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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 16th day of December 2024, by and between the Board of Education, Saginaw Township Community Schools, Saginaw, Michigan, hereinafter called the "Board", and the Saginaw Township Education Association, hereinafter called the "Association."

2.0000 RECOGNITION

- 2.0100** The Board hereby recognizes the Association as the exclusive bargaining representative to the extent required by Act 379 of the Public Acts of 1965 for the following employees: All certificated, non-certificated, and specially endorsed classroom teachers, guidance counselors, permanent substitute teachers, school librarians, speech and hearing therapists, department facilitators, school social workers, school psychologists, all full-time and regular part-time teachers and other instructional professionals employed by the Saginaw Township Community Schools at Mackinaw High School, 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.
- 2.0110** The term "employee," when used in this Agreement, except where otherwise specified, shall refer to all employees recognized in paragraph 2.0100 and such reference shall mean both male and female.
- 2.0115** The term "ancillary employee" shall mean an employee represented by the Association in paragraph 2.0100 who is not required to hold a teaching certificate/permit to be employed. These positions currently include counselor, school social worker, speech therapists, and school psychologists. If the employee is covered by the Teacher Tenure Act, the employee is not an ancillary employee.
- 2.0120** The parties agree that there are substantial and unique differences in the working conditions of the teachers at the Mackinaw High School and teachers in the K-12 program. Accordingly, the provisions of this agreement shall apply to the Mackinaw High School teachers unless otherwise specifically agreed by the parties.

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

6.0110	6.0153	6.0154	6.0156	6.0180
6.0201	6.0210	6.0212	6.0213	6.0215
6.0216	6.0218	16.0713	16.0715	16.0760
18.0110				

3.0000 ASSOCIATION

- 3.0100** Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is consistent with this Agreement's terms, provided that the Association has been given opportunity to be present at such adjustment.
- 3.0200** The Association shall have the right to post notices of its activities and matters of Association concern on Association bulletin boards, one of which shall be provided at each school building.
- 3.0250** The STEA Representative Council Delegate for the Mackinaw High School shall have their regular schedule adjusted so that they may attend the regular monthly meeting of the STEA Representative Council without loss of hours or pay. Representative Council Delegates and Executive Board members who are assigned to White Pine Middle School, need not stay 15 minutes after the last class is dismissed (6.0120) on days of the regular monthly meeting of the STEA Representative Council.
- 3.0300** The Association may use the District's inter-school mail service and teacher mailboxes for communications to its members, provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.
- 3.0350** The Association may use the District facilities free of charge to hold Association meetings provided the use does not require the Board of Education to expend additional money or allocate additional personnel time. General membership activities will require a building use form submitted to the building principal requesting approval prior to holding the meeting.
- 3.0355** Employees may have access to the Internet and e-mail for their personal use free of charge so long as such use is not during scheduled working hours and such use does not create any additional expense for the District. Employees are expected to use them in a professional manner befitting use of public property. There is no expectation of privacy when the employee uses the internet and e-mail. All use may be monitored at any time. All use may be subject to disclosure under the Freedom of Information Act (FOIA).
- 3.0400** Upon request in writing by the Association, the following reports will be made available if the report is complete:
- Annual Financial Report for the year ending as of June 30, after completion of the audit,
 - Copy of the budget that is presented for adoption by the Board,
 - List of personnel covered by the Master Agreement, including salaries, degrees, and years of experience in system and out, age and position on salary scale,
 - Membership Personnel and School Plant Facilities Report,
 - Annual Statistical Report,
 - Annual Financial Audit,
 - Information concerning economic data of fringe benefit programs, if such information is reasonably available in the business office,
 - Names of new employees after they begin employment,
 - Printout of all Extra-Curricular Stipends.
- 3.0500** The Association will be included on the mailing list for Board minutes and agendas.
- 3.0600** There will be equitable distribution, to all employees, 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 a person or persons designated by the Association a maximum of twenty-five (25) days total absence, without loss of pay, to attend Association conferences and/or union sponsored events. The maximum amount of Association Days to be used by any one bargaining unit member shall be ten (10) in any given year. This maximum can be increased by a mutual agreement between the parties. Association Days must be used in no less than ½-day increments. The Association shall reimburse the Board of Education for wages paid substitutes employed to replace the absent Association member.

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

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

3.0860 Upon notification from the Association that it will reimburse the district all costs, the Association President will be provided a daily release period near the end of their teaching day.

3.0900 Dues Check Off

3.0910 If requested, dues check off will be subject to negotiation during the 2026-2027 Economic Reopener

3.0920 Section not applicable

3.0930 Section not applicable

3.0940 Section not applicable

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

3.0960 Section not applicable

3.0970 Section not applicable

3.0980 Section not applicable

4.0000 BOARD RIGHTS

- 4.0100** Subject to the provisions of this Agreement, the Board reserves full rights, authority and discretion in the discharge of its duties and responsibilities to control, supervise and manage the Saginaw Township Schools system and its professional staff under the law and the Constitutions 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 State of Michigan and 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.
- 4.0410** Should Section 11a of PERA be repealed, the Association will be provided all information that statute requires to be disclosed up to three times per year without cost.

5.0000 NO STRIKE

- 5.0100** The parties 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 employee to comply with any provision of this Article shall be cause for disciplinary action.

6.0000 TEACHING CONDITIONS

6.0100 Teaching Hours

- 6.0110** This section, 6.0110, does not apply to Mackinaw High School. The teachers' normal hours in all grades shall be eight (8) hours per day during the school year.
- 6.0120** All teachers shall have at least a 40-minute duty free, uninterrupted lunch period. All teachers must be available in their teaching stations, to the students, 15 minutes before the first class convenes and 15 minutes after the last class is dismissed. Middle school faculty shall not be required to be at their teaching stations for the 15 minutes after the dismissal of the last class. All Mackinaw High School employees shall have at least a thirty (30) minute unpaid, duty free, uninterrupted lunch period.
- 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 education as a professional calling and shall not impose unreasonable demands upon an employee's time and shall agree that the work week for bargaining unit members 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. Travel time is not considered preparation time.

6.0150 Assigned Time

- 6.0151** The time a teacher is assigned with students at Heritage High School is six (6) fifty-two (52) minute periods (beginning in the 2012-2013 school year). The time a teacher is assigned with students in the middle school is five (5) sixty (60) minute periods organized into blocks of instructional time. The middle school learning community will consist of two (2) core instruction blocks and one (1) enrichment period. A block consists of two (2) sixty (60) minute periods. The learning community may be flexible with their core instruction block of time.

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

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

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

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

When 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 a rate equal to one sixth (1/6) of the established rate at the middle school or at an elementary school and one-seventh (1/7) of the established rate at high school. For purposes of this paragraph only, the established rate is \$165.00.

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

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

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

- a. Middle School Teachers Fifth Hour Preparation-the salary divided by the number of teacher days divided by 5 x .25 = rate x number of student days in the school year. The number of teacher days will be based on the number of days in the school calendar (Article 18.0000) for that teacher (new teacher or otherwise).

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

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

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

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

6.0163 Elementary Report Cards

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

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

6.0166 Secondary Counselors may be required to work up to five (5) additional days before the start of the teachers' calendar. When needed, other days may be mutually agreed upon by the counselor and the administrator. Counselors will be notified by May 1 of the preceding school year, which of the five days have inflexible dates (e.g., WEB training at the Middle School, orientation). Counselors will be advised of flexible dates available to work well in advance. From these dates, the remaining days will be mutually agreed upon between the administrator and the Counselor. This will be done by the last student day of the preceding school year. The first two days will be treated as comp days during the students' school year. The first such day will be on the January teacher work day. The second day will be on a date mutually agreed upon between the counselor and the administrator. The counselor may request to change when the January comp day will be taken. Such change is subject to mutual agreement between the counselor and the administrator. In lieu of allowing comp days, the administrator can choose to pay the counselor his/her daily rate. Additional days worked beyond the first two days will be compensated at \$150.00/day.

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

6.0167 Staff Starting and Ending Times

Except as otherwise specifically provided, the work day for staff will be:

- a. Upper Elementary (3-5) and Hemmeter Elementary School, 7:20 am to 3:10 pm.
- b. Lower Elementary Schools (K-2) 7:30 am to 3:20 pm.
- c. White Pine Middle School (6-8) 8:00 am to 3:55 pm.
- d. Heritage High School (9-12) 7:25 am to 3:10 pm.

- e. Mackinaw High School see Section 16.0451.

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 to parents and students at their teaching stations, on each of two days each month to attend meetings called by the principal or administrator. Teachers shall be notified three (3) working days before building meetings except in an emergency.

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

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

If the district reschedules a cancelled conference day and a teacher cannot make the rescheduled date, the teacher will make up the conference time within two weeks of the new date. When possible, the teacher will notify the principal at least 48 hours in advance of the rescheduled date that (s)he is not available.

A. Fall Parent/Teacher Conferences

1. First Day

Elementary
Morning class for students (half-day release)
1:00p to 5:00p conferences

Middle School
8:55a to 12:05p class for students
1:30p to 5:30p conferences

High School
7:40a to 10:50a class for students
1:00p to 5:00p conferences

2. Second Day

Elementary
Morning class for students (half-day release)
1:30p to 6:30p conferences

The expectation is that elementary teachers will hold conferences during this time. In light of the additional hour (1:30-2:30p), elementary teachers, who attend the additional hour for a total of ~~at~~ 5 hours of the parent teacher

conference, will be paid an additional hour. In this instance only, the hourly rate will be calculated by dividing the contractual salary by the number of teacher work days (184 or 186), then the quotient of this division further divided by 7.5 hours.

Middle School
8:55a to 12:05p class for students
2:30p to 6:30p conferences

High School
7:40a to 10:50a class for students
2:30p to 6:30p conferences

On the second day, lunch will be provided by the district at both Heritage High School and White Pine Middle School shortly after the student dismissal. Employees can choose to have lunch at either building and will need to indicate if they plan on attending and at which building. The lunch will be available to all staff (includes employees not represented by STEA).

B. Spring Parent/Teacher Conferences

Students will attend school for a full day on each day of conferences. Conferences will be held in the evening on both days as follows:

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

Conferences for Heritage High School and Elementary Schools will be on Monday and Tuesday.

Conferences for White Pine Middle School will be on Tuesday and Wednesday.

C. Canceling and Rescheduling of Parent/Teacher Conferences

If the district needs to cancel and reschedule conferences (e.g., weather), the conferences will be rescheduled to seven (7) calendar days later (i.e., the same day of the week the following week).

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

6.0181 A Mackinaw High School teacher may be required to attend parent-teacher conferences/community events as scheduled by the Board. The principal will determine the time devoted to conferences and the time devoted to community events. The total time will not exceed six (6) hours per year.

6.0200 Student/Teacher Ratios

Class Sizes. The administration recognizes the difficulties imposed at the beginning of the year on teachers and will make every effort to adjust class sizes, as far as practical, prior to the commencement of school. Further, efforts will be intensified to balance class assignments, as

far as practical, in the planning stage so that overloads can be avoided. The administration will further take into consideration the problems resulting from mainstreaming and will give consideration to any unusual demands required of the teaching staff in these situations.

- 6.0201** This section does not apply to Mackinaw High School teachers. Special Education students, when mainstreamed, shall be counted the same as all other students for computation in student-teacher ratios.
- 6.0210** This section does not apply to Mackinaw High School teachers. The Board of Education agrees that the ratio of students to teachers at each school unit as listed below shall not be exceeded except for an emergency.
- 6.0212** This section does not apply to Mackinaw High School teachers. Overloads may occur on a daily basis in grades K-5. Overloads may occur under two separate circumstances at the Middle School (6-8) and the High School, on an hourly basis and on a daily basis. Each instance must be treated individually at each level.

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

6.0213 Hourly Compensation

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

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

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

6.0214 Daily Compensation (K-5)

K (½ day) compensation to be \$5.00 per day per student per session exceeding a ratio of 27:1.

K (all day)-3rd grade compensation to be \$10.00 per day per student exceeding a daily ratio of 27:1.

4th -5th grade compensation to be \$10.00 per day per student exceeding a daily ratio of 30:1.

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

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

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

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

271 or more minutes overload paid \$10.00/day

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

This section does not apply to Mackinaw High School teachers.

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

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

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

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

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

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

- 6.0218** This section does not apply to Mackinaw High School teachers. It is agreed that a split classroom is an undesirable situation. Teachers volunteering for a split classroom will be considered. In an effort to provide a favorable teaching/learning situation, the class size will be less than the average size of classrooms of grades being combined in that building.

6.0220 Half-day Kindergarten Classes

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

- 6.0315** Compensation for the supervising teacher will be determined by dividing the total amount of monies paid by the universities involved by the number of student teachers in the District. Each

supervising teacher will receive the quotient of the above multiplied by the number of student teachers supervised.

6.0330 Student teachers may only be assigned to teachers who have taught four (4) or more years in another district and have taught at least two (2) years in the Saginaw Township Community Schools.

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

6.0400 Classroom Temperature

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

6.0401 Maintenance of Buildings

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

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

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

6.0800 Camp Program

Elementary teachers who are required to attend camp will be paid \$50.00 each time they are present for the entire day period and remain overnight. If the teacher is entitled under this paragraph to \$100.00, the teacher may elect to be credited with one (1) personal day in lieu of the \$100.00. If school is canceled for the district pursuant to 18.0200 and teachers continue to work at camp as originally planned (unaffected by the cancellation), the teacher will be credited with an additional personal day, for each such day. Half ($\frac{1}{2}$) day cancellations will be treated on a similar basis with the crediting of a half ($\frac{1}{2}$) day of personal time.

