

**Saline Area Schools
Board of Education**

and

**Saline Education Association
Washtenaw County Education Association
SEA/WCEA
MEA/NEA**

**Collective Bargaining Agreement
August 19, 2025 thru December 31, 2027**

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SECTION 1: ASSOCIATION & BOARD RELATIONSHIP

Agreement

THIS AGREEMENT entered into this 19th day of August, 2025, by and between the Board of Education of the Saline Area School District, Michigan, hereinafter called the "Board" and the Washtenaw County Education Association, MEA/NEA, hereinafter called the "Association."

Witnesseth

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Saline Area Schools is their mutual aim and that the character of such education is influenced by the quality and morale of the teaching service; and

WHEREAS, the members of the teaching profession are qualified to assist in formulating policies and programs designed to improve educational standards; and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379, of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

In consideration of the following mutual covenants, it is agreed as follows:

Article I

Recognition

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all state certified teaching and professional personnel not in a supervisory position under contract or on leave employed in a teaching capacity by the Saline Area Schools, excluding the Superintendent, Associate Superintendents, Principals, Assistant Principals, Directors and Supervisors, Substitutes, and all other supervisors within the meaning of the Public Employment Relations Act.
- B. The Board agrees not to negotiate with any certified staff organization other than the Association for the duration of this Agreement.
- C. The terms "Board and Association" shall include their members, authorized officers, representatives, and agents.
- D. Questions as to whether or not a position should be in or out of the Bargaining Unit will be subject to review at the written request of either party. Once a request has been made by either party, a meeting shall be held within thirty (30) calendar school days for the express purpose of reaching an agreement on the inclusion or exclusion of the position in question. Absent agreement as to the inclusion or exclusion of a position, either party may initiate the procedures provided in the Public Employment Relations Act.

General Education, Vocational Education and consortium classes will be filled with a certified and qualified bargaining member desiring the position. In the event no certified and qualified Bargaining Unit member desires the position, the Board reserves the right to subcontract the work. This provision shall not be interpreted to restrict the Board's authority to transfer general education, vocational education or consortium programs to other Districts or to restrict the Board's right to send Saline students to such programs outside of the District. Except as permitted in Section D, there shall be no subcontracted or transfer of work of the nature and kind customarily performed by members of the Association's Bargaining Unit to any other employer, nor shall the Board assign such work or functions to anyone who is not a member of the Association's Bargaining Unit without following the procedures detailed below. If the Board desires to engage in any form of subcontracting not permitted in Section D:

- a. The Board shall provide the Association with advance notice of its intent; and
- b. Meet and bargain with the Association regarding the subcontracting of such work.

Article II

Resolution for Quality and Excellence

WHEREAS, the Saline Board of Education and the Saline Education Association, recognize that cooperation, coordination and communication is absolutely necessary in order to effectively realize and attain the vision of the Saline Area School District, and;

FURTHER, that the Saline Board of Education and the Saline Education Association recognize that quality and excellence in every aspect of our school organization for achieving the goals stated in the Mission Statement of the Saline Area School District and;

FURTHER, that the Saline Board of Education and the Saline Education Association subscribe to and affirm their commitment to the beliefs and values which form the base upon which achievement of the goals of the Saline Mission Statement are built, and;

FURTHER, that all of the foregoing recognize that excellence in everything that Saline Area Schools does is a requirement for staying in business in the 21st century, and;

FURTHER, it is further recognized that the purpose of all that we do in the Saline Area School District, whether as an organization, a group, team, or individual, must be based upon achieving world class student outcomes, THEREFORE BE IT RESOLVED, that the Saline Board of Education and the Saline Education Association, make a joint and individual commitment to total quality and uncompromising excellence in all of our efforts to maximize service to our students and our community through the provision of comprehensive, integrated, outcomes-based educational programs based on the following guiding principles:

1. Constancy and consistency of purpose with a focus on providing educational experiences that meet or exceed World Class Standards.
2. Responsiveness to the need for meaningful, positive change based on the needs of students, parents, community, business, and industry.
3. Commitment to continuous improvement in all that we do organizationally and individually.
4. Creation of a learning organization wherein all employees are supported and encouraged to continue to attain new knowledge and skills and constantly enhance their knowledge base.
5. Institution of systemic monitoring, evaluating and adjusting of individual and organizational performance in a continuous and consistent manner.
6. Establishment of an atmosphere and a structure which encourages employee involvement and participation in making and implementing decisions affecting the future of Saline Area Schools and which fosters open communication throughout the organization.
7. Institution of ongoing training programs for all employees based on the ever-changing needs of students and society.

8. Integration of a quality and excellence philosophy into the mind set of every employee as well as assistance in translating that philosophy into everyday practice.
9. Development of an organizational environment, which nurtures trust and respect and eliminates the fear, which stifles innovation and risk-taking.
10. Implementation of an organization-wide program of reaching out to parents, community, business and industry in recognition of a need to work together on all fronts to make our community all it can be.
11. Commitment to integrity without compromise in all matters both internally and externally.
12. As a symbol of our lasting and joint commitment to Total Quality and Excellence in all aspects of our performance at all levels of our educational community, the parties pledge to accept the responsibility as individuals and on behalf of their constituents for ensuring that the afore cited Guiding Principles form the basis for all that we do in the Saline Area School District.

Article III

Collaborative Bargaining

- A. Negotiations will be over a successor agreement, in accordance with the procedures set forth herein and mutually developed in a good-faith effort to reach agreement concerning certified staff salaries, hours, and other conditions of their employment. Any agreement so negotiated shall apply to all certified staff and shall be reduced to writing and signed by the Board and the Association.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school District. While no final agreement shall be executed without ratification by the Association and the Board of Education, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- C. If the negotiations described in this Section have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 shall be followed.
- D. This Agreement shall constitute the full and complete commitments between both parties. Therefore, the Board and the Association, for the life of this Agreement, each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered by this Agreement or with respect to any subject or matter not specifically covered in this Agreement, even though such subject or matter may not have been within the knowledge of either or both of the parties at the time they negotiated or signed this Agreement. It is understood, however, that upon mutual agreement, conferences may be arranged to discuss problems arising under this Agreement.

Article IV

Continuity of Operations

No Strike: During the term of this Agreement, the Association shall not authorize, cause, engage in, or sanction any strike, picketing, sanction, or refusal to perform the duties of employment by any certified staff or certified staff and no certified staff shall cause or participate in a strike, picketing, or refusal to perform the duties of their employment.

Article V

Board Rights and Responsibilities

- A. The Board reserves all responsibilities, powers, rights and authority vested in it by the laws and constitutions of Michigan and the United States and those which have been heretofore properly exercised by it, including such things, among others, as the determination and administration of educational policy, the operation of the school, the management and control of school properties, facilities, grades and courses of instruction, athletic and recreational programs, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion, discipline, or dismissal of all personnel.
- B. The exercise of these responsibilities, powers, rights and authority and the adoption of rules, regulations, and policies in connection therewith shall be limited by the express and specific terms of this Agreement.

Article VI

Association and Certified Staff Rights

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that certified staff shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful activities for mutual aid and protection. The Board will not directly or indirectly discourage or deprive or coerce any certified staff in the enjoyment of any rights conferred by the Act or other laws of Michigan of the Constitutions of Michigan and the United States; nor will it discriminate against any certified staff with respect to hours, wages or any terms or conditions of employment by reason of their membership in the Association, participation in any lawful activities of the Association or collective bargaining or negotiations with the Board, or institution of any matter pursuant to Article XXVII herein. The rights and responsibilities contained herein shall be deemed to be in addition to those contained in the above-mentioned laws.
- B. The Association may be allowed the use of school building facilities for Association business, provided that arrangements are made beforehand with the Administration in writing, if it does not interfere with regular school or scheduled school activities, and is outside of regular school hours.
- C. Duly authorized representatives of the local Association may be permitted to transact official Association business on school property at all reasonable times, i.e., prior to fifteen (15) minutes before school starts, during the lunch period, and fifteen (15) minutes following the close of school, provided that this shall not interfere with or interrupt normal school operations. Associations officials who are not employees of the Board shall be permitted to transact official Association business under the above-mentioned conditions provided they first report to the principal's office upon entry and inform the principal of their presence.
- D. The Association may have the right to use school equipment, at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.
- E. The Association shall have the right to post notices of its activities and matters of Association concern on certified staff lounge bulletin boards, at least one of which shall be provided in each school building. The Association may use the District mail service, certified staff mailboxes, and electronic communication systems for communications to certified staff regarding Association business. No certified staff shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises.

- F. The Board agrees to make available to the Association in response to reasonable request from time to time available information concerning the financial resources of the District, including but not limited to, the following: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all certified staff. Likewise, the Board agrees to make available to the Association, in response to reasonable written requests, factual information necessary for the Association to process a grievance, excluding confidential information.
- G. The Board shall, upon written request, give the Association and individual certified staff a reasonable opportunity to discuss their views with the Board before the Board takes final action on proposed referenda on operation millages, proposed major revisions of educational policy, and major construction programs.
- H. Certified staff shall be entitled to full rights of citizenship. Consistent with the Code of Ethics of the Education Profession the private and personal life of any certified staff is not within the appropriate concern or attention of the Board, unless it interferes with their teaching performance.
- I. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, color, national origin, sex, (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes")
- J. The Association agrees that it shall admit all certified staff to its membership without discrimination by reason of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes") and to represent all certified staff equally. Further, the Association agrees that neither it nor its members will discriminate, intimidate, or coerce any employee in respect to Association activity or membership.
- K. The Board shall place on the agenda of any regular Board meetings matters properly brought to its attention by the Association through the Superintendent.
- L. Any individual contract between the Board and an individual certified staff, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

- M. This Agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- N. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- O. Copies of this Agreement shall be proofread by the Association before being printed and/or placed on the Saline Area School website. The cost shall be at the expense of the Board. All certified staff now employed, or hereafter employed, by the Board shall have access to a printed or electronic copy. The Association will be provided with thirty (30) printed, paper copies.
- P. Fund Equity - The Association recognizes that an adequate Fund Equity is a critical factor in the financial stability of the school District and further commits its support to the Board efforts in this regard.
- Q. Personnel File: Certified staff shall be given a copy of any material which is evaluative in nature, which is placed in their personnel file. Materials which are exempt from disclosure are not subject to this provision.

Article VII

Academic Freedom

- A. The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere that is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for certified staff and students is encouraged.
- B. Consistent with the Code of Ethics of the Teaching Profession, freedom of individual conscience, association and expression will be encouraged.

Article VIII

Grievance Procedure

- A. A claim by a certified staff or the Association that there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement may be processed as a grievance as hereinafter provided.
- B. Any certified staff having a grievance may discuss the violation or misapplication of the SEA CBA, not later than 30 calendar days after the occurrence of the alleged violation, with the school principal during non-teaching hours or other mutually agreeable times, with the object of resolving it informally. No grievance shall be adjusted inconsistent with the terms of this Agreement, nor shall any grievance be adjusted without giving an Association representative the opportunity to be present at such adjustment. In the administration of the grievance procedure, the sole responsibility of the Association shall be the interests of the certified staff.

If the grievance is filed by the SEA at the District Level, it begins with the appropriate District administrator to resolve informally. If the matter is not resolved informally, it continues to the First Step with that appropriate District administrator.

- C. In the event a matter is not satisfactorily resolved informally in Section B, above, it is a grievance and the following procedure shall be followed:

First Step: The grievance shall be reduced to writing within eight (8) school days after discussion with the principal or administrator, and in any event not later than 30 calendar days after the occurrence of the alleged violation, signed by the grievant or a representative of the Association, and delivered to the principal or administrator.

Within eight (8) school days of receipt of the grievance, the principal or administrator shall meet with the grievant or the representative of the Association in an effort to resolve the grievance. The principal or administrator shall indicate their disposition of the grievance in writing within ten (10) school days of such meeting and shall furnish a copy thereof to the grievant and the Association.

Second Step: If the Association is not satisfied with the disposition of the grievance, it may, within five (5) school days after receiving the decision of the principal, appeal the grievance to the Assistant Superintendent of Human Resources. The appeal shall be in writing.

Within ten (10) school days after receipt of the appeal, the Assistant Superintendent of Human Resources shall investigate the grievance, including giving the aggrieved certified staff or an Association representative a reasonable opportunity to be heard and

render their decision in writing. A copy of their decision shall be delivered to the certified staff involved and the Association representative within ten (10) school days. If Step One of the Grievance process was filed with the Assistant Superintendent of Human Resources, then the process shall advance immediately to Step Three.

Third Step: If the Association is not satisfied with the disposition of the grievance by the Assistant Superintendent of Human Resources it may, within five (5) school days, appeal to the Superintendent. The appeal shall be in writing, filed with the Superintendent, and shall contain the reasons for the appeal and a copy of the Assistant Superintendent of Human Resources's decision. A copy of their decision shall be delivered to the certified staff involved and the Association representative within ten (10) school days.

Fourth Step: If the Association is not satisfied with the disposition of the grievance by the Superintendent it may, within five (5) school days, appeal to the Board of Education. The appeal shall be in writing, filed with the Secretary of the Board or other designee of the Board, and shall contain the reasons for the appeal and a copy of the Superintendent's decision in the Third Step.

The Board shall, within ten (10) school days, meet with the grievant(s) or Association and render a decision within (5) school days. If parties do not agree to this, the grievance will move to the Fifth Step.

