

# Saranac Community School

## Board of Education Agenda Regular Meeting August 24, 2020 7:00 PM

### Conference Room, Saranac Central Office

1. Call to Order_____	
2. Pledge of Allegiance	
3. Approval of Minutes - August 10 and Finance Committee Minutes dated August 17, 2020	2
4. Additions, Deletions & Modifications to the Agenda	
5. Comments from Guests - Agenda Items	
6. Action Items	
a. Approve JSH Course Description Guide	5
b. Approve Leave of Absence	36
c. Letter of Agreement for COVID-19 Pandemic Coverage - SEA	37
d. Letter of Agreement for Extension of CBA-SESA	41
e. Letter of Agreement for COVID-19 Pandemic Coverage-SESA	43
f. Set Tuition Amount	46
7. Reports/Presentations	
a. Resolution to Grant Emergency Powers to the Superintendent	48
8. Comments from Guests - Non Agenda Items	
9. Superintendent's Report	
10. Board Requests/Reports	
11. Communications	
12. Approve Executive Session Minutes	
13. Closed Session for Negotiation Purposes	
14. Action to Vote on the SEA Contract	52
15. Other	
16. Adjournment_____	

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools  
Board of Education  
Meeting #2

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, August 10, 2020 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:02 p.m.

Present: Courtney, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken.

Chad Elliott led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated July 13, and Finance Committee Minutes dated August 3, 2020 were approve as presented.

**ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA:** None

**COMMENTS FROM GUESTS – AGENDA ITEMS:** None

**APPROVE BILLS:** Motion by Price, supported by Courtney and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for July in the amount of \$524,907.50, Building & Site Fund for \$93,946.80, and \$33,150.00 from the 2020 Bond Issuance Account as presented.

**APPROVE DISTRICT-WIDE PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE:** Motion by Hawkins, supported by Jackson and unanimously approved that the Saranac Board of Education approve the Saranac District-Wide Professional Development Advisory Committees with the following staff:

The Elementary Committee consists of Teri Brunette, Mike Catrell, Sarah Gallagher Doris McPherson, Amy Miles, Sally Mutschler, Dawn Peterson, Stephanie Smith and parent, Courtney Mager.

The JSH Committee consists of Melissa Chaffins, Tracy Dahms, Nancy Helminski, Josh Leader, James McRae, Sarah Milbratz, Kelly Piercefield (ISD), Sara Serne and parent Amanda Stoel

**JR/SR HIGH STUDENT HANDBOOK:** Motion by VanKuiken, supported by Jackson and unanimously approved that the Saranac Board of Education approve the 2020-2021 JSH student handbook as presented.

**COVID-19 PREPAREDNESS AND RESPONSE PLAN:** Superintendent, Jason Smith presented the plan, which is to be submitted to the state. There were many hours put into this document from administrators, the health department and the ISD to get this ready for submission.

Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the Covid-19 Preparedness and Response Plan for school year 2020-2021 as presented.

**JSH COURSE DESCRIPTION GUIDE FOR 2020-2021:** JSH Principal, Josh Leader presented the Course Description Guide for FY: 2020-2021 and class loads as they stand at this time. This will be brought back for action at the August 24 meeting.

**COMMENTS FROM GUESTS – NON-AGENDA ITEMS:** None

**SUPERINTENDENT'S REPORT:** Mr. Smith reported that we have purchased a new bus with the bond money and bought three used buses from an on-line auction through Forest Hills School District. We will get our last State Aid money for the fiscal year on August 20<sup>th</sup> and Jammie will be working to update the budget. We had great parent response from the survey sent out on returning to school. We will be holding graduation on Thursday at 7:00 pm at the football stadium. Mr. Hawkins will represent the board at graduation.

**BOARD REQUESTS/REPORTS:** A board member wondered if all board members could sign diplomas for seniors.

**COMMUNICATIONS:** None

**CLOSED SESSION FOR NEGOTIATION PURPOSES:** Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 8:23 p.m. for the purpose of negotiation planning, returning to open session at 8:56 p.m. Roll Call Vote: Yes – Courtney, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion carried.

**OTHER:** Superintendent Smith report that some districts are granting the superintendent's emergency powers to be able to purchase Covid-19 supplies through grants the district will receiving. The board would like this brought back for action to approve a resolution regarding emergency spending regarding Covid-19.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:02 p.m.

Respectfully submitted,

Ted VanKuiken  
Secretary

Saranac Community Schools  
Finance Committee Meeting  
August 17, 2020

The meeting began at 4:05 p.m. at Central Office, 225 Pleasant Street, Saranac, MI. Present: Sarah Doll, David Price, Jason Smith & Ted VanKuiken

- Calendar – Reviewed 20-21 calendar and parent letter. Also reviewed forms being sent home to parents
- Letter of Understanding S.E.A. – Reviewed updated letter and suggestions for counter language
- Discussed S.E.A. contract financials – Reviewed financials for year 1, and discussed options for renewal. Jason will share information with the full board
- Other – Athletic update – postpone football, more information to come Thursday  
Legislative update – new bills passed

Meeting adjourned at 4:55 p.m.

Respectfully submitted,

Ted VanKuiken  
Board Secretary

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve JSH Course Description Guide

Josh Leader, JSH Principal presented the JSH Course Description Guide at the last meeting and would like approval of this document.

Suggested Resolution

I move that the Saranac Board of Education approve the JSH Course Description Guide for 2020-2021 school year as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# **Saranac High School Course Descriptions**

## **2020-21**



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## III. LIST OF SHS COURSES

25

# GRADUATION REQUIREMENTS

## **18 Michigan Merit Curriculum Credits**

Based on Michigan Merit Curriculum established by the State of Michigan:

- |  |             |
|--|-------------|
| A. Language Arts (must include English 9, English 10, English 11 and English 12 or equivalent)   | 4.0 Credits |
| B. Mathematics (must include Algebra I, Geometry, Algebra 2, and a 4 <sup>th</sup> math course Senior year. (See Math courses for senior math) | 4.0 Credits |
| C. Science (must include Biology, 10 <sup>th</sup> Grade Science, and one year of additional science)  | 3.0 Credits |
| D. Social Studies (must include US History, World History, Government, and Economics)  | 3.0 Credits |
| E. Physical Education  | 0.5 Credit  |
| F. Health  | 0.5 Credit  |
| G. Visual, Performing and Applied Arts   | 1.0 Credit  |
| H. World Language  | 2.0 Credits |
| I. Students must also participate in some form of online learning experience during their high school career.                                  |             |

## **Class of 2017 and Beyond – 22 Credits to Graduate (16 MMC + 2 World Languages + 4 electives)**

### **ADDITIONAL REQUIREMENTS:**

- All students will be required to participate in the state required assessment process (currently the SAT/PSAT/M-Step). They will be expected to give a “good faith” effort. Not doing so will result in the loss of their eligibility to participate in the graduation ceremony.
- A semester class is equal to one-half credit. Students will receive high school credit along with college credit for the classes in which they are dual enrolled.
- All students must be enrolled in 6 classes each semester.
- A student may be granted credit for up two (2) for work-based learning or an unlimited number of E20/20 courses.
- The principal may substitute up to one credit for a student under the following circumstances:
  - The educational program for the student is clearly improved.
  - The total number of required credits is not changed.
  - The minimums as set by the State are met.

### **Physical Education Waiver**

Many Saranac High School students participate in co-curricular and extra-curricular activities which require hours of physical activity on their part. In recognition of this, and to allow greater flexibility to students and parents in preparing for their high school careers as related to post-secondary plans, the following Physical Education waiver policy is in place: Students may waive the Saranac High School Physical Education graduation requirement under the following criteria: Medical waiver; two years of participation in interscholastic athletics (must participate in a full season in **two different school years**); two years of marching band; or one year of marching band and one year of interscholastic athletics (must participate in both for a full season in **two different school years**). They also must successfully pass a written exam.

A Physical Education waiver must be completed and approved prior to the students' first day of their senior year, or they will be placed in a Physical Education class regardless of their intent to participate in marching band or interscholastic athletics during their senior year. Students must be able to participate in at least 70% of the interscholastic athletic or marching band season, and be in good standing with the program in order to have the participation count towards their waiver requirement. A student's PE credit will be waived after meeting the marching or athletic requirement as well as passing the PE final exam.



## **HONORS DIPLOMA and DIPLOMA WITH HONORS**

Graduating seniors who have attained a high scholastic achievement may earn either an "Honors Diploma" or a "Diploma with Honors" in a given area provided he/she meets the following criteria:

### **HONORS DIPLOMA**

- a) Must have an overall grade point average of at least a 3.400.
- b) Mathematics - Algebra I, Algebra II, Geometry, and Pre-Calculus
- c) Science - Biology, 10<sup>th</sup> Grade Science and one additional year of science
- d) English - English 9, English 10, English 11, and one year of English not open to freshman and sophomores or the equivalent advanced courses.
- e) Two full credits of a foreign language in the same language.

### **DIPLOMA WITH HONORS**

A student who does not take all of the courses needed to receive an "Honors Diploma" is eligible to receive a "Diploma with Honors" in an area if they have a GPA of 3.7 or better in a specific area

A. Diploma of Honors course criteria:

1. Fine Arts--four credits that include at least two areas.
2. Language Arts--five credits that include four English and one foreign language.
3. Science--four credits that include Biology, Chemistry, and Physics.
4. Mathematics--four credits that include Algebra I, Geometry, Algebra II, and Pre-Calculus.
5. Social Studies--four credits
6. Vocational Education--four credits.

### **VALEDICTORIAN AND SALUTATORIAN**

a) **The valedictorian and salutatorian must meet the criteria for an "Honors Diploma."**

b) For the purpose of selecting the Valedictorian and Salutatorian, the G.P.A. will be averaged to the nearest 1/100 of a point.