6.0900 School Improvement Committee

6.0940 Section not applicable

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

7.0000 VACANCIES, TRANSFERS, AND REDUCTIONS

7.0100 The Superintendent shall be responsible for the assignment and transfer of all employees. 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 wishes of the individual employee will be

considered. Whenever an involuntary assignment is made, reasonable written notification to the affected party will be provided. Should an unrequested transfer, including a total work assignment, occur, i.e., the employee is involuntarily moved to another building, including traveling classroom teachers who have their home base involuntarily moved to another building, the employee(s) transferred will be provided one (1) working day of release time as necessary and mutually agreed to between the employee and administration, to complete necessary arrangements and preparations. Employees shall not be required to complete such arrangements on weekends or holidays.

7.0210 If a position becomes vacant or is created and such position properly falls within the scope of the bargaining unit, as defined in the Recognition Clause of this Master Contract, such vacancy shall be posted for ten (10) days on the district website. If the vacancy is filled from within the bargaining unit, the vacancy created by the successful candidate will be posted for five (5) days. If the second vacancy is filled by a bargaining unit member, 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.

7.0215 A vacancy within the bargaining unit exists when there is a position for which no employee is assigned. When such a vacancy occurs, the position will be posted as outlined in Section 7.0210 above.

Any employee may apply for any vacancy within the system. Vacancies occurring in positions will be filled from among the applicants based on seniority, length of service in grade level or subject area, qualifications determined by the District, disciplinary record, certification, special training, and relevant experience, and effectiveness based on previous evaluations as determined by the Board. If all factors are equal, seniority will be considered a tiebreaker.

7.0220 In an involuntary transfer situation consideration for filling positions will include the factors set forth in Section 7.0215.

7.0230 Assignments will continue if no notice to the contrary is provided. Tentative changes in assignments for the ensuing year shall be made prior to June 15th of each year whenever possible. Changes in assignment which become necessary after this date shall be made only after the involved employee 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.

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

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

1. Submit Unemployment Compensation claim,
2. Placement on a recall list.

8.0110 Employees may be laid off for reasons that include those set forth in section 7.0215.

8.0120 If employee(s) must be laid off, at the end of the instructional year, whenever possible notice will be given to them by April 30th of the year. Should the District determine after April 30th of

any year that an employee must be laid off, the District shall notify them as soon as a layoff decision has been made.

8.0130 The Association shall have the right to review the layoff list. 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.

8.0140 Laid off employees shall have insurance benefits continued and paid by the Board until the end of the month of the notice of layoff. After that, a laid-off employee may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

8.0200 Recall

Probationary teachers shall retain right of recall equal to their seniority or for at least three (3) years from the date of layoff.

Each employee on layoff shall be recalled to service in the District to the first position in the District for which he/she is qualified, in the inverse order in which he/she was laid off.

An employee refusing an offer of recall to a similarly situated position for which the employee is adequately certified and qualified shall be deemed a voluntary quit and shall result in forfeiture of the further rights of recall.

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

8.0211 Seniority is defined as time actively employed in a bargaining unit position since the most recent date of hire

8.0212 In computing services to determine the **employee'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 a contract with the Board as a permanent substitute teacher.

9.0000 EMPLOYEE RIGHTS

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

9.0200 Employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within appropriate concern or attention of the Board, unless such activities adversely affect the teacher's classroom efficiency or performance.

9.0300 Disciplinary Standards and Progressive Discipline

All employees whose employment is governed by the Teachers' Tenure Act shall be subject to discipline for any reason which is not arbitrary or capricious. Where applicable, the provisions of the Teachers' Tenure Act related to discipline, discharge, or demotion shall exclusively apply. Ancillary employees shall not be disciplined without just cause.

Discipline shall include oral warning, written reprimand, paid suspension, unpaid suspension, and discharge. Counseling shall not be considered discipline.

All docking of pay shall be authorized by contract or law. All written reprimands or docking of pay of a non-ancillary employee will only be for a reason that is not arbitrary or capricious. Any employee protesting the reprimand or such docking of pay may file a grievance and process it up to and including binding arbitration.

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

An employee shall at all times be entitled to notification of disciplinary action and the reasons for it, and may request a meeting with administration where reasons for giving any disciplinary action concerning the infraction of rules or delinquency in professional performance shall be stated.

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

An employee may request the presence of an Association representative where a meeting is held regarding an allegation against them by a parent, student or colleague. The association representative shall be informed of the subject matter of any such meeting. The employee shall be entitled to request a representative of their choice but if that person is not immediately available the meeting will not be unreasonably delayed. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present. If an employee is offered representation and they decline, they may revoke that waiver and insist on representation at any time.

Probationary employees may not arbitrate disciplinary matters.

9.0400 Personnel Records

- 9.0410** No material regarding an employee's conduct, service, character or personality, originating after initial employment, shall be placed in the file unless the employee has had an opportunity to read the material. Complaints resulting in discipline against the employee shall be put in writing with administrative action taken, and any disciplinary action clearly stated. When material is to be placed in an employee's file, the affected person may review and sign said material. Such a signature shall be understood to indicate awareness of the material but in no instance shall it be interpreted to mean agreement with the content of the material.

- 9.0420** An employee shall have the right to answer any material filed and the answer shall be attached to the file copy. Complaints, as defined in this Section shall not be usable for the purposes of annual performance evaluations unless administration determines the complaint is substantiated

An employee will have the right to review the contents of all personnel records of the employer pertaining to them originating after initial employment as permitted by law, and to have a representative of the Association accompany them in such review.

9.0500 Employee Evaluation

9.0505 The purpose of evaluation is to provide information that will determine, in the evaluator's opinion, the employment status of individual employees at a given point in time; to recognize levels of job performance; to identify opportunities for professional growth; and to provide appropriate and specific techniques and/or resources for improvement when necessary. An outcome of evaluation is intended to be a strengthening of the instruction process and the promotion of professional growth through professional development.

Any administrator responsible for the evaluation of any employee shall be trained in the evaluation program used by the District.

9.0510 Evaluation of Employees Not Providing Direct Instruction to Students

For purposes of employee evaluation pursuant to sections 9.0500 through 9.0599 only, ANCILLARY STAFF are defined as those employees who don't deliver direct instruction to students, regardless of their status as certificated teachers (Counselors, Social Workers, Instructional Coaches, Media Specialist, etc.)

Substantial compliance with the following procedures and timelines shall occur, absent agreement between the evaluator and employee:

1. By October 1, each ancillary staff member on the regular evaluation cycle to be evaluated during the school year will receive written notice of such and a listing of the evaluation criteria to be used in the evaluation along with an Individualized Development Plan ("IDP") for probationary ancillary staff members, or Personal Growth Plan ("PGP") for tenured and other non-probationary ancillary staff members. Probationary ancillary staff members will meet with the administrator to discuss and formulate an IDP for that school year. Tenured ancillary staff members will have met with the administrator and discuss the member's PGP.
2. A tenured or other non-probationary ancillary staff member who is rated "effective" may be evaluated every two (2) years.
3. Prior to the ancillary staff member's first observation, the evaluator shall meet with the member for a pre-observation conference in order to mutually agree on an observation schedule and to review the evaluator's expectations. For probationary bargaining unit members, the evaluator shall review the expectations as set forth in the IDP and the evaluation standards. Additionally, the tenured or other non-probationary ancillary staff member shall review with the evaluator the PGP.
4. Within ten (10) school days following the observation of a non-probationary ancillary employee, the evaluator shall notify the employee in writing if any areas have been observed to be of concern and the reasons why.
5. The second scheduled observation for employees shall be scheduled at least 30 calendar days after the first work site observation, unless a shorter timeline is mutually agreed to.
6. The evaluator may provide recommendations for remediation or performance improvement in a "Plan of Assistance" or IDP.

The following general guidelines shall apply to all ancillary employee evaluations:

1. An evaluation shall consist of:
 - a. A pre-observation conference;
 - b. At least two (2) scheduled formal work site observations for non-probationary ancillary employees
 - c. After the final observation, a post-observation written evaluation is presented to the employee. An employee may request a meeting to review the observations with the administrator.
2. All observation or monitoring of the work performance of employees shall be conducted openly and with full knowledge of the member.
3. Each scheduled formal work site observation shall be of at least twenty (20) minutes duration.
4. The year-end evaluation determination and form shall be delivered/sent to the ancillary employee electronically by May 30 of each year. In the event there is no year-end evaluation as described above, the ancillary employee shall be designated effective.

9.0520 Evaluation of Employees Providing Direct Instruction to Students

For purposes of employee evaluation pursuant to sections 9.0520 through 9.0599 only, CERTIFIED STAFF are those who deliver direct instruction to students, as opposed to Ancillary staff, outlined above.

- A. Teachers will be evaluated using the negotiated state approved performance evaluation system of 5D+™ Rubric for Instructional Growth and Teacher Evaluation, and will be applied in accordance with applicable law.
- B. Process:
 1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as required by law, and as follows:
 - a. The classroom observations must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.
 - b. The observation must include a review of pupil engagement in the lesson that is observed.
 - c. The observation shall be no less than fifteen consecutive minutes.
 - d. There shall be notice of scheduled observation dates given to the teacher at least two school days prior to the observation.
 - e. Feedback on both "a" and "b" above will be discussed during the post-observation meeting between the administrator conducting the observation and the teacher. The post-observation meeting shall be held no later than ten (10) school days after the observation is completed, as required by the bargained evaluation tool.

- f. There shall be at least two (2) classroom observations of a teacher in each school year in which the teacher is evaluated, conducted at least 30 days apart. At least one observation shall be scheduled.
 - g. The second observation shall occur no later than May 10th.
 - h. There shall be no unscheduled observations that occur on the day prior to or post a vacation. No observations shall occur immediately before or after winter or spring vacation.
2. The year-end evaluation determination shall be delivered/sent to the teacher electronically by May 30 of each year. In the event there is no year-end evaluation as described above for a tenured teacher, the teacher shall be designated as required by the Department of Education.
 3. Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall not be provided an evaluation for that year.

If a tenured teacher has been rated “highly effective” or “effective” for three consecutive year-end evaluations, they shall be evaluated every two years thereafter, absent observation resulting in the teacher’s placement on an IDP. If the subsequent year-end rating is not “effective” on an evaluation following the second year, the teacher shall be evaluated annually until receiving an “effective” rating for an additional two consecutive years.

The initial evaluation rotation of tenured teachers will be determined by building, using a method of random selection. The initial evaluation rotation will begin in the 2025/2026 School year with evaluations from the 2022/2023 School year, and on being considered.

If an administrator believes a tenured teacher is in need of additional support within a school year (prior to the final, year-end evaluation), the administrator and Association may work together with the teacher to create an IDP that addresses the necessary interventions.

4. Tenured teachers who are evaluated with an IDP shall be provided the following, as required by law:
 - a. performance goals that will be used to assist in improving effectiveness for the next school year developed in consultation with the teacher.
 - b. resources/professional development to be provided by the district to assist the
 - c. teacher in meeting the goals of the IDP.
 - d. a progress report.
 - e. a mentor teacher.

All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

C. Rights of Tenured Teachers

A tenured teacher who is rated as “needing support” shall have the right to challenge said rating as provided by applicable law, including Section 1249 of the Revised School Code.

D. Training on evaluation system, tools, and reporting forms:

Within the first thirty days of each school year, the district shall provide as necessary and required, during contractually scheduled Professional Development time or if appropriate through staff meeting, training to all teachers on the evaluation system and other important components of the year-end evaluation process and how each reporting form is used during the process.

E. Application of Grievance Procedure

Probationary teachers and ancillary staff shall not be permitted to grieve performance appraisals. Non-probationary ancillary staff and tenured teachers shall be permitted to grieve the terms of this Article up to but not including arbitration, except as otherwise provided by law.

F. Student Growth Determination

For evaluation purposes, student growth shall be determined as set forth in Appendix P.

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

Any changes in the evaluation form for ancillary employees will be made through a joint committee of Saginaw Township Education Association, Saginaw Township Administrators Association, and the Board of Education. These changes shall be made prior to October 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 (9.0600-9.0630) shall not be charged against the teacher, if the teacher was acting in a reasonable manner.

9.0700 Damage or Destruction to Property

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

- 9.0720** The Board will reimburse an employee, 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 employee 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 Employees 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 employees the Student Discipline Policy in effect. The Board further agrees that whenever changes are made concerning these policies, the Saginaw Township Education Association shall be consulted.

10.000 LEAVES OF ABSENCE

10.0100 Procedures

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

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

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

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

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

10.0150 Return from Leave

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

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

10.0170 In computing service to determine the employee'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 Employees shall be granted a leave of absence because of personal illness, accident, or other grave emergency without regard to Section 10.0100.

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

10.0220 Professional Study

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

10.0221 Military Leave

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

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

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

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

10.0230 Temporary Teaching Assignment Outside the District

10.0231 Teachers 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 teacher 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 teacher 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 Employees 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

Employees 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.

10.0270 Non-medical Child Care Leave

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

10.0280 Unpaid Leave Planning

When an employee believes they will exhaust paid leave due to a long term leave (e.g., FMLA), the employee may request a reduction of their biweekly check to avoid periods without compensation caused by unpaid time. The employee will make a written request to Human Resources and to Payroll. Such a change in the biweekly pay will neither increase nor decrease the employee's compensation for that school year, i.e., the employee's compensation for the year will reflect the actual unpaid time whether the employee returns before or after the date anticipated when the biweekly amount was adjusted.

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 employees and pupils when employees become ill.

