agreement  
between  
Saginaw Township Community Schools (STCS)  
and  
The Saginaw Township Education Association (STEA)**

**Re: Cyber Classroom**

The SAGINAW TOWNSHIP COMMUNITY SCHOOLS (hereinafter referred to as the "Employer" or the "School District") and the SAGINAW TOWNSHIP EDUCATION ASSOCIATION (hereinafter referred to as the "Association") agreed to resolve the Cyber Classroom Grievance, Grievance No. 0910-003, filed on January 25, 2010, by setting forth their understandings on how the classroom will operate in the future. Those understandings continue and are:

1. The Cyber Classroom was established in the fall of 2009 as both a pilot project and as an innovative use of technology for the delivery of educational services. The classroom was structured as a six (6) hour a day classroom and designed to allow students to take approved courses online. The structure of the Cyber Classroom did not require the teacher to plan lessons, present educational content or determine grades. Rather, the staff member was required to work with individual students to facilitate their learning through the use of technology.
2. The School District has maintained a position that the teacher in the Cyber Classroom is not subject to the various provisions of the collective bargaining agreement governing such things as class size, teacher-pupil ratios, planning periods, the number of classes taught and similar issues. The Association has maintained that, notwithstanding the provisions of the Public Employment Relations Act, MCL 423.215, matters relating to the working conditions of the teacher in the classroom remain subject to collective bargaining.
3. The Association and the School District agree that the Cyber Classroom teacher (including the incumbent teacher and any other teacher assigned) may continue to be employed under the structure and conditions as originally developed and implemented in the fall of 2009. However, the Association's agreement to allow this to continue is considered without prejudice to the Association's position that the position is subject to collective bargaining. However, as long as the Cyber Classroom teacher continues to function under the current structure, and in the absence of any substantial change to the position related to lesson planning, content presentation and grading, the School District may continue to operate the position under its current structure and the provisions of the collective bargaining agreement related to planning periods, class size, pupil-teacher ratios, overload pay, number of classes taught and similar issues shall not be considered applicable to the teacher in the Cyber Classroom.
4. The School District agrees that, in consideration for the Association's agreement set forth in this resolution, the grievant was paid the amount of \$1000 representing a compromise of any compensation the teacher may otherwise have been entitled to under the collective bargaining agreement for overload pay, lack of planning or preparation and the number of class periods taught during the school day. That payment shall represent a one-time payment of compensation to the teacher and shall not be required in future years.
5. In the event a teacher who is assigned to the Cyber Classroom for a total of 7 hours per day has more than 290 students per day aggregate total for the entire semester, the teacher shall receive a stipend in the amount of \$500 per semester. In the event a

teacher who is assigned to the Cyber Classroom for a total of 7 hours per day has more than 340 students per day aggregate total for the entire semester, the teacher shall receive a stipend in the amount of \$1000 per semester.

6. In the event the class size during any hour exceeds 45, the assigned teacher may request assistance. The School District will consider the request taking into account such factors as the total learning environment and any specific challenges related to student behavior that may impact the learning process for all students in the classroom. In the event the class size during any hour meets or exceeds 55 students, assistance will be provided. The School District reserves the right to determine the type of assistance to be provided and may select any reasonable method of assistance including the assignment of an instructional assistant, paraprofessional or substitute teacher.
7. The Association agreed to withdraw Grievance No. 0910-003 and to consider its resolution agreement as a full, final and complete agreement of any and all issues related to the School District's creation of the Cyber Classroom and staffing of the position.
8. This agreement shall expire on July 31, 2017 unless specifically renewed by mutual agreement.
9. This agreement shall not be considered to establish a precedent nor shall this agreement be construed in a manner suggesting that the School District has relinquished any of its rights set forth in the School Code or the Public Employment Relations Act (PERA) including the provisions of Section 15 of PERA.

Dated this 7<sup>th</sup> day of May, 2014

SAGINAW TOWNSHIP COMMUNITY SCHOOLS

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

By Tony Skowronski

By [Signature]

Its: Human Resources Director

Its: President STEA

**Appendix A**  
**SAGINAW TOWNSHIP COMMUNITY SCHOOLS**  
**STE A SENIORITY LIST (updated 4/14/14)**  
(In sequential order)

\*Non-Tenure/Probationary  
*"a" is an ancillary employee*

2013	Robinson, Sharon*	Wenzell, Katherine
	Marden, Jennifer*(a)	Estep, Michelle
	VanGuilder, Robin*	Martinez, Diana
	Jones, Andrea*	Smith, Amanda
	Lee, Lori*	
		2007
2012	Hill, Hannah*(a)	Cole, Kimberly (a)
	Sullivan, Margaret*	Ivory, Meghan
	Gronda, Angela*	Hinman, Shannon
	McCauley, Sheri*	O'Loughlin, Jeffrey
	Koeppen, Theresa*	Schumann, Judith
	Kanine, Adam*	Lamirand, Janelle
	Lewis, Ashley*	Morford, Lisa
	Ahlberg, Alyssa*	Goidosik, Amanda
	Muladore, Meagan*	Pfeifer, Jason
	Servinski, Kristine*	Watt, Alicia
		Gronski, Jennifer
		2006
2011	Kerns, Catherine*	Hohwart, Julie
	Simon, Kim*	Pratt, Alison
	Morse, Emily*	Swope, Shelly
	Stewart, Scott*	Senkowski, Brandy
		Schlaud, Kristina
		Egerer, Rebecca
		Heinz, Kelly
2010	Taylor, Daniel*	
	Lewis, Adam*	2005
	Amev, Brad	Burlingame, Cara
	Sollner, Irene	Stanley, Kathryn
	Connolly, Michael*	Collins, Luz Marisol
	Bidwell, Kevin*	Mize, Joseph
	Pittsley, Justin*	Felske, Sheri
		Wicke, Matthew
2009	LeRoux, Thomas	Campeau, Genelle
	Stoney, Jennifer	Kulhanek, David
		Myczkowiak, Deborah(a)
		Kowalski, John
2008	Woods, Susan	Middlin, Thomas
	Buckley, Meghan	Huston, Barbara
	Crachiola, Jennifer	Coutcher, Mark
	Carpenter, Craig	Sanchez, Marta
	Noble, Michelle	Brown, Lindsay
	Cairy, Kimberly	Miller, Sara
	Erickson, William	Kahl, Melanie
	Laurenz, Linda	Wenzel, Ashley
	Raines, Judith	VanTol, Julie
	Martin, Elijah	
		2004
	Wilson, John	Bixby, Janet
	Myers, Britney	List, Jamie
	Wierda, Gerrit	Maillette, Matthew

	Kreger, Holly(a)	Deprez, Tera
	Lester, Sarah	Wobio, Krista
	McAuley, David	Hopper, Farrah
	Mulford, Christina	Stinson, Letitica
	Bell, Michelle (a)	Carlisle, Mary Beth
	Miller, Ann	Fairchild, Ann
	Retberg, Carrie	Bauer, Michael
	Howald, Nicol	
	Fauver, Colleen	2001
	Blaskowski, Anne	Stedry, Amy
	Galonska, Melanie	Chenoweth, Jodi
	Rethman, Nicole	Rummler, Jill
2003		Kern, Antoinette
	Papst, Kimberly (a)	Joslyn, Robert
	Vondette, Julie(a)	Bowsher, Kelly
	Cohoon, Sara	Collison, Jan
	Reed, Kelly	Wichmann, Janet
	Hare, Danielle	Macias, Christine
	Mikoleizik, Kris	Rosebush, Jonathan
	Cole, Adrienne	Mackley, Hallie
	Keith, Kari	Vieau, Kevin
	Moeller, Jennifer	Jacobs, Scott
	Chaltraw, William	Klopf, Arica
	Robbie, Teresa	Winters, Marcie
	Blaskowski, Joseph	
	Hartwick, Nicole	2000
	Maze, Stacy	Duncan, Lori
	Slavin, Faith	Krzyzaniak, Paul
	Egerer, Stacey	Fechter, Brad
	Klebe, Trent	Bordeaux, Melissa
	Bowsher, Brian	Fluder, Kimberly
	Chobod, Michelle	Inman, Wendy
	Cole, Tim	Engleman, Kelly
	DeRocher, Kelly	Maloney, Donald
	Mehalski, Zachary	Church, Graham
	Kempf, Michelle	Loeffler, Lisa
	Drago, Jane	Van Bocxlaer, Lori
	Vauhkonen, Sandra	Feriend, William
	Carey, T.J.	Thompson, Thomas
	Hebl, Melissa	Romain, Autumn
	Rodriguez, Steven	Todoroff, Brenda
	Gotham, Lisa	Quinn, Dawn
	Kuhn, Tracy	
	Schaefer, Joe	1999
	Sprague, Michelle	Bernard, Daryl
2002		Michael, Debra
	Reed, Kevin	Restifo, Lisa
	Yockey, Daniel	Sporman, Amy
	Sherbeck, Jayne	Haag, Karol
	Kowalski, Anne	Kiss, Kelly
	Fry, Christine	Moretuzzo, Pamela
	Idzior, Amy	Marston-Keyser, Karla
	Totten, Tara	Benkert, Tricia
	Senkowski, Gary	Tyson, Peter
		Catlin, Kim
		Pike, LaDonna

	Mayer, Betty	1995	Molnar, Brent
	Casler, Mary		Kin, Denise
	Markey, Leah		Frost, Michelle
	Smeltzer, Paula		Conlin, Peggy
	Richardson, Elizabeth		Markey, Lili
	Hill, Susan		Sizelove, Amy
	Weber, Krista		Francis, Ellen
	Painter, William		
	Essex, Kim	1994	
	Talbot, Marjorie		Lee, Tammy
1998		1993	
	Card, Brian		Schmidt, Lisa
	Wressell, Gina		Stanley, Steven
	Ries, Betty		Vondette, Jane
	Johnson, Lisa		Schneider, Stephanie
	Hare, Jamie		Pugh, Kimberly
	Robinson, Jane		Thiel, Christina
	Huebsch, Amy		
	Moore, Rebecca	1992	
	Blaine, Brian		Little, Joyce
	Lagalo, Christine		
	Miller, Kathleen	1991	
	Perry, Terri		Hausbeck, Theresa
	Watz, Jeanne		Kelsey, Molly
1997		1990	
	Bateson, Jamie		Tesch, June
	Fletcher, Jill		Kern, Kate
	Fila, Melissa		McQuinn, Mary
	Windy, Denise		Blodgett, Nancy
	Richardson, Andrew		Goodman, Jody
	Yachcik, Michael ( <i>a</i> )		Sweigart, Elaine
	Beamish, Robin		
	Moore, Marcus	1989	
	Garcia, Jr., Manuel		VanTiflin, Marie
	Schneider, Gregory		
1996		1988	
	Darby, Danna		Royer, Pamela
	Merrick, Diane		
	Revard, Cheryl	1986	
	Sujkowski, Kerri		Durand, Pamela
	Wilds, Kathleen		
	McCarthy, Torre	1985	
	Kalinowski, Amy		Gerard, Celeste
	Reh, AnneMarie		
	Sawley-Wasmer, Rachel	1984	
	Smith, Daniel		Conley, Timothy
	Michelson, Alison		Wreggelsworth, Janie
	Hall, Karla		LeRoy, Teresa
	Tineo-Cook, Betsy	1983	
			Neal, Roy

1979	DeWolf-Ott, Joyce	1973	Terbrack, Sandra
1978	Mertz, Lou Ellen	1968	Jakes, Ruth

<sup>l</sup> **Section 2.0115** *The term “ancillary employee” shall mean an employee represented by the Association in paragraph 2.0100 who is not required to hold a teaching certificate/permit to be employed. Presently (February 2014), these positions include counselor, school social worker, speech therapists, and school psychologists. If the employee is covered by the Teacher Tenure Act, the employee is not an ancillary employee.*