### **TOP ACADEMIC STUDENTS:**

Students will achieve this status by attaining a G.P.A. of 3.60 or higher through their first eleven semesters. Within the 3.6 - 4.0 range, there will be three levels of recognition:

<u>GPA</u>	<u>STATUS</u>	<u>CORD</u>
3.6 – 3.74	Cum Laude	Bronze
3.75 – 3.89	Magna Cum Laude	Silver
3.90 – 4.00	Summa Cum Laude	Gold

### **Testing Out Policy**

Students will be allowed to "Test Out" of courses according to the State Law and Saranac High School. See school administration for further information. Testing out will occur during the first 2 weeks prior to each semester. You may not test out of a course you are currently enrolled in or have taken in the past.

### **Repeating Classes**

Students may repeat any previously passed class to earn a higher grade. The coursework will be completed through the E20/20 program on the student's own time. The lower grade will be replaced with a "R" for repeat and will not be counted toward the total graduation requirements or computed into the GPA. **A student who is repeating classes will not qualify for Valedictorian or Salutatorian honors.**

### **Advanced Placement**

A weighted grading system is in effect for Advanced Placement (AP) courses to recognize the added rigor of these courses and provide incentive for students to undertake challenging courses. Students who have taken AP courses will have .50 added to their course grade for each semester the class is taken. This weighted system will only to the AP courses taught by Saranac High School teachers. Advanced Placement courses offer a national standardized test at the end of the yearlong course that may earn college credit for students.

## **NCAA Division I and II Eligibility Requirements**

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. This process usually begins in your junior year of high school. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you.

Registration materials and information are available at: [www.ncaa.org](http://www.ncaa.org).

Documents needed are:

1. Your completed and signed Student Release Form and fee.
2. Your official transcript mailed directly from every high school you have attended.
3. Your ACT or SAT scores.

<b>CORE UNITS REQUIRED FOR NCAA CERTIFICATION</b>		
	Division I	Division II
English Core	4 years	3 years
Math Core (Algebra, Geometry, or Advanced Algebra)	3 years	2 years
Science Core (including at least one year of lab science)	2 years	2 years
Social Science Core	2 years	2 years
English, Math, Science	1 year	2 years
Additional Core	2 years	2 years
(English, Math, Science, Social Studies, World Languages, Philosophy, Nondoctrinal Religion)	4 years	3 years
<b>Total Core Units</b>	<b>16</b>	<b>14</b>

Athletics must earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the SAT.

Division I: The minimum grade-point average in the 14 core courses and required ACT and SAT score vary according to the Initial-Eligibility Index below. This index applies to students enrolling as college freshmen during 1996-97 and thereafter, wishing to participate in Division I athletics.

## **Michigan Public Universities Admissions Expectations**

The President's Council of 15 state universities has established the following core courses for college admissions in Michigan:

English	4 years	
Mathematics	3 years	Including Algebra II; 4 years strongly recommended
Science	2 years	Physical/Biological Sciences; 3 years strongly recommended
Social Sciences	3 years	History and Social Sciences; 1 year American History 1 year World History strongly recommended.

The Council also strongly recommends the following:

Computer Literacy	1 year
Fine and Performing Arts	2 years
Foreign Language	3 years

Please refer to each college for foreign language requirements.

**The Presidents Council also encourages Advanced Placement (AP) courses. Parents and students are strongly encouraged to seek out information regarding specific college/university recommendations regarding admission expectations early in each student's high school career.**

## Class of 2017 and Beyond - 12 classes each year for 6 Credits – Typical Schedule of Courses

### Freshmen

- (2) English 9
- (2) Biology
- (2) US History/AP US History
- (2) Algebra 1
- (1) Health
- (1) Physical Education
- (2) Electives

### Sophomores

- (2) English 10 or College Prep
- (2) World History/AP World History
- (2) Geometry
- (2) 10<sup>th</sup> Science
- (2) World Language
- (2) Electives

### Juniors

- (2) English 11 or College Prep Eng.
- (2) Chemistry or Physics
- (2) Algebra II
- (1) Government/AP Gov't
- (1) Economics
- (2) World Languages
- (2) Electives

### Seniors

- (2) English 12 or AP English or College Prep
- (2) Pre- Calculus or additional math course
- (8) Electives



### **ENGLISH 9 A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: None*

Core English is an entry-level class to the language arts curriculum of Saranac High School. We have designed this course to evaluate and develop the skills and strategies necessary to prepare students for future high school course work. We understand that skills in reading, writing, speaking, researching, and studying are critical to the success of our students in the high school, and to that end, this course is designed to introduce, develop, and reinforce these skills. We will be using a varied reading list of fiction, non-fiction (textbooks from other core classes), poetry, drama, the Internet, newspapers and magazines. Students will be provided with extensive instruction in the use of skills and strategies in grammar, vocabulary development, reading, writing, studying, test taking, and organization. Evaluation will take a wide variety of forms with the goal to prepare students to demonstrate their knowledge using tests, writing assignments, public speaking, projects, productions, and personal reflection.

### **ENGLISH 10 A and B**

2 SEMESTERS

10

1 CREDIT

*Prerequisite: English 9*

An in-depth study of American literature from pre-Civil War to the end of the twentieth century is accomplished through essays, journal writings, short stories and novels combined with writing persuasive essays, reflective essays and the research paper. To improve language skills, emphasis will be placed on vocabulary, writing, grammar, and oral presentations. This course will offer expanded opportunities to learn and practice essay strategies, including sentence/paragraph development. Technical, expository and narrative/description essays will be analyzed and practiced.

### **ENGLISH 11 A and B**

2 SEMESTERS

11

1 CREDIT

*Prerequisite: English 10*

The class is designed to give students the opportunity to explore various forms of literature and expression. Students will learn the writing process, which will include persuasive essays, the basics of oral communication, and strategies for informational reading and success on the ACT.

**ENGLISH 12 A and B** 2 SEMESTERS 12 1 CREDIT

*Prerequisite: English 11*

This class is designed to use literature and writing to analyze, assess, compare and evaluate literary ideals with students' lives and the world in which they live. Students will also work on oral communication skills, ultimately creating and presenting a final project for the semester.

**COLLEGE PREP ENGLISH A and B** 2 SEMESTERS 10,11,12 1 CREDIT

*Prerequisite: Instructor Approval*

College Prep English is a class offered to Juniors in lieu of English 11. In it, as per the state English standards, students will study world literature from the Middle Ages to the Modern Era, including the following works: Sir Gawain and the Green Knight, Richard III, Les Miserables, The Count of Monte Cristo, and The Kite Runner, to name a few. Students will also engage in an intensive study of grammar. They will work on perfecting the writing of the persuasive essay as well as other writing forms, including a research paper during the second semester.

**ADVANCED PLACEMENT ENGLISH A and B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Instructor Approval*

Advanced Placement English (Literature and Composition) will engage students in the intensive study of representative works of imaginative literature from various periods and genres. Through close study of selected texts, students will deepen their understanding of a work's structure, style, and themes as well as the use of figurative language, imagery, symbolism and tone. At the conclusion of the course, students will be afforded the opportunity to take the AP Examination which, may earn the student college credit depending on the achieved score. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**LEADERSHIP CLASS** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

The leadership course will give students the opportunity to examine leadership theories, develop leadership skills and apply their knowledge and skills through team-building activities, speeches, mini-projects, and a large project. The class will cover such topics as goal-setting, project planning, problem solving, decision-making, evaluation techniques, self-reflection, communication skills, group dynamics and leadership styles.

**CREATIVE WRITING** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

This course is designed for students who have not had extensive experience in creative writing. Students will develop such writing resources as voice, imagery, characterization, dialogue, and narration through frequent writing exercises. Students will learn how to organize stories by learning about plot, setting, and characterization. Writers will learn to evaluate and critique their work in collaborative and individualized settings. They will use the processes of revision, editing, and rewriting to improve upon their own existing pieces. Experimentation is encouraged.

**JOURNALISM (YEARBOOK and NEWSPAPER)** 2 SEMESTERS 12 1 CREDITS

*Prerequisite: None*

Yearbook Publications is responsible for publishing the Chieftain. In this yearlong class, students will cover every major event of the school year using writing and photography. They also must work collaboratively to package these events in an interesting and attractive way. Creating designs as well as writing are key aspects of the purpose of the class. Students are required to do interviews, use specific computer programs, and sell ads and yearbooks. Before production of the yearbook begins, students are required to learn how media law is related to ethics and understand the standard ethical codes of journalism. Besides enjoying the challenge of writing and packaging it in effective designs, students should possess a sense of detail, a quality necessary to produce the yearbook.

I  $\{\sqrt{\heartsuit}\}^2$   
math

**ALGEBRA I and B**

2 SEMESTERS

8,9

1 CREDIT

*Prerequisite: None*

The objective of this course is to introduce students to all the dimensions of the understanding of algebra: its skills, its properties, its uses, and its representations, as well as providing the foundation for success in geometry. Students will be involved in connecting algebra to geometry, to statistics, and to probability. Students will



**LIFE MANAGEMENT**1 SEMESTER  
(Math Credit)

12

½ CREDIT

*Prerequisite: none*

This class will include an understanding of many of the challenges students will encounter once they leave SHS. We will focus on the “20 things that matter in life,” but will primarily focus on the personal, economic, and career life skills that one must know to find and manage a job and handle the responsibilities of money and living independently. Areas of study include budgeting, buying insurance, rents and leases, home ownership, banking services, saving and investing, borrowing and credit among others. If you are soon to leave home and SHS behind, find out “what they don’t teach you in school” before you leave so you are better prepared to face “the real world.”

