

Regular Meeting
Monday, August 8, 2022 7:00 PM

Central Office Conference Room
225 Pleasant St
Saranac, Michigan 48881

Agenda

1. Call to Order_____
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Comments from Guests - Agenda Items
6. Action Items
 - 6.a. Hire Staff
 - 6.b. Approve Elementary School Handbook
 - 6.c. Approved Athletic Code
7. Reports/Presentations
 - 7.a. Discipline Data
 - 7.b. Non-Affiliated Wages
 - 7.c. SEA and SESA Contracts
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Other
13. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #1

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, July 18, 2021 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

Vice-President, Kevin Courtney called the meeting to order at 7:00 p.m.

Present: Courtney, Hawkins, Hesche, Price & VanKuiken.

Absent: Doll, Elliott

Superintendent Jason Smith led in the Pledge of Allegiance.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: None

APPROVAL OF MINUTES: Minutes from regular meeting dated June 20th was approved as presented.

TREASURER'S REPORT: The Treasurer's Report for June was approved as presented.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

INVESTMENT OF FUNDS: Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the superintendent or his designee to invest of surplus funds of the district for the FY: 2022-2023 as presented.

AUTHORIZED SIGNATURES: Motion by VanKuiken, supported by Price and unanimously approved that the Saranac Board of Education approve the signatures below on accounts for the FY: 2022-2023 as presented.

The following shall be authorized to sign checks from the various accounts:

General Fund Checking	Central Office Secretary Assistant Bookkeeper, Superintendent & Finance Director
General Fund Payroll Checking	Superintendent Assistant Bookkeeper & Finance Director
General Fund Savings	Superintendent Assistant Bookkeeper & Finance Director
General Fund MILAF+	Electronic Transfer Superintendent & Finance Director
Food Service Checking	Assistant Bookkeeper Central Office Secretary & Finance Director
Scholarship Checking	Assistant Bookkeeper Central Office Secretary
Student/School Activity Checking	Superintendent, Finance Director

2015 A Refunded Debt Fund Checking Account	Assistant Bookkeeper & Central Office Secretary Electronic Transfer Superintendent & Finance Director
2016 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Capital Project Bond Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2020 Refinanced Debt Service Fund Checking Account	Superintendent & Finance Director
Capital Project Local Fund	Electronic Transfer Superintendent & Finance Director
General Fund Account A (Sweep) (2 sign)	Assistant Bookkeeper Superintendent & Finance Director
General Fund ICS Reciprocal Sweep	Superintendent & Finance Director

DESIGNATE DEPOSITORIES FOR SCHOOL FUNDS: Motion by VanKuiken, supported by Hesche and unanimously approved that the Saranac Board of Education approve the depositories for school funds for FY: 2022-2023 as presented.

Fund/Bank	Note	Proration
Capital Projects Funds		
Currently not used		
Michigan School District Liquid Asset Fund Plus (MILAF)		100%
Independent Bank, Saranac	Payments flow through	
Debt Fund		
UMB Bank	Payment Only (from IBC)	0%
The Bank of New York	Payment Only (from IBC)	0%
Independent Bank, Saranac		100%
General Fund		
Independent Bank, Saranac		up to 100%
Michigan School District Liquid Asset Fund Plus (MILAF)		up to 100%
Scholarship/Fiduciary Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
Special Revenue Funds (FS and Student/School Activities)		
Independent Bank, Saranac		100%

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION: Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the 2022-2023 Annual Loan/Repayment Activity Application showing the amount needed to repay is \$954,497.00 as presented.

PAY BILLS: Motion by Price, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for June/July in the amount of \$833,103.60 as presented.

HIRE TEACHERS: Motion by Hesche, supported by Hawkins and unanimously approved that the Saranac Board of Education hire Mrs. Angela Guernsey as an Elementary Teacher and Mr. Jacob Elliott as a JSH Teacher upon a clear criminal history check.

MASCOT IMAGERY: Mrs. Serne brought in sample mock ups of the new mascot imagery. Mrs. Serne and Mr. Leader have been working with S&K Printing on creating a new mascot for Saranac Community Schools. The goal is to have 5 different approved images to be able to share with local companies to begin using. Approved images will be housed on the Saranac Community Schools website. One image will be updated per the board's request and available soon.

SOLAR ENERGY: Superintendent, Jason Smith presented the board with a packet of information regarding Solar Energy. Superintendent Smith will bring the item back to the board at the August meeting.

ELEMENTARY STUDENT HANDBOOK: Superintendent Smith presented the Elementary Student Handbook to the board. Principal, Mrs. Serne noted the changes to the handbook to better align with the JSH Handbook. Physical Aggression was changed from Physical Contact. Tech Misuse now includes email harassment, inappropriate websites and inappropriate chat rooms. Alcohol/Drug Use section has now added and/or counseling along with the drug program and Tobacco, E-Cigarettes, and Vaping verbiage has now been added to the Elementary Handbook.

DISCIPLINE DATA: Superintendent, Jason Smith, reported the Elementary and Jr/Sr High Schools have provided discipline data from 2021-2022 school year. This is a state requirement that Matt's Law information be presented to board regarding potential bullying. The board reviewed the information presented.

REMOVAL OF ADMIN NON-REMOVAL: Superintendent, Jason Smith presented a request to remove Non-Renewals from personnel files from 2014 and 2017. Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education waive past practice and both Non-Renewals be removed from personnel files for all requesting employees.

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

SUPERINTENDENT'S REPORT: Mr. Smith reported the school will be presented with a check from the Tribal counsel in mid-August. There was a total of 1.7 million dollars requested from the tribe. The Ionia Free Fair is underway and Saranac Students are busy showing their animals, baked goods, and crafts. The board congratulates all the students participating in this year's Free Fair. The Athletic Boosters met with Superintendent Smith last week. Long standing member Linda Sprague and original member Howard Courtney have decided to step down. The Saranac Board thanks the two of them for their long dedicated service to the sports

Boosters. The next booster meeting will be set soon in August. Superintendent Smith reported that all fall sports are scheduled to begin August 8th. A quote was presented from Tower-Pinkster to discuss possible bond updates. The School Equity Caucus was distributed to the board to review. Board also received a letter from Rep. Julie Calley regarding the 22-23 school year budget. The Budget has been sent to the Governor's desk to approve. This month's financial meeting was deferred to after the August 8th board meeting.

BOARD REQUESTS/REPORTS: None

COMMUNICATIONS: None

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:12 p.m.

Respectfully submitted,

Roy Hawkins
Secretary

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Teachers

An interview team of Bridget Harder, Stephanie Smith, Maureen Jorgenson, Cathy Cooper, Mike Catrell, and Sara Serne interviewed 3 candidates on July 18th. The team recommends the hire of Alicia Zeller for hire at Saranac Elementary.

Suggested Resolution

I move that the Saranac Board of Education hire Ms. Alicia Zeller as an Elementary Teacher upon a clear criminal history check.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Alicia M. Zeller
303 Baldwin St apt H3
Jenison, MI 49428
Cell Number: (810)479-1942

Email: aliciazeller35@gmail.com

Dedicated Math and Elementary Education teacher seeking to share my passion for learning and working in an Elementary school.

EDUCATION

BACHELOR OF SCIENCE ELEMENTARY EDUCATION Fall 2020
MATHEMATICS MAJOR
Grand Valley State University, Allendale MI

PROFESSIONAL EXPERIENCE

GSRP lead teacher, August 2021-May 2022

Early Childhood Center, Jenison, MI

- Instructed 3 to 5 year olds using Creative Curriculum
- Adapted interest areas to students needs
- Engaged students in whole group and small groups
- Adjusted to students needs daily
- Provided learning opportunities for both school and real world experiences

Sixth grade extended traditional teacher, August 2020-January 2021

Rosewood Elementary, Jenison, MI

- Virtually instructed mathematics, reading, and writing.
- Developed lessons scaffolding students' growth.
- Used Savvas Realize, Heinemann when working with students.
- Engaged students using whole class, small groups.
- Responsible for all grading, attendance.
- Communicated with parents and students via email.

Second grade extended traditional teacher, January 2021-June 2021

Sandy Hill Elementary, Jenison, MI

- Virtually taught mathematics, reading, writing, and phonics.
- Used Savvas Realize, Writing City, Heinemann, Phonics First when working with students.
- Managed small groups, graded and took attendance.
- Communicated with parents and students via email.

Playologist, May 2019-August 2020

Discovery Days Learning Center, Grandville, MI

- Care for children ranging from 6 weeks to 12 years.
- Help direct preschool lessons.
- Provide children with developmental activities.

Concession Worker at Southside Ice Arena, Byron Center MI. August 2015-Present

- Providing excellent customer service, of all ages, refreshments during hockey seasons and special events.
- Responsible for cash drawer and inventory of supplies; the "Go to Person" for questions from customers and other concession workers.
- Score keep for all age groups during hockey tournaments and league games.

Lacrosse Department Facilitator & Camp Counselor, Summer 2018

Camp Matoaka, Smithfield ME.

- Led development of lacrosse skills with girls of all ages 7 to 15 from all walks of life.
- Chaperoned three to four girls from bunk on weekly offsite adventures.
- Co-counseled bunk of 19, 11-year-old girls.

EXPERIENCE in EDUCATION

Student Teaching, Sixth Grade All Subjects, Rosewood Elementary, 2020 **Teacher Assisting, Shawmut Hills, 2020**

Statistics Math Facilitator, Creekside Middle School, 2019

- Collaborated with classroom teacher and Professor to create engaging lessons.
- Determined activities that used online resources to broaden students' abilities.
- Created Pre-assessment and Post-assessment to gauge students understanding.

Mathematics Class, Stocking Elementary, White Pines Middle School, 2018

- Supported teachers through small group tutoring supporting students' foundational mathematics.
- Displayed children's thinking through use of different tools and methods.
- Reflected weekly on children's strengths, weaknesses, growth, and development.
- Created and directed lessons, games, and activities for a 5th grade class.
- Targeted focus areas to scaffold students' growth.
- Analyzed students thinking to broaden my skills.

Mathematics Mini Lessons, Shawmut Hills, West Holland Elementary 2017

- Developed lesson plans to engage 2nd grade students with measurements.
- Associated non-traditional materials to forms of measurements.
- Facilitated math game involving measurement for students of all grades.

Reading Tutor, River City Scholars Charter Academy, 2019

- Adapted reading lessons for two different groups of students.
- Applied material received from Dean to students.
- Paraphrased students work to create a literacy profile about students observed.

QUALIFICATION PROFILE

- Detailed orientated and organized.
- Trustworthy and mature.
- Self-motivated and eager to learn new skills in all aspects of my professional and personal growth.
- Ability to analysis and problem solve situations and problems to find common ground.
- Excellent leadership skills, planning and implementing ideas.
- Committed to success. Attended school fulltime, worked part-time, and played college lacrosse.

ACTIVITIES & HONORS

- Grand Valley State University Club Lacrosse, Goalie 2015-2019.
 - 1st Team All League, 2016-2019.
 - WCLL DII Runner-Up, 2016.
 - WCLL DII Champions, 2017-2019.
 - 2nd team DII All American, 2018.
 - 1st team DII All American, 2019.
 - All Tournament Team Nationals 2019.
- West Michigan Women's Hockey League, Forward/Defense.

SKILLS

- Math programs; GeoGebra, LATEX, ESTEEM, Desmos, Savvas Realize.
- Educational Programs: Kahoot, Nearpod, Prezi, Microsoft Applications, Dropbox.
- Photography: Photoshop, Professional Portraits
- Social Networking: Instagram, Facebook, Twitter, LinkedIn, Wix, Weebly.

REFERENCES

Nancy Mack

Professor
Grand Valley State University
Department of Mathematics
A-2-154 MAK
Allendale, MI 49401
(616) 331-2382

Kelle' Dyk

Direct Supervisor
Discovery Days Learning Center
3360 Fairlanes Ave SW
Grandville, MI 49418
(616) 257-0443

Esther Billings

Professor/Advisor
Grand Valley State University
Department of Mathematics
A-2-127 MAK
Allendale, MI 49401
(616) 331-3379

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Elementary Student Handbook

At the July 18th board meeting, you reviewed the Elementary Student Handbook for FY: 2022-2023 school year. All changes were reviewed and we are now ready for approval.

Suggested Resolution

I move that the Saranac Board of Education approve the 2022-2023 Elementary Student Handbook as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

DISCIPLINARY CONSEQUENCES

1. ARSON: Intentionally setting a fire in or around the school property.

- Principal/parent meeting
- Suspension from school

2. BITING:

- Parent contact
- Action of the principal for health reasons - possible suspension

3. CELL PHONE POLICY: Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. There are allowable exceptions to this policy, such as use of cell phones on field trips, pending the discretion of the teacher/or administrator.

- 1st Offense - Students will have their cell phone taken away and returned at the end of the day.
- 2nd Offense - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- 3rd Offense - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

4. DISORDERLY CONDUCT: Conduct which is dangerous or disruptive.

This includes, but is not limited to: throwing snowballs, stones, food or other objects; shouting or running in the building.

- Minor Offense - Loss of recess
- Major Offense - After school detention and/or parent meeting or out of school suspension

5. EXCESSIVE ABSENCES/TARDY:

- Parent contact -- possible truancy report (see attendance guidelines p. 30)

6. EXCESSIVE DETENTIONS: Excessive detentions and/or loss of recesses given in one marking period.

- Possible parent/teacher/principal meetings to be held at discretion of teacher or principal

7. EXTORTION: Threatening to harm another student if he/she doesn't give property or money.

- Minor Offense - Written explanation, apology, detention
- Major or 2nd Offense - Parent/teacher/principal meeting. Consequences to be decided at meeting. Possible suspension

8. FALSE ALARM: Willfully pulling the fire alarm system (subject to age of the student)
 - Parent Contact
 - 1 day out of school - parent/teacher/principal meeting

9. FALSE ACCUSATION: Falsifying information to harm another's character.
 - Minor - Loss of recess/ detention
 - Major - Out of school suspension

10. FIGHTING:
 - Major offense - Out of school suspension plus group meeting

11. FORGERY/CHEATING: Writing or using the name or work of another person.
 - After school detention/parent contact

12. HARASSMENT: Consistently bothering/irritating/annoying.
 - Minor Offense - Loss of recess
 - Major Offense - Conference with all parties/possible suspension of 1 or more days up to expulsion

13. INAPPROPRIATE TOUCHING - The deliberate act of grabbing or touching inappropriate parts of a person's body.
 - Minor Offense - Loss of recess/detention
 - Major Offense - Suspension - repeated offenses/parent contact

14. INAPPROPRIATE OBJECTS AT SCHOOL - Toy guns, skateboards, radio, knives, guns, video games, baseballs and bats, sleds, and handcuffs. In the case of toy knives and guns, out of school suspensions or expulsion may be issued; real knives and guns will follow the weapons free school law.

15. INCOMPLETE WORK:
 - Consequences given by classroom teacher. If necessary, principal involvement

16. INSUBORDINATION: Failure to obey a reasonable request from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, aide, or bus driver).

 - 1st Offense - Loss of recess
 - 2nd Offense - After school detention and loss of recess
 - 3rd Offense - Parent/teacher/principal meeting – possible suspension

17. LITTERING: Throwing or scattering rubbish, trash or paper on school property.
 - Clean up plus loss of recess

18. MALICIOUS DESTRUCTION: Deliberate destruction or defacing school property including property of persons employed by the school.

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

19. NAME CALLING:

- Minor - Verbal warning/loss of recess
- Major (Including racial or ethnic slur) - Principal meeting/after school detention, possible suspension

20. OBSCENE OR LEWD BEHAVIOR: Drawing or showing inappropriate pictures or making obscene gestures.

- After school detention/parent contact, possible suspension

21. PHYSICAL AGGRESSION: Pushing, Shoving, Rough Housing, Throwing Objects

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

22. PROFANITY/SWEARING:

- Minor - Loss of recess
- Major (Repeated or directed toward someone) - Parent contact and consequences by principal

23. SPITTING:

- Loss of recess or After school detention
- 3rd Offense - Parent/principal/teacher meeting with consequences by principal

24. TECHNOLOGY MISUSE- Inappropriate website, email harassment, inappropriate chat

- Minor - Loss of recess/ detention
- Major - Out of school suspension

25. THEFT:

Petty: Taking someone else's property, including school supplies, without permission.

- 1st Offense - Restitution and loss of recess
- 2nd Offense - Restitution and after school detention
- 3rd Offense - Parent contact and possible in or out of school suspension

Major: Stealing property or money over \$25.00.

- Out of school suspension/parent contact with Police Liaison intervention

26. UNEXCUSED ABSENCES:

- Parental contact, possible truancy report

27. THREATS: Students who make threats on the lives of others (student or any school personnel)

•Major: Parent Contact - Student will be subjected to up to a 10 day suspension while an investigation is taking place.

Statement of Intent

28. ALCOHOL/DRUG USE

- Up to 10 day out-of-school suspension and a possible hearing with the Board of Education for possible expulsion (may include a strict behavioral and academic contract)
- Contact parent/guardian
- Possible law enforcement contact
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or meet with a counselor s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Consequences of manufacturing or distribution of alcohol or illicit drugs:

- 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion
- Contact parent/guardian
- Contact law enforcement
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or counseling s/he will be recommended for a hearing with the Board of Education for possible expulsion

29. TOBACCO, E-CIGARETTES, VAPING A student may not possess or use tobacco, e-cigarettes, vaping devices/equipment/oil in any form at any time during the school day either on or off school property, or at any time at a school function. For a student who rides a bus, the school day will start from the time the student gets to the bus stop and leaves the bus after school.

- First Offense – Up to three-day suspension or two Cease Smoking Sessions through the Ionia County Health Department, possible notification of law enforcement officials
- Second Offense – Up to five-day suspension from school, possible notification of law enforcement officials
- Third Offense – Up to ten-day suspension from school, possible notification of law enforcement officials
- Fourth Offense - Up to 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion; possible notification of law enforcement officials

We are committed to providing a safe and nurturing educational environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

What is Bullying?