**Saginaw Township Community Schools  
2012-13 TEACHER SALARY SCHEDULE**

Years Exp Credit	BACHELOR'S		BACHELOR'S+ 18*		MASTER'S		MASTER'S+ 15		MASTER'S+ 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
0	34,583	0.9437	37,148	1.0137	41,546	1.1337	44,111	1.2037	45,943	1.2537
1	36,646	1.0000	39,211	1.0700	43,609	1.1900	46,174	1.2600	48,006	1.3100
2	38,709	1.0563	41,274	1.1263	45,672	1.2463	48,237	1.3163	50,069	1.3663
3	40,769	1.1125	43,334	1.1825	47,731	1.3025	50,297	1.3725	52,129	1.4225
4	42,832	1.1688	45,397	1.2388	49,795	1.3588	52,360	1.4288	54,192	1.4788
5	44,891	1.2250	47,457	1.2950	51,854	1.4150	54,419	1.4850	56,252	1.5350
6	46,955	1.2813	49,520	1.3513	53,917	1.4713	56,482	1.5413	58,315	1.5913
7	49,014	1.3375	51,579	1.4075	55,977	1.5275	58,542	1.5975	60,374	1.6475
8	51,077	1.3938	53,642	1.4638	58,040	1.5838	60,605	1.6538	62,437	1.7038
9	53,137	1.4500	55,702	1.5200	60,099	1.6400	62,665	1.7100	64,497	1.7600
10	55,200	1.5063	57,765	1.5763	62,163	1.6963	64,728	1.7663	66,560	1.8163
11	57,259	1.5625	59,825	1.6325	64,222	1.7525	66,787	1.8225	68,620	1.8725
12	59,323	1.6188	61,888	1.6888	66,285	1.8088	68,851	1.8788	70,683	1.9288
13	61,382	1.6750	63,947	1.7450	68,345	1.8650	70,910	1.9350	72,742	1.9850
14	63,617	1.7360	66,274	1.8085	70,833	1.9329	73,494	2.0055	75,392	2.0573
19	65,526	1.0300	68,263	1.0300	72,958	1.0300	75,698	1.0300	77,654	1.0300
24	67,435	1.0600	70,251	1.0600	75,083	1.0600	77,903	1.0600	79,915	1.0600
29	69,343	1.0900	72,239	1.0900	77,208	1.0900	80,108	1.0900	82,177	1.0900
34	71,252	1.1200	74,227	1.1200	79,333	1.1200	82,313	1.1200	84,439	1.1200

*BACHELOR'S+ 18\*-is available only to those hired before January 1, 2012*

n.b., This wage schedule was in effect for 2010-2011 and 2011-2012, amount paid subject to parties' settlement; for 2012-2013 See 16.0400

**Saginaw Township Community Schools  
2012-2013 Middle School Coaching Salary Schedule**

**Years Experience in Coaching**

Salary Base-Master's Step 13:

\$68,345

Middle School			Step 2	
	Index	Amount	Index	Amount
Basketball - Boys 7th grade	0.018674	1,276	0.021786	1,489
Basketball - Boys 8th grade	0.018674	1,276	0.021786	1,489
Basketball - Girls 7th grade	0.018674	1,276	0.021786	1,489
Basketball - Girls 8th grade	0.018674	1,276	0.021786	1,489
Cheerleading	0.018674	1,276	0.021786	1,489
Cross country	0.018674	1,276	0.021786	1,489
Football	0.018674	1,276	0.021786	1,489
Pompon	0.018674	1,276	0.021786	1,489
Softball 7th grade	0.018674	1,276	0.021786	1,489
Softball 8th grade	0.018674	1,276	0.021786	1,489
Swimming - Boys 7th/8th grades	0.018674	1,276	0.021786	1,489
Swimming - Girls 7th/8th grades	0.018674	1,276	0.021786	1,489
Swimming - Girls (Assistant)	0.009337	638	0.010893	744
Tennis - Boys	0.018674	1,276	0.021786	1,489
Tennis - Girls	0.018674	1,276	0.021786	1,489
Track - 7th/8th grades	0.018674	1,276	0.021786	1,489
Track Assistant 7th/8th grade	0.009337	638	0.010893	744
Volleyball 7th grade	0.018674	1,276	0.021786	1,489
Volleyball 8th grade	0.018674	1,276	0.021786	1,489
Wrestling 7th/8th grades	0.018674	1,276	0.021786	1,489
WPMS Athletic Dir. (annually)	None	5,000	n/a	n/a



**Saginaw Township Community Schools  
2012-2013 High School Coaching Salary Schedule**

Salary Base-Masters Step 13:								
\$68,345	<b>Years Experience in Coaching</b>							
	<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
<b>HIGH SCHOOL</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>
Head Football	.0662	4,524	.0742	5,071	.0821	5,611	.0901	6,158
Varsity Asst. Football	.0410	2,802	.0460	3,144	.0509	3,479	.0559	3,820
Head J.V. Football	.0410	2,802	.0460	3,144	.0509	3,479	.0559	3,820
Head Freshman Football	.0410	2,802	.0460	3,144	.0509	3,479	.0559	3,820
J.V. Asst. Football	.0384	2,624	.0430	2,939	.0476	3,253	.0522	3,568
Freshman Asst. Football	.0384	2,624	.0430	2,939	.0476	3,253	.0522	3,568
Head Basketball	.0662	4,524	.0742	5,071	.0821	5,611	.0901	6,158
Head J.V. Basketball	.0410	2,802	.0460	3,144	.0509	3,479	.0559	3,820
Freshman Basketball	.0410	2,802	.0460	3,144	.0509	3,479	.0559	3,820
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,524	.0742	5,071	.0821	5,611	.0901	6,158
Head Swimming	.0550	3,759	.0600	4,101	.0650	4,442	.0700	4,784
J.V. Swimming	.0358	2,447	.0390	2,665	.0423	2,891	.0455	3,110
Head Wrestling	.0550	3,759	.0600	4,101	.0650	4,442	.0700	4,784
J.V. Wrestling	.0358	2,447	.0390	2,665	.0423	2,891	.0455	3,110
Head Baseball	.0350	2,392	.0400	2,734	.0450	3,076	.0500	3,417
J.V. Baseball	.0228	1,558	.0260	1,777	.0293	2,003	.0325	2,221
Head Track	.0350	2,392	.0400	2,734	.0450	3,076	.0500	3,417
J.V. Track	.0228	1,558	.0260	1,777	.0293	2,003	.0325	2,221
Head Tennis	.0250	1,709	.0300	2,050	.0350	2,392	.0400	2,734
J.V. Tennis	.0163	1,114	.0195	1,333	.0228	1,558	.0260	1,777
Head Golf	.0250	1,709	.0300	2,050	.0350	2,392	.0400	2,734
J.V. Golf	.0163	1,114	.0195	1,333	.0228	1,558	.0260	1,777
Head Volleyball	.0550	3,759	.0600	4,101	.0650	4,442	.0700	4,784
J.V. Volleyball	.0358	2,447	.0390	2,665	.0423	2,891	.0455	3,110
Head Softball	.0350	2,392	.0400	2,734	.0450	3,076	.0500	3,417
J. V. Softball	.0228	1,558	.0260	1,777	.0293	2,003	.0325	2,221
Bowling	.0250	1,709	.0300	2,050	.0350	2,392	.0400	2,734
Head Skiing	.0250	1,709	.0300	2,050	.0350	2,392	.0400	2,734
J.V. Skiing	.0163	1,114	.0195	1,333	.0228	1,558	.0260	1,777
Cross Country	.0250	1,709	.0300	2,050	.0350	2,392	.0400	2,734
J.V. Cross Country	.0163	1,114	.0195	1,333	.0228	1,558	.0260	1,777
Head Hockey	.0550	3,759	.0600	4,101	.0650	4,442	.0700	4,784
J.V. Hockey	.0358	2,447	.0390	2,665	.0423	2,891	.0455	3,110
Head Soccer	.0350	2,392	.0400	2,734	.0450	3,076	.0500	3,417
J.V. Soccer	.0228	1,558	.0260	1,777	.0293	2,003	.0325	2,221

**Saginaw Township Community Schools  
2013-14 TEACHER SALARY SCHEDULE**

Years Exp Credit	BACHELOR'S		BACHELOR'S+ 18*		MASTER'S		MASTER'S+ 15		MASTER'S+ 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
0	33,839	0.9437	36,349	1.0137	40,652	1.1337	43,162	1.2037	44,955	1.2537
1	35,858	1.0000	38,368	1.0700	42,671	1.1900	45,181	1.2600	46,974	1.3100
2	37,877	1.0563	40,387	1.1263	44,690	1.2463	47,200	1.3163	48,993	1.3663
3	39,892	1.1125	42,402	1.1825	46,705	1.3025	49,215	1.3725	51,008	1.4225
4	41,911	1.1688	44,421	1.2388	48,724	1.3588	51,234	1.4288	53,027	1.4788
5	43,926	1.2250	46,436	1.2950	50,739	1.4150	53,249	1.4850	55,042	1.5350
6	45,945	1.2813	48,455	1.3513	52,758	1.4713	55,268	1.5413	57,061	1.5913
7	47,960	1.3375	50,470	1.4075	54,773	1.5275	57,283	1.5975	59,076	1.6475
8	49,979	1.3938	52,489	1.4638	56,792	1.5838	59,302	1.6538	61,095	1.7038
9	51,994	1.4500	54,504	1.5200	58,807	1.6400	61,317	1.7100	63,110	1.7600
10	54,013	1.5063	56,523	1.5763	60,826	1.6963	63,336	1.7663	65,129	1.8163
11	56,028	1.5625	58,538	1.6325	62,841	1.7525	65,351	1.8225	67,144	1.8725
12	58,047	1.6188	60,557	1.6888	64,860	1.8088	67,370	1.8788	69,163	1.9288
13	60,062	1.6750	62,572	1.7450	66,875	1.8650	69,385	1.9350	71,178	1.9850
14	62,249	1.7360	64,849	1.8085	69,310	1.9329	71,913	2.0055	73,771	2.0573
19	64,117	1.0300	66,795	1.0300	71,389	1.0300	74,071	1.0300	75,984	1.0300
24	65,984	1.0600	68,740	1.0600	73,469	1.0600	76,228	1.0600	78,197	1.0600
29	67,852	1.0900	70,686	1.0900	75,548	1.0900	78,385	1.0900	80,410	1.0900
34	69,719	1.1200	72,631	1.1200	77,627	1.1200	80,543	1.1200	82,623	1.1200

*BACHELOR'S+ 18\*-is available only to those hired before January 1, 2012*

**Saginaw Township Community Schools  
2013-2014 Middle School Coaching Salary Schedule**

**Years Experience in Coaching**

Salary Base-Master's Step 13:

\$66,875 <b>Middle School</b>			<b>Step 2</b>	
	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>
Basketball - Boys 7th grade	0.018674	1,249	0.021786	1,457
Basketball - Boys 8th grade	0.018674	1,249	0.021786	1,457
Basketball - Girls 7th grade	0.018674	1,249	0.021786	1,457
Basketball - Girls 8th grade	0.018674	1,249	0.021786	1,457
Cheerleading	0.018674	1,249	0.021786	1,457
Cross country	0.018674	1,249	0.021786	1,457
Football	0.018674	1,249	0.021786	1,457
Pompon	0.018674	1,249	0.021786	1,457
Softball 7th grade	0.018674	1,249	0.021786	1,457
Softball 8th grade	0.018674	1,249	0.021786	1,457
Swimming - Boys 7th/8th grades	0.018674	1,249	0.021786	1,457
Swimming - Girls 7th/8th grades	0.018674	1,249	0.021786	1,457
Swimming - Girls (Assistant)	0.009337	624	0.010893	728
Tennis - Boys	0.018674	1,249	0.021786	1,457
Tennis - Girls	0.018674	1,249	0.021786	1,457
Track - 7th/8th grades	0.018674	1,249	0.021786	1,457
Track Assistant 7th/8th grade	0.009337	624	0.010893	728
Volleyball 7th grade	0.018674	1,249	0.021786	1,457
Volleyball 8th grade	0.018674	1,249	0.021786	1,457
Wrestling 7th/8th grades	0.018674	1,249	0.021786	1,457
WPMS Athletic Dir. (annually)	None	5,000	n/a	n/a