**Typical 4<sup>th</sup> year math credit courses**

Life Management - ½ credit

Consumer Math – ½ credit

Critical Thinking - ½ credit

Strategies - ½ credit

Pre-Calculus or Calculus – 1 credit

Physics – 1 credit (if not used as a Science Credit)

Chemistry – 1 credit (if not used as a Science Credit)

All Heartlands Courses

**BIOLOGY A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: none*

In this course students will learn about the basics of biochemistry including properties and functions of macromolecules; the cell including functions of organelles cell processes; basic ecology including food chains, food webs, trophic levels, population growth and interaction, and the effect of populations on the environment. Students will learn about the processes of photosynthesis and cell respiration, cell division, genetics and inherited traits, protein synthesis, evolution, classification and biodiversity.

**10<sup>TH</sup> SCIENCE***Prerequisite: Biology*

1 YEAR

10

1 CREDIT

This course is an integration of Earth Science, Physics and Chemistry. Each topic will be covered over a 12-week period. Student will complete the priority standards in each discipline. All 10<sup>th</sup> grade students will be required to take this course for the entire year.

**CHEMISTRY A and B**

2 SEMESTERS

11,12

1 CREDIT

*Prerequisite: Algebra I*

Chemistry is the study of atoms, the periodic table, quantum mechanics, bonding, chemical formulas and equations, stoichiometry, states of matter, thermochemistry, solutions, acids and bases and redox reactions. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.



**PHYSICS A and B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Algebra I and Geometry*

Physics is the study of motion, force, momentum, periodic motion, mechanical energy, mechanical and electromagnetic waves, electric forces and currents, and energy transformations. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.

**HUMAN ANATOMY** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: Biology*

*(Elective)*

This course is designed to provide the student knowledge about the internal performance of the human body. It will look at the interactions of the body's various systems, which define human life and make survival, growth, development, and reproduction possible.

**ZOOLOGY** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: Biology*

*(Elective)*

This class is designed to provide the student knowledge about the interrelationships of all life forms by covering common life processes. The course will also look at evolutionary relationships, aspects of animal organization that unite major phyla, and animal adaptations.

**FORENSIC SCIENCE** SEMESTER 11,12 ½ CREDIT

*Prerequisite: none*

*(Elective)*

This course will focus on various aspects of forensic science and modern criminal investigation analysis. It is a laboratory-based course involving scientific investigations using a variety of techniques and methods. The focus is on problem solving, designing experiments, testing and making conclusions based on empirical evidence. Writing is an integral part of the course with students being expected to communicate laboratory reports, results and conclusions as well as analyze case studies.

### **AGRI-SCIENCE**

Agri-science is the combination of four semesters. ALL students can take any one of the classes to earn applied arts credit. Each class will incorporate FFA events and contests as required by the State of Michigan – Agri-science Standards. (FFA members must take all four sections if they want to earn their State FFA Degree and be considered completers for CTE credit)

**1. ANIMAL SCIENCE** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Biology A & B*

*(Applied arts/Science)*

Students study the organization of living systems, animal industries and domestic animal production, comparative animal systems and genetics, and animal health and nutrition. Student will raise farm animals in the school barn.

**2. NATURAL RESOURCES** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Students study the environment, energy systems, and natural resources fundamentals. Students will use these topics to explain scientific and social implications, and to demonstrate leadership, business education and career success.

**3. PLANT SCIENCE** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Students study plant physiology, plant nutrition, pests and pest management and soil. Students will raise plants in the school greenhouse.

**4. LEADERSHIP** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Leadership will develop a student's leadership skills to make them successful in the vast agriculture industry. Personal and interpersonal leadership traits will be studied. The course is structured to make learning about leadership fun using the FFA's career development activities. The class will also require students to develop and maintain a supervised agricultural experience program (SAE) to demonstrate record keeping skills.

**5. FOOD SCIENCE** 2 SEMESTERS 9,10,11,12 1 CREDIT

Food Science is a class designed to allow the students to develop an understanding of the food industry by using a variety of classroom activities. There will be traditional classroom instruction, group projects, hands on exploration, individual research and activity, etc. The class is setup to allow students a different way of looking at food and science. Topics: Food Science History, Chemistry of foods, Composition of foods, Nutrition, Food

Preservation, Microbiology of Foods, Food Safety, Product lines (eggs, dairy, meat, etc), Farm to Fork, etc.



**U.S. HISTORY A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: None*

This class will be a journey through American History, which will be a process of discovery...exploring the hopes, ideas and fears that have driven Americans from the past up to the present. U.S. History will primarily concentrate on time periods from the Civil War to the present.

**WORLD HISTORY A and B**

2 SEMESTERS

10

1 CREDIT

*Prerequisite: None*

World History is a two-semester social studies class required for graduation. In a study of World History and Geography students will learn about the human experience over time and space. They will encounter powerful and sometimes conflicting ideas while learning about people and events in different places and times. They will investigate our diverse and common traditions and work to understand the complex interactions between various environmental, human and social forces that have influenced and continue to influence us. The course will help connect us to people and events across time and space, illuminating the range and depth of human experience on a grand as well as local scale.

**ECONOMICS**

1 SEMESTER

10, 11, 12

½ CREDIT

*Prerequisite: None*

This is an introduction course of our nation's economic system and the impact on society. Students will study economics, organization and operations. Students will be active members of a company and involved in the decision making process.

**U.S. GOVERNMENT**

1 SEMESTER

10, 11, 12

½ CREDIT

*Prerequisite: None*

The major purpose of this required class is to provide an overall view of the American government system and to encourage citizen participation within the system. We will examine the basic principles of the Declaration of Independence and US Constitution. Students will discover the responsibilities of the different levels of government. Citizenship, civil rights, politics, pressure groups, and current events are other important elements of this course.

**AP WORLD HISTORY A and B**

2 SEMESTERS

9,10,11,12

1 CREDIT

*Prerequisite: Instructor approval*

Advanced Placement World History is a course designed to enhance a student's understanding of the development of the history of nations through an investigation of the:

- relationship of change and continuity from about 8,000 B.C. to the present
- impact of interaction among and within major societies
- impact of technology, economics, and demography on people and their environment
- systems of social structure and gender structure in major cultures
- cultural, religious, and intellectual developments of major societies
- changes in functions and structures of states and attitudes toward states and political identities, including the emergence of the nation-state

This will be accomplished through an intense (multi-perspective) study of world history and a reading of related literature and philosophy. Students will take an exam in mid-May (which consists of 60-70 multiple choice items and three essays); those who demonstrate proficiency in World History may earn college credit. The number of credits earned (3-8) is dependent on the *student's score on the exam*; simply taking the class does not automatically confer college credit. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**AP GOVERNMENT A and B** 2 SEMESTERS 9,10,11,12 1 CREDIT

*Prerequisite: Instructor approval*

Advanced Placement US Government and Politics will become immersed in an *intensive* investigation of the institutions (Presidency, Judiciary, and Legislative) of the American government through a study of the United States Constitution and other related documents, including the Federalist Papers. Students will examine the origin of our great nation (philosophically and historically), public opinion and (how it may be shaped by the) media, political parties, interest groups, PACs elections, public policy, and civil right/civil liberties. AP scholars will also be asked to write several essays in response to political issues which have affected (and continue to have an effect on) the evolution of our current system of government. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**AP U.S. HISTORY A and B** 2 SEMESTERS 9,10,11,12 1 CREDITS

*Prerequisite: Instructor approval (Elective)*

AP US History is designed to provide students with a more rigorous investigation of American History, from early exploration/colonization to the modern age. Throughout the course, students will study American History from a variety of perspectives, including cultural, political, economic, international, and technological, to name a few. In addition to the study of history, students will also read examples of the literature and philosophy created in each era to enhance their understanding of America's development. In May, students will take the AP History exam, which consists of 60-75 multiple-choice items and three essay questions. Demonstrating proficiency on the exam could enable students to earn college credit (3-8, depending on the university); however, enrolling in the class itself does not guarantee college credit. One must perform well on the exam to be awarded college credit.

**School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**PSYCHOLOGY I** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: None*

(Elective)

The question of human behavior and why we think, feel, and behave as we do is the focus of this class. We will investigate methods, approaches and the history of studying human behavior, the brain and its basic processes. Topics will include sensation and perception, learning, memory, intelligence and personality development and theory. This class generally is very interesting for students and the format includes lecture and discussion, experiments, class projects and activities to demonstrate concepts and principals. Evaluation includes tests, quizzes, projects and class participation.

**PSYCHOLOGY II** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite- Psych I*

10  
(Elective)

This class is an extension of Psychology I delving into the fundamental concepts of psychology and human development. In this class we will investigate areas of human motivation and emotion, consciousness, stages of human development, conflict stress and coping skills as well as mental disorders and abnormal psychology. In general we will continue to investigate why we think, feel, and behave as we do. The class will include lecture and discussion, experiments, individual and group projects, papers and homework as required.

**AMERICAN CULTURE AND THE MEDIA** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: none*

(Elective)

This course will explore dually the development of the film and television industry in the U.S. and how it came to be a window into the cultural values and mores of the times as well as helping shape the opinions and standards of society. This class will explore different films and television shows as they developed through current days viewing them critically as to their themes, symbolism and how they mirror the culture of each particular period – for better or worse. Course requirements will include critical thinking skills and evaluation, being able to express opinions based on fact and interpretation, writing summaries and commentary re: film and TV, essays and research papers.

**CURRENT EVENTS** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: U.S. History*

(Elective)

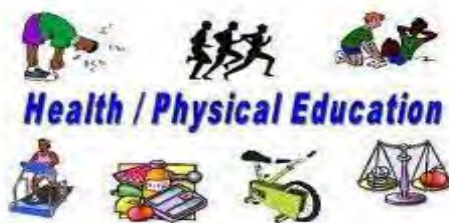
This class is designed to help students take many aspects of the social studies field and relate them to current world situations. We will discuss and form opinions/solutions to some current world problems after studying the problem from economical, geographical, political and cultural viewpoints. Also, environmental and human rights issues will be included. This class will be challenging and require students to use their thinking, writing and persuasive skills in trying to understand some of today's problems.

