

3836

7/31/99

AGREEMENT

between

**BOARD OF EDUCATION
SAGINAW TOWNSHIP COMMUNITY SCHOOLS**

and

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

8/1/96-7/31/99

**Saginaw Township Community Schools
Saginaw, Michigan**

Saginaw Township's Community Schools

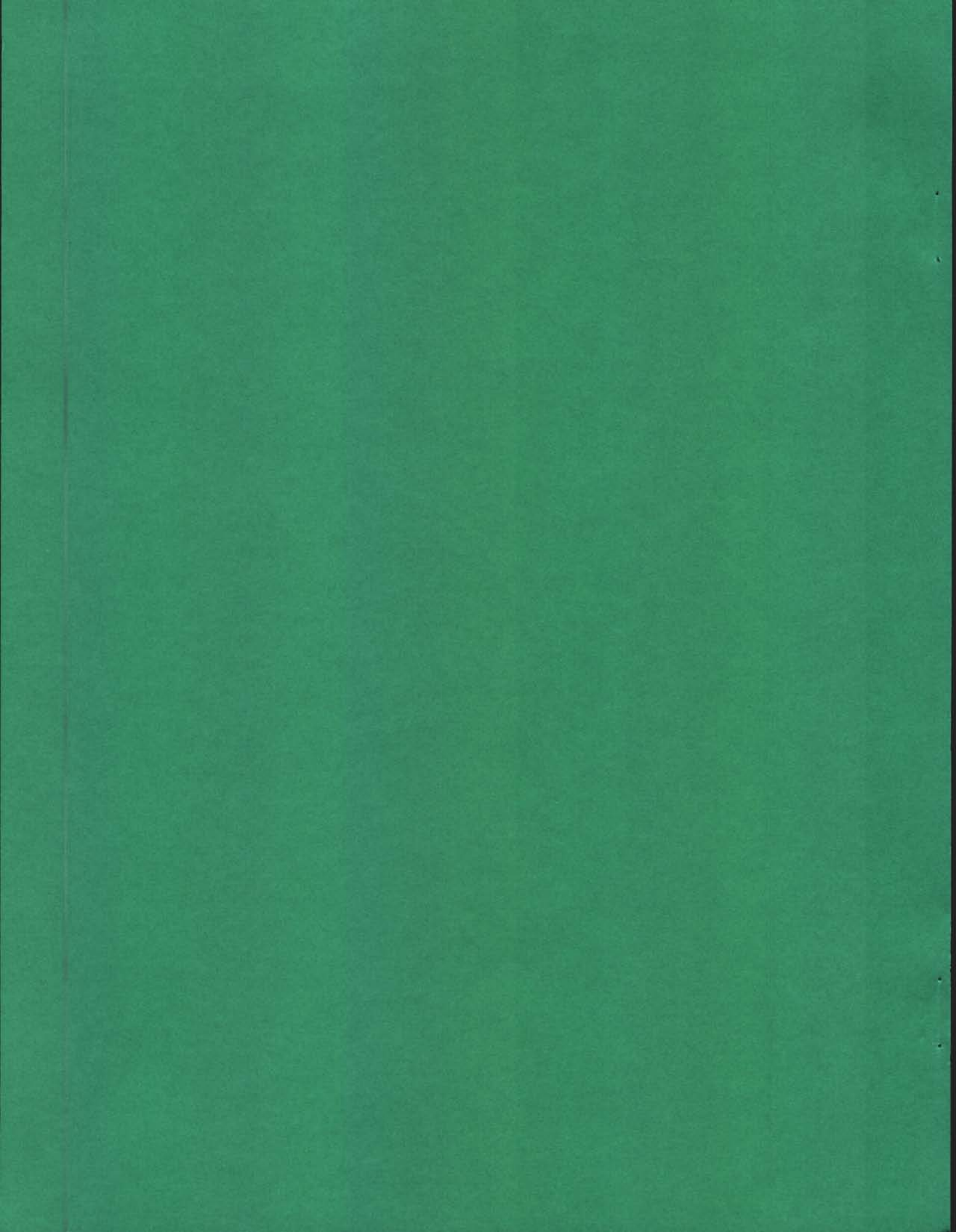


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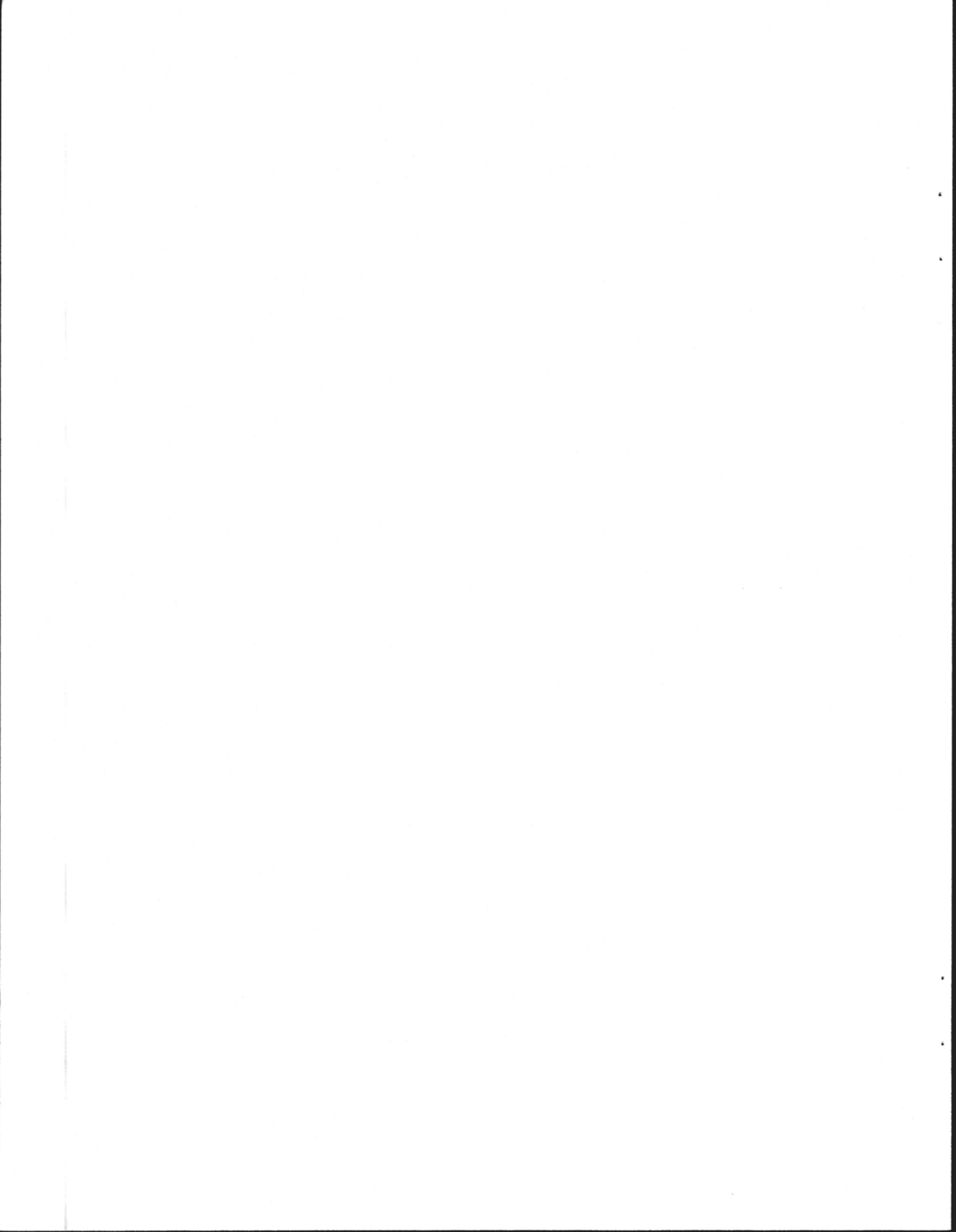
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CONTRACT

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 1st day of August, 1996, 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, daily substitute teachers, department facilitators, school social workers and school psychologists but, excluding the superintendent of schools, assistant superintendents, directors, administrative assistants, principals, assistant principals, administrative interns, nurses, and all other supervisory and executive personnel, for the purpose of collective bargaining in respect to hours, wages, terms and conditions of employment. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees recognized in this paragraph and such reference shall mean both male and female teachers.