Fifth Step: If a grievance is not satisfactorily adjusted, and if it involves an alleged violation of a specific Article or Section of this Agreement, the Association may, within five (5) school days after the decision in the Fourth Step is rendered, submit the grievance to arbitration. Grievances which do not involve alleged violations of a specific Article or Section of this Agreement may be processed through Step Five, but will not be arbitrable.

The submission to arbitration shall contain a statement of the issues to be arbitrated and references to the specific Article and/or Section allegedly violated. Parties shall attempt within ten (10) school days after the receipt of the notice of submission to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

It shall be the function of the arbitrator, after due investigation, to make a decision in writing and to set forth their findings of fact, reasoning, and conclusions on the issue(s) submitted. The arbitrator's decision shall be rendered not later than thirty (30) school days from the date of the closing of the hearing, or if oral hearings have been waived, then from the date final statements and proof are submitted to them, and shall be final

and binding upon the Association, its members, all employees covered by this Agreement, and the Board.

The arbitrator will be without power or authority to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement, nor shall they make any decisions, which require the commission of an act prohibited by law.

The cost for the services of the arbitrator, including per diem expenses, shall be borne equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other.

1. Any appeals not processed within the applicable time periods shall be considered settled on the basis of the last answer given by the respective school authority. Any grievance not answered by the respective school authority within the prescribed time limits (unless extended in writing) will be automatically referred to the next step of the grievance procedure.
 2. If back pay for any reason is awarded as the result of any grievance disposition, such back pay shall be paid to the grievant pursuant to the Article on Compensation/Section on Errors.
 3. Any grievance, which arose prior to the effective date of this Agreement, shall not be processed.
 4. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. After the last day of school, all timeline references to school days will switch to business days. In the event a grievance is filed after May 14th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as is possible.
- D. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
1. The termination of services or failure to re-employ any probationary certified staff.
 2. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Certified Staff's Tenure Act (Act 4, of Public Acts, Extra Session, of 1937 of Michigan, as amended).
- E. Initiation of grievances other than at Level One shall be by mutual consent of the parties.
- F. Notwithstanding the expiration of this Agreement, any grievance reduced to writing prior to the expiration of this Agreement may be processed through the grievance procedure until resolution. Any grievance not reduced to writing prior to the expiration of this Agreement may not be processed.

SECTION 2: WORKING CONDITIONS

Article IX

Qualification, Assignment, and Evaluation

- A. Special Certificates: The employment of certified staff under special certificates is to be permitted only in cases of absolute necessity or where the certified staff has outstanding credentials and the Association Unit Director is notified in advance in each instance in writing. The Superintendent/designee will keep the Association informed that State Department of Education regulations have been complied with.
- B. Full-Year Certified staff - Vacation: All certified staff employed for the full year shall be entitled to two (2) weeks paid vacation during the summer recess, with these weeks being scheduled within the summer program at the option of the certified staff.
- C. Assignment: It is the District's goal to assign certified staff prior to two (2) weeks before the start of the coming school year/trimester.
- D. Evaluation Tool: Beginning with the 2024-25 school year the Saline Area Schools shall conduct certified staff evaluations using the agreed upon Danielson Framework tools. Any changes to the evaluation tool shall be made in collaboration with the District and SEA.
 - 1. Beginning with the 2024/25 school year, 20% of the year-end evaluation will be based on student growth and assessment data or student learning objectives (SLO) metrics. Data used in this section must be attributable to the actual teaching responsibilities of the individual certified staff member. SLOs will be created by an evaluated certified staff member or a team inclusive of the evaluated certified staff, will be aligned with the agreed upon evaluation tool, and created using the agreed upon SLO template, and in consultation and approved by administration
 - 2. The remaining 80% of the year-end evaluation will be based on a certified staff member's performance on objective criteria as measured by the agreed upon evaluation tool.
 - 3. The year-end evaluation must include two specific performance goals, created using the agreed upon performance goal template, that will assist in improving effectiveness for the next school year. The goals will be developed by the evaluator, in consultation with the certified staff member. The goals may include recommended training identified by the evaluator, in consultation with the certified staff member that would assist the certified staff member in meeting these goals. Each certified teacher will follow the following criteria:

- a. Tenured Teachers – two (2) performance goals; one (1) SLO goal aligned with agreed upon tool and associated templates; **three (3) reflections.**
 - b. Probationary Teachers (IDP) – two (2) performance goals; one (1) SLO goal aligned with agreed upon tool and associated templates; **three (3) reflections.**
 - c. Off-Cycle Certified Staff: see section 6.
- 4. A probationary certified staff member shall be provided with the following:
 - a. In year one:
 - i. specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation with the teacher,
 - ii. recommended training identified by administrator or designee,
 - iii. a mid year progress report, AND
 - iv. a mentor teacher.
 - b. In year two, three, or four:
 - i. specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation with the teacher,
 - ii. recommended training identified by administrator or designee,
 - iii. a mentor teacher as prescribed by law and this contract.
- 5. Any certified staff member on an IDP for improvement shall be provided the following:
 - a. specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation with the teacher,
 - b. recommended training identified by administrator or designee,
 - c. a mid year progress report, AND
 - d. a mentor teacher.
- 6. If a tenured teacher has been rated “highly effective” or “effective” for the most recent three (3) consecutive year-end evaluations, they may be evaluated biennially instead of annually. If the subsequent year-end rating is not rated “effective” on one of these biennially year-end evaluations the teacher must again be provided with a year-end evaluation, the teacher shall be evaluated annually until receiving an “effective” rating for an additional three (3) consecutive years.
 - a. Certified staff that are off-cycle will not be evaluated.
 - b. Certified staff that are off-cycle will not be required to complete a SLO or performance goals.
 - c. Certified staff that are off-cycle will not be required to complete reflections.
- 7. An employee’s use of sick days, personal business days, FMLA, school business

days, SEA business days, or other absences or leaves as allowed for within the contract will not be a factor in an evaluation.

8. The District, in collaboration with the SEA, will create an IDP form that shall be used for all certified staff members that require an IDP.
9. The District, in collaboration with the SEA, will create an Evaluation Calendar.

E. Process

1. Classroom observations that are intended to assist in the year-end performance evaluation for certified staff will be conducted as follows:
 - a. The teacher, unless hired after the start of the school year, shall be notified of their evaluator by October 1 of each school year.
 - b. There must be at least two (2) classroom observations.
 - c. The observations shall be no less than fifteen (15) minutes.
 - d. The observations shall be completed with the evaluated teacher's awareness. Security cameras shall not be used as part of the classroom observation process.
 - e. One observation will be scheduled with at least a two (2) day notice.
 - f. Should a scheduled observation need to be rescheduled, the administrator and teacher will identify an agreed upon date.
 - g. One observation may be unscheduled.
 - h. If there are **unexpected issues (fire drills, major behaviors, snow days, etc...)** around the observation or performance concerns identified in the initial observation, additional classroom observations shall occur at the request of the teacher with an agreed upon day and time between the teacher and evaluator.
2. Written feedback on the observation will be provided using the evaluation tool and **within 30 calendar days of the evaluation**. The feedback may be provided electronically instead of in an in-person meeting. The evaluated certified staff member may request an in-person meeting.
3. A mid-year progress report must occur for a certified staff member who is in the first year of the probationary period or who receive a rating of minimally effective, ineffective (from the 2023/24 year-end evaluation) or developing or needing support (2024/25 and forward) in the certified staff member's most recent year-end evaluation and are on an IDP for improvement.
4. The year-end evaluation determination shall be communicated electronically. The evaluated certified staff member may request an in-person meeting. The teacher must be assigned a rating of:
 - a. Effective
 - b. Developing

c. Needing Support

5. A teacher must not be assigned an evaluation rating and must be designated as unevaluated for the school year if any of the following apply to the teacher: a teacher who has worked less than 60 days in any school year, or the teacher's evaluation results were vacated through the grievance procedure, or the teacher experiences extenuating circumstances the district deems applicable for exempting the teacher from the annual evaluation process.
6. If a teacher receives an unevaluated designation, the teacher's rating from the school year immediately before that designation must be used.
7. In the event that a teacher is on an IDP and no year-end evaluation as described above in D1 thru D7 is completed, the teacher shall be deemed "effective."
8. The SEA president will be notified by the evaluator when a teacher is placed on an IDP for improvement. It is the **certified staff's** responsibility to notify and follow up with SEA representation if they are placed on an IDP for improvement.
9. Failure to evaluate, failure to provide feedback, failure to meet requirements regarding length or number of evaluations, failure to evaluate in person/with knowledge, failure to provide specific performance goals to a teacher that is on an IDP (D9a), or gross neglect of timelines/dates [beyond 10 school days] of the evaluation process as stated in SECTION D shall be subject to the grievance process.
10. All certified staff shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

F. Rights of Tenured Certified Staff

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
 - a. The teacher may request a review of the evaluation and the rating by the school district superintendent or intermediate superintendent, as applicable. The request for a review must be submitted in writing within 30 calendar days after the teacher is informed of the rating. Upon receipt of the request, the school district superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the school district superintendent's or intermediate superintendent's review. A written response regarding the school district superintendent's findings must be provided to the teacher who requested the review by not later than 30 calendar days after receipt of the request for a review.
 - b. If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment

Relations Commission and provide a copy of that request to the administration.

- i. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.
 - ii. Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the teacher and the association confirming the mediation will be scheduled as appropriate.
2. A tenured teacher who receives two (2) consecutive ratings of “needing support” may demand to use the grievance procedure as outlined in **Article VIII, Grievance Procedure**.
3. Training on evaluation system, tools, and reporting forms:
 - a. The district will create a document that explains process, timelines, and responsibilities related to certified staff evaluation.
 - b. The document will be provided in physical form to staff at mandatory PD **prior to evaluations beginning**.
 - c. The document shall be electronically accessible to certified staff at all times.

Article X

Promotions, Vacancies, Placements, and Transfers

The District hires teachers and certified, non-teaching, staff as employees of the district, as aligned to their certifications, endorsements, and licenses. Employment with the District is not limited to a specific assignment, grade level, or school year upon hire; teachers and certified staff are employed to meet the evolving needs of the district. The District strives to make informed decisions regarding the placement and transfer of certified staff, with due consideration given to the educational needs of students and the professional interests of staff.

A. Promotions to Administrative Positions:

1. The Board supports the professional growth of certified staff and promotions from within its own certified staff and hiring the best candidate. However, the hiring of personnel is the sole responsibility of the administration and the Board of Education.
2. Administrators hired from the certified staff and subsequently transferred back shall be credited with either their accumulated sick leave when transferred to administration or to teaching, whichever is greater.

B. Vacancies Defined: In this article, a vacancy shall be defined as an open position that the district intends to fill.

C. Posting of Vacancies:

1. Staff shall be notified weekly of all job postings through their school email accounts.
2. Vacancies for the next school year shall be posted for at least 10 business days.
3. Vacancies for the current school year created after August 1 shall be posted for at least 6 business days except for as described in **Section H (5) Requests for Transfer/Change of Assignment**.

D. Filing of Vacancies: When filling a vacancy:

1. The district shall first consider all appropriately-certified internal applicants. Internal applicants may come from the Voluntary Transfer list or those received from the job posting.
2. All internal, appropriately-certified applicants will receive a minimum of a 5-minute interest call with an administrator responsible for supervising the vacant position.
3. If the district does not hire from the pool of internal applicants or voluntary transfers, the district may then consider external candidates. However, nothing in this language shall require separate postings for internal and external candidates.
4. If the district does not hire from the pool of external candidates, the district may fill the position with an involuntary transfer.

- E. Teacher & Certified Staff Placement: Each school year administration is responsible for determining Teacher/Certified Staff placement to adequately build the master schedule.
- F. Definition of a Change of Assignment and Transfer, and Compensation:
1. A **change of assignment** may result in a significant change in job requirements and/or curriculum. Examples of a change of assignment include a change:
 - a. In grade level(s) assignment for staff organized by grade level (e.g. a second grade teacher reassigned to third grade)
 - b. In subject area(s) assignment for positions organized by subject (e.g. an English teacher reassigned to math)
 - c. From a grade-level assignment to a subject-area assignment and vice-versa (e.g. a 2nd grade teacher reassigned to a specials position)
 - d. From a non-classroom assignment such as media specialist, guidance counselor, social worker, etc., reassigned to a classroom assignment and vice-versa.
 2. A **transfer** is a change to a work location which results in a transfer to a new building.
 3. A **move** is a change to a work location within the same building.
 4. Certified staff that receive an involuntary change of assignment will be provided with 10 hours at the negotiated hourly curriculum rate. Additional hours may be requested and awarded at the discretion of the building principal or the director of teaching and learning.
 5. In cases of voluntary and involuntary transfers, the district shall provide all necessary supplies for packaging materials and timely moving of materials should the impacted staff member submit a request through the District help ticket system.
- G. Involuntary Changes to Assignment, Transfers, and Moves:
1. Fifteen (15) days' notice of the intention to change assignment, transfer, or move specifying the reasons and the specific updated assignment shall be provided to the affected bargaining unit employee and the Association president.
 2. The district recognizes that an involuntary change to assignment, transfer, and/or moves may create significant additional professional responsibilities. For these reasons, involuntary changes to assignments, transfers, and moves should be implemented with transparency, reasonable notice, and minimize the disruption to the work of educators and the educational process.
- H. Requests for Voluntary Transfer/Change of Assignment:
1. A request for a transfer to another building/assignment may be made at any time, after the start of a new school year, in writing to the Department of Human Resources for the following school year and no later than March 1. The request shall specify the school, grade, and subject/position sought. The District shall acknowledge receipt of the request within five (5) business days.
 2. A request for a change of assignment within the current assigned building will be made to the building principal in writing by March 1.
 3. A request may be granted if there is a vacancy available, the certified staff member meets the requirements, they are not probationary or on an Individual

Development Plan for improvement, and it is consistent with the contract language or the law.