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

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

11.0210 Sick Leave Incentive

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

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

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

11.0300 Sick Bank Committee

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

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

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

11.0400 Employees who leave employment of the school district, except on leave of absence, shall forfeit all of their unused days of sick leave, and days so forfeited shall not be restored if the employee becomes re-employed.

11.0500 Absence from duty for the following reasons shall be considered sick leave deductible from the accumulated sick leave:

11.0600 Personal Illness

11.0610 For absence resulting from personal illness or injury and not exceeding two (2) consecutive days, approval of the principal will suffice.

11.0611 After consultation with the STEA President or designee, the District may ask for a satisfactory written medical excuse for a one or two day absence.

11.0612 Satisfactory written medical excuses to the effect that the absence was caused by illness may be required for illness of more than two (2) days.

11.0613 Employees who have been absent because of personal illness for more than two weeks, before returning to duty, may be required to submit satisfactory medical evidence of ability to perform their duties. This evidence may be either a signed statement from their personal physician or a signed statement by a physician designated by the Superintendent.

11.0620 Quarantine

11.0621 In case of quarantine because of exposure to contagious disease, which could be communicated to other personnel or pupils, the approval of a physician must be presented for the entire period of absence.

11.0630 Illness in the Immediate Family

11.0631 For absence because of illness or injury within the immediate family and not exceeding two (2) days, approval of the principal shall suffice. "Immediate family" is defined in 12.0115.

11.0632 After consultation with the STEA President or designee, the District may ask for a satisfactory written medical excuse for a one or two day absence.

11.0633 Verification of this illness and proof of the need for the absence of the staff member may be required for absence of more than two (2) days.

11.0700 Workers Compensation

11.0701 An employee 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 their employment, may have the option of drawing workers' compensation solely, or workers' compensation plus sick leave (payment not to exceed the employee's regular daily rate.) If the employee chooses the latter, the days of sick leave drawn will be chargeable to the employee's sick leave accumulation.

11.0800 Reporting Absences

11.0810 Employees shall be informed of a telephone number to call prior to 7:00 a.m. to report unavailability for work. Whenever possible employees should give the maximum amount of notice when they become aware that they will not be available for duty.

11.0820 If an outside substitute is required and the district is required to pay the substitute .5 day pay, then the employee will be charged a half ($\frac{1}{2}$) day against the appropriate time off. If the district is required to pay the substitute a full day, then the employee will be charged a full day against the appropriate time off.

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

12.0000 OTHER AUTHORIZED ABSENCES FROM DUTY

12.0100 Family Bereavement Leave

12.0105 Time off for Bereavement Leave will be scheduled with the immediate supervisor as soon as practicable and will be used within fourteen (14) calendar days of the notice of death. Bereavement Leave exceeding one (1) day will be on consecutive days. Any concerns about these requirements, should be discussed with the Director of Human Resources who may approve deviations from these requirements when appropriate on a case by case basis.

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

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

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

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

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

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

12.0200 Death of an Employee

12.0210 At the discretion of the Superintendent, the school shall be closed in the case of the death of an employee.

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

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

12.0300 Personal Days

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

Application for personal days shall be made on a form provided by the District and submitted to the principal or immediate supervisor at least 48 hours in advance of the requested absence date. If the immediacy of the absence is of such a nature that a request in writing is not practical, verbal request to the principal or immediate supervisor will be sufficient and the written application will be submitted upon return from the absence. Such leave will not be granted before or after a scheduled holiday break. The holiday breaks are Labor Day, Thanksgiving, Winter Break, Spring Break, Good Friday, and Memorial Day. Other extenuating circumstances will be considered by the Administration. The Administration has the right to approve or deny the use of all personal days.

The reasons for the denial of a request to use a personal day must be communicated to the employee in writing. An employee who requests personal time on consecutive work days will provide a reason at the time of the request. The employee must demonstrate the necessity for use of a personal day occurring during the last 15 student attendance days of the school year.

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

12.0320 Disposition of Unused Days

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

12.0321 Cash Payment

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

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

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

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

12.0322 Conversion to Sick Days

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

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

12.0323 Automatic Disposition

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

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

12.0400 Jury Duty

12.0410 An employee 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 employee's salary payment.

12.0420 Subpoena

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

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

12.0900 Record Day

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

13.0000 CONFERENCES

Employees, with the approval of the Superintendent, may be allowed, without loss of pay and reimbursed reasonable expenses, to attend 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 an employee 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 "employee" may mean a group of employees having the same grievance.

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

- 14.0100** An employee who feels that they have 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 employee's grievance), who will attempt to resolve it with the employee.
- 14.0120** If this fails to resolve the grievance, the employee shall submit the grievance to the principal 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 employee may appear personally or may be represented by the Association representative, or both. Such a conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties. The principal will answer the grievance in writing within five (5) working days of the conference.
- 14.0140** If the parties do not mutually agree to extend the five (5) day limit and the principal does not answer within the five (5) days, then the grievance shall be automatically appealed to the next level.
- 14.0150** If the grievance is not appealed from the written answer within five (5) working days after receipt of such an answer, the principal's decision will be final.
- 14.0160** If the Association does not accept the principal's written answer, the grievance may be appealed to the Superintendent of Schools by sending such notice in writing to the Superintendent within five (5) working days from the date of the principal's written decision.
- 14.0170** Within ten (10) working days of receipt of the written appeal, the Superintendent, or a designated representative, will arrange for a conference to satisfactorily resolve the grievance.

Such a conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties.

- 14.0180** Within ten (10) working days, or longer if mutually agreed to, the Superintendent, or a designated representative, shall answer such grievance in writing.
- 14.0190** Such answer shall be final and binding unless appealed to the next step within twenty-five (25) working days from the date of the Superintendent's written decision.
- 14.1000** If the grievance is not settled at the preceding step it may be submitted to binding arbitration at the election of either party, by providing written notice of the intent to arbitrate to the other party. Such notice must clearly indicate the grievance being submitted. During the ten (10) work days following receipt of such notice, the parties will try to mutually agree to an arbitrator. If they are unable to agree during that time, within twenty (20) work days thereafter, the party submitting the grievance, will submit a demand to the American Arbitration Association. The arbitrator shall be chosen in accordance with the rules of the American Arbitration Association.
- 14.1010** Within ten (10) days after submission to binding arbitration as specified in 14.1000 above, the party choosing to arbitrate must provide the other party with written notice setting forth the specific nature of the dispute to be arbitrated.
- 14.1020** The Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the Arbitrator is to determine disputed interpretations of specific provisions in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Arbitrator shall, therefore, not have authority, nor shall it consider its function to include, the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Arbitrator shall not give a decision, which in practical or actual effect modifies, revises, detracts from, or adds to, any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification (whether by addition or detracting) of clear and unambiguous written terms of this Agreement.
- 14.1030** Unless expressly agreed to by the parties, in writing, an Arbitrator is 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 Arbitrator shall be shared by the parties equally. All other expenses incurred shall be paid for by the party incurring them.
- 14.1100** The term "days" when used in this Article shall mean workdays, or during the summer months, days when the administration office of the Board is open for business.
- 14.1200** Any claim or grievance arising prior to the expiration of this Agreement may be processed through the grievance procedure until resolution even though the Agreement may have expired while the grievance is in progress.
- 14.1300** Grievances filed as Class grievances shall be initiated at the Superintendent level of the Grievance Procedure. The Superintendent shall retain the discretion to remand a Class grievance to prior steps of the Grievance Procedure, but shall not remand as a subterfuge to violate the time provisions provided within this Article.

15.0000 DAILY SUBSTITUTES (section no longer applicable)

16.0000 SALARY PROVISIONS

16.0100 Definitions

16.0110 Bachelor's Degree

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

16.0120 Bachelor's Category Plus 18

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

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

16.0130 Master's

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

16.0135 Master's Category Plus 15 and Plus 30

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

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

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

Effective August 1, 2024, for purposes of this section only, all employees may use an undergraduate class without preapproval from an accredited university, if that university will accept the class credits as part of its graduate degree program

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

16.0140 Master's Category Plus 15

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

16.0150 Master's Category Plus 30

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

16.0160 Master's Degree

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

16.0230 Salary Credit

16.0231 Professional Experience

Credit for experience outside the school system may be given for years of successful professional and work experience directly related to the employee's professional assignment only at the time of initial employment. Such experience will be evaluated and credited by the Superintendent of Schools.

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

16.0233 Military/Government Service Experience Credit

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

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

16.0234 Partial years of District employment.

16.02341 Employees who work one semester or more shall advance to the next step (years of experience) upon their return to the District the following school year.

16.02342 Employees who work less than one semester shall remain on the same step upon their return the following year.

16.0235 If Human Resources directly receives a transcript from a college on or before June 30th, that indicates the employee had earned educational credits on or before May 15th, the teacher will be on the new salary placement (Master's, Master's Plus, or longevity [steps 19, 24, 29 and 34]), the following school year.

If Human Resources directly receives a transcript from a college on or before October 31st, that indicates the employee had earned a Master's Degree on or before October 15th, the employee will be on the Master's salary schedule beginning the second semester. Beginning in the 2021-2022 school year, if Human Resources directly receives a transcript from a college on or before October 31st, that indicates the employee had earned educational credits on or before October 15th the employee will be on the new salary schedule placement (Master's, Master's Plus, or longevity [steps 19, 24, 29 and 34]), beginning the second semester.

16.0236 Professional Growth Requirement

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

Employees who have earned the maximum years of experience, i.e., 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.

- b. Effective May 11, 2015, the additional education requirements will be (3) credit hours, or equivalent CEUs (continuing education units), or equivalent SCECH (State Continuing Education Clock Hours) or any combination equal to three (3) credit hours during the preceding five (5) year period to qualify for a longevity step. Equivalency will be at the ratio determined by the Michigan Department of Education, which as of August 2014 was 1 credit semester hour = 25 hours; 1 CEU=10 hours; 1 SCECH=1 hour. Such combinations will be those above and beyond what the district provides to all employees (e.g., in 2014-2015 school year, two days prior to students and on six (6) days through the year).
- c. "Pre-approved Excess District Provided Professional Development Hours" earned after date May 11, 2015, may be used on the same basis as SCECHs. Qualifying professional development and documentation required will be determined by the Learning, Curriculum, Instruction and Assessment Department (LCIAD) in its sole discretion. Such hours will be those above and beyond what the district provides to all employees (e.g., in 2014-2015 school year, two days prior to students and on six (6) days through the year). Such PD will be meaningful and will not entitle the employee to additional compensation. To be eligible, the employee must have attended the PD provided to all employees or its equivalent that school year. It is anticipated that work such as significant work on school improvement, curriculum or other committees will qualify. Employees will request that the LCIAD approve activities as eligible. Such request must be submitted and approved in advance of the actual PD. This paragraph (16.0236 c) is not subject to the grievance procedure.
- d. At the end of the 2024-2025 SY, employees who are on a step greater than 14, and that step is not a longevity step (i.e., 19, 24, 29, or 34) will be paid a one-time stipend. The stipend will be paid no later than the check dated July 11, 2025. The stipend will be as follows:
 - Steps 15, 20, 25, 30 -\$225
 - Steps 16, 21, 26, 31 -\$450
 - Steps 17, 22, 27, 32 -\$675
 - Steps 18, 23, 28, 33 -\$900.

- e. Effective for the 2025-2026 SY, Section 16.0236 (a-d) Professional Growth Requirement will no longer apply for step advancement beyond Step 14. In recognition of employees remaining after Step 14, the pay schedule will have incremental steps between Step 14 and Step 34 as set forth in Appendix F

An employee who teaches one semester or more during the school year will be placed on the next step the following school year.

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

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

16.0300 Extended Employment Agreements

- 16.0310** Such agreements may be issued only if the employee, during the extended period of employment, is performing duties similar to those they would perform during the school year.

- 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 employee by the number of required workdays including academic areas of summer school sponsored by the Board.

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

For the 2024-25 school year, \$28.97 per hour.
For the 2025-26 school year, \$29.55 per hour.
For the 2026-27 school year subject to wage reopener
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 2024-25 school year, \$20.50 per hour.
For the 2025-26 school year, \$20.91 per hour.
For the 2026-27 school year subject to wage reopener

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

For the 2024-25 school year, \$37.06 per hour.
For the 2025-26 school year, \$37.80 per hour.
For the 2026-27 school year subject to wage reopener

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

For the 2024-25 school year, \$17.96 per hour.
For the 2025-26 school year, \$18.32 per hour.
For the 2026-27 school year subject to wage reopener

16.0400 Teacher Salary Schedule

A. Hired before Ratification of the 2017-2020 Agreement

2024-25: See Appendix B, Bachelor Step 1= \$40,465
2025-26: See Appendix D, Bachelor Step 1= \$41,274
2026-27: See Appendix , Bachelor Step 1= Wage re-opener

(Wages indexed to a specific salary placement, will use this schedule, e.g., 16.0712 Other High School Duties)

B. Hired After Ratification of the 2017-2020 Agreement

2024-25: See Appendix C, Bachelor Step 1= \$45,138
2025-26: See Appendix D, Bachelor Step 1= \$46,041
2026-27: See Appendix , Bachelor Step 1= Wage re-opener

(Step 14 and above are the same salary in both schedules)

C. Employee Option to Be Placed on 16.0400 A. Salary Beginning in 2018-2019

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

16.0401 Off Schedule Payment

16.0402 Negotiated Salary Placement

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

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

16.0451 Each Mackinaw High School employee's annual salary will be computed on the appropriate hourly rate times the hours scheduled to be at work during the school year including parent/teacher conferences and professional development days. The salary calculation will include two hours of pay for preparation on Friday afternoon for Mackinaw teachers. The principal may call a meeting for Friday after the students' day; teachers will remain for the meeting, without additional pay. The principal's meeting will not be more than an hour and will begin no later than 1:00 PM. If held, teachers may leave after the principal's meeting. Teachers need not stay on site for the preparation time on Friday afternoon. On Friday, the counselor will work a five-hour day, exclusive of lunch.