**Saginaw Township Community Schools  
2013-2014 High School Coaching Salary Schedule**

Salary Base-Masters Step 13:								
\$66,875	Years Experience in Coaching							
HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Varsity Asst. Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Head J.V. Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Head Freshman Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
J.V. Asst. Football	.0384	2,568	.0430	2,876	.0476	3,183	.0522	3,491
Freshman Asst. Football	.0384	2,568	.0430	2,876	.0476	3,183	.0522	3,491
Head Basketball	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Head J.V. Basketball	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Freshman Basketball	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Head Swimming	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Swimming	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Wrestling	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Wrestling	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Baseball	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Baseball	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Head Track	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Track	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Head Tennis	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Tennis	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Golf	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Golf	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Volleyball	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Volleyball	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Softball	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J. V. Softball	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Bowling	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
Head Skiing	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Skiing	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Cross Country	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Cross Country	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Hockey	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Hockey	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Soccer	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Soccer	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173

Appendix H  
2012-2013 Calendar

2012-2013 Teacher Calendar

**August 2012**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27/W*	28/W*	29/W	30/W	31/x

W\* - New Teacher Workdays  
W - All Teachers Workdays

Cumulative: NTD=4 CTD=2 SD=0

**September 2012**

Mon	Tue	Wed	Thu	Fri
3/x	4/FD	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

X-No School Labor Day  
FD-First Day of School  
Student Days (SD)=19  
Teacher Days (TD)=19  
Cumulative: NTD=23 CTD=21 SD=19

**October 2012**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Student Days (SD)=23  
Teacher Days (TD)=23

Cumulative: NTD=46 CTD=44 SD=42

**November 2012**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9/ERW %
12	13	14/C1	15/C2	16
19	20	21/x	22/x	23/x
26	27	28	29	30

ERW-Elem Record Day; Elem students AM  
-(HS/MS has school full day with students)  
C1, C2-Parent Teacher Conferences  
X-No School - Thanksgiving Break  
SD=18.5 Elem/19 HS-MS TD=19  
Cumulative: SD=60.5 Elem/61 HS-MS  
Cumulative: NTD=65 CTD=63 SD=61

**December 2012**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24/x	25/x	26/x	27/x	28/x
31/x				

X-No School Winter Break  
Student Days (SD)=15  
Teacher Days (TD)=15

Cumulative: SD=75.5 Elem/76 HS-MS  
Cumulative: NTD=80 CTD=78 SD=76

**January 2013**

Mon	Tue	Wed	Thu	Fri
	1/X	2	3	4
7	8	9	10	11
14	15	16	17	18/HS MS RW
21	22	23	24	25
28	29	30	31	

X-No School Winter Break  
HSMSRW-HS/MS Record Workday (full day)  
-(Elem has school full day with students)  
HS/MS Marking period ends January 18  
SD=22 Elem/21 HS-MS TD=22  
Cumulative: SD=97.5 Elem/97 HS-MS  
Cumulative: NTD=102 CTD=100 SD=98

**February**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22/ERW %
25	26	27	28	

ERW-Elem Record Day; Elem students AM  
-(HS/MS has school full day with students)  
Elementary Tri-mester ends February 22  
SD=19.5 Elem/20 HS-MS TD=20

Cumulative: NTD=122 CTD=120 SD=117\*

**March**

Mon	Tue	Wed	Thu	Fri
				1
4/C3	5/C3	6/C4	7/C4	8/x
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29/x

X-No School Good Friday  
C3, C4-Parent Teacher Conferences  
Student Days (SD)=19  
Teacher Days (TD)=19  
HS/MS Marking period ends Mar. 22

Cumulative: NTD=141 CTD=139 SD=136

**April**

Mon	Tue	Wed	Thu	Fri
1/x	2/x	3/x	4/x	5/x
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

X-No School - Spring Break  
Student Days (SD)=17  
Teacher Days (TD)=17

Cumulative: NTD=158 CTD=156 SD=153

**May**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27/x	28	29	30	31

X-No School - Memorial Day  
Student & Teacher Days=22  
Cumulative: NTD=180 CTD=178 SD=175

**June**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7/LD
10/RW	11	12	13	14
17	18	19	20	21

LD-Last student Day  
Student Days (SD)=5  
Teacher Days (TD)=6  
RW-Record Workday  
Cumulative: NTD=186 CTD=184 SD=180

C1 HHS/Elem: students AM; Conf. 12-4  
C1 WPMS: students AM; Conf. 1-5  
C2 HHS/Elem: students PM; Conf. 4-8  
C2 WPMS: students PM; Conf. 4:30-8:30  
C3 HHS/Elem 4-6 pm both days  
C4 WPMS 4:30-6:30 pm both days

CTD - Current Teachers Workdays  
NTD - New Teachers Workdays  
\* previous month Cumulative SD= days of attendance  
\* February thereafter = days of instruction

**Appendix I**  
**2013-2014 Calendar**

**2013-2014 Teacher Calendar (does not include PD Days)**

August					days	new	September					days	new	October					days	new						
Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri								
							2x	3FD	4	5	6	4	4		1	2	3	4	4	4						
							9	10	11	12	13	5	5	7	8	9	10	11	5	5						
							16	17	18	19	20	5	5	14	15	16	17	18	5	5						
							23	24	25	26	27	5	5	21	22	23	24	25	5	5						
							30					1	1	28	29	30	31		4	4						
26W*	27W*	28W	29W		month	4 2	X=No School - Labor Day weekend					month	20 20						month	23 23						
W* = New Teacher Workdays					YTD	4 2	FD = first day of school					YTD	24 22						YTD	47 45						
W = Teacher Workdays																										
November					days	elem	2nd	December					days	elem	2nd	January					days	elem	2nd			
Mon	Tue	Wed	Thu	Fri				Mon	Tue	Wed	Thu	Fri				Mon	Tue	Wed	Thu	Fri						
				1	1	1	1	2	3	4	5	6	5	5	5			1x	2x	3x	0	0	0			
4	5	6	7	8ERW	4.5	5	5	9	10	11	12	13	5	5	5	6	7	8	9	10	5	5	5			
11	12	13	14	15	5	5	5	16	17	18	19	20	5	5	5	13	14	15	16	17	5	5	5			
18	19	20C1	21C2	22	5	5	5	23x	24x	25x	26x	27x				20	21	22	23	24	5	4	5			
25	26	27X	28X	29X	2	2	2	30x	31x							27	28	29	30	31	5	5	5			
HS/MS Marking period ends Nov 1					17.5	18	18	X = Winter Break - No School					month	15 15 15	HS/MS Marking period ends Jan 24					month	20 19 20					
Elementary Tri-mester ends Nov 11					64.5	65	63						YTD	79.5 80 78	HSMSRW=HS/MS Record Day (full day)					YTD	99.5 99 98					
C1, C2 = Parent Teacher Conferences					65										New	80	(Elementary full day with students)					New	100			
ERW=Elem Record Day; Elem students AM (HS/MS full day with students)																										
Elementary Report Card Window opens no later than Nov 8, and closes 12:01 am on Nov 14																										
X=No School - Thanksgiving Break																										
February					days	elem	2nd	March					days	elem	2nd	April					days	elem	2nd			
Mon	Tue	Wed	Thu	Fri				Mon	Tue	Wed	Thu	Fri				Mon	Tue	Wed	Thu	Fri						
					5	5	5	3C3	4C3	5C4	6C4	7x	4	4	4			1x	2x	3x	4x	0	0	0		
10	11	12	13	14	5	5	5	10	11	12	13	14	5	5	5	7	8	9	10	11	5	5	5			
17	18	19	20	21ERW	4.5	5	5	17	18	19	20	21	5	5	5	14	15	16	17	18x	5	5	5			
24	25	26	27	28	5	5	5	24	25	26	27	28	5	5	5	21	22	23	24	25	4	4	4			
								31x					0	0	0	28	29	30			3	3	3			
ERW=Elem Record Day; Elem students AM (HS/MS full day with students)					19.5	20	20	C3, C4 = Parent Teacher Conferences					month	19 19 19	X = Spring Break - No School					month	17 17 17					
(HS/MS full day with students)					119	119	118	HS/MS Marking period ends March 28					YTD	138 138 137	Easter is April 20, 2014					YTD	155 155 154					
Elementary Tri-mester ends February 21					120					X = Spring Break - No School					New	139						New	156			
Elementary Report Card Window opens no later than Feb 21, and closes 12:01 am on Feb 27																										
May					days	elem	2nd	June					days	elem	2nd	C1 HHS/Elem: students AM; conferences 12-4 pm										
Mon	Tue	Wed	Thu	Fri				Mon	Tue	Wed	Thu	Fri				C1 White Pine: students AM; conferences 1-5 pm										
			1	2	2	2	2	2	3	4	5	6	5	5	5	C2 HHS/Elem: students PM; conferences 4-8 pm										
5	6	7	8	9	5	5	5	9	10	11LD	12RW		3	3	4	C2 White Pine: students PM; conferences 4:30-8:30 pm										
12	13	14	15	16	5	5	5									C3 HHS/Elem 4-6 pm both days										
19	20	21	22	23	5	5	5									C4 White Pine 4:30-6:30 pm both days										
26x	27	28	29	30	4	4	4									RW = Teacher Record Workday										
X=No School - Memorial Day					month	21 21 21	LD = last student day					month	8 8 9	X = No School												
					YTD	176 176 175	RW=Record Workday					YTD	184 184 184													
					New	177						New	186													

**SAGINAW TOWNSHIP**

**EXTRA DUTY CONTRACT**

To:

This is to inform you that you have been granted a special stipend, in addition to your regular contract, as reimbursement for duties and responsibilities over and above your regular assignment, as follows:

Amount: \$

Duties & Responsibilities:

School:

Period of Special Assignment: \_\_\_\_\_ School Year

This amount, less regular deductions, will be paid to you according to the following schedule:

\_\_\_\_\_ Proportionately over \_\_\_\_\_ pay periods

\_\_\_\_\_ Lump sum

\_\_\_\_\_ Two equal installments

The amount stated and the duties and responsibilities designed herein are for the period specified, and neither the amount of the stipend nor the duties are to be considered as a part of your regular assignment or the contract for your regular services. This special assignment and stipend are not subject to the Teacher Tenure Act of 1937 as amended. Any continuation of this special assignment beyond the period specified shall be subject to review and approval by the Administration.

Superintendent of Schools

Date

cc: Payroll  
Personnel

### **Notice**

Saginaw Township Community Schools will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

Inquiries or complaints by the public related to discrimination, should be directed to:

Director of Human Resources & Labor Relations, Saginaw Township Community Schools  
PO Box 6278, 3465 N. Center Road, Saginaw, MI 48608 Phone: 989-797-1800



Tentative Agreement  
between  
Saginaw Township Education Association  
and  
Saginaw Township Community Schools

**2014-2015 Economic Re-opener  
2015-2016 Wage Re-opener**

The bargaining teams representing the Saginaw Township Education Association and Saginaw Township Community Schools as the Interest Based Bargaining Team (IBB) have been negotiating the 2014-2015 economic re-opener as well as the 2015-2016 wage re-opener provided by the parties' current collective bargaining agreement, which will expire July 31, 2017. The IBB Team reached tentative agreement on these re-openers and hereby unanimously recommends ratification of the following:

1. Add 6.0166, concerning secondary counselors, as attached.
2. Modify 6.0214, Daily Compensation (K-5) as attached.
3. Modify 7.0200, concerning involuntary transfer, as attached.
4. Modify the reporting and charging of absences by adding 11.0820 as attached.
5. Modify the language for the disposition of personal days in 12.0321, Cash Payment and 12.0322, Conversion to Sick Days as follows:

**12.0321 Cash Payment**

If a teacher does not use any personal days during the first semester, the teacher may surrender up to two (2) days for the cash value of \$80.00 each at the end of the first semester. A teacher who has any personal days remaining may surrender up to five (5) days for the cash value of \$80.00 each at the end of the second semester. **Effective June 2015, if a teacher has used less than two personal days during the school year, the cash value at the end of the year will be \$160.00 for each day.** A written request for payment must be made to the Human Resources department within five (5) days of the end of the semester for which the teacher is requesting payment.

