

3889

8/20/99

# SARANAC COMMUNITY SCHOOLS

Board of Education

Saranac Education Association

MASTER CONTRACT

1996-1997

1997-1998

1998-1999



# S.E.A.

*Saranac Community Schools*

1917

STANDARD COMMUNITY INDEX

THE UNIVERSITY OF MICHIGAN

DEPARTMENT OF LABOR RELATIONS

THE UNIVERSITY OF MICHIGAN

STANDARD COMMUNITY INDEX



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THIS IS A MASTER AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE SARANAC COMMUNITY SCHOOLS, HEREINAFTER CALLED THE "BOARD", AND THE SARANAC EDUCATION ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION".

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ARTICLE I  
Recognition

A. RECOGNITION

1. The Board recognizes the Saranac Education Association, hereafter referred to as the Association, as the exclusive bargaining unit for all full-time and regular part-time certified personnel, including classroom teachers, guidance counselors, alternative education teachers, librarians, and social workers employed by Saranac Community Schools, but excluding
  - a) per diem substitute teachers
  - b) supervisory and executive personnel
  - c) office and clerical employees
  - d) school aides
  - e) custodians
  - f) food service employees
  - g) school bus drivers
  - h) maintenance employees
  - i) Saranac Adult & Community Education instructors
  - j) all other employees of the Board

The term "teacher", when used hereafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit, as defined above.

ARTICLE II  
Board Rights

A. BOARD RIGHTS

1. The Board, in its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon, and invested in it, by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
  - a. to the executive management and administrative control of the school system and its properties and the employment-related activities of its employees;
  - b. to hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment; to their dismissal or demotion, and to promote and transfer all such employees;
  - c. to establish grades and courses of instruction, including special programs and to provide for the athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
  - d. to decide upon the means and methods of instruction, the selection of textbooks and other teacher materials, and the use of teaching aids of every kind and nature, after consultation with the teachers affected;

- e. to determine class schedules, hours of instruction, duties, responsibilities, assignments, with respect to administrative and non-teaching activities.
2. The exercise of the foregoing powers, authority, duties, and responsibilities by the Board, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof this agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

ARTICLE III  
Association and Teacher Rights

A. BUILDING USE

1. The Association and its members shall have the right to use school building facilities before or after regular working hours. Such use of the building for Association meetings must be arranged with the building principal, in advance. The principal retains the right of room assignment.
2. Bulletin boards and teachers' mailboxes shall be made available to the Association for the posting or placement of materials relating to official business of the Association. These materials must be signed by a delegated Association official.
3. The teachers' building representative will notify the building principal when using duplicating machines for Association business, and will reimburse the school district for material used.

B. DOCUMENTS

The Board agrees to furnish the Association, upon reasonable request, all available information concerning the financial resources of the District, and such other information as will assist the Association.

C. PAY DEDUCTIONS

1. The Board shall make payroll deductions, upon written request from the teacher, for annuities, credit unions, Association service fees, optional insurance programs, and other programs approved by the Board and the Association.
  - a. Association dues or service fees shall be deducted, pursuant to the provisions of Section E. through J. below in equal amounts, as nearly as may be possible, from the paychecks of each employee over the first twenty (20) pay-periods of each school year.
  - b. Annuities, if so elected, shall be deducted from each pay period starting with the teacher's first pay each school year. The Board agrees to forward all annuity monies to the appropriate companies within three (3) business days.

D. PAY DAY

1. The teachers' first pay under this contract will be on the pay date three weeks after the last pay date of the previous contract year. The teacher's first pay under the 1996-97

contract will be on August 30, 1996. All teachers shall have the option of receiving their contracted salary in one of three (3) ways:

- a. 26 pays over a twelve month period
- b. 21 pays over a ten month period
- c. Salary prorated on 26 pays, with the balance on the 21st paycheck

## 2. EXTRA CURRICULA/DUTY PAY

- a. Pay for extra duty athletic assignments (Schedule B, Group A) will be made a minimum of five times per year. These five times include at the: 1) completion of fall sports, 2) end of first semester, 3) completion of winter sports, 4) completion of spring sports, and 5) end of the school year (payroll #21).
- b. Employees with full school year activities (Schedule B, Group B) will have the option of being paid in one of the following ways:  
Option A: 26 pays over a twelve month pay period with the option of receiving the balance of pay on the 21st paycheck.  
Option B: Four equal pays at completion of fall sports, end of first semester, completion of winter sports, and at the end of the school year.
- c. Employees with extra duty assignments in Schedule B, Group C will receive pay as follows:  
Split Level Grades: Option A or B  
Junior Class Sponsor: Option A or B  
Driver Training: Pay at conclusion of driver training  
Substitute During Prep Period: Upon receipt of request for payment
- d. At the request of an employee, his/her extra duty pay will be issued as a second check, using the IRS monthly deduction table.

## E. COPIES OF CONTRACT

At the beginning of the school year, each teacher shall receive a copy of the master contract. A copy of the current Board Policy shall be available in each building, and all teachers shall be informed at once of any changes which pertain to them.

## F. PRE-SCHOOL INSERVICE

One hour will be scheduled during the pre-school inservice for the Association to meet with all teachers. All teachers are required to be present.

## G. TEACHING CONDITIONS

1. No teacher shall be required to have a teacher's aide.
2. Except for Alternative Education, the Board shall make available in each school: lunch room and restroom facilities exclusively for teachers' use. At least one room in each building, except for Alternative Education, shall be furnished as a faculty lounge.
3. A telephone will be provided by the school district in each teachers' lounge. All long distance calls are to be approved, in advance, by the building principal. Personal long distance calls will be charged to the teacher's home phone.



4. Parking facilities shall be made available to the teachers for their use.
5. The teachers shall receive the necessary keys to reach their assigned rooms during the contract year, providing they are asked for and signed out by the teacher.
6. Upon request of the Association, soft drink vending machines will be installed in the teachers' lounge. The proceeds from all such machines shall be used at the discretion of the teachers in each building.
7. A teacher may temporarily exclude a student from his/her class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal with full particulars of the case, in writing as per building discipline policy.

#### H. DENIAL OF TENURE FOR PROBATIONARY TEACHERS

A probationary teacher who will be denied tenure will be given a written notice of unsatisfactory performance, and a copy will be given to the Association secretary. A private or public hearing before the Board of Education will be granted upon the request of the teacher who has been denied tenure.

#### I. DISCIPLINARY ACTION

1. If an administrator is considering a disciplinary action against a teacher, he/she shall notify the teacher of the intent. At any subsequent meetings held, the teacher shall have the right to have a building representative or an officer of the Association present.
2. A teacher shall initial and receive a copy of a warning, reprimand, or disciplinary action, if the infraction is serious enough to be placed in the teacher's personnel file. Initialing indicates receipt of the document and not necessarily agreement with its contents. The teacher may request a hearing with the Superintendent or the Board of Education, with a building representative, an officer of the Association, or a representative from the MEA present, and may file a written response to be placed in his/her file.
3. No teacher shall be disciplined including warnings, reprimands, suspensions or discharge or other actions of a disciplinary nature without just cause. (Does not include dismissal of probationary teachers).

J. Each bargaining unit member shall, as a condition of employment, or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, either join the Association or elect to pay a service fee to the Association equivalent to the amount of dues uniformly required of members of the Association, less any amounts not permitted by law. The bargaining unit member may authorize payroll deduction for such fee. In the event the bargaining unit member shall not pay such service fee directly to the Association or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408.477, MSA 17.277 (7), and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association under the procedures provided below.