Mackinaw Staff Starting and Ending times:

a.	Monday	Teacher: 8:00 am to 4:30 pm.	Counselor: 8:00 am to 4:30 pm.
b.	Tuesday	Teacher: 8:30 am to 4:30 pm.	Counselor: 8:00 am to 4:30 pm.
c.	Wednesday	Teacher: 8:30 am to 4:30 pm.	Counselor: 8:00 am to 4:00 pm.
d.	Thursday	Teacher: 8:30 am to 4:30 pm.	Counselor: 8:00 am to 4:30 pm.
e.	Friday	Teacher: 8:00 am to 3:00 pm.	Counselor: 8:00 am to 1:00 pm.

16.0500 Mileage

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

16.0600 Incentive Grants

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

Individual/team projects.

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

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

16.0610 Incentive Grants Selection Committee

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

16.0700 Special Assignments

16.0701 Mentor

A teacher mentor will be a voluntary assignment. A job description (qualifications and responsibilities) will be outlined by a joint committee of two (2) administrators and two (2) teacher representatives. The District will select the mentor. A stipend will be provided annually to the mentor. The stipend amount of compensation shall be determined by the number of years the mentee has taught in the District. Mentors who mentor a first year mentee shall be compensated \$450.00, mentors who mentor a second year mentee shall be compensated \$350.00, and mentors who mentor a third year mentee shall be compensated \$250.00.

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

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

16.0710 High School

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

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

16.0712 Other High School Duties

This section does not apply to Mackinaw High School teachers.

2024-25:	Index based on M.A. Step 13 of \$ 75,467
2025-26:	Index based on M.A. Step 13 of \$ 76,976
2026-24:	Index based on M.A. Step 13 of \$ Subject to Re-opener

(Intentionally left blank)

16.0712 Other High School Duties

a. 2024-2025

Index based on hired before 2-13-2018, M.A. Step 13 of \$75,467

	STEP I		STEP II	
	Index	Amount	Index	Amount
Band	0.06160	\$4,649	0.06590	\$4,973
Band Assistant[1]	0.01440	\$1,087	0.01800	\$1,358
Cheerleading (fall and winter)*	0.05000	\$3,773	0.06000	\$4,528
Cheerleading Asst. (fall and winter)*	0.02880	\$2,173	0.03600	\$2,717
Debate	0.02820	\$2,128	0.03100	\$2,339
DECA[2]	0.02820	\$2,128	0.03100	\$2,339
MI Youth in Government	0.02820	\$2,128	0.03100	\$2,339
Forensics	0.02820	\$2,128	0.03100	\$2,339
HOSA	0.02820	\$2,128	0.03100	\$2,339
Intramurals (men)	0.03770	\$2,845	0.04130	\$3,117
Intramurals (women)	0.03770	\$2,845	0.04130	\$3,117
Orchestra	0.02820	\$2,128	0.03100	\$2,339
Literary Mag.	0.01140	\$860	0.01240	\$936
Vocal Music	0.02970	\$2,241	0.03250	\$2,453
Yearbook	0.02820	\$2,128	0.03100	\$2,339
Pom Pon (fall and winter)*	0.05000	\$3,773	0.06000	\$4,528
Pom Pon Asst. (fall and winter)*	0.02880	\$2,173	0.03600	\$2,717
Dramatics[3]	0.02140	\$1,615	0.02440	\$1,841
Student Gov't.[4]	0.03778	\$2,851	0.04139	\$3,124
Peer Counseling[5]	none	\$1,900		

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

[2] Up to two people

[3] Building Principal will be consulted to determine the number and types of plays to be performed.

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

[5] No peer counselors will be assigned during the employee's prep hour

*fall coach will be spring coach, half of stipend will be paid at the end of each season

b. 2025-2026

Index based on hired before 2-13-2018, M.A. Step 13 of \$76,976

	STEP I		STEP II	
	Index	Amount	Index	Amount
Band	0.06160	\$4,742	0.06590	\$5,073
Band Assistant[1]	0.01440	\$1,108	0.01800	\$1,386
Cheerleading (fall and winter)*	0.05000	\$3,849	0.06000	\$4,619
Cheerleading Asst. (fall and winter)*	0.02880	\$2,217	0.03600	\$2,771
Debate	0.02820	\$2,171	0.03100	\$2,386
DECA[2]	0.02820	\$2,171	0.03100	\$2,386
MI Youth in Government	0.02820	\$2,171	0.03100	\$2,386
Forensics	0.02820	\$2,171	0.03100	\$2,386
HOSA	0.02820	\$2,171	0.03100	\$2,386
Intramurals (men)	0.03770	\$2,902	0.04130	\$3,179
Intramurals (women)	0.03770	\$2,902	0.04130	\$3,179
Orchestra	0.02820	\$2,171	0.03100	\$2,386
Literary Mag.	0.01140	\$878	0.01240	\$955
Vocal Music	0.02970	\$2,286	0.03250	\$2,502
Yearbook	0.02820	\$2,171	0.03100	\$2,386
Pom Pon (fall and winter)*	0.05000	\$3,849	0.06000	\$4,619
Pom Pon Asst. (fall and winter)*	0.02880	\$2,217	0.03600	\$2,771
Dramatics[3]	0.02140	\$1,647	0.02440	\$1,878
Student Gov't.[4]	0.03778	\$2,908	0.04139	\$3,186
Peer Counseling[5]	none	\$1,900		

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

[2] Up to two people

[3] Building Principal will be consulted to determine the number and types of plays to be performed.

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

[5] No peer counselors will be assigned during the employee's prep hour

*fall coach will be spring coach, half of stipend will be paid at the end of each season

16.0713 This section does not apply to Mackinaw High School teachers. Department facilitators may be incorporated into the high school program. Such position when available shall be voluntary. An individual's compensation shall be one (1) hour of released time during the day. The term shall be for one year.

16.0715 This section does not apply to Mackinaw High School teachers. Elementary School, Middle School and High School Extra Duties: The school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September 15. The Extra Duty Contract (Appendix N) will be completed for each activity before the activity or program begins.

At an elementary building, the total for such stipends will be at least \$800 annually. Beginning with the 2021-2022 school year, at an elementary building, the total for such stipends will be at least \$900 annually. If there is an "Elementary Student Advisor" at the school, the annual stipend will be \$250.

At the high school if there is a Robotics Coach the annual stipend will be \$1500.

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

Classroom Teachers:

For the 2024-25 school year-.00047 = \$35.47 per hour.
For the 2025-26 school year -.00047 = \$36.18 per hour.
For the 2026-27 school year subject to wage re-opener

On the Street Range:

For the 2024-25 school year -.000322 = \$24.30 per hour.
For the 2025-26 school year -.000322 = \$24.79 per hour.
For the 2026-27 school year subject to wage re-opener

Drivers Education Coordinator:

For the 2024-25 school year - 2.65% = \$ 2000.
For the 2025-26 school year - 2.65% = \$ 2040.
For the 2026-27 school year subject to wage re-opener

16.0760 Coaching Salary Schedule (Middle Schools and High School)

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

This schedule is indexed to MA, Step 13.

2024-25 Coaching Salary Schedules – See Appendix G and I
2025-26 Coaching Salary Schedules – See Appendix H and J
2026-27 Coaching Salary Schedules – See Appendix subject to Wage Re-opener

16.0761 Emergency Intervention Team

Emergency Intervention Team members participating in an emergency requiring seclusion and restraint will be allowed up to 15 minutes following such an event to regain composure prior to returning to their regular duties. Following such an emergency, the green team member(s) who participated fully and are noted in the full documentation including debriefing and consultation

with the guardian(s) of the student will receive a \$30.00 stipend. Such stipend will be paid after the semester ends.

16.1000 Additional Salary and Fringe Information

16.1005 Flexible Spending Account

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

16.1010 Optional Insurances

A payroll deduction program for optional insurances will be made available to all employees by the Association. The Association shall select the carrier of the program. The district makes no fiduciary finding as to the carrier. If the employer is ever required by law to make such a finding, the employer in its sole discretion shall be able to discontinue the program following sufficient notice to the employees.

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

16.1100 Employees hired after February 28, 2006

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

16.1200 Early Notification of Retirement Incentive

By February 15, an employee who files for retirement through the Michigan Public School Employees Retirement System and also provides notice to the district of the retirement will be eligible for a Notification of Retirement Incentive provided the retirement is effective before the start of the next school year (teachers' return to work date). Following the employee's retirement, the district will pay the employee a Notification of Retirement Incentive of \$2000.00. In proper cases where the employee believes he/she is eligible to draw a pension and finds out that he/she does not meet the eligibility requirements, the district will allow the employee to rescind his termination from the district. To be able to rescind the retirement, the employer must be notified by June 30th.

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

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

17.0000 INSURANCE PROTECTION

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

17.0100 Health Care Insurance

17.0110 The Board will provide Community Blue PPO health care insurance. The preferred Rx co-pay will be \$10.00 for generic prescriptions, \$20.00 for formulary brand (preferred) prescriptions and \$50.00 for non-formulary brand (non-preferred) prescriptions. Office and Chiropractic visits will increase to \$20.00.

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

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

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

17.0121 Insurance Coverage on Termination of Employment

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

17.0130 Monthly Contributions

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

17.0132 Employees hired after January 1, 2012

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

17.0133 Employee Health Insurance

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

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

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

17.0136 Publicly Funded Health Insurance Contribution Act 152 of 2011 Changes

If PA 152 (MCL §§ 15.561et seq.) is significantly amended (plus or minus 10.0% or more) or repealed, the contract will be re-opened and subject to negotiations concerning health insurance benefits and contributions. Such reopening will not subject other sections to re-opening.

17.0115 Alternative Health Care Insurance Choice

Effective beginning in the 2025-2026 School Year, the district will offer employees a choice of the current plan, no plan, or an alternative plan. The parties will determine the employee contributions in light of the law, and with minimal effect on employees who do not select the alternative plan.

17.0210 Duplicate Coverage

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

17.0300 Term Life Insurance

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

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

17.0400 Dental Insurance

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

17.0411 Basic Services

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

17.0412 Preventive Services

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

17.0413 Restorative Services

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

17.0414 Oral Surgery Services

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

17.0415 Endodontic Services

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

17.0416 Periodontic 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 Orthodontic Coverage

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

17.0500 The coverage will be equivalent to the 1990-91 MEA-MESSA Dental Care Program Plan "D" with 80 percent coverage on each of Class I, II and III, and a \$2,400 maximum per year (orthodontics \$1,300 maximum).

17.0600 Vision care Insurance

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

17.0700 Long-term disability Insurance.

Long-term disability (LTD) will be provided as follows: 66 2/3% of monthly earnings subject to a \$5,000 monthly maximum after a 180-day waiting period.

17.0800 Employees 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 employees working sixty (60%) percent or more of the regular workday shall receive the above benefits fully paid by the Board. Employees regularly working 28 hours or more per week at Mackinaw High School will be considered full time.

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

18.0000 SCHOOL CALENDARS

18.0100 The professional services of all employees shall be set forth in the school calendar under Appendix: K, L and M of this Agreement and shall be incorporated into and considered a part of this Agreement.

18.0110 Teacher Work Year

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

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

2 new teacher days

(In light of a significant increase in the time needed for data analysis by elementary teachers for MTSS and the difficulty to use substitute teachers to alleviate the problem, effective January 2016, Elementary Teachers will have a work day on the same day that secondary teachers have their semester work day.)

18.0111 Mackinaw High School Teacher Work Year

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

180 student days
3 teacher days:
3 staff workdays

2 new teacher days

If changes are needed in the Mackinaw High School schedule, the employer will review the schedule prior to the school year. The parties will negotiate if the employer wants to change the Mackinaw High School to an evening or a weekend schedule.

18.0200 Cancelled Instructional Time

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

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

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

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

19.0000 STANDING COMMITTEES

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

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

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

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

19.0200 Professional Development Committee

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

19.0300 Review Committee

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

20.0000 MISCELLANEOUS

20.0100 Savings Clause

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

20.0200 Waiver Clause

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

21.0000 TERMINATION

This Agreement shall become effective August 26, 2021, and shall remain in effect until July 31, 2027.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of this 20th day of December, 2021.