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.

3.0300 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.

3.0400 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 program, if such information is reasonably available in the business office,

Names of new teachers entering system after they begin employment,

Print-out 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. 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, beginning with the 1991-1992 contract.

3.0900 Dues Check Off

3.0910 The Saginaw Township Community Schools Board of Education agrees that as early as practicable after date of this Agreement, payroll deductions for the payment of Saginaw Township Education and Michigan Education Association and National Education Association dues shall be made from the pay of the employees who voluntarily request such dues deduction, who are members in good standing of the Association, and who are employed in occupations listed under the Recognition clause of the Agreement.

3.0920 Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall continue in effect from year to year. The Association agrees to furnish the Board with a complete list of all teachers each year requesting payroll deductions for dues at the beginning of each school year. Pursuant to such authorization, and after receipt of the above list, the number of payroll deductions is to be mutually resolved between the Association and the Administration. Deductions for teachers employed after the commencement of the school year shall be appropriately pro-rated.

Any notification for dues deductions received after payroll cut-off date will be taken on the following pay date with any accumulated amount to be deducted at that time.

This can be modified upon mutual agreement of both parties.

3.0930 Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties shall, as a condition of employment, pay a fee to the Association in an amount determined by the Association in accordance with its Policies and Procedures regarding objections to political-ideological expenditures, not to exceed the regular dues, payable to the Association, the NEA, and the MEA, provided, however, that the teacher may authorize payroll deductions, as provided in paragraph 3.0910 of this Article. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deductions, as provided in paragraph 3.0910, the Board shall cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.

3.0940 With respect to all sums deducted by the Board pursuant to authorization of the employee, whether from membership dues or service fee, the Board agrees promptly to remit to the Association that portion allocated to the Association and to remit the balance for both the NEA and the MEA, to the Michigan Education Association, 1216 Kendale Blvd., Box 2573, East Lansing, MI 48826-2573, accompanied by an alphabetical list of teachers for whom such membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished. The Association agrees promptly to advise the Board of all members of the Association in good standing from time to time and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board, providing proper forms are sent to the Board at the appropriate time.

The Association shall present the Board with a certified check off list along with proper authorization for check off and shall be fully responsible for the validity and correctness of the list, and agrees to reimburse the Board for any deductions made and paid over to the Association which may later be held to have not been authorized by the individual involved or which may constitute an illegal deduction.

3.0950 The Association shall indemnify the Board and hold it harmless against any loss or claims for damages resulting from the payment to the Association of any sums deducted under this Article and, in the event any actions or claims are commenced

against the Board to recover from it any sums deducted under this Article, the Association shall intervene and defend against such action or claim.

3.0960 When an employee does not have sufficient money due him/her after deductions have been made for Social Security, insurance, garnishments, etc., or any other deductions authorized by the employee or required by law, Association dues for that month will be collected by the Association directly from the employee.

3.0970 If an employee who is absent on account of illness, leave of absence, or for any other reason has no earnings due him/her for the period, no deductions shall be made. The Association will arrange collection of dues for that period directly with the employee.

3.0980 All deductions of Association dues provided for in this Article shall be automatically terminated in the event of loss of exclusive recognition by the Association.

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 The teachers' normal hours in all grades shall be as follows: Teachers shall work a total of seven (7) hours, thirty (30) minutes per day during the 1996-97 school year; seven (7) hours, forty-five (45) minutes per day during the 1997-98 school year; eight (8) hours per day during the 1998-99 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.
- 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.
- 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 It is agreed that the time a teacher is assigned with students in the high school is five (5) sixty (60) minute periods, and in the middle school is six (6) fifty (50) minute periods, except for pilot or exploratory programs; and at no time is to exceed 315 minutes except in case of an emergency in the 1996-97 school year.
- In the 1997-98 and 1998-99 school years, the time will not exceed 330 minutes except in case of an emergency.
- 6.0152 It is further agreed that the time assigned with students will not exceed 315 minutes per day in the 1996-97 school year, and 330 minutes per day in the 1997-98 and 1998-99 school years 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 1,575 minutes in any one week in the 1996-97 school year, or 1,650 minutes in any one week in the 1997-98 and 1998-99 school years.
- 6.0153 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.
- 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.

In the event 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 (1/6) of the daily substitute rate.

6.0154 Secondary teachers (9-12) shall not be required to have more than four (4) 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.

6.0155 Middle school teachers (6-8) shall not be required to have more than four (4) teaching 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.

6.0156 Any middle or secondary teacher assigned an additional preparation (a fifth hour preparation) shall be compensated according to the following formula:

Salary divided by 187 divided by 5 x .25 = rate x number of student days in the 1996-97 school year.

Salary divided by 188 divided by 5 x .25 = rate x number of student days in the 1997-99 school year

Salary divided by 189 divided by 5 x .25 = rate x number of student days in the 1998-98 school year

One-half (1/2) of compensation will be paid at the end of the first semester and one-half (1/2) at the end of the second semester.

6.0160 In the K-5 schools, the teacher's planning period shall be from 8:00 to 8:30 a.m. and from 3:00 to 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.

6.0165 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 Parent/Teacher Conferences will be held on one day (8:00 am to 4:00 pm with a one hour lunch period) and one evening (5:30 pm to 8:30 pm) following the end of the first and third marking periods.

The evening conference period (5:30 pm to 8:30 pm) is required in the fall and spring. Teachers unable to work the evening conference shall be charged with either a half sick day or a half business day with the only exception being a teacher who has a commitment for another school-sponsored event.

6.0200 Student/Teacher Ratios

6.0201 Special Education students, when mainstreamed, shall be counted the same as all other students for computation in student-teacher ratios.

6.0210 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 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

\$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)

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

1-2 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.

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

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

Middle School (6-8)	174 students	(29 x 6)
High School (9-12)	150 students	(30 x 5)

6.0216 The only classes exempt from any of the above ratios or limits are elementary music and physical education, ratio 35:1. Middle and high school classes of choir, band, and physical education, ratio 60:1, keyboarding ratio, 40:1.

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	360
High school (9-12) daily limit	300

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

6.0218 It is agreed that a split classroom is an undesirable situation. Voluntary staffing of split classrooms will be done whenever possible on a rotation basis. 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 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 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)

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 The Board of Education agrees that no student teacher shall be assigned to a teacher in Saginaw Township Community Schools without the supervising teacher's consent.

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 will be assigned only to tenure teachers.

6.0340 No teacher shall be assigned a student teacher for more than the equivalent of twenty (20) weeks per year.

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.

6.0500 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 \$100.00 provided they are present for the entire period and remain overnight both nights.

6.0900 School Improvement Committee

6.0940 The conditions which follow shall govern employee participation in any committee for plans, programs or projects included in the terms School Improvement (SIP), Sight Based Decision Making (SBD), accreditation plans, etc.

Participation by the employee is voluntary.

Participation or non-participation shall not be used as a criterion for discipline or discharge.

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 except as limited by the provisions of this Article.

7.0200 A transfer and change of assignment will be on a voluntary basis whenever possible. In the case of involuntary assignment and transfer, the consideration and wishes of the individual teacher will be honored to the extent that this consideration does not conflict with the instructional requirements of the school. 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 unrequested transfer, including a total work assignment, occur, 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. Should the Personnel Director specifically request, in writing, that the teacher carry out such arrangements on a non-student instruction day, the teacher shall be paid additionally his/her regular daily rate for the days worked. Teachers shall not be requested to complete such arrangements on weekends or holidays.