**A HISTORY OF CONFLICT** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: U.S. History*

(Elective)

This class will examine wars throughout history such as the Crusades, the French Revolution, the American Revolution, the American Civil War, World Wars I & II, the Korean War, the Vietnam War, the War on Terror and others. The wars will be examined from social, political, and economic views as well as military strategies, to determine the reasons for and consequences of war.



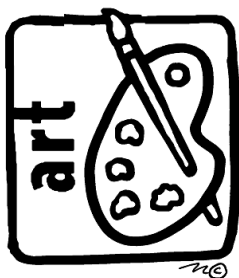
<b><u>PHYSICAL EDUCATION</u></b>	1 SEMESTER	9	½ CREDIT
<i>Prerequisite: None</i>			
Skills and activities incorporated into this class will consist of team and individual activities, understanding of the skills, rules and strategies of games, realization of the importance of good sportsmanship, and developing an understanding of a proper strength-training program.			
<b><u>TEAM SPORTS</u></b>	1 SEMESTER	10,11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
Instruction and playing in softball, basketball, floor hockey, volleyball, in-door soccer, pickleball, badminton, eclipse ball and team handball will be the focus of this class.			
<b><u>INDIVIDUAL SPORTS</u></b>	1 SEMESTER	10,11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This class will offer instruction on the rules, etiquette, skill development and playing strategies of various individual sports. The following sports will be studied: Tennis, Golf, Jogging, Strength Training, Badminton, Table Tennis, Yoga, Aerobic Dance, Pilates, Archery, Frisbee Golf and Bowling.			
<b><u>HEALTH</u></b>	1 SEMESTER	9	½ CREDIT
<i>Prerequisite: None (Health)</i>			
Learning experiences that will attempt to influence, educate, and change behavior concerning the health of the individual, family and community. Topics include stress and suicide, nutrition; fitness, first aid; disease; reproductive health; substance abuse.			
<b><u>FITNESS AND NUTRITION</u></b>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This course will present principles and methods of muscular and energy fitness, as well as information regarding nutrition and its role in a healthy lifestyle.			
<b><u>HISTORY OF SPORTS</u></b>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
Sports have always been a part of both world history and States history. This class will examine the history of some sports, such as basketball, baseball, football, hockey, soccer, and volleyball to name a few. We will look at the history and development of the sport along with practicing and playing the sport.			
<b><u>AEROBICS</u></b>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This class is designed to develop the individual's cardiovascular fitness and increase his/her knowledge of a lifelong wellness program. This will be accomplished through endurance based activities such as aerobic dance, step aerobics, walking, jogging, running and stationary aerobic equipment.			
<b><u>WEIGHTLIFTING</u></b>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			

This class is designed to improve physical fitness, muscle tone, strength, and agility. Much time is spent on weight machines, free weights, calisthenics, and running.



<b><u>SPANISH I A and B</u></b>	2 SEMESTERS	9, 10, 11, 12	1 CREDIT
Prerequisite: None			
Students will become acquainted with Spanish and Latin American culture through classroom activities projects . Students will learn survival language skills and how to communicate their own needs as well as understand those around them. Students will learn through listening, reading, writing and speaking.			
<b><u>SPANISH II A and B</u></b>	2 SEMESTERS	10, 11, 12	1 CREDIT
Prerequisite: Spanish I			
Students will demonstrate mastery of Spanish I concepts. Students will continue to speak, listen, read and write in class daily. Students will research assigned cultural topics and present their findings in Spanish videos to their classmates. Students will learn situational vocabulary and learn to express themselves in four additional tenses.			
<b><u>SPANISH III A and B</u></b>	2 SEMESTERS	11, 12	1 CREDIT
Prerequisite: Spanish II			
This class is designed for the self-motivated and college bound student. Students will read short novels in Spanish and research artists and music of different Spanish speaking countries. Students will also learn a minimum of 8 additional tenses to express themselves.			
<b><u>SPANISH IV A and B</u></b>	2 SEMESTERS	12	1 CREDIT
Prerequisite: Spanish III			
This class is for the truly dedicated student who wishes to work on their listening and speaking abilities. Students will make use of videos, radio and Spanish speaking programs available on the Internet. Students will also work to improve their fluency and knowledge of the cultures through presentations and research.			
<b><u>FRENCH I A and B</u></b>	2 SEMESTERS	9	1 CREDIT
Prerequisite: None			
The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French. Vocabulary, grammar, and pronunciation studies are the focus on in this class. Class activities are conducted using written text, audio and video presentations, and computer software. (It is recommended that each student own a French-English dictionary.)			
<b><u>FRENCH II A and B</u></b>	2 SEMESTERS	10,11,12	1 CREDIT
Prerequisite: French I			
The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French. Vocabulary, grammar, and pronunciation studies include a comprehensive review and extension of French I functions. Class activities are conducted using written text, audio and video presentations, and computer software. (It is recommended that each student own a French-English dictionary.)			





**INTRODUCTION TO ART** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

Introduction to Art is designed to introduce students to a variety of visual arts media. Students will work with many materials in areas such as drawing, painting, graphic design, sculpture, pottery and printmaking. Students will also study art history and develop skills of art criticism, aesthetics, and analysis. Upon successful completion of this course, students can take advanced classes.

**SCULPTURE & DESIGN** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Sculpture and Design is designed to provide students with a broad spectrum of visual art experiences in 2-Dimensional and 3-Dimensional form. Students will work with a variety of media which include clay, plaster of paris, alabaster, and pewter. On a 2-dimensional level, students will study design and how to communicate visually. They will design personal logs, study visual text and calligraphy, and work with pen & ink.

**POTTERY** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Pottery is designed to introduce students to a variety of hand building and wheel throwing techniques including pinch, slab, coil, drape, stamp making and ceramic sculpture. Students will learn the history of ceramic and the role pottery has played in past and modern culture. Students will also study clay terminology and tools related to clay. They will create their own glazes and learn the chemical component of a glaze. Students will also learn how to load and fire a ceramic kiln.

**ADVANCED POTTERY** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Advanced Pottery is designed to give the more motivated pottery student a chance to work in greater depth in pottery. Students will receive additional experiences and will work on development of personal style and development of personal expression in their work.

**DRAWING** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Drawing is designed to introduce students to a variety of drawing media including pastel, colored pencil, charcoal, pen & ink, scratch board and craypa. Students will learn and be encouraged to incorporate a variety of drawing and shading techniques. The class will include extensive studies of the human body from the skeletal system to the specific of the human face.

**PAINTING** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Painting is designed to introduce students to a variety of painting media and painting styles. Paintings will be done using acrylic, oil and watercolor paint. Students will learn to build and stretch a canvas. They will study and do paintings in the styles of Impressionism, Surrealism, and Expressionism. Each student will be required to research an artist or historical period of art and create a painting in that style and write a research paper.

**ADVANCED ART** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro Art and 3.0 GPA or higher in previous art classes*

Advanced Art is designed to give the more motivated art student a chance to work in a variety of media in greater depth including sculpture, painting, pottery, graphic design and drawing. Students will receive additional experiences in art criticism, analysis and history. In this class, students will work on development of personal style and development of personal expression in their work.

**AMERICAN CRAFTS** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*



Craftsmanship is an essential part of creating works of art and crafts are forms of art that are often associated with occupation or a trade requiring art skills or manual dexterity. Students will learn skills and create original hand-made objects through an artistic manipulation of a variety of artistic materials including clay, textiles, metals, woods, glass, etc. Students will be able to use the skills learned in this class for future hobbies or possible careers.

## MULTI-MEDIA DEPARTMENT



### **MULTI-MEDIA**

1 SEMESTER

9,10,11,12

½ CREDIT

*Prerequisite: none*

Students will begin the semester by learning about film history and the changes that have taken place in film overtime. Students will then learn to shoot different genres of film, using a variety of camera shots and angles as part of the filming technique. Students will use digital camcorders to capture footage, and then learn how to upload and edit that footage to create a finished product. In addition to film students will be responsible for creating a weekly school newscast.

### **COMPUTER PROGRAMMING**

1 SEMESTER

9,10,11,12

½ CREDIT

*Prerequisite: none*

Students will use various computer programs (Scratch, Stencyl, and GameMaker) to create their very own video games. Upon completion of a game, students will then have that game tested by a number of classmates who will provide feedback. In addition, students will learn to write code using JavaScript, HTML, Visual Basic, and Python

### **ADVANCED-PLACEMENT COMPUTER SCIENCE**

2 SEMESTERS

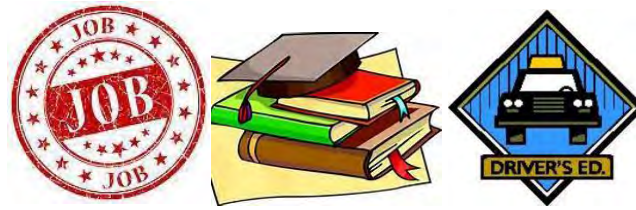
9,10,11,12

1 CREDIT

*Prerequisite: none*

AP Computer Science Principles is an introductory college-level computing course. Students cultivate their understanding of computer science through working with data, collaborating to solve problems, and developing computer programs as they explore concepts like creativity, abstraction, data and information, algorithms, programming, the internet, and the global impact of computing.

## ADDITIONAL OPPORTUNITIES



### **DRIVER'S EDUCATION**

1 SEMESTER

9, 10, 11, 12    ½ CREDIT

*Prerequisite: Must meet age requirements*

*(Elective)*

This course combines the State of Michigan's Driver's Education Curriculum with other life topics such as career development, personal development, parenting, marriage relationships, family relationships, personal finances, and study skills. **There will be a fee for the student to take the course.** Students are also required to drive after school and/or on Saturdays to fulfill the state requirement.

**WORK BASED LEARNING**

SEMESTER 12 ½ CREDIT

A school-to-work coordinator approved educational activity that will help the student meet work based learning goals. The program features an off campus work component that will provide linkage to the student's chosen career path. The maximum number of credits for WBL that can be applied toward graduation will be two (2).