1. The procedure in all cases on non-payment of the service fee shall be as follows:
  - a. The Association shall notify the bargaining unit member of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall

provide ten(10) days for compliance, and shall further advise the recipient that a request for deduction may be filed with the Board in the event compliance is not effected.

b. If the bargaining unit member fails to remit the service fee or authorize deduction for same, the Association may request the Board to make such deduction pursuant to paragraph J. above.

c. The Board, upon receipt of request for involuntary deduction, shall provide the bargaining unit member with an opportunity for a due process hearing. This hearing shall address the question of whether or not the bargaining unit member has remitted the service fee to the Association or authorized payroll deduction of same.

d. Payroll deductions of service fees made pursuant to the procedure outlines above shall be made in equal amounts (as nearly as may be) from the remaining paychecks issued to that bargaining unit member for the fiscal year in question.

K. Due to certain requirements established in recent Court decisions, the Association represents that the amount of the service fee charged to non-members, along with other required information, may not be available and transmitted, to non-members until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment of non-payment of the service fee by non-members shall be activated not less than thirty (30) days following the Association's notification to non-members of the fee for that given school year.

L. The Association will certify at least annually to the District, fifteen (15) days prior to the date of the first payroll deduction for professional fees and at least fifteen (15) days prior to the date of the first payroll deduction for service fees, the amount of said professional fees and the amount of service fee to be deducted by the District, and that said service fee includes only those amounts permitted by the Agreement and by law.

The parties agree to cooperatively discuss and exchange information regarding the Association's service fee collection and objection procedures. The Association agrees, upon request from the District, to provide the District for its review a copy of the Association's current "Policy and Administrative Procedures Regarding Objections to Political/Ideological Expenditures."

The Association further agrees to certify to the District that the Association, and the MEA/NEA for whom deductions are made under this Article, has complied with the above policies and administrative procedures prior to requesting enforcement of the service fee obligation contained in this Article.

Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986), the Association has established a "Policy Regarding Objections to Political-Ideological Expenditures. That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto applies only to non-Association bargaining unit members. The remedies set forth in that Policy shall be exclusive, and unless and until such procedures (including any administrative or judicial review thereof) shall have been availed of and exhausted no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.

M. Further, the Association agrees to promptly notify the District in the event a Court order, and Order of an administrative agency, or arbitration award is rendered restricting the Association from implementing its agency fee objection policy or from charging or allocating any of the Association's expenditures to bargaining unit members who choose not to join the Association. In the event of the entry of such an Order or arbitration award, the District shall promptly give notice to the Association of any decision made by the District with regard to compliance.

N. A bargaining unit member who, because of sincerely held religious beliefs or due to adherence to teachings of a bona fide religion, body or sect which has historically held conscientious objection to joining or supporting labor organization shall not be required to join or maintain Association membership or otherwise financially support the Association as a condition of employment. However, such bargaining unit members shall be required, in lieu of periodic dues, service fees and or initiation fees, to pay sums equal to such amounts to a non-religious charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue code. Donation shall be made to one of the following:

1. Saranac Fire Department
2. Saranac Food Pantry
3. Ionia County Commission on Aging

O. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board in reliance upon information furnished to the Board by the Association in the course of enforcing this Article. The Association shall, when the District, Board (including individual trustees) or administrators are sued individually or jointly, make available competent legal counsel for such defense at the expense of the Association, the MEA and NEA.

The Association shall have the right to negotiate a settlement with a bargaining unit member whose wages have been subject to involuntary deduction under this Article, provided that this does not involve expenditure of District resources or require the District to take other remedial action to which it has not consented. Further, the Association agrees to indemnify and save the District, the Board of Education, the individual members of the Board of Education, and individual administrators, harmless against any and all claims, demands, costs, suits, claims for attorneys fees or other forms of liability as well as all court and/or administrative agency costs that may arise out of or by reason of action by the District or its agents for purposes of complying with the union security provisions of this Agreement. The Association also agrees that neither it nor its affiliates, the MEA and NEA will in any proceeding assert that the defense or indemnity provisions of this Article are either unenforceable or void.

#### ARTICLE IV Teaching Hours and Days

##### A. STAFF MEETINGS

Wednesdays, from 3:00-4:15 PM, shall be reserved for the principal's building meeting and/or professional development, maximum two (2) per month (see yearly calendar). All involved teachers are required to attend these meetings, unless excused by the administrator. Under normal circumstances, a 48 hours cancellation notice will be provided if the meeting will not be held.

##### B. WORKING HOURS

1. The teachers' normal working day may be between 7:50 a.m. and 3:00 p.m., not to exceed seven consecutive hours. The Board may change the normal working hours for emergency reasons by notifying the Association at least 48 hours in advance. On occasions involving inclement weather or mechanical difficulties, the normal working hours may be changed immediately with notification to the staff following as soon as possible.



2. Teachers may leave five minutes after students are dismissed on Fridays and the day before a holiday period.
3. If school is dismissed early because of weather conditions, teachers shall not be asked to stay later than ten (10) minutes after the students are dismissed.
4. For Alternative Education, the teacher's workday shall be between 7:30 a.m. and 2:30 p.m., not to exceed seven (7) consecutive hours, Monday through Thursday. Because Alternative Education teachers will not have a duty-free lunch, but will eat with the students, the Alternative Education teacher may leave by 1:30 p.m. on Fridays.

Paid preparation time for Alternative Education teachers shall be thirty (30) minutes prior to the start of school each day, forty-five (45) minutes after dismissal.

#### C. LUNCH PERIOD

All teachers shall have available at least thirty (30) consecutive minutes of duty-free lunch period. This lunch period will be between 10:45 a.m., and 1:15 p.m., except if the school district has to operate in a split session.

#### D. CONFERENCE PLANNING TIME

1. Each full-time teacher will be provided with a minimum average of 250 minutes of preparation time for a normal five-day week. The time prior to and after official student class time or during lunch period shall not be considered part of preparation time.
2. A part-time teacher will be given preparation time according to the percent of a normal day he/she works.

#### E. SCHOOL YEAR

1. Contract days will start Monday, August 19, 1996.
2. The total contracted working hours shall not exceed 1,239, excluding lunch period.
3. Schools will be closed the following holidays: New Year's, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Day.
4. Time shall be provided for at least five days of vacation at Christmas time, including the day before Christmas.
5. No work shall be scheduled on Saturday or Sunday.
6. In the event that the state or federal government shall require a change in the normal school year, the Board and the Association will reach mutual agreement on how to meet the required changes.
7. In the event that the State requires session days canceled because of weather to be made up, these days will be scheduled after mutual agreement between the Association and the Board of Education.

F. STORM DAYS

Teachers will not be expected to report for work when school is canceled due to weather or other emergencies.

G. LOADS

1. Class size is recognized as an important aspect of effective teaching. The Board's goal is to maintain teachable-sized classroom groups.

a. The Board shall make every effort to maintain equalized class size at all levels, and recognizes the following as desirable class sizes:

	Pupils
Developmental Kindergarten	16
Kindergarten and First Grade	25
Second and Third Grade	27
Fourth, Fifth, Sixth	29
Middle & Secondary-	
Typing	38
Industrial Arts	25
Physical Education	35
Alternative Education	15
Instrumental Music	unlimited
All Others	29

b. Relief procedures

1. If the numbers exceed the above-stated classroom ratios and a teacher recognizes that the needs of the students are not being met because of class size, the teacher may invoke the following procedure:

The teacher shall communicate with the principal to define the problem and to recommend a solution in an attempt to resolve the matter.