7.0210 In the event 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 at each of the several schools for a period of ten (10) days. In the event the vacancy is filled from within the membership of the bargaining unit, the vacancy created by the successful candidate will again be posted for a period of 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.

In both cases members of the bargaining unit expressing interest in the position or positions will be given first consideration.

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

When such a vacancy occurs, the position will be posted as outlined in Section 7.0210 of the Master Agreement.

A substitute who fills this vacancy until a qualified, certified teacher is hired will be paid according to the following:

Day 1-10	Mutually agreed rate
Days 11-20	Rate plus \$5.00
Days 21-59	Rate plus \$20.00

After 60 Days State law mandates that a teacher employed as a substitute teacher with an assignment to one specific teaching position after sixty (60) days of service shall be granted leave time and other privileges (i.e., sick days and fringe benefits) granted to regular teachers by the District. This includes placement on the first step of the salary schedule.

- 7.0220 In an involuntary transfer situation primary consideration for filling positions will be district seniority, Michigan certification by Majors and Minors, experience at that level and appropriate accreditation standards for that level.
- 7.0230 Tentative assignments for the ensuing year shall be made prior to June 15th 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 occur during the normal summer months when regular school is not in session, the following procedure, in addition to the procedure heretofore outlined, shall be followed.
- 7.0310 Teachers with specific interests in possible vacancies will notify the Personnel Director, in writing, during the last regular week of school and shall include a summer address.
- 7.0320 Should a vacancy occur, teachers who have expressed an interest in said position or a similar position shall be contacted by the personnel office.
- 7.0330 The teachers so notified shall have the responsibility of contacting the personnel office or director indicating their interest in said position within seven (7) days of receiving such notification.
- 7.0400 Assignment. When closing middle or high schools, all existing buildings at that level will be declared closed and the Board will proceed as if hiring for a new school. Seniority and certification by majors and minors will be the primary consideration for filling positions and first priority will be given to teachers presently teaching at that level.

In the case of redistricting or student enrollment fluctuations, buildings which must reduce staff shall do so on the basis of district seniority or voluntary transfer. Affected staff will be notified of all job openings at least ten (10) days prior to the general posting. Applicants for these positions shall be given first consideration on the basis of district seniority, providing they are certified and qualified and providing the remaining staff is certified and qualified to continue the existing program.

8.0000 **REDUCTION IN STAFF**

- 8.0100 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 is curtailed, the following procedure will be used:

- 8.0110 Probationary employees will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.

- 8.0120 In the event teacher(s) must be laid off, notice will be given to the teacher by April 30th of the year. Layoff shall be based on seniority and certification.
- 8.0130 It is expressly understood that 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. Teachers shall be recalled in inverse order of layoff for new positions opened for which they are certified and qualified in accordance with the above procedure. Teachers who have not completed a probationary period shall retain right of recall for two (2) years from the date of layoff.
- 8.0210 The seniority list for layoff and recall shall be established and attached as appendix. (NOTE: the Association has been given the right to develop the seniority list which will include STEA-originated tie breakers. 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 effected.
- 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 effect the teacher's classroom efficiency or performance.

9.0300 The Board agrees that all written reprimands or docking of pay shall be for just cause. 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

9.0510 The Administration shall evaluate the performance of Probationary Faculty Personnel prior to December 15th and prior to March 1st of the school year.

9.0520 The results of such evaluation shall be communicated in writing to the faculty person involved.

9.0530 The ultimate decision of retaining a Probationary Faculty member rests solely with the Administration and is not subject to any other provision under this Agreement.

9.0540 Each faculty member will be provided a copy of the evaluation instrument beginning with the 1993-94 school year.

Any changes in the evaluation form 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 15th 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 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.
- 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.
- 10.0000 **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 faculty person, 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 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 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 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 faculty person 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 Faculty personnel who qualify under Section 10.0100, upon request, may be granted a leave of absence for either voluntary or involuntary military service.
- 10.0222 Faculty personnel engaged in active military service during the regular school year shall not be paid by the school district during such period of military service, except that if the tour of duty is for thirty (30) days or less, and such service is performed on an involuntary basis, the district agrees to 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 Regular faculty personnel who may be 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. Full credit shall be allowed only for the time of initial conscription.
- 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.
- 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 Faculty personnel shall be credited with fifteen (15) days of sick leave during the first five years of employment (effective with the 1996-97 school year), and with twelve (12) 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. Long term disability will be provided after 180 days.

11.0210 Sick Leave Incentive. Those faculty members 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 business days, jury duty or funeral leave.

11.0300 Any teacher having exceeded his/her accumulated sick leave days may request additional days. The request shall be made in writing to the Sick Leave Review Board. This Board shall consist of two representatives of the Board of Education and two representatives appointed by the Executive Board of the Association. The Sick Leave Review Board shall have the right to grant or suspend additional sick leave days and shall notify the applicant of its decision in writing. Any extension will be a majority decision of the Sick Leave Review Board.

11.0400 Faculty personnel 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.

11.0612 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 Faculty personnel 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 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 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.) In the event 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. Call prior to 3:00 p.m. for next day.
- 12.0000 **OTHER AUTHORIZED ABSENCES FROM DUTY**
- 12.0100 Death in the Immediate Family.*
- 12.0110 Faculty personnel 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 business 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 Faculty personnel 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 of the faculty 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 Business Days

12.0310 Faculty personnel will be granted two (2) business days per year. One (1) unused day may be carried over to the next school year. A maximum of three (3) days could be available in any school year.

Application for business days shall be made on a form provided by the District 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.

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

12.0500 Religious Holy Days

12.0510 A faculty person who intends to be absent for such reason shall give notice in writing to the Principal of the school at least one week in advance of such proposed absence. Such request may be granted, without loss of pay, provided arrangements can be made to satisfactorily cover the teacher's regular duties.

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.

12.0800 Record Day. Each teacher is required to attend the two three (3) hour evening parent-teacher conferences. Each teacher may choose not to report one of the four record days at the end of the marking periods. Each teacher will notify the principal of the day chosen not to report.

12.0900 Record Day. 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 any two of the four record days in addition to the day outlined in Section 12.0800, provided they complete and turn into the building principal any records or work required of other faculty members.

13.0000 **CONFERENCES**

Faculty personnel, 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 in the bargaining unit 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.

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.

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.

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

- 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. The arbitrator shall be chosen in accordance with the rules of the American Arbitration Association or federal Mediation and Conciliation Service.
- 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 subtraction) 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**

15.0100 Unless specifically provided for in this Article, the other provisions of the Master Agreement do not apply to daily substitute teachers in the system.

15.0105 A daily substitute teacher has no seniority or recall rights.

15.0110 Daily Substitute Pay Rate: To be mutually determined by the Board of Education and the Saginaw Township Education Association.

<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>
\$65.00	\$	\$

Add \$5.00 when the substitute has completed ten (10) consecutive days of substitute teaching for the regularly assigned teacher.

15.0120 Substitute teachers eligible to become members may elect to affiliate with MEA, NEA, and STEA following the first (1st) teaching day.

15.0130 Service Fee (substitutes): Service fee will be 25% (or the rate established by the MEA) of full-time active members. The membership year will be from September 1 of a given calendar year through August 31 of the following year. STEA will assume total responsibility for the collection of the service fees.

15.0200 Provisions of Agreement That Apply to Daily Substitute Teachers:

Teacher Rights (9.0000) No Strike (5.0000)

Teaching Conditions (6.0000) except assignment, evaluation of probationary faculty personnel.

Grievance Procedure (14.0000)

15.0400 Evaluation (Daily Substitutes)

Evaluation of long-term substitute teachers is to be covered within procedures developed for evaluation of faculty personnel.