**ONLINE COURSEWORK**

SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Must get prior approval from administration.

Courses are offered via the internet. Contact your counselor or administrator for further information. The following are the courses available online through Edgenuity (e2020):

**DUAL ENROLLMENT**

SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Principal/Counselor Approval

Post-secondary enrollment opportunities such as Advanced Placement (AP) classes, dual enrollment, Michigan Virtual School and career and technical preparation options are available to qualified students.

**EARLY COLLEGE - MONTCALM COMMUNITY COLLEGE (MCC)**

SIX SEMESTERS 11,12+ 12 CREDITS

Prerequisite: Student must on track to graduate and be accepted by MCC (through an application process during their sophomore year)

Students accepted into this program will attend MCC for three years, starting their junior year. Upon successful completion of the program, students will graduate with a diploma and an associate's degree.

## ELIGIBLE DUAL ENROLLMENT COURSES

- ⤴ If a student qualifies for dual enrollment, eligible courses include:
- ⤴ A course offered by an eligible post-secondary institution is not offered by the school district including Advanced Placement and online courses.
- ⤴ A course offered by the school district, but is determined by the Principal to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
- ⤴ Courses that are a hobby, craft, recreational or courses in the areas of physical education, theology, divinity or religious education are **not** eligible for tuition support.

Eligible students must designate whether the course is for high school or post-secondary credit or both at the time of enrollment. The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books, transportation, parking costs, or most activity fees, are **not** eligible charges under the law. **Courses withdrawn or receiving a failing grade will be billed directly to the student for full reimbursement.**

## MICHIGAN VIRTUAL SCHOOL

The *Michigan Virtual School (MVS)* is an online resource that enables Michigan high schools to provide courses (all taught by certified teachers) that students would not otherwise have access to. The Michigan Legislature founded it in July of 2000 to be operated by the *Michigan Virtual University (MVU)*, a private, not-for-profit Michigan corporation. *MVS* works in cooperation with individual school districts to grant course credit. Through *MVS*, Michigan high school students can take a variety of courses and learn any place there is a computer and an Internet connection. *MVS* helps to prepare students for a lifetime of integrating technology into their work and their lives. Students may take no more than two virtual courses per semester.

## *HEARTLANDS INSTITUTE OF TECHNOLOGY*

All HIT classes are 3 class session block. If you sign up for this class, it is for 1 full school year. Students will not be allowed to drop the course without Administrative approval. Approvals will not be granted because you do not like the class. AM students will need to be at the school by 7:25 am to catch the bus to HIT. PM students will return by 2:40 pm. This is School Board policy.

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**Computer and Network Administration** YEAR 11,12 3 CREDITS

*Helpful background classes: Math, English, Computer Courses*

Course offers the opportunity to learn computer networking and computer hardware repair, operate and maintain local area network (LAN) and (WLAN), use firewalls to safeguard networks from threats inside and outside and work towards industry certification. Students in the program will combine classroom training with in-class projects utilizing both current and legacy hardware and software from major IT companies. Test labs are used frequently to simulate local area network environments. Skills learned in class will include setup and maintenance of client computers, servers, switches, routers, network firewalls, software to update and maintain IT systems, configuring operating systems and analysis of security threats. Students will work towards one of a number of certifications offered by CISCO and Microsoft.

**Construction** 1 SEMESTER 11,12 3 CREDITS

*Helpful background classes: Math, English, Chemistry, Physics*

This course will provide a basic overview of the phases of construction basics. Course work will include safety, math, employability skills, materials, tools and equipment, blueprint reading, site preparation, residential, commercial and green construction.

**Diesel / Heavy Equipment** YEAR 11,12 3 CREDITS

*Helpful background classes: Basic Reading and Math, General Science*

Eight areas of the Diesel/Heavy Equipment mechanic are covered. The student works with agricultural, material handling, or highway equipment. Students will perform the following duties as a journey person mechanic: servicing, maintaining, repairing, inspecting, cleaning, dismantling engines and electrical systems and diagnosing of internal combustion engines, electrical components, transmissions, and heavy-duty brakes and suspension. Proper set-up and operation of vehicles, equipment, and machines are a part of the job. Mechanics must often work independently, solve problems, and perform work that is physically demanding.

**Culinary Arts** YEAR 11,12 3 CREDITS

*Helpful background classes: Math, Communications*

Culinary Arts is designed to acquaint the student with many occupations in the Food Service Industry. Students will gain knowledge and experience by working with food products in the area of baking, salad and garnishing, soups and salads, desserts and entrée items. This program operates the Class Act Restaurant giving students the opportunity to gain skills as a waiter/waitress, short order cook, host/hostess, and cashier. The Culinary Arts program follows the Pro-Start and Serv-Safe curriculum. This is the state approved program for Culinary Arts.

**Health Foundations** YEAR 11,12 3 CREDITS

*Helpful background classes: Biology, Math, English*

Medical Careers is designed to acquaint students with careers in the health fields and to teach students basic medical assisting or nurse aide skills. Students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experience in available medical areas. Students are required to have a uniform to work in the laboratory. Related occupations include: Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Technician, Central Supply Aide, Dietary Aide or Home Health Assistant. **Upon completion of the program the student will NOT be eligible to take the state clinical and written exams for certified nursing assistants.**

**Health Occupations** YEAR 11,12 3 CREDITS

*Helpful background classes: Biology, Math, English*

Medical Careers is designed to acquaint students with careers in the health fields and to teach students basic medical assisting or nurse aide skills. Students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experience in available medical areas. Students are required to have a uniform to work in the laboratory. Related occupations include: Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Technician, Central Supply Aide, Dietary Aide or Home Health Assistant. Upon completion of the program the student will be eligible to take the state clinical and written exams for certified nursing assistants.

**Machine Tool** YEAR 11,12 3 CREDITS

*Helpful background classes: Algebra, Industrial Arts, Technology Education, Computers*

Machine Tool uses industrial type machines such as drill presses, grinders, lathes, band saws, and milling machines to create useful items found in everyday life. It also uses precision measuring tools along with blueprints to make items that are long lasting and of high quality. Welding is also covered. This program lets

student/trainees rediscover and use what they already know from other classes and experiences. CAM (Computer Assisted Machining) is part of Machine Tool. In CAM, students learn how to take an idea, design it and draw it on a computer, and then program the computer to run a computer-operated machine. Jobs in the machine tool trade generally are classified as semi-skilled and skilled. Workers build, test, inspect, and operate machines and equipment.

**Plant/Animal Science** YEAR 11,12 3 CREDITS

The Plant/Animal Science program will prepare students for careers or further study in the areas of horticulture and animal science. The program will focus on areas of greenhouse plants, landscaping, pest control and turf in the area of horticulture. In the area of animal science students will have the opportunity to explore the large animal industry in Michigan. The class will examine animal growth, body systems and management areas. Students will have the opportunity to experience modern technology in Agriscience involving hydroponics and aquaculture. Students will also work on the development of personal and career skills.

**Criminal Justice** YEAR 11,12 3 CREDITS

The Criminal Justice program is designed to provide basic knowledge, skills and behaviors necessary for continued education in the fields of law enforcement, probation, corrections, investigation, private security and other criminal justice related positions. Students will experience areas of instruction to include law, ethics, investigations, physical conditioning, first aid, defensive tactics, and patrol and police skills. Due to the adult and sometimes graphic nature of the subject matter, a high level of student maturity and discipline is recommended for success in the program. Criminal Justice students will have the opportunity to receive 12 college articulated credits and develop strategies to help ensure achievement at their next education level.

**Aviation Technology** YEAR 11,12 3 CREDITS

The Aviation Technology program is designed to introduce students to all aspects of the aviation industry. Students with an interest in pursuing a career related to aviation are good candidates for this program. Students will be introduced to subject areas ranging from the very first airplanes to modern commercial aviation, flight operations, regulations, aircraft inspection, maintenance, and many other aircraft systems.

The Aviation Technology program is an “off-campus” program located at the SMAT Campus which is located in the Ionia County Airport with bussing provided from Heartlands. A high level of student maturity and discipline is required for this program.

Heartlands Institute of Technology

**CTE ACADEMIC CREDIT OFFERINGS**

Legislative changes have opened up options for students in the world of CTE. Options for MMC are allowed in state-approved CTE programs only except for 4<sup>th</sup> year related Math.