2. If the numbers exceed the above-stated classroom ratios by more than three (3) pupils, the teacher may invoke the following procedure:

i. The teacher can request a committee review. Within five (5) work days after the receipt of a written notice, a committee meeting shall be held. The committee will consist of the building principal, a second administrator designated by the Superintendent, the affected teacher, and one other teacher designated by the Association Representative.

ii. In reviewing the class size problem, the committee shall consider the following:

- a. Number of classes taught by the teacher
- b. Number of students in each class
- c. Size of classroom facility
- d. Combination classes
- e. Number of students mainstreamed
- f. Instructional materials and equipment available.
- g. Nature of subject and skills taught, i.e. basic or enrichment

- h. Availability of support staff
  - iii. The committee shall recommend to the Superintendent an appropriate solution from the alternatives listed below:
    - a. Reassignment of student(s) to another class or facility
    - b. Assignment of a paraprofessional
    - c. Purchase of additional equipment
    - d. Purchase of additional materials
    - e. Any other acceptable solution
    - f. Status quo
  - iv. The Superintendent shall within 15 work days after receipt of the recommendation from the committee:
    - a. Implement the committee's recommendation, or
    - b. Implement an alternative solution from a-f above
  - v. Affected teachers, with the approval of the principal, may vary from the stated limits by mutual consent.
  - vi. The class count shall start:
    - a. Elementary and Middle School-after 15 work days
    - b. High School-after 15 work days of each semester
  - vii. In no case shall the maximum class size exceed those listed above by more than five unless approved by the teacher.
2. A teacher in grades K-6 assigned more than one grade, or in grades 7-12 assigned more than one subject or level during the same class period, or alternative education where there are split classes and multiple preparation and levels of student work, shall be compensated as provided for on Schedule B.
- a. In grades 7-12, a split subject class would present two distinct subjects, such as shorthand and typing; a split level would be a class presenting two specifically designated levels of the same subject, such as Spanish I and Spanish II.

## ARTICLE V Teacher Assignments

### A. TRANSFERS

Teachers who will be affected by changes in grade assignments in the elementary school grades, or the changes of subject assignments in the secondary school grades, shall be notified by his/her principal at least two weeks prior to said change.

### B. VACANCIES

Notices of vacancies shall be posted for a minimum of five working days in each building and delivered to the Association Secretary, as they occur. In determining who receives the vacancy, the administration shall consider the following factors:

- a) educational qualifications



- b) teaching experience
- c) seniority in district

C. REDUCTION IN STAFF

In the event a reduction of personnel becomes necessary, affected personnel will be notified as soon as possible, but in no event less than 30 days prior to the reduction, and seniority at the Saranac Community Schools will become the determining factor. Seniority shall be defined as the last total continuous years of service at the Saranac Community Schools in positions that require a teacher's certificate. Those teachers with the least seniority in each area of certification will be released first. The affected person may bump into a position for which s/he is certified providing s/he has greater seniority than the person currently holding that position and

- a) has taught the subject within the preceding ten years,
- b) has obtained a major or minor in the subject area within the previous ten (10) years, or
- c) has a major or minor in the subject area but no course work within the previous ten (10) years.

A person qualifying under (c) above shall be required to obtain a minimum of three (3) semester hours in the specific subject matter previous to the first semester of assignment (assuming notification of change of assignment by June 1) and an additional three (3) semester hours within a year thereafter. Failure to obtain the required hours shall result in the employee being placed onto layoff status.

Rehiring will be done in inverse order, by area of certification.

- a) Ties in seniority date shall be broken by drawing of lots.
- b) The Association and Board shall agree upon and maintain a list of teacher seniority. The Association will be provided with a list for verification by no later than April 15 of each year. This list will be updated and signed by no later than June 15 of each year.
- c) A teacher shall lose seniority rights if he/she retires or resigns. A tenured teacher shall lose seniority if he/she is discharged for just cause.
- d) Seniority shall accrue for teachers on various forms of paid leave as determined by this agreement. It will also accrue for those teachers who are under a doctor's continuous care and have used up their entire accumulated sick leave days. Seniority shall not accrue for those teachers on various forms of unpaid leave.

D. RECALL OF STAFF

1. Laid-off employees shall receive new openings for which they are certified and indicate an interest, on the basis of seniority.
2. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notices to teacher.
3. A teacher shall have 14 calendar days from the postmarked date of the receipt of the registered or certified letter to notify the Board of his/her intent to accept the position. Upon receipt of notice of unclaimed mail from the US Postal Service, a notice of the recall will be sent to the SEA president or his/her designee, allowing an additional 14 days for response.

E. EXTRACURRICULAR ASSIGNMENTS

1. All extra responsibilities such as class or club sponsors and athletic staff will be indicated on the teacher's individual contract. If the contract has already been signed, a Change of Status amendment will be attached to the contract. The above-mentioned activities will be considered an annual appointment outside of the teacher's regular assignment, and will be optional.
2. Teachers will be notified in writing by June 30 of the appointment to extra duty assignments for the following year. Teachers who do not intend to perform the extra-curricular assignment for which they are currently under contract shall notify the superintendent by May 20.

ARTICLE VI  
Salary and Fringe Benefits

A. SALARIES

Salaries of teachers covered by this agreement are set forth in Schedules A and B, which are attached hereto and incorporated in this agreement.

1. Salary Schedule Advancement
  - a. A teacher shall be advanced one step on the salary schedule for each year of teaching experience (maximum of seven (7) years from other school systems, which years occurred within the last ten (10) years; an interruption in the ten (10) years that was caused by approved parental leave shall not count against the ten (10) year limitation, subject to verification from employment records.)
  - b. Each new employee shall advance one (1) step on the salary schedule for each year of teaching experience at Saranac after the initial placement. If an employee is hired after the beginning of a school year, they will advance one step the following year.
  - c. Teachers will be credited for one year teaching experience for each year in the military service, not to exceed a maximum of four (4) years, provided he/she held a valid teaching certificate prior to entering the military service.
  - d. Teachers with fifteen (15) years or more of teaching at Saranac will receive a longevity step according to the salary schedule (see Schedule A).

B. EXTRA DUTY PAY

1. Teachers shall be entitled to appropriate additional compensation as set forth in Schedule B, when they accept Schedule B responsibilities.
2. Extra duty percentages in athletics shall be applied against the Bachelor's schedule. Extra duty percentages in other activities shall be applied against the base scale. One (1) year experience shall be credited for each year in that sport or activity. Experience credit in other school systems will be limited to six (6) years in that sport or activity. Varsity

athletic coaches will be credited with one-half year experience if coaching was other than at the varsity level in that specific sport.

C. INSURANCE BENEFITS

1. The employer shall formally adopt a plan document that complies with Section 125 of the Internal Revenue Code.
2. For the life of this contract, the Board will provide, for each full-time employee, up to \$563.83 monthly toward the premium for MESSA PAK A or up to \$80.48 monthly for Plan B.

In the event the actual monthly premium cost exceeds the amount provided by the Board, the individual employee shall be responsible for the excess premium cost attributable to the employee's specific plan. The total excess monthly premium costs shall be, to the extent possible, deducted equally from two (2) paychecks per month.

Plan A SuperCare 1, Delta Dental (60-60-60; \$1,000 maximum), \$10,000  
Negotiated Life, Vision VSP-2, LTD

Plan B Delta Dental (60-60-60; \$1,000 maximum), Vision VSP-2, \$15,000  
Negotiated Life, LTD.