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 15
- 16.0121 Bachelor's category plus 15 shall be defined as possessing a Bachelor's degree, a valid Michigan certificate, plus 15 semester hours earned after the issuance of a provisional certificate or its equivalent.
- 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.
- 16.0140 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 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 approved by the administration.
- 16.0160 MSW Degree. The MSW Degree shall be defined as possessing a Master's degree in social work.
- 16.0230 Salary Credit
- 16.0231 Teaching Experience. Credit for experience outside the school system shall 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 shall be evaluated and credited by the Superintendent of Schools and credited in accordance with the following schedule:

<u>Years Experience:</u>	<u>Years Credit:</u>
Less than 1	No credit
1 to 1.99	1 year
2 to 2.99	2 years
3 to 3.99	3 years
4 to 4.99	4 years
5 to 5.99	5 years
6 to 6.99	6 years
7 to 7.99	7 years
8 to 8.99	8 years

The Superintendent of Schools may determine to grant actual years of successful teaching and work experience beyond eight years at the time of initial employment.

16.0232 Military Service

16.02321 Military Service shall count as Saginaw Township Community Schools experience, for purposes of determining placement on the salary schedule, if the teacher has performed teaching service in Saginaw Township Community Schools immediately prior to his/her military service. In no event will more than two (2) years credit be allowed for military service.

16.02322 Experience Credit. For initial employment credit, 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

16.0233 Partial years in Saginaw Township after September 6, 1967.

16.02331 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.

16.02332 Teachers who teach less than one semester shall remain on the same step upon their return the following year.

16.0234 Teachers who qualify for advancement in pay by additional class hours or Degrees shall be paid on the new schedule effective September 1 or February 1 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 15th or February 15th, the advancement in pay will begin at the beginning of the following semester.

16.0235 Professional Growth Requirement. Effective with the 1995-96 school year, teachers must earn three (3) credit hours, or nine (9) C.E.U.'s (certified education units), or any combination equal to three (3) credit hours during the preceeding 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.

16.0236 Salary will be adjusted downward for unemployment compensation benefits received according to the following schedule:

<u>If rehired by:</u>	<u>Contract reduced by:</u>
June 30th,	60% of unemployment compensation received
July 30th,	40% of unemployment compensation received
August 30th,	20% of unemployment compensation received
After August 30th,	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 work days 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 1996-97 school year, \$20.00 per hour.
For the 1997-98 school year, \$20.40 per hour.
For the 1998-99 school year, \$20.81 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 1996-97 school year, \$12.00 per hour.
For the 1997-98 school year, \$12.24 per hour.
For the 1998-99 school year, \$12.48 per hour.

16.0314 If Saginaw Township conducts adult high school classes independent of a consortium agreement, the teachers will be paid in the following manner:

For the 1996-97 school year, \$24.81 per hour.
For the 1997-98 school year, \$25.31 per hour.
For the 1998-99 school year, \$25.82 per hour.

If a consortium agreement is reached, salaries will be negotiated in cooperation with the participating school district and Saginaw Township Community Schools.

16.0400 Teacher Salary Schedule

1996-97:	See Appendix B
1997-98:	See Appendix C
1998-99:	See Appendix D

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 receive an allowance while traveling directly between schools as follows:

* The previous year's January IRS mileage allowance for business.

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:

1. Individual/team projects.
2. 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.

16.0700 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 interested teachers and the Director of Human Resources. The District will select the mentor. Compensation for the mentor will be \$300.00 annually in the 1996-97 school year and \$350.00 annually in the 1997-98 and 1998-99 school years for an individual account for the purchase of classroom materials, professional development, or as a stipend.

16.0710 High School. 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 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

	STEP I Index	1996-97 Amount	STEP II Index	1996-97 Amount
Band	.0616	3,181	.0659	3,403
Band Assistant***	.0144	744	.0180	929
Cheerleading	.0250	1,291	.0300	1,549
Cheerleading Asst.	.0144	744	.0180	929
Debate	.0282	1,456	.0310	1,601
Forensics	.0282	1,456	.0310	1,601
Intramurals (men)	.0377	1,947	.0413	2,133
Intramurals (women)	.0377	1,947	.0413	2,133
Orchestra	.0282	1,456	.0310	1,601
School Paper	.0135	697	.0145	749
Literary Mag.	.0114	589	.0124	640
Vocal Music	.0297	1,534	.0325	1,678
Yearbook	.0282	1,456	.0310	1,601
Pom Pon	.0250	1,291	.0300	1,549
Pom Pon Asst.	.0144	744	.0180	929
Dramatics* 1 Act	.0172	888	.0187	966
3 Act	.0214	1,105	.0244	1,260
Musical	.0282	1,456	.0310	1,601
Student Gov't.**	.0303	1,565	.0339	1,750

*Building Principal will be consulted to determine the number and types of plays to be performed.

**Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

***Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

1996-97 Index based on M.A. maximum of \$51,636

1997-98 Index based on M.A. maximum of \$52,669

1998-99 Index based on M.A. maximum of \$53,723

16.0713 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.

16.0714 Elementary and Middle School Extra Duties:

Middle School: The middle school principal will provide the staff with a complete list of extra duties and stipends for the entire year before June 1st of the preceeding year. The Extra Duty Contract will be completed for each activity or sport before the season, activity or practice begins.

16.0715 Elementary School: The elementary school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September

16.0715 Elementary School: The elementary school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September 15. The Extra Duty Contract will be completed for each activity before the activity or program begins.

It is understood that 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 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 teachers shall be paid at an hourly rate as follows based on a percent of the M.A. maximum.

Classroom Teachers:

For the 1996-97 school year - .00047 = \$24.27 per hour.

For the 1997-98 school year - .00047 = \$24.75 per hour.

For the 1998-99 school year - .00047 = \$25.25 per hour.

On the Street Range:

For the 1996-97 school year - .000322 = \$16.63 per hour.

For the 1997-98 school year - .000322 = \$16.96 per hour.

For the 1998-99 school year - .000322 = \$17.30 per hour.

16.0760 Coaching Salary Schedule (High School)

1996-97 Coaching Salary Schedule - See Appendix E

1997-98 Coaching Salary Schedule - See Appendix F

1998-99 Coaching Salary Schedule - See Appendix G

16.1000 Additional Salary and Fringe Information.

Increments will be paid at the start of the first semester.

During the first year of the contract, a payroll deduction program for optional insurances will be made available to all teachers. The start of this program shall be contingent upon additional computer slots and the development of a listing of programs to be included. The program will have included cancer, heart disease, and short term disability and others not yet named.

16.1500 MPSERS Contribution

For contract year 1996-97, the Board of Education will pay for each eligible employee the required contribution of 15.17 percent of wages paid into the Michigan Public School Employees Retirement System. For contract years 1997-98 and 1998-99, the Board of Eductaion will pay for each eligible employee the required employer contribution according to the following formula:
Definitions:

"CPIW" is to be the 12 month actual change (February to February) in the CPI for Urban Wage Earners and Clerical Workers for All Items (1982-84) = 100, as compiled by the U.S. Bureau of Labor Statistics.

For the 1997-98 school year:
 $(100 + \text{CPIW}) \times 15.17\% = \text{new base rate for 1997-98.}$

For the 1998-99 school year:
 $(100 + \text{CPIW}) \times 1997-98 \text{ base rate} = \text{new base rate for 1998-99.}$

The district shall pay all required contributions to MPSERS. However, any contributions in excess of new base rate will be reimbursed to the district by the employee through employee payroll deduction.

17.0000 INSURANCE PROTECTION

17.0100 Blue Cross/Blue Shield (PPO Preferred Provider Organization)

17.0110 The Board agrees to provide Blue Cross/Blue Shield of Michigan comprehensive hospital certificate and professional services group certificate with riders Trust 15, Plus 15, D45NM, CC/CLC, OPC/OPPC, SATII, SOTPE, GLE1, ML, FAERC, PPNV, AS1, DC, SD: Master Medical Certificate Option 2; Preferred RX Certificate \$5.00 CO-PAY with MOPD; Medicare Complementary Exact Fill; numerous legal clarifying riders.