Bullying is defined as a deliberately and repeated hurtful behavior, both physical and/or emotional, that negatively impacts a student's educational, physical and/or emotional well-being.

Bullying can be any of the following:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messages and calls

Procedures

The following procedure will be followed anytime a student believes that he/she has been a victim of bullying or other aggressive behavior:

- Report the incident to the principal. Parents, teachers, counselors or other staff members may be notified and should, in turn, notify the principal.
- The principal will promptly investigate the incident and will document the important details
- The victim and the parents of the victim will be notified of the incident and the action taken.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Athletic Code

Proposed changes to the Athletic Code will be presented by the Administration team for the 2022-2023 school year.

Suggested Resolution

I move that the Saranac Board of Education approve the 2022-2023 Athletic Code as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

ATHLETIC CODE SARANAC COMMUNITY SCHOOLS

Representing the Saranac Community Schools in interscholastic athletics is regarded as an honor and a privilege. All students who take part in interscholastic competition must fully understand that adherence to all parts of the Athletic Code is an essential condition to participation. **Specific incidents of behavior or academic problems not covered in the Athletic Code are subject to the review and disciplinary action of the administration or coach.**

The purpose of the Athletic Code is not to restrict freedom, but instead to encourage the athletes to practice and develop a greater appreciation for the values associated with responsible behavior, healthful living, and good citizenship.

The athletes are reminded that they are frequently before the public and that their actions may either enhance or downgrade the public's general opinion of athletes and athletics. Athletes should strive for the type of behavior and quality of character that will make them a credit to their team, coach, school, and community.

Coverage

- A. Student athletes will be governed by the Athletic Code from the first day of involvement in interscholastic athletics through graduation. (This means during, as well as between sports seasons.)
 - a. Coaches are responsible for reviewing the athletic code with all athletes at the start of each season.
- B. All athletes, managers, and other students who act as support personnel and who are in grades 7 through 12, must adhere to the principles of the Athletic Code.
- C. Athletes may appeal the decision of the Athletic Director to the athletic council. The council is composed of one administrator, two coaches, two athletes, and two parents.

Sportsmanship

In school, out of school, and out of town, conduct of the highest degree should be the goal of all athletes and/or spectators. Courtesy and sportsmanship will be extended to all opponents, officials, or persons in authority at all times. The following are unacceptable behavior as outlined and will result in action taken by the athletic director and/or his designee.

- Use of inappropriate language
- Flagrant or illegal use of physical force
- Damage to property at any school
- Disrespect for any coach, official, opponent, etc.

RULES AND REGULATIONS FOR STUDENT ELIGIBILITY

Eligibility – 7 to 12

1. A student must earn passing grades in 66% of all subjects at the end of each semester in order to be eligible for athletics the next semester according to **MHSAA** standards. Eligibility will be checked at the end of each semester. A student who is ineligible at the end of the spring semester may make up classes during summer

school. Each class must be approved by the principal as an acceptable makeup class for a class in which a student was deficient for the spring semester. The grades for these classes will determine the final grades for the spring semester and used to determine eligibility for the fall. All ninth grade students will be eligible to try out for fall sports.

2. For students in grades 7 to 12, eligibility checks will be conducted (by the Athletic Director) every **two (2) weeks**. Eligibility will have two areas of evaluation, for academic achievement (grades) and for behavior and attitude in the classrooms.

At the time of the eligibility check, if a student is:

Failing One Class - The student will be placed on “probation” for one week. While on probation, the student will be allowed to participate in practices and contests while working to improve his/her grade.

If, after one week, the student is still failing one class, the student is ineligible for contests for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes.

Failing Two Classes – The student will be suspended from contests for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes. During this time, the student is expected to participate in practices.

Failing Three Classes – The student is suspended from practices and games for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes. During this time, the student may not participate in practices.

Online classes will be considered as part of an eligibility check.

- Students enrolled in Edgenuity (E2020) courses must be “on track” to complete any current scheduled courses by the completion due date. Any class that is “behind” will be considered a failing grade for eligibility purposes.
- Students enrolled in MVS or dual-enrollment courses must have a passing grade.

The Athletic Director will check the grades of probationary/ineligible athletes every Monday. Otherwise, it is the student’s responsibility to report to the Athletic Director, if they have achieved passing status in all classes and would like to return to participation in athletic practices/contests.

3. Any student who is ineligible three times in a season may be removed from the team. In selecting members for a team, a coach/sponsor may NOT cut an eligible player in order to keep a player who is currently ineligible.
4. Eligibility checks will be conducted on Mondays.

RULES AND REGULATIONS FOR ATHLETES

Below is a list of requirements and rules governing persons participating in athletics. Violations of the Athletic Code will result in appropriate consequences as outlined in the Student Handbook.

1. In school, out of school, and out of town, conduct of the highest type should be the goal of all participants.
2. Courtesy and sportsmanship will be extended to all opponents, officials, or persons in authority at all time.
3. Before athletes can practice or participate, they must pass a doctor's physical exam and have the form filed with the school annually (per MHSAA guidelines, physicals must have been conducted after April 15th in order to be valid).
4. All equipment is the responsibility of the person to whom it is issued. All lost or ruined equipment is to be paid for by the athlete. All equipment must be turned in or paid for before a student may participate in another sport.
5. Before athletes can practice, they and their parents must sign the Saranac High School Athletic Code form and have it on file with the school.
6. Eligibility lasts for four years.
7. Athletes must be under nineteen (19) years of age on or before September 1st of the current school year
8. Amateur status must be held at all times. An athlete may receive no merchandise, money, or awards for participation in any athletic event, even if sponsored by an agency other than the school.
9. Athletes must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed fifteen dollars (\$25.00).
10. Athletes must not participate in any athletic competition during the season in a sport not under the sponsorship of Saranac Community Schools, after he/she has represented his/her school in that sport.
11. Any student going out for a team must be out at least one week before they can compete. (Special cases are at the discretion of the Athletic Director and may be appealed to the athletic council.) This rule does not apply to transfer students who have been participating in athletics.
12. Athletes are not permitted to possess, distribute and/or use alcohol, tobacco, or drugs (including performance-enhancing drugs or PEDs). If the Athletic Director determines that an athlete has violated this rule during the calendar year, then the parents and the athlete will be notified. The following rules will govern situations involving tobacco, alcohol or drugs: ~~For possession and/or use of alcohol and tobacco, the athlete will be suspended for one-third of their scheduled season dates (all fractions are rounded up to the next whole number). Drug possession (including PEDs) and/or use will result in the athlete being suspended for one calendar year (as defined in the high school student handbook).~~
 - Possession or use of tobacco, nicotine, electronic cigarettes, vaping devices, etc.:
 - First Offense: Suspension from game participation for 1/10 of the total number of contest dates of the sport in which the student-athlete participates.
 - Second Offense: Suspension from game participation for 1/3 of the total number of contest dates of the sport in which the student-athlete participates.
 - Third Offense: Suspension from participation in athletics for one calendar

- year from the date of the suspension decision.
 - Possession or use of alcohol or marijuana (or products containing THC):
 - First Offense: Suspension from game participation for 1/3 of the total number of contest dates of the sport in which the student-athlete participates.
 - Second Offense: Suspension from participation in athletics for one calendar year from the date of the suspension decision.
 - Third Offense: Permanent suspension from athletics.
 - Possession of other illegal drugs OR distribution of tobacco, alcohol, marijuana or other drugs or prescription drugs:
 - First Offense: Suspension from participation in athletics for one calendar year from the date of the suspension decision.
 - Second Offense: Permanent suspension from athletics.
 - Attendance at an illegal party or get-together at which alcohol or other illegal drugs are being consumed or used will be considered a violation of this policy. If an athlete is proven to have been in attendance at such a party for any length of time, the athlete will be suspended for one-third of their scheduled season dates. If it can be proven beyond a reasonable doubt, the student athlete was not participating in any illegal activity; the suspension may be reduced up to 50% by the Athletic Director (all fractions are rounded up to the next whole number).
 - ~~● If an athlete violates the illegal substance rule a second time, he/she will be suspended from all athletics for one calendar year. The second violation of drug possession and/or use will result in permanent suspension from athletics. The Athletic Director may reduce this suspension if the athlete participates in a rehabilitation program.~~
13. If an athlete is guilty of violating civil law or rules of acceptable behavior or conduct, the Athletic Director will administer an appropriate penalty. Minimum penalty of 1/3 of the season to permanent suspension.
 14. Consequences for violations of these athletic policies will be carried over from one season and/or one school year to the next if it is impossible for the punishment to be enforced during the current school year.
 15. Unless **prior approval** is granted by the Principal or Athletic Director, an athlete must be in attendance **the entire day** in order to practice or play. Consequently, athletes are expected to be in attendance the entire school day following a contest.
 16. Athletes must practice and attend all team functions while on suspension for violating training rules (any deviation of the suspension is at the discretion of the Athletic Director and coach). He/she must ride the bus and sit with the team at the contest. He/she may not wear any part of their uniform for any contests.
 17. If for any reason an athlete feels the need to terminate his/her association with a team it must be communicated with the Athletic Director and coach. Appropriate measures will be taken to retain the athlete. If the athlete leaves the team without being released by the coach and/or Athletic Director, then he/she will forfeit one-third (1/3) of the next sports season in which he/she participates. This applies if the athlete terminates his/her association with the team after cuts have been made, or one week before the first scheduled contest. This policy may be waved if a parent, due to extenuating circumstances, decides the student athlete can no longer keep their association with their team. This is at the discretion of the Athletic Director, coach, and building Principal.

18. Letter Requirements:

- a. Coaches will establish requirements to receive a letter (certificate for non-varsity sports) prior to the beginning of the season. These requirements must be approved by the Athletic Director and communicated to the athletes and their parents prior to the season.

19. All athletes are expected to ride to and from athletic contest on the team bus. Only in unusual situations may they ride with their parents, and only with prior approval of the coach and/or Athletic Director. While riding the team bus, athletes are expected to conduct themselves in a proper manner.

20. Violation of school rules not covered in this policy will be handled at the discretion of the Athletic Director or Principal.

21. If an athlete in grades 7-12 has been assigned an in-school suspension for any part of the day he/she must forfeit half of that day's athletic contest.

22. **No athlete will play in a contest until the pay-to-participate is paid in full (unless other arrangements have been made with the Athletic Director).**

ATHLETIC POLICY CONTRACT

My signature is evidence that I have read and do understand the Saranac Schools Athletic Code and agree to abide by it.

Student signature _____ Date _____

My signature is evidence that I have read and do understand the Athletic Code of Saranac Schools. I will, to the best of my ability, see that my son/daughter abides by this code.

Parent signature _____ Date _____

TRANSPORTING STUDENTS BY PRIVATELY-OWNED VEHICLES

It may be necessary to transport students in privately owned vehicles driven by the coach or

parents of athletes. This form is to get your approval and remove the liability factor.

I hereby give permission for my son/daughter, _____ to ride in a privately owned vehicle.

I understand the coach will supervise the activity but because of transportation problems, it is necessary to transport the team by parents.

I hereby relieve the Saranac Community Schools of all responsibility beyond that of normal supervision.

Parent signature _____ Date _____

Student signature _____ Date _____

(In order for an athlete to participate, this signed permission slip must be on file with the school.)

TO: Board of Education

FROM: Jason Smith, Superintendent

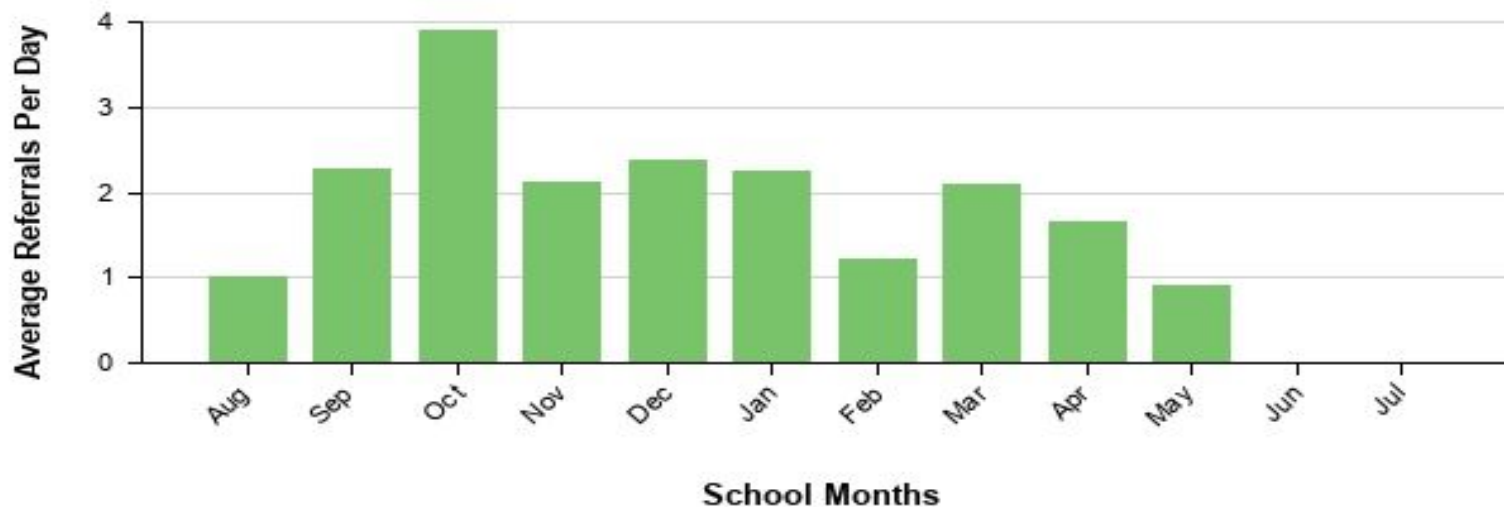
SUBJECT: Discipline Data

K-12 Principal, Sara Serne will be presenting information on Discipline Data for the Elementary and Jr/Sr High.