3. For an employee who elects Plan B, the employer shall also provide a cash option. The cash option amount for 1996-97 shall be \$125.25 per month.

The 1996-97 monthly cash option amount shall be increased for 1997-98 by the same amount as the increase in premium for Plan A for the 1996-97 premium.

The 1997-98 month cash option amount shall be increased for 1998-99 by the same amount as the increase in premium for Plan A from the 1997-98 premium.

4. The amount of any cash option amount received by an employee may be applied to an annuity program of the employee's choice. The annuity program selected must be one approved by the Board, and the employee shall enter into a salary reduction agreement with the Board.

In the event that an employee selects Plan B and elects to receive this cash option, as provided in the Section 125 document approved by the Board, any direction of this cash option to a tax-deferred annuity under Section 403(b) of the internal Revenue Code or within the meaning of Section 1224 of the Revised School Code shall be regarded as a voluntary and elective contribution made by the employee through salary reduction.

5. Any disputes relative to the administration and/or operation of the Saranac Community Schools cash option plan shall be resolved in conformance with the Claims Procedure and Appeal of Denied Claims sections of that plan.
6. The Long Term Disability Coverage shall be: 66 2/3 % coverage; \$2,500 per month maximum; 120 work days (modified fill); freeze on offsets; alcoholism/drug 2 year maximum; mental/nervous 2 year maximum.
7. A new or revised application for insurance coverage will take effect the first month following the filing of an application in the superintendent's office provided that the carrier, policyholder and underwriter allow the enrollment or change at that time.

8. Coverage shall terminate at the end of the month in which the teacher's resignation, dismissal, or unpaid leave of absence is effective (with the exception of Family and Medical Act Leaves), except that teacher who completes his/her contracted obligation shall be entitled to his/her coverage to the end of that year of the master contract.

D. LEAVE DAYS

1. Sick Leave

- a. All teachers will earn one (1) sick leave day per month worked, maximum of ten (10).

1. The unused portion of sick leave days will be accumulated to a maximum of 200 days.
2. Accumulated sick leave days are carried over for those teachers returning from the previous year, or from an approved leave of absence, or tenured teachers recalled from layoff.
3. Sick leave days used above the accumulated days shall be deducted from the next pay.
4. Any abuse of sick days shall result in a loss of five sick leave days, based on the results of an administrative hearing.
5. Hours or class periods of planned absences or emergencies shall be cumulative to full day equivalencies and deducted from sick leave days.

- b. Sick leave days are provided for:

1. Personal illness, injury, and/or disability, and medical or dental appointments which cannot be scheduled at any other times.
2. Immediate family illness, injury, and/or disability or medical or dental appointments that cannot be scheduled at any other time, not to exceed five (5) days per year, except with the approval of the superintendent. Immediate family is defined as spouse, parent, child, step-child, step-parent.
3. Death in the immediate family (immediate family is defined in Article VI, D.3.d.) Sick leave can be used if the three (3) days provided for in Article VI, D.3.d have been exhausted.

- c. Qualifications for use of sick leave days:

1. The teacher must notify the appropriate school personnel, as defined by the principal, one hour before the teacher's assigned work day and state where he/she will be located, except in the case of emergency.
2. A doctor's statement may be requested to claim a sick leave day, after the teacher has received a written warning of sick leave abuse.

2. Personal Leave

- a. Each employee will be allowed two (2) personal leave days.
- b. Such personal leave days shall be accumulative as sick days and shall be subject to the following provisions:
  1. Arrangements for said leave shall be made at least five (5) days in advance with the principal, on the proper form.
  2. Matters of an emergency nature shall be allowable upon advance notice to the principal.

3. Such days shall not be scheduled during parent-teacher conference times, unless approved by the building principal.
4. No more than three (3) teachers from a building may be granted personal leave at the same time, unless approved by the building principal.

3. Leave of Absence, With Pay

Leave of absence, with pay, shall be granted for:

- a. Appearance in court for jury duty or on school related business, providing the teacher shall remit to the Board all monies received for such service, minus reimbursed expenses.
- b. \$150 per teacher per year at each building shall be allocated for educational meetings and conferences. The principal, with the assistance of a building team, shall recommend to the superintendent how these educational meetings and conference monies shall be allocated.
- c. Educational leave. A teacher who has been employed for five (5) years in the Saranac Community School System may be granted a one (1) year educational leave at half to full salary, with the approval of the Board of Education.
- d. Up to three days per incident shall be allowed for death in the immediate family. Immediate family is defined as : spouse, child, step-child, sibling, step-sibling, parent or step-parent, spouse's parent or step-parent, grandparents or step-grandparents, spouse's grandparents or step-grandparents, grandchildren or step-grandchildren.
- e. A coach taking a team to any event scheduled by the school, or a teacher approved by the administration to chaperone a school-sponsored event.
- f. Up to five (5) days per school year may be used for Association business as deemed necessary by the President of the Association, with approval of the superintendent. Above five (5) days, the Association assumes the cost of the substitute teacher for the time lost from regular teaching duties. During a negotiations year, the number of days permitted for Association business shall be increased to eight (8), with the additional days used for attending training sessions for bargaining, with the Association picking up substitute teacher costs.

4. Leave of Absence, without pay

a. Illness/Disability Leave

- 1) An employee eligible for leave under the Family and Medical Leave Act shall be entitled to disability leave for periods not to exceed twelve (12) weeks without pay upon written statement from a physician for the serious health condition of the employee or the employee's immediate family (spouse, parent, or child). This unpaid leave shall commence after the exhaustion of the period compensated by sick leave, vacation, and/or personal days unless the employee or employer selects otherwise. Upon request this leave may be extended for a period of up to one (1) year.



- 2) Upon return from leave, the employee shall be returned to his/her position held at the time of the disability or to a position that seniority and qualifications entitles him/her. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other working conditions of employment in the same job category. In no case will an employee be returned to a position in the event a layoff has occurred, and the employee would be on layoff status if he/she had been at work during the leave.
- 3) The Board will continue hospital/medical, dental and vision premium contributions on behalf of the employee (and eligible dependents) for up to twelve (12) weeks for employees who are on an unpaid leave of absence under the Family and Medical Leave Act as is specified in paragraph a.1.) above. For periods beyond the twelve (12) week period described above, the payment of the premium is the responsibility of the employee. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within thirty (30) days of demand.
- 4) Where an employee requests intermittent leave or reduced schedule leave for personal serious illness/disability or to care for a seriously ill family member as authorized under the Family and Medical Leave Act, the Board may request that the employee transfer temporarily to an alternative teaching position for which the employee is qualified and which has an equivalent pay rate and benefits where the temporary transfer would better accommodate the need for recurring leave, in comparison to the employee's current assignment. Where the temporary transfer is to a part-time teaching position, the pay rate and benefits shall be adjusted accordingly, in conformance with the other terms of this Agreement. Intermittent leave shall be taken in intervals of not less than two (2) hours. The employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.
- 5) The employee, upon request, will supply a statement from a doctor supporting the need for a leave granted under this section. The Board retains the right to require a second opinion from a doctor of its choice at Board expense. If the second opinion differs from the first, the employee and the Board shall mutually agree upon a third doctor from whom an opinion will be sought at Board expense. The opinion of the third doctor shall be considered final and binding on the Board, employee, and Association with respect to the need for such leave.
- 6) Prior to return from a leave granted under this subsection, the Board retains the right to require a statement from a doctor with respect to the employee's fitness to return to work at the conclusion of the leave.
- 7) This leave may be extended for a period of up to one (1) year upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status in accordance with Article V,C. In the event the employee is placed on lay off status, the employee shall be returned to the first vacant position for which he/she is qualified and seniority provides in accordance with Article V,D. Posting for the vacant position in this case shall be waived.