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.

(NOTE: Some of the designated terms listed above may be changed by the carrier. The coverage will not change.)

17.0120 Those teachers electing such coverage shall receive prorated coverage paid by the Board, the Master Medical Plan through Blue Cross/Blue Shield of Michigan for their entire family.

17.0125 In the 1996-97 school year, the Board will reimburse up to a maximum of \$100.00 per year for employees only for routine physicals and cancer screens. In the 1997-98 and 1998-99 school years, the Board will reimburse up to a maximum of \$150.00 per year for routine physicals and cancer screens.

17.0130 Employee contributions for the above Blue Cross/Blue Shield (PPO Preferred Provider Organization) 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.

MONTHLY CONTRIBUTIONS:

<u>ONE PERSON</u>	<u>TWO PERSON</u>	<u>FULL FAMILY</u>
\$7.00	\$15.00	\$20.00

- 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.
- Any benefits provided for under this Section 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.
- 17.0310 Option 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 Any benefits provided for under this Section 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. It is agreed that 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 \$1,000 maximum per year (orthodontics \$1,300 maximum).
- 17.0600 Vision care 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. It is agreed that coverage will be equivalent to the 1990-91 MESSA VSP 2 plan with a comparable list of panel providers.
- 17.0700 Long-term disability (LTD) will be provided as follows: 66 2/3% of monthly earnings subject to a \$3,500 monthly maximum with the same 180-day waiting period.
- Any benefits provided for under this Section 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.
- 17.0800 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 work day shall receive the above benefits fully paid by the Board
- 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.

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 The following designates student instruction days, student attendance days, staff development hours, staff workdays and additional workdays for new teachers. (Teachers shall be considered as new teachers during their first three years of employment in the profession.)

Teacher Work Year for the 1996-97 school year:

180 Student Instruction Days
7 Staff Workdays
6 hrs. Staff Development
2 New Teacher Workdays

187 TOTAL for 1996-97

Teacher Work Year for the 1997-98 school year:

181 Student Instruction Days
7 Staff Workdays
6 hrs. Staff Development
2 New Teacher Workdays

188 TOTAL for 1997-98

Teacher Work Year for the 1998-99 school year:

182 Student Instruction Days
7 Staff Workdays
12 hrs. Staff Development
2 New Teacher Workdays

189 TOTAL for 1998-99

18.0115 Required Staff Development

In the 1996-97 and 1997-98 school years, each teacher will attend six (6) hours of staff development during the fiscal year. In the 1998-99 school year, each teacher will attend twelve (12) hours of staff development during the fiscal year. The hours of staff development may be offered before or after the defined hours of the teacher workday and/or work year.

18.0200 Snow Days

Snow days: Scheduled days of student instruction which are not held because of conditions not within the control of the school authorities, such as inclement weather, may be rescheduled at the end of the year at the discretion of the Board of Education. Teachers will receive their regular pay for days which are cancelled, but shall work on any rescheduled days with no additional compensation.

The teachers will be required to work or make up snowdays according to the Michigan School Code. Any days thereafter will be rescheduled 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 A Professional Development Committee shall be established to identify needs, establish priorities and approve programs of staff 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 and two from the high school; administrators, one each from elementary, middle and high school. The three members of the Intermediate School District Professional Development Board will also be members. The Assistant Superintendent of Instruction shall be an ad hoc member of this Committee. The majority of the Committee must be teachers.

19.0300 Review Committee

19.0310 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**

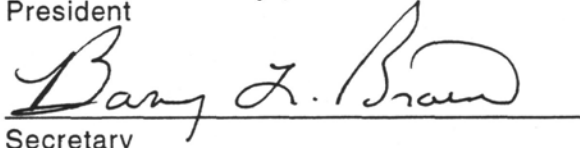
This Agreement shall become effective August 1, 1996, and shall remain in effect until July 31, 1999.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of the 1st day of August, 1996.

BOARD OF EDUCATION
SAGINAW TOWNSHIP COMMUNITY SCHOOLS



President

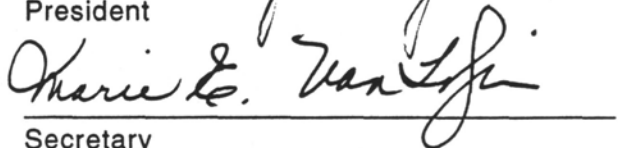


Secretary

SAGINAW TOWNSHIP
EDUCATION ASSOCIATION



President



Secretary

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the Saginaw Township Community Schools, Board of Education and the Saginaw Township Education Association.

In view of the fact that the parties mutually agree that some subjects are more appropriately handled as professional obligations of the teaching profession and do not constitute desirable matters under a collective bargaining agreement, this understanding has been arrived at by the parties.

Vandalism. 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.

Maintenance of Buildings. It is agreed that it is desirable that buildings shall be maintained to the best of the District's ability. It is therefore agreed that every reasonable attempt shall be made to maintain the physical plant and its equipment to the level of maximum efficiency. It is recognized that 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.

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.

Incentive Pay (Grants) The parties agree to maintain a Selection Committee for the implementation of Incentive Grants according to established guidelines. 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.

Vocational Education and Drivers Education Coordinators. If teachers are hired for the positions of Vocational Education Coordinator and Drivers Education Coordinator in accordance with paragraph 16.0711, the annual stipend shall be as follows:

	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>
Vocational Education	\$1,902*		
Drivers Education	\$1,370	\$1,397	\$1,425

*Change in stipend for Vocational Coordinator is not needed until job descriptions updated and/or revised.

Elementary Student Advisor The Elementary Student advisor for each elementary school shall be paid an annual stipend of \$250. (This amount is in addition to the monies provided in Section 16.0715.)

IEPC Rate

A member of the Saginaw Township Education Association will be paid at the rate of one-half (.5) of the Adult Education Rate for any mandated IEPC meeting attended of one-half (.5) hour or more before or after the contract day. Following the 1996-97 school year, this memo of understanding will be reviewed by the Board and the STEA in regard to the method of payment.

School Restructuring

A School Restructuring Committee will be established for the purpose of studying flexible scheduling for the 1997-98 school year. The committee shall consist of a minimum of two teachers and one administrator at each level (elementary, middle and high school). The committee will make a recommendation to the negotiations team by May 1, 1997.

Juvenile Center

Pay for Juvenile Center Directors shall be \$300.00 per pay for the 1996-97 school year.

Appendix A
SAGINAW TOWNSHIP COMMUNITY SCHOOLS
STE A SENIORITY LIST
(In sequential order)

1996

*Schultz, Cindy
*LeMaster, Mary
*Stahler, Lisa
*Darby, Danna
*Smith, Mary
*Merrick, Diane
*Revard, Cheryl
*Speck, Tara
*Bernard, Wendy
*Sujkowski, Kerri
*Wilds, Kathleen
*McCarthy, Torre
*Griffiths, Amy
*Reh, AnneMarie
*Townsend, Fred
*Dullinger, Sandra
*Sawley-Wasmer, Rachel
*Smith, Daniel
*Michelson, Alison
*Hall, Karla
*Holzhausen, Theodore
*Cook, Betsy
*Nagel, Elizabeth
*Foerster, Brett

1995

*Molnar, Brent
*Bateson, Jamie
*Kin, Denise
*Burda, Susan
*Frost, Michelle
*Haufe, Merrie
*Bezjian, Shirley
*Fay, Peggy
*Markey, Lili
*Greenberg, Wendy
*Tiderington, Sherrie
*Sizelove, Amy
*Francis, Ellen
*Greif, Janet

1994

*Lee, Tammy
*Kreger, Randall
*Stokes, William
*McMasters, Janice

1993

Hohwart, Julie
Neiderquill, Louanne
Walker, Christine
Proctor, Marilyn
*Schmidt, Lisa
*Stanley, Steven
Collin, Viola
Klender, Carolyn
*White, Jeffrey
*Kaminski, Julie
*Muldoon-Glassen, Kathleen
*Talbot, Michael
*McDonald, Margaret
*Laurenz, Linda
Patterson, Nancy
*Vondette, Jane
*Schneider, Stephanie
Pugh, Kimberly
Harrison, Louise
*Dehne, Kevin
Groll, Christina
Dzirnis, Mary Beth
Young, Sandra

*Non-Tenure

1992

Gaus, Carolyn
Little, Joyce
Gaertner, Linda
Kreucher, Kristen

1991

Eckerman, Marsha
Hausbeck, Theresa
Graham, Patrick
Valasek, David
Schlenter, Karsten
Kelsey, Molly
Williams, Rebecca

1990

Tesch, June
Toft, Gail
Stevanus, Denise
Kern, Kate
Murphy, Suzanne

1990 con't.