**12.0322 Conversion to Sick Days**

A teacher may request in writing that all remaining personal days be converted to sick days by submitting a written request to the Human Resources department within five (5) days of the end of the second semester.

April 2015

*Effective June 2015, when personnel days are converted to sick days, the first three (3) personal days will be converted to four (4) sick days.*

6. Modify 16.0236, Professional Growth Requirement by adding paragraphs *b* and *c* as attached.
7. Modify 16.0400 Teacher Salary Schedule, for 2014-2015 and 2015-2016 to read as follows:

2012-13:	See Appendix B (Employees will be paid 2.0% less than indicated)
2013-14:	See Appendix E, Bachelor Step 1=\$ 35,858
2014-15:	<del>See Appendix E, Bachelor Step 1=\$ 35,858 Wage Re-opener</del>
2015-16:	<del>See Appendix E, Bachelor Step 1=\$ 35,858 Wage Re-opener</del>
2016-17:	Wage Re-opener
8. Modify sections 16.0312-16.0760 that contain re-opener language in a similar manner to 16.0400.
9. Modify Appendixes E, (Teacher Salary Schedule), F (Middle School Coaching Salary Schedule) and G (High School Coaching Salary Schedule) to indicate that the Appendix applies to 2013-2014 as well as 2014-2015 and 2015-2016.
10. Modify 16.0401 Off Schedule Payment by adding the following as paragraphs *c* and *d*.
  - c. If the 2014-2015 General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA members in November 2015. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.*
  - d. If the 2015-2016 General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA members in November 2016. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.*
11. Modify 16.0402 Negotiated Salary Placement paragraphs *c* (2014-2015), paragraph *d* (2015-2016) and paragraph *e* (2016-2017) as follows:
  - c. 2014-2015. For wages earned in 2014-2015, employees will be placed on the salary schedule with one more year of service than they were placed in 2013-2014 and educational attainment earned by February 15, 2014 (provided that that transcripts are sent directly from the school to and received by Human Resources*

April 2015

on or before May 1, 2014). ~~This placement will remain until the parties have resolved the 2014-2015 re-opener.~~

***Following ratification, Employees who had submitted transcripts for educational attainment by June 1, 2014, will have their salary prorated for the remainder of 2014-2015. The proration shall be based on the percentage student days remaining in the 180 day student calendar. Employees' Years of Experience (Step) will remain the same.***

- d. ~~2015-2016. Employees will remain at the same years of experience and educational credited consistent with the parties' settlement of the 2014-2015 wage re-opener until the parties have resolved the 2015-2016 re-opener.~~ ***For wages earned in 2015-2016, employees will be placed on the salary schedule with one more year of service than they were placed in 2014-2015 and educational attainment earned by May 15, 2015 (provided that that transcripts are sent directly from the school to and received by Human Resources on or before June 30, 2015).***

***As part of the resolution of the 2015-2016 wage re-opener, as of 11:59 pm on the 31<sup>st</sup> of July 2016, so as to begin the 2016-2017 school year prior to the resolution of the 2016-2017 wage re-opener, employees will be placed on the salary schedule with one more year of service than they were placed in 2015-2016 and educational attainment earned by May 15, 2016 (provided that that transcripts are sent directly from the school to and received by Human Resources on or before June 30, 2016).***

- e. 2016-2017. Employees will remain at the same years of experience and educational attainment credited consistent with the parties' settlement of the 2015-2016 wage re-opener, ***i.e., the placement effective as of 11:59 pm of July 31, 2016***, until the parties have resolved the 2016-2017 ***wage*** re-opener.

12. Modify 16.0450 by adding new language at the end so it reads:

Each Mackinaw High School teacher's annual salary will be computed on the appropriate hourly rate times the hours scheduled to be at work during the school year including parent/teacher conferences and professional development days. ***This will include three (3) hours of prep time on Friday afternoon. Teachers only need to remain on site for one hour, exclusive of lunch. The principal may call a meeting for Friday after the students' day; teachers will remain for the meeting. The principal's meeting will not be more than an hour and will begin no later than 1:00 PM. Teachers may include such meeting time as part of required on-site hour. Teachers can decide whether to have a lunch break on Friday.***

13. In light of a significant increase in the time needed for data analysis by elementary teachers for MTSS and the difficulty to use substitute teachers to alleviate the problem,

April 2015

effective January 2016, Elementary Teachers will have a work day on the same day that secondary teachers have their semester work day.

14. By June 1, 2015, the parties will develop a calendar for the 2015-2016 school year.
15. Modify 17.0130 and the parties' Letter of Agreement concerning *Prohibited and Illegal Subjects of Bargaining* to address general operational requirements of Public Act 152 of 2011, relative to health care costs as set forth in the attached tentative agreement. Add a Letter of Agreement concerning The Effect of Public Act 152 of 2011 on Employee Cost Allocation in 2015-2016 and Review for the Future as attached.
16. Effective October 1, 2015, the annual maximum set forth in 17.0500 for Dental coverage will increase to \$2,400.
17. Form a study committee(s) to review closing the Heritage High School students' achievement gap in a fiscally sound manner by returning to a 6 period day for students and/or having a later starting time. The committee(s) will obtain and review data for these questions. This work will be completed by November 1, 2015 and the committee(s) will report to the IBB Team for consideration of collective bargaining implications arising from either option. The committee would also report its findings to the Board of Education.

**Recommended by the Interest Based Bargain Team**

Diane Davis  
Lori Duncan  
Steve Elliott  
Corinne Edwards

John Folsom  
Kate Kern  
Michael Newman  
Andrew Richardson  
Tony Skowronski

Sue Skulley  
Katie Stanley  
Peter Tyson  
Kevin Vieau  
Karen Volk

Facilitators:

Tom Greene

Robert Galardi

## Attachments

**6.0166** Effective July 1, 2015, Secondary Counselors may be required to work additional days before the start of the teachers' calendar. When the days will occur will be mutually agreed upon between the administrator and the Counselor. The first two days will be treated as comp days during the students' school year. The first such day will be on the January teacher work day. The second day will be on a date mutually agreed upon between the counselor and the administrator. The counselor may request to change when the January comp day will be taken. Such change is subject to mutual agreement between the counselor and the administrator. Additional days worked beyond the first two days will be compensated at \$150.00/day.

**6.0214 Daily Compensation (K-5)**

This section, 6.0214, does not apply to Mackinaw **High School** teachers.

K (½ day) compensation to be \$4.00 per day per student per session exceeding a ratio of 27:1.

K (all day)-2 compensation to be \$8.00 per day per student exceeding a daily ratio of 27:1.

3-5 compensation to be \$8.00 per day per student exceeding a daily ratio of 30:1.

~~Less than full-time elementary students shall be computed at an hourly rate of .2 per student per hour accumulated on a weekly basis and then paid at the daily rate. The weekly accumulation shall be rounded as follows:~~

~~Minimum of .6/week = \$4.80, .8/week = \$6.40, 1.0/week = \$8.00.~~

***A student who spends a partial day in the classroom will be counted only for the time that student is in the classroom in determining the ratio. (E.g., if the ratio is 30:1, a classroom of 29 students with an additional student who attends from 8:00 AM to 10:00 AM and another student who attends from 9:00 AM to 11:00 AM, the 30:1 ratio will be exceeded by one student for one hour.)***

***If the ratio is exceeded by less than an hour daily, the time will be accumulated weekly and paid at the a prorated rate of \$1.50 per hour per week.***

***If the ratio is exceeded by at least one hour daily, the teacher will be paid:***

***60-90 minutes overload paid \$1.50/day  
91-150 minutes overload paid \$3.00/day  
151-210 minutes overload paid \$4.50/day  
211-270 minutes overload paid \$6.00/day  
271 or more minutes overload paid \$8.00/day***

**7.0200** A transfer and change of assignment of an ancillary employee will be on a voluntary basis whenever possible. In the case of involuntary assignment and transfer of an ancillary employee, the consideration and wishes of the employee will be honored to the extent that this consideration does not conflict with the instructional requirements of

## Attachments

the school. For non-ancillary employees, the district may consider volunteers for transfer. Whenever an involuntary assignment cannot be avoided, a personal interview prior to June 1 or written notification with the affected party will be held to clarify the reasons for making said assignment. ***An employee, who has an unrequested move to a new classroom, will be given one (1) personal day in the school year that the employee begins in the new classroom. During that school year, the employee can have the maximum number of personal days as outlined in 12.0310 plus the one additional day for unrequested move (e.g., in the past, 4 days were annually allotted with 1 carryover for a maximum of 5; with an additional day due to an unrequested move to a new classroom, for that year 6 would be the maximum).***

~~Should an un requested transfer, including a total work assignment, occur, i.e., the teacher is involuntarily moved to another building, including traveling classroom teachers who have their home base involuntarily moved to another building, the teacher(s) transferred will be provided a minimum of one (1) working day of release time, mutually agreed to between the teacher and administration, to complete necessary arrangements and preparations. It is the responsibility of the teacher to schedule this time with their supervisor. Teachers shall not be requested to complete such arrangements on weekends or holidays.~~

~~On or before June 15th, if the Director of Human Resources and Labor Relations should specifically request, in writing, that the teacher carry out such arrangements on a non student instruction day, the teacher shall be paid his/her regular daily rate for the days worked.~~

~~A teacher who is involuntarily transferred on or after June 16<sup>th</sup> and before August 15<sup>th</sup> will be given the option of the release time or ½ their per diem rate of pay.~~

~~A teacher who is involuntarily transferred on or after August 15th and the first work day of the school year will be given the option of the release time or their per diem pay for their move.~~

**11.0820** If an outside substitute is required and the district is required to pay the substitute .5 day pay, then the employee will be charged .5 day against the appropriate time off. If the district is required to pay the substitute a full day, then the employee will be charged a full day against the appropriate time off.

If the teacher does not cancel a substitute and the district is required to pay the substitute because the teacher failed to cancel the assignment and the teacher chooses to work rather than being charged a portion of a personal day, the STEA will reimburse the district. Such reimbursement will not exceed the total cost of seven substitute days each school year.

### **16.0236 Professional Growth Requirement**

- a. Effective with the 1995-96 school year, teachers must earn three (3) credit hours, or nine (9) C.E.U.'s (continuing education units), or ninety (90) SCECH (State Continuing Education Clock Hours) or any combination equal to three (3) credit hours during the preceding five (5) year period to qualify for a longevity step.

## Attachments

CEU credit will be given for Red Cross Certified CPR, First Aid and WSI Training (one hour = .1 CEU).

Teachers who have earned the maximum years of experience and met the Professional Growth Requirement shall receive a three (3) percent increase on their respective scale for each five (5) years experience beyond the Salary Schedule maximum.