HEARTLANDS PROGRAMS	MATH			SCIENCE 3rd Credit	SOCIAL STUDIES (PC Only)	PE/HEALTH (PC only)	VPAA	FOREIGN LANGUAGE
	4th Year Related Math	Algebra II	Geometry					
Construction	X		X	X	PC Only	PC Only	X	X
Computer & Networking Administration	X			X	PC Only	PC Only	X	X
Criminal Justice	X			X	PC Only	PC Only	X	X
Culinary Arts	X			X	PC Only	PC Only	X	X
Health Foundations	X			X	PC Only	PC Only	X	X
Diesel Technology	X			X	PC Only	PC Only	X	X
Health Occupations	X			X	PC Only	PC Only	X	X
Machine Tool	X	X		X	PC Only	PC Only	X	X
Plant/Animal Science	X			X	PC Only	PC Only	X	X





# SARANAC HIGH SCHOOL COURSE OFFERINGS 2020-21

## **LANGUAGE ARTS** (4 Credits)

English 9 A, B  
English 10 A, B  
English 11 A, B  
College Prep English A, B (10, 11)  
English 12 A, B  
AP English A, B

## **LANG ARTS ELECTIVE ½ credit**

Leadership (9,10, 11, 12)  
Independent Study Yearbook (10-12)

## **MATH-(4 Credits)**

Algebra 1 A, B (9, 10)  
Geometry A, B (9, 10)  
Algebra II A, B (10, 11, 12)  
Pre-Calculus A, B (11, 12)  
Critical Thinking (12)  
Personal Finance (12)

## **SCIENCE (3 Credits)**

9<sup>th</sup> Grade Science A, B (9)  
10<sup>th</sup> Grade Science (10)  
Chemistry A, B (11, 12)

## **SCIENCE ELECTIVES (1/2 credit)**

Animal Science  
Plant Science  
Food Science

## **SOCIAL STUDIES (3 Credits)**

U.S. History A, B (9)  
AP U.S. History A, B (9,10,11,12)  
World History A, B (10)  
AP World History A, B (9, 10, 11, 12)  
Economics  
U.S. Government  
IS AP Government A, B (9, 10, 11, 12)

## **PHYSICAL EDUCATION** (1 credit)

Health (9)  
Physical Education (9)

## **PHYSICAL EDUCATION ELECTIVES**

Advanced Physical Education (10, 11, 12)  
Team Sports (10, 11, 12)

## **FOREIGN LANGUAGE**

Spanish I A, B (9, 10, 11, 12)  
Spanish II A, B (10, 11, 12)  
French I A, B (9, 10, 11, 12)  
French II A, B (10, 11, 12)

## **PERFORMING ARTS**

Senior Band A, B (9, 10, 11, 12)  
Choir A, B (9,10, 11, 12)

Drama (10, 11, 12)

## **VISUAL ARTS**

Intro Art/Advanced Art (9, 10, 11, 12)  
Sculpture & Design (9, 10, 11, 12)  
Pottery/Advanced Pottery (9, 10, 11, 12)  
Drawing (9, 10, 11, 12)  
Painting (9, 10, 11, 12)

## **ADDITIONAL CLASSES**

Driver's Education (summer course)  
Music Appreciation  
Credit Recovery  
Work-Based Learning  
Dual Enrollment  
Virtual High School

## **HEARTLANDS INSTITUTE (year long)**

Teacher Preparation (11, 12)  
Construction Trades (11,12)  
Computer Networking (11,12)  
Diesel Mechanics (11, 12)  
Culinary Arts (11,12)  
Health Occupations – CNA Prep (11, 12)  
Health Foundations (11, 12)  
Machine Tool (11, 12)  
Plant/Animal Science (11,12)  
Criminal Justice (11, 12)



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Leave Of Absence – SEA. & SESA.

We have an S.E.A. member and an S.E.S.A. member requesting a leave of absence for the 1<sup>st</sup> semester for COVID-19 reasons. I will explain more at the meeting.

Suggested Resolution

I move that the Saranac Board of Education approve/deny the request from the S.E.A. member and S.E.S.A. member as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: S.E.A. Letter of Agreement-COVID 19 Coverage

This letter of agreement between the Board of Education and the Saranac Education Association is have agreed to COVID 19 Pandemic Coverage for the 2020-2021 School Year.

Suggested Resolution

I move that the Saranac Board of Education accept the Letter of Agreement between the Saranac Education Association for the COVID 19 Pandemic Coverage for the 2020-2021 School Year as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

## LETTER OF AGREEMENT

### COVID 19 Pandemic Coverage for the 2020-2021 School Year

The Saranac Education Association and the Saranac Community Schools Board of Education have agreed to the following for the 2020-2021 school year.

Due to the unexpected and unpredictable nature of the COVID 19 pandemic and the need to keep the school a safe place for students and staff, it is agreed that:

1. Saranac Community Schools will require masks to be worn at all times (except when eating or when outdoors) when on any part of the SCS campus, by all staff and 6th - 12th grade students. For students Pre-K - 5th grade mask wearing will be modeled, encouraged, and shall be the expectation for all students to strive to adhere to. If state law shall require mask wearing by younger grades, then the mask requirements of this provision shall apply to those grades as well.
2. Saranac Community Schools will apply disinfectant materials (wipe, spray, etc.) to all chairs, desks, locker handles, doorknobs and door handles, sinks, and other school surfaces commonly touched by staff and students by custodians, between each school day. Further disinfecting as required by state law will be carried out by administrators, custodians, teachers, other staff, and students (where allowable).
3. Saranac Community Schools will certify, or an outside agent, that all air-quality systems are functional in all SCS learning spaces and meet the recommendations for indoor air quality for the start of the school year.
4. Saranac Community Schools will provide uncouncted (that is, time that does not count against sick or personal days) sick-time for any teacher who has been quarantined by a public health agency and/or doctor for the duration of the recommended quarantine.
5. Saranac Community Schools will provide uncouncted sick time, and the abrogation of any expectation to provide sub-plans for any teacher who has tested positive for COVID-19 until they have gone 14 days without symptoms, or they receive a negative test. (The teacher may, and is encouraged to, provide their own sub plans if they are capable of doing so without undue stress or exertion.)

Administration may ask for documentation of a positive test. Saranac Community Schools will provide comp. time to any teacher(s,) with prior administrative approval, who develops lessons for a teacher who is absent due to a positive coronavirus diagnosis. Teachers will be responsible to record time on task.

This will be in addition to the comp. time earned by these staff or others who provide in-person coverage for absent teachers.

6. Saranac Community Schools will provide uncounted sick time for any teacher who develops symptoms of COVID-19, provided that they immediately arrange (same day) to be tested, and return to work immediately when symptoms subside, or a negative test is returned. The district may reserve the right to ask for documentation that a test was performed from sick teachers to demonstrate good faith.
7. Saranac Community Schools will remove from the learning environment any student who has tested positive for COVID-19 or displays the symptoms of COVID-19 per health department guidelines, student may return based on guidance from the Health Department and/or medical doctor. No teacher will be required to supervise, or come in close contact with, anyone displaying the symptoms of COVID-19 per state guidelines.
8. Saranac Community Schools will prohibit any but essential personnel (this is per administration approval) from entering the school building (except the secure vestibule) during school hours, and will make every practical effort to hold essential meetings with outside persons before or after the school day, or digitally.
9. Saranac Community Schools will, as a condition of enrolling in in-person instruction, expect that families will allow the district to conduct a non-invasive, non-contact temperature and health screening of their child. Those with temperatures above 100.4°F will be referred to the office for evaluation and possible parent/guardian contact.
10. Saranac Community Schools will provide PPE for all students and staff including masks, hand sanitizer, disinfecting spray or wipes, and single use cups for students/staff to use at bottle filling stations. Alternatively to providing masks, the district may provide teachers with an allowance to provide masks for themselves that shall be no less than \$50.

11. Saranac Community Schools will provide at least 6 hours of professional development for all staff on best-practices of online teaching before October 31st.

12. Saranac Community Schools will provide, to the greatest extent possible, whatever devices and equipment are requested by teachers(eg. air filters, partitions, desks instead of tables), to enable teachers to socially distance their classrooms.

The provisions stated above shall remain in effect until June 30th, 2021. All provisions of the current CBA not explicitly redefined or amended above, will remain in effect. If either the Saranac Education Association or the Saranac Community Schools wishes to re-negotiate any of the provisions of this agreement, or other provisions of the CBA that may be impacted by the circumstances of the COVID-19 pandemic, or changes to law, they may schedule a negotiating session to re-open this agreement at any time, provided any amendment to this agreement is agreed on by both bargaining teams, and is ratified by the Saranac Education Association, and the Saranac Community Schools Board of Education.

---

Association Representative

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Superintendent

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Date

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Date



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: S.E.S.A. Letter of Agreement

This letter of agreement between the Board of Education and the Saranac Educational Support Association is to extend the CBA contract until November.

The Saranac Educational Support Association has agreed to extend the Master Agreement until November 30, 2020 as they continue to work on proposed language items and agree to hold off on negotiating any financials and salary until the third week of October 2020.

Suggested Resolution

I move that the Saranac Board of Education accept the Letter of Agreement between the Saranac Educational Support Association to extend the CBA contract until November as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

**LETTER OF AGREEMENT**

**BETWEEN**

Board of Education of the Saranac Community Schools

And

Saranac Educational Support Association

For Extension of CBA

Due to the State of Emergency determined by the State of Michigan, and due to COVID-19, and the District's uncertainty of funding for next school year (2020-2021). The Saranac Educational Support Association and the Board of Education of Saranac Community Schools have agreed to extend the Saranac Educational Support Association Master Agreement until November 30, 2020. All provisions of the current CBA will remain in effect. Both parties agreed to the following in regards to how they will proceed with negotiations.

- Both parties agree to continue working on language through the negotiation process until they reach agreement on all proposed language items.
- Both parties agree that the Health, Dental, and Vision Insurance coverage will remain the same as agreed to in the prior CBA.
- Both parties agree to hold off on negotiating any financials and Salary until the third week of October 2020 for the new CBA.

This letter of agreement was collaboratively develop by both parties working together.

\_\_\_\_\_  
Saranac Educational Support Association

\_\_\_\_\_  
Saranac Community Schools Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: S.E.S.A. Letter of Agreement-COVID 19 Coverage

This letter of agreement between the Board of Education and the Saranac Educational Support Association is have agreed to COVID 19 Pandemic Coverage for the 2020-2021 School Year.

Suggested Resolution

I move that the Saranac Board of Education accept the Letter of Agreement between the Saranac Educational Support Association for the COVID 19 Pandemic Coverage for the 2020-2021 School Year as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

## LETTER OF AGREEMENT

### COVID 19 Pandemic Coverage for the 2020-2021 School Year

The Saranac Education Support Association and the Saranac Community Schools Board of Education have agreed to the following for the 2020-2021 school year.