McQuinn, Mary
Suppes, Susan
Tunney, Sandra
Sullivan, Sally
Davis, Eugene
McLeod, Linda
Blodgett, Nancy
Gibbs, Linda
Tijerina, Mary
Warner, Joan
Kurtz, James
Goodman, Jody
Sweigart, Elaine
Stahl, Kathleen

1989

VanTiflin, Marie
Lenz, Pamela
Kunkle, Nikki

1988

Dubay, Yvonne
Miller, Nancy
Royer, Pamela

1987

Johnson, Kimberly
Zolinski, Christine
Townsend, Bernard

1986

Clement, Rosemary
Larsen, Betty
Becker, Laura
Heitman, Diana
Eimers, Carol
Durand, Pamela
Gettings, Marie

1985

Lynn, Suzanne
Schwanbeck, Carol
Kleinbriel, Marjorie
Spelman, Marcia
Malott, Celeste

1984

Larsen, Betty
Mayer, Kathy
Conley, Timothy
Wreggelsworth, Janie

LeRoy, Teresa

1983

Neal, Roy

1982

Clement, Rosemary

1981

Stamiris, Barbara

1980

Pugh, Royale

1979

DeWolf-Ott, Joyce
Waters, Barbara
Marr, Linda

1978

Mertz, Lou Ellen

1976

Jankens, Anne
Ries, Barbara

1975

Murphy, Brenda
Rush, John
Keenan, Louise
Schuette, June

1974

Young, Janet
DesJardin, Denise
O'Brien, Wayne
Cammin, Myrna
Vierow, Michael
Hughes, Christina
Cammin, John
Brown, Howard
Noble, James

1973

Minard, Eugene
Terbrack, Sandra
Nemecek, Terry
Stelter, William
Alderton, Kathleen
Skrelunas, Suzanne
*Stamiris, Dennis
Kabat, Frances
Johnson, Susan

Nelson, Nancy
Bash, Earl
Gnatkowski, Ronald
Hardy, Thomas
Fettig, Linda
Dunham, Marie
Baird, Connie
Schultz, Susan
Megregian, Ronald

1972

Easterling, Allen
Bottke, Mary
Dall, Virginia
Hall, Catherin
Bolander, Patricia
Boswell, Terry
Russell, Janet
Giffin, Michael
Slaggert, Lynda
Stark, David
Vondrasek, Albert
Harrison, William
Donahue, Michael
Wasserman, Marion
Westervelt, Beverly
Holm, Clarice
Cisky, Lynn

1971

Daleo, Patricia
Grajeda, Nancy
Mazany, Marsha
Quinn, Robert
Pike, Kay
Boies, Frank
Zuziak, Mary Jo
Stark, Susan
Rozek, William
Thompson, Leroy
Skillman, Janet
Braun, Timothy
Quinn, Jeanine
Williams, Donald
Minard, Karen
Appold, Larry
Fryer, Donna
Cheger-Timm, Cheryl
Nelson, Sanford
Reer, Christian
*Mousseau, Jerome
Sherbeck, Bruce

Crane, Roland

1970

Miksa, Thomas
McMullen, Sally
Hill, Linda
Campbell, Jack
Burnham, Nancy
Benjamin, James
Karbowski, Patricia
Johnson, Judy
Lautzenhizer, Sue
Rybak, Thomas
Lutey, James

1969

Groll, Gloria
Treib, Patricia
Eaves, Bonnie
Meyer, Gerald
(LTD)Andersen, Nancy
Spain, Mary Lou
Speer, Donald
Bellen, Kenneth
Winicki, Kenneth
VanArsdale, John
Rummler, Mary
Musulin, John
Douglass, Connie
Stapleton, Martha
Corcoran, Rea
Knauf, Cheryl
Karam, John
Rummler, James
Gammon, Glenna
Grill, Ann
Collier, Randy
Fly, Brenda
Wenzel, George
Pahssen, Christine

1968

Warren, Stephanie
Hunter, Sharon
Wilder, Della
Jakes, Ruth

1967

Stocker, William
Hutchison, Linda
Reed, Gertrude

1966

Douglas, Richard
Pugh, Thomas
Swartzendruber, Lowell
McAuley, Lyle
Wohlfeil, JoAnn
Schmidt, Gerald
Tack, Mary
Boyd, Jeraldine
Dana, James

1965

Karl, Edward
Hartle, William

1964

Schopp, Linda
Williams, Richard

1963

Doane, Douglas
Rezmer, Bonnie
Nagel, Walter
Garn, David
Eckerman, Charles

1962

Holmes, Nancy
(LTD)Farmer, Susan
Matson, Hugh

1960

Boyd, Richard

1959

Fry, Thomas

1958

McGovern, Mary

(12/12/96)

APPENDIX B

Saginaw Township Community Schools

1996-97 TEACHER SALARY SCHEDULE

Years Experience Credit	BACHELORS		BACHELORS + 15		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	27,687	1.0000	29,625	1.0700	32,948	1.1900	34,886	1.2600	36,270	1.3100
2	29,246	1.0563	31,184	1.1263	34,506	1.2463	36,444	1.3163	37,829	1.3663
3	30,802	1.1125	32,740	1.1825	36,062	1.3025	38,000	1.3725	39,385	1.4225
4	32,361	1.1688	34,299	1.2388	37,621	1.3588	39,559	1.4288	40,944	1.4788
5	33,917	1.2250	35,855	1.2950	39,177	1.4150	41,115	1.4850	42,500	1.5350
6	35,475	1.2813	37,413	1.3513	40,736	1.4713	42,674	1.5413	44,058	1.5913
7	37,031	1.3375	38,969	1.4075	42,292	1.5275	44,230	1.5975	45,614	1.6475
8	38,590	1.3938	40,528	1.4638	43,851	1.5838	45,789	1.6538	47,173	1.7038
9	40,146	1.4500	42,084	1.5200	45,407	1.6400	47,345	1.7100	48,729	1.7600
10	41,705	1.5063	43,643	1.5763	46,965	1.6963	48,904	1.7663	50,288	1.8163
11	43,261	1.5625	45,199	1.6325	48,521	1.7525	50,460	1.8225	51,844	1.8725
12	44,820	1.6188	46,758	1.6888	50,080	1.8088	52,018	1.8788	53,403	1.9288
13	46,376	1.6750	48,314	1.7450	51,636	1.8650	53,574	1.9350	54,959	1.9850
14	46,886		48,845		52,204		54,163		55,564	
19	48,293		50,311		53,770		55,788		57,230	
24	49,699		51,776		55,336		57,413		58,897	
29	51,106		53,242		56,902		59,038		60,564	
34	52,512		54,707		58,468		60,663		62,231	