BOARD OF EDUCATION
SAGINAW TOWNSHIP
COMMUNITY SCHOOLS

SAGINAW TOWNSHIP
EDUCATION ASSOCIATION

/s/_____

President

/s/_____

Christina Mulford, President

/s/_____

Secretary

/s/_____

Secretary

Interest Based Bargaining Team

Brian Blaine	Jamie Hales	Tony Skowronski
Mark Coutcher	Alan Kern	Sue Skulley
Tammy Daenzer	Christina Mulford	Tienna Smith
Steve Elliott	Andrew Richardson	Karen Volk
Michelle Frost	Kevin Reed	Michael Waldie
		Mike Weirda
Facilitators:	Robert Galardi	Tom Greene

Re: State Mandated Instructional Time Increase 2000-01 forward

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

/s/ Peter Tyson May 7, 2014
date

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

Re: Sections 6.0154, 6.0155, and 6.0156

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

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

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

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

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

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

Dated this 7th day of May, 2014

Saginaw Township Community Schools

Saginaw Township Education
Association (MEA/NEA)

/s/ Tony Skowronski

Tony Skowronski, Director of Human Resources

/S/ Matt Zimmerman

Matt Zimmerman, Uniserv Director

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

Re: High School Schedule Sections 6.0110, 6.0120 and 6.0151

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

These changes include:

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

Dated this 7th day of May, 2014

Saginaw Township Community Schools

Saginaw Township Education
Association (MEA/NEA)

/s/ Tony Skowronski

Tony Skowronski, Director of Human Resources

/s/ Matt Zimmerman

Matt Zimmerman, Uniserv Director

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

Re: Prohibited and Illegal Subjects of Bargaining

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

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

While, probably already covered by the original Letter of Agreement, the parties specifically acknowledge that the review set forth in 17.0130 in no way limits the employers' ability to make changes as allowed or required by PA 152 of 2011 and/or the Public Employment Relations Act, PA 336 of 1947 as amended. This paragraph is added to this Letter of Agreement as part of the Economic Re-opener of 2014 ratified on or about May 11, 2015.

Dated this 20th day of December, 2021

Saginaw Township Community Schools

Saginaw Township Education
Association (MEA/NEA)

/s/ Tony Skowronski

Tony Skowronski, Director of Human Resources

/s/ Peter Tyson

Peter Tyson
STEA President

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

Re: Cyber Classroom

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

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

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

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

Dated this 7th day of May, 2014

SAGINAW TOWNSHIP COMMUNITY SCHOOLS

SAGINAW TOWNSHIP EDUCATION
ASSOCIATION

By /s/ Tony Skowronski

By /s/ Peter Tyson

Its: Director of Human Resources

Its: President STEA

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

Re: Special Education Teachers Continuing for the 2025-2026 School Year

In light of continuing teacher turn over in special education classrooms, the parties have agreed to provide a one time, off schedule payment as follows:

- 1 A special education classroom teacher, i.e., resource room or self-contained, during the 2024-2025 School Year and remains as a special education classroom teacher for the 2025-2026 School Year, will be entitled to a one time, off schedule payment.
- 2 Such payment will be for those employees who complete the 2025-2026 School Year and is non-retirement reportable.
- 3 If the teacher does not complete the School Year, they will be responsible to reimburse the district for the complete payment., as well as any costs the District incurs to obtain such reimbursement.
- 4 The payment will be made on the first paycheck of November 2025.
- 5 The one-time payment will be for \$2,000, less required withholding.
- 6 This Letter of Understanding is without precedent, and does not establish a practice, nor modify the collective bargaining agreement for School Years beginning after June 30, 2026.

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

Re: STCS General Education Teachers Becoming Special Education Classroom Teachers

In recognition of general education teachers already employed by the district, who are or have expressed the intent to timely become special education-certified as described below, and who apply for district special education classroom teacher, (i.e., resource room or self-contained) postings and are selected, those teachers will be entitled to a \$1,000, one time, off schedule payment that is not retirement reportable provided:

- 1 If the teacher is selected and moves to the special education teacher assignment between ratification of the 2024-2027 collective bargaining agreement and the September 30, 2025 and continues in the position through the 2025-2026 School Year, or

if the teacher is selected and moves to the special education teacher assignment between October 1, 2025 and September 30, 2026 and continues in the position through the 2026-2027 School Year, or

if the teacher is selected and moves to the special education teacher assignment between October 1, 2026 and May 1, 2027 and continues in the position through the 2027-2028 School Year.
- 2 This payment is available to any selected certificated teacher, whether they have a special education certificate or not. If the teacher is not eligible to teach the special education class during the required period, (e.g., until able to get state approval through the 2026-2027 School Year), the teacher will be responsible to reimburse the district for the complete payment., as well as any costs the District incurs to obtain such reimbursement.
- 3 This Letter of Understanding will not apply during reductions in the workforce that necessitate layoffs.
- 4 This one-time payment will be paid as soon as practical, but within three paychecks of when the teacher begins to actually teach the class. This payment is not retirement eligible. This special payment is only for those teachers who are appointed to a special education assignment from a general education assignment by May 1, 2027.
- 5 This Letter of Understanding is without precedent, and does not establish a practice, nor modify the collective bargaining agreement for School Years beginning after June 30, 2027.

Appendix A

**Saginaw Township Community Schools
2024-2025 TEACHER SALARY SCHEDULE
Hired Prior to February 13, 2018**

2.5% increase above 2023-2024 salary

Step	BACHELORS		BACHELORS + 18*		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	\$40,465	1.000 0	\$43,298	1.0700	\$48,153	1.190 0	\$50,98 6	1.2600	\$53,00 9	1.3100
2	\$42,743	1.056 3	\$45,576	1.1263	\$50,432	1.246 3	\$53,26 4	1.3163	\$55,28 7	1.3663
3	\$45,017	1.112 5	\$47,850	1.1825	\$52,706	1.302 5	\$55,53 8	1.3725	\$57,56 1	1.4225
4	\$47,295	1.168 8	\$50,128	1.2388	\$54,984	1.358 8	\$57,81 6	1.4288	\$59,84 0	1.4788
5	\$49,570	1.225 0	\$52,402	1.2950	\$57,258	1.415 0	\$60,09 1	1.4850	\$62,11 4	1.5350
6	\$51,848	1.281 3	\$54,680	1.3513	\$59,536	1.471 3	\$62,36 9	1.5413	\$64,39 2	1.5913
7	\$54,122	1.337 5	\$56,954	1.4075	\$61,810	1.527 5	\$64,64 3	1.5975	\$66,66 6	1.6475
8	\$56,400	1.393 8	\$59,233	1.4638	\$64,088	1.583 8	\$66,92 1	1.6538	\$68,94 4	1.7038
9	\$58,674	1.450 0	\$61,507	1.5200	\$66,363	1.640 0	\$69,19 5	1.7100	\$71,21 8	1.7600
10	\$60,952	1.506 3	\$63,785	1.5763	\$68,641	1.696 3	\$71,47 3	1.7663	\$73,49 7	1.8163
11	\$63,227	1.562 5	\$66,059	1.6325	\$70,915	1.752 5	\$73,74 7	1.8225	\$75,77 1	1.8725
12	\$65,505	1.618 8	\$68,337	1.6888	\$73,193	1.808 8	\$76,02 6	1.8788	\$78,04 9	1.9288
13	\$67,779	1.675 0	\$70,611	1.7450 0	\$75,467	1.865 0	\$78,30 0	1.9350	\$80,32 3	1.9850
14-18	\$70,247	1.736 0	\$73,181	1.8085 0	\$78,215	1.932 9	\$81,15 3	2.0055	\$83,24 9	2.0573
19-23	\$72,354	1.030 0	\$75,376	1.0300 0	\$80,561	1.030 0	\$83,58 8	1.0300	\$85,74 6	1.0300
24-28	\$74,462	1.060 0	\$77,572	1.0600 0	\$82,908	1.060 0	\$86,02 2	1.0600	\$88,24 4	1.0600
29-33	\$76,569	1.090 0	\$79,767	1.0900 0	\$85,254	1.090 0	\$88,45 7	1.0900	\$90,74 1	1.0900
34+	\$78,677	1.120 0	\$81,963	1.1200 0	\$87,601	1.120 0	\$90,89 1	1.1200	\$93,23 9	1.1200

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

Appendix B

Saginaw Township Community Schools 2024-2025 TEACHER SALARY SCHEDULE Hired After February 13, 2018 or Chosen by Employee

2.5% increase above 2023-2024 salary

Step	BACHELORS		MASTERS		MASTERS + 15		MASTERS + 30		Index
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	
1	\$ 45,138	1.0000	\$ 52,825	1.1703	\$ 55,660	1.2331	\$ 57,682	1.2779	
2	\$ 46,375	1.0274	\$ 54,066	1.1978	\$ 56,896	1.2605	\$ 58,919	1.3053	
3	\$ 47,616	1.0549	\$ 55,303	1.2252	\$ 58,133	1.2879	\$ 60,160	1.3328	
4	\$ 48,853	1.0823	\$ 56,540	1.2526	\$ 59,375	1.3154	\$ 61,397	1.3602	
5	\$ 50,090	1.1097	\$ 57,777	1.2800	\$ 60,611	1.3428	\$ 62,633	1.3876	
6	\$ 51,326	1.1371	\$ 59,018	1.3075	\$ 61,848	1.3702	\$ 63,870	1.4150	
7	\$ 52,568	1.1646	\$ 60,255	1.3349	\$ 63,085	1.3976	\$ 65,112	1.4425	
8	\$ 53,804	1.1920	\$ 61,491	1.3623	\$ 64,326	1.4251	\$ 66,348	1.4699	
9	\$ 55,041	1.2194	\$ 62,728	1.3897	\$ 65,563	1.4525	\$ 67,585	1.4973	
10	\$ 56,278	1.2468	\$ 63,970	1.4172	\$ 66,800	1.4799	\$ 68,822	1.5247	
11	\$ 61,356	1.3593	\$ 69,048	1.5297	\$ 71,878	1.5924	\$ 73,900	1.6372	
12	\$ 66,434	1.4718	\$ 74,126	1.6422	\$ 76,956	1.7049	\$ 78,978	1.7497	
13	\$ 67,779	1.5016	\$ 75,466	1.6719	\$ 78,296	1.7346	\$ 80,323	1.7795	
14-18	\$ 70,248	1.5563	\$ 78,215	1.7328	\$ 81,154	1.7979	\$ 83,248	1.8443	
19-23	\$ 72,355	1.0300	\$ 80,561	1.0300	\$ 83,589	1.0300	\$ 85,745	1.0300	
24-28	\$ 74,463	1.0600	\$ 82,908	1.0600	\$ 86,023	1.0600	\$ 88,243	1.0600	
29-33	\$ 76,570	1.0900	\$ 85,254	1.0900	\$ 88,458	1.0900	\$ 90,740	1.0900	
34+	\$ 78,678	1.1200	\$ 87,601	1.1200	\$ 90,892	1.1200	\$ 93,238	1.1200	

Note Step 14 is set equal to Step 14 of the Wage Schedule for those hired prior to ratification of the 2017-2020 therefore at Step 14, the index times the Bachelor Step 1 may not be in complete agreement

Appendix C

**Saginaw Township Community Schools
2025-2026 TEACHER SALARY SCHEDULE
Hired Prior to February 13, 2018**

2.0% increase above 2024-2025 salary

Step	BACHELORS		BACHELORS + 18*		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	\$41,274	1.0000	\$44,163	1.0700	\$49,116	1.1900	\$52,005	1.2600	\$54,069	1.3100
2	\$43,598	1.0563	\$46,487	1.1263	\$51,440	1.2463	\$54,329	1.3163	\$56,393	1.3663
3	\$45,917	1.1125	\$48,807	1.1825	\$53,759	1.3025	\$56,649	1.3725	\$58,712	1.4225
4	\$48,241	1.1688	\$51,130	1.2388	\$56,083	1.3588	\$58,972	1.4288	\$61,036	1.4788
5	\$50,561	1.2250	\$53,450	1.295	\$58,403	1.4150	\$61,292	1.4850	\$63,356	1.5350
6	\$52,884	1.2813	\$55,774	1.3513	\$60,726	1.4713	\$63,616	1.5413	\$65,679	1.5913
7	\$55,204	1.3375	\$58,093	1.4075	\$63,046	1.5275	\$65,935	1.5975	\$67,999	1.6475
8	\$57,528	1.3938	\$60,417	1.4638	\$65,370	1.5838	\$68,259	1.6538	\$70,323	1.7038
9	\$59,847	1.4500	\$62,736	1.52	\$67,689	1.6400	\$70,579	1.7100	\$72,642	1.7600
10	\$62,171	1.5063	\$65,060	1.5763	\$70,013	1.6963	\$72,902	1.7663	\$74,966	1.8163
11	\$64,491	1.5625	\$67,380	1.6325	\$72,333	1.7525	\$75,222	1.8225	\$77,286	1.8725
12	\$66,814	1.6188	\$69,704	1.6888	\$74,656	1.8088	\$77,546	1.8788	\$79,609	1.9288
13	\$69,134	1.6750	\$72,023	1.745	\$76,976	1.8650	\$79,865	1.9350	\$81,929	1.9850
14	\$71,652	1.7360	\$74,644	1.8085	\$79,779	1.9329	\$82,775	2.0055	\$84,913	2.0573

Steps 15-34 are in Appendix F

Appendix D

Saginaw Township Community Schools 2025-2026 TEACHER SALARY SCHEDULE Hired After February 13, 2018 or Chosen by Employee