b. Child Care Leave

- 1) Upon request, child care leave shall be granted to an employee otherwise eligible for such leave under the Family and Medical Leave Act for up to twelve (12) weeks commencing at a date agreed upon by the Superintendent and the affected employee. Upon request, this leave will be extended for a period of up to two (2) years. Such leave will be for the caring of a son or daughter or for the caring of a son or daughter placed in the home for adoption or foster care. When this leave is taken in order to care for a child with a serious health condition, under the Family Medical Leave Act, leave will commence upon the exhaustion of the period compensated by sick leave, vacation and/or personal leave days unless the employee or employer directs otherwise.
- 2) Upon return from leave, the employee shall be returned to his/her position held at the time of disability or to a position that seniority and qualifications entitles him/her. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other working conditions of employment in the same job category. In no case will an employee be returned to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.
- 3) The Board will continue hospital/medical, dental and vision premium contributions on behalf of the employee (and eligible dependents) for up to twelve (12) weeks for employees who are on unpaid leave of absence under the Family and Medical Leave Act as is specified in paragraph b.1) above. For periods beyond the twelve (12) week period described above, the payment of the premium is the responsibility of the employee. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within thirty (30) days of demand.
- 4) Where an employee requests intermittent leave or reduced schedule leave for personal serious illness/disability or to care for a seriously ill family member as authorized under the Family and Medical Leave Act, the Board may require that the employee transfer temporarily to an alternative position for which the employee is qualified and which has an equivalent pay rate and benefits where the temporary transfer would better accommodate the need for recurring leave, in comparison to the employee's current assignment. Where the temporary transfer is to a part-time teaching position, the pay rate and benefits shall be adjusted accordingly, in conformance with the other terms of this Agreement. Intermittent leave shall be taken in intervals of not less than two (2) hours. The employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.
- 5) This leave may be extended for a period of up to one (1) year upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status in accordance with Article 7,D. In the event the employee is placed on lay off status, the employee shall be returned to the first vacant position

for which he/she is qualified and seniority provides in accordance with Article 7,D. Posting for the vacant position in this case shall be waived.

c. General Leave

- 1) Upon request to the superintendent, an employee may be granted an unpaid leave not to exceed twelve (12) months. The teacher will send a written request for approval of leave of absence through the principal to the superintendent for his/her approval, at least five (5) days before the effective time of the leave of absence. Leave of absence for more than twenty (20) days must be approved by the Board of Education.
- 2) Leave granted under this provision shall not be granted for periods of time less than one (1) day.
- 3) No more than two (2) Association members may be on a leave under this subsection at any one time except as allowed by the superintendent.
- 4) Leave granted under this subsection may not be used to extend a vacation and/or holiday periods or for personal reasons, except as allowed by the superintendent.
- 5) Return from a leave under this subsection does not guarantee an employee's return to the same teaching assignment except if the leave is for thirty (30) days or less. Return from a leave under this subsection will be to the same position, if available, or to a similar position, if available. In no case will an employee be returned to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.
- 6) The approval of a leave of absence under this subsection will entitle the employee to retain all seniority rights except as specifically limited in Article V, Section C.
- 8) An employee shall not accrue sick leave, emergency leave, or personal leave entitlement while on unpaid leave of absence under Article VI ,E 4.

F. PART-TIME TEACHERS' BENEFITS

1. Part-time teachers are permitted to participate in the benefit package on a pro-rata basis. The pro-rata amount will be the same proportion as his/her teaching assignment
2. If the teacher desires to participate in either insurance package plan A or B, the Board of Education will pay that percentage of the premium which represents the percentage of time the teacher is working for the school system. The teacher is responsible for the balance of the premium.

G. TERMINAL LEAVE

1. The number of sick leave days that can be used for terminal leave purposes will be determined as follows:
  - a. Any teacher who has accumulated 120 or more sick days at Saranac Schools as of July 31, 1989, will have that number frozen for maximum potential terminal leave, not to exceed 180 days.

- b. Any teacher who has accumulated less than 120 sick leave days at Saranac Schools as of July 31, 1989, may accumulate up to 120 days for maximum potential terminal leave.
  - c. Any teacher hired for the school year 1989-1990 and after may accumulate 90 sick leave days for maximum potential terminal leave.
2. Retired teachers shall receive a terminal leave payment equal to \$45.00 per day of their accumulated terminal leave days. However, the last year of teaching service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check. Payment will be made after retirement, in twelve (12) monthly payments. Any unemployment compensation collected by the retiree will be deducted from each payment.
  3. If a teacher shall expire while under contract at Saranac Community Schools, a sum equal to his or her accumulated terminal leave payment as defined in VI.G.1 and 2 and H.2 shall be paid to that teacher's beneficiary or estate.

#### H. EXTRA ASSIGNMENT

1. An additional class may be assigned to a full-time experienced teacher after that class has been posted for five (5) days. A salary of 20% of that teacher's base salary will be paid for this extra class. The teacher's planning period will be arranged outside the normal school day.
2. A teacher who is asked to give up his/her preparation period by the administration, or to fill in for another teacher, shall be compensated (except when substituting less than twenty (20) minutes for a teacher who is covering a club or class meeting) as per C.3 of Schedule B or receive one (1) day comp time for every five (5) hours substituting. Comp time will be requested in the same manner as personal days (Article VI.E.2.b.) As of July 1, 1994, each employee's accumulated time for maximum carry over for the 1994-95 school year will be established. The maximum shall be either 25 hours or the amount as of July 1, 1994, whichever is greater. Should the accumulated time fall below 25 hours, then 25 hours shall be established as the new maximum.
3. If a principal asks a teacher to attend a meeting outside of contractual hours and tells the teacher s/he will be paid for that time, s/he will receive pay or comp time as agreed between the principal and the teacher. If no offer for pay or comp time is made, the teacher should not expect pay or comp time nor should this person feel obligated to participate in the requested activity and there will be no repercussions should a teacher decide not to participate.

### ARTICLE VII Evaluation

#### A. RECORD AND FREQUENCY

1. The formal evaluation of all teachers shall be in writing with a copy to the teacher, and signed acknowledgment of same by said teacher.
  - a. The evaluation of the performances of a probationary teacher shall be conducted once between the fifth and thirtieth class day; a second time before the end of the first semester; and a third time at least sixty days before the year's end.

- b. The evaluation of the performance of a tenured teacher shall be conducted a minimum of once every three years.
2. If a teacher requests that his/her response to the evaluation be included as a part of the formal evaluation, it shall be included.
3. The following clause shall be a part of the written evaluation:  
"Considering all factors, this teacher's performance is \_\_\_\_satisfactory \_\_\_\_not satisfactory."

**B. OBSERVATIONS**

1. There shall be one extended observation of at least thirty (30) minutes for each evaluation.
2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

**C. FILES**

Each teacher shall have the right, upon request to his/her principal or superintendent, to review the contents of his/her personnel file. An Association representative may be in attendance upon the teacher's request.

**ARTICLE VIII**  
Professional Development

**A. INSERVICE DAYS**

Both the Board and the Association recognize the importance of professional growth. The planning and implementation of inservice shall be done by the Building Improvement Teams for building level activities and the district School Improvement teach for district level activities. The district School Improvement Team shall have final approval over all professional development activities.