APPENDIX C

**Saginaw Township Community Schools
1997-98 TEACHER SALARY SCHEDULE**

Years Experience Credit	BACHELORS		BACHELORS + 15		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	28,241	1.0000	30,218	1.0700	33,607	1.1900	35,584	1.2600	36,996	1.3100
2	29,831	1.0563	31,808	1.1263	35,197	1.2463	37,174	1.3163	38,586	1.3663
3	31,418	1.1125	33,395	1.1825	36,784	1.3025	38,761	1.3725	40,173	1.4225
4	33,008	1.1688	34,985	1.2388	38,374	1.3588	40,351	1.4288	41,763	1.4788
5	34,595	1.2250	36,572	1.2950	39,961	1.4150	41,938	1.4850	43,350	1.5350
6	36,185	1.2813	38,162	1.3513	41,551	1.4713	43,528	1.5413	44,940	1.5913
7	37,772	1.3375	39,749	1.4075	43,138	1.5275	45,115	1.5975	46,527	1.6475
8	39,362	1.3938	41,339	1.4638	44,728	1.5838	46,705	1.6538	48,117	1.7038
9	40,949	1.4500	42,926	1.5200	46,315	1.6400	48,292	1.7100	49,704	1.7600
10	42,539	1.5063	44,516	1.5763	47,905	1.6963	49,882	1.7663	51,294	1.8163
11	44,127	1.5625	46,103	1.6325	49,492	1.7525	51,469	1.8225	52,881	1.8725
12	45,717	1.6188	47,693	1.6888	51,082	1.8088	53,059	1.8788	54,471	1.9288
13	47,304	1.6750	49,281	1.7450	52,669	1.8650	54,646	1.9350	56,058	1.9850
14	48,398		50,421		53,887		55,910		57,355	
19	49,850		51,934		55,504		57,587		59,075	
24	51,302		53,446		57,121		59,265		60,796	
29	52,754		54,959		58,737		60,942		62,517	
34	54,206		56,471		60,354		62,619		64,237	

APPENDIX D

Saginaw Township Community Schools

1998-99 TEACHER SALARY SCHEDULE

Years Experience Credit	BACHELORS		BACHELORS + 15		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	28,806	1.0000	30,822	1.0700	34,279	1.1900	36,296	1.2600	37,736	1.3100
2	30,428	1.0563	32,444	1.1263	35,901	1.2463	37,917	1.3163	39,358	1.3663
3	32,047	1.1125	34,063	1.1825	37,520	1.3025	39,536	1.3725	40,977	1.4225
4	33,668	1.1688	35,685	1.2388	39,142	1.3588	41,158	1.4288	42,598	1.4788
5	35,287	1.2250	37,304	1.2950	40,760	1.4150	42,777	1.4850	44,217	1.5350
6	36,909	1.2813	38,926	1.3513	42,382	1.4713	44,399	1.5413	45,839	1.5913
7	38,528	1.3375	40,544	1.4075	44,001	1.5275	46,018	1.5975	47,458	1.6475
8	40,150	1.3938	42,166	1.4638	45,623	1.5838	47,639	1.6538	49,080	1.7038
9	41,769	1.4500	43,785	1.5200	47,242	1.6400	49,258	1.7100	50,699	1.7600
10	43,390	1.5063	45,407	1.5763	48,864	1.6963	50,880	1.7663	52,320	1.8163
11	45,009	1.5625	47,026	1.6325	50,483	1.7525	52,499	1.8225	53,939	1.8725
12	46,631	1.6188	48,648	1.6888	52,104	1.8088	54,121	1.8788	55,561	1.9288
13	48,250	1.6750	50,266	1.7450	53,723	1.8650	55,740	1.9350	57,180	1.9850
14	50,008		52,097		55,680		57,771		59,263	
19	51,508		53,660		57,351		59,504		61,041	
24	53,008		55,223		59,021		61,237		62,819	
29	54,509		56,786		60,691		62,970		64,597	
34	56,009		58,349		62,362		64,703		66,375	

Saginaw Township Community Schools

1996-97 COACHING SALARY SCHEDULE

Years Experience in Coaching

HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	3,418	.0742	3,831	.0821	4,239	.0901	4,652
Varsity Asst. Football	.0410	2,117	.0460	2,375	.0509	2,628	.0559	2,886
Head J.V. Football	.0410	2,117	.0460	2,375	.0509	2,628	.0559	2,886
Head Freshman Football	.0410	2,117	.0460	2,375	.0509	2,628	.0559	2,886
J.V. Asst. Football	.0384	1,983	.0430	2,220	.0476	2,458	.0522	2,695
Freshman Asst. Football	.0384	1,983	.0430	2,220	.0476	2,458	.0522	2,695
Head Basketball	.0662	3,418	.0742	3,831	.0821	4,239	.0901	4,652
Head J.V. Basketball	.0410	2,117	.0460	2,375	.0509	2,628	.0559	2,886
Freshman Basketball	.0410	2,117	.0460	2,375	.0509	2,628	.0559	2,886
Athletic Director (3 hrs. released time)	.0662	3,418	.0742	3,831	.0821	4,239	.0901	4,652
Head Swimming	.0550	2,840	.0600	3,098	.0650	3,356	.0700	3,615
J.V. Swimming	.0358	1,849	.0390	2,014	.0423	2,184	.0455	2,349
Head Wrestling	.0550	2,840	.0600	3,098	.0650	3,356	.0700	3,615
J.V. Wrestling	.0358	1,849	.0390	2,014	.0423	2,184	.0455	2,349
Head Baseball	.0350	1,807	.0400	2,065	.0450	2,324	.0500	2,582
J.V. Baseball	.0228	1,177	.0260	1,343	.0293	1,513	.0325	1,678
Head Track	.0350	1,807	.0400	2,065	.0450	2,324	.0500	2,582
J.V. Track	.0228	1,177	.0260	1,343	.0293	1,513	.0325	1,678
Head Tennis	.0250	1,291	.0300	1,549	.0350	1,807	.0400	2,065
J.V. Tennis	.0163	842	.0195	1,007	.0228	1,177	.0260	1,343
Head Golf	.0250	1,291	.0300	1,549	.0350	1,807	.0400	2,065
J.V. Golf	.0163	842	.0195	1,007	.0228	1,177	.0260	1,343
Head Volleyball	.0350	1,807	.0400	2,065	.0450	2,324	.0500	2,582
J.V. Volleyball	.0228	1,177	.0260	1,343	.0293	1,513	.0325	1,678
Head Softball	.0350	1,807	.0400	2,065	.0450	2,324	.0500	2,582
J. V. Softball	.0228	1,177	.0260	1,343	.0293	1,513	.0325	1,678
Head Skiing	.0250	1,291	.0300	1,549	.0350	1,807	.0400	2,065
J.V. Skiing	.0163	842	.0195	1,007	.0228	1,177	.0260	1,343
Cross Country	.0250	1,291	.0300	1,549	.0350	1,807	.0400	2,065
J.V. Cross Country	.0163	842	.0195	1,007	.0228	1,177	.0260	1,343
Head Hockey	.0550	2,840	.0600	3,098	.0650	3,356	.0700	3,615
J.V. Hockey	.0358	1,849	.0390	2,014	.0423	2,184	.0455	2,349
Head Soccer	.0350	1,807	.0400	2,065	.0450	2,324	.0500	2,582
J.V. Soccer	.0228	1,177	.0260	1,343	.0293	1,513	.0325	1,678