2.0% increase above 2024-2025 salary

Step	BACHELORS		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	\$ 46,041	1.0000	\$ 53,882	1.1703	\$ 56,773	1.2331	\$ 58,836	1.2779
2	\$ 47,303	1.0274	\$ 55,148	1.1978	\$ 58,035	1.2605	\$ 60,097	1.3053
3	\$ 48,569	1.0549	\$ 56,409	1.2252	\$ 59,296	1.2879	\$ 61,363	1.3327
4	\$ 49,830	1.0823	\$ 57,671	1.2526	\$ 60,562	1.3154	\$ 62,625	1.3601
5	\$ 51,092	1.1097	\$ 58,932	1.2800	\$ 61,824	1.3428	\$ 63,886	1.3875
6	\$ 52,353	1.1371	\$ 60,199	1.3075	\$ 63,085	1.3702	\$ 65,148	1.4149
7	\$ 53,619	1.1646	\$ 61,460	1.3349	\$ 64,347	1.3976	\$ 66,414	1.4423
8	\$ 54,881	1.1920	\$ 62,722	1.3623	\$ 65,613	1.4251	\$ 67,676	1.4697
9	\$ 56,142	1.2194	\$ 63,983	1.3897	\$ 66,875	1.4525	\$ 68,937	1.4971
10	\$ 57,404	1.2468	\$ 65,249	1.4172	\$ 68,136	1.4799	\$ 70,199	1.5245
11	\$ 62,584	1.3593	\$ 70,429	1.5297	\$ 73,316	1.5924	\$ 75,378	1.6371
12	\$ 67,763	1.4718	\$ 75,609	1.6422	\$ 78,495	1.7049	\$ 80,558	1.7497
13	\$ 69,135	1.5016	\$ 76,976	1.6719	\$ 79,863	1.7346	\$ 81,930	1.7799
14								
15	\$ 71,652	1.5563	\$ 79,779	1.7328	\$ 82,775	1.7979	\$ 84,913	1.8449

Note Step 14 is set equal to Step 14 of the Wage Schedule for those hired prior to ratification of the 2017-2020 therefore at Step 14, the index times the Bachelor Step 1 may not be in complete agreement

Steps 15-34 are in Appendix F

**Saginaw Township Community Schools
2025-2026 TEACHER SALARY SCHEDULE
Steps 14-34 All Employees**

	BACHELORS		BACHELORS + 18*		MASTERS		MASTERS + 15		MASTERS + 30	
Step	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
14	\$ 71,652	1.0000	\$ 74,644	1.0000	\$ 79,779	1.0000	\$ 82,775	1.0000	\$ 84,913	1.0000
15	\$ 72,082	1.0060	\$ 75,092	1.0060	\$ 80,258	1.0060	\$ 83,272	1.0060	\$ 85,422	1.0060
16	\$ 72,512	1.0120	\$ 75,540	1.0120	\$ 80,736	1.0120	\$ 83,768	1.0120	\$ 85,932	1.0120
17	\$ 72,942	1.0180	\$ 75,988	1.0180	\$ 81,215	1.0180	\$ 84,265	1.0180	\$ 86,441	1.0180
18	\$ 73,372	1.0240	\$ 76,435	1.0240	\$ 81,694	1.0240	\$ 84,762	1.0240	\$ 86,951	1.0240
19	\$ 73,802	1.0300	\$ 76,883	1.0300	\$ 82,172	1.0300	\$ 85,258	1.0300	\$ 87,460	1.0300
20	\$ 74,231	1.0360	\$ 77,331	1.0360	\$ 82,651	1.0360	\$ 85,755	1.0360	\$ 87,970	1.0360
21	\$ 74,661	1.0420	\$ 77,779	1.0420	\$ 83,130	1.0420	\$ 86,252	1.0420	\$ 88,479	1.0420
22	\$ 75,091	1.0480	\$ 78,227	1.0480	\$ 83,608	1.0480	\$ 86,748	1.0480	\$ 88,989	1.0480
23	\$ 75,521	1.0540	\$ 78,675	1.0540	\$ 84,087	1.0540	\$ 87,245	1.0540	\$ 89,498	1.0540
24	\$ 75,951	1.0600	\$ 79,123	1.0600	\$ 84,566	1.0600	\$ 87,742	1.0600	\$ 90,008	1.0600
25	\$ 76,381	1.0660	\$ 79,571	1.0660	\$ 85,044	1.0660	\$ 88,238	1.0660	\$ 90,517	1.0660
26	\$ 76,811	1.0720	\$ 80,018	1.0720	\$ 85,523	1.0720	\$ 88,735	1.0720	\$ 91,027	1.0720
27	\$ 77,241	1.0780	\$ 80,466	1.0780	\$ 86,002	1.0780	\$ 89,231	1.0780	\$ 91,536	1.0780
28	\$ 77,671	1.0840	\$ 80,914	1.0840	\$ 86,480	1.0840	\$ 89,728	1.0840	\$ 92,046	1.0840
29	\$ 78,101	1.0900	\$ 81,362	1.0900	\$ 86,959	1.0900	\$ 90,225	1.0900	\$ 92,555	1.0900
30	\$ 78,531	1.0960	\$ 81,810	1.0960	\$ 87,438	1.0960	\$ 90,721	1.0960	\$ 93,065	1.0960
31	\$ 78,961	1.1020	\$ 82,258	1.1020	\$ 87,916	1.1020	\$ 91,218	1.1020	\$ 93,574	1.1020
32	\$ 79,390	1.1080	\$ 82,706	1.1080	\$ 88,395	1.1080	\$ 91,715	1.1080	\$ 94,084	1.1080
33	\$ 79,820	1.1140	\$ 83,153	1.1140	\$ 88,874	1.1140	\$ 92,211	1.1140	\$ 94,593	1.1140
34+	\$ 80,250	1.1200	\$ 83,601	1.1200	\$ 89,352	1.1200	\$ 92,708	1.1200	\$ 95,103	1.1200
	BACHELOR'S+ 18*-is available only to those hired before January 1, 2012									

**Saginaw Township Community Schools
Middle School Coaching Salary Schedule 2024-2025**

Salary Base-Master's Step 13:	Years Experience in Coaching			
\$75,467				
	Step 1		Step 2	
Middle School	Index	Amount	Index	Amount
Basketball - Boys 7 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Basketball - Boys 8 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Basketball - Girls 7 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Basketball - Girls 8 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Cheerleading	0.01867	\$ 1,409	0.023266	\$ 1,756
Cross country	0.01867	\$ 1,409	0.023266	\$ 1,756
Football	0.01867	\$ 1,409	0.023266	\$ 1,756
Pompon	0.01867	\$ 1,409	0.023266	\$ 1,756
Softball 7 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Softball 8 th grade	0.01867	\$ 1,409	0.023266	\$ 1,756
Swimming - Boys 7 th /8 th grades	0.01867	\$ 1,409	0.023266	\$ 1,756
Swimming - Girls 7 th /8 th grades	0.01867	\$ 1,409	0.023266	\$ 1,756
Swimming - Girls (Assistant)	0.009337	\$ 705	0.010893	\$ 822
Tennis – Boys	0.018674	\$ 1,409	0.023266	\$ 1,756
Tennis – Girls	0.018674	\$ 1,409	0.023266	\$ 1,756
Track - 7 th /8 th grades	0.018674	\$ 1,409	0.023266	\$ 1,756
Track Assistant 7 th /8 th grade	0.009337	\$ 705	0.010893	\$ 822
Volleyball 7 th grade	0.018674	\$ 1,409	0.023266	\$ 1,756
Volleyball 8 th grade	0.018674	\$ 1,409	0.023266	\$ 1,756
Wrestling 7 th /8 th grades	0.018674	\$ 1,409	0.023266	\$ 1,756
WPMS Athletic Dir. (annually)	0.072396	\$ 5,464	0.076016	\$ 5,737

Saginaw Township Community Schools

High School Coaching Salary Schedule 2024-2025

Salary Base-Master's Step 13:								
\$75,467 Salary Base								
		Years Experience in Coaching						
HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	0.0662	\$4,996	0.0742	\$5,600	0.0821	\$6,196	0.0901	\$6,800
Varsity Asst. Football	0.0410	\$3,094	0.046	\$3,471	0.0509	\$3,841	0.0559	\$4,219
Head J.V. Football	0.0410	\$3,094	0.046	\$3,471	0.0509	\$3,841	0.0559	\$4,219
Head Freshman Football	0.0410	\$3,094	0.046	\$3,471	0.0509	\$3,841	0.0559	\$4,219
J.V. Asst. Football	0.0384	\$2,898	0.043	\$3,245	0.0476	\$3,592	0.0522	\$3,939
Freshman Asst. Football	0.0384	\$2,898	0.043	\$3,245	0.0476	\$3,592	0.0522	\$3,939
Head Basketball	0.0662	\$4,996	0.0742	\$5,600	0.0821	\$6,196	0.0901	\$6,800
Head J.V. Basketball	0.0410	\$3,094	0.046	\$3,471	0.0509	\$3,841	0.0559	\$4,219
Freshman Basketball	0.0410	\$3,094	0.046	\$3,471	0.0509	\$3,841	0.0559	\$4,219
HHS Asst Athletic Dir.	0.0662	\$4,996	0.0742	\$5,600	0.0821	\$6,196	0.0901	\$6,800
(1 hr. release time)								
Head Swimming	0.0550	\$4,151	0.0600	\$4,528	0.0650	\$4,905	0.0700	\$5,283
J.V. Swimming	0.0358	\$2,702	0.0390	\$2,943	0.0423	\$3,192	0.0455	\$3,434
Head Wrestling	0.0550	\$4,151	0.0600	\$4,528	0.0650	\$4,905	0.0700	\$5,283
J.V. Wrestling	0.0358	\$2,702	0.0390	\$2,943	0.0423	\$3,192	0.0455	\$3,434
Head Baseball	0.0350	\$2,641	0.0400	\$3,019	0.0450	\$3,396	0.0500	\$3,773
J.V. Baseball	0.0228	\$1,721	0.0260	\$1,962	0.0293	\$2,211	0.0325	\$2,453
Head Track	0.0350	\$2,641	0.0400	\$3,019	0.0450	\$3,396	0.0500	\$3,773
J.V. Track	0.0228	\$1,721	0.0260	\$1,962	0.0293	\$2,211	0.0325	\$2,453
Head Tennis	0.0250	\$1,887	0.0300	\$2,264	0.0350	\$2,641	0.0400	\$3,019
J.V. Tennis	0.0163	\$1,230	0.0195	\$1,472	0.0228	\$1,721	0.0260	\$1,962
Head Golf	0.0250	\$1,887	0.0300	\$2,264	0.0350	\$2,641	0.0400	\$3,019
J.V. Golf	0.0163	\$1,230	0.0195	\$1,472	0.0228	\$1,721	0.0260	\$1,962
Head Volleyball	0.0550	\$4,151	0.0600	\$4,528	0.0650	\$4,905	0.0700	\$5,283
J.V. Volleyball	0.0358	\$2,702	0.0390	\$2,943	0.0423	\$3,192	0.0455	\$3,434
Head Softball	0.0350	\$2,641	0.0400	\$3,019	0.0450	\$3,396	0.0500	\$3,773
J.V. Softball	0.0228	\$1,721	0.0260	\$1,962	0.0293	\$2,211	0.0325	\$2,453
Bowling	0.0250	\$1,887	0.0300	\$2,264	0.0350	\$2,641	0.0400	\$3,019
Head Skiing	0.0250	\$1,887	0.0300	\$2,264	0.0350	\$2,641	0.0400	\$3,019
J.V. Skiing	0.0163	\$1,230	0.0195	\$1,472	0.0228	\$1,721	0.0260	\$1,962
Cross Country	0.0250	\$1,887	0.0300	\$2,264	0.0350	\$2,641	0.0400	\$3,019
J.V. Cross Country	0.0163	\$1,230	0.0195	\$1,472	0.0228	\$1,721	0.0260	\$1,962
Head Hockey	0.0550	\$4,151	0.0600	\$4,528	0.0650	\$4,905	0.0700	\$5,283
Head Soccer	0.0350	\$2,641	0.0400	\$3,019	0.0450	\$3,396	0.0500	\$3,773
J.V. Soccer	0.0228	\$1,721	0.0260	\$1,962	0.0293	\$2,211	0.0325	\$2,453
Head Lacrosse	0.0350	\$2,641	0.0400	\$3,019	0.0450	\$3,396	0.0500	\$3,773
J.V. Lacrosse	0.0228	\$1,721	0.0260	\$1,962	0.0293	\$2,211	0.0325	\$2,453

Saginaw Township Community Schools
Middle School Coaching Salary Schedule 2025-2026

Salary Base-Master's Step 13:	Years Experience in Coaching			
\$76,976				
	Step 1		Step 2	
Middle School	Index	Amount	Index	Amount
Basketball - Boys 7 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Basketball - Boys 8 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Basketball - Girls 7 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Basketball - Girls 8 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Cheerleading	0.01867	\$ 1,437	0.023266	\$ 1,791
Cross country	0.01867	\$ 1,437	0.023266	\$ 1,791
Football	0.01867	\$ 1,437	0.023266	\$ 1,791
Pompon	0.01867	\$ 1,437	0.023266	\$ 1,791
Softball 7 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Softball 8 th grade	0.01867	\$ 1,437	0.023266	\$ 1,791
Swimming - Boys 7 th /8 th grades	0.01867	\$ 1,437	0.023266	\$ 1,791
Swimming - Girls 7 th /8 th grades	0.01867	\$ 1,437	0.023266	\$ 1,791
Swimming - Girls (Assistant)	0.009337	\$ 719	0.010893	\$ 838
Tennis – Boys	0.018674	\$ 1,437	0.023266	\$ 1,791
Tennis – Girls	0.018674	\$ 1,437	0.023266	\$ 1,791
Track - 7 th /8 th grades	0.018674	\$ 1,437	0.023266	\$ 1,791
Track Assistant 7 th /8 th grade	0.009337	\$ 719	0.010893	\$ 838
Volleyball 7 th grade	0.018674	\$ 1,437	0.023266	\$ 1,791
Volleyball 8 th grade	0.018674	\$ 1,437	0.023266	\$ 1,791
Wrestling 7 th /8 th grades	0.018674	\$ 1,437	0.023266	\$ 1,791
WPMS Athletic Dir. (annually)	0.072396	\$ 5,573	0.076016	\$ 5,851