ELEMENTARY SCHOOL
DISCIPLINE
AND
ATTENDANCE DATA

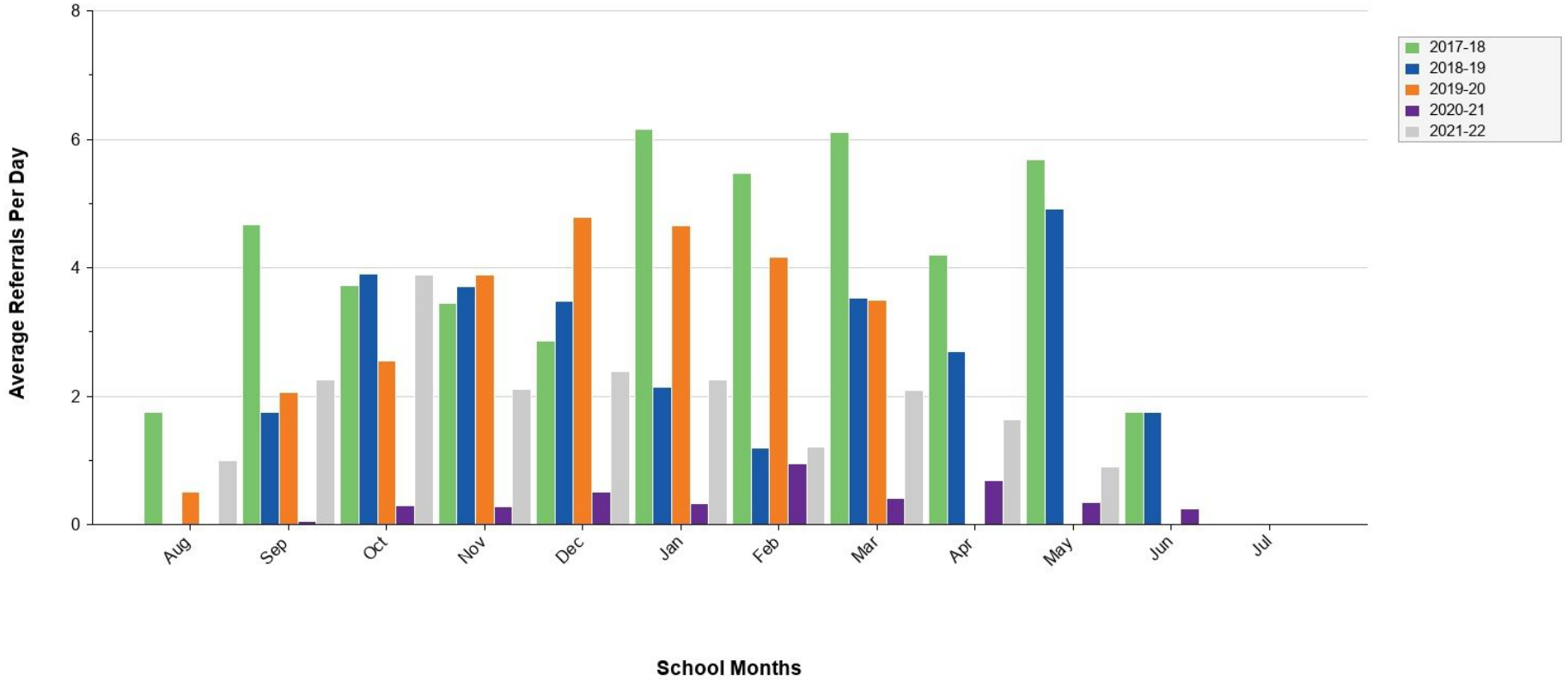
Average Referrals Per Day Per Month

All, 2021-22



Average Referrals Per Day Per Month - Multi-Year

All, 2017-18 - 2021-22



Attendance 2021-2022 no suspension nor Covid included

15-20 days

40

21-25 days

17

26-30 days

11

31-35 days

9

36-40 days

6

41-45.5 days

2

Suspensions

2018-2019 16 students for 29 days

2019-2020 2 students for 3 days

2020-2021 12 students for 26 days

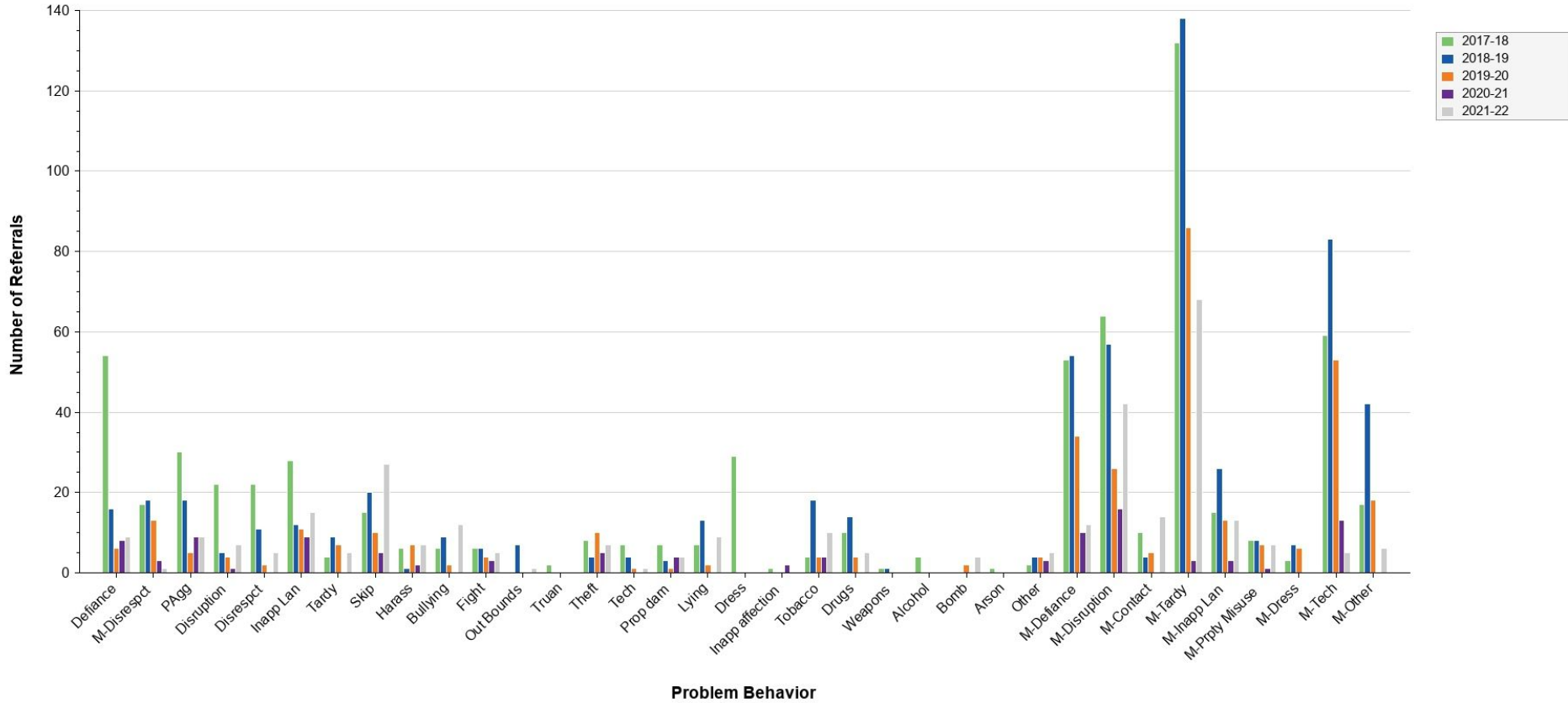
2021-2022 20 students for 73 days

JSH DISCIPLINE DATA

2021-2022 SCHOOL YEAR

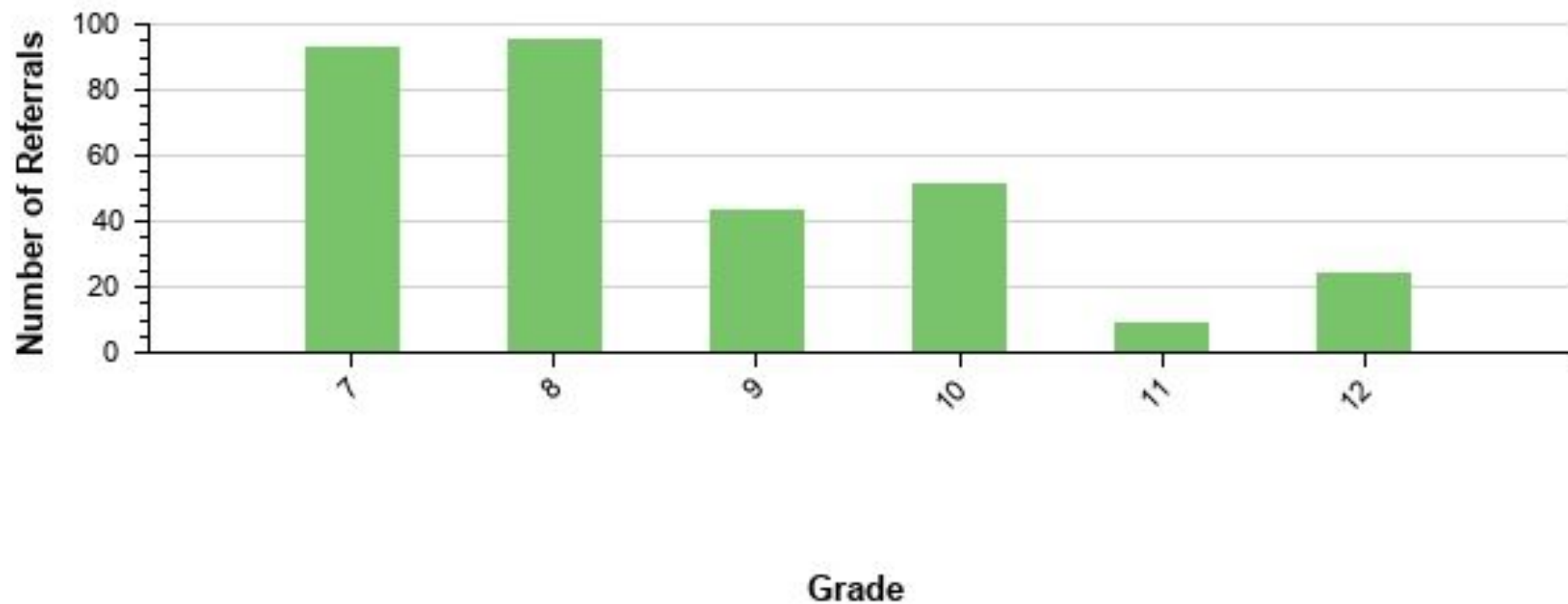
Referrals by Problem Behavior - Multi-Year

All, 2017-18 - 2021-22



Referrals by Grade

All, Aug 1, 2021 - Jul 31, 2022



Gender Trends

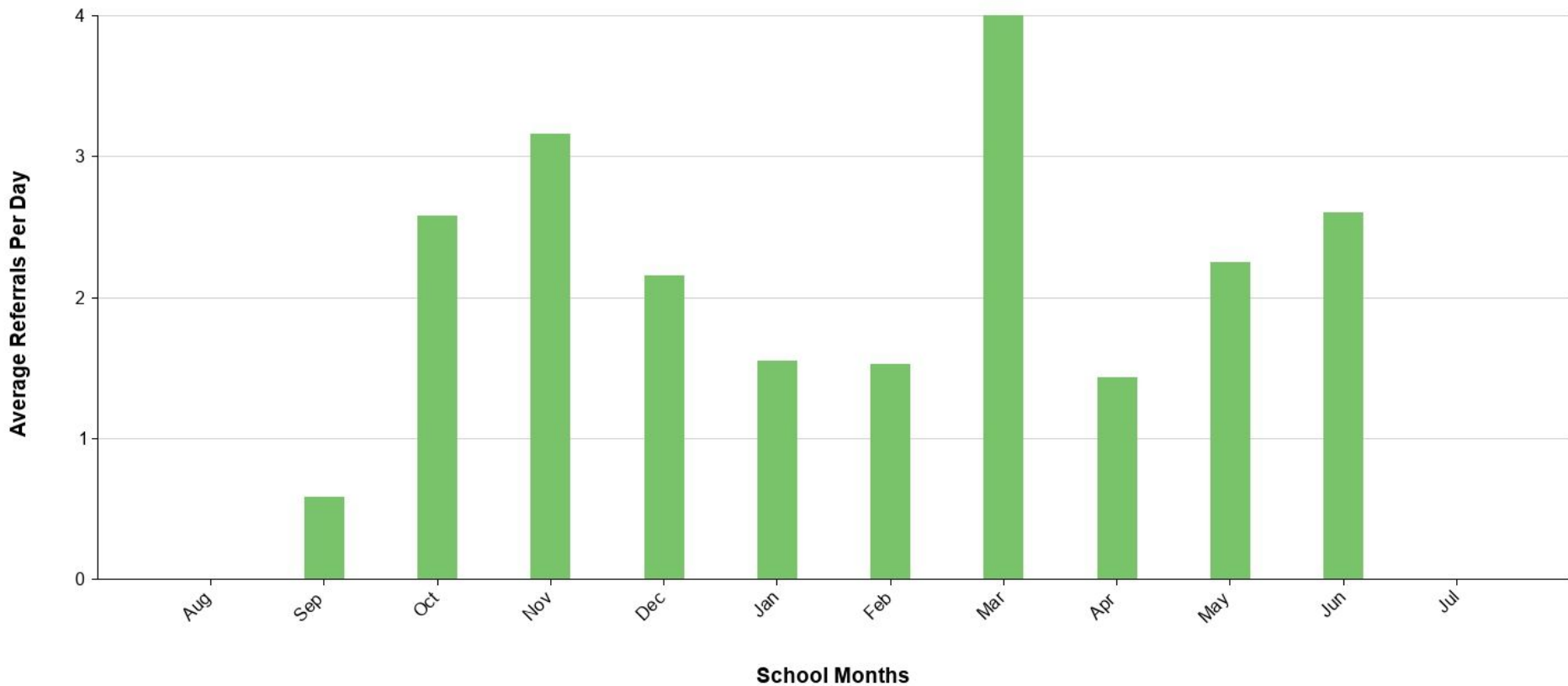
2021-22 - Male referrals compared to female referrals are slightly over 1:1

2020-21 - Male referrals compared to female referrals approximately 1.25:1

Previous years' data pulls have yielded ratios of approximately 2:1 to as much as 4:1, male to female

Average Referrals Per Day Per Month

All, 2021-22



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Non-Affiliated Wages

I have attached the non-affiliated support staff wages for the FY 2022-2023.

2022-23 effective 07/01/22

Approved Wages for Non-Union Hourly Support Staff

Support Staff Schedule		
		Increase 2% on all Food Service & Step 6 Asst Bkkeeper
Position	2022-23	2022-23
		Minimum wage 1/1/21 = \$9.87
Substitute Teacher, regular	17.00	Minimum wage 1/1/22 = \$10.10
Substitute Teacher, Long Term on the 16th Day	20.00	Minimum wage 1/1/23 = \$10.33
Cook		
Step 1	13.25	
Step 2	13.88	
Step 3	14.48	
Step 4	15.15	
Head Cook		
Step 1	15.83	(Cook Step 5 in NWS)
Cook's Assistant		
	11.68	
Kitchen Aide/Transporter		Food Service Clerical
Step 1	11.68	11.79
Step 2	11.73	12.35
Step 3	12.01	12.92
Step 4	12.51	13.55
Step 5	12.99	14.17
Asst Bookkeeper		Superintendent's Secretary
Step 1	15.67	16.57
Step 2	16.49	16.97
Step 3	17.28	17.74
Step 4	18.07	18.54
Step 5	19.16	20.84
Step 6	20.56	21.84
Bus Driver		
Bus Driver, Hourly Rate	19.56	
Bus Driver, Probationary Run	18.53	
Bus Driver, Extra Trips- 1st 3 hours	39.90	
Bus Driver, Extra Trips- Hourly after 3 hrs.	11.00	
Transportation Inservice	19.56	
New Driver Training	10.25	
Bus Aide		
Step 1	12.07	
Step 2	12.70	
Step 3	13.36	
Step 4	13.98	
Step 5	14.69	

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: SEA and SESA Contracts

POLICY:

The final SEA and SESA Contracts will be presented to the board. (Electric version only)

Saranac Community Schools

Board of Education

Saranac Education Association

August 21, 2022 –August 20, 2025



S.E.A.

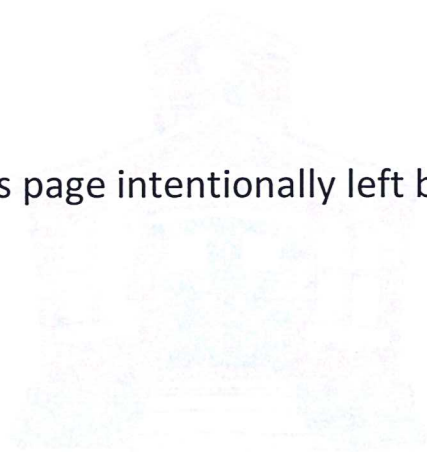
254900 Community Schools

Board of Education

Public Education Association

August 21, 2018 - August 30, 2018

[This page intentionally left blank]



S.E.A.

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

INDEX	page 3
ARTICLE I	RECOGNITION	
	A) recognition.....	page 5
ARTICLE II	BOARD RIGHTS	
	A) board rights.....	page 5
ARTICLE III	ASSOCIATION AND TEACHER RIGHTS	
	A) building use.....	page 6
	B) documents.....	page 6
	C) pay deductions.....	page 6
	D) pay day.....	page 6
	E) copies of contract.....	page 7
	F) annual association meeting.....	page 7
	G) teaching conditions.....	page 7
	H) denial of tenure for probationary teacher.....	page 8
	I) disciplinary action.....	page 8
	J) seniority.....	page 8
ARTICLE IV	TEACHING HOURS AND DAYS	
	A) staff meetings.....	page 9
	B) work days.....	page 9
	C) working hours.....	page 9
	D) lunch periods.....	page 10
	E) conference planning.....	page 10
	F) school year.....	page 10
	G) storm days.....	page 10
	H) loads.....	page 11
ARTICLE V	TEACHING ASSIGNMENTS	
	A) transfers.....	page 12
	B) vacancies.....	page 12
	C) reduction in staff.....	page 12
	D) recall of staff.....	page 13
	E) extracurricular assignments.....	page 13
	F) legislative impact on teaching assignments.....	page 13
ARTICLE VI	SALARY AND FRINGE BENEFITS	
	A) salaries.....	page 14
	B) longevity pay.....	page 14
	C) extra duty pay.....	page 14
	D) insurance benefits.....	page 15
	E) tuition reimbursement.....	page 16
	F) leave days.....	page 16
	G) part-time teachers' benefits.....	page 22
	H) terminal leave.....	page 22
	I) extra assignment.....	page 22

ARTICLE VII	EVALUATION	
	A) record and frequency.....	page 23
	B) observations.....	page 23
ARTICLE VIII	FILES.....	page 24
ARTICLE IX	PROFESSIONAL DEVELOPMENT	
	A) Professional Development days.....	page 24
ARTICLE X	NEGOTIATION PROCEDURES	
	A) scope of negotiations.....	page 24
	B) time.....	page 24
	C) released time for teacher representatives.....	page 24
ARTICLE XI	GRIEVANCE PROCEDURE AND ARBITRATION	
	A) representatives.....	page 25
	B) association grievance procedure.....	page 25
	C) administration time schedule.....	page 25
	D) board time schedule.....	page 25
	E) board grievance procedure.....	page 26
	F) arbitration.....	page 26
	G) termination.....	page 26
ARTICLE XII	PROTECTION OF TEACHERS	
	A) protective clothing.....	page 27
	B) damage to personal property.....	page 27
	C) assault upon a teacher.....	page 27
	D) special training.....	page 27
	E) emergency protocol.....	page 27
ARTICLE XIII	DURATION OF AGREEMENT	
	A) duration.....	page 28
	B) procedure for agreement change.....	page 28
	C) emergency financial manager.....	page 28
SALARY SCHEDULE.....		page 30
SCHEDULE B.....		page 32
<hr/>		
SEA AND BOARD OF EDUCATION CONTRACT		
OPENER.....		page 32

ARTICLE 1
Recognition

A. RECOGNITION

1. The Board recognized the Saranac Education Association, hereafter referred to as the Association, as the exclusive bargaining representative for all full-time and regular part-time certified personnel, including classroom, teachers, guidance counselors, alternative education teachers, librarians, and social workers employed by Saranac Community School, but excluding
 - a. Per diem substitute teachers
 - b. Supervisory and executive personnel
 - c. Office and clerical employees
 - d. School aides
 - e. Custodians
 - f. Food service employees
 - g. School bus drivers
 - h. Maintenance employees
 - i. Saranac Adult & Community Education instructors
 - j. All other employees of the Board

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

2. Where unenforceability applies only to those SEA members subject to the Teachers' Tenure Act, the intent of the parties was to make modifications to existing language to maintain enforceability for those unaffected.

ARTICLE 2
Board Rights

A. BOARD RIGHTS

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

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

ARTICLE 3
Association and Teacher Rights

A. BUILDING USE

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

B. DOCUMENTS

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

C. PAY DEDUCTIONS

1. The Board shall make payroll deductions, upon written request from the teacher, for annuities, credit unions, optional insurance programs, and other programs approved by the Board and the Association.