**Saginaw Township Community Schools
1997-98 COACHING SALARY SCHEDULE**

Years Experience in Coaching

HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	3,487	.0742	3,908	.0821	4,324	.0901	4,745
Varsity Asst. Football	.0410	2,159	.0460	2,423	.0509	2,681	.0559	2,944
Head J.V. Football	.0410	2,159	.0460	2,423	.0509	2,681	.0559	2,944
Head Freshman Football	.0410	2,159	.0460	2,423	.0509	2,681	.0559	2,944
J.V. Asst. Football	.0384	2,022	.0430	2,265	.0476	2,507	.0522	2,749
Freshman Asst. Football	.0384	2,022	.0430	2,265	.0476	2,507	.0522	2,749
Head Basketball	.0662	3,487	.0742	3,908	.0821	4,324	.0901	4,745
Head J.V. Basketball	.0410	2,159	.0460	2,423	.0509	2,681	.0559	2,944
Freshman Basketball	.0410	2,159	.0460	2,423	.0509	2,681	.0559	2,944
Athletic Director (3 hrs. released time)	.0662	3,487	.0742	3,908	.0821	4,324	.0901	4,745
Head Swimming	.0550	2,897	.0600	3,160	.0650	3,423	.0700	3,687
J.V. Swimming	.0358	1,886	.0390	2,054	.0423	2,228	.0455	2,396
Head Wrestling	.0550	2,897	.0600	3,160	.0650	3,423	.0700	3,687
J.V. Wrestling	.0358	1,886	.0390	2,054	.0423	2,228	.0455	2,396
Head Baseball	.0350	1,843	.0400	2,107	.0450	2,370	.0500	2,633
J.V. Baseball	.0228	1,201	.0260	1,369	.0293	1,543	.0325	1,712
Head Track	.0350	1,843	.0400	2,107	.0450	2,370	.0500	2,633
J.V. Track	.0228	1,201	.0260	1,369	.0293	1,543	.0325	1,712
Head Tennis	.0250	1,317	.0300	1,580	.0350	1,843	.0400	2,107
J.V. Tennis	.0163	859	.0195	1,027	.0228	1,201	.0260	1,369
Head Golf	.0250	1,317	.0300	1,580	.0350	1,843	.0400	2,107
J.V. Golf	.0163	859	.0195	1,027	.0228	1,201	.0260	1,369
Head Volleyball	.0350	1,843	.0400	2,107	.0450	2,370	.0500	2,633
J.V. Volleyball	.0228	1,201	.0260	1,369	.0293	1,543	.0325	1,712
Head Softball	.0350	1,843	.0400	2,107	.0450	2,370	.0500	2,633
J. V. Softball	.0228	1,201	.0260	1,369	.0293	1,543	.0325	1,712
Head Skiing	.0250	1,317	.0300	1,580	.0350	1,843	.0400	2,107
J.V. Skiing	.0163	859	.0195	1,027	.0228	1,201	.0260	1,369
Cross Country	.0250	1,317	.0300	1,580	.0350	1,843	.0400	2,107
J.V. Cross Country	.0163	859	.0195	1,027	.0228	1,201	.0260	1,369
Head Hockey	.0550	2,897	.0600	3,160	.0650	3,423	.0700	3,687
J.V. Hockey	.0358	1,886	.0390	2,054	.0423	2,228	.0455	2,396
Head Soccer	.0350	1,843	.0400	2,107	.0450	2,370	.0500	2,633
J.V. Soccer	.0228	1,201	.0260	1,369	.0293	1,543	.0325	1,712

Saginaw Township Community Schools
1998-99 COACHING SALARY SCHEDULE

Years Experience in Coaching

HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	3,556	.0742	3,986	.0821	4,411	.0901	4,840
Varsity Asst. Football	.0410	2,203	.0460	2,471	.0509	2,735	.0559	3,003
Head J.V. Football	.0410	2,203	.0460	2,471	.0509	2,735	.0559	3,003
Head Freshman Football	.0410	2,203	.0460	2,471	.0509	2,735	.0559	3,003
J.V. Asst. Football	.0384	2,063	.0430	2,310	.0476	2,557	.0522	2,804
Freshman Asst. Football	.0384	2,063	.0430	2,310	.0476	2,557	.0522	2,804
Head Basketball	.0662	3,556	.0742	3,986	.0821	4,411	.0901	4,840
Head J.V. Basketball	.0410	2,203	.0460	2,471	.0509	2,735	.0559	3,003
Freshman Basketball	.0410	2,203	.0460	2,471	.0509	2,735	.0559	3,003
Athletic Director (3 hrs. released time)	.0662	3,556	.0742	3,986	.0821	4,411	.0901	4,840
Head Swimming	.0550	2,955	.0600	3,223	.0650	3,492	.0700	3,761
J.V. Swimming	.0358	1,923	.0390	2,095	.0423	2,272	.0455	2,444
Head Wrestling	.0550	2,955	.0600	3,223	.0650	3,492	.0700	3,761
J.V. Wrestling	.0358	1,923	.0390	2,095	.0423	2,272	.0455	2,444
Head Baseball	.0350	1,880	.0400	2,149	.0450	2,418	.0500	2,686
J.V. Baseball	.0228	1,225	.0260	1,397	.0293	1,574	.0325	1,746
Head Track	.0350	1,880	.0400	2,149	.0450	2,418	.0500	2,686
J.V. Track	.0228	1,225	.0260	1,397	.0293	1,574	.0325	1,746
Head Tennis	.0250	1,343	.0300	1,612	.0350	1,880	.0400	2,149
J.V. Tennis	.0163	876	.0195	1,048	.0228	1,225	.0260	1,397
Head Golf	.0250	1,343	.0300	1,612	.0350	1,880	.0400	2,149
J.V. Golf	.0163	876	.0195	1,048	.0228	1,225	.0260	1,397
Head Volleyball	.0350	1,880	.0400	2,149	.0450	2,418	.0500	2,686
J.V. Volleyball	.0228	1,225	.0260	1,397	.0293	1,574	.0325	1,746
Head Softball	.0350	1,880	.0400	2,149	.0450	2,418	.0500	2,686
J. V. Softball	.0228	1,225	.0260	1,397	.0293	1,574	.0325	1,746
Head Skiing	.0250	1,343	.0300	1,612	.0350	1,880	.0400	2,149
J.V. Skiing	.0163	876	.0195	1,048	.0228	1,225	.0260	1,397
Cross Country	.0250	1,343	.0300	1,612	.0350	1,880	.0400	2,149
J.V. Cross Country	.0163	876	.0195	1,048	.0228	1,225	.0260	1,397
Head Hockey	.0550	2,955	.0600	3,223	.0650	3,492	.0700	3,761
J.V. Hockey	.0358	1,923	.0390	2,095	.0423	2,272	.0455	2,444
Head Soccer	.0350	1,880	.0400	2,149	.0450	2,418	.0500	2,686
J.V. Soccer	.0228	1,225	.0260	1,397	.0293	1,574	.0325	1,746

APPENDIX I

SAGINAW TOWNSHIP COMMUNITY SCHOOLS																									1997-98					CUR	NEW	
																									TEACH	TEACH	STUD					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F								
AUG				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29								
																			W*	W	1	1	1	X	4	5	3					
SEP	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30										
	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			21	21	21					
OCT			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31							
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	W		23	23	22				
NOV	3	4	5	6	7	**10	11	12	13	14	17	18	19	20	21	24	25	26	27	28												
	1	1	1	1	1	1	1	1	P-T	1	1	1	1	1	1	1	1	1	X	X						18	18	17				
**Parent-teacher conferences will be held one day during this week by level.																																
DEC	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31									
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	X	X	X	X	X	X			17	17	17				
JAN			1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30								
			X	X	1	1	1	1	1	1	1	1	1	W	1	1	1	1	1	1	1	1	1	1	1	20	20	19				
FEB	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27												
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	X						19	19	19				
MAR	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31										
	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	W	1	1				21	21	20				
APR			1	2	3	6	7	8	9	10	13	14	15	16	17	**20	21	22	23	24	27	28	29	30								
			1	1	1	1	1	1	X	X	X	X	X	X		1	1	1	P-T	1	1	1	1	1		16	16	15				
**Parent-teacher conferences will be held one day during this week by level.																																
MAY				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29								
				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	X	1	1	1	1	1	20	20	20				
JUN	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30										
	1	1	1	1	1	1	1	1	W	*W																9	10	8				
W-TEACHER WORKDAY					X-SCHOOL NOT IN SESSION										TOTAL DAYS					188	190	181										
W*-NEW TEACHER WORKDAY																																
**Parent-teacher conferences will be held one day during these weeks by level.																																

SAGINAW TOWNSHIP
EXTRA DUTY CONTRACT

Appendix K

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