Scheduling of professional development activities shall be done by mutual agreement between the Association and the Board.

- B. A committee comprised of the SEA Executive Board, school administrators, at least one Board of Education member, and one additional teacher from each building will meet monthly, for the purpose of discussing ongoing school related problems. This committee shall conduct its first meeting by September 15 of each school year.



ARTICLE IX  
Negotiation Procedures

A. SCOPE OF NEGOTIATIONS

There are no understandings or agreements or past practices which are binding on either the Board or the Association other than the written agreements enumerated or referred to in this Agreement. No further agreement shall be binding on either the Board or the Association until it has been put in writing and signed by both the Board and the Association as either an amendment to this Agreement or a letter of understanding signed by both parties.

It is the intent of the parties that the provisions of this Agreement will supersede all prior agreements and understandings, oral or written, expressed or implied, between such parties and shall govern their entire relationship and shall be the sole source of all rights or claims which may be asserted hereunder.

B. TIME

Between May 1 and May 15 of the last year of the contract, or if part of the contract expires, the parties will meet to set a date for the first negotiating session for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

C. RELEASED TIME FOR TEACHER REPRESENTATIVES

A teacher engaged at the request of the Saranac Board of Education during the school day in negotiating in behalf of the Association, with any representative of the Board or participating in any professional grievance negotiation, shall be released from regular duties without loss of salary.

ARTICLE X  
Grievance Procedure and Arbitration

A. REPRESENTATIVES

Any teacher, group of teachers, or the Association, believing that there has been a violation, misinterpretation, or misapplication of any provision of this agreement, may file a written grievance with the Board or its representative. The Board hereby designates as its representative, the Superintendent of Schools when the particular grievance arises in more than one school building or does not concern the authority of any one principal. If a teacher, group of teachers, or the Association does not file a grievance, in writing, with the principal or other designated representative within thirty (30) membership days after the occurrence, then the grievance shall be considered waived. The thirty (30) day limit also applies to the Board of Education.

B. ASSOCIATION GRIEVANCE PROCEDURE

For administrative convenience, the Board may cause complaints which may be the subject of grievance under the article first to be presented to the Saranac Education Association for informal processing in an effort to reduce the number of formal grievances handled under the professional grievance procedures herein established. The parties shall mutually work out procedures for such informal processing upon request, but exhaustion of such informal procedure shall not be required as a condition precedent to invoking the grievance procedure, nor shall participation of the Association in such informal procedures be deemed to be a supervisory or executive function.

C. ADMINISTRATION TIME SCHEDULE

1. Within three (3) working days of receipt of the grievance, the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. If the meeting is with the school principal, and the parties cannot agree, the grievance shall be promptly transmitted to the superintendent, who shall have three (3) working days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the superintendent, he/she shall have (5) working days from receipt to approve or disapprove it. If the grievance is denied by the superintendent, either upon review of action of the school principal, or in the first instance, the grievance shall immediately be transmitted to the secretary of the Board of Education with a statement of reasons why it is being disapproved.
2. If the Association is not satisfied with the superintendent's response, they shall have five (5) working days to advance the grievance to the Board of Education.

D. BOARD TIME SCHEDULE

1. Within ten (10) working days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided however that in no event, except by the written consent of the Association, shall final determination of the grievance be made by the Board more than fifteen (15) days after its submission to the Board.
2. If the Board is to discuss a grievance in a public meeting, the grievant will be notified in writing of the time and place of such discussion, in order that he/she and his/her Association representative may attend.

E. BOARD GRIEVANCE PROCEDURE

The procedure for grievances instituted by the Board of Education or its representative shall be as follows: The grievance shall be transmitted to the President and the Grievance Chairperson of the Association. The decision shall then be transmitted to the Board within fifteen (15) working days after the submission to the Association President and Grievance Chairperson.

F. ARBITRATION

If the Board of Education and the Association shall be unable to resolve any grievance and it shall involve an alleged violation of a specific article and section of this agreement, it may, within ten (10) days after the decision of the Board of Education, be appealed to arbitration. The Association Executive Board may file a written appeal and it shall be delivered to the American Arbitration Association and the Board of Education within said ten (10) day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he/she shall be appointed under the rules of the American Arbitration Association. The arbitrator, so selected, will confer with the parties and hold hearings promptly and will issue his/her decision. The arbitrator's decision shall be in writing, and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement. His/Her authority shall be limited to deciding whether specific articles and sections of this agreement have been

violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws, or any other national, state, county, district, or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion, under the law and this agreement. The decision of the arbitrator, if within the scope his/her authority, as above set forth, shall be final and binding. The arbitrator's fee and other expenses of arbitration shall be paid by the loser. Each party shall bear their own expenses in connection therewith.

1. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:
  - a. Termination of services of, or failure to re-employ, any probationary teacher.
  - b. Termination or non-renewal from an extra curricular position.
  - c. Termination of service of, or failure to re-employ, any tenured teacher.

#### G. TERMINATION

A grievance may, by mutual consent, be dropped at any stage of the grievance procedure.

### ARTICLE XI Protection of Teachers

#### A. PROTECTIVE CLOTHING

The Board shall furnish protective clothing, without charge, to those teachers who require them.

#### B. DAMAGE TO PERSONAL PROPERTY

If the teacher has taken reasonable precautions and reports the damage within two session days, the Board will reimburse teachers for any loss, damage, or destruction of clothing or other personal property caused by students while in school or on school premises, and not collectable from other sources. A committee of three (3), one Association member, one board member, and one administrator, will determine if reimbursement is warranted.

#### C. ASSAULT UPON A TEACHER

1. In the event a teacher is assaulted as a result of his/her employment with the Saranac Community Schools, the incident shall be promptly reported to the Board of Education or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations and will provide assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
2. Time lost by a teacher in connection with any incident mentioned in 1. above shall not be charged against the teacher's leave days for the first two (2) years of absence unless such teacher shall be found guilty of charges brought and substantiated by a civil or criminal court.

ARTICLE XII  
Duration of Agreement

A. DURATION

1. This agreement shall be effective August 19, 1996 through August 20, 1999.
2. This agreement shall not be extended orally and it expressly understood that it shall expire on the date indicated.
3. Negotiations will be reopened each year of this contract for the express purpose of establishing a school year calendar.

B. PROCEDURE FOR AGREEMENT CHANGE

1. Either of the parties hereto desiring a change shall notify the other party, in writing.
2. Whenever notice is given for change, the nature of change desired must be specified.
3. The receiving party shall reply in writing, and within fifteen (15) working days to the originating party.
4. Should any part of this Agreement be rendered or declared illegal or invalid by legislation, decree of a court of competent jurisdiction or other established or to be established governmental administrative tribunal, such invalidation shall not affect the remaining portions of this Agreement.
5. If a change in the contract is agreed upon by the Board and the Association Executive Board, it will be placed in writing and signed by a representative of the Board and the majority of the Association Executive Board, at which time it becomes effective.

\*\*\*\*\*  
In witness whereof, the parties have set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_.