- a. Annuities, if so elected, shall be deducted from each pay period starting with the teacher's first pay each school year. The Board agrees to forward all annuity monies to the appropriate companies within three (3) business days.

D. PAY DAY

1. The teachers' first pay day under this contract will be on the pay date two weeks after the last pay date of the previous contract year. All teachers shall have the option of receiving their contracted salary in one of three (3) ways:
 - a. biweekly over a twelve-month period
 - b. biweekly over a ten-month period

- c. salary prorated over 12 months biweekly, with the balance on the 21st paycheck
- d. if the biweekly pay falls on January 1st, it will be processed on December 21st and included in that calendar year's wage for W-2 purposes

2. EXTRA CURRICULAR/DUTY PAY

- a. Pay for extra duty athletic assignments (Schedule B, Group A) will be made a minimum of five times per year. These five times include at the: 1) completion of fall sports, 2) end of the first semester, 3) completion of winter sports, 4) completion of spring sports, and 5) end of the school year (payroll #21).
- b. Employees with full school year activities (Schedule B, Group B) will have the option of being paid in one of the following ways:

Option A: 26 pays over a twelve month pay period with the option of receiving the balance of pay on the 21st paycheck.

Option B: Four equal pays at completion of fall sports, end of first semester, completion of winter sports, and at the end of the school year.

- c. Employees with extra duty assignments in Schedule B, Group C will receive pay as follows:

Split Level Grades/Classes: Option A or B

Junior Class Sponsor: Option A or B

Driver Training: Pay at conclusion of driver training

Substitute During Prep Period: Upon receipt of request for payment

- d. At the request of an employee, his/her extra duty pay will be issued as a second check, using the IRS monthly deduction table.

E. COPIES OF CONTRACT

Upon request, teachers shall receive a copy of the master contract. A copy will be provided to each SEA Executive Board Member at the beginning of each year. A copy will be available in each school building and three copies will be available at the District Office for immediate request. The contract will be kept in an electronic file on a District shared drive and/or website for review and can be printed out if necessary. A copy of the current Board Policy shall be available in each building, and all teachers shall be informed at once of any changes, which pertain to them.

F. ANNUAL ASSOCIATION MEETING

One hour will be scheduled during the opening week work time for the Association to meet with all teachers. All teachers are required to be present.

G. TEACHING CONDITIONS

- 1. No teacher shall be required to have a teacher's aide except as required by law or Michigan Revised School Code.
- 2. Except for Alternative Education, the Board shall make available in each school: lounge and restroom facilities exclusively for staff's use.

3. A telephone will be provided by the school district in each teachers' room and lounge.
4. Parking facilities shall be made available to the teachers for their use.
5. The teachers shall receive the necessary keys to reach their assigned rooms during the contract year, providing they are asked for and signed out by the teachers.
6. Upon request of the Association, soft drink vending machines will be installed in the teachers' lounge. The proceeds from all such machines shall be used at the discretion of the teachers in each building.

H. DENIAL OF TENURE FOR PROBATIONARY TEACHERS

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

I. DISCIPLINARY ACTION

1. For SEA members not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):
 - a. If an administrator is considering a disciplinary action against a member, he/she shall notify the member of the intent. At any subsequent meetings held, the member shall have the right to have a building representative or an officer of the Association present.
 - b. A member shall initial and receive a copy of a warning, reprimand, or disciplinary action, if the infraction is serious enough to be placed in the member's personnel file. Initialing indicates receipt of the document and not necessarily agreement with its contents. The member may request a hearing with the Superintendent or the Board of Education, with a building representative, an officer of the Association, or a representative from the MEA present, and may file a written response to be placed in his/her file.
 - c. No member shall be disciplined including warnings, reprimands, suspensions or charge or other actions of a disciplinary nature without just cause.

J. SENIORITY

1. Seniority shall be defined as the total number of continuous years of service at Saranac Community School in positions that require a teacher's certificate.
2. Ties in seniority date shall be broken by drawing of lots.
3. The Association and Board shall agree upon and maintain a list of teacher seniority. The Association will be provided with a list for verification by no later than September 15 of each year. This list will be updated and signed by each member no later than October 15 of each year.
4. For SEA members

a. Not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):

1. A member shall lose seniority rights if he/she retires or resigns.

b. Subject to the Teachers' Tenure Act:

1. A teacher shall lose seniority rights if employment is severed for any reason that is not arbitrary or capricious.

5. Seniority shall not accrue for those teachers on Board-approved general leave exceeding twenty (20) days, (as defined in Article 6.E.4.c) or those on child-care leave (as defined in Article 6.E.4.b) not covered under the Family Medical Leave Act.
6. Seniority shall continue to accrue while an employee is laid off.

ARTICLE 4 Teaching Hours and Days

A. STAFF MEETINGS

On Wednesdays, for no more than 1 hour, time shall be reserved for the principal's building meeting unless mutually agreed upon between building administration and SEA board. All involved teachers are required to attend these meetings, unless excused by the administrator, with properly submitted and approved leave form. Under normal circumstances a 48-hour cancellation notice will be provided if the meeting will be rescheduled. The building principal will make every effort to provide meeting dates at the beginning of the school year.

B. WORK DAYS

1. The agenda for scheduled "work days" shall be established by staff and administration at the building level.

It will be optional for teachers to report to school on the full work day scheduled at the end of the first semester.

2. Work days for part time teachers will be prorated based on the percentage of FTE indicated for each individual teacher's annual contract.

C. WORKING HOURS

1. The teacher's normal working day shall be 20 minutes total before/after school (i.e., 10 + 10). The Board may change the normal working hours for emergency reasons by notifying the Association at least 48 hours in advance. On occasions involving inclement weather or mechanical difficulties, the normal working hours may be changed immediately with notification to the staff following as soon as possible.
2. Teachers may leave five minutes after students are dismissed on Fridays and the day before a holiday period.
3. If school is dismissed early because of weather conditions, teachers shall not be asked to stay later than ten (10) minutes after the students are dismissed.
4. Travel time of ten (10) minutes shall be provided between the end time of an assignment in one building and the beginning time of an assignment in another, for teachers with assignments in both

the Junior/Senior High and Elementary buildings. District will make every effort to provide fifteen (15) minutes or have travel time connected to contracted prep time/period.

5. For Alternative Education, the teacher's workday shall be between 7:30 a.m. and 2:30 p.m., not to exceed seven (7) consecutive hours, Monday through Thursday. Because Alternative Education teachers will not have a duty-free lunch, but will eat with the students, the Alternative Education teacher may leave by 1:30 p.m. on Fridays.

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

D. LUNCH PERIOD

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

E. CONFERENCE PLANNING TIME

1. Each full-time teacher will be provided with a minimum of 275 minutes weekly of preparation time for a normal five-day week. The time prior to and after official student class time or during lunch period shall not be considered part of preparation time.
2. A part-time teacher will be given preparation time according to the percent of a normal day he/she works.

F. SCHOOL YEAR

1. Schools will be closed the following holidays: New Year's, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Day.
2. Time shall be provided for at least five days of vacation at Christmas time, including the day before Christmas.
3. No work shall be scheduled on Saturday or Sunday.
4. In the event that the state or federal government shall require a change in the normal school year, the Board and the Association will reach mutual agreement on how to meet the required changes to the calendar.

G. STORM DAYS

Teachers will not be expected to report for work when school is canceled due to weather or other emergencies. Teachers will not be required to reschedule or make up professional development or work time cancelled due to inclement weather, etc. unless the canceled time causes the school district to not meet the State required pupil instructional hours.

H. LOADS

1. Class size is recognized as an important aspect of effective teaching. Therefore, the Board’s goal is to maintain equalized class size at all levels, and recognizes the following as maximum class sizes:

	Pupils	Max Loads
Developmental Kindergarten.....	16	18
Kindergarten and First Grade.....	25	27
Second and Third Grade.....	27	29
Fourth, Fifth, Sixth Grade.....	28	30
Middle & Secondary –		
Industrial Arts.....	25	27
Physical Education.....	35	37
Alternative Education.....	15	17
Instrumental Music.....	unlimited	
All Others.....	29	31

2. The Board will strive to finalize teacher and student schedules for the school year no later than three (3) weeks before the first scheduled workday proceeding the beginning of the school year.
3. Exceeding these class size numbers will invoke the Schedule B split-level compensation as defined in the contract. (Schedule B. Other #1)
4. If any section exceeds the class size maximum by one or more students after the first day of school, the teacher will be compensated as provided in schedule B for split level grade/classes and Class Overloads pro-rated as stipulated below:

- a. K-6 self-contained elementary assigned the overload will receive the full stipend.
- b. For each section or hour of class overload, 7-12 teachers will receive 1/10 of the Schedule B stipend per semester.
- c. Non-core elementary teachers will share 1/5 of the overload stipend based upon the percentage of the time they are assigned the overload.

As an example: If an individual first grade was overloaded, then the elementary specials teachers would split the 1/5 of the stipend (from b. above) based on the percentage of time the first grade students spent in their class. If first grade had PE twice a week all year, but art, music, and technology only once a week then the PE teacher would get two twenty-fifths (2/5 of 1/5) of the stipend and the others would get one twenty-fifth (1/5 of 1/5) of the stipend. (1/5 of the stipend represents one hour or session of teaching per day)

1. A homeroom or core teacher in grades K-6 assigned more than one grade, or in grades 7-12 assigned more than one subject or level during the same class period, or alternative education where there are split classes and multiple preparation and levels of student work, shall be compensated as provided for on Schedule B.

- a. In grades 7-12, a split subject class would present two distinct subjects, such as geometry and physics; a split level would be a class presenting two specifically designated levels of the same subject, such as Spanish I and Spanish II. The split-level designation does not apply to on-line classes that staff oversee.

5. Once the class size maximum is met for all sections the following will occur:
 - a. A committee review will take place within five (5) workdays after the max. load number is met. The committee will consist of the building principal, the Superintendent, the affected teachers, and one other teacher designated by the Association.
 - b. In reviewing the class size overload, the committee shall consider the following:
 - i. Number of classes taught by the teacher
 - ii. Number of students in each class
 - iii. Size of the classroom facility
 - iv. Combination classes
 - v. Number of students mainstreamed
 - vi. Instructional materials and equipment available
 - vii. Nature of the subject and skills taught, i.e. basic or enrichment
 - viii. Availability of support staff
 - c. The committee shall develop an appropriate solution from the alternatives listed below:
 - i. Reassignment of student(s) to another class or facility
 - ii. Assignment of a paraprofessional
 - iii. Any other acceptable solution
 - d. The Superintendent, or designee, will strive to initiate implementation of the solution within two (2) workdays after the maximum load threshold is met.

ARTICLE 5 Teacher Assignments

A. TRANSFERS

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

B. VACANCIES

The Board shall deliver to the Association president and secretary, via email, notices of vacancies. Notices of vacancies shall be posted in each building using a bulletin board defined in Article 3. A.2. Notices of these vacancies shall be posted for a minimum of five working days and shall remain until the posting period expires. In addition, notices of vacancies shall be emailed to association members (using school-provided addresses).

The Board shall provide the Association with notification of any ESSA legislation that requires district action by the Board. When any such action involves SEA members, the Board will both notify and involve the SEA.

Any current employed bargaining unit member who applies to an internal district opening for which they would be highly qualified, shall be interviewed by the district, provided they have not interviewed for a similar position (same 7-12 subject or special subject, same elementary level K-2, or 3-6), in the past school year (July 1st-June 30th).

C. REDUCTION IN STAFF

For SEA members not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):

In the event a reduction of personnel becomes necessary, affected personnel will be notified as soon as possible, but in no event less than 30 days prior to the reduction, and the seniority at the Saranac Community Schools will become the determining factor. The affected person may move into a position for which he or she is certified and qualified, displacing the member with the lowest seniority in said area of certification. For purposes of this section, guidance counselors and social workers shall be considered subject to the Teachers' Tenure Act when possessing teacher certification and moving into a position for which teacher certification is a requirement (see paragraph 2 below).

D. RECALL OF STAFF

A. For SEA members not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):

- a. Laid-off employees shall receive new openings for which they are certified and indicate an interest, on the basis of seniority. Rehiring will be done in reverse order, by area of certification.
- b. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change in address.

The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notices to teacher.

- c. A teacher shall have 14 calendar days from the postmarked date of the receipt of the registered or certified letter to notify the Board of his/her intent to accept the position. Upon receipt of notice of unclaimed mail from the US Postal Service, a notice of the recall will be sent to the SEA president or his/her designee, allowing an additional 14 days for response.

E. EXTRACURRICULAR ASSIGNMENTS

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

F. LEGISLATIVE IMPACT ON TEACHING ASSIGNMENTS

1. The Board shall provide the Association with notification of any ESSA legislation that requires district action by the Board. When any such action involves SEA members, the Board will both notify and involve the SEA.

ARTICLE 6
Salary and Fringe Benefits

A. SALARIES

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

1. Salary Schedule Advancement

- a. A teacher shall be granted, at the time of hire, one step on the salary schedule for each full year of teaching experience up to the maximum of the established range. Expected range of salary steps will be identified and stated in postings for open positions. The ranges shall remain consistent for all postings within a given school year.
- b. Each employee shall advance one (1) step on the salary schedule for each year of teaching experience at Saranac after the initial placement with the following exception. An employee on an approved leave other than sick, personal leave with pay, or FMLA must work more than one-half of the school year to be advanced one step on the salary schedule.
- c. If an employee is hired after the beginning of a school year, they will advance one step the following year if they worked one-half or more of the school year.
- d. Teachers with fifteen (15) years or more of teaching at Saranac will receive a longevity step according to the salary schedule (see Schedule A).

2. Longevity pay: All covered SEA employees with more than fifteen (15) years of continued service with Saranac Community Schools will be eligible to annually receive \$1,500.00. After twenty (20) years of continued service, SEA members will be eligible to annually receive \$3,000.00. The payments shall be paid in two annual (2) pay periods. The first half shall be paid the second pay of December and the second half shall be paid the second pay in June. Periods of layoff, approved leave, or unpaid leave shall not constitute a break in continuous service but such time will not be counted for the purpose of longevity pay.

B. EXTRA DUTY PAY

1. Teachers shall be entitled to appropriate additional compensation as set forth in Schedule B, when they accept Schedule B responsibilities.
2. ~~Extra duty percentages in athletics shall be applied against the Bachelor's schedule. Extra duty percentages in other activities shall be applied against the base scale. One (1) year experience shall be credited for each year in that sport or activity. Experience credit in other school systems will be limited to five (5) years in that sport or activity. Varsity athletic coaches will be credited with one-half year experience if coaching was other than at the varsity level in that specific sport.~~

Extra duty percentages in athletics shall be applied against the Bachelor's schedule. Extra duty percentages in other activities shall be applied against the base scale. One (1) year experience shall be credited for each year in that sport or activity.

Newly hired Varsity (including Junior Varsity) athletic coaches will be credited with one-half year experience if coaching was at the freshman or 7th/8th grade level in that specific sport. Newly hired Varsity (junior varsity) coaches will be granted one-half year experience (per year) credit in other school systems, it will be limited up to 10 years (5 steps) years in that sport or activity.

Newly hired assistant coaches, Freshman coaches, and 7th/8th grade coaches will be granted one-half year experience credit in other school systems, it will be limited up to 4 years (2 steps) years in that sport or activity.

C. INSURANCE BENEFITS

1. At the time that insurance rates are released, typically late April, the SEA and the Board will mutually agree on the carrier and plans that best meet the needs of the association members and the district, up to 4 plan options.
2. Upon ratification, the Board of Education shall make premium contributions, specified below, on behalf of employees (and eligible dependents) for chosen plan options. The employee shall elect one of the selected plans by May 15th and the decision shall be irrevocable for that school year, unless compelling family change necessitates change. The election shall be made in conjunction with the Section 125 HSA Plans developed and administered by the Board.
3. Effective September 1, 2022, the Board will contribute the amounts listed below to provide payments toward the agreed upon insurance.

Medical Insurance amounts
Singles - \$7,304.51/year
2-Person - \$15,276.01/year
Family – \$19,921.45/year
Ancillary Insurance amounts
Singles - \$67.25/month
2-Person - \$104.62/month
Family – \$172.90/month

Effective July 1, 2023, the Board will contribute the amounts listed below to provide payments toward the agreed upon insurance.

Medical Insurance amounts
Singles - \$7,399.47/year
2-Person - \$15,474.60/year
Family – \$20,180.43/year

Effective July 1, 2024, the Board will contribute the amounts listed below to provide payments toward the agreed upon insurance.

Medical Insurance amounts 3% increase or state hard cap
Ancillary Insurance amounts 3% increase or premium cost

In no case will the total aggregate amount contributed by the Board be more than is permitted using the specific dollar amounts provided by 2011 PA 152.

Medical FY23: Plan 1: Priority Health POS Traditional, ~~\$1000/2000~~ \$1400/\$2800 deductible, \$10 CP, \$10/40 RX, plus Ancillary listed below

Plan 2: Priority Health POS HDHP w/HSA, ~~\$2000/4000~~ \$1400/2800 deductible, ~~\$10CP~~, 0% coinsurance after deductible, \$10/40 RX after deductible, plus Ancillary listed below

Plan 3: Priority Health POS HDHP w/HSA, \$1400/2800 deductible, ~~90~~10% co-insurance after deductible, \$10/20/40 RX after deductible, plus Ancillary listed below

Plan 4: Plan 4: Priority Health HMO HDHP w/HSA, \$1400/2800, 0% co-insurance after deductible, \$10/40 RX after deductible, plus Ancillary listed below

Ancillary Delta Dental (100/80/80/50, \$1000 maximum, \$2,000 orthodontic maximum), Vision (VSP2 VSP 2 S), \$15,000 Negotiated Life/AD&D, LTD.