4. No certified staff member shall be discriminated against because of a request to transfer/for change of assignment.
5. Vacancies caused by a voluntary transfer after August 1 may be filled from the voluntary transfer list without posting and with acceptance from the employee.

I. Notice of Assignment:

1. All certified staff shall be given written notice of their tentative schedules for the forthcoming year no later than the last day of school.
2. In the event that changes in such schedules are proposed, all affected certified staff shall be notified.
3. For secondary staff, if changes occur to their teaching schedule after the start of the school year, they shall be notified before the start of the trimester that has been changed.

Article XI

Seniority

- A. No later than (30) days following the ratification of this agreement, and by every September 30 thereafter, the employer shall prepare a seniority list.
- B. The seniority list shall be published and emailed to the association president by October 1 of each year. Challenges or revisions to the list must be filed by November 1 of that same year; otherwise, the seniority list will be considered accurate. Disagreements shall be subject to the grievance process.
- C. Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the certified staff employee's first day of work since the most recent date of hire, as defined above. Seniority for certified staff starting work on the same date will be determined by the last four digits of their social security number, based on the highest number being the most senior and lowest number being the least senior. An exception to this process shall be made for those employees hired between May 1, 2005, and June 30, 2005, who participated in a lottery for purposes of determining seniority.
- D. All seniority is lost when employment is severed by resignation, retirement, or discharged for cause.
- E. Should a certified staff member move to another position outside of the bargaining unit and within the district, their seniority will be frozen as of their exit date to the new position and/or unit.
- F. Seniority shall be frozen when bargaining unit employees are on approved unpaid leaves of absence of one (1) year or less. Military leaves will be reviewed on a case by case basis.
- G. Upon request, the Association will be given an opportunity to meet with the administration and discuss program reductions and bargaining unit members impacted by the reductions.

Article XII

Special Teaching Assignments

- A. Academic/enrichment programs in which students may not earn credit, such as those offered through the Community Education Department, shall not be subject to the terms of this Agreement.
- B. Substitute Certified Staff: The Board will make every reasonable effort at all times to maintain an adequate list of substitute certified staff. Certified staff shall record their absence using the District's current designated platform at least two (2) hours prior to the starting time of the building to which they are assigned to report. Once a certified staff has reported unavailability, it shall be the responsibility of the building principal or the principal's designee to arrange for a substitute certified staff.
- C. Student Teachers: Supervision by certified staff personnel of a student teacher shall be voluntary and no certified staff shall supervise more than one such student teacher simultaneously. The limit on the number shall not apply to pre-service student teachers. Student teachers shall be assigned only to tenured certified staff or to certified staff with not less than three (3) years of successful experience. Any compensation received from the cooperating institution shall be paid to the mentor teacher.
 - 1. Purpose of Assignment
The primary purpose of the student teacher's placement is to engage in professional learning and development through observation, participation, and supervised teaching under the mentorship of a certified teacher. The student teacher is expected to focus on acquiring practical teaching skills, classroom management techniques, and curriculum implementation strategies with the mentor teacher.
 - 2. Non-Support Role
A student teacher may serve as a substitute teacher or primary classroom manager in the absence of the supervising teacher, where explicitly arranged and allowed as part of their training program. The student teacher may assist with tasks relevant to their educational development, but their primary responsibility is to learn and reflect on their teaching practices, while recognizing that the mentor teacher retains overall responsibility for the classroom.
 - 3. Limitations of Responsibility
The mentor teacher shall not leave a student teacher alone with the responsibility of the classroom for extended periods of time unless it is part of an arranged teaching session as outlined in the teacher preparation program.
- D. Medical Emergency Response Team (MERT): Members of MERT from each building shall be provided training as needed leading to certification in:
 - 1. Adult AED - Annually update/training
 - 2. Adult CPR -Annually update/training
 - 3. First Aid - Once every three (3) years

Article XIII

Teaching Hours

A. Normal Work School Day: The certified staff normal teaching hours in the schools shall be:

1. Start Time: Certified staff shall be at their teaching station no later than fifteen (15) minutes before the class schedule begins. Certified staff may be asked to supervise students ten (10) minutes prior to the beginning of the class schedule.
2. Length of School Day: The parties agree that all full time certified staff will be available at their assigned schools for a total of seven and one half (7.5) continuous hours per school day on regular, full school days and on scheduled certified staff meeting school days. Each certified staff shall spend the remainder of the seven and one half hours (beyond the student day) at their discretion. Such time will be used for the following:
 - a. Meeting with parents
 - b. Professional phone calls
 - c. Tutoring students
 - d. Planning for students
 - e. Counseling
 - f. Other professional certified staff duties related to the above

It is further understood and agreed that certified staff shall make provisions for being available to students and parents for education related purposes outside the instructional school day when necessary and under reasonable terms.

3. Leaving Premises: Certified staff shall not leave school during their regularly assigned workday unless notification is provided to a building administrator. Signing out in a district provided form in the building office satisfies the notification requirement. On Fridays, or on school days preceding holidays or vacations, the teaching day shall end at the close of the pupil's day. In case of emergency, certified staff shall be expected to remain with the students.
4. Lunch: All certified staff shall be entitled to a duty free, uninterrupted lunch period of at least thirty (30) minutes. If the certified staff agrees to miss their duty free lunch as requested by their principal or designee, they shall be compensated a flat rate of \$40. If the duty free lunch period is disrupted or missed due to an unforeseen building/district circumstance, such as a power outage, the \$40 would not apply. Certified staff shall not be asked to miss their lunch regularly or frequently, nor shall any schedules be built that require staff to agree to miss their lunch.

B. Start & End Times: Class schedule will not start before 7:30 a.m. or extend beyond 4:00 p.m. unless mutually agreed otherwise.

- C. Course Preparation—Secondary: Certified staff personnel in grades 7 through 12 shall be limited to no more than three (3) course preparations per trimester and five (5) per year. “A and B sections” of courses will count as separate preparations for the trimester maximum but the same for yearly maximums. In the event of an emergency, a certified staff member may be required to have four (4) preparations for one (1) trimester; however, this shall not occur for two (2) trimesters in a given school year except by mutual agreement between the staff member, the administrator, and the association.

The foregoing language shall not be applicable to world language, music classes, classes within alternative education programs, special education, physical education, art, and independent studies in any discipline.

- D. Classroom Planning Time - Elementary: All of the time during which an entire elementary class is receiving instruction from various teaching specialists, elementary classroom certified staff will use this time for classroom planning. In order to provide elementary certified staff with a maximum classroom planning time, the Board will make a reasonable effort to provide qualified substitutes capable of carrying out the particular activity whenever music, physical education, art or other special certified staff are absent.

- E. Travel Stipend: Certified staff traveling from one building to another as part of their job shall have the option to be compensated in one of the two methods noted below:

Method A (Historical Method) : The traveling certified staff will be compensated \$20 on days traveled. In addition, the traveling certified staff will be paid one-way mileage recorded using the District form, calculated at the end of each trimester at the current IRS reimbursement rate per the district mileage table.

Method B (Table Method) : Certified staff traveling as part of their regular scheduled position will be required to submit a travel stipend request form, that reflects an average of both mileage and time spent for traveling, at the beginning of each trimester. The employee’s evaluating supervisor, in consultation with the certified staff, will select a stipend below that best describes the average travel required by the certified staff position. The travel stipend request form is to be completed at the start of each trimester. At the conclusion of the trimester, the agreed upon stipend will be paid to the employee. Changes to position-required travel stipend should be reported to the HR department at the time of the change, and the travel stipend will be prorated.

IN DISTRICT Trimester Travel Stipend (Average Required Travel)

Average Travel Days per Week	1 additional location	2 additional locations	3+ additional locations
1	\$210	\$420	\$630
2	\$420	\$840	\$1,260
3	\$630	\$1,260	\$1,890
4	\$840	\$1,680	\$2,520
5	\$1,050	\$2,010	\$3,150

OUT OF DISTRICT Trimester Travel Stipend (Average Required Travel)

Average Travel Days per Week	1 additional location	2 additional locations	3+ additional locations
1	\$390	\$600	\$810
2	\$780	\$1,200	\$1,620
3	\$1,170	\$1,800	\$2,430
4	\$1,560	\$2,400	\$3,240
5	\$1,950	\$3,000	\$4,050

The District and SEA agree to renegotiate **Item E: Travel Stipend** on July 1, 2026.

- F. Overage Pay (Extra Section): If the district needs to assign an extra section over the normal teaching load, they will follow the process below:
1. They will request volunteers from qualified staff members.
 2. If no one volunteers, then the building administration will meet with SEA to discuss options to attempt to dissolve the section.
 3. If it is not possible to dissolve, then the administration can assign the section to a qualified staff member.

Y5/ECSE through Sixth Grade: An overage will be paid when a specials teacher loses their planning to cover an additional section on a daily or weekly basis. The specials teacher will be compensated at a factor of 0.0167 or (1/60) each trimester for each full section (72 minutes) they cover in a rotation. If the extra section is not a 72-minute section, then the 0.0167 factor shall be prorated accordingly. The pay for the extra class will be figured by multiplying the certified staff salary times the factor.

Examples:

An extra 72-minute Media section is covered in the rotation schedule.

$0.0167 \times \$70,000 = \$1,1669$ for a trimester

An extra 36-minute PE section is covered in the rotation schedule.

$0.0167 \times \$70,000 \times (36 \text{ minutes}/72 \text{ minutes}) = \584.50 for a trimester

Seventh through Twelfth Grades and Young Adult: When a full time certified staff at the middle school, high school, or the Young Adult Program agrees or is assigned to teach an extra section, or overage before, during, or after the normal school day, they shall be compensated at a factor of 0.0833 or (1/12) for each trimester the overage occurs. If an extra section is accepted or assigned for a period other than a full trimester or full class period (for example, zero hour at the high school), the 0.0833 or (1/12) factor shall be prorated accordingly. The pay for the extra class will be figured by multiplying the certified staff salary times the factor.

The amount of payment shall be determined at the inception of the scheduled class and will be paid over the employee's regular pay scale during that trimester. The payment to the certified staff will begin within four weeks of the inception of the scheduled class. All overages will be paid for school days when students are scheduled to be in attendance, excluding school days when the certified staff is on a leave of absence.

- G. District Required Meetings: Certified staff shall not be required to meet more than once a week. That meeting shall not last more than 1.2 hours and will occur outside of the school day. Meetings will take place immediately before or after the student school day. IEPs, 504s, Half-Day or Full-Day District Provided Professional Development (DPPD) and meetings directly associated with a role that includes a stipend (ex. grade level chair) are not subject to this limitation. Any additional required meeting will be compensated at the negotiated hourly curriculum rate, unless it is called for emergency/crisis communication purposes.
- H. Full Time Assignments: Full-time teaching loads for all positions covered under this agreement are subject to the following:
 - 1. Certified staff shall not be assigned more than three hundred (300) minutes of classroom instruction, supervised study, and/or transit time between classes, unless the agreed upon bell schedule in the appendix is used.
 - 2. The above limitations shall not apply to a homeroom or recess period if such period is included in the daily class schedule. No departure from these norms, except in case of emergency shall be authorized without prior consultation with the Association. In the event of any disagreement between the District and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance negotiation procedure hereinafter set forth.
 - 3. Any certified staff whose total FTE is greater than or equal to 0.90 will be considered full-time and is entitled to 100% compensation and benefits.
 - 4. Examples of Full Time teaching Loads are as follows:

**FULL-TIME
TEACHING LOAD**

Position		Units
High School Regular Ed Certified staff	4	Period taught daily out of 5
Middle School Regular Ed Certified staff	4	Sections taught daily out of 5
Elementary Specials (HV,PR,WM, HE)	20	72 min. Sections taught each week
Kindergarten and Elementary Certified staff	1	Section taught each school day
Speech Therapist	S	7.5 hr. student days each school day
Where: S=number of scheduled student school days in the school calendar.		

I. Part-time, shared and/or split assignments shall be governed by the following.

1. The Full-time Teaching Equivalent (FTE) for all part-time teaching assignments shall be computed as follows:

$$FTE = \frac{\# \text{ of teaching units assigned}}{\# \text{ of teaching units full-time}}$$

2. The Full-time Teaching Equivalent (FTE) for a certified staff with a split assignment (e.g., part-time at the high school and part-time at the middle school) shall be the sum of the FTEs for each assignment plus travel allowance.
3. Any certified staff whose total FTE is greater than or equal to 0.90 will be considered full-time and is entitled to 100% compensation and benefits. However, an employee that is between 0.90 and 1.0 FTE and receiving 100% of compensation and benefits will be required to meet the time obligations of a certified staff member that is at 1.0 FTE.
4. Part-time employees will attend all regularly scheduled open houses and conferences for the buildings in which they are assigned.
5. Part-time employees will attend all certified staff training school days, certified staff in-service school days, and records days for the entire school day.
6. Both parties recognize the need for regular attendance at district, building, grade level, and departmental meetings. Part-time certified staff will attend all such meetings that are scheduled contiguous to their workday (i.e., that begin or end within 30 minutes of their scheduled hours of work). Building administrators will make reasonable effort to schedule alternate meeting times and/or provide alternate means for part-time employees to meet their obligations for those meetings that are not contiguous to their work school day. Nevertheless, part-time certified staff share the responsibility for agenda items. Administrators may require a part-time certified staff to attend up to 2 non-contiguous meetings per year.