Due to the unexpected and unpredictable nature of the COVID 19 pandemic and the need to keep the school a safe place for students and staff, it is agreed that:

1. Saranac Community Schools will require masks to be worn at all times (except when eating or when outdoors) when on any part of the SCS campus, by all staff and 6th - 12th grade students. For students Pre-K - 5th grade mask wearing will be modeled, encouraged, and shall be the expectation for all students to strive to adhere to. If state law shall require mask wearing by younger grades, then the mask requirements of this provision shall apply to those grades as well.
2. Saranac Community Schools will apply disinfectant materials (wipe, spray, etc.) to all chairs, desks, locker handles, doorknobs and door handles, sinks, and other school surfaces commonly touched by staff and students by custodians, between each school day. Further disinfecting as required by state law will be carried out by administrators, custodians, teachers, other staff, and students (where allowable).
3. Saranac Community Schools will provide uncounted (that is, time that does not count against sick or personal days) sick-time for any SESA member who has been quarantined by a public health agency and/or doctor for the duration of the recommended quarantine.
4. Saranac Community Schools will provide uncounted sick time for any SESA member who has tested positive for COVID-19.

Administration may ask for documentation of a positive test.

5. Saranac Community Schools will provide uncounted sick time for any SESA member who develops symptoms of COVID-19, provided that they immediately arrange (same day) to be tested, and return to work immediately when symptoms subside, or a negative test is returned. The district may reserve the right to ask for documentation that a test was performed from the SESA member to demonstrate good faith.

6. Saranac Community Schools will strive to limit any but essential personnel from entering the school building (except the secure vestibule) during school hours, and will make every practical effort to hold essential meetings with outside persons before or after the school day, or digitally.
  
7. Saranac Community Schools will provide PPE for all students and staff including masks, hand sanitizer, disinfecting spray or wipes, and single use cups for students/staff to use at bottle filling stations. Alternatively to providing masks, the district may provide staff with an allowance to provide masks for themselves that shall be no less than \$50.
  
8. Saranac Community Schools will provide at least 6 hours of professional development prior to October 31st. This may include on-line training and staff meetings.
  
9. Saranac Community Schools and the SESA Association agree to the posting of a temporary long-term sub custodial position for the 20-21 school year. This position is directly related to COVID cleaning requirements and may not be renewed beyond June 2021. SESA members interested may submit their interest in writing and will be considered by the administration.

The provisions stated above shall remain in effect until June 30th, 2021. All provisions of the current CBA not explicitly redefined or amended above, will remain in effect. If either the Saranac Education Support Association or the Saranac Community Schools wishes to re-negotiate any of the provisions of this agreement, or other provisions of the CBA that may be impacted by the circumstances of the COVID-19 pandemic, or changes to law, they may schedule a negotiating session to re-open this agreement at any time, provided any amendment to this agreement is agreed on by both bargaining teams, and is ratified by the Saranac Education Support Association, and the Saranac Community Schools Board of Education.

\_\_\_\_\_

Association Representative

\_\_\_\_\_

Superintendent

\_\_\_\_\_

Date

\_\_\_\_\_

Date

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Set Tuition Amount

We have a Young 5's student who actually will not be 5 until after the December 1 cut-off date to be able to enroll. We would not receive any State Aid for this student, so we must set a tuition rate. The parents want this student in class and is okay with paying a tuition amount.

I have included The Revised School Code – Act 451 of 1976 regarding determination of tuition rates.

Jammie is working to figure out what this amount will be and I will bring this to the meeting on Monday.

Suggested Resolution

I move that the Saranac Board of Education set the tuition amount for fiscal year 2020-2021 in the amount of \$\_\_\_\_\_.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_



# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 146 of 2020

Senate: Adjourned until Tuesday, September 1, 2020 10:00:00 AM

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## Section 380.1401

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### THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976

#### **380.1401 Admission of nonresident pupils; determination of tuition rates; collection of tuition; limitations on tuition.**

Sec. 1401.

(1) The board of a school district may admit nonresident pupils to the schools of the district. The board shall determine the rates of tuition of the nonresident pupils and shall collect the tuition.

(2) Tuition for grades K to 6 shall not exceed 25% more than the operation cost per capita for the number of pupils in membership in grades K to 12.

(3) Tuition for grades 7 to 12 shall not exceed 12-1/2% more than 115% of the operation cost per capita for the number of pupils in membership in grades K to 12.

(4) In a school district not maintaining grades above the eighth grade, the tuition shall not exceed 25% more than the operation cost per capita for the number of pupils in membership in grades K to 8.

(5) The operation costs and membership figures of the preceding fiscal year shall be used. The per capita cost used shall not include moneys expended for school sites, school building construction, equipment, payment of bonds, or other purposes not properly included in operation costs as determined by the state board.

**History:** 1976, Act 451, Imd. Eff. Jan. 13, 1977

**Popular Name:** Act 451

© 2020 Legislative Council, State of Michigan

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Resolution to Grant Emergency Powers to the Superintendent

I have received two separate resolutions to grant emergency powers to the superintendent. One from MASB and the other from NEOLA. I would like to discuss this more at our meeting.



**MEMORANDUM**

**To:** Neola Clients

**From:** Neola Counsel

**RE:** Resolution to Grant Emergency Powers to the Superintendent During the 2020-2021 School Year

**Date:** August 2020

**Whereas** the COVID-19 pandemic continues to affect school operations due to the need to comply with Executive Orders, to comply with appropriate guidance on safety protocols for reopening schools, and ensuring appropriate educational services; and

**Whereas**, the Board intends to comply with its legal obligations, including relevant Executive Orders, and, accordingly, temporarily suspend or alter affected policies and guidelines as necessary to comply with its legal obligations, and otherwise take required actions consistent with its legal obligations; and

**Whereas** the Board of Education finds that the current environment created by the COVID-19 pandemic requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis, including ensuring compliance with Executive Orders and also adapting to the changing environment, including provision of alternative modes of instruction; and

**Whereas** under board Bylaw 0131.1 [\_\_\_\_\_ or other applicable local Board policy], the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board members at a public meeting held in compliance with law and Board policy;

**NOW THEREFORE, BE IT RESOLVED** that the [\_\_\_\_\_ name of school district] Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency throughout the duration of the 2020-2021 school year:

- A. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with Executive Orders and with guidance from appropriate health or governmental authorities or as necessary for an effective response to COVID-19 related issues and implementation of the District's Preparedness Plan.
- B. Authority to take any lawful actions necessary to comply with Executive Orders, to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments to the curriculum and the provision of alternative educational program options; adjustments to the calendar; adjustments to employee work schedules and assignments; adjustments to the delivery of school-provided meals; limitations on access to property owned or controlled by the [\_\_\_\_\_ name of school district]; hiring of providers and/or partnering with other districts or ISDs; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency.
- C. Authority to enter into contracts without board approval for any dollar amount necessary for the purchase of materials, equipment, supplies or services for sanitation, cleaning, technology or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable state and federal laws.
- D. Authority to institute new policies or procedures to implement the Executive Orders and/or the Preparedness Plan, including, but not limited to, policies requiring face coverings, imposing mandatory quarantine measures, and limiting access to the school building or educational/extracurricular activities.

**NOW, BE IT FURTHER RESOLVED** that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

**NOW, BE IT FURTHER RESOLVED** that the temporary powers authorized by this Resolution are in effect for the duration of the 2020-2021 school year, unless otherwise rescinded or extended by the Board upon majority vote.

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
President, on behalf of \_\_\_\_\_ Date \_\_\_\_\_

the \_\_\_\_\_ Board of Education

*This legal alert is intended as general information and not legal advice. No attorney-client relationship exists. If legal advice is required, obtain the services of an attorney.*

## Resolution to Grant Emergency Powers to the Superintendent

**Whereas** on March 13, 2020, Gov. Gretchen Whitmer issued Executive Order 2020-5 requiring the closure of all Michigan public and private schools for educational purposes as a safeguard against the further spread of COVID-19; and

**Whereas** on March 23, 2020, the Governor issued Executive Order 2020-21 to temporarily suspend activities that are not necessary to sustain or protect life; and

**Whereas** Executive Order 2020-21 prohibits all public gatherings of any number of people who are not part of a single household; and

**Whereas** Executive Order 2020-21 prohibits school districts from conducting operations that require employees to leave their homes except to the extent to conduct the minimum basic operations of a school district, including processing transactions and facilitating the ability of employees to work remotely; and

**Whereas** [name of school district] Superintendent [name of superintendent] is responsible for determining which staff members are necessary to conduct minimum basic operations and inform such workers of that designation in accordance with Executive Order 2020-21; and

**Whereas** the Board of Education finds that the current state of emergency requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis; and

**Whereas** under board Bylaw 0131.1 [or other applicable local Board policy], the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board members at a public meeting held in compliance with law and Board policy;

**NOW THEREFORE, BE IT RESOLVED** that the [name of school district] Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to

respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments to the curriculum and the provision of alternative educational program options; adjustments to employee work schedules and assignments; adjustments to the delivery of school-provided meals; limitations on access to property owned or controlled by the [name of school district]; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency.

3. Authority to enter into contracts without board approval for any dollar amount necessary for the purchase of materials, equipment, supplies or services for sanitation, cleaning, technology or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable state and federal laws.

**NOW, BE IT FURTHER RESOLVED** that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

**NOW, BE IT FURTHER RESOLVED** that the temporary powers authorized by this Resolution are in effect for the duration identified in Executive Order 2020-21 and any subsequent extension of that order, unless otherwise rescinded or extended by the Board upon majority vote.

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
President, on behalf of

\_\_\_\_\_  
Date

the \_\_\_\_\_ Board of Education

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: SEA Contract

Suggested Resolution

I move that the Saranac Board of Education approve/deny the SEA Tentative Agreement as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Saranac Community Schools

Board of Education

Saranac Education Association

August 22, 2020 – August 21, 2022



# S.E.A.

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

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## 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 21<sup>st</sup> paycheck
- d. if the biweekly pay falls on January 1<sup>st</sup>, it will be processed on December 21<sup>st</sup> 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 21<sup>st</sup> 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 4<sup>th</sup>, 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 of 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-5 self-contained elementary assigned the overload will receive the full stipend.
- b. For each section or hour of class overload, 6-12 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.