SARANAC EDUCATION ASSOCIATION

Shari Beattie  
President

Tony Dawson  
Chief Negotiator

SARANAC BOARD OF EDUCATION

Janice E. Yaw  
President

Teresa J. McCarty  
Secretary

SCHEDULE A  
1996-97

Step	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	24,554	25,044	25,531	26,263	26,754
2	25,553	26,220	27,107	27,889	28,442
3	26,553	27,398	28,686	29,509	30,133
4	27,555	28,575	30,262	31,132	31,822
5	28,553	29,752	31,843	32,755	33,510
6	29,553	31,006	33,421	34,375	35,200
7	30,555	32,110	34,999	35,999	36,886
8	31,554	33,288	36,575	37,620	38,576
9	32,554	34,466	38,155	39,243	40,266
10	33,555	35,643	39,732	40,865	41,955
11	34,554	36,820	41,311	42,487	43,643
12	35,553	38,000	42,886	44,110	45,332
*16	35,919	38,428	43,374	44,658	45,942
*21	36,288	38,853	43,864	45,209	46,551
*26	36,652	39,280	44,352	45,757	47,163

\*Longevity Step

1. +18 and + 30 are semester hours or earned CEU's from workshops. Three (3) CEU's equal one (1) semester hour. CEU's will require prior approval by the building principal.
2. Bachelor's plus 30 hours in an approved Master Degree plan or on the graduate level will be considered equivalent to a Master's Degree. The Superintendent may approve classes necessary for additional certification as part of the 30 additional hours before the employee registers for said classes.
3. Master's Degree plus 30 hours on the graduate level will be considered equivalent to a Specialist's Degree.
4. If a degree or the additional (18/30) semester hours are earned before September 1 or the beginning of the second semester, a new contract will be given at those times to place the teacher on the appropriate schedule. The change in pay will be computed from the first day of the second semester.
5. For placement onto the BA+18, BA+30, MA+18, or MA+30, the hours earned must be subsequent to the completion of the appropriate degree, with documentation from the university.
6. Any teacher currently on staff or hired during this contract period whose first day of work is after the start of the school year shall be placed at the whole step for pay purposes.



SCHEDULE A  
1997-98

Step	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	25,291	25,795	26,297	27,051	27,557
2	26,320	27,007	27,920	28,726	29,295
3	27,350	28,220	29,547	30,394	31,037
4	28,382	29,432	31,170	32,066	32,777
5	29,410	30,645	32,798	33,738	34,515
6	30,440	31,936	34,424	35,406	36,256
7	31,472	33,073	36,049	37,079	37,993
8	32,501	34,287	37,672	38,749	39,733
9	33,531	35,500	39,300	40,420	41,474
10	34,562	36,712	40,924	42,091	43,214
11	35,591	37,925	42,550	43,762	44,952
12	36,620	39,140	44,173	45,433	46,692
*16	36,997	39,581	44,675	45,998	47,320
*21	37,377	40,019	45,180	46,565	47,948
*26	37,752	40,458	45,683	47,130	48,578

**\*Longevity Step**

1. +18 and + 30 are semester hours or earned CEU's from workshops. Three (3) CEU's equal one (1) semester hour. CEU's will require prior approval by the building principal.
2. Bachelor's plus 30 hours in an approved Master Degree plan or on the graduate level will be considered equivalent to a Master's Degree. The Superintendent may approve classes necessary for additional certification as part of the 30 additional hours before the employee registers for said classes.
3. Master's Degree plus 30 hours on the graduate level will be considered equivalent to a Specialist's Degree.
4. If a degree or the additional (18/30) semester hours are earned before September 1 or the beginning of the second semester, a new contract will be given at those times to place the teacher on the appropriate schedule. The change in pay will be computed from the first day of the second semester.
5. For placement onto the BA+18, BA+30, MA+18, or MA+30, the hours earned must be subsequent to the completion of the appropriate degree, with documentation from the university.
6. Any teacher currently on staff or hired during this contract period whose first day of work is after the start of the school year shall be placed at the whole step for pay purposes.

SCHEDULE A  
1998-99

Step	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	26,050	26,569	27,086	27,863	28,384
2	27,110	27,817	28,758	29,588	30,174
3	28,171	29,067	30,433	31,306	31,968
4	29,233	30,315	32,105	33,028	33,760
5	30,292	31,564	33,782	34,750	35,550
6	31,353	32,894	35,457	36,468	37,344
7	32,416	34,065	37,130	38,191	39,133
8	33,476	35,316	38,802	39,911	40,925
9	34,537	36,565	40,479	41,633	42,718
10	35,599	37,813	42,152	43,354	44,510
11	36,659	39,063	43,827	45,075	46,301
12	37,719	40,314	45,498	46,796	48,093
*16	38,107	40,768	46,015	47,378	48,740
*21	38,498	41,220	46,535	47,962	49,386
*26	38,885	41,672	47,053	48,544	50,035

**\*Longevity Step**

1. +18 and + 30 are semester hours or earned CEU's from workshops. Three (3) CEU's equal one (1) semester hour. CEU's will require prior approval by the building principal.
2. Bachelor's plus 30 hours in an approved Master Degree plan or on the graduate level will be considered equivalent to a Master's Degree. The Superintendent may approve classes necessary for additional certification as part of the 30 additional hours before the employee registers for said classes.
3. Master's Degree plus 30 hours on the graduate level will be considered equivalent to a Specialist's Degree.
4. If a degree or the additional (18/30) semester hours are earned before September 1 or the beginning of the second semester, a new contract will be given at those times to place the teacher on the appropriate schedule. The change in pay will be computed from the first day of the second semester.
5. For placement onto the BA+18, BA+30, MA+18, or MA+30, the hours earned must be subsequent to the completion of the appropriate degree, with documentation from the university.
6. Any teacher currently on staff or hired during this contract period whose first day of work is after the start of the school year shall be placed at the whole step for pay purposes.

## SCHEDULE B

### A. Athletics (based on Bachelor's Schedule)

1.	football, varsity	10%
2.	football, head junior varsity	7
3.	football, assistant	6
4.	basketball, varsity	10
5.	basketball, junior varsity	7
6.	basketball, 9th	5
7.	baseball & softball, varsity	8
8.	baseball & softball, junior varsity	6
9.	track, varsity	8
10.	volleyball, varsity	8
11.	volleyball, junior varsity	6
12.	wrestling	8
13.	cross country	7
14.	golf	7
15.	cheerleading, varsity	5/season
16.	cheerleading, junior varsity	4/season
17.	cheerleading, freshman	3
18.	assistant track	5
19.	junior high coach	5

### B. Activities (based on base scale)

1.	athletic director	15%
2.	music director	10
3.	play director	5
4.	newspaper sponsor	4
5.	yearbook sponsor	6
6.	fund raising coordinator	7
7.	FFA sponsor	3.5

### C. Other

		<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>
1.	split level grades	\$757.42	\$780.14	\$803.54
2.	driver education/other	19.26	19.84	20.44
	non-contractual teacher responsibility time			
3.	substitute during prep period	20.60	21.22	21.86
4.	Junior Class Sponsor	366.09	377.07	388.38

<b>JULY</b> 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31					<b>AUGUST</b> 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31					<b>SEPTEMBER</b> 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30				
<b>OCTOBER</b> 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30					<b>NOVEMBER</b> 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30					<b>DECEMBER</b> 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31				
<b>JANUARY</b> 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					<b>FEBRUARY</b> 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26					<b>MARCH</b> 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31				
<b>APRIL</b> 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30					<b>MAY</b> 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28					<b>JUNE</b> 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30				