Article XIV

Calendar

- A. The school calendar will follow state laws regarding the number of school days and total hours of instruction.
- B. The format (half day, full day, early release, etc...), dates, and total hours of professional development will be negotiated and follow state laws regarding the number of hours, format, and activity guidelines.
- C. Calamity Days/Hours: When instructional time is lost due to circumstances beyond the District's control:
 - 1. Makeup time will be scheduled if mandated by the state.
 - 2. If makeup time is required, additional school days of student instruction will be scheduled at the end of the school year in half day increments.
 - 3. Any additional school days and certified staff professional development hours will be scheduled following the current school schedule of school days and times. (example: no weekends, evenings)
 - 4. In the event of a calamity day, nothing shall require certified staff to report for work in such circumstances. However, staff may be required to attend virtually or via phone call a previously scheduled IEP meeting that cannot be rescheduled.
- D. Records Time: The purpose of Records Days/Time is to allow teachers to work on expectations regarding trimester completion and preparation for the coming trimester. These responsibilities typically include completing report cards, grading assessments, and preparing materials for the new trimester. For records time to be most valuable for certified staff:
 - 1. Grades will not be due sooner than 8:00 a.m. of the first school day after Records Day.
 - 2. At the end of the school year, grades shall not be due sooner than 4:00 p.m. on the last day of school with students.
- E. No-Meetings Window for Y5-8 Staff: The week prior to and the week of conferences will be free from district-mandated meetings such as building goal, building staff, department/grade level, new teacher, and cross-district meetings. Regrouping meetings, IEPs, 504s, and emergency meetings may be scheduled during a No-Meetings window.
- F. The district-mandated meetings schedule for certified staff shall be provided to staff prior to the first day with students. Changes to this schedule shall only be made in collaboration with the SEA president.
- G. Grades Y5-8: Professional Responsibilities (PR) Time is reserved for teachers to complete their professional responsibilities related to communicating with families. The

time may also be used to complete assessments, finalize grades, or other activities related to sharing information with families. The time is not intended to be used for staff meetings, department meetings, grade level meetings, or training meetings.

- H. Remote Work for Records Days/Time and PR Time: Certified staff are not required to report to or remain in their assigned buildings for Records Days/Time or PR Time. Staff members may complete their professional expectations from their own home or another productive work location. During this time, staff shall fulfill a total of 3.5 hours for a half day Records Day or 7 hours for a full day Records Day. They shall not participate in any activities that would be inappropriate to do during a typical workday, e.g. consume alcohol.
- I. Open House: Y5-8 and YA certified staff will attend one 1.5 hour open house per school year. 9-12 certified staff will attend one open house per trimester. Certified staff assigned to more than one building and required, with prior authorization, by their building administrator to attend more than one open house shall be compensated at their per diem rate.
- J. Parent-Teacher Conferences:
 - 1. High School: There shall be no scheduled parent/teacher conferences.
 - 2. Grades ECSE-8: There shall be two afternoon blocks and two evening blocks of parent-teacher conferences occurring on consecutive days in the fall. In the spring, staff will be provided an afternoon of Professional Responsibilities release time instead of spring conference time.
 - 3. The District will collaborate with the association to create and share with staff in September a document containing expectations for conferences including required start/end times and allowable flexibility.
 - 4. Every-other year the District will provide teacher-leaders an opportunity to formally discuss, survey staff about, and suggest changes to the format of parent-teacher conferences and open houses.

Article XV

Teaching Conditions and Class Loads

- A. It is acknowledged that the primary duty and responsibility of the certified staff is to teach and that the organization of the school and the school day should be directed at ensuring that the energy of the certified staff is primarily utilized to this end.
- B. Pupil-Certified Staff Ratio: Both parties recognize that pupil-certified staff ratio is an important aspect of an effective educational program. Class sizes should be kept at or below the following maximums:

Class or Grade	District Goal	Cap	Maximum
Young-Fives	17	18	19
Kindergarten	22	23	25
1st	23	24	27
2nd & 3rd	25	27	29
4th & 5th	28	29	31
6th	29	33	34

1. Student Cap and Maximums for Y5 - 6:
 - a. If it becomes necessary for a certified staff to be assigned more than the Cap the affected certified staff shall be paid \$800 per trimester for each student over the Cap.
 - b. Y5-6th grade: If prior to the start of the school year it is determined that there will be sections beyond the maximums listed above, the Association and the District will meet to collaboratively resolve the problem. If sections in a building are balanced and move-ins after the start of the school year cause a section to go over the maximum, the number of students above the Cap will still be paid for each student beyond the Cap each trimester.

Middle School (7-8) and High School (9-12)	GOAL	12% OVERAGE (MAXIMUM)	TRIMESTER MAX
English	31	35	124
Social Studies	31	35	124
Math	31	35	124
Science	30	34	120
Language	31	35	124
Business	31	35	124
Physical Education	40	45	160
Health	31	35	124
Drafting	30	34	120
Technology Education (HS 9-12)	25	28	100
Technology (MS 6-8)	31	35	124
STEAM (MS 6-8)	30	34	120
Career and Tech. Education	25	28	100
Art	30	34	120
Family and Consumer Science	30	34	120
Child Development, Learning to Breathe, Dynamic Relationships	26	30	104

2. Trimester Maximum 7-12: Certified staff shall be paid \$200 for each student over the trimester maximum. Should a teacher be assigned less than a full schedule (1.0 FTE), the trimester maximum shall be calculated by multiplying the goal number of each subject by the number of sections taught.
- C. New Sections (7-12): Subject to Paragraph B above, it is agreed that if the class size goal for any class is exceeded by 12% rounded to the nearest whole number, a new section will be established unless other arrangements are made with the certified staff and the Association.
- D. Student Work Stations: The District shall, in consultation with the certified staff, determine the number of workstations and the number of students per workstation in a room.
- E. Wearing Apparel: The District shall furnish without charge necessary apparel that would not be considered for ordinary personal use (ex: lab coats, protective equipment, etc.).
- F. Identification Badges: All certified staff members shall wear or carry photo-identification badges at all times. Badges and the accessories necessary to make them wearable will be provided by the District.
- G. Textbooks & Instructional Materials: The District recognizes that appropriate texts,

educational software, library reference facilities, maps and globes, laboratory equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. Certified staff will be consulted from time to time for the purpose of improving the selection and use of such educational tools, but the final selection and use of such educational tools will be made by the administration. The District will at all times keep the schools reasonably and properly equipped and maintained insofar as finances permit.

- H. Staff Facilities: The District shall make available in each school adequate restroom and lavatory facilities for staff use and at least one room appropriately equipped, furnished and ventilated, which shall be reserved for use as a staff room.
- I. Lunch Supervision: When a certified staff is assigned lunchroom supervision duty, a second staff member shall be assigned to assist with that duty.
- J. Telephone and Certified Staffs' Personal Cell Phones: For safety, security and adequate communication, telephones will be provided in each classroom. The practice of certified staff using their personal cell phones for authentication purposes shall not, by itself, constitute engaging in district-educational business. Therefore, cell phones being used for two-step authentication alone shall not, by itself, lay the foundation for potential district seizure of said personal cell phones.
- K. Parking: Parking facilities shall be made available to certified staff and certified staff shall park only in the area designated by the administration.
- L. Students Receiving Special Education Services: To promote a proper learning environment for those identified by an IEP team as needing special education services, an equitable distribution of said students shall be made within the building, grade and/or subject area which will encourage teaming and collaboration.
 - 1. Necessary modifications to the curriculum shall be developed in collaboration with the general education classroom certified staff and support service personnel. Support service personnel may include but are not limited to: certified special education staff, building administrators, guidance counselors, school nurse, physicians, school social worker, school psychologist, speech pathologist, occupational therapist, physical therapist, and student assistant coordinator.
 - 2. The general education certified staff will be responsible for developing the daily/weekly lesson plans for his/her classroom and will share these plans with support personnel. The special education certified staff will be responsible for providing the general education certified staff with a summary of student IEP goals, necessary accommodations and modifications on behalf of the student. Using the above information, all parties will work collaboratively to adjust the lesson on behalf of the student.

3. Room Availability: Space shall be provided to address student needs in each building where there is a student(s) whose physical condition may indicate a need for custodial care.
 4. Custodial Care: For students requiring custodial care, support personnel shall be assigned to the building to meet the students' needs as determined by the IEP team. Custodial care shall be defined as needing assistance with self-care as determined by the IEP team.
 5. Class Size: Class size will be determined by the support team based upon the needs and requirements of each student. However, no class will be adjusted below 24 students as a result of the support team.
- M. Special Education Certified Staff will be compensated a \$400 stipend each year for training and supporting paraeducators. The stipend is to carry out the training and support of paraeducators on the following:
1. Individualized Education Plans (IEP's) and the implementation of accommodations per the IEP
 2. Classroom routines
 3. Positive Behavior Support Plans (PBSP)
 4. Responsibilities related to medical/health plans
- N. To ensure that students with Individualized Education Plans are being met, special education teachers involved in co-teaching will have substitutes provided in their absences. If pulled for school business or training purposes, a substitute will be provided. If a substitute is not available after every effort, the teacher will be compensated \$50 for the class period with one teacher.
- O. Compensation for IEPs Outside of Regular School Hours
1. Special education service providers that are required to attend IEPs outside of the regular school day will be compensated at the negotiated hourly curriculum rate.
 2. When it is impossible to adjust the scheduling of an IEP, and certified staff are required to participate in an IEP on a calamity day, the certified staff member shall be compensated \$50. Nothing in this language shall require a teacher to report physically to a building. To the extent possible, the district special education team and assigned service providers will make every effort to conduct IEPs with the utmost efficiency.

Article XVI

Certified Staff Leaders

- A. The District shall have Certified Staff Leaders at Building and District Level positions in the following departments:

Elementary (ECSE - 5)					
BUILDING LEVEL		DISTRICT LEVEL			
Department	# of Positions	Department	# of Positions	Department	# of Positions
*Kindergarten	1	Art	1	ECSE	1
*1st Grade	1	Music	1	MTSS	1
*2nd Grade	1	Innovation Lab	1	SEL Coaches	1
*3rd Grade	1	Media	1	OT	1
*4th Grade	2	Physical Education	1		
*5th Grade	2	Speech	1		
Specials	1	Social Work	1		
*Special Education	1	#Young 5's	1		

Secondary (6 - YA)					
Middle School		High School		DISTRICT LEVEL	# of Positions
BUILDING LEVEL	# of Positions	BUILDING LEVEL	# of Positions		
*6th Grade	2	*English Language Arts	1	Art	1
*English Language Arts	1	*Science	1	**Music	1
*Science	1	*Social Studies	1	Physical Education	1
*Social Studies	1	*Math	1	Speech	1
*Math	1	*Special Education	2	Social Work	1
Electives	1	Music	1	World Language	1
*Special Education	2	Art	1	Young Adult	1
		Physical Education	1	Counseling/SEL	1
		World Language	1	***Psychology	1
		Health/Family Consumer Science	1	Young Adult	1
		Technology	1	Alternative	1
		Business	1		

*Denotes both a building level and district level certified staff leader position.

**Music coordinator shall serve as the district certified staff leader for the music/drama department at the secondary level. The stipend for the music coordinator covers this role.

***One psychologist shall serve as a certified staff department leader for Early Childhood through Young Adult at the district level.

#Young 5's District Department Leader will be compensated for both district and building level. This role will serve as a liaison to ECSE and Pooh Corner Preschool. Attendance at building level certified staff leader meetings will not be required.

1. The association and Administration recognize that it may be necessary to change the departmental designations during the life of the contract to better meet the needs of the District. Upon the mutual agreement of the Association and Administration, the designations may be altered.

B. Responsibilities: The role of Certified Staff Leader is to enhance instructional quality, foster professional development, and guide curriculum improvement throughout the district. This paid position will serve as a vital link between the teaching staff and administration, ensuring effective collaboration and instructional leadership at the grade level, department, building, and/or district level.

Certified Staff Leader Responsibilities	Building	District
Attend certified staff leader training prior to the start of the school year.	✓	✓
Attend a monthly building-level certified staff leader meeting.	✓	
Attend one district-level certified staff leader meeting per trimester.		✓
Plan and lead grade level/department meetings at the building level.	✓	
Lead discussions and actions related to curricular mapping and horizontal/vertical alignment of instruction/strategies.		✓
Assure course curriculum alignment to standards.		✓
Review instructional norms and implementation in courses or designated program.	✓	✓
Review resources and materials needed to implement the curriculum or designated program.	✓	✓
Use data to guide instructional practices aimed at improving student outcomes.	✓	✓
Collaborate with the department members to revise curriculum or program.	✓	✓
Assist and support the district provided professional development.	✓	✓
Collaborate with instructional team members to select, design, and revise curriculum materials and resources.		✓
Align curriculum and instructional practices across the district.		✓
Plan and facilitate cross-district meetings.		✓
Update the district curriculum website.		✓

C. Appointing Certified Staff Leaders:

By May 1st, each designated department may recommend a candidate for Certified Staff Leader for the following year. Recommendations must be submitted in writing using the designated district form. All certified staff leader recommendations and role sharing are subject to District approval. Approval will be communicated by the last day of school.