Add:

- b. Effective date (date of ratification of 2014-2015 economic re-opener), the additional education requirements will be (3) credit hours, or equivalent C.E.U.'s (continuing education units), or equivalent SCECH (State Continuing Education Clock Hours) or any combination equal to three (3) credit hours during the preceding five (5) year period to qualify for a longevity step. Equivalency will be at the ratio determined by the Michigan Department of Education, which as of August 2014 was 1 credit semester hour = 25 hours; 1 CEU=10 hours; 1 SCECH=1 hour.***
- c. "Pre-approved Excess District Provided Professional Development Hours" earned after date (date of ratification of 2014-2015 economic re-opener) may be used on the same basis as SCECHs. Qualifying professional development and documentation required will be determined by the Learning, Curriculum, Instruction and Assessment Department (LCIAD) in its sole discretion. Such hours will be those above and beyond what the district provides to all employees (e.g., in 2014-2015 school year, two days prior to students and on six (6) days through the year). Such PD will be meaningful and will not entitle the employee to additional compensation. To be eligible, the employee must have attended the PD provided to all employees or its equivalent that school year. It is anticipated that work such as significant work on school improvement, curriculum or other committees will qualify. Employees will request that the LCIAD approve activities as eligible. Such request must be submitted and approved in advance of the actual PD. This paragraph (16.0236 c) is not subject to the grievance procedure.***

### **17.0130 Monthly Contributions**

Employee contributions for the above health care insurance shall be made according to the following schedule (for a total dollar amount equivalent to 12 months). Contributions shall be by payroll deduction beginning with the first pay period of the school year for the applicable number of pay periods. Such deductions will be pursuant to a qualified, premium-only, pre-tax payroll deduction plan. ***If additional employee contributions are required to remain compliant with the law (e.g., PA 152 of 2011), the parties will first review other possible options. This review is subject to the parties' Letter of Agreement concerning Subjects of Bargaining.***

April 2015

Reviewed

Attachments

**Letter of Agreement  
between  
Saginaw Township Community Schools  
and  
Saginaw Township Education Association**

**Re: Prohibited and Illegal Subjects of Bargaining**

The Saginaw Township Education Association and Saginaw Township Community Schools are parties to a collective bargaining agreement. They have recently negotiated an agreement through July 31, 2017.

During the course of negotiations, the parties reviewed recent legislative changes that have affected their bargaining relationship, e.g., Public Acts 100, 101, 102 and 103 of 2011. While some of the effects of such changes are self-evident, others are not. The parties have arrived at this collective bargaining agreement using their best judgment concerning these changes, while realizing that they have may not have captured all of the nuances attributable to such changes. In recognition of this situation, the parties agree that should a grievance arise and there is a claim that the alleged contractual violation involves a prohibited or illegal subject of bargaining, that matter will be determined by the Michigan Employment Relations Commission (MERC) prior to being heard by an arbitrator.

***While, probably already covered by the original Letter of Agreement, the parties specifically acknowledge that the review set forth in 17.0130 in no way limits the employers' ability to make changes as allowed or required by PA 152 of 2011 and/or the Public Employment Relations Act, PA 336 of 1947 as amended. This paragraph is added to this Letter of Agreement as part of the Economic Re-opener of 2014 ratified on or about DATE.***

Dated this 7<sup>th</sup> \_\_\_\_\_ day of May, 2015

Saginaw Township Community Schools

Saginaw Township Education  
Association (MEA/NEA)

/s/ Tony Skowronski

Tony Skowronski, Director of Human Resources

/s/ Matt Zimmerman

Matt Zimmerman, Uniserv Director



TA of STEA Re-openers for 2014-2015 and 2015-2016

April 2015

Reviewed

## Attachments

**Letter of Agreement  
between  
Saginaw Township Community Schools  
and  
Saginaw Township Education Association**

**Re: The Effect of Public Act 152 of 2011 on Employee Cost  
Allocation in 2015-2016 and Review for the Future**

**The Saginaw Township Education Association and Saginaw Township Community Schools are parties to a collective bargaining agreement. They have recently negotiated the 2014-2015 and 2015-2016 re-openers provided in their agreement expiring July 31, 2017.**

**During those negotiations, requirements of PA 152 of 2011 were reviewed. The parties agreed that employee groups covered by insurances need to meet the hard cap requirement of PA 152 of 2011 for their group. It is agreed without precedent and only for the 2015-2016 school year that if the district meets the hard cap requirement in the aggregate, this bargaining unit will not be required to contribute more for health care costs. If the requirement is not met in the aggregate, this bargaining unit is responsible for the aggregate shortfall. This bargaining unit's shortfall will not exceed what their shortfall would be if the calculation was done by employee group rather than in the aggregate. The parties believe the cost requirements will be met or nearly met in the aggregate.**

**During the 2015-2016 school year, the parties will review and discuss possible options to comply with PA 152 of 2011 in future contract years.**

**BOARD REPORT**  
**February 12, 2018**

**SUBJECT: RATIFICATION OF SUCCESSOR AGREEMENT WITH  
SAGINAW TOWNSHIP EDUCATION ASSOCIATION**

**CURRENT STATUS:** The Board of Education and the Saginaw Township Education Association (STEA) had a collective bargaining agreement through July 31, 2017. Discussions with the union have resulted in a tentative agreement for a successor agreement through July 31, 2020. The STEA ratified this Tentative Agreement on February 6, 2018.

**RECOMMENDATION:** I move that the Board of Education ratify the attached tentative agreement with the Saginaw Township Education Association for a successor collective bargaining agreement through July 31, 2020.

**STATEMENT OF PURPOSE:** Public law provides the opportunity for negotiations with school employees since 1965. This represents a fair and equitable resolution in light of the district's financial condition.

**BUDGET IMPACT:** In that this extends the current costs, the budget impact for this school year is limited. The current agreement had already taken into account the district's fiscal situation. This agreement continues that by reinstating 1% of the 2% salary rate reduction which has been in effect since the 2012-2013.

**DISCUSSION OF OPTIONS:** The Board of Education may reject the recommended settlement and direct the administration to go back to the bargaining table. If this action was followed, we may be accused of an unfair labor practice.

**RATIONALE FOR RECOMMENDATION:** The laws in the State of Michigan provide the negotiated master contract as a vehicle for establishing wages, hours and working conditions.

Prepared by: Tony Skowronski  
Director of Human Resources and Labor Relations  
2-7-2018

**Tentative Agreement**  
**between**  
**Saginaw Township Education Association**  
**and**  
**Saginaw Township Community Schools**  
**Successor to the Collective Bargaining Agreement Expiring July 31, 2017**

The bargaining teams representing the Saginaw Township Education Association and Saginaw Township Community Schools as the Interest Based Bargaining Team (IBB) have been negotiating the successor to the collective bargaining agreement, that expired July 31, 2017. The IBB Team reached tentative agreement on the successor and hereby unanimously recommends ratification of the following:

1. Unless otherwise modified by the parties' tentative agreements, the terms and conditions of the collective bargaining agreement expiring July 31, 2017 will continue through July 31, 2020.
2. Modify the following portions of 6.0000, Teaching Conditions:
  - a. 6.0153-Presently when teachers teach in the absence of a substitute teacher they are paid 1/6 or 1/7 of \$70.00. Increase the \$70.00 to \$150.00 by adding a new paragraph to 6.0153 that reads:

**Effective upon ratification**, if it is necessary for a teacher in an instructional area to teach in the absence of a requested substitute, the teacher will be compensated at ~~an hourly~~ a rate equal to one-sixth (1/6) of the ~~daily substitute established rate~~ at the middle school or at an elementary school and one-seventh (1/7) of the ~~daily substitute established rate~~ at high school. **For purposes of this paragraph only, the established rate is \$150.00.**

(How the language differs from the current language; i.e., the 3<sup>rd</sup> paragraph of 6.0153)

- b. 6.0166-Add a second paragraph, similar to the first paragraph that reads:

Effective July 1, 2018 ~~2015~~, Secondary Counselors may be required to work **up to five (5)** additional days before the start of the teachers' calendar. **When needed, other days may be mutually agreed upon by the counselor and the administrator. Counselors will be notified by May 1 of the preceding school year, which of the five days have inflexible dates (e.g., WEB training at the Middle School, orientation). Counselors will be advised of flexible dates available to work well in advance. From these dates, When** the remaining days ~~will occur~~ will be mutually agreed upon between the administrator and the Counselor. **This will be done by the last student day of the preceding school year.** The first two days will be treated as comp days during the students' school year. The first such day will be on the January teacher work day. The second day will be on a date mutually agreed upon between the counselor and the administrator. The counselor may request to change when the January comp day will be taken. Such change is subject to mutual agreement between the counselor and the administrator. **In lieu of allowing comp days, the administrator can choose to pay the counselor his/her daily rate.** Additional days worked beyond the first two days will be compensated at \$150.00/day.

**When an administrator requires a counselor to work an after school activity, the counselor will be paid a stipend of \$50.00. This does not apply to activities that most teachers attend as a matter of course (e.g., parent/teacher conferences, "curriculum nights").**

(Show differences from the current language; i.e., the 1<sup>st</sup> paragraph of 6.0166)

- c. 6.0180- Outlines parent teacher conferences. A new schedule will be tried for first day of conferences in the Fall 2018. The parties will review the effects of the change before the 2019-2020 conference schedule. The following language will be inserted:

For 2018-2019 school year, the schedule for Day 1 of the fall parent/teacher conferences will be changed to:

The schedule for day 1 is:

Elementary                      7:45 to 10:55 class for students  
~~12:00 to 4:00~~ **2:00 to 6:00** conferences

Middle School    8:40 to 11:50 class for students  
~~4:00 to 5:00~~ **3:00 to 7:00** conferences

High School                      7:40 to 10:50 class for students  
~~12:00 to 4:00~~ **2:00 to 6:00** conferences

**This 2019-2020 conference schedule will be determined following review of this change.**

(Shows differences from the current language relative to day 1)

- d. 6.0216-Include Elementary art as a 35:1 ratio:

**6.0216** This section, 6.0216, does not apply to Mackinaw High School teachers. The only classes exempt from any of the above ratios or limits are elementary **art**, music and physical education, ratio 35:1; High school classes of choir, band, and physical education, ratio 60:1; keyboarding ratio, 40:1; and middle school choir, band and physical education, ratio of 300 per day.

Exceptions to the elementary ratio of 35:1 must be mutually agreed upon by both the STEA and the administration.

3. Modify 11.0210 Sick Leave Incentive, to avoid an employee having to "use or lose" a personal vacation day so it reads:

Employees who have a perfect attendance record in the previous school year will be granted a personal vacation day off from work with pay. This day shall be scheduled in advance with the building administrator, with a minimum of 48 hours notice, and shall be consistent with operational needs. **A personal vacation day that is not used by the end of the school year will be deleted and the employee will be paid \$250.00 for the day.**

Perfect attendance shall be defined as a teacher who has not missed any scheduled work days (excused or unexcused) except personal days, jury duty or funeral leave.

4. Modify the following portions of 12. 0000, Other Authorized Absences from Duty:

- a. Retitle *Death in the Immediate Family* to *Bereavement Leave*. Modify Sections 12.010-12.0121 for reading ease; allow those covered by the agreement to donate personal days to others if additional time off is needed in due to a listed funeral; increase from one (1) day to three (3) days to attend the funeral of a sister-in-law, brother-in-law, the spouse of his/her child, as well as adding the grandparents and great-grandparents of the employee and the employee's spouse as listed relatives at three (3) days. It will now read:

12.0100 ~~Death in the Immediate Family~~ **Bereavement Leave**

12.0110 Employees shall be allowed three (3) days of absence without loss of pay or sick leave in the event of death of a member of the immediate family.

12.0115 The term "Immediate family" as used in 11.0630 and 12.0100 is defined as: mother, father, husband, wife, child, stepchild, adopted child, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.

12.0120 Employees shall be allowed one (1) day of absence without loss of pay to attend the funeral of an aunt, uncle, nephew or niece.

12.01205 Employees shall be allowed three (3) days of absence without loss of pay to attend the funeral of a sister-in-law, brother-in-law, the spouse of his/her child, their great-grandparent or the grandparent or great-grandparent of the employee's spouse.

12.0121 Additional days off can be approved by the Superintendent. Such time will be charged to personal days or be without pay to the extent the employee does not have personal days.

12.0122 Upon request to Human Resources, teachers will be solicited for their willingness to donate personal days so all time off pursuant to 12.0121 will be with pay. Solicitation will be done in a manner similar to that used by the Sick Bank Committee. If more days are offered than are needed, a lottery drawing will be held. Employees will be advised when their personal day donation is accepted. An accepted day is treated as a day used by the donating employee.