For an employee who elects ancillary insurance only, the employer shall also provide a cash option. The cash option shall be \$3696.46 per year.

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

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

5. Any disputes relative to the administration and/or operation of the Saranac Community Schools cash option plan shall be resolved in conformance with the Claims Procedure and Appeal of Denied Claims sections of that plan.
6. The Long Term Disability Coverage shall be: 66 2/3% coverage; \$4,000 per month maximum; 120 calendar days (modified fill); freeze on offsets; alcoholism/drug 2-year maximum; mental/nervous 2-year maximum.
7. A new or revised application for insurance coverage will take effect the first month following the filing of an application in the Superintendent's office provided that the carrier, policyholder and underwriter allow the enrollment or change at that time.
8. Coverage shall terminate at the end of the month in which the teacher's resignation, dismissal, or unpaid leave of absence is effective (with the exception of Family and Medical Act Leaves), except that teacher who completes his/her contracted obligation shall be entitled to his/her coverage to the end of that year of the master contract.

D. TUITION REIMBURSEMENT

Each teacher shall be reimbursed up to \$300 for college tuition. Reimbursement requests must be submitted to central office with documentation of credit earned.

E. LEAVE DAYS

1. Sick Leave
 - a. All teachers will earn 7 sick days at the beginning of the school year.

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

b. Sick leave days are provided for:

1. Personal/Family illness, injury, and/or disability, and medical or dental appointments, which cannot be scheduled at any other times. Immediate family is defined by the Family Medical Leave Act (FMLA) as: self, child, spouse, parent. Other immediate family members eligible for sick leave days are: grandchildren or if currently residing with member, a significant other family member. Also included are individuals for which the employee holds medical power of attorney.
2. Deaths in the immediate family (immediate family is defined in Article 6.E.3e). Sick leave can be used if the three (3) days provided for in Article 6.D.3c have been exhausted.

c. Qualifications for use of sick leave days:

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

2. Personal Leave

a. Each employee will be allowed five (5) personal leave days each school year.

b. Such personal leave days shall be accumulated as sick days and shall be subject to the following provisions:

1. Arrangements for said leave shall be made at least five (5) days in advance with the principal, on the proper form.
2. Matters of an emergency nature shall be allowable upon advance notice to the principal.
3. Such days shall not be scheduled during parent-teacher conference times, unless approved by the building principal.
4. No more than three (3) teachers from a building may be granted personal leave at the same time, unless approved by the building principal.
5. Personal leave days shall be used in half hour (30 minute) increments.
6. At the end of each school year, teachers who have reached their maximum accumulated sick days pursuant to Article 6 Section E.1 may request

compensation for unused personal days at the rate of \$75 per day. A day is calculated based on the teacher contracted day (6.83 hours).

3. Leave of Absence, With Pay

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

- a. Appearance in court for jury duty or on school related business, providing the teacher shall remit to the Board all monies received for such service, minus reimbursed expenses.
- b. Educational leave. A teacher who has been employed for five (5) years in the Saranac Community School system may be granted a one (1) year educational leave at half to full salary, with the approval of the Board of Education.
- c. Up to three days per incident shall be allowed for death in the immediate family. Immediate family is defined as: spouse, child, step-child, sibling, step-sibling, parent or step-parent, spouse's parent or step-parent, grandparents or step-grandparents, spouse's grandparents or step-grandparents, and grandchildren or step-grandchildren.
- d. A coach taking a team to any event scheduled by the school, or a teacher approved by the administration to chaperone a school-sponsored event.
- e. Up to five (5) days per school year may be used for Association business as deemed necessary by the President of the Association, with approval of the Superintendent. Above five (5) days, the Association assumes the cost of the substitute teacher for the time lost from regular teaching duties. During a negotiations year, the number of days permitted for Association business shall be increased to eight (8), with the additional days used for attending training sessions for bargaining, with the Association picking up substitute teacher costs.
- f. SEA members may submit a request for leave with pay for the purpose of attending a funeral of an SEA member's current student, student's parent/guardian, or a student's sibling. The approval of the time off will be based on sub availability and is at the discretion of the building administrator.

4. Leave of Absence, Without Pay

a. Illness/Disability Leave

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

Upon return from leave, the employee shall be returned to his/her position held at the time of the disability or to a position that seniority and qualifications entitles him/her. If the position no longer exists, the employee shall be returned

to a position equivalent in pay, benefits, hours, and other working conditions of employment in the same job category. In no case will an employee be returned to a position in the event a layoff has occurred, and the employee would be on layoff status if he/she had been at work during the leave.

3. The Board will continue hospital/medical, dental and vision premium contributions on behalf of the employee (and eligible dependents) for up to twelve (12) weeks for employees who are on an unpaid leave of absence under the Family and Medical Leave Act as is specified in paragraph a.1.) above. For periods beyond the twelve (12) week period described above, the payment of the premium is the responsibility of the employee. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within thirty (30) days of demand.
4. Where an employee requests intermittent leave or reduced schedule leave for personal serious illness/disability or to care for a seriously ill family member as authorized under the Family and Medical Leave Act, the Board may request that the employee transfer temporarily to an alternative teaching position for which the employee is qualified and which has an equivalent pay rate and benefits where the temporary transfer would better accommodate the need for recurring leave, in comparison to the employee's current assignment. Where the temporary transfer is to a part-time teaching position, the pay rate and benefits shall be adjusted accordingly, in conformance with the other terms of this Agreement. Intermittent leave shall be taken in intervals of not less than two (2) hours. The employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.
5. The employee, upon request, will supply a statement from a doctor supporting the need for a leave granted under this section. The Board retains the right to require a second opinion from a doctor of its choice at Board expense. If the second opinion differs from the first, the employee and the Board shall mutually agree upon a third doctor from whom an opinion will be sought at Board expense. The opinion of the third doctor shall be considered final and binding on the Board, employee, and Association with respect to the need for such leave.
6. Prior to return from a leave granted under this subsection, The Board retains the right to require a statement from a doctor with respect to the employee's' fitness to return to work at the conclusion of the leave.
7. This leave may be extended for a period of up to one (1) year upon request. For SEA members not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):

This leave may be extended for a period of up to one (1) year upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status in accordance with Article V,C. In the event the

employee is placed on lay off status, the employee shall be returned to the first vacant position from which he/she is qualified and seniority provides in accordance with Article V,D. Posting for the vacant position in this case shall be waived.

b. Child Care Leave

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

employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.

5. This leave may be extended for a period of up to one (1) year upon request. For SEA members not subject to the Teachers' Tenure Act (this specifically excludes teachers subject to the Teachers' Tenure Act):

This leave may be extended for a period of up to one (1) year upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status in accordance with Article V,C. In the event the employee is placed on lay off status, the employee shall be returned to the first vacant position from which he/she is qualified and seniority provides in accordance with Article V,D. Posting for the vacant position in this case shall be waived.

c. General Leave

1. Upon request to the Superintendent, an employee may be granted an unpaid leave not to exceed twelve (12) months. The teacher will send a written request for approval of leave of absence through the principal to the Superintendent for his/her approval, at least five (5) days before the effective time of the leave of absence. Leave of absence for more than twenty (20) days must be approved by the Board of Education.
2. Leave granted under this provision shall not be granted for periods of time less than one (1) day.
3. No more than two (2) Association members may be on a leave under this subsection at any one time except as allowed by the Superintendent.
4. Leave granted under this subsection may not be used to extend a vacation and/or holiday periods or for personal reasons, except as allowed by the Superintendent.
5. Return from a leave under this subsection does not guarantee an employee's return to the same teaching assignment except if the leave is for thirty (30) days or less. Return from a leave under this subsection will be to the same position, if available, or to a similar position, if available. In no case will an employee be returned to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.
6. The approval of a leave of absence under this subsection will entitle the employee to retain all seniority rights except as specifically limited in Article V, Section C.
7. An employee shall not accrue sick leave, emergency leave, or personal leave entitlement while on unpaid leave of absence under Article VI, E4.

d. Partial Leave of Absence

Upon request to the Superintendent, an employee may be granted an unpaid partial leave not to exceed twelve (12) months. A partial leave of absence for more than twenty (20) days must be approved by the Board of Education. Employees on a partial leave of absence must notify the Board of Education in writing by April 15th if they wish to return to full time employment for the following year or request a continued partial leave of absence.

e. Part-Time Teachers' Benefits

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

F. TERMINAL LEAVE

1. The number of sick leave days that can be used for terminal leave purposes will be determined as follows:
 - a. Any teacher who has accumulated 120 or more sick days at Saranac Schools as of July 31, 1989, will have that number frozen for maximum potential terminal leave, not to exceed 180 days.
 - b. Any teacher who has accumulated less than 120 sick leave days at Saranac Schools as of July 31, 1989, may accumulate up to 120 days for maximum potential terminal leave.
 - c. Any teacher hired for the school year 1989-1990 and after may accumulate 90 sick leave days for the maximum potential terminal leave.
2. Retired teachers shall receive a terminal leave payment equal to \$53.00 per day of their accumulated terminal leave days. However, the last year of teaching service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check. Payment will be made after retirement, in up to twelve (12) monthly payments as agreed upon between employee and business office. Any unemployment compensation collected by the retiree will be deducted from each payment.
3. If a teacher shall expire while under contract at Saranac Community Schools, a sum equal to his or her accumulated terminal leave payment as defined in 6.F.1 and 2 and G2 shall be paid to that teacher's named beneficiary.

G. EXTRA ASSIGNMENT

1. An additional class may be assigned to a full-time experienced teacher after that class has been posted for five (5) days. A salary of 20% of that teacher's base

salary will be paid for this extra class. The teacher's planning period will be arranged outside the normal school day.

2. A teacher who is asked to give up his/her preparation period by the administration, or to fill in for another teacher, shall be compensated (except when substituting less than twenty (20) minutes for a teacher who is covering a club or class meeting) as per C.3 of Schedule B or receive one (1) day comp time for every five (5) hours substituting. Comp time will be requested in the same manner as personal days (Article 4.E.2.b). A part-time teacher, working during non-contractual time, will be paid per C.3 of Schedule B. As of July 1, 1994, each employee's accumulated time for maximum carry over for the 1994-95 school year will be established. The maximum shall be either 25 hours of the amount as of July 1, 1994, whichever is greater. Should the accumulated time fall below 25 hours, then 25 hours shall be established as the new maximum.
3. If a principal asks a teacher to attend a meeting outside of contractual hours and tells the teacher s/he will be paid for that time, s/he will receive pay or comp time as agreed between the principal and the teacher. If no offer for pay or comp time is made, the teacher should not expect pay or comp time nor should this person feel obligated to participate in the requested activity and there will be no repercussions should a teacher decide not to participate.

ARTICLE 7

Evaluation

For SEA members not subject to Teacher Tenure Act only.

A. RECORD AND FREQUENCY

1. The formal evaluation of members shall be conducted by their building administrator or the person acting in that capacity. It will be in writing with a copy to the member and signed acknowledgement of same by said member.
 - a. The evaluation of the performance of member shall be conducted a minimum of once every three years.
2. If a member requests that his/her response to the evaluation be included as a part of the formal evaluation, it shall be included.
3. All members shall be rated ineffective, minimally effective, effective, or highly effective.

B. OBSERVATIONS

All monitoring or observation of the work performance of a member shall be conducted openly and with full knowledge of the member.

ARTICLE 8

Files

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

ARTICLE 9

Professional Development

A. PROFESSIONAL DEVELOPMENT DAYS

Scheduling of professional development activities shall be done by mutual agreement between the Association and the Board (see yearly calendar). Planning and implementation of professional development activities shall be the responsibility of building school improvement committees.

- B. A committee comprised of the SEA Executive Board, one additional teacher from each building school administrators, and at least one Board of Education member will be invited to meet monthly, for the purpose of discussing ongoing school related problems. This committee shall conduct its first meeting by September 15 of each school year.
- C. As a condition of continued employment, each probationary teacher subject to the professional development requirements of Section 1526nof the School Code of 1976 (or its successor provision) shall complete those requirements within the time provided by stature. The Board may, but shall not be obligated, to compensate the probationary teacher for either the time connected with completion of these requirements or for other associated costs such as enrollment, course and/or registration fees.

ARTICLE 10

Negotiation Procedures

A. SCOPE OF NEGOTIATIONS

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

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

B. TIME

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

C. RELEASED TIME FOR TEACHER REPRESENTATIVES

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

ARTICLE 11 Grievance Procedure and Arbitration

A. REPRESENTATIVES

Any teacher, group of teachers, or the Association, believing that there may have been a violation, misinterpretation, or misapplication of any provision of this agreement, of board policy, board practice, administrative policy, or administrative practice contrary to their rights and privileges established herein, or in any way contrary to law may file a written grievance with the Board or its representative. The Board hereby designates as its representative, the Superintendent of Schools when the particular grievance arises in more than one school building or does not concern the authority of any one principal. If a teacher, group of teachers, or the Association does not file a grievance, in writing, with the principal or other designated representative within thirty (30) working days after the SEA member became aware of the occurrence then the grievance shall be considered waived.

B. ASSOCIATION GRIEVANCE PROCEDURE

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

C. ADMINISTRATION TIME SCHEDULE

1. Within five (5) working days of receipt of the grievance, the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. If the meeting is with the school principal, and the parties cannot agree, the grievance shall be promptly transmitted to the Superintendent, he/she shall have ten (10) working days from receipt to approve or disapprove it. If the grievance is denied by the Superintendent, either upon review of action of the school principal, or in the first instance, the grievance shall immediately be transmitted to the secretary of the Board of Education with a statement of reasons why it is being disapproved.

2. If the Association is not satisfied with the Superintendent's response, they shall have ten (10) working days to advance the grievance to the Board of Education.

D. BOARD TIME SCHEDULE

1. Within fifteen (15) working days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided however that in no event, except by the

written consent of the Association, shall final determination of the grievance be made by the Board more than fifteen (15) days after its submission to the Board.

2. If the Board is to discuss a grievance in a public meeting, the grievant will be notified in writing of the time and place of such discussion, in order that he/she and his/her Association representative may attend.

E. BOARD GRIEVANCE PROCEDURE

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

F. ARBITRATION

If the Board of Education and the Association shall be unable to resolve any grievance and it shall involve an alleged violation of a specific article and section of this agreement, it may, within ten (10) days after the decision of the Board of Education, be appealed to arbitration. The Association Executive Board may file a written appeal and it shall be delivered to the American Arbitration Association and the Board of Education within said ten (10) day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he/she shall be appointed under the rules of the American Arbitration Association. The arbitrator, so selected, will confer with the parties and hold hearings promptly and will issue his/her decision. The arbitrator's decision shall be in writing, and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement. His/her authority shall be limited to deciding whether specific articles and sections of this agreement have been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan Revised School Code, or any other national, state, county, district, or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgement and discretion, under the law and this agreement. The decision of the arbitrator, if within the scope his/her authority, as above set forth, shall be final and binding. The arbitrator's fee and other expenses of arbitration shall be paid by the loser. Each party shall bear their own expenses in connection therewith.

1. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article.

- a. Termination of services or, or failure to re-employ, any probationary teacher.
- b. Termination or non-renewal from an extra-curricular position.
- c. Termination of service of, or failure to re-employ, and tenured teacher.

G. TERMINATION

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

ARTICLE 12
Protection of Teachers

A. PROTECTIVE CLOTHING

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

B. DAMAGE TO PERSONAL PROPERTY

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

C. ASSAULT UPON A TEACHER

1. In the event a teacher is assaulted as a result of his/her employment with the Saranac Community Schools, the incident shall be promptly reported to the Board of Education or its designated representative. The Board will provide legal assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities by contributing no more than \$2,000 for the necessary legal fees incurred by the teacher provided that the teacher was acting within the scope of his/her employment at the time the incident occurred.
2. Time lost by a teacher in connection with any incident mentioned in 1. Above shall not be charged against the teacher's leave days for the balance of the contract year during which the incident occurred unless such teacher shall be found guilty of charges brought and substantiated by a civil or criminal court.

D. SPECIAL TRAINING

Training and protection for members required to work with students with a specific health condition, communicable disease, or for members who are required to work in situations where the spread of disease may occur, shall be provided as determined by the Board.

E. EMERGENCY PROTOCOL

1. Prior to the first day of school with students, each year, the SEA staff shall be provided with the following items that they will keep next to their classroom phone at all times:
 - a. A list of the volunteers comprising medical emergency response team (MERT) members along with their contact information.
 - b. A list of the volunteers comprising the MERT team members along with their contact information.
2. All MERT members will be responsible for keeping their certifications current and notifying the Saranac School District of their intent to remove their self from the team prior to the end of the school year.
 - * The administration will approve all trainings in order to keep members of the team current in certification such as, but not limited to, CPI/NCI, First Aid, CPR, and AED.

ARTICE 13
Duration of Agreement

A. DURATION

1. This agreement shall cover the period from August 21, 2022 until August 20, 2025. This agreement shall be effective upon ratification by SEA and the Saranac Board of Education.
2. This agreement shall not be extended orally and it expressly understood that it shall expire on the date indicated.
3. Negotiations will be reopened each year of this contract for the express purpose of establishing a school year calendar.

B. PROCEDURE FOR AGREEMENT CHANGE

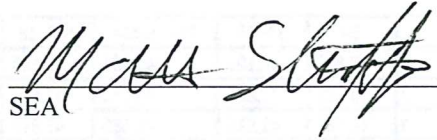
1. Either of the parties hereto desiring a change shall notify the other party, in writing.
2. Whenever notice is given for change, the nature of change desired must be specified.
3. The receiving party shall reply in writing, and within fifteen (15) working days to the originating party.
4. Should any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

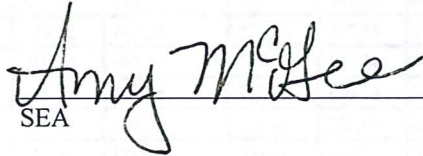
C. EMERGENCY FINANCIAL MANAGER

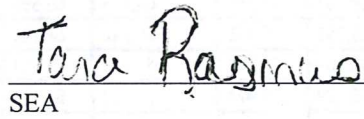
The entire agreement or specific provisions of the agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4.