Certified Staff Leader assignments may be split by no more than two (2) people. The position of Certified Staff Leader may be a shared position with the compensation split proportionately as agreed upon. If a position is split, one of the two staff persons shall be designated as the primary contact person.

D. Meetings: Certified Staff Leader meetings will be determined as part of the district calendar and are in addition to district mandated meetings. For building-level Certified Staff Leader meetings, all members shall meet on a schedule to be determined between the individual building administrator in consultation with the building-level Certified Staff Leaders. District Certified Staff Leader meetings will be scheduled once per trimester as determined by the District. All Certified Staff Leader meeting schedules shall be reviewed by the association prior to final publication.

E. Certified Staff Leaders shall receive a stipend as follows:

Building Only: \$1,800

District Only: \$1,800

Building and District: \$3,600

Any certified staff leader paid at a higher rate per the 2022-2024 SEA Contract will be held harmless and held at their 2024-25 certified staff leader rate, thus not having a reduction in pay for this position.

F. Building Improvement Leader: Y5-3rd grade buildings shall have one certified staff member from that building that will serve as a building improvement leader; 4-8th grade buildings shall have up to two certified staff members from that building that will serve as building improvement leaders; 9-12th grade shall have up to three certified staff members from that building that will serve as building improvement leaders. The building improvement leader(s) will work with the building principal and teaching and learning team to implement, monitor and adjust the building goals.

1. Primary Responsibilities: in collaboration with the building principal and the teaching and learning team:

- a. Put the building level plan for goals/strategies into effect
- b. Create systems, activities, and resources that are necessary to successfully adopt and sustain effective practices, supports, and interventions as related to the building goal/strategy.

- c. Regularly monitor the plan in action by reviewing the implementation and impact of actions/examining data.
 - d. Determine the degree to which the building level goal/strategy is achieved as the result of implementing the plan.
 - e. Coordinate adjustments by making changes based on data
 - f. Help the building staff sustain effective practices, supports, and interventions.
 - g. Report to and collaborate with the District Continuous Improvement Team to share progress and next steps.
2. Appointing Building Improvement Leader:
Any member interested in serving in this role shall notify their building principal by May 1. By the last day of school, the building principal will select a person to serve in this capacity.
3. Meetings: Meetings involving the Building Improvement Leader will be determined as part of the district calendar and are in addition to district mandated meetings. All building improvement leaders shall meet on a schedule to be determined between the individual building administrator and Building Improvement Leader(s). On average, there shall be no more than one meeting per month.
4. Building Improvement Leader shall receive a stipend of \$1,800. Any Building Improvement Leader paid at a higher rate per the 2022-2024 SEA Contract will be held harmless, and held at their 2024-25 certified staff leader rate, thus not have a reduction in pay for this position.
- G. The positions of Certified Staff Leader and Building Improvement Leader shall not be considered as a supervisory position. Specific duties shall be as previously outlined with any changes being determined by the certified staff leader(s) and the administration.

Article XVII

Certified Staff Mentor Program

In an effort to assist new certified staff with the transition into Saline Area Schools, the District has created a certified staff mentor program. Mentor certified staff responsibilities are supportive in nature with the responsibility of evaluating new certified staff resting solely with the administration.

A. Mentor Responsibilities (FIRST YEAR)

All newly hired certified staff shall receive a mentor during their first year of teaching in Saline Area Schools who will be selected by the building principal after consultation with grade level or department chairs. The support provided to the new certified staff by their mentor shall be above and beyond department or grade level curriculum work. The new certified staff and their mentor should anticipate and document approximately 25 hours of work during the year;

1. Attend new certified staff orientation in August with new certified staff.
2. Assist new certified staff with evaluation requirements such as SLO and IDP development.
3. Become familiar with the new certified staff background, college courses and previous teaching or work experience.
4. Draft a meeting document using the district provided-template and share with administration by September 15.
5. Review grade level/department curriculum individually with new certified staff.
6. Personal Professional Development Days are available (2 are allotted) see **Article XVIII, Certified Staff Professional Development**. Mentor/Mentee can utilize Personal PD up to the two allotted for the following:
 - a. Mentor will assist certified staff in locating relevant staff development activities to attend.
 - b. Mentor will arrange for new certified staff to observe within or outside the District in an area of interest or need.
 - c. Other uses as determined by coach/certified staff/administration.
7. Keep appropriate documentation using the district-provided template of the year's activities, reflecting a minimum of 25 hours, which is due to the Office of Teaching and Learning and to Human Resources via the designated form by May 1 each year.

B. Mentor Responsibilities (SECOND YEAR):

Second year certified staff members and their mentor should anticipate and document approximately 10 hours of work during the year.

1. Draft a meeting document using the district provided-template and share with administration by September 15.
2. Assist 2nd year certified staff with evaluation requirements such as SLO and IDP development.
3. Continue to assist with lesson planning and curricular needs as they arise.
4. Personal Professional Development Days available (2 are allotted). See **Article**

XVIII, Certified Staff Professional Development.

- a. Locate follow-up staff development activities.
 - b. Arrange for class observations.
 - c. Use for program development/curriculum needs.
5. Keep appropriate documentation using the district-provided template of the year's activities, reflecting a minimum of 10 hours, which is due to the Office of Teaching and Learning and to Human Resources via the designated form by May 1 each year.

C. Mentor Assignment (THIRD YEAR):

1. The certified staff member in their third year shall collaborate with their assigned evaluator to determine the mentor model that best meets their professional needs based on their IDP.
2. Mentorship in the third year shall be determined by the mentee and the building principal based on specific needs and goals.
3. Keep appropriate documentation using the district-provided template of the year's activities, reflecting a minimum of 10 hours, which is due to the Office of Teaching and Learning and Human Resources via the designated form by May 1 each year.

D. Mentor Responsibilities for certified staff placed on an IDP for Improvement.

All certified staff who receive a final effectiveness rating of Developing or Needing Support shall receive a mentor for the next calendar year in Saline Area Schools. The support provided to the Developing or Needing Support certified staff by their mentor shall be supportive in nature and above and beyond department or grade level curriculum work. The responsibility for evaluating the Developing or Needing Support certified staff rests solely with the administration. The Developing or Needing Support certified staff and their mentor should anticipate and document approximately 25 hours of work during the year.

1. Assist certified staff with evaluation requirements such as SLO and IDP development directly related to the evaluation tool.
2. Become familiar with the Developing or Needing Support certified staff's most recent evaluation and assist with the development of success strategies.
3. Review progress of goals established in IDP for improvement and suggest strategies for improvement as it aligns with the evaluation calendar.
4. Once placed on an IDP for improvement, the certified staff member and their mentor shall draft a meeting document that aligns with the evaluation calendar.
5. Review grade level/ department curriculum individually with new certified staff.
6. Personal Professional Development Days available (a total of 2 are allotted in **Article XVIII, Certified Staff Professional Development**).
 - a. Mentor will assist certified staff in locating relevant staff development activities to attend.
 - b. Mentor will arrange for new certified staff to observe within or outside the District in an area of interest or need.
 - c. Other uses as determined by coach/certified staff/administration.
7. Keep appropriate documentation using the district-provided template of the year's activities, reflecting a minimum of 25 hours, which is due to the Office of Teaching and Learning and to Human Resources via the designated form by May 1 each year.

Miscellaneous Provisions:

1. To be considered for a mentor teacher role, the educator must meet the following qualifications:
 - a. Certification: The mentor teacher must hold a valid and current teaching certification (or license) as required by the Michigan Department of Education (MDE).
 - b. Experience: Non-probationary certified staff with three (3) years of successful teaching experience within the district.
2. Mentor assignments will be determined by the staff member's principal/director. Mentor assignments can be reconsidered at the request of the mentee.
3. Standard Stipend: A first year mentor will receive 3% of the B.A. Step 1 base in the first year. The stipend for the second year is 1.5% of the B.A. Step 1 base. If a one-to-one mentor is deemed needed for the third year mentee, the mentor will be compensated 1.5% of the B.A. Step 1 base.
4. Certified Staff Assistance Mentor Stipend: A mentor providing assistance to a certified staff who has received a final effectiveness rating of Developing or Needing Support and placed on an IDP for improvement, shall receive a stipend equal to 3% of the B.A. Step 1 base.
5. Change in Mentor: If it becomes necessary to change the mentor for any reason, the stipend will be prorated and this change is not subject to the grievance procedure. OK
6. SCECHs: The district will provide up to 25 SCECH hours upon submission of the appropriate documentation (the district-provided template of the year's activities) at the end of the academic year.
7. Tenured Certified Staff's Change of Assignment: A mentor may be assigned to a certified staff who is involuntarily reassigned to a new position. For example, elementary to secondary, special education to general education, or general education to guidance counselor, etc.
 - a. In such circumstances, the mentor will receive a stipend of 1.5% of the B.A. Step 1.
 - b. The decision to grant a mentor for a voluntarily transferred certified staff rests solely with the District and is not subject to the grievance procedure.

Article XVIII

Certified Staff Professional Development

- A. Philosophy: The Board and the Association recognize the need for the continuing professional improvement of the teaching staff. It is further recognized that enhancement in instructional techniques and advanced study of curricula results in improved student outcomes. To that end, the Board recognizes the importance of continual training and education of certified staff by their participation in local, regional, state, and national educational conferences, workshops, conventions, seminars and graduate courses. The parties support the principle of continuing training of certified staff, participation by certified staff in professional organizations in the areas of their specialization, work on advanced degrees or special studies, and participation in community educational projects.
- B. Personal Professional Development (Personal PD)
 - 1. Subject to the approval of the principal and Executive Director of Teaching and Learning, time off for Personal PD days may be granted without use of Sick Leave or Personal Business Days.
 - 2. Personal PD shall be allowed to observe and collaborate with other educational programs and professionals, to attend educational conferences, workshops or seminars, including M.E.A. or N.E.A. sponsored events.
 - 3. No certified staff shall take more than four (4) school days in the school year. However, no staff shall be allowed to use more than two (2) days in a row without prior approval.
 - 4. All requests must be submitted to the building principal in writing at least two (2) weeks in advance. This request will be submitted on the District's provided form and subject to final approval by the Executive Director of Teaching and Learning.
 - 5. If a substitute teacher is needed but not secured, the certified staff member may not be able to attend an in-district professional day.
 - 6. Additional Days: If a person anticipates a need for more than four (4) Personal PD days in a school year, they may seek approval from the building principal and Executive Director of Teaching and Learning. It is understood that if a request under this procedure is turned down, the certified staff may appeal the matter to the Superintendent, whose decision shall be final.
 - 7. MEA, NEA, and SEA business is not subject to these limits.
- C. New Certified Staff Induction:
 - 1. New Certified Teacher Induction is a professional responsibility and will be compensated at the negotiated hourly curriculum rate.
 - 2. New Certified Staff Orientation provided by the Department of Human Resources is not compensated.

3. New to Saline, non-teaching certified staff will be provided professional development customized to their role and needs, and they will be compensated at the negotiated hourly curriculum rate for hours provided outside of the contracted day.

D. Certified Staff Improvement Funds:

1. In order to qualify for reimbursement, the certified staff must apply in advance for a Personal PD day. Each certified staff is eligible to request reimbursement from their annual Certified Staff Improvement Funds (prorated for part time staff). Certified staff may apply for \$700 per academic year (September – August) during the life of the current contract. Certified Staff Improvement Funds cannot be earned for years not employed with the District. For example, a certified staff who is a mid-year hire (less than 2/3 of the school year) in year one of the contract would have their Certified Staff Improvement Funds prorated accordingly. Certified staff may carry over unused funds from one school year to the next within the current school years of the contract. Unused funds will expire in August of the year following the contract's expiration.
Example: Funds are allocated for the 2025-2026 school year, if the contract expires in December 2026, shall remain available until September 1, 2027.
2. All conference/workshop/seminar requests must be related to the District's current and future educational programs.
3. Current pre/post-travel district guidelines, due dates, and forms are available and submitted online.
4. Allowable expenses are limited to mileage, meals (\$75 per day), lodging, conference fees, and supplies related to the current job and experience. No alcohol purchase will be reimbursed.
5. Graduate credit earned toward your Masters degree may be reimbursed through Certified Staff Improvement Funds providing that your credits are related to your major or minor, or are part of a degree program, or are in any area of curriculum or educational administration. If your credits do not match any of these criteria, you must request approval for reimbursement from the Executive Director of Teaching and Learning.
6. Certified Staff Improvement Funds may be used to pay/reimburse fees associated with joining professional organizations—with the exclusion of labor organizations—purchasing periodical subscriptions, and purchasing professional texts/books/tools related to current teaching responsibilities. Materials purchased with Certified Staff Improvement Funds shall be teaching materials that are:
 - a. Used by teachers or used by teachers with students
 - b. Durable goods
 - c. Not office supplies (shelves, pens, etc...).

7. Reimbursements are granted through authorization and internal deadlines. Reimbursement requests from expenses incurred after July 1st and prior to December 1st shall be made no later than 5:00 pm December 15th.

Reimbursement request from expenses incurred after December 1st and prior to April 1st shall be made no later than 5:00 pm April 15th.

Prior approval from the building administrator is required for any authorized reimbursable purchase made after April 1st. Any expense made during this time shall be submitted for reimbursement no later than July 15th.