- b. Revise 12.0300 Personal Days, by requiring an explanation for a request of consecutive personal days by adding a sentence in the second paragraph of 12.0310 so it reads:

Application for personal days shall be made on a form provided by the District and submitted to the principal or immediate supervisor at least 48 hours in advance of the requested absence date. If the immediacy of the absence is of such a nature that a request in writing is not practical, verbal request to the principal or immediate supervisor will be sufficient and the written application will be submitted upon return from the absence. Such leave will not be granted before or after a scheduled holiday. Other extenuating circumstances will be considered by the Administration. The Administration has the right to approve or deny the use of all personal days. The reasons for the denial of a request to use a personal day must be communicated to the teacher in writing. **A teacher who requests**

**personal time on consecutive work days will provide a reason at the time of the request.** After May 19th, the teacher must demonstrate necessity for use of a personal day.

- c. Revise 12.0300 Personal Days, 12.0321 Cash Payment by changing some payouts for unused personal days (increase from \$160 to \$200, for using less than 2 days, \$220 if only use one day on one occasion) and reorganizing so that the language is changed from:

**12.0321 Cash Payment**

If a teacher does not use any personal days during the first semester, the teacher may surrender up to two (2) days for the cash value of \$80.00 each at the end of the first semester. A teacher who has any personal days remaining may surrender up to five (5) days for the cash value of \$80.00 each at the end of the second semester. Effective June 2015, if a teacher has used less than two personal days during the school year, the cash value at the end of the year will be \$160.00 for each day. A written request for payment must be made to the Human Resources department within five (5) days of the end of the semester for which the teacher is requesting payment.

To the following, by having multiple paragraphs and adding language:

**12.0321 Cash Payment**

To be paid for unused personal days, a written request for payment must be made to the Human Resources department within five (5) days of the end of the semester for which the teacher is requesting payment

If a teacher does not use any personal days during the first semester, the teacher may surrender up to two (2) days for the cash value of \$80.00 each at the end of the first semester.

A teacher who has any personal days remaining at the end of the second semester may surrender up to five (5) days for cash value based on one of the following:

- a. if during the school year the teacher did not use more than one personal day and was off only on one work day, the cash value will be \$220 for each day, or
- b. if the teacher used less than two personal days during the school year, the cash value will be \$200.00 for each day, or
- c. if the teacher used two or more personal days during the school year, the cash value will be \$80.00 for each day.

5. Modify the following portions of 16.0000, Salary Provisions:

- a. 16.0235 provides for salary advancement based on educational attainment. In multiple re-opens this has been modified by language that is similar to “*educational attainment earned by May 15, 2017 (provided that that transcripts are sent directly from the school to and received by Human Resources on or before June 30, 2017).*” Revise section 16.0235 to maintain educational based changes to the beginning of the school year, but also allow for a salary change in second semester when the employee earns a Master’s by October 15<sup>th</sup>. Change 16.0235 to read:

If Human Resources directly receives a transcript from a college on or before June 30<sup>th</sup> that

indicates the employee had earned educational credits on or before May 15<sup>th</sup>, the teacher will be on the new salary placement (Master's, Master's Plus, or longevity [steps 19, 24, 29 and 34]), the following school year.

If Human Resources directly receives a transcript from a college on or before October 31st, that indicates the employee had earned a Master's Degree on or before October 15th, the employee will be on the Master's salary schedule beginning the second semester.

- b. Effective August 1, 2018, there will be a 1.0% wage increase. This increase will affect 16.0312 through 16.0315. Modify these sections to read:

**16.0312** Academic areas of summer school or community school programs sponsored by the Board shall be paid at the following hourly rate for each year of the contract:

For the 2017-18 school year, \$25.66 per hour.  
For the 2018-19 school year, \$25.92 per hour.  
For the 2019-20 school year, \$25.92 per hour.

First priority for these positions will be given to teachers in the system.

**16.0313** Summer curriculum development rate shall be paid at an hourly rate as follows:

For the 2017-18 school year, \$15.38 per hour.  
For the 2018-19 school year, \$15.54 per hour.  
For the 2019-20 school year, \$15.54 per hour.

**16.0314** The homebound rate shall be paid at an hourly rate as follows:

For the 2017-18 school year, \$32.84 per hour.  
For the 2018-19 school year, \$33.17 per hour.  
For the 2019-20 school year, \$33.17 per hour.

**16.0315** A member will be paid at the following rate for any mandated IEPC or SAT meeting attended of one-half (.5) hour or more before or after the contract day.

For the 2017-18 school year, \$15.92 per hour.  
For the 2018-19 school year, \$16.08 per hour.  
For the 2019-20 school year, \$16.08 per hour.

- c. Effective for the 2018-2019 School Year and thereafter until changed through negotiations following expiration of this agreement on July 31, 2020, there will be a 1.0% wage increase. Modify 16.0400 to read:

**16.0400 Teacher Salary Schedule**

**A. Hired before Ratification of the 2017-2020 Agreement**

2017-18: See Appendix A, Bachelor Step 1=\$ 35,858  
2018-19: See Appendix \_\_, Bachelor Step 1=\$ 36,217  
2019-20: See Appendix \_\_, Bachelor Step 1=\$ 36,217

(Wages indexed to a specific salary placement, will use this schedule, e.g., 16.0,712 Other High School Duties)

**B. Hired After Ratification of the 2017-2020 Agreement**

2017-18: See Appendix \_\_, Bachelor Step 1=\$ 40,000  
2018-19: See Appendix \_\_, Bachelor Step 1=\$ 40,400  
2019-20: See Appendix \_\_, Bachelor Step 1=\$ 40,400  
(Note, Years of experience 14 and above are the same salary in both schedules)

**C. Employee Option to Be Placed on 16.040 B Salary Beginning in 2018-2019**

Employees hired for the 2009-2010 School year but before ratification of the 2017-2020 Agreement, will advise Human Resources by April 9, 2018 if for the 2018-2019 School year, they want to be placed on the revised wage schedule (16.0400 B) or remain on their current wage schedule (16.040 A), consistent with their step and educational level. No changes will be allowed after April 9, 2018.

d. This agreement will have two off schedule payments. Modify 16.0401 to read:

**16.0401 Off Schedule Payment**

- a. If the **2017-2018** General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA employees in December **2018**. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.
- b. If the **2019-2020** General Fund revenues exceed expenses, 79.4% of the excess will be paid to active STEA employees in December **2020**. This will be determined using the fiscal year end audit that has been presented to the Board of Education. General Fund revenues do not include restricted financial gifts or sales of property. Such payment will be a one-time payment which will not be made part of the salary schedule.

e. Modify 16.0402 Negotiated Salary Placement paragraphs to read as follows:

**For wages earned in 2018-2019, employees will be continued on the salary schedule with one more year of service than they were placed in 2017-2018 including educational attainment (16.0235).**

**For wages earned in 2019-2020, employees will be continued on the salary schedule with one more year of service than they were placed in 2018-2019 and including educational attainment (16.0235).**

**As part of the resolution of the 2017-2020 collective bargaining agreement, as of 11:59 pm on the 31st of July 2020, so as to begin the 2020-2021 school year prior to the resolution of the successor to the contract, employees will be placed on the salary schedule with one more year of service than they were placed in 2019-2020 and including educational attainment (16.0235). This placement will remain until otherwise negotiated.**

f. Modify 16.0450 to reflect effective with the 2018-2019 school year Mackinaw High teachers will have an additional half hour of onsite compensated preparation time each week. It will read as follows:



**16.0450** Each Mackinaw High School teacher's annual salary will be computed on the appropriate hourly rate times the hours scheduled to be at work during the school year including parent/teacher conferences and professional development days. **Beginning with the 2018-2019 School Year, other than the counselor, all Mackinaw High teachers will work and report an additional half hour earlier each Monday. The counselor will remain and work an additional half hour each Friday.**

- g. Modify 16.0712 to reflect changes stipends paid in the second semester of 2017-2018 by replacing Dramatics without reference to the type of production using the "3 Act" rate (Currently 1431, \$1632); Add DECA, (up to 2 people) the same as Forensics (Currently \$1886, \$2073), Increase rate by \$500 so new rate will be \$2526/\$2767. The language will read:

**16.0712 Other High School Duties**

This section, 16.0712, does not apply to Mackinaw High School teachers.

2017-18	Index based on M.A. Step 13 of \$66,875
2018-19	Index based on M.A. Step 13 of <b>\$67,545</b>
2019-20	Index based on M.A. Step 13 of <b>\$67,545</b>

Charts are attached

- h. Modify 16.0715 by moving the reference to Elementary as a new second paragraph, and add a paragraph concerning high school so it reads:

**16.0715** This section, 16.0715, does not apply to Mackinaw High School teachers. Elementary School, Middle School and High School Extra Duties: The school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September 15. ~~At an elementary building, the total for such stipends will be at least \$800 annually. If there is a "Elementary Student Advisor" at the school, the annual stipend will be \$250.~~ The Extra Duty Contract (Appendix K) will be completed for each activity before the activity or program begins.

At an elementary building, the total for such stipends will be at least \$800 annually. If there is an "Elementary Student Advisor" at the school, the annual stipend will be \$250.

At the high school if there is a Robotics Coach" the annual stipend will be \$1500. At the high school if the CAS Coordinator is not assigned a class period, the coordinator will receive a stipend of \$100 per IB Diploma candidate.

Assignment to an extra duty stipend is on a yearly basis and the Board has the right to decline to renew any such assignment at its discretion.

- i. Update 16.0740 so it reads:

**16.0740 Driver Education**

Driver Education coordinator and teachers shall be paid at the indicated rates as follows based on a percent of the M.A. step 13.

Classroom Teachers:

For the 2017-18 school year - .00047 = \$31.43 per hour.  
For the 2018-19 school year - .00047 = \$31.75 per hour.  
For the 2019-20 school year - .00047 = \$31.75 per hour.

On the Street Range:

For the 2017-18 school year - .000322 = \$21.53 per hour.  
For the 2018-19 school year - .000322 = \$21.75 per hour.  
For the 2019-20 school year - .000322 = \$21.75 per hour.

Drivers Education Coordinator:

For the 2017-18 school year - 2.65% = \$1,772.  
For the 2018-19 school year - 2.65% = \$1,790.  
For the 2019-20 school year - 2.65% = \$1,790.

- j. Update 16.0760 with new charts and increase Middle School Coach rates (that are not assistant coaches nor Athletic Director) \$100 after calculating the rate on the MA, Step 13 rate and revise factors. Charts attached. It will read:

**16.0760 Coaching Salary Schedule (Middle Schools and High School)**

This section, 16.0760, does not apply to Mackinaw High School teachers

This schedule is indexed to MA, Step 13.

2017-18 Coaching Salary Schedules - See Appendix and  
2018-19 Coaching Salary Schedules – See Appendix and  
2019-20 Coaching Salary Schedules – See Appendix and

Schedules Attached to this document

6. Modify the following portions of 17.0000, Insurance Protection, by updating employee contribution rate 2017-2018, establish methodology to have employee contribution for health not affected by hire date beginning in the 2018-2017 school year, and establish a committee to review. Add new sections 17.0132 and 17.0133 and change the language to read:

**17.0131 Employees hired before January 1, 2012**

For employees hired before January 1, 2012, each August 1, the monthly contribution for 1 person, 2 person, and full family coverage will increase by the same percentage increase as the annual percentage increase in the illustrative rate effective July 1, of that year for the health care plan for full family coverage. After the increase, these rates are:

	1 Person	2 Person	Family
<del>Beginning 8-1-2012</del>	<del>\$29.67</del>	<del>\$62.65</del>	<del>\$82.45</del>
<del>Beginning 8-1-2013</del>	<del>\$31.92</del>	<del>\$67.39</del>	<del>\$88.69</del>
Beginning 8-1-2017	\$81.26	\$174.26	\$229.70

**See 17.0133 for contributions beginning in the 2018-2019 School year.**

**17.0132 Employees hired after January 1, 2012**

Employees hired after January 1, 2012 will make contributions for Health Care Benefits (Sections 17.0100-17.0120) Dental Insurance (Section 17.0400-17.0500) and for Vision Care Insurance (Section 17.0600). Employee contributions shall equal ten percent (10.0%) of the rate for the selected coverage level (1-Person, 2-Person, Family) and will be adjusted as the rate changes. **The employee contribution for Health Care Benefits will change beginning in the 2018-2019 School year, see below.**

**17.0133 Employee Health Insurance Contribution Beginning August 1, 2018**

The monthly Employee Health Insurance Contribution rate for employees will not be affected by date of hire (whether hired before or after January 1, 2012). Following receipt of the employer's illustrative rates in the spring, the employee contribution rate for the upcoming school year will be developed pursuant to the formula set forth in Appendix \_\_\_\_\_. The formula provides rates such that the 2-person rate will be 2.4 times the 1-person rate and the family rate will be 3 times that of the 1-person rate, and will be sufficient to comply with that year's hard cap limits established by PA 152 of 2011 in the aggregate of the employees with health care within the bargaining unit, based on the illustrative rate and the bargaining unit's census as of June 1.