In witness whereof, the parties have set their hand this 11th day of July 2022.

SARANAC EDUCATION ASSOCIATION


SEA



SEA

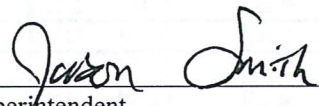

SEA

MEA Rep

SARANAC BOARD OF EDUCATION


President


Secretary


Superintendent

Saranac Community Schools Updated Salary Schedule A

FY 23-24

FY 23

	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	38,107	39,315	41,158	42,333	43,228
2	39,540	40,997	43,414	44,658	45,647
3	40,967	42,682	45,675	46,979	48,059
4	42,398	44,476	47,934	49,297	50,479
5	43,833	46,057	50,190	51,620	52,892
6	45,262	47,742	52,447	53,940	55,310
7	46,694	49,428	54,707	56,263	57,725
8	48,127	51,113	56,965	58,585	60,146
9	49,555	52,797	59,223	60,903	62,559
10	52,649	56,260	63,485	65,290	67,096
11	54,462	58,168	65,476	67,377	69,272
12	55,009	58,798	66,101	68,189	70,172
13	55,009	58,798	66,101	68,189	70,172
14	55,009	58,798	66,101	68,189	70,172
15	55,009	58,798	66,101	68,189	70,172
16	55,547	59,430	66,923	68,998	71,074
17	55,547	59,430	66,923	68,998	71,074
18	55,547	59,430	66,923	68,998	71,074
19	55,547	59,430	66,923	68,998	71,074
20	56,641	60,525	68,018	70,093	72,169

FY 24

	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	38,869	40,101	41,981	43,180	44,093
2	40,331	41,817	44,282	45,551	46,560
3	41,786	43,536	46,589	47,919	49,020
4	43,246	45,366	48,893	50,283	51,489
5	44,710	46,978	51,194	52,652	53,950
6	46,167	48,697	53,496	55,019	56,416
7	47,628	50,417	55,801	57,388	58,880
8	49,090	52,135	58,104	59,757	61,349
9	50,546	53,853	60,407	62,121	63,810
10	53,702	57,385	64,755	66,596	68,438
11	55,551	59,331	66,786	68,725	70,657
12	56,109	59,974	67,423	69,553	71,575
13	56,109	59,974	67,423	69,553	71,575
14	56,109	59,974	67,423	69,553	71,575
15	56,109	59,974	67,423	69,553	71,575
16	56,658	60,619	68,261	70,378	72,495
17	56,658	60,619	68,261	70,378	72,495
18	56,658	60,619	68,261	70,378	72,495
19	56,658	60,619	68,261	70,378	72,495
20	57,774	61,736	69,378	71,495	73,612

2022-2023 (FY23)

- * Step increase provided, lane changes permitted
- * 5.5% base salary increase to all steps
- * Longevity as previously TA'd
- * Ancillary increase as noted below
- * Medical Insurance increased up to state hard cap (as of July 1, 2022 cap) (up to 4 plan options)

2022/23:

Medical Insurance:	Ancillary Insurance
Single - \$7,304.51/year	Single - \$67.25/mth
2 Person - \$15,276.01/year	2 Person - \$104.62/mth
Family - \$19,921.45/year	Family - \$172.90/mth

2023-2024 (FY24)

- * Step increase provided, lane changes permitted
- * 2% base salary increase to all steps
- * Longevity as previously TA'd
- * Ancillary cap increase of up to 3% or premium cost
- * Medical Insurance increased up to state hard cap (as of July 1, 2023 cap) or up to 3% (up to 4 plan options)

2024-2025 (FY25)

- * -Financials (base salary to be bargained Spring 2024)
- * Steps increase provided, lane changes permitted
- * Longevity as previously TA'd
- * Ancillary cap increase of up to 3% or premium cost
- * Medical Insurance increased up to state hard cap (as of July 1, 2024 cap) or up to 3% (up to 4 plan options)

*Longevity Step-at steps 16, 21, and 26

Old Step 16 moved to Step 12, old Step 21 moved to Step 16, and Old Step 26 moved to Step 20

1. +18 and +30 are University/College credits or earned State Continuing Education Clock Hours (SCECHs) from workshops. Twenty-five (25) SCECHs will be the equivalent of one college credit hour. SCECHs will require prior approval by the building principal.
 2. Credit hours can be earned by acquiring college credit that relates to educational theory, classroom management, relates to the subject area being taught by the member, or works towards the member earning a new area of certification, or educationally relevant specialty. State continuing Education Clock Hours (SCECHs) count equivalent to a credit hour at the ratio of 25 SCECHs to 1 credit hour.
 3. To earn the “BA +30” designation (considered equivalent to a master’s degree) the employee must have earned 30 hours beyond their bachelor’s in an approved master’s program, or in an educationally related classes as defined in section 2, but those classes must be at the graduate level.
 4. Likewise, to earn the “MA +30” designation (considered equivalent to a specialist degree) the employee must have earned 30 hours beyond their master’s in an approved specialist program, or in educationally related classes as defined in section 2, but those classes must be at the graduate level.
 5. Credits for the “BA+18/MA+18” designations can be earned in any fashion, including graduate classes, undergraduate classes, and SCECHs, as long as they meet the criteria detailed in section 2.
 6. A member’s lane should reflect the total quantity of education credits they have earned regardless of the order in which credit was earned.
 7. It shall be the responsibility of the member to submit to the district central office appropriate documentation (official transcripts) and notice of lane change. The district shall have the 10 working days upon receipt of all materials to approve the lane change, or inform the member why their credits do not merit a lane change.
 8. Once the district has approved a lane change, the lane change will have occurred the date that all materials were received.
 9. ~~Bargaining unit members are eligible for Step 16 upon completion of 15 years of service at Saranac Community Schools, for Step 21 upon completion of 20 years of service at Saranac Community Schools, and for Step 26 upon completion of 25 years of service at Saranac Community Schools.~~
The step of every bargaining unit member shall conform to the number of years they have worked in Saranac Community Schools in the bargaining unit, plus the number of steps they were granted when they were first hired.
-

SCHEDULE B

A. Athletics (based on Bachelor’s Schedule)		
1. Football, varsity.....	10%	
2. Football, head junior varsity.....	7	
3. Football, assistant.....	6	
4. Basketball, varsity.....	10	
5. Basketball, junior varsity.....	7	
6. Basketball, 9 th	5(self-funded)	
7. Baseball & Softball, varsity.....	8	
8. Baseball & Softball, junior varsity.....	6	
9. Track, varsity.....	8	
10. Assistant track.....	5	
11. Volleyball, varsity.....	8	
12. Volleyball, junior varsity.....	6	
13. Wrestling.....	8	
14. Cross country.....	8	
15. Golf.....	8(self-funded)	
16. Cheerleading football, varsity.....	8/season	
17. Cheerleading, junior varsity.....	4/season(self-funded)	
18. Cheerleading, freshman.....	3(self-funded)	
19. Junior high coach.....	5	
20. Soccer, varsity.....	8(self-funded)	
B. Activities (based on the employee’s base scale)		
1. Middle School Athletic Director.....	5%(self-funded)	
2. Music Director.....	10	
3. Play Director (per play).....	5(self-funded)	
4. High School Student Council Sponsor.....	7	
5. Middle School Student Council Sponsor.....	7	
6. FFA Sponsor.....	7	
7. Honor Society Sponsor.....	7	
C. Other		
	<u>2022-23</u>	<u>2023-24</u>
1. Split level grades/classes/per year	1,083.03/yr.	1,104.69
2. Driver education/other non-contractual teacher responsibility time/hr.	27.54	28.09
3. Substitute during prep period/hr.	29.48	30.07
4. Junior class sponsor/per year	523.46/yr.	533.93
5. Destination Imagination Coordinator	1,970.89(self funded)	
6. Destination Imagination Coach	1,313.58(self funded)	

The base percent increases annually agreed to in the contract shall be added to the rates listed above. (1-4)

The SEA and Saranac Board of Education will open financial negotiations only to bargain a potential base salary increase during the 2023-2024 school year for the 2024-2025 contract year.

Saranac Community Schools

**Board of Education
Saranac Educational Support Association**

Ratification Date through June 30, 2025

S.E.S.A.



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

ARTICLE 1 RECOGNITION
 A) recognition ----- page 4

ARTICLE 2 BOARD RIGHTS
 A) board rights ----- page 4

ARTICLE 3 ASSOCIATION AND EMPLOYEE RIGHTS
 A) pay day ----- page 5
 B) pay deductions ----- page 5
 C) documents ----- page 5
 D) copies of contract ----- page 5
 E) pre-school in-service ----- page 5

ARTICLE 4 HOURS OF WORK----- page 6

ARTICLE 5 WORKING DAYS
 A) emergency days ----- page 7
 B) holidays ----- page 8

ARTICLE 6 VACATION DAYS ----- page 9

ARTICLE 7 SENIORITY----- page 9

ARTICLE 8 VACANCIES, TRANSFERS, AND INCREASES IN TIME
 A) vacancies and transfers -----page 10
 B) increase/decrease in scheduled time -----page 11

ARTICLE 9 LAYOFF AND RECALL
 A) layoff -----page 12
 B) reduction of staff -----page 12
 C) reduction of hours -----page 12
 D) recall -----page 12

ARTICLE 10 SALARY & FRINGE BENEFITS

- A) wages ----- page 13
- B) insurance -----page 14
- C) leave days -----page 16
- D) damage to personal property -----page 20
- E) terminal leave -----page 20
- F) In-Service training -----page 20

ARTICLE 11 EVALUATION & DISCIPLINE

- A) record and frequency-----page 21
- B) observations -----page 22
- C) files-----page 22
- D) disciplinary actions-----page 22

ARTICLE 12 GRIEVANCE PROCEDURE

- A) initiating a grievance -----page 22
- B) time schedule for appeals-----page 22
- C) arbitration-----page 23

ARTICLE 13 CONTINUITY OF OPERATIONS -----page 23

ARTICLE 14 NEGOTIATION PROCEDURES -----page 23

ARTICLE 15 ASSOCIATION TIME -----page 24

ARTICLE 16 MISCELLANEOUS

- A) resignation -----page 24
- B) subcontracting-----page 24
- C) substituting-----page 24

ARTICLE 17 DURATION OF AGREEMENT

- A) duration -----page 25
- B) procedure for agreement change -----page 25

CONTRACT SIGNAGURES -----page 25

ARTICLE 1 RECOGNITION

A. Recognition

1. The Board recognizes the Saranac Educational Support Association, MEA/NEA as the exclusive bargaining representative for the bargaining unit defined as all custodial/maintenance, school paraprofessionals, classroom paraprofessionals, and secretarial personnel employed by the Board, but excluding supervisory and executive personnel, and all other classifications of employees. The term "employee," when used hereafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined. The term "Association," when used hereafter in this agreement, shall refer to the Saranac Educational Support Association, MEA/NEA, solely in its representative capacity for the local bargaining unit.
2. The terms "Custodial/Maintenance", "School Paraprofessional", "Classroom Paraprofessional", and "Secretarial", when used hereafter in this Agreement, shall refer only to those employees in those classifications.
3. The following guidelines shall be used when placing a position into one of the paraprofessional classifications.
 - a. School paraprofessionals shall not be expected to prepare any lessons nor to instruct students. They shall provide supervision of students without direct supervision themselves. They shall have at least a high school diploma or its equivalent.
 - b. Classroom paraprofessionals shall not be expected to prepare any lessons but will provide some instruction of students under the supervision of a classroom teacher. They will supervise students. They shall have at least one (1) year of college or applicable work experience.
4. Nothing contained herein shall be construed to deny or restrict to any employee, rights s/he may have under state or federal laws and regulations. The rights granted to the employee hereunder shall be in addition to those provided by law.

ARTICLE 2 BOARD RIGHTS

A. It is agreed that the Board hereby retains and reserves unto itself, without limitation, and without prior negotiations with the Association, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Michigan Revised School Code, the laws and the Constitution of the State of Michigan, and of the United States, including, and without limiting the generality of the foregoing, the right to:

1. The executive management and administrative control of the school system and its properties and facilities and the employment related activities of its employees:
2. Hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment; to their dismissal or demotion, and to promote and transfer all such employees.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with the constitution and laws of the state of Michigan and the constitution and laws of the United States.

ARTICLE 3
ASSOCIATION AND EMPLOYEE RIGHTS

A. PAY DAY

1. Each school year employee shall be paid for completion of two (2) weeks of work on the payday following. Such payday shall coincide with that of the teaching staff.
2. Each 52-week employee shall be paid on the pay day following the completion of two (2) weeks of work, and every two (2) weeks thereafter. Such paydays shall coincide with that of the teaching staff.
3. On those occasions when the teaching staff goes three weeks between paydays, each 52-week employee shall be given a one (1) week paycheck prior to the first payday for the ensuing year for the teaching staff.
4. Employees working a night shift will receive their paychecks on Thursday PM.

B. PAY DEDUCTIONS

1. The Board shall make voluntary payroll deductions, upon written request from the employee, for annuities, credit unions, optional insurance programs, and other programs approved by the Board and the Association.
2. Annuities, if so elected, shall be deducted from each pay period starting with the employee's first pay each school year. The Board agrees to forward all annuity moneys to the appropriate companies within three (3) business days.
3. Part-time employees will pay a prorated amount of dues or service fees, according to procedures specified by the Association.

C. DOCUMENTS

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

D. COPIES OF CONTRACT

1. At the beginning of the contract year, each employee shall receive an electronic copy of the Master Agreement. A copy of current Board policies shall be available in each building, and all employees shall be informed at once of any changes, which pertain to them.
2. The Board shall provide all newly hired employees with a current electronic copy of the Agreement and a current copy of Board policies that pertain to personnel issues. A paper copy will be provided upon request.

E. PRE-SCHOOL IN-SERVICE

One hour will be scheduled during the pre-school in-service for the Association to meet with all covered employees. All bargaining unit members are required to be present.

ARTICLE 4 HOURS OF WORK

- A. All employees are expected to be at their regular assigned duty station at the scheduled time and remain until their scheduled dismissal time.
- B. Work assignments and work schedules shall be made by the administration in compliance with this agreement, Board policy, and applicable job descriptions.
- C. The regular work week for full-time 52-week employees shall consist of forty (40) hours over five (5) work days from Monday through Friday. Part-time employees may be hired and scheduled for less than forty (40) hours on any five (5) consecutive days. Additional hours of work for part-time employees during their scheduled five (5) days up to a total of forty (40) hours of work shall be paid at the regular rate of pay. Individual employees and the administration may mutually agree to alter work schedules (for example, four ten-hour days per week). If the administration needs to change the five (5) consecutive days, which a part-time employee is scheduled to work, it must give the affected employee at least a two (2) week notice of such change. The intent of a change will be to accommodate a specific need of the administration and that specific need will be so noted in the notice to the employee.
- D. The regular working week for full-time school year employees shall consist of a minimum of thirty seven and one-half (37.5) hours. Part-time employees may be hired and scheduled for less than thirty seven and one-half (37.5) hours. The five (5) working days shall be Monday through Friday.
 - a. The contractual requirement for full time status will remain at thirty-two and one half (32.5) hours for all employees currently receiving full-time benefits, or those eligible to receive those benefits on January 29, 2008.
 - b. Classroom Paraprofessionals will be scheduled to work on days that school is in session and students are present. Classroom Paraprofessionals will work a minimum of half their scheduled hours on half-days. The SESA member's hours could be more based on student need per administrative approval. Programs such as ECC and MSRP have fewer student days, which will result in fewer workdays for Paraprofessionals working in those classrooms.
- E.
 - a. If an employee's shift is at least five (5) consecutive hours in duration, the employee shall take a paid ten (10) minute break no sooner than thirty minutes into the first half and then again no later than thirty (30) minutes from the end of the second half of his/her regular shift. In the event the responsibilities of the employee interfere with the opportunity to take a scheduled break, the employee shall take the break as soon as possible.
 - b. If the employee's shift is less than five (5) consecutive hours but greater than two and one-half (2.5) hours in duration, only one (1) such break may be taken. This break shall occur no sooner than thirty (30) minutes into the employee's shift and no later than thirty (30) minutes from the end of the employee's shift.
 - c. Persons working a shift of two and one-half (2.5) hours or less in duration shall not be entitled to a break.
 - d. Nothing shall prevent the employee and the supervisor from reaching mutually agreed upon alternatives to the scheduling of breaks.
- F. Each employee shall be entitled to an unpaid duty-free lunch period consisting of thirty (30) consecutive minutes. In the event an employee is expected by the administration to remain at or near the specific work site and be able to work during his/her lunch period, the employee shall be paid for the lunch period.