- E. Certified Staff Training Rate: The District may offer certified staff training/professional development opportunities outside the school calendar. Attendance at these trainings will be optional and will be paid at the certified staff training rate of \$50 for each hour of training.

Article XIX

Student Discipline and Certified Staff Protection

- A. The Board recognizes its responsibility to give all reasonable support and assistance to certified staff with respect to the maintenance of control and discipline in the learning environment. The safety of all of the staff and students is a priority. Certified staff will work collaboratively with administration students, and families to create a safe and nurturing learning environment. Whenever, upon evaluation, it appears that a particular pupil requires the attention of special counselors, social workers, law-enforcement personnel, physicians, or other professional persons, the Board will make a reasonable effort to relieve the certified staff of responsibilities with respect to such pupils.
- B. Certified staff shall have access to the most recent version of the Student Code of Conduct. Additionally, at the beginning of each school year the building, principal/supervisor will review safety policies and procedures with staff.
- C. It is recognized that positive student behavior is more likely to be observed in classrooms characterized by effective instruction and high levels of student engagement.
- D. A certified staff may, within reason, use such force as is necessary to protect themselves from attack or to prevent injury to another student.
- E. A certified staff may exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases the certified staff will furnish the principal/supervisor, as promptly as their teaching obligations will allow, with the full particulars of the incident. The certified staff shall follow guidelines provided by the district.
- F. Any case of assault/intentional physical harm upon a certified staff shall be promptly reported to the building principal or designee. The district shall maintain a standardized reporting form and ensure all staff are aware of the reporting process. Administration will promptly investigate the incident of assault/intentional physical harm. The Board will provide legal counsel to advise the certified staff of their rights and obligations with respect to such assault/intentional physical harm and shall render all reasonable assistance to the certified staff in connection with the handling of the incident by law enforcement and judicial authorities.

The involved student(s) shall be removed from the classroom until a meeting occurs. At minimum, this meeting will include the teacher, student and administration or designee. The parent or guardian will be informed immediately, but it is understood that they may not be available to meet prior to student reentry into the classroom.

- G. Any incident involving physical injury shall be reported to the school board.
- H. Time lost by a certified staff in connection with any incident mentioned in this Article shall not be charged against the certified staff.
- I. When a student is suspended from a classroom, the principal or supervisor will share relevant information, as defined by FERPA, with the student's current certified staff to the extent necessary and permitted by law to prevent negative behavioral recurrences.
- J. No action shall be taken upon any complaint by a parent of a student directed toward a certified staff, nor shall any notice thereof be included in said certified staff personnel file unless such matter is promptly reported in writing to the certified staff concerned.
- K. The District affirms its legal and ethical obligation to maintain a workplace free from harassment. This obligation extends to protecting certified staff from harassment by students. In situations where such conduct occurs, the District will act promptly to investigate and, when appropriate, take corrective or disciplinary action to ensure the employee's right to a safe and respectful work environment is upheld.
- L. The Board will reimburse certified staff for any loss, damage, or destruction of clothing or personal property of the certified staff while fulfilling professional duties and assignments which exceed ten dollars (\$10.00), providing reasonable care has been taken by the certified staff. In the implementation of this section, the Board may require a teacher to file a police report when appropriate, and may require reasonable documentation of the original cost, date acquired, and other pertinent information regarding the loss.

Article XX

Professional Behavior

- A. Certified staff shall comply with reasonable written rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. Certified staff shall comply with verbal directions and orders of the Board or its representative provided that a certified staff may reasonably refuse to carry out an order which threatens his/her physical safety or well-being.
- B. The Association recognizes that abuse of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a certified staff reflect adversely upon the teaching profession and create undesirable conditions in the school building.
- C. Each certified staff must assume the responsibility for filing his/her Michigan teaching certificate or other document indicating same with the Human Resources office no later than 5:00 pm of June 30th of the certificate's expiration year. The Superintendent will notify the certified staff in question prior to the fifteen-day limit. Such certified staff must file with the Human Resources office in addition to a valid Michigan certified staff certificate, an up-to-date transcript of credits or a dated copy of a letter requesting that such transcript be forwarded directly to the Human resources office. Failure to file this certificate, transcript or letter may result in withholding pay until such filing has been completed or other appropriate action.
- D. Certified staff shall refrain from discussing collective bargaining of the local Association and Association grievance matters with pupils.

Article XXI

Certified Staff Discipline

The parties recognize the importance of maintaining a high standard of professional conduct at all times. All professional staff members are to maintain high standards in their working relationships and in the performance of their professional duties.

- A. Just Cause: No certified staff member shall be disciplined without reasonable and just cause. 'Discipline' under this Agreement includes verbal warning (memorialized in writing); written warnings; reprimands; suspensions with or without pay; discharges of probationary and tenured employees or other disciplinary actions. All discipline is subject to the grievance procedures outlined in this Agreement. Specific grounds for discipline must be provided verbally (memorialized in writing) or in writing to the employee.
- B. A program of progressive discipline will be followed. The parties recognize that the severity of an offense may provide just cause for the acceleration of the progression of discipline. For continuous professional misconduct, the listed progression of discipline shall be followed:
 - 0. Discussion of the problem followed with a directive: building administrative file.
 - 1. Verbal Reprimand: personnel file
 - 2. Written Reprimand: personnel file
 - 3. Suspension with pay: personnel file
 - 4. Suspension without pay: personnel file
 - 5. Discharge: personnel file
- C. For discipline that involves the discharge or demotion of a tenured teacher or probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.
- D. Association Representation: The District will abide by Weingarten Rights.
- E. Complaints: Complaints brought to an administrator regarding a specific certified staff member will initially be addressed to the involved staff member, who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within their authority.
This step is not required if the concern involves serious issues like suspected child abuse or substance abuse, which may need investigation before contacting the certified staff member.
- F. Personnel File: Certified staff members will have the right to review the contents of their personnel file and to have a representative of the Association accompany them in such review.
When material is to be placed in a certified staff member's file, the affected employee shall review, and sign said material. If the employee refuses to sign, the administrator will make a note of the refusal directly on the document with the date of refusal. Such

signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

G. All certified staff members shall be treated professionally.

Article XXII

Reduction in Certified Teachers / Layoff and Recall

- A. Reduction: Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing classroom teaching staff or that a reduction in certified teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the certified teaching positions to be reduced.
1. The Superintendent or designee shall determine the positions proposed to be eliminated and shall meet with the Association President at least ten (10) days before announcing layoffs.
 - a. Certified teachers to be laid off may receive a forty-five (45) calendar day notice in writing before the effective layoff date or as soon as time permits.
 - b. Certified teacher certification shall be submitted to the Human Resources Office by the certified teachers. In the event certification is not provided, the certified teacher jeopardizes their retention.
 2. In the event of a layoff of certified teachers, the order of reduction will be as follows:
 - a. Non-certified teachers, in positions that require certification, shall be laid off first.
 - b. If reduction is still necessary, then certified teachers will be laid off based on retaining the certified teachers with the highest evaluation rating on an average of their last three year end evaluations.
 - c. If reduction is still necessary, the Superintendent has discretion to utilize the following factors to make layoff/recall decisions:
 1. Disciplinary record, if any
 2. Length of service in the district, grade level(s) and/or subject area(s)
 3. Attendance and punctuality patterns of abuse
 - d. Seniority, as defined in Article XI.C, Seniority.
 3. The Board shall give written notice of layoff by sending an email to the employee's District email address and a registered letter or certified letter to the certified teachers at their last known address. It shall be the responsibility of the certified teachers to notify the Board of any address change.
- B. Recall: If the district is able to recall teachers back to employment, they will refer to the recall process as outlined below. The certified teacher will be notified in writing with a

date to respond as determined by the Board or designee. Certified teachers refusing or not responding to an offer of recall to a position for which they are adequately certified and/or most qualified for and which is equivalent to the one from which they were laid off, shall be deemed to have voluntarily quit and shall result in forfeiture of the further right of recall.

1. Recall Process will be as follows:
 - a. Certified teachers with the highest evaluation rating on an average of their last three year end evaluations
 - b. The Superintendent has discretion to utilize the following factors to make layoff/recall decisions:
 1. Disciplinary record, if any
 2. Length of service in the district, grade level(s) and/or subject area(s)
 3. Attendance and punctuality patterns of abuse
 - c. Seniority, as defined in **Article XI.C, Seniority**. If there is a tie in seniority, certified teachers with the highest evaluation rating shall be recalled.
- C. Certified teachers who are on the district insurance and are laid off shall have insurance benefits continued and paid by the Board until August 31 for layoffs that occur at the end of the school year as long as the employee portion of the benefit costs are paid in full. For layoffs that occur during the school year, bargaining unit employees shall have insurance benefits continued and paid for by the Board until the end of the month of the effective date of the layoff. After that, a laid-off certified staff member may continue their insurance benefits following the carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act (COBRA).
- D. The Association recognizes that the decision of the board as to whether there shall be layoffs is final. Probationary and Tenured Teachers cannot grieve any aspect of this Article. This item will sunset and be removed from the contract on June 30, 2027.
- E. Non-certified staff should refer to **Article XXIX, Non-Certified Staff Provisions**

SECTION 3: SALARY & BENEFITS

Article XXIII

Sick Leave and Personal Business Days

It is the belief of the Saline Area Schools and the Board of Education that the quality of education best for student growth and development takes place when the regularly assigned certified members are present and leading on a daily basis. The purpose of Sick Leave Days is to provide a benefit, separate from compensation, to certified staff and should be used professionally and only during a time of need. The benefit of Sick Leave Days is to ensure that during unforeseen life events, the certified staff is paid when absent, and it is why they are allowed to accumulate over time.

- A. Annual Allotment: At the start of each school year, each certified staff member shall have the following number of days added to their bank:
 - a. Personal Business Days: 4
 - b. Sick Leave Days: 12
- B. Submitting Days: All requests to use Personal Business Days and Sick Leave Days shall be through the District's absence management system. Days may be submitted in half-day increments.
- C. Calamity Days: When a Personal Business or Sick Leave Day has been requested on a day when school is closed because of a calamity, the certified staff member shall not be charged for that day.
- D. Exception Dates: Staff will not be charged Sick Leave Days or Personal Business Days for their required participation in jury duty, the selective service exam, or legal proceedings as a non-party witness or when a party defendant incident to their employment.
 - a. A stipend paid for jury duty served on days the certified staff member was scheduled to work shall be returned to the District. While participating in legal proceedings, the District shall only be obligated to pay an amount equal to the difference between the certified staff member's daily salary and any witness fee paid by the court. In all cases, mileage and per diem payments related to food and lodging paid by the court to the certified staff member shall stay with the certified staff member.
 - b. Staff shall not be charged Sick Leave or Personal Business Days for up to three (3) religious observances per year. Staff shall notify the district of these dates by September 1st.

- E. Use of Personal Business Days: A Personal Business Day may be used for any purpose at the discretion of the certified staff member. However, the following limitations shall govern their use:
- a. No more than two (2) Personal Business Days shall be taken consecutively.
 - b. An extended personal absence of three (3) or more consecutive days may be requested for extenuating circumstances, understanding the following:
 - i. This type of request shall be used only in cases where scheduling of the life event is beyond the control of the certified staff member.
 - ii. Administrative approval is required.
 - iii. If the absence exceeds the member's available Personal Business Days and the absence is approved, the remaining absences will be unpaid.
 - c. Personal Business Days shall not be used the day before or after a scheduled holiday or non-work day due to scheduled breaks in the calendar. Should a Personal Business Day be requested for approval by administration in conjunction with a holiday or non-work day due to scheduled breaks in the calendar for extenuating circumstances, that would require two (2) Personal Business Days for one (1) day requested.
- F. Unused Personal Business Days: Certified Staff members with fewer than 30 sick days shall have their remaining unused Personal Business Days added to their Sick Leave accumulation. Certified staff with unused Personal Business Day(s) remaining at the end of the school year and 30 or more sick days shall have the option of either of the following:
- a. To have any unused day(s) added to Sick Leave accumulation; or
 - b. Upon notice to Human Resources not later than the last scheduled certified staff member's workday, receive \$100.00 per day for any unused day(s). A maximum of two (2) Personal Business Days may be traded in for the cash, and any remaining days added to Sick Leave.
 - c. If a pay request is not received, the default will be to roll the unused Personal Business Days to the Sick Leave.
- G. Use of Sick Leave: Sick Leave Days may be used for absences caused by illness, physical disability, and medical appointments of the certified staff member and their immediate family. Sick Leave Days may also be used for bereavement.
- a. Immediate Family defined: Immediate family shall be defined as father, mother, spouse, children, brother, sisters, in-laws, grandchildren, and grandparents. Step family members and individuals that reside with a certified staff member shall also be included in the definition of Immediate Family
 - b. Bereavement: Sick Leave can be used in the event of a death, including pregnancy loss. Bereavement is to be used for mourning, attending a funeral, and making funeral arrangements. Sick Leave used to attend the funeral of a person outside of the immediate family shall be limited to two days. Additional days can be requested and approved through a certified staff member's building administrator.

- c. Conversion of Personal Business Days to Sick Leave Days: If a certified staff member has used all their Sick Leave Days, they may convert a Personal Business Day into a Sick Leave Day.
- H. Accumulation of Sick Leave: The unused portion of a certified staff member's annual allotment of Sick Leave days shall accumulate from year to year until the member accumulates 90 days. Once a member accumulates 90 Sick Leave days, their Sick Leave days shall no longer accumulate. The non-accumulation of Sick Leave days shall be contingent on the district providing long-term disability insurance to all certified staff.
- I. Maternity Leave Assistance: Certified staff who will be physically giving birth to a baby and have exhausted their Sick Leave and Personal Business Days may request assistance from the District.
 - a. Maternity Leave Assistance will be granted when the certified staff is hospitalized or under doctor's care and unable to return to work related to giving birth (including the first 6 weeks immediately following delivery of a baby, 8 weeks if cesarean).
 - b. A letter from the certified staff physician will be required to certify the need for Maternity Leave Assistance.
 - c. No staff member will be granted more than 29 days of Parental Leave Assistance per school year.
 - d. Application for Maternity Leave Assistance may be made through the Department of Human Resources using the appropriate forms located on the website.
 - e. All Maternity Leave Assistance days will be paid at 70% of the employee's current teaching salary minus applicable deductions.
- J. Adoptive/Surrogacy Leave: Certified Staff who adopt a child or experience a birth of a child through surrogacy may use up to 20 sick days, if available in their current Sick Leave bank, in a school year for bonding time and/or appointments which are legally required or medically necessary.
- K. Compensation for Unused Sick Leave Days: An employee with 15 or more years of service in Saline that is separating from the district, whether through resignation or retirement, shall be paid \$100 for each Sick Leave Day in their total accumulated balance, capped at \$8,000. This does not apply to certified staff whose employment is terminated by the District. Said payout shall be contingent upon the certified staff member providing at least 60 calendar days of written notice to the Assistant Superintendent of Human Resources of their intention to leave the district. Certified Staff must include the last scheduled date of work of the current school calendar in the notification. An employee providing fewer than 60 calendar days of written notice may have their resignation payment honored if there are extenuating circumstances, subject to approval of the district.
- L. Physical Exam: In order to protect the children of the District, upon recommendation of the Superintendent or designee and after notification to the Association, the Board may,

at its expense, have a certified staff employee take a physical or mental examination to determine if they are fit for their essential duties and an involuntary sick leave is warranted.

- M. Classroom Coverage: Classroom coverage for colleagues is voluntary. Certified staff must arrange their own coverage and can miss up to two periods per day, including prep time. No Sick or Personal Business time will be assessed unless the covering staff is paid the substitute rate. Coverage must be approved by the building administrator and is for occasional, infrequent absences only.
- N. Workers' Compensation: Absence due to injury or illness incurred in the course of the certified staff employment, under the Michigan Workers' Disability Act, shall not be charged against the certified staff sick leave days as directed by medical personnel. The Board shall pay to such certified staff in accordance with the Michigan Workers' Disability Act.
- O. Excessive Absence: The administration may request a meeting and/or doctor's certificate attesting to the illness of any certified staff member after 5 total Sick Leave days, 3 consecutive absences, or when a pattern of absences creates the suspicion of abuse. The Association president shall be notified before such a request is made.

Article XXIV

Leaves of Absence

- A. Family and Medical Leaves/FMLA: The Complete Saline Area School FMLA Administrative Regulations are available by contacting the Benefits Coordinator or Human Resources Office.
1. FMLA Purpose: A leave of absence for up to 12 weeks may be granted under the federal requirements and limitations of the Family Medical Leave Act (FMLA) for the following:
 - a. Birth of a child and in order to care for such child;
 - b. The placement of the child with the employee for adoption or foster care;
 - c. In order to care for an immediate family member (spouse, child, parent) of the employee if such family member has a serious health condition;
 - d. For the employee's own serious health condition that makes the employee unable to perform the functions of his/her position.
 - e. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation
 2. FMLA Qualifications: FMLA provides for the continuation of the employee's current health insurance benefits for up to the approved FMLA leave providing the employee meets the requirements of the law, including:
 - a. the employee has worked for the District for at least 12 months, and
 - b. the employee has worked at least 1250 hours over the previous 12 months.
 3. FMLA Notice Requirement: An employee is required to give 30 days' notice in the event of a foreseeable leave. A Request for Family/Medical Leave form should be completed by the employee and returned to the Human Resources office. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed Request for Family/Medical Leave form. If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.
 4. Paid & Unpaid Time:
 - a. The certified staff will be required to use accrued sick time for any part of a family/medical leave taken for reasons for which paid sick time is otherwise available (see Sick Leave Article). For leave taken for reasons not covered under the Sick Leave Article, leave shall be unpaid.

- b. For a family leave related to birth or adoption, an employee who gives birth is eligible to use sick days for any scheduled workdays within the six (6) calendar weeks immediately following delivery (8 weeks if it was a cesarean birth). After the six-week period (8 weeks if cesarean), the days are unpaid unless medical certification is presented which qualifies for use of additional sick days as defined in the article on Sick Leave. Fathers and adoptive parents are eligible to use up to fifteen (15) paid family sick days per year.
 - c. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave. Refer to the Article on Compensation regarding qualification for a year of service.
- 5. Medical Certification: For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit medical certification to the Human Resources office within 15 days after the leave is requested, or as soon as is reasonably possible.
- 6. Return to Work:
 - a. If the employee returns to work within an approved FMLA leave (maximum 12-26 weeks), he/she will be reinstated to his/her formal position or an equivalent position with equivalent pay and benefits.
 - b. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
 - c. If the employee fails to return within 12 weeks following a family/medical leave (and has not been granted an extended leave in writing), in accordance with the Master Agreement and applicable laws the employee will be reinstated his/her same or similar position, only if it is available. If the employee's same or similar position is not available, the employee may be terminated.
- B. Extended Health/Family Leave: Certified staff personnel who qualify for an FMLA leave and who wish to extend the leave beyond 12 weeks, shall be granted additional leave of absence without pay or fringe benefits, except for the use of sick time as specified in the Sick Leave Article, for up to one- year total leave. A further extension shall be at the discretion of the Board.
 - 1. Certified staff desiring an extended health/family leave must file a written request and a doctor's statement, if applicable. The request shall include the projected date of return to work. Failure to file a leave request promptly will result in the certified staff being considered to have resigned, unless the certified staff was physically or mentally unable to file such a request.

2. The notice of intention to return to duty after a health leave due to the employee's own illness or disability, shall be accompanied by a written statement from a physician certifying the fitness of the employee to fulfill his/her duties. In addition, the Board, at its expense, may require the certified staff to submit to an examination by an independent physician to further substantiate the certified staff ability to return to work.
 3. Certified staff shall be entitled to return to his/her same position when it is available, or the first available comparable position for which s/he is qualified subject to provisions in the Tenure Act. If no position becomes available before the end of the school year, the leave shall be extended for the balance of the school year.
 4. When an employee is granted a health/family leave of absence, s/he shall, upon re-employment, retain the following employment rights held by him before such leave was granted:
 - a. The same position on the salary schedule held prior to leave of absence.
 - b. Unused sick leave held at the start of the leave of absence, except for those days required to be used by the employee under the FMLA Administrative Regulations.
 5. Each certified staff on any approved leave of absence shall notify the Board, in writing, not later than March | if s/he intends to return to employment with the Board for the next school year immediately following said leave. Failure to supply such notice shall relieve the Board of any obligation to return the certified staff to work.
- C. Unpaid Personal Leaves of Absence: A one (1) year leave of absence may be granted without pay and fringe benefits at the discretion of the Board.
1. Certified staff on any approved leave of absence shall notify the Board, in writing, not later than March 1st if s/he intends to return to employment for the next school year immediately following said leave. Failure to supply such notice shall relieve the Board of any obligation to return the certified staff to work.
 2. Certified staff shall be entitled to return to his/her same position when it is available or the first available comparable position for which s/he is qualified subject to provisions of the Tenure Act.
 3. When an employee is granted such a leave of absence, s/he shall, upon re-employment, retain the following employment rights held by him/her before such leave was granted:
 - a. Unused sick leave held at the start of the leave of absence.
 - b. The regular salary increment occurring during such period shall be allowed.

4. Unpaid personal leaves may be granted for the following purposes:
 - a. Exchange/Work Programs: Participation in exchange teaching programs in other states, territories, or countries, foreign or military teaching programs, the Peace Corps, Certified Staff Corps, or Job Corps as a full time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said certified staff states his/her intention to return to the school system. Such leave shall commence prior to the beginning of or at the conclusion of a school year. A renewal of said leave shall be at the discretion of the Board.
 - b. Campaign/Public Office: Campaigning for himself/herself or serving in an elected public office. Such leave shall commence prior to the beginning of or at the conclusion of a school year. A renewal of said leave shall be at the discretion of the Board.
 - c. NEA/MEA/WCEA President: Serving as President of the Michigan Education Association, Washtenaw County Education Association, or National Education Association.
 - d. Other: Other leaves of absence may be granted at the discretion of the Board or its designee.
- D. Military Leave: A military leave of absence shall be granted to any certified staff who shall be inducted for military duty in any branch of the armed forces of the United States for the term of his original induction. Upon return from such leave, a certified staff shall be reinstated upon completion of such service in accordance with the requirements of Act 145 of the Public Acts of 1943 as amended and placed at the same position on the salary schedule as s/he would be/ been had s/he taught in the District during such period. Upon re-employment, unused sick leave held at the start of the leave shall be restored.

Article XXV

Compensation

- A. **Placement of Salary Scale:** Certified staff shall be placed on the salary schedule at the beginning of the school year or the beginning of his/her employment and shall not be changed during that school year. Employees who qualify to move scales may move once the official verification is submitted as stipulated below in Section H (Advanced Degrees).

An employee who is hired after the start of the school year shall have their first-year salary prorated based upon the numbers of actual workdays.

- B. **New Hires:** To be competitive, newly hired certified staff may be given credit for full years of previous experience in education, in the related field, or career technical industry, on the salary scale. The District shall not give years of experience on the salary scale that cannot be accounted for. The District recognizes that it needs to balance its need to hire quality candidates with the need to be fiscally responsible.
- C. The Salary Schedule is based upon the academic year as set forth in Schedule A and the normal teaching load as defined in this Agreement.
- D. The Negotiated Hourly Curriculum Rate is \$29.90 and is used to compensate staff who work outside of the scheduled day or school year on district directed curriculum and assessment projects. Pre-approval is required.
- E. **One Year:** For regular full time certified staff, a minimum of 120 days of full-time teaching in the Saline School System within one school year (September-June) shall be considered as one year's experience. Part-time certified staff must complete 66% of their assigned year-long schedule to qualify for one year's experience.

Employees who resign from the district during the school year will have insurance coverage that ends on the last day of the month of their separation date.

Employees who officially retire through the Office of Retirement Services (ORS) or separate from the district at the close of the school year and fulfill their entire contract may choose to end coverage June 30 or continue through August 30. An employee's decision regarding duration of benefits shall be communicated in writing to HR.

- F. **Advanced Degrees:**
1. Certified staff who plan to move from the BA to MA or from MA to MM shall complete the required coursework prior to September 1. Verification of a conferred master's degree related to education or career technical profession and earned at an accredited university shall be sent to the Human Resources office to activate the new pay rate. If verification is received after the first pay period, pay will be retroactive.
 2. All staff grandfathered from Masters +30 onto the Double-Masters lane in prior

contracts shall remain on the Double-Masters lane.

- G. Errors: The parties agree that any error made and identified in placing certified staff on the proper step of the salary schedule shall be adjusted either for the benefit of the certified staff or the School District as soon as practicable after the error has been identified. Any underpayment by the School District shall promptly be recovered to bring certified staff to their proper placement on the salary schedule or to make them whole for any underpayment not pertaining to placement on the salary schedule. Any overpayments of whatever nature will be recovered in equal installments over the pay periods remaining in the year in which the overpayment was made. If, however, the overpayment is significant, repayment shall be made within an 18 month period.

No interest of any kind shall be paid by the employee or the District for any overpayment/underpayment.

Any errors of overpayment or underpayment not discovered by one party and/or brought to the attention of the other party in writing within 2 fiscal years (July 1 - June 30) of the date of the last overpayment/underpayment shall be null and void. In such cases, corrections shall be made to avoid future errors even though no money shall be paid by either party to compensate for those errors.

H. Extended Work Schedule:

1. By mutual consent, the District may offer employment to any certified staff member to perform their regular duties in addition to the certified staff's regularly scheduled work year, (i.e., prior to or following the completion of). In such a case, said person shall be paid their per diem rate
2. Teaching staff employed during the summer for the purpose of program development or curriculum revision shall be paid at the negotiated hourly curriculum rate.
3. Counselors shall work 10 days at their per diem rate. Five days (7.5 hours per day) scheduled in person in consultation between the admin and staff member, and five remote work days (37.5 hours). The district recognizes that this number may need to be increased when the counseling department at a building is not fully staffed.

Any days worked prior to June 30th will be submitted by June 30th, and any days worked after July 1 to the first contractual calendar day will be submitted by the first paycheck of the school year.

4. Scheduled Summer Programming: Certified staff who perform a certified teaching role for the Saline Area Schools (not Community Education) summer programming such as Hornet Camp will be paid \$55.00 per hour for the duration of summer employment. If the district is unable to fill summer programming with Saline Area Schools certified teachers and required to hire certified staff outside of SAS. SAS is not required to run Scheduled Summer Programming if it does not meet the needs of the students of SAS and the hourly rate is subject to change.

- I. Retirement: The School District will pay retirement under the laws related to the Michigan School Public Employee Retirement System (MSPERS).

- J. President's Release/Stipend: The association President shall be released for one half (.5) of their scheduled workday.
- K. Salary increases: The appropriate salary schedule for each year of this agreement is appended to this document.
- L. Payroll Statements:
 - 1. All certified staff members will have their pay electronically deposited in a financial institution of their choice.
 - 2. The certified staff will elect 21 or 26 pays for the next school year as part of their summer checkout.
 - 3. The member's pay will be deposited every other Friday.
- M. Special Education Stipend: The District and SEA agree that our special education staff are required to perform an extraordinary amount of work to maintain legal compliance, and as such have agreed that all Special Education Service Providers shall receive a \$1000 annual stipend to be paid in the last pay in June.
- N. Reimbursements shall follow the internal deadlines provided when they are linked to authorized funds.
- O. Certified staff will be paid \$50 per class covered when substituting during their planning period.
- P. Elementary Assessment Release Time: Elementary teachers required to perform district-prescribed literacy assessments and testing may request release time for performing the assessments.
 - 1. Teachers will have release time per the district assessment calendar for each trimester the assessments are required.
 - 2. The District may create reasonable and prudent restrictions around the practices, but those restrictions shall not prevent certified staff from meaningful access to the provided time.
 - 3. The District will make every effort to provide substitute coverage during requested testing time.
 - 4. When a teacher exercises their option to use a release day and that release day is cancelled If there is lack of substitute teachers, or for some other unforeseen circumstance where the teacher is unable to conduct assessments, the teacher will take proper steps to reschedule the assessments.

Article XXVI

Insurance Protection

The Board agrees to furnish to all certified staff the following insurance protection:

- A. Medical, Dental, Vision Insurance Options and Life Insurance (PAK A):
 - 1. The District and SEA agree to participate in the Consortium Agreement as outlined in the Consortium Bylaws, which can be found on the District website.
 - 2. The Board shall provide a negotiated group term life insurance protection without cost to the certified staff which shall pay to the certified staff member's designated beneficiary the sum of \$45,000.00 upon death.
 - 3. Insurance benefits for part-time certified staff will be prorated. (Per **Article XIII, Teaching Hours, Section I.3**, any employee under 0.9 will be defined as part time, and 0.9 or above is full time). Part-time certified staff may choose to receive the value of that benefit in either a prorated contribution towards the cost of a health care plan or a prorated cash-in-lieu payment as outlined in item C. In either case, the proration shall be based on the employee's FTE status.
- B. District Benefit for 2026: The District will pay the State Hardcap for 2026
 - 1. Single = \$7,942 (\$6,942 premium/ \$1,000 HSA contribution)
 - 2. Single+ 1 = \$16,609 (\$14,609 premium/ \$2,000 HSA contribution)
 - 3. Full Family = \$21,660 (\$19,660 premium/ \$2,000 HSA contribution)
 - 4. For certified staff electing medical benefits, the District contribution for ancillary coverage (dental, vision, life, and LTD) shall be the full cost of covered benefits whether Single, Single +1, or Full Family.
 - 5. The District and SEA agree to reopen item **B of Article XXVI, Insurance Protection** to renegotiate the District Benefit (premium and HSA contribution) for the **2027** plan year. The District and the SEA agree to meet to negotiate item B of **Article XXVI, Insurance Protection** by September 30, 2026.
- C. The District will offer cash in lieu of medical benefits (CIL) that will provide a \$7,500 benefit to any employee who declines medical benefit coverage through the District's plan offerings. To qualify for the CIL benefit, the following must apply:
 - 1. Employees electing CIL must elect ancillary coverage (PAK B) at no cost to the District. Employees may elect Single, Single +1, or Full Family PAK B at no cost to the District.
 - 2. Saline Area Schools employee spouses of covered Saline Area Schools employees shall receive \$3,000 instead of the full CIL benefit, but the employee shall pay the cost of ancillary coverage (PAK B).
- D. District Provided HSA Contribution
 - 1. An employee who elects a High Deductible Health Plan with a Health Savings

Account (HSA) will receive a District-provided HSA contribution as described in item **B of Article XXVI, Insurance Protection**. The District-provided HSA contribution shall be paid in equal installments over the employee's pays.

2. If an employee or covered family member incurs deductible expenses in excess of \$500 beyond the current District-provided HSA contribution, the District shall advance all of the District-provided HSA contribution to assist the employee in covering the expense. In no case shall the District-provided HSA contribution exceed the negotiated amount. The employee shall provide documentation supporting the need for advancement.

Article XXVII

Retirement Accounts for Employees

- A. Authorized Investment Providers: The number of authorized investment providers shall be capped at fifteen (15) carriers. In order for a new provider to be added to the list of approved providers, that provider must present five (5) executed/completed applications from Bargaining Unit members prior to being granted approval.
- B. A provider shall be removed from the approved list when there are no Bargaining Unit members involved in that program for thirty (30) calendar days.
- C. Changes may be made at any time.
- D. Employees shall have access to 403(b), 457, and Roth 403(b) plans.

SECTION 4: AGREEMENT

Article XXVIII

Duration of Agreement

This Agreement shall be effective as of August 19, 2025 to extend the Master Agreement between the Saline Area Schools Education Association and the Saline Area Schools to December 31, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative the day and year first above written.

BOARD OF EDUCATION

Saline Area Schools

By: _____
President, Board of Education Date

By: _____
Secretary, Board of Education Date

SALINE EDUCATION ASSOCIATION

By: _____
President, Saline Education Association Date

By: _____
President, WCEA Date

SECTION 5: NON-CERTIFIED STAFF PROVISIONS

Article XXIX

Non-Certified Staff Provisions

The below provisions shall be read in addition to or in place of existing terms contained within 2013-2015 Collection Bargaining Agreement between the Saline Area Schools Board of Education and the Saline Education Association County Education Association SEA/WCEA MEA/NEA, and shall only apply to those members of the Saline Education Association County Education Association SEA/WCEA MEA/NEA, whose employment is **NOT** regulated by 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191 or who are **NOT** certified staff, as that term is defined in section 1 of article I of 1937 (Ex Sess) PA 4, MCL 38.7.

1. **Article VI, Section H**, shall read as follows:
Certified staff shall be entitled to full rights of citizenship, and no religious or political activities of any certified staff or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such certified staff. Consistent with Code of Ethics of the Education Profession the private and personal life of any certified staff is not within the appropriate concern or attention of the Board, unless it interferes with his/her teaching performance.
2. **Article XI**, shall read as follows:
 - A. **Special Certificates:** The employment of certified staff under special certificates is to be permitted only in cases of absolute necessity or where the certified staff has outstanding credentials and the Association Unit Director is notified in advance in each instance in writing. The Superintendent/designee will keep the Association informed that State Department of Education regulations have been complied with.
 - B. **Area of Assignment:** Since pupils are entitled to be taught by certified staff who are working within their area of competence, certified staff shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study and the Association shall be so notified in each instance.
 - C. **Notice of Assignment:** All certified staff shall be given written notice of their tentative schedules for the forthcoming year no later than the last day of school. In the event that changes in such schedules are proposed, all certified staff affected shall be consulted. In no event will changes in certified staff schedules be made later than three (3) weeks preceding commencement of the school year, unless an emergency situation requires same. All certified staff shall be given written notice of their second and third trimester schedules no later than three (3) weeks prior to the end of the previous trimester. It is also understood that in addition to that, changes can be made at any time with mutual agreement between the association and district administration.

- D. **Additional Optional Assignments:** Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, band director, extra duties enumerated in Schedule B-1, the summer school courses, shall not be obligatory, but shall be with the consent of the certified staff. Preference in making such assignments will be given to certified staff regularly employed in the District.

3. **Article XII, Section B (1)** shall read as follows:

- A. Transfer requests shall only remain on file for a period of one year.
- B. Recalls from layoff will be processed after reviewing staff reassignments, both voluntary and involuntary, as well as returns from leave pursuant to the Michigan Certified Staff Tenure law.
- C. Part-time personnel already under contract will be given consideration for reassignment or transfer prior to full time staff.
- D. No reassignment will be made if the result of such reassignment would be to keep a tenured certified staff, who would otherwise have been recalled, on leave or on layoff.
- E. When an opening occurs after the last day of school, the District will attempt to notify all applicants for the position by telephone and/or by email.

4. **Article XII, Section B (2)** shall read as follows:

Interviews for Transfers: The following are steps for filling vacant positions for tenured staff, assuming contract timelines and requirements have been strictly adhered to:

- A. A classroom certified staff who applies for a transfer to another classroom position for which he/she is properly certificated and qualified, (See Article XI: Qualifications) will be given first consideration for that position and will, in most cases, be granted the requested transfer without a formal interview. Consideration will be given to previous experience in the requested position and District-wide staffing needs.
- B. A non-classroom certified staff who applies for a transfer to the same position (e.g., elementary counselor to elementary counselor) in a different building will be given prior consideration for that position and will, in most cases, be granted the requested transfer without a formal interview. Consideration will be given to previous experience in the requested position and District-wide staffing needs.
- C. Any classroom or non-classroom certified staff who applies for a transfer to a non-classroom position (e.g., reading consultant, counselor, media specialist, etc.) will be included in the interview process for that position assuming he/she is qualified and properly certificated.

5. **Article XII, Section C**, shall read as follows:

Involuntary Transfers: The parties recognize that some transfers may be necessary (from one building to another) for administrative purposes and to insure a fair distribution of experienced and qualified certified staff throughout the District. They also recognize that involuntary transfers from one building to another may be undesirable and should be minimized. Therefore, it shall be the policy of the Board to take into consideration the desires and wishes of the certified staff along with the needs and interests of the school system whenever such a transfer is made. The superintendent/ designee shall promptly notify the certified staff involved Upon request of said certified staff, the Superintendent/designee shall inform the certified staff for the reasons for the transfer. Prior to implementation of an involuntary transfer in accordance with this Article, the Association will be provided with written reasons for such transfer(s). If the certified staff objects to such a transfer, s/he may file a grievance but said grievance may not be processed beyond the fourth step (Board level) of the grievance procedure.

Any certified staff who has been involuntarily transferred will be given consideration for return to the position from which he/she was involuntarily transferred when it becomes vacant, subject to the following:

- A. The involuntary transfer must not have been for disciplinary or performance related reasons.
- B. A written request to return to the position from which the involuntary transfer was made was filed with the Human Resources office by March 30.
- C. Required certification for the former position has been maintained.
- D. When an involuntarily transferred certified staff is returned to the position from which he/she has been involuntarily transferred, no interview will be required.

6. **Article XIII**, shall be titled **Reductions in Personnel**, and read as follows:

- A. **Date of Hire Defined:** Effective with hire dates after July 1, 2006, the certified staff length of professional service in the District will begin on the first calendar day of the certified staff work year. This will be considered the certified staff date of hire. For mid-year hires, the date of hire will be their first day of work as approved by the Board.
- B. **Seniority Defined:** Seniority will be defined starting with the date of hire. Time spent on layoff, unpaid health leaves, and unpaid personal leaves shall not count as time worked. Time spent on sabbatical, Peace Corps, certified staff corps, NEA president, MEA president, WCEA president and public offices leaves will be considered time worked.
- C. **Tie in Seniority for Layoff/Recall:** Seniority for certified staff hired on the same date will be determined by the last four digits of their social security number, based on the highest number being the most senior and the lowest number being the least senior. An exception to this process shall be made for those employees hired between May 1, 2005, and June 30, 2005, who participated in a lottery for purposes of determining seniority.

- D. Should changes in student population or other conditions result in general reduction in the number of certified staff employed by the Board, the Board will retain as nearly as possible:
1. Those certified staff having the longest professional service in the District from the last date of hire
 2. Those certified staff having valid teaching certificates and qualified to staff the position(s) still available, subject to the provision(s) of the Tenure Act.
- E. By definition, qualified shall mean: (1) Highly Qualified as defined by ESEA (2) academic preparation; (3) applicable North Central Association Accreditation rules; (4) successful teaching experience in the Saline Schools at the level or subject area.
- F. Should the Board determine that a reduction is necessary, it shall, in connection with the previous paragraph, provide the Association with a list of Bargaining Unit members indicating their professional service in the District, from their last date of hire.
1. Upon request, the Association will be given an opportunity to meet with the administration and discuss program reductions and Bargaining Unit members impacted by the reductions.
 2. Certified staff being laid off shall be given at least thirty- (30) calendar days' notice prior to the effective date of layoff. Under normal circumstances, layoff notices shall be given at least 30 days prior to June 30.
- G. **Insurance through August:** While it is understood that the Board's obligation to pay salary and fringe benefits pursuant to the individual certified staff contract or this agreement will cease if a certified staff is laid off or terminated under this section, it is agreed that a certified staff who teaches the school year and is then laid off for the following school year will have his/her insurance premium payments being made by the Board continued during the months of July and August.
- H. **Recall:**
1. Certified staff will be recalled in order of length of professional service in the District from last date of hire if qualified to staff the positions available.
 2. Recalls from layoff will be processed after reviewing staff reassignments, both voluntary and involuntary, as well as returns from leave.
 3. Notification of recall shall be in writing by either email format with return receipt, in person with signed receipt, or by certified mail to the certified staff last known address.
 4. If a certified staff fails to accept an offer of re-employment in writing within five (5) days from date of receipt of notification the certified staff shall have no further rights of reinstatement. It is the certified staff's

responsibility to keep the Board informed of his/her address and telephone number during the summer months.

5. A certified