Session Days 1,158.5 hrs.  
 5 K-12 Professional Development Days 32.5 (6.5 hrs. on Aug. 24, 25, Nov. 16, Feb. 15 & Apr. 26)  
 P/T Conf-Night Activities 16.0  
 7 half days for teacher work days 21.0 (3 hrs. on Aug. 26, Jan. 18, 19, & 20, June 8, 9, & 10)  
 9 Principal Meetings/Open Houses 11.0 (first Wednesday of each month for 9 of the 10 months: 9/2, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/14, 5/5, 6/2. Not to exceed 1.25 hours for each meeting.)  
**1,239.0 Total Hours**

End of first quarter	October 30	47 days	
End of first semester	January 20	44 days	91 days
End of third quarter	March 26	45 days	
End of second semester	June 10	46 days	91 days

- August 24 & 25 K-12 Professional Development Days
- August 26 Students' first day (3 hrs. in a.m.; 3 hrs. in p.m. teachers' work time)
- August 27 Full day for students
- September 7 Labor Day (no school)
- November 9 & 10 Middle School Parent/Teacher Conferences, after regular school day (4-8:00 p.m.)
- November 9 & 11 Elementary School Parent/Teacher Conferences, after regular school day (4-8 p.m.)
- November 10 & 11 High School Parent/Teacher Conferences, after regular school day (3:30-7:30 p.m.)
- November 13 No School
- November 16 K-12 Professional Development Day (No school for students)
- November 26 & 27 Thanksgiving Holiday (no school)
- December 21 through January 1 Christmas/New Year's Holiday Vacation (no school)
- January 4 School resumes (full day for students)
- January 18, 19 & 20 Half days for students (8-11 a.m.)... Teachers' work time in p.m. (3.0 hrs./day)
- February 15 K-12 Professional Development Days (No school for students)
- February 23 & 24 Middle School Parent/Teacher Conferences, after regular school day (4-8:00 p.m.)
- March 4 High School Parent/Teacher Conferences, after regular school day (3:30-7:30 p.m.)
- March 9 & 11 Elementary School Parent/Teacher Conferences, after regular school day (4-8:00 p.m.)
- March 15 No School
- April 2 through 9 Spring Break (no school)
- April 12 School resumes (full day for students)
- April 26 No School for students; Professional Development Day for all K-12 teachers
- May 31 Memorial Day (no school)
- June 8, 9 & 10 Half day for students (exams 8-11 a.m.); 3 hrs. each p.m. for teachers' work time

# Letter of Understanding

It is mutually agreed that the Article VI,D.3.b of the 1996-99 SEA Contract should be revised to read as follows:

- b. \$150 per teacher per year at each building shall be allocated for educational meetings, conferences and college courses providing the non-credit cost for the course exceeds the per teacher amount listed above. The principal, with the assistance of a building team, shall recommend to the superintendent how these monies shall be allocated.

Shari Beattie

Tony Dawson

Jeff Caudell

Harold J. Videtich

Adelle Williams

Saranac Education Association

10-22-96

Date

Janice E. Yaw

Board of Education

10-28-96

Date



## Letter of Understanding # 2

It is mutually agree that the following position will be added to Schedule B.A:

20. soccer, junior varsity -----6%

Shari Beattie

Otto Lask

Alm Videtich

Carol Welch

Sarah L. Herringa

Saranac Education Association

May 12, 1997

Date

Bruce Chodwick

Board of Education

5-21-97

Date

## Letter of Understanding # 3

It is mutually agreed that the attached calendar will be used as the 1997-98 school calendar.

Shari Beattie

Otto Zank

Don Videtich

Conce Webb

Jarad Herringa

Saranac Education Association

May 12, 1997

Date

Bruce Chadwick

Board of Education

5-21-97

Date

# Letter of Understanding # 4

It is mutually agreed that the Schedule B shall be revised as indicated in bold print below:

- B. Activities (based on base scale)  
3. play director (**per play**)-----5%

Terry Dawson

Bob Kelly

Shari Beattie

Kathleen Maatman

Adelle Williams

Saranac Education Association

\_\_\_\_\_  
Date

Bruce Chadwick

Board of Education

Dec 4, 1997

Date

LETTER OF AGREEMENT

VOLUNTARY SEVERANCE RETIREMENT PLAN

It is hereby agreed by and between the Board of Education of the SARANAC COMMUNITY SCHOOLS (hereinafter referred to as the "Board") and the SARANAC EDUCATION ASSOCIATION, MEA/NEA (hereinafter collectively referred to as the "Association") as follows:

1. This Letter of Agreement is entered pursuant to the provisions of Article IX A (p.22) of the 1996-1999 Master Contract between Saranac Community Schools, through its Board of Education, and the Saranac Education Association.
2. The Voluntary Severance Retirement Plan (VSRP), which is attached as Appendix A and incorporated herein by reference, shall be implemented according to its terms and conditions, as a benefit accessible at the option of those eligible employees in the bargaining unit represented by the Association for voluntary severance and retirement during the term specified in the VSRP.
3. Beginning on the effective date of the VSRP and concluding on July 31, 1998, the provisions of Article VI G (2), (3) of the 1996-1999 Master Contract between the Board and the Association shall be inoperative for those that are eligible and participate in the plan, and shall be replaced by the VSRP. Effective August 1, 1998 the above contractual provisions shall again be operative but no payments thereunder shall be made to eligible bargaining unit members who have elected to participate in the VSRP.
4. This Letter of Agreement, including the terms of the VSRP, (Attachment A and Attachment B) constitute the sole and entire agreement between the Board and the Association regarding the terms and the implementation of the VSRP and shall not establish any practice, established working condition or precedent for the future negotiations or dealings between the Board and the Association.
5. This letter of Agreement is entered into this 2<sup>nd</sup> day of March, 1998 by and between the Board and the Association, whose authorized representatives have affixed their signatures as follows:

BOARD OF EDUCATION  
SARANAC COMMUNITY SCHOOLS

By Bruce Chodwick  
Its Superintendent

SARANAC EDUCATION ASSOCIATION  
MEA/NEA

By Shari Beattie  
Its President

By Terry W. Jansen  
Its Head Neg.  
Adelle Williams  
Otto Laake  
Brian Simpson

## Letter of Understanding # 6

It is mutually agreed that a Sick Leave Bank will be created for Thomas Teachout with the understanding that no individual teacher donation will exceed 20 days. Days unused in the Sick Leave Bank on June 8, 1998 will revert back to the donor.

Shari Beattie

Bruce Simpson

Deane Lambrecht

Carrie Smith

Kathleen Maatman

Saranac Education Association

5-29-98

Date

Bruce Chadwick

Board of Education

5-7-98

Date

# Letter of Understanding #7

It is mutually agreed that the attached calendar will be used as the 1998-99 school calendar.

Shari Beatty

Bruce Chedwick  
Board of Education

Carrie Smith

June 4, 1998  
Date

Adelle Williams

Beth Kelly  
Saranac Education Association

June 1, 1998  
Date



## Letter of Understanding # 8

It is mutually agreed that any teacher may contribute up to ten (10) of his/her sick days to a temporary sick day pool for Mrs. Denise Hawkins. Days donated by November 6, 1998, will be available to Mrs. Hawkins for days missed during the 1998-99 school year after her sick, personal, and compensation days are expended. If any days remain in the sick day pool on June 11, 1999, they will be redistributed on a prorated basis to those who contributed.

This letter of understanding does not bind the SEA nor the Board to any position in future situations or contracts.

Beth Kelly  
Bruce Simpson

Adelle Williams

Carrie Smith

Shari Beathe

Saranac Education Association

October 19, 1998  
Date

Bruce Chodwick

Board of Education

Oct 15, 1998

Date