High School Coaching Salary Schedule 2025-2026

Appendix I

Salary Base-Master's Step 13:								
\$76,976	Salary Base							
	Years Experience in Coaching							
	1		2		3		4	
HIGH SCHOOL	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	0.0662	\$5,096	0.0742	\$5,712	0.0821	\$6,320	0.0901	\$6,936
Varsity Asst. Football	0.0410	\$3,156	0.046	\$3,541	0.0509	\$3,918	0.0559	\$4,303
Head J.V. Football	0.0410	\$3,156	0.046	\$3,541	0.0509	\$3,918	0.0559	\$4,303
Head Freshman Football	0.0410	\$3,156	0.046	\$3,541	0.0509	\$3,918	0.0559	\$4,303
J.V. Asst. Football	0.0384	\$2,956	0.043	\$3,310	0.0476	\$3,664	0.0522	\$4,018
Freshman Asst. Football	0.0384	\$2,956	0.043	\$3,310	0.0476	\$3,664	0.0522	\$4,018
Head Basketball	0.0662	\$5,096	0.0742	\$5,712	0.0821	\$6,320	0.0901	\$6,936
Head J.V. Basketball	0.0410	\$3,156	0.046	\$3,541	0.0509	\$3,918	0.0559	\$4,303
Freshman Basketball	0.0410	\$3,156	0.0460	\$3,541	0.0509	\$3,918	0.0559	\$4,303
HHS Asst Athletic Dir.	0.0662	\$5,096	0.0742	\$5,712	0.0821	\$6,320	0.0901	\$6,936
(1 hr. release time)								
Head Swimming	0.0550	\$4,234	0.0600	\$4,619	0.0650	\$5,003	0.0700	\$5,388
J.V. Swimming	0.0358	\$2,756	0.0390	\$3,002	0.0423	\$3,256	0.0455	\$3,502
Head Wrestling	0.0550	\$4,234	0.0600	\$4,619	0.0650	\$5,003	0.0700	\$5,388
J.V. Wrestling	0.0358	\$2,756	0.0390	\$3,002	0.0423	\$3,256	0.0455	\$3,502
Head Baseball	0.0350	\$2,694	0.0400	\$3,079	0.0450	\$3,464	0.0500	\$3,849
J.V. Baseball	0.0228	\$1,755	0.0260	\$2,001	0.0293	\$2,255	0.0325	\$2,502
Head Track	0.0350	\$2,694	0.0400	\$3,079	0.0450	\$3,464	0.0500	\$3,849
J.V. Track	0.0228	\$1,755	0.0260	\$2,001	0.0293	\$2,255	0.0325	\$2,502
Head Tennis	0.0250	\$1,924	0.0300	\$2,309	0.0350	\$2,694	0.0400	\$3,079
J.V. Tennis	0.0163	\$1,255	0.0195	\$1,501	0.0228	\$1,755	0.0260	\$2,001
Head Golf	0.0250	\$1,924	0.0300	\$2,309	0.0350	\$2,694	0.0400	\$3,079
J.V. Golf	0.0163	\$1,255	0.0195	\$1,501	0.0228	\$1,755	0.0260	\$2,001
Head Volleyball	0.0550	\$4,234	0.0600	\$4,619	0.0650	\$5,003	0.0700	\$5,388
J.V. Volleyball	0.0358	\$2,756	0.0390	\$3,002	0.0423	\$3,256	0.0455	\$3,502
Head Softball	0.0350	\$2,694	0.0400	\$3,079	0.0450	\$3,464	0.0500	\$3,849
J. V. Softball	0.0228	\$1,755	0.0260	\$2,001	0.0293	\$2,255	0.0325	\$2,502
Bowling	0.0250	\$1,924	0.0300	\$2,309	0.0350	\$2,694	0.0400	\$3,079
Head Skiing	0.0250	\$1,924	0.0300	\$2,309	0.0350	\$2,694	0.0400	\$3,079
J.V. Skiing	0.0163	\$1,255	0.0195	\$1,501	0.0228	\$1,755	0.0260	\$2,001
Cross Country	0.0250	\$1,924	0.0300	\$2,309	0.0350	\$2,694	0.0400	\$3,079
J.V. Cross Country	0.0163	\$1,255	0.0195	\$1,501	0.0228	\$1,755	0.0260	\$2,001
Head Hockey	0.0550	\$4,234	0.0600	\$4,619	0.0650	\$5,003	0.0700	\$5,388
Head Soccer	0.0350	\$2,694	0.0400	\$3,079	0.0450	\$3,464	0.0500	\$3,849
J.V. Soccer	0.0228	\$1,755	0.0260	\$2,001	0.0293	\$2,255	0.0325	\$2,502
Head Lacrosse	0.0350	\$2,694	0.0400	\$3,079	0.0450	\$3,464	0.0500	\$3,849
J.V. Lacrosse	0.0228	\$1,755	0.0260	\$2,001	0.0293	\$2,255	0.0325	\$2,502

Appendix J
2024-2025 Calendar

2024-2025 School Year Calendar - Teachers - April 30, 2024

August 2024					September 2024					October 2024				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
			1	2	2X	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7PDx	8	9 PTC	10 PTC	11
12W*	13PD	14W	15PD	16X	16	17	18	19	20	14	15	16	17	18
19W	20PD	21	22	23X	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30X	30					28	29	30	31	
W* = New Teacher Workdays PD = All Teacher Workdays FD = First Day of School Student days (SD) = 9 Cumulative: NTD = 12 CTD = 11 SD = 9					X=No School - Labor Day Break Student days (SD) = 20 Teacher days (TD) = 20 Cumulative: NTD = 32 CTD = 31 SD = 29					Student days (SD) = 23 Teacher days (TD) = 23 HS, WPMS 1st marking period ends Oct. 18 Parent Teacher Conferences: 9 - 10 Cumulative: NTD = 55 CTD = 54 SD = 52				
November 2024					December 2024					January 2025				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
				1	2	3	4	5	6			1X	2X	3X
4	5PDx	6	7	8ERW	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13RWx	14	15	16	17
18	19	20	21	22	23X	24X	25X	26X	27X	20PDx	21	22	23	24
25	26	27X	28X	29X	30X	31X				27	28	29	30	31
ERW = Elem Record day; students AM -(HS/MS has full day with students) Elementary Tri-mester ends Nov. 11 Student days (SD) = 18 Teacher days (TD) = 18 X=No School - Thanksgiving Break Cumulative: NTD = 73 CTD = 72 SD = 70					X=No School - Winter Break Student days (SD) = 15 Teacher days (TD) = 15 Cumulative: NTD = 88 CTD = 87 SD = 85					X=No School - Winter Break RWx = Record day (full day) No school HS, WPMS end of 1st semester - Jan. 13 Student days (SD) = 19 Teacher days (TD) = 20 Cumulative: NTD = 108 CTD = 107 SD = 104				
February 2025					March 2025					April 2025				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
3	4	5	6	7	3	4	5	6	7		1	2	3	4
10	11	12	13	14 ERW	10	11	12	13	14	7	8	9	10	11
17	18	19	20	21	17	18	19	20	21	14	15	16	17	18X
24 PTC	25 PTC	26 PTC	27	28X	24X	25X	26X	27X	28X	21	22	23	24	25
					31					28	29	30		
ERW = Elem Record day; students AM -(HS/MS has full day with students) Parent Teacher Conferences: Feb. 24 - 26 *Feb. 28 - snow day makeup if needed Elementary Tri-mester ends Feb. 17 Student days (SD) = 19 Teacher days (TD) = 19 Cumulative: NTD = 127 CTD = 126 SD = 123					X=No School - Spring Break HS, WPMS 3rd marking period ends March 14 Student days (SD) = 16 Teacher days (TD) = 16 Cumulative: NTD = 143 CTD = 142 SD = 139					Student days (SD) = 21 Teacher days (TD) = 21 Good Friday 18 - Easter 20 Cumulative: NTD = 164 CTD = 163 SD = 160				
May 2025					June 2025					Professional Development Days				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Full Days 8/13, 8/15, 10/7, 11/5, 1/20 (MLK) Half Day 5/2				
			1	2 1/2PD										
5	6	7	8	9										
12	13	14	15	16										
19	20	21	22	23										
26X	27	28	29LD	30RWx										
X=No School - Memorial Day Student days (SD) = 20 Teacher days (TD) = 21 LD = Last Day with students Cumulative: NTD = 185 CTD = 184 SD = 180														

Appendix K
2025-2026 Calendar

August 2025					September 2025					October 2025				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
				1	1X	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6PDx	7	8PTC	9PTC	10
					15	16	17	18	19			1/2 Day	1/2 Day	
11W*	12PD	13W	14PD	15X	22	23	24	25	26	13	14	15	16	17
18W	19FD	20	21	22X	29	30				20	21	22	23	24
25	26	27	28	29X						27	28	29	30	31
W* = New Teacher Workday PD = All Teacher Workdays FD = First Day of School Student days (SD) = 9 Cumulative: NTD = 12 CTD = 11 SD = 9					X=No School - Labor Day Break Student days (SD) = 21 Teacher days (TD) = 21 Cumulative: NTD = 33 CTD = 32 SD = 30					Student days (SD) = 23 Teacher days (TD) = 23 Parent Teacher Conferences: Oct. 8, 9 HS, WPMS 1st marking period ends Oct. 17 Cumulative: NTD = 56 CTD = 55 SD = 53				
November 2025					December 2025					January 2026				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
3	4	5	6	7ERW	1	2	3	4	5				1X	2X
10	11PDx	12	13	14	8	9	10	11	12	5RWx	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12PDx	13	14	15	16
24	25	26X	27X	28X	22X	23X	24X	25X	26X	19X	20	21	22	23
					29X	30X	31X			26	27	28	29	30
ERW=Elem Record day, students AM -{HS/MS has full day with students} Elementary Tri-mester ends Nov. 11 Student days (SD) = 17 Teacher days (TD) = 17 X=No School - Thanksgiving Break Cumulative: NTD = 73 CTD = 72 SD = 70					X=No School - Winter Break Student days (SD) = 15 Teacher days (TD) = 15 HS, WPMS end of 1st semester - Dec. 19 Cumulative: NTD = 88 CTD = 87 SD = 85					X=No School - Winter Break X=No School - MLK Day 1/19 RWx = Record day (full day) No school Student days (SD) = 18 Teacher days (TD) = 19 Cumulative: NTD = 107 CTD = 106 SD = 103				
February 2026					March 2026					April 2026				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
2	3	4	5	6	2	3	4	5	6			1X	2X	3X
9	10	11	12	13ERW	9	10	11	12	13	6X	7	8	9	10
16	17	18	19	20	16	17	18	19	20	13	14	15	16	17
23PTC	24PTC	25PTC	26	27X	23	24	25	26	27	20	21	22	23	24
					30X	31X				27	28	29	30	
ERW=Elem Record day, students AM -{HS/MS has full day with students} Parent Teacher Conferences: 23, 24, 25 Student days (SD) = 19 Teacher days (TD) = 19 Elementary Tri-mester ends Feb. 24 (120) Cumulative: NTD = 126 CTD = 125 SD = 122					X=No School - Spring Break HS, WPMS 3rd marking period ends March 13 Student days (SD) = 20 Teacher days (TD) = 20 Cumulative: NTD = 146 CTD = 145 SD = 142					X=No School - Spring Break Student days (SD) = 18 Teacher days (TD) = 18 Good Friday 4/4; Easter 4/6 Cumulative: NTD = 164 CTD = 163 SD = 160				
May 2026					June 2026					Recommended				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Professional Development Days Full Days 8/12, 8/14, 10/6, 11/11, 1/12 Half Day 5/1				
				1 1/2 Day	1RW*									
4	5	6	7	8										
11	12	13	14	15										
18	19	20	21	22										
25x	26	27	28	29LD										
X=No School - Memorial Day Student days (SD) = 20 Teacher days (TD) = 20 LD = Last Day with students Cumulative: NTD = 184 CTD = 183 SD = 180					RW*=Record Workday Exams the week before Winter Break Student days (SD) = 0 Teacher days (TD) = 1 Cumulative: NTD = 185 CTD = 184 SD = 180									