17.0134 Upon the request of either party, the teams will meet to discuss whether to change benefit design to establish lower employee contribution rates. Additionally, a committee will be established to study if an additional optional plan is feasible to assist employees with their contribution rate. Any plan change is subject to negotiations by the parties.

7. The seven period student day at Heritage was established after a study committee review, taking in a variety of considerations. Establish a study committee of stake holders to review the effects of the change and other possible configurations. The findings will be shared with the IBB team and the school board. The parties will further refine this committee's charge and time line through the review board.
8. School year calendars for 2018-2019 and 2019-2020 have been developed similar to this year's calendar. Copies are attached.

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		<b>Saginaw Township Community Schools</b>				<b>Appendix XXXXXX???</b>			
		<b>New Hire Post Ratification 2018</b>							
		<b>2017-2018 TEACHER SALARY SCHEDULE</b>							
<b>Years</b>		<b>BACHELORS</b>		<b>MASTERS</b>		<b>MASTERS + 15</b>		<b>MASTERS + 30</b>	
<b>Exp.</b>	<b>Credit</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>
1		40,000	1.0000	46,812	1.1703	49,324	1.2331	51,116	1.2779
2		41,096	1.0274	47,912	1.1978	50,420	1.2605	52,212	1.3053
3		42,196	1.0549	49,008	1.2252	51,516	1.2879	53,312	1.3328
4		43,292	1.0823	50,104	1.2526	52,616	1.3154	54,408	1.3602
5		44,388	1.1097	51,200	1.2800	53,712	1.3428	55,504	1.3876
6		45,484	1.1371	52,300	1.3075	54,808	1.3702	56,600	1.4150
7		46,584	1.1646	53,396	1.3349	55,904	1.3976	57,700	1.4425
8		47,680	1.1920	54,492	1.3623	57,004	1.4251	58,796	1.4699
9		48,776	1.2194	55,588	1.3897	58,100	1.4525	59,892	1.4973
10		49,872	1.2468	56,688	1.4172	59,196	1.4799	60,988	1.5247
11		54,372	1.3593	61,188	1.5297	63,696	1.5924	65,488	1.6372
12		58,872	1.4718	65,688	1.6422	68,196	1.7049	69,988	1.7497
13		60,064	1.5016	66,876	1.6719	69,384	1.7346	71,180	1.7795
14		62,248	1.5562	69,312	1.7328	71,912	1.7978	73,772	1.8443
19		64,115	1.0300	71,391	1.0300	74,069	1.0300	75,985	1.0300
24		65,983	1.0600	73,471	1.0600	76,227	1.0600	78,198	1.0600
29		67,850	1.0900	75,550	1.0900	78,384	1.0900	80,411	1.0900
34		69,718	1.1200	77,629	1.1200	80,541	1.1200	82,625	1.1200

Note Step 14 is set equal to Step 14 of the Wage Schedule for those hired prior to ratification of the 2017-20 Agreement therefore at Step 14, the index times the Bachelor Step 1 may not be in complete agreement

Saginaw Township Community Schools											Appendix XXXXXX?
2018--2019 TEACHER SALARY SCHEDULE											
2019--2020 TEACHER SALARY SCHEDULE											
Years	Teachers Hired Before Ratification										
Exp.	BACHELORS		BACHELORS + 18		MASTERS		MASTERS + 15		MASTERS + 30		
Credit	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index	
1	36,217	1.0000	38,752	1.0700	43,098	1.1900	45,633	1.2600	47,444	1.3100	
2	38,256	1.0563	40,791	1.1263	45,137	1.2463	47,672	1.3163	49,483	1.3663	
3	40,291	1.1125	42,827	1.1825	47,173	1.3025	49,708	1.3725	51,519	1.4225	
4	42,330	1.1688	44,866	1.2388	49,212	1.3588	51,747	1.4288	53,558	1.4788	
5	44,366	1.2250	46,901	1.2950	51,247	1.4150	53,782	1.4850	55,593	1.5350	
6	46,405	1.2813	48,940	1.3513	53,286	1.4713	55,821	1.5413	57,632	1.5913	
7	48,440	1.3375	50,975	1.4075	55,321	1.5275	57,857	1.5975	59,668	1.6475	
8	50,479	1.3938	53,014	1.4638	57,360	1.5838	59,896	1.6538	61,707	1.7038	
9	52,515	1.4500	55,050	1.5200	59,396	1.6400	61,931	1.7100	63,742	1.7600	
10	54,554	1.5063	57,089	1.5763	61,435	1.6963	63,970	1.7663	65,781	1.8163	
11	56,589	1.5625	59,124	1.6325	63,470	1.7525	66,005	1.8225	67,816	1.8725	
12	58,628	1.6188	61,163	1.6888	65,509	1.8088	68,044	1.8788	69,855	1.9288	
13	60,663	1.6750	63,199	1.7450	67,545	1.8650	70,080	1.9350	71,891	1.9850	
14	62,873	1.7360	65,498	1.8085	70,004	1.9329	72,633	2.0055	74,509	2.0573	
19	64,759	1.0300	67,463	1.0300	72,104	1.0300	74,812	1.0300	76,744	1.0300	
24	66,645	1.0600	69,428	1.0600	74,204	1.0600	76,991	1.0600	78,980	1.0600	
29	68,532	1.0900	71,393	1.0900	76,304	1.0900	79,170	1.0900	81,215	1.0900	
34	70,418	1.1200	73,358	1.1200	78,404	1.1200	81,349	1.1200	83,450	1.1200	

<b>Saginaw Township Community Schools</b>								
	Hired after Ratification or Employee Selected						<b>Appendix XXXXXX?</b>	
<b>2018--2019 TEACHER SALARY SCHEDULE</b>								
<b>2019--2020 TEACHER SALARY SCHEDULE</b>								
<b>Years</b>								
<b>Exp.</b>	<b>BACHELORS</b>		<b>MASTERS</b>		<b>MASTERS + 15</b>		<b>MASTERS + 30</b>	
<b>Credit</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>
1	40,400	1.0000	47,280	1.1703	49,817	1.2331	51,627	1.2779
2	41,507	1.0274	48,391	1.1978	50,924	1.2605	52,734	1.3053
3	42,618	1.0549	49,498	1.2252	52,031	1.2879	53,845	1.3328
4	43,725	1.0823	50,605	1.2526	53,142	1.3154	54,952	1.3602
5	44,832	1.1097	51,712	1.2800	54,249	1.3428	56,059	1.3876
6	45,939	1.1371	52,823	1.3075	55,356	1.3702	57,166	1.4150
7	47,050	1.1646	53,930	1.3349	56,463	1.3976	58,277	1.4425
8	48,157	1.1920	55,037	1.3623	57,574	1.4251	59,384	1.4699
9	49,264	1.2194	56,144	1.3897	58,681	1.4525	60,491	1.4973
10	50,371	1.2468	57,255	1.4172	59,788	1.4799	61,598	1.5247
11	54,916	1.3593	61,800	1.5297	64,333	1.5924	66,143	1.6372
12	59,461	1.4718	66,345	1.6422	68,878	1.7049	70,688	1.7497
13	60,665	1.5016	67,545	1.6719	70,078	1.7346	71,892	1.7795
14	62,873	1.5562	70,004	1.7328	72,633	1.7978	74,509	1.8443
19	64,759	1.0300	72,104	1.0300	74,812	1.0300	76,744	1.0300
24	66,645	1.0600	74,204	1.0600	76,991	1.0600	78,980	1.0600
29	68,532	1.0900	76,304	1.0900	79,170	1.0900	81,215	1.0900
34	70,418	1.1200	78,404	1.1200	81,349	1.1200	83,450	1.1200
N.B., Step 14 is set equal to Step 14 of the Wage Schedule for those hired prior to ratification of the 2017-20 Agreement therefore at Step 14, the index times the Bachelor Step 1 may not be in complete agreement								

**16.0712 Other High School Duties**

**a. 2017-2018 First Semester**

Index based on M.A. Step 13 of \$66,875

		STEP I	<del>2013-14</del> 2017-18	STEP II	2017-18
		Index	Amount	Index	Amount
Band		0.06160	4,120	0.06590	4,407
Band Assistant <sup>3</sup>		0.01440	963	0.01800	1,204
Cheerleading (fall)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (fall)		0.01440	963	0.01800	1,204
Cheerleading (winter)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (winter)		0.01440	963	0.01800	1,204
Debate		0.02820	1,886	0.03100	2,073
Forensics		0.02820	1,886	0.03100	2,073
Intramurals (men)		0.03770	2,521	0.04130	2,762
Intramurals (women)		0.03770	2,521	0.04130	2,762
Orchestra		0.02820	1,886	0.03100	2,073
School Paper		0.01350	903	0.01450	970
Literary Mag.		0.01140	762	0.01240	829
Vocal Music		0.02970	1,986	0.03250	2,173
Yearbook		0.02820	1,886	0.03100	2,073
Pom Pon (fall)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (fall)		0.01440	963	0.01800	1,204
Pom Pon (winter)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (winter)		0.01440	963	0.01800	1,204
Dramatics <sup>1</sup>	1 Act	0.01720	1,150	0.01870	1,251
	3 Act	0.02140	1,431	0.02440	1,632
	Musical	0.02820	1,886	0.03100	2,073
Student Gov't. <sup>2</sup>		0.03030	2,026	0.03390	2,267
Peer Counseling <sup>4</sup>		none	1,900		

<sup>1</sup>Building Principal will be consulted to determine the number and types of plays to be performed.

<sup>2</sup>Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

<sup>3</sup>Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

<sup>4</sup>No peer counselors will be assigned during the employee's prep hour



b. **2017-2018 Second Semester**

Index based on M.A. Step 13 of \$66,875

		STEP I	2017-18	STEP II	2017-18
		Index	Amount	Index	Amount
Band		0.06160	4,120	0.06590	4,407
Band Assistant <sup>3</sup>		0.01440	963	0.01800	1,204
Cheerleading (fall)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (fall)		0.01440	963	0.01800	1,204
Cheerleading (winter)		0.02500	1,672	0.03000	2,006
Cheerleading Asst. (winter)		0.01440	963	0.01800	1,204
Debate		0.02820	1,886	0.03100	2,073
DECA <sup>5</sup> Forensics		0.02820	1,886	0.03100	2,073
Intramurals (men)		0.03770	2,521	0.04130	2,762
Intramurals (women)		0.03770	2,521	0.04130	2,762
Orchestra		0.02820	1,886	0.03100	2,073
School Paper		0.01350	903	0.01450	970
Literary Mag.		0.01140	762	0.01240	829
Vocal Music		0.02970	1,986	0.03250	2,173
Yearbook		0.02820	1,886	0.03100	2,073
Pom Pon (fall)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (fall)		0.01440	963	0.01800	1,204
Pom Pon (winter)		0.02500	1,672	0.03000	2,006
Pom Pon Asst. (winter)		0.01440	963	0.01800	1,204
Dramatics <sup>1</sup>	<del>1 Act</del>	<del>0.01720</del>	<del>1,150</del>	<del>0.01870</del>	<del>1,251</del>
	<del>3 Act</del>	0.02140	1,431	0.02440	1,632
	<b>Musical</b>	<b>0.02820</b>	<b>1,886</b>	<b>0.03100</b>	<b>2,073</b>
Student Gov't. <sup>2</sup>		<del>0.03030</del>	2,026	<del>0.03390</del>	2,267
Peer Counseling <sup>4</sup>		none	1,900		

<sup>1</sup>Building Principal will be consulted to determine the number and types of plays to be performed.