### 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).

**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.

**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.
- 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 15<sup>th</sup> 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 HAS Plans developed and administered by the Board.
- 3. Effective November 1, 2018, the Board will contribute the amounts listed below to provide payments toward the agreed upon insurance.

Medical Insurance amounts

- Singles - \$6560.52/year
- 2-Person - \$13,720.07/year
- Family - \$17,892.36/year

Ancillary Insurance amounts

- For those SEA members electing medical insurance
  - Singles - \$54.63/month
  - 2-Person - \$90.26/month
  - Family - \$147.48/month

- For those SEA members electing to opt out of medical insurance
  - Singles - \$55.63/month

2-Person - \$91.26/month  
Family – \$148.48/month

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.

- Option 1      Plan 1: Priority Health POS, 750/1500 deductible, \$10 CP, \$10/40 RX, Delta Dental ( 100, 80, 50, \$1000 maximum), Vision VSP 2s, 10,000 Negotiated Life, LTD.
- Plan 2: Priority Health POS, \$1500/3000, \$10CP, \$10/40 RX, Delta Dental (100, 80, 50, \$1000 maximum), Vision VSP 2s, 10,000 Negotiated Life, LTD
- Plan 3: Priority Health HAS, \$1300/2600, 90% co-insurance after deductible, \$10/40 RX after deductible, Delta Dental (100, 80, 50, \$1000 maximum), Vision VSP 2s, 10,000 Negotiated Life, LTD.
- Option 2      Delta Dental (100, 80, 50, \$1000 maximum), Vision VSP 2s, 15,000 Negotiated Life, 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; \$2,500 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 8 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 four (4) (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 15<sup>th</sup> 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 as 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 1526 of the School Code of 1976 (or its successor provision) shall complete those requirements within the time provided by statute. 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 22, 2020 until August 21, 2022. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2020.

SARANAC EDUCATION ASSOCIATION

SARANAC BOARD OF EDUCATION

\_\_\_\_\_  
SEA

\_\_\_\_\_  
President

\_\_\_\_\_  
SEA

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
SEA

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
MEA Rep

DRAFT



**SCHEDULE A (will be voted on for adjustments)**

STEP	BA	BA+18	BA+30/MA	MA+18	MA+30/SP
1	33,164	34,027	35,174	36,187	36,901
2	34,458	35,550	37,216	38,280	39,088
3	35,754	37,072	39,257	40,382	41,276
4	37,044	38,595	41,301	42,481	43,458
5	38,339	40,217	43,344	44,577	45,645
6	39,635	41,647	45,384	46,677	47,828
7	40,927	43,171	47,425	48,776	50,014
8	42,223	44,695	49,469	50,876	52,199
9	43,518	46,218	51,509	52,976	54,386
10	44,810	47,742	53,553	55,072	56,569
11*	47,607	50,873	57,405	59,038	60,671
16*	49,247	52,599	59,207	60,925	62,640
21*	49,741	53,168	59,772	61,659	63,453
26*	50,227	53,739	60,515	62,392	64,269

2018-19

- No steps, with exception for those affected by Language Proposal 3. Inequities to change for FY 19 is \$15,266
    - \*\* If district enrollment is above 913 for fall count, SEA contract insurance medical hard cap will increase to the following. (single-\$6560.52) (2 person-\$13,720.07) (Family \$17,892.36)
    - \*\* If district enrollment is 912- 907 the SEA contracted medical hard cap would increase by \$750 per member.
    - \*\* If district enrollment is 900-906 the SEA contracted medical hard cap would increase by \$500 per member.
    - \*\* Increase to the cash in lieu of \$120 if any of the above are implemented.
- Increase ancillary insurance amounts to cost if student count is at, or above 900.

2019-20

- Percentage increase of 1% if Fund Balance as a percent of revenue is at or above 8.5%  
Steps and Longevity granted if Fund Balance as a percent of revenue is at or above 9.25%

2020-2021

- Financials to be voted on and approved by SEA and Saranac Board of Ed

\*Longevity Step

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.

## 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 <sup>th</sup> .....	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(self funded)
14. Cross country.....	8
15. Golf.....	8(self-funded)
16. Cheerleading, varsity.....	8/season(self-funded)
17. Cheerleading, junior varsity.....	4/season(self-funded)
18. Cheerleading, freshman.....	3(self-funded)
19. Junior high coach.....	5(self-funded)
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>2016-2017</u>
1. Split level grades/classes	\$980.02
2. Driver education/other non-contractual teacher responsibility time	24.92
3. Substitute during prep period	26.67
4. Junior class sponsor	473.67
5. Destination Imagination Coordinator	1,970.89(self-funded)
6. Destination Imagination Coach	1,313.58(self-funded)

# Saranac Community Schools

Jason Smith, Superintendent  
225 Pleasant Street  
Saranac, Michigan 48881

[www.saranac.k12.mi.us](http://www.saranac.k12.mi.us)

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Telephone 616-642-1400  
Fax 616-642-1405

August 23, 2018

## Saranac Education Association (SEA) and Saranac Board of Education Contract Opener

The SEA and the Saranac Board of Education agree to open the contract for the purposes of discussing insurance for the 2019-2020 school year. This opener, agreed by both parties, will be included in the SEA contract Article 6. C. insurance benefits.

The SEA and Saranac Board of Education will continue to discuss caseloads as part of the SEA contract Article 4.H.

Both parties agree that dates for discussion will be set in January of 2019.

# Saranac Community Schools

Jason Smith, Superintendent  
225 Pleasant Street  
Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400  
Fax 616-642-1405

August 22, 2018

## Letter of Understanding between SEA and SCS Board of Education

It is the shared acknowledgment of the Board and the Association that a policy must be created regarding student seclusion and restraint and that this policy ought to:

- Represent the joint concerns of the administration and teaching staff.
- Follow the law and be regularly updated to reflect changes in the law.
- Adequately address concerns relating to legal liability, student and staff safety.
- Be clearly understood and fully implemented by all district employees and volunteers.
- Be developed through District Communication meetings in the 2018-19 school year.

# Saranac Community Schools

Jason Smith, Superintendent  
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## Board- SEA Negotiations Feb 2020

Financial Proposal 2/24/2020

### Contract year 2020-2021 (FY21)

- \* Remove Step 1, added \$1,000 to new step 26
- \* Provided back steps (up to 3) as defined in back step doc (J. Sprank)
- \* Step increase provided
- \* 2% base salary increase to all steps
- \* Ancillary cap to cost (as of Jan. 1, 2020 rate)
- \* Medical Insurance increased up to state hard cap (as of July 1, 2020 cap)

2020/21:

Medical Insurance:

Single - \$6,818.87/year  
2 Person - \$14,260.37/year  
Family - \$18,596.96/year

Ancillary Insurance:

Single - \$64.69/mth  
2 Person - \$100.97/mth  
Family - \$167.26/mth

### Contract year 2021-2022 (FY22)

- \* Step increase provided
- \* 1.5% base salary increase to all steps
- \* Ancillary cap to cost (as of Jan. 1, 2021 rate) up to 2.8% increase calculated-see below
- \* Medical Insurance increased up to state hard cap (as of July 1, 2021 cap) up to 2.8% increase calculated-see below

2021/22:

Medical Insurance - lower of State mandated cap or:

Single - \$7,009.80  
2 Person - \$14,659.66  
Family - \$19,117.67

Ancillary insurance - lower of premium cost or:

Single - \$66.50/mth  
2 Person - \$103.79/mth  
Family - \$171.94/mth

**Contract would expire August 21, 2022**

Include stipend for starting year 2 with effective/highly effective language.

## **Board- SEA Negotiations Feb 2020** **Financial Proposal 2/24/2020**

### **New teacher incentive:**

For new teachers, whose first day of employment at Saranac Community Schools falls on or after August 22, 2020, but within the duration of the contract, shall be paid a stipend of \$1,000. This stipend shall be contingent upon an evaluation of Effective or High Effective, and their continued employment within the district in the same or similar capacity, over the course of an entire school year. This shall be paid in the first paycheck of their second year of employment, so as long their employment continues on this date in the same or similar capacity.

**An Agreement** to reexamine described aspects of the tentative contract agreement between the Saranac Education Association, and the Board of Education of the Saranac Community Schools

**Whereas**, the Saranac Education Association (SEA), recognizing that the coming of the COVID-19 Pandemic has caused considerable damage to the state's economy, including reduced tax revenues that was unforeseen, and unforeseeable at the time this agreement was originally negotiated, and...

**Whereas**, the SEA recognizes that this has created uncertainty with regard to the medium-term state aid that the Saranac Community Schools (the Board) can expect to receive. The SEA is willing to renegotiate the base salary (Schedule A) of the second year (2021-22) of the contract once the budgetary picture has become more clear. The first negotiating session between the SEA and SCS will occur no earlier than March 1st, 2021, and no later than May 1st, 2021; and...

**Whereas**, the Board recognizes that the current financial condition of the Saranac Community Schools remains strong, and that the re-negotiating of a tentative agreement at the board's behest is highly unusual. The Board re-affirms its commitment to all other elements of the tentative agreement, including:

- 1. all language changes contained in the TA,
- 2. all changes in medical and ancillary insurance premium contributions in the TA,
- 3. all financial changes in year 1 (2020-21) of the TA including step changes and base salary increases,
- 4. the step changes agreed to in year 2 (2021-22) of the TA. and;

**Whereas** before ratifying the tentative agreement with this Letter of Agreement included, the Board will first take a vote at a public meeting to ratify the original TA of the contract. If the vote passes, this agreement will become moot. If that vote fails, then the board can consider for ratification the tentative agreement of the contract, including this letter of agreement.

\_\_\_\_\_  
*James McRae, President,  
Saranac Education Association*

\_\_\_\_\_  
*Jason Smith, Superintendent,  
Saranac Community Schools*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date