Appendix L
2026-2027 Calendar

August 2026					September 2026					October 2026				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
3	4	5	6	7		1	2	3	4X				1	2
10	11	12	13	14	7X	8	9	10	11	5PDx	6	7	8	9
17W*	18PD	19W	20PD	21X	14	15	16	17	18	12	13	14PTG	15PTG	16
24W	25FD	26	27	28X	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30
WP = New Teacher Workday PD = All Teacher Workdays FD = First Day of School Student days (SD) = 6 Cumulative: NTD = 9 CTD = 8 SD = 6					X=No School - Labor Day Break Student days (SD) = 20 Teacher days (TD) = 20 Cumulative: NTD = 29 CTD = 28 SD = 26					Student days (SD) = 22 Teacher days (TD) = 22 Parent Teacher Conferences: Oct. 14, 15 HS, WPMS 1st marking period ends Oct. 26 Cumulative: NTD = 51 CTD = 50 SD = 48				
November 2026					December 2026					January 2027				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
2	3	4	5	6		1	2	3	4					1X
9	10PDx	11	12	13	7	8	9	10	11	4 RWx	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25X	26X	27X	21X	22X	23X	24X	25X	18X	19	20	21	22
30					28X	29X	30X	31X		25	26	27	28	29
ERW=Elem Record day; students AM -(HS/MS has full day with students) Elementary Tri-semester ends Nov. 16 Student days (SD) = 18 Teacher days (TD) = 18 X=No School - Thanksgiving Break Cumulative: NTD = 69 CTD = 68 SD = 66					X=No School - Winter Break Student days (SD) = 14 Teacher days (TD) = 14 HS, WPMS end of 1st semester - Dec. 18 Cumulative: NTD = 83 CTD = 82 SD = 80					X=No School - Winter Break X=No School - MLK Day (Jan. 11) RWx = Record day (full day) No school Student days (SD) = 18 Teacher days (TD) = 19 Cumulative: NTD = 102 CTD = 101 SD = 98				
February 2027					March 2027					April 2027				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
1	2	3	4	5	1	2	3	4	5				1X	2X
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16
22PTC	23PTC	24PTC	25	26X	22	23	24	25	26X	19	20	21	22	23
					29X	30X	31X			26	27	28	29	30
ERW=Elem Record day; students AM -(HS/MS has full day with students) Parent Teacher Conferences: 22, 23, 24 Student days (SD) = 19 Teacher days (TD) = 19 Cumulative: NTD = 121 CTD = 120 SD = 117					Elementary Tri-semester ends March 2 HS, WPMS 3rd marking period ends March 23 Student days (SD) = 19 Teacher days (TD) = 19 Good Friday 3/26; Easter 3/28 X=No School - Spring Break Cumulative: NTD = 140 CTD = 139 SD = 136					X=No School - Spring Break Student days (SD) = 20 Teacher days (TD) = 20 Cumulative: NTD = 160 CTD = 159 SD = 156				
May 2027					June 2027					Recommended				
Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Professional Development Days Full Days 8/18, 8/20, 10/5, 11/10 January PD Day - TBD Half Day 5/7				
3	4	5	6	7 1/2X		1	2	3	4LD					
10	11	12	13	14	7RW									
17	18	19	20	21										
24	25	26	27	28										
31X					ERW (Elementary Record Days) - TBD									
X=No School Memorial Day Student days (SD) = 20 Teacher days (TD) = 20 Cumulative: NTD = 180 CTD = 179 SD = 176					LD = Last Day with students RW=Record Workday Student days (SD) = 4 Teacher days (TD) = 5 Cumulative: NTD = 185 CTD = 184 SD = 180									

Appendix M
SAGINAW TOWNSHIP
EXTRA DUTY CONTRACT

To:

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

Amount: \$

Duties & Responsibilities:

School:

Period of Special Assignment: _____ School Year

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

Proportionately over _____ pay periods

Lump sum

Two equal installments

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

Superintendent of Schools

Date

cc: Payroll
 Personnel

Formula for Employee Health Contributions Beginning August 1, 2018

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

Where

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

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

S : number of STEA members paying single health rate

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

F : number of STEA members paying family health rate

r : monthly rate for health care coverage

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

Re: Section 16.1200, Early Notification of Retirement Incentive

The 2020-2024 Collective Bargaining Agreement between Saginaw Township Education Association (STEA) and the Saginaw Township Community Schools (STCS) provides a wage re-opener for multiple years including 2022-2023. While resolving the 2022-2023 re-opener, the parties discussed the belief that attendance could be improved if there was a payment based on unused sick time when an employee retires. The parties have agreed to a pilot program to see if attendance will improve in such circumstances. The parties hereby agree that:

1. This Letter of Agreement establishes a pilot program that modifies Section 16.1200, Early Notification of Retirement Incentive for the 2022-2023, 2023-2024, 2024-2025 and 2025-2026 School Years.
2. During the period of this pilot, an employee who files for retirement through the Michigan Public School Employees Retirement System and also provides notice to the district of the retirement no later than May 1 of that school year, the employee will be eligible for a Notification of Retirement Incentive provided the retirement is effective before the start of the next school year (teachers' return to work date). The employee must faithfully complete their assigned duties of the school year in which the retirement notice is provided. During this pilot, the only payment for retirement notification is as set forth below.
3. If the employee files for retirement and provides notice to the district by February 15, the Early Notification of Retirement Incentive will be \$1000 plus an amount equal to the number of unused sick days times \$50.00/sick leave day.
4. If the employee files for retirement and provides notice to the district after February 15, but on or before May 1, the Early Notification of Retirement Incentive will be an amount equal to the number of unused sick days times \$35.00/sick leave day.
5. The district will pay the incentive after the employee's work year and verification of timely notice and retirement has been completed.
6. With attendance improvement during the pilot, the parties may mutually agree to extend this Letter of Agreement. If not extended, Section 16.1200, Early Notification of Retirement Incentive effective prior to this Letter of Agreement will be in effect.
7. The last paragraph of Section 16.1200 that provides "In any year, if the employer decides to offer an additional incentive for early notification of retirement, it will do so by March 31" remains in effect during this pilot.

Dated:_____

Dated:_____

STCS DK-5 Teacher Evaluation Process

STCS DK-5 Teacher Evaluation ProcessSuggested Timeline for Completion of Evaluation Components

Kindergarten to Fifth Grade Student Growth Percentile (SGP) Components				
Evaluated Group	NWEA Reading	NWEA M Math	M-STEP Math	M-STEP Language Arts
	NWEA scores examine growth from fall to spring. NWEA Scores will be calculated based on the student growth percentile of the individual teacher.			
DK	5% of Reading Classroom Assessment	5% of Math Classroom Assessment	5% of District SGP	5% of District SGP
K-1 Teachers	5%	5%	5% of District SGP	5% of District SGP
2-3 All Teachers	5%	5%	5% of District SGP	5% of District SGP
4-5 Teachers	5%	5%	5% of Individual SGP	5% of Individual SGP
Non-Classroom Teachers (LNS, Coach, Resource Room)	5%	5%	5% of Building SGP	5% of Building SGP
Special Area Teachers, School Social Workers, and Counselors, Special Education Teachers	10% based upon Net Gain Score on subject area Pre/Post Assessment that is approved by building administration.		5% of District SGP	5% of District SGP

Student Growth Score Rubric (MDE SGP Scale)	
4 - Exceeds Expectations	60 or higher
3 - Met Expectations	40 to 60
2 - Nearly Met Expectations	20 to 40
1 - Not Met Expectation	20 or lower

*5D Rubric is a 4 pt. scale

Student Growth Percentiles

Conceptually, SGPs communicate the degree to which a student has learned in a particular domain, compared to a group of academic peers who had a comparable score on the previous test (or multiple previous tests) in that subject.

In order to calculate SGPs, students are grouped with academic peers throughout the state who had comparable score patterns on past tests. Students in each academic peer group are then ordered based on their score on the current year test.

Each student then receives a percentile rank, compared to their academic peers. Like other percentile scores, SGPs range from 1-99, where a SGP of 50 indicates that the student demonstrated growth in the content area equal or greater to half of the students with comparable score histories on that subject-matter test.

(Source: MDE- What is a student growth percentile)

The flow of data is as follows:

- MDE provides student-level data that can be disaggregated by school and teacher •
Saginaw ISD imports student-level data into Illuminate DnA.
- LCIA Department uses Illuminate DnA to provide teacher- and school-level reports based on state data of teacher and school average SGP
- Principals and teachers use these reports, along with applicable data, to inform practice, initiatives, and evaluations

Recency Weighting

When calculating average Student Growth Percentiles for teachers, STCS will use “recency weighting” in its calculations to **put greater weight on more recent scores** allowing teachers who improve their practice to have this improvement better reflect their growth ratings. The district will use MDE’s default 50-30-20 weighting, with the greater

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Updated: 8/5/24 JH

To Create the SGP Report In Illuminate DNA

NWEA – SGP Multi Year Rating

Report Filtering

Site: Saginaw Valley Community Schools | Academic Year: 2023-24 | Student Group: All Students

Report Period: All Time | Test Type: M-STEP | Academic Year: Select current (YR) | Time Period: Fall to Spring

Subject Area: Reading and Math | Group Student By: Comprehensive (District) | Site | Teacher

Click 'View in browser'

Renaissance

M-Step – SGP Multi Year Rating

Report Filtering

Site: Saginaw Valley Community Schools | Academic Year: 2023-24 | Student Group: All Students

Report Period: All Time | Test Type: M-STEP | Academic Year: Select previous spring (YR) | Time Period: Fall to Spring

Subject Area: ELA, MATH, ELA and MATH | Group Student By: Comprehensive (District) | Site | Teacher

Click 'View in browser'

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STCS 6-8 Teacher Evaluation Process

STCS 6-8 Teacher Evaluation ProcessSuggested Timeline for Completion of Evaluation Components

Grades 6-8 Student Growth Percentile (SGP) Components			
Evaluated Group	NWEA Reading	NWEA Math	M-STEP
	NWEA scores examine growth from fall to spring. NWEA Scores will be calculated based on the student growth percentile of the individual teacher.		
6-8 Math Teachers	5% pre/post data that is approved by administration	5% of Math NWEA student growth percentile of the individual teacher.	10% of Building ELA SGP
6-8 ELA Teachers	5% of Reading NWEA student growth percentile of the individual teacher.	5% pre/post data that is approved by administration	10% of Building ELA SGP
6-8 SS/Science Teachers	5% pre/post data that is approved by administration	5% pre/post data that is approved by administration	10% of Building ELA SGP
Non-Classroom Teachers (LNS, Coach,)	5% pre/post data that is approved by administration	5% pre/post data that is approved by administration	10% of Building ELA SGP
Special Area Teachers, School Social Workers, and Counselors, Special Education Teachers	5% pre/post data that is approved by administration	5% pre/post data that is approved by administration	10% of Building ELA SGP
Student Growth Score Rubric (MDE SGP Scale)			
4 - Exceeds Expectations		60 or higher	
3 - Met Expectations		40 to 60	
2 - Nearly Met Expectations		20 to 40	
1 - Not Met Expectation		20 or lower	

*5D Rubric is a 4 pt. scale

Student Growth Percentiles

Conceptually, SGPs communicate the degree to which a student has learned in a particular domain, compared to a group of academic peers who had a comparable score on the previous test (or multiple previous tests) in that subject.

In order to calculate SGPs, students are grouped with academic peers throughout the state who had comparable score patterns on past tests. Students in each academic peer group are then ordered based on their score on the current year test.

Each student then receives a percentile rank, compared to their academic peers. Like other percentile scores, SGPs range from 1-99, where a SGP of 50 indicates that the student demonstrated growth in the content area equal or greater to half of the students with comparable score histories on that subject-matter test.

(Source: MDE- What is a student growth percentile)

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Recency Weighting

When calculating average Student Growth Percentiles for teachers, STCS will use “recency weighting” in its calculations to **put greater weight on more recent scores** allowing teachers who improve their practice to have this improvement better reflect their growth ratings. The district will use MDE’s default 50-30-20 weighting, with the greater weight given to the most recent year.

To Create the SGP Report In Illuminate DNA

NWEA – SGP Multi Year Rating

Report Filtering

Site: Saginaw Township Community Schools
 Enrollment/Roster Date: 2023-24
 Student Group: All Students

Test Type: M-STEP
 Academic Year: Select current (YR)
 Time Period: Fall to Spring
 Subject Area: Reading, Math, Reading and Math
 Group Student By: Comprehensive (District), Site, Teacher

Click "View in browser"

M-Step – SGP Multi Year Rating

Report Filtering

Site: Saginaw Township Community Schools
 Enrollment/Roster Date: 2023-24
 Student Group: All Students

Test Type: M-STEP
 Academic Year: Select previous spring (YR)
 Time Period: Fall to Spring
 Subject Area: ELA, MATH, ELA and MATH
 Group Student By: Comprehensive (District), Site, Teacher

Click "View in browser"

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HHS STCS 9-12 Teacher Evaluation Process

STCS 9-12 Teacher Evaluation Process

Suggested Timeline for Completion of Evaluation Components

Grades 9-12 Student Growth Percentile (SGP) Components		
Evaluated Group	SAT/PSAT 9 & 10	Semester 1 Final Exams
Classroom Teacher	10% Entire School (3 Year Trend)	10% Individual Teacher with Approved Exam (3 Year Trend)
Non Classroom Teacher (Coach, WBL)	10% Entire School (3 Year Trend)	10% Entire School (3 Year Trend)
School Social Workers & Counselors, Special Education Teachers	10% Entire School (3 Year Trend)	10% Entire School (3 Year Trend)

Student Growth Score Rubric	SAT, PSAT 9 & PSAT 10	Semester 1 Final Exams
4 - Exceeds Expectations	10% or greater above state average proficiency	80% or greater at B- or higher
3 - Met Expectations	State Average to 9% above state average proficiency	50-79% at B- or higher
2 - Nearly Met Expectations	Down to 9% below state average proficiency	60% or greater passing (D- or higher)
1 - Not Met Expectation	10% or more below state average proficiency	Less than 60% passing (D- or higher)

Mackinaw High School Grades 9-12 Teacher Evaluation Process

1. SAT averages for the required State benchmark data
2. Data Points and Periods from Progress Monitoring
 - a. Three (3) times per year
 - b. Dates of Collection, Student attendance requirement, Percentage competition required by student to be satisfactory from first day to last date, 16%
 - i. Data Set 1: October 9th - November 7th (20 days, student attends 10 days to include in data, 16% to be proficient)
 - ii. Data Set 2: January 6th - February 4th (20 days, student attends 10 days to include in data, 16% to be proficient)
 - iii. Data Set 3: February 24th - March 21st (20 days, student attends 10 days to be included in data, 16% to be proficient)

Percentage of teacher's students that are satisfactory*

*

4 - Exceeds Expectations	80 or higher
3 - Met Expectations	50 to 79
2 - Nearly Met Expectations	30 to 49
1 - Not Met Expectation	19 or lower

*5D Rubric is 4 pt. Scale