- G. In the case of working overtime (more than forty (40) hours per five day week) at the request of an administrator, the employee shall be paid at the rate of 1-1/2 times his/her regular hourly rate or given compensatory time for such overtime provided the hours worked are during the five (5) scheduled days or the first scheduled off day. Overtime shall be offered to bargaining unit members within each school within the classification in which the overtime is to be worked. Overtime shall first be offered to the bargaining unit member having the greatest building classification seniority. If all bargaining unit members within the classification in the affected building refuse the overtime, it will be offered to other bargaining unit members within the same classification based on seniority district wide.
- H. Overtime work performed on an employee's second scheduled off day or on a holiday shall be paid at double the employee's regular hourly rate or by compensatory time given at one and one-half (1-1/2) the amount of overtime accrued.
- I. Whether an employee receives pay or compensatory time shall be by mutual consent of the employee and the administrator.
- J. The employee shall give at least three days written notice of intent to use compensatory time except in cases of emergency. Such use can be at any time provided there is mutual consent between the employee and the administrator.
- K. Compensatory time shall be granted to those employees who request it, if they work over forty (40) hours in a work week and receive at least ten (10) paid leave of absence days per year (i.e. holidays, vacations, personal days). The rate will be one and one-half (1 1/2) hours for each one (1) hour worked, and may be accumulated to forty (40) hours. Hours of overtime worked after an employee has accumulated forty (40) hours of compensatory time will be paid at the appropriate overtime rate. If the accumulated compensatory time falls below forty (40) hours, the employee shall be allowed to accumulate time until the maximum of forty (40) hours is reached. In the event an employee retires or dies without exhausting their accrued compensatory time, such time shall be paid at their normal hourly rate less mandatory withholding.
- L. Summer custodial work will be offered to part-time custodians on the basis of district-wide seniority before it is given to substitute custodians. After all summer work has been given to part-time and substitute custodians, other qualified bargaining unit members will be considered for remaining work on the basis of district-wide seniority prior to any non-bargaining unit member being considered.
- M. Each year, the Board will consult with the Association prior to adopting a school calendar.

ARTICLE 5 WORKING DAY

A. EMERGENCY DAYS

1. 52-week employees will report to work when school is canceled due to weather or other emergencies.
2. School year employees will not be required to report to work when school is canceled due to weather or other emergencies.
3. 52-week employees will be paid only for those hours worked. Each employee may have until 12:00 Midnight to complete his/her work. Nothing shall prevent the employee and supervisor from mutually agreeing to alter the work time.
4. School year employees will be paid for the days missed when school is canceled due to weather or other emergencies provided the days do not have to be rescheduled as required by

law. In the event school days are required to be rescheduled by law, the employees will receive payment for the time worked during the rescheduled days at the next scheduled pay period.

5. In the event an employee cannot report to work due to weather conditions, he/she shall notify the supervisor as soon as practicable and will be able to use vacation or personal day(s). Nothing shall prevent the employee and the supervisor from mutually agreeing to alter the work schedule.

B. HOLIDAYS

1. Secretaries and 52-week employees will not be required to work on the following days and will be paid their current rate of pay, based on an eight (8) hour day or a prorated amount for employees working less than 8 hours, for said holiday, provided the employee is either at work or on a paid vacation or leave, on the regular work day before and after the holiday. If the holiday falls on a Saturday or Sunday, the day immediately before or after the holiday shall be granted as the holiday provided school is not in session. In the event school is in session, the day(s) to be used as "holiday" shall be determined with mutual agreement between the Board and the Association.

Independence Day
Labor day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

2. School year employees other than secretaries will not be required to work on the following days and will be paid their current rate of pay for the number of hours normally worked, provided the employee is either at work or on a paid leave, on the regular work day before and after the holiday:

- a. After one (1) year of service: Labor Day, Thanksgiving, Christmas, New Year's Eve Day and New Year's Day
- b. After two (2) years of service: Labor Day, Thanksgiving, Christmas, New Year's Eve Day, New Year's Day, and Good Friday
- c. After three (3) years of service: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day

3. If a holiday falls on a Saturday or Sunday, the day immediately before or after the holiday shall be granted as the holiday provided school is not in session. In the event school is in session, the day(s) to be used as "holiday" shall be determined with mutual agreement between the Board and the Association.

- a. In the event that there is any change in the timecard as a result of a holiday, employees will be notified two-weeks in advance of that change.

ARTICLE 6
VACATION DAYS

- A. Each 52-week employee will be granted vacation, as follows:
1. One day per month, to a maximum of ten (10) days per year.
 2. After five (5) years of service, 1.25 days per month, to a maximum of fifteen (15) days.
 3. After ten (10) years of service, 1.67 days per month, to a maximum of twenty (20) days.
- B. Vacation will be granted at such time during the year as is suitable, considering the wishes of both the employee and the efficient operation of the school system. Final decision shall rest with the Superintendent.
1. Employees will make every effort to file a written request for vacation leave, through the Principal or Supervisor, to the Superintendent, at least one (1) week before the effective time of vacation leave. A written vacation leave request form must be filed by the employee prior to commencement of any vacation.
- C. A vacation may not be waived by an employee and double pay received for work during that period, unless the extra time is needed and agreed to by both the employee and the employer.
- D. Vacation time shall not accumulate beyond thirty (30) days. . Between May 1st and May 31st of each year the district will notify any employee who has accrued over thirty (30) vacation days.

ARTICLE 7
SENIORITY

- A. Total seniority shall be defined as the length of time a bargaining unit member has continuously worked for the employer in positions covered by this agreement. Classification seniority shall be defined as the total length of time a bargaining unit member has worked for the employer in a specific classification. Classification seniority does not have to be continuous. Each bargaining unit member may have his/her name appear on more than one classification list for the purposes of transfers and/or layoff.
- B. If a bargaining unit member is transferred voluntarily or involuntarily into another classification, his/her seniority shall be frozen in the classification from which the member came. Seniority in the new classification shall begin upon placement into the new position. Should the member return to the first classification, his/her seniority will again accrue in that classification.
- C. Seniority shall accrue during a paid leave of absence or an unpaid leave of absence of thirty (30) days or less.
- D. Seniority shall be frozen during an unpaid leave of absence longer than thirty (30) days.
- E. Seniority shall continue to accrue while an employee is laid off.
- F. Seniority shall be forfeited if the employee resigns from, or accepts a management position with the Saranac Community Schools.
- G. Seniority accrual shall be the same for both full and part-time employees.
- H. Ties between two (2) or more bargaining unit members with the same seniority date shall be broken by drawing of lots to determine the order of placement on the seniority list.

I. Association President will be notified of personnel changes as they occur throughout the school year.

ARTICLE 8

VACANCIES, TRANSFERS, ASSIGNMENTS AND INCREASES IN SCHEDULED TIME

A. VACANCIES, TRANSFERS & ASSIGNMENTS

1. A vacancy shall be defined as a newly created position or a present position that is not filled.
2. All vacancies occurring during the school year shall be posted in a conspicuous place in each building of the district for a period of five (5) work days. Such notices shall be posted in each staff lounge and administrative office. Said posting shall contain the following information:
 - a. Location of work
 - b. Starting date
 - c. Hours to be worked
 - d. Qualifications
 - e. Brief description of job
 - f. Date of posting
 - g. SESA position
3. During the times that school is not in session, the posting shall be for a period of ten (10) work days. Employees who desire notification by mail of such postings shall leave self-addressed/stamped envelopes with the administrative office.
4. Notices of vacancies shall also be e-mailed to association members (using school provided addresses).
5. Interested bargaining unit members may apply in writing to the Superintendent, or designee, within the posting period noted in either 2. or 3. above.
6. If a bargaining unit member applies for a posted position within his/her same job classification, he/she shall be granted an interview for the position. After the expiration of the posting period, the Board may fill the position by transfer of an employee within the classification or by awarding the position to another applicant. In making the decision to award the position, the Board will consider length of service in the school district, qualifications, skills, abilities, experience, and other relevant factors of the applicants. The applicant selected shall be notified of his/her selection and the time and place to report for work.
7. In cases of an involuntary transfer, seniority within a classification (custodian, secretary, or school paraprofessional) shall be taken into consideration, with the superintendent making the final decision. Normally, the least senior employee in the building in the appropriate classification will be transferred unless there is a more senior employee in the appropriate job classification who volunteers to be transferred.
8. If a bargaining unit member is transferring from one type of position to another within the unit, a probationary period of twenty (20) work days shall be established. If either the employee or the administration decides, within the probationary period, that the employee cannot perform the duties assumed, the employee shall return to the previously held position. In such cases, the administration shall not be required to repost the position, but shall reconsider previous applicants for the position.
9. If an employee transfers between one classification and another, the transfer on the salary schedule shall be to the salary closest, but not lower than the previously held salary.

10. During the posting and selection process for vacancies, or to fill staffing needs which are not permanent in nature. A temporary employee shall not be utilized in a bargaining unit position for more than ninety (90) calendar days, except where the temporary assignments is due to the absence of a bargaining unit member.

11. Notice of assignments for the next school year shall be provided to each bargaining unit member no later than two weeks before the start of the school year. Exceptions to this notice may be made in emergency situations due to enrollment changes.

B. INCREASE/DECREASE IN SCHEDULED TIME

1. In the event an employee bids on and accepts another position that ultimately has an increase of more than one (1) hour each day within the current school year, the position shall be posted for internal applicants only pursuant to B., 2., 4., and 5. above.

In the event another employee is placed into the position, the affected employee shall be allowed to return to his/her previously held position, if it exists, or to the position vacated by the applicant. Said request shall be made by the employee within three (3) work days of the notice of the "bump."

No more than three (3) employees shall be affected by this procedure with the third employee being placed into the available position.

2. In the event an employee bids on and accepts another position that ultimately has a decrease of more than one (1) hour each day within the first year, the employee shall be allowed to return to his/her previously held position if it exists. Said request to return to the previously held position shall be made by the employee within five (5) work days of the notice of the decrease in hours.

The employee currently in the previously held position shall be allowed to return to his/her previously held position, if it exists, or to the one vacated by the other employee. Said request shall be made by the employee within three (3) work days of the notice of the "bump."

No more than three (3) employees shall be affected by this procedure with the third employee being placed into the available position.

3. In no event shall the application of 1. or 2. above allow an employee to be placed into a paraprofessional position for which he/she is not qualified pursuant to the recognized guidelines for a job classification. In the event an application of either 1. or 2. above would cause this, the procedure shall stop with the last employee so allowed to move appropriately.

ARTICLE 9 LAYOFF AND RECALL

A. LAYOFF

1. "Layoff" shall be defined as a reduction in staff resulting in the loss of positions within the bargaining unit or a reduction in hours.

B. REDUCTION OF STAFF

1. In the event a reduction in the number of personnel becomes necessary, seniority at the Saranac Community Schools in the classification being reduced will become the determining factor.
2. The least senior employee in the classification being reduced will be the one whose schedule will be reduced in time or who will be laid off.

C. REDUCTION OF HOURS

1. In the event a reduction in the number of hours becomes necessary, a determination will be made with respect to whether said reduction will be made individually or will be made across the classification.
2. If the reduction in the number of hours is done individually, the least senior individual in the affected classification shall be the employee whose hours are reduced.
3. In the event the employee who is laid off has seniority in another classification, he/she will be placed into the other classification. If this causes the other classification to have a less senior employee, he/she shall be the one who is laid off.
4. Thirty (30) days' notice of a schedule reduction or layoff shall be provided to the employee so affected.
5. If the Administration decides that the reduction in the number of hours or positions is to be made across the classification, the Association shall be given an opportunity to discuss the decision prior to its actual implementation. If the Association and the Administration can mutually agree to an alternate method, the alternate method will be implemented. The Administration will make the final decision in the event there is no mutually agreed upon alternative.

D. RECALL

Recall and restoration of hours shall be done in inverse order of seniority within the classification.

Recall from layoff shall be as close to but no more than the hours held at the time of layoff.

ARTICLE 10
SALARY & FRINGE BENEFITS

A. WAGES

2022-23 (increase of 2% after \$0.26 to step 6)

1. Custodial Maintenance

Step	
1-----	15.81
2-----	16.70
3-----	17.51
4-----	18.35
5-----	19.19
6-----	19.79

3. School Paraprofessional

Step	
1-----	12.59
2-----	13.16
3-----	13.75
4-----	14.37
5-----	15.02
6-----	15.53

2. Classroom Paraprofessional

Step	
1-----	14.17
2-----	14.83
3-----	15.49
4-----	16.03
5-----	16.90
6-----	17.45

4. Secretarial

Step	
1-----	16.45
2-----	17.28
3-----	18.09
4-----	18.94
5-----	19.81
6-----	20.42

2023-2024 (2% increase)

1. Custodial Maintenance

Step	
1-----	16.12
2-----	17.03
3-----	17.86
4-----	18.72
5-----	19.57
6-----	20.19

3. School Paraprofessional

Step	
1-----	12.84
2-----	13.42
3-----	14.03
4-----	14.66
5-----	15.32
6-----	15.84

2. Classroom Paraprofessional

Step	
1-----	14.45
2-----	15.13
3-----	15.80
4-----	16.35
5-----	17.24
6-----	17.80

4. Secretarial

Step	
1-----	16.78
2-----	17.63
3-----	18.45
4-----	19.32
5-----	20.21
6-----	20.83

2024-25 (2% increase)

1. Custodial Maintenance

Step	
1-----	16.44
2-----	17.37
3-----	18.22
4-----	19.09
5-----	19.96
6-----	20.59

3. School Paraprofessional

Step	
1-----	13.10
2-----	13.69
3-----	14.31
4-----	14.95
5-----	15.63
6-----	16.16

2. Classroom Paraprofessional

Step	
1-----	14.74
2-----	15.43
3-----	16.12
4-----	16.68
5-----	17.58
6-----	18.16

4. Secretarial

Step	
1-----	17.12
2-----	17.98
3-----	18.82
4-----	19.71
5-----	20.61
6-----	21.25

2022-2023

- 2% increase
- Steps granted
- Increase of \$0.26 to step 6 in all 4 categories
- Agree to increase to cash-in-lieu from \$250 to \$300
- Ancillary cap increase cost
- Insurance coverage remains the same, increase caps to state max as of 1/1/22 for medical benefit plan coverage years beginning on or after Jan. 1, 2022

2023-2024

- 2% increase
- Steps granted
- Ancillary cap increase of up to 3% or premium cost
- Insurance coverage remains the same, increase caps to state max as of 1/1/23 for medical benefit plan coverage years beginning on or after Jan. 1, 2023

2024-2025

- 2% increase
- Steps granted
- Ancillary cap increase of up to 3% or premium cost
- Insurance coverage remains the same, increase caps to state max as of 1/1/24 for medical benefit plan coverage years beginning on or after Jan. 1, 2024

5. The employee will be paid an additional twenty-five cents (\$0.25 per hour when the scheduled work day starts after 2:00 PM.)

6. The anniversary date of the employee for the purpose of step advancement and bargained benefits will be at the beginning of the contract year. An employee must have been working for Saranac Community Schools prior to March 1 of the contract year in order to move to the next step. In the case of an employee who started working after March 1, the employee will remain at the same step for the next contract year.

7. Longevity Bonus: All covered employees with more than fifteen (15) years of service with Saranac Community Schools will be eligible to receive a bonus check equal to one (1) week of pay. After twenty (20) years, the check will be equal to two (2) weeks of pay. The payments shall be paid in two (2) pay periods. The first shall be paid the second pay of December and the second shall be paid the second pay in June.

B. INSURANCE

1. The employer shall formally adopt a plan document that complies with Section 125 of the Internal Revenue Code.
2. For each full-time employee during the life of this contract, the Board will provide at the below monthly maximum toward the Priority Health medical plan premium and a monthly maximum of \$133.82 toward the MESSA Ancillary premium. (Year 2 of contract \$137.52)

Jan. 1, 2022 – June 30, 2025

- **Singles - \$6,818.87/year (approx. \$568.23/month)**
- **2-person - \$14,260.37/year (approx. \$1,488.36/month)**
- **Family - \$16,342.66/year (approx. \$1,549.74/month)**

July 1, 2021-expiration of agreement

- **Singles - \$7,043.89/year (approx. \$586.99/month)**
- **2 person - \$14,730.96/year (approx. \$1,227.58/month)**
- **Family - \$19,210.66/year (approx. \$1,600.88/month)**

If the premium is less than the monthly maximum, the remaining amount up to the monthly maximum amount shall be placed in the employee's HSA account.

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

Medical Plan 1: Priority Health POS, \$1000/2000 deductible, \$10 CP, \$10/40 RX, plus Ancillary listed below

Plan 2: Priority Health POS, \$2000/4000, \$10CP, \$10/40 RX, plus Ancillary listed below

Plan 3: Priority Health HSA, \$1400/2800, 90% co-insurance after deductible, \$10/40 RX after deductible, plus ancillary listed below.

Ancillary Delta Dental (60/60/60/60, \$1000 maximum, \$1,000 orthodontic maximum), Vision (VSP2), \$15,000 Negotiated Life/AD&D, LTD.

No later than June 15 of each year, the Board shall notify the bargaining unit members of the insurance rate change for the upcoming year and the amount of each employee's contribution for the upcoming year, provided the rate change is received from carrier by the district on or before May 1 each year.

3. For an employee who elects Plan B, the employer shall provide a cash option. The cash option amount shall be \$300.00 per month.

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

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

5. Any disputes relative to the administration and/or operation of the Saranac Community Schools cash option plan shall be resolved in conformance with the Claims Procedure and Appeal of Denied Claims sections of that plan.

6. The Long Term Disability Coverage shall be: 66 2/3% coverage; \$2,500 per month maximum; 120 working days (modified fill); no freeze on offsets; alcohol/drug 2 year maximum; mental/nervous 2 year maximum.

7. A new or revised application for insurance coverage will take effect the first month following the filing of an application in the Superintendent's office, provided that the carrier, policyholder and underwriter allow the enrollment or change at that time.

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

9. For a 52-week employee who is employed less than full time, the Board will pay that percentage of the premium which represents the percentage of time the employee is working for

the school system should the employee desire to participate in either insurance package Plan A or Plan B. The employee is responsible for the balance of the premium.

10. For a school year employee who is employed less than full time, he/she shall be allowed to purchase Plan A or Plan B medical insurance through the District at the group rate available to the District if the employee so desires. The employee is responsible for reimbursing the district for payment of all applicable premium amounts.

11. For a school year employee who is employed less than full time, the Board will provide \$10,000 MESSA Negotiated Life Insurance.

C. LEAVE DAYS

1. Sick Leave

a. School year employees will earn up to seven (7) sick days annually (one per month). Fifty-two (52) week employees will earn up to 10 sick days annually (one per month).

1) The unused portion of sick leave days will be accumulated to a maximum of 180 days.

2) Accumulated sick leave days are carried over only for those employees returning from the previous year, or from an approved leave of absence.

3) Hours of planned absences or emergencies shall be cumulative to full day equivalencies and deducted from sick leave days.

b. Sick days may be used for:

1) Personal illness, injury and/or disability, of employee.

2) Medical or dental appointments which cannot be scheduled at any other time.

3) Illness or injury to an immediate family member (father; mother; spouse; child; or, if currently residing with the member, significant other family member).

c. In order to be eligible for payment of sick leave, a bargaining unit member must notify his/her supervisor (or an individual designated by the supervisor) of absence not later than one (1) hour prior to the start of work unless in an emergency and then as soon as practicable.

d. In the event the Administration believes that there is abuse of sick leave by an employee, the Administration shall notify the employee in writing. Upon further absence by the same employee, the Administration may require that the employee provide a physician's statement attesting to the need of absence. Failure of an employee to provide the appropriate physician's statement upon request will result in denial of use of sick leave. Continued abuse may result in further disciplinary action.

e. If it is necessary for an employee to be absent from duty due to illness or injury compensable under the Michigan Workers' Disability Compensation Act, he/she shall receive from the District, at the employee's option, payment which represents the difference between his/her net salary and the amount received as workers' compensation benefits with the resulting deduction of sick leave prorated to the amount of payment received. For example, if worker's compensation pays sixty percent (60%)

of the net pay amount, the employee will receive forty percent (40%) from the District with a four tenths (.4) deduction of sick leave days for each day covered.

2. Personal Leave

- a. Each employee will be allowed five (5) personal leave days per year.
 - 1) The unused portion of personal leave will be added each year to the accumulated sick leave days.
 - 2) Hours of planned absences or emergencies shall be cumulative to full day equivalencies, and deducted from personal leave days.
- b. To qualify for a personal leave day, a written request by the employee for approval will be submitted through the Principal to the Superintendent, at least 24 hours before the effective time of leave, except in cases of emergency.

3. Leave of Absence, With Pay

Leave of Absence with pay shall be granted for:

- a. Appearance in court for jury duty or school related matters providing the employee shall remit to the Board, all monies received for such services, minus reimbursed expenses.
- b. An employee who is injured on the job will receive his/her worker's compensation income. The Board will pay the difference and deduct the employee's accumulated sick days by the pro-rated amount. This will be accomplished by continuing to issue the employee his/her regular pay check. When the employee receives the worker's compensation, he/she shall sign the check over to the District.
- c. Up to three (3) days per occurrence shall be allowed for each death in the immediate family. Immediate family is defined as: spouse, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, and sister-in-law. The number of days may be extended at the discretion of the Superintendent.

4. Leave of Absence, without pay

a. Illness/Disability Leave

- 1) An employee eligible for leave under the Family and Medical Leave Act shall be entitled to disability leave for periods not to exceed twelve (12) weeks without pay upon written statement from a physician for the serious health condition of the employee or the employee's immediate family (spouse, parent, or child). This unpaid leave shall commence after the exhaustion of the period compensated by sick leave, vacation, and/or personal days unless the employee or employer selects otherwise
- 2) Upon return from leave, the employee shall be returned to his/her position held at the time of the disability or to a position that seniority and qualifications entitles him/her. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other working conditions of employment in the same job category. In no case will an employee be returned

to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.

3) The Board will continue hospital/medical, dental and vision premium contributions on behalf of the employee (and eligible dependents) for up to twelve (12) weeks for employees who are on an unpaid leave of absence under the Family and Medical Leave Act as is specified in paragraph a. 1) above. For periods beyond the twelve (12) week period described above, the payment of the premium is the responsibility of the employee. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within thirty (30) days of demand.

4) Where an employee requests intermittent leave or reduced schedule leave for personal serious illness/disability or to care for a seriously ill family member as authorized under the Family and Medical Leave Act, the Board may require that the employee transfer temporarily to an alternative position for which the employee is qualified and which has an equivalent pay rate and benefits where the temporary transfer would better accommodate the need for recurring leave, in comparison to the employee's current assignment. Where the temporary transfer is to part time position the pay rate and benefits shall be adjusted accordingly, in conformance with the other terms of this Agreement. Intermittent leave shall be taken in intervals of not less than two (2) hours. The employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.

5) The employee, upon request, will supply a statement from a doctor supporting the need for a leave granted under this section. The Board retains the right to require a second opinion from a doctor of its choice at Board expense. If the second opinion differs from the first, the employee and the Board shall mutually agree upon a third doctor from whom an opinion will be sought at Board expense. The opinion of the third doctor shall be considered final and binding on the Board, employee and Association with respect to the need for such leave.

6) Prior to return from a leave granted under this subsection, the Board retains the right to require a statement from a doctor with respect to the employee's fitness to return to work at the conclusion of the leave.

7) This leave may be extended for a period of up to one (1) year upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status. In the event the employee is placed on lay off status, the employee shall be returned to the first vacant position for which he/she is qualified and seniority provides. Posting for the vacant position in this case shall be waived.

b. Child Care Leave

1) Upon request, child care leave shall be granted to an employee otherwise eligible for such leave under the Family and Medical Leave Act for up to twelve (12) weeks commencing at a date agreed upon by the Superintendent and the affected employee. Such leave will be for the caring of a son or daughter or for the caring of a son or daughter placed in the home for adoption or foster care. When this leave is taken in order to care for a child with a serious health

condition, under the Family and Medical Leave Act, leave will commence upon the exhaustion of the period compensated by sick leave, vacation and/or personal leave days unless the employee or employer directs otherwise.

2) Upon return from leave, the employee shall be returned to his/her position held at the time of the disability or to a position that seniority and qualifications entitles him/her. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other working conditions of employment in the same job category. In no case will an employee be returned to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.

3) The Board will continue hospital/medical, dental and vision premium contributions on behalf of the employee (and eligible dependents) for up to twelve (12) weeks for employees who are on an unpaid leave of absence under the Family and Medical Leave Act as is specified in paragraph b. 1) above. For periods beyond the twelve (12) week period described above, the payment of the premium is the responsibility of the employee. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within thirty (30) days of demand.

4) Where an employee requests intermittent leave or reduced schedule leave for personal serious illness/disability or to care for a seriously ill family member as authorized under the Family and Medical Leave Act, the Board may require that the employee transfer temporarily to an alternative position for which the employee is qualified and which has an equivalent pay rate and benefits where the temporary transfer would better accommodate the need for recurring leave, in comparison to the employee's current assignment. Where the temporary transfer is to part-time position, the pay rate and benefits shall be adjusted accordingly, in conformance with the other terms of this Agreement. Intermittent leave shall be taken in intervals of not less than two (2) hours. The employee shall attempt to schedule intermittent leave so as not to disrupt the continuity of services and instruction.

5) This leave may be extended for a period of up to two (2) years upon request. At the expiration of the extension of the leave, the employee will either be returned to a vacant position for which he/she is qualified and seniority provides or placed on lay off status. In the event the employee is placed on lay off status, the employee shall be returned to the first vacant position for which he/she is qualified and seniority provides. Posting for the vacant position in this case shall be waived.

c. General Leave

1) Upon request to the superintendent, an employee may be granted an unpaid leave not to exceed twelve (12) months. Such leave is subject to Board approval if the request is for longer than five (5) days.

2) Leave granted under this provision shall not be granted for periods of time less than one (1) day.

3) No more than two (2) bargaining unit members may be on a leave under this subsection at any one time except as allowed by the Superintendent.

4) Leave granted under this subsection may not be used to extend vacation and/or holiday periods except as allowed by the Superintendent.

5) Return from a leave under this subsection does not guarantee an employee's return to the same position except if the leave is for five (5) days or less. Return from a leave under this subsection will be to the same position, if available, or to a similar position, if available. In no case will an employee be returned to a position in the event a layoff has occurred and the employee would be on layoff status if he/she had been at work during the leave.

6) The approval of a leave of absence under this subsection will entitle the employee to retain all seniority rights except as specifically limited in Article 7, Section A.

5. An employee shall not accrue sick leave, emergency leave, or personal leave entitlement while on unpaid leaves of absence under this Section.

D. DAMAGE TO PERSONAL PROPERTY

If the employee has taken reasonable precautions, and reports the damage within two (2) working days, the Board will reimburse the employee for any loss, damage, or destruction of personal property caused by students while in school, or on school premises, and not collectable from other sources. A committee of three (3), one (1) employee, one (1) board member, and one (1) administrator will determine if reimbursement is warranted.

E. TERMINAL LEAVE

1. The number of sick leave days that can be used for terminal leave purposes will be determined as follows:
 - a. Any bargaining unit member who has accumulated less than ninety (90) sick leave days at Saranac Schools as of July 31, 1989, may accumulate up to ninety (90) days for maximum potential terminal leave.
2. Retired bargaining unit members shall receive a terminal leave payment equal to fifty percent (50%) of their daily rate of pay times their accumulated terminal leave days. However, the last year of service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check. Payment will be made after retirement, in twelve (12) monthly payments or one (1) lump sum payment. Any unemployment compensation collected by the retiree will be deducted from each payment.
3. If a SESA bargaining unit member shall expire while under contract at Saranac Community Schools, a sum equal to his/her accumulated terminal leave payment as defined in Article 8.E. shall be paid to that bargaining member's named beneficiary.
4. A SESA member is not eligible for terminal leave pay if the employee has already retired and received terminal leave pay from Saranac Community Schools.

F. IN-SERVICE TRAINING

1. If an employee is required to work with a student who is in need of specialized care, a student with a communicable disease, or in situations where the spread of disease may occur, such employee shall be provided with appropriate training as is necessary to work with the student. In cases where the specialized care requires training, which is medical in nature, the employee will be trained to provide emergency care only.

2. If an employee is required to supervise the dispensation of medicine pursuant to his/her Board approved job description, said employee shall follow Board approved guidelines/policy that comply with applicable state and/or Federal law.
 3. If an employee is required to attend in-service training, the employee will receive his/her normal hourly rate of pay for each hour that the in-service covers and the cost(s) of attending the in- service will be paid by the District.
 4. An employee may be asked by the administration to attend in-service training which will further the employee's skills in performing the job assignment. In such cases, the employee will receive his/her normal daily rate of pay and the cost(s) of attending the in-service will be paid by the District.
 5. Said cost(s) of attending an in-service shall include registration fee, meal cost(s), mileage, and parking. Nothing shall require the District to pay mileage for an employee to attend an in-service at the employee's work site on the employee's normal work day.
- G. Each employee, upon request, shall be provided an Athletic pass that will cover the cost of attending any home athletic event for the employee.

ARTICLE 11 EVALUATION & DISCIPLINE

A. Record and Frequency

1. The evaluation of the performance of an employee shall be conducted at least once every three (3) years.
 - a. Evaluations shall be conducted by the employee's immediate supervisor.
 - i. The evaluations of secretaries and paraprofessionals shall be conducted by a building administrator. Custodial evaluations shall be conducted jointly by the Head Custodian and a building administrator. Maintenance evaluations shall be conducted by the Transportation and Operations Director.
 - ii. The evaluation of an employee who works in multiple buildings shall be conducted by an administrator of the building in which the majority of the employee's duties are performed (with input from the administrators of the other buildings).
2. At the beginning of the year in which an employee will be evaluated, the employee shall be given the basis on which the evaluation will be made including the time period during which it will occur. If the employee desires, he/she will be given an opportunity to discuss the basis with the supervisor doing the evaluation.
 - a. The evaluation shall be conducted using an adopted/agreed upon district evaluation tool.
3. Upon the completion of the evaluation period, the formal evaluation of the performance of an employee shall be reduced to writing and placed into the employee's personnel file. The employee will be provided a copy of the evaluation. There will be a place on the evaluation form for the employee's signature to acknowledge receipt of the evaluation. The employee may file a written response to the evaluation and request that it be placed in his/her personnel file.

B. OBSERVATIONS

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

C. FILES

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

D. DISCIPLINARY ACTIONS

1. An employee shall receive a copy of a warning, reprimand, or disciplinary action, if the infraction is serious enough to be placed in the employee's personnel file. The employee may file a written response to be placed in his/her file.
2. If, in the opinion of the administrator, an employee is not performing in compliance with his/her job description, notice will be given. The notice shall include the areas of weakness, and possible solutions, and shall be placed in the individual's personnel file. A signed copy shall be given to the employee involved.
3. No employee shall be discharged or disciplined without just cause.

ARTICLE 12 GRIEVANCE PROCEDURE

A. INITIATING A GRIEVANCE

After a full discussion of the situation orally with the immediate supervisor, any employee, group of employees, or the Association, believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, may file a written grievance with the immediate supervisor, within thirty (30) working days after the occurrence or when the employee, group of employees, or the Association should have learned of the occurrence. The grievance shall be deemed waived if not filed timely within the thirty (30) working day period.

B. TIME SCHEDULE FOR APPEALS

1. The time lines set forth shall be strictly observed. Within five (5) working days of receipt of the written grievance, the immediate supervisor shall approve or disapprove it.
2. If no disposition is forthcoming within the five (5) working day period, or should the grievant or the Association be dissatisfied with the disposition of the immediate supervisor, the grievance may be appealed to the Superintendent within five (5) working days from the immediate supervisor's disposition or the end of the five (5) working day period, if no disposition.
3. Within five (5) working days of receipt of the written grievance, the Superintendent shall approve or disapprove it. If no disposition is forthcoming within the five (5) working day period, or should the grievant or the Association be dissatisfied with the disposition of the Superintendent, the grievance may be appealed to the Board within five (5) working days from the Superintendent's disposition or the end of the five (5) working day period, if no disposition. The appeal must be filed with the Secretary of the Board of Education with a statement of reasons why the Superintendent's disposition is unsatisfactory.

4. Within ten (10) working days from the receipt of the written grievance, the Board shall pass upon the grievance.

The Board shall notify the Association, in writing, of its decision, within five (5) working days from the date of the decision.

C. ARBITRATION

In all grievances, except for those involving the discharge or discipline of an employee, should the Association be dissatisfied with the disposition of the Board, or if no disposition is forthcoming within the fifteen (15) working day period, the Association, within ten (10) working days from the Board's disposition or the end of the fifteen (15) working day period, if no disposition, may file a petition for labor arbitration with the Michigan Employment Relations Commission (MERC).

If the parties are unable to agree upon an arbitrator, he/she shall be appointed under the rules of the MERC

The arbitrator, so selected, will confer with the parties, and hold hearings promptly and will issue his/her decision not later than twenty (20) working days from the date of the close of the hearing. The arbitrator's decision shall be in writing, and will set forth his/her findings of facts, reasoning, and conclusions of the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. His/her authority shall be limited to deciding whether specific articles and sections of this Agreement have been violated. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under the laws and this Agreement. The decision of the arbitrator, if within the scope of his/her authority as above set forth, shall be final and binding. The arbitrator's fee and other expenses of arbitration shall be paid by the loser. Each party shall bear their own expenses of representation in connection therewith.

ARTICLE 13 CONTINUITY OF OPERATIONS

The Association, its members or agents shall not promote, encourage, condone, or participate in a strike, as defined by the Michigan Public Employment Relations Act.

ARTICLE 14 NEGOTIATION PROCEDURES

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

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

ARTICLE 15 ASSOCIATION TIME

The Association will be granted forty (40) hours with pay per year for Association business. The time may be taken in increments of no less than one (1) hour unless by agreement of the administration and will not be deducted from any other leave time.

Bargaining unit members whose shifts begin after twelve noon may request the right to take time off for union meetings, so long as they arrange to make up the time lost on the same day.

Article 16 MISCELLANEOUS

A. RESIGNATION

The employee will be required to give two calendar week notice of resignation, in writing, to the Superintendent. Failure to work the required number of days shall result in forfeiture of all earned vacation days and other fringe benefits not already paid by the employee unless approved by the Superintendent.

B. SUBCONTRACTING

In the event the Board and/or administration considers subcontracting bargaining unit work, the Association President will be immediately notified. The Association will be given the opportunity to consult with the Board about the effect of such subcontracting.

C. SUBSTITUTING

If a member of the custodial/maintenance classification is absent, and if the administration determines that a substitute will be necessary, except in cases of emergency, the most senior available bargaining unit member in the same building, within the same classification, whose hours are less than the absent employee will be offered the opportunity to substitute for the absent employee. In the event an employee in the same building is not available, the opportunity will be offered to other members within the classification on the basis of seniority. After the opportunity to substitute has been offered to all members within the classification, it will be offered to other interested bargaining unit members prior to any non-bargaining unit member being considered. The intent is that the person works his/her normal shift and substitutes during an off-duty time period(s) unless the administration decides to switch the employee's work shift duties.

If administration determines that a substitute is necessary for all other bargaining-unit positions, administration shall assign a substitute, if possible, from within the same classification. In the event an employee from within the same classification is not available, administration shall consider other bargaining unit members for substituting on the basis of qualifications, skills, abilities, experience, and other relevant factors prior to any non-bargaining unit member being considered.

1. SESA may provide to administration a list of bargaining unit members and the classifications for which each member is interested in substituting.

ARTICLE 17
DURATION OF AGREEMENT

A. DURATION

1. This Agreement shall be effective from date of ratification through June 30, 2025
2. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. PROCEDURE FOR AGREEMENT CHANGE

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

In witness whereof, the parties below have set their hands.

For the Saranac Educational Support Association

Ann Newell
President

7/11/2022
Date

Kathleen Ruppel-Awley
SESA member/Negotiating team

7-11-2022
Date

For the Saranac Board of Education

[Signature]
President

7-11-22
Date

Roy J. Wierzbicki
Secretary

7-11-22
Date

[Signature]
Superintendent

7/11/22
Date