<sup>2</sup>Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

<sup>3</sup>Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

<sup>4</sup>No peer counselors will be assigned during the employee's prep hour

<sup>5</sup>Up to two people

c. **2018-2019 and 2019-2020**

Index based on M.A. Step 13 of \$67,545

	<b>STEP I Index</b>	<b>2018-19 2019-20 Amount</b>	<b>STEP II Index</b>	<b>2018-19 2019-20 Amount</b>
Band	.06160	4,161	.06590	4,451
Band Assistant <sup>1</sup>	.01440	973	.01800	1,216
Cheerleading (fall)	.02500	1,689	.03000	2,026
Cheerleading Asst. (fall)	.01440	973	.01800	1,216
Cheerleading (winter)	.02500	1,689	.03000	2,026
Cheerleading Asst. (winter)	.01440	973	.01800	1,216
Debate	.02820	1,905	.03100	2,094
DECA <sup>2</sup>	.02820	1,905	.03100	2,094
Forensics	.02820	1,905	.03100	2,094
Intramurals (men)	.03770	2,546	.04130	2,790
Intramurals (women)	.03770	2,546	.04130	2,790
Orchestra	.02820	1,905	.03100	2,094
School Paper	.01350	912	.01450	979
Literary Mag.	.01140	770	.01240	838
Vocal Music	.02970	2,006	.03250	2,195
Yearbook	.02820	1,905	.03100	2,094
Pom Pon (fall)	.02500	1,689	.03000	2,026
Pom Pon Asst. (fall)	.01440	973	.01800	1,216
Pom Pon (winter)	.02500	1,689	.03000	2,026
Pom Pon Asst. (winter)	.01440	973	.01800	1,216
Dramatics <sup>3</sup>	.02140	1,445	.02440	1,648
Student Gov't. <sup>4</sup>	.03778	2,552	.04139	2,796
Peer Counseling <sup>5</sup>	none	1,900		

<sup>1</sup> Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

<sup>2</sup> Up to two people

<sup>3</sup> Building Principal will be consulted to determine the number and types of plays to be performed.

<sup>4</sup> Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

<sup>5</sup> No peer counselors will be assigned during the employee's prep hour

	\$66,875	SALARY BASE							
									Appendix XXXX?
<b>Saginaw Township Community Schools</b>									
<b>2017-18 MIDDLE SCHOOL COACHING SALARY SCHEDULE</b>									
	<b>Years Experience in Coaching</b>								
	<b>Step 1</b>		<b>Step 2</b>						
<b>Middle School</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>					
Basketball - Boys 7th grade	.018674	1,249	.021786	1,457					
Basketball - Boys 8th grade	.018674	1,249	.021786	1,457					
Basketball - Girls 7th grade	.018674	1,249	.021786	1,457					
Basketball - Girls 8th grade	.018674	1,249	.021786	1,457					
Cheerleading	.018674	1,249	.021786	1,457					
Cross country	.018674	1,249	.021786	1,457					
Football	.018674	1,249	.021786	1,457					
Pompon	.018674	1,249	.021786	1,457					
Softball 7th grade	.018674	1,249	.021786	1,457					
Softball 8th grade	.018674	1,249	.021786	1,457					
Swimming - Boys 7th/8th grades	.018674	1,249	.021786	1,457					
Swimming - Girls 7th/8th grades	.018674	1,249	.021786	1,457					
Swimming - Girls (Assistant)	.009337	624	.010893	728					
Tennis - Boys	.018674	1,249	.021786	1,457					
Tennis - Girls	.018674	1,249	.021786	1,457					
Track - 7th/8th grades	.018674	1,249	.021786	1,457					
Track Assistant 7th/8th grade	.009337	624	.010893	728					
Volleyball 7th grade	.018674	1,249	.021786	1,457					
Volleyball 8th grade	.018674	1,249	.021786	1,457					
Wrestling 7th/8th grades	.018674	1,249	.021786	1,457					
WPMS Athletic Dir. (annually)	none	5,000	n/a	n/a					

\$67,545	SALARY BASE									
					Appendix XXXX?					
<b>Saginaw Township Community Schools</b>										
<b>2018-19 MIDDLE SCHOOL COACHING SALARY SCHEDULE</b>										
<b>2019-20 MIDDLE SCHOOL COACHING SALARY SCHEDULE</b>										
<b>Years Experience in Coaching</b>										
	<b>Step 1</b>				<b>Step 2</b>					
<b>Middle School</b>	<b>Index</b>	<b>Amount</b>	<b>Index</b>	<b>Amount</b>						
Basketball - E	.020154	1,361	.023266	1,572						
Basketball - E	.020154	1,361	.023266	1,572						
Basketball - C	.020154	1,361	.023266	1,572						
Basketball - C	.020154	1,361	.023266	1,572						
Cheerleading	.020154	1,361	.023266	1,572						
Cross country	.020154	1,361	.023266	1,572						
Football	.020154	1,361	.023266	1,572						
Pompon	.020154	1,361	.023266	1,572						
Softball 7th g	.020154	1,361	.023266	1,572						
Softball 8th g	.020154	1,361	.023266	1,572						
Swimming - E	.020154	1,361	.023266	1,572						
Swimming - C	.020154	1,361	.023266	1,572						
Swimming - C	.009337	631	.010893	736						
Tennis - Boys	.018674	1,261	.023266	1,572						
Tennis - Girls	.018674	1,261	.023266	1,572						
Track - 7th/8th	.018674	1,261	.023266	1,572						
Track Assista	.009337	631	.010893	736						
Volleyball 7th	.018674	1,261	.023266	1,572						
Volleyball 8th	.018674	1,261	.023266	1,572						
Wrestling 7th	.018674	1,261	.023266	1,572						
WPMS Athle	none	5,000	n/a	n/a						

Appendix --								
Saginaw Township Community Schools								
2017-2018 COACHING SALARY SCHEDULE								
\$66,875	SALARY BASE							
Years Experience in Coaching								
	1		2		3		4	
HIGH SCHOOL	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Varsity Asst. Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Head J.V. Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Head Freshman Football	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
J.V. Asst. Football	.0384	2,568	.0430	2,876	.0476	3,183	.0522	3,491
Freshman Asst. Football	.0384	2,568	.0430	2,876	.0476	3,183	.0522	3,491
Head Basketball	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Head J.V. Basketball	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
Freshman Basketball	.0410	2,742	.0460	3,076	.0509	3,404	.0559	3,738
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,427	.0742	4,962	.0821	5,490	.0901	6,025
Head Swimming	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Swimming	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Wrestling	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Wrestling	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Baseball	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Baseball	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Head Track	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Track	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Head Tennis	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Tennis	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Golf	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Golf	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Volleyball	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Volleyball	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Softball	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J. V. Softball	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173
Bowling	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
Head Skiing	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Skiing	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Cross Country	.0250	1,672	.0300	2,006	.0350	2,341	.0400	2,675
J.V. Cross Country	.0163	1,090	.0195	1,304	.0228	1,525	.0260	1,739
Head Hockey	.0550	3,678	.0600	4,013	.0650	4,347	.0700	4,681
J.V. Hockey	.0358	2,394	.0390	2,608	.0423	2,829	.0455	3,043
Head Soccer	.0350	2,341	.0400	2,675	.0450	3,009	.0500	3,344
J.V. Soccer	.0228	1,525	.0260	1,739	.0293	1,959	.0325	2,173

Appendix --								
Saginaw Township Community Schools								
2018-2019 COACHING SALARY SCHEDULE								
2019-2020 COACHING SALARY SCHEDULE								
\$67,545	SALARY BASE							
Years Experience in Coaching								
	1		2		3		4	
HIGH SCHOOL	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	4,471	.0742	5,012	.0821	5,545	.0901	6,086
Varsity Asst. Football	.0410	2,769	.0460	3,107	.0509	3,438	.0559	3,776
Head J.V. Football	.0410	2,769	.0460	3,107	.0509	3,438	.0559	3,776
Head Freshman Football	.0410	2,769	.0460	3,107	.0509	3,438	.0559	3,776
J.V. Asst. Football	.0384	2,594	.0430	2,904	.0476	3,215	.0522	3,526
Freshman Asst. Football	.0384	2,594	.0430	2,904	.0476	3,215	.0522	3,526
Head Basketball	.0662	4,471	.0742	5,012	.0821	5,545	.0901	6,086
Head J.V. Basketball	.0410	2,769	.0460	3,107	.0509	3,438	.0559	3,776
Freshman Basketball	.0410	2,769	.0460	3,107	.0509	3,438	.0559	3,776
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,471	.0742	5,012	.0821	5,545	.0901	6,086
Head Swimming	.0550	3,715	.0600	4,053	.0650	4,390	.0700	4,728
J.V. Swimming	.0358	2,418	.0390	2,634	.0423	2,857	.0455	3,073
Head Wrestling	.0550	3,715	.0600	4,053	.0650	4,390	.0700	4,728
J.V. Wrestling	.0358	2,418	.0390	2,634	.0423	2,857	.0455	3,073
Head Baseball	.0350	2,364	.0400	2,702	.0450	3,040	.0500	3,377
J.V. Baseball	.0228	1,540	.0260	1,756	.0293	1,979	.0325	2,195
Head Track	.0350	2,364	.0400	2,702	.0450	3,040	.0500	3,377
J.V. Track	.0228	1,540	.0260	1,756	.0293	1,979	.0325	2,195
Head Tennis	.0250	1,689	.0300	2,026	.0350	2,364	.0400	2,702
J.V. Tennis	.0163	1,101	.0195	1,317	.0228	1,540	.0260	1,756
Head Golf	.0250	1,689	.0300	2,026	.0350	2,364	.0400	2,702
J.V. Golf	.0163	1,101	.0195	1,317	.0228	1,540	.0260	1,756
Head Volleyball	.0550	3,715	.0600	4,053	.0650	4,390	.0700	4,728
J.V. Volleyball	.0358	2,418	.0390	2,634	.0423	2,857	.0455	3,073
Head Softball	.0350	2,364	.0400	2,702	.0450	3,040	.0500	3,377
J. V. Softball	.0228	1,540	.0260	1,756	.0293	1,979	.0325	2,195
Bowling	.0250	1,689	.0300	2,026	.0350	2,364	.0400	2,702
Head Skiing	.0250	1,689	.0300	2,026	.0350	2,364	.0400	2,702
J.V. Skiing	.0163	1,101	.0195	1,317	.0228	1,540	.0260	1,756
Cross Country	.0250	1,689	.0300	2,026	.0350	2,364	.0400	2,702
J.V. Cross Country	.0163	1,101	.0195	1,317	.0228	1,540	.0260	1,756
Head Hockey	.0550	3,715	.0600	4,053	.0650	4,390	.0700	4,728
J.V. Hockey	.0358	2,418	.0390	2,634	.0423	2,857	.0455	3,073
Head Soccer	.0350	2,364	.0400	2,702	.0450	3,040	.0500	3,377
J.V. Soccer	.0228	1,540	.0260	1,756	.0293	1,979	.0325	2,195

APPENDIX

Formula for Employee Health Contributions Beginning August 1, 2018

$$IR_{Cost} - HC_{Cost} = S \cdot 12r + T \cdot 12 \cdot 2.4r + F \cdot 12 \cdot 3r$$

Where

$IR_{Cost}$  : Total cost to STCS of Illustrative Rate for STEA health insurance

$HC_{Cost}$ : Total cost to STCS for STEA health as required by Hard Cap

S : number of STEA members paying single health rate

T : number of STEA members paying two-person health rate

F : number of STEA members paying family health rate

r : monthly rate for health care coverage

2018-2019 Teacher Calendar - Draft #1A																																																																																																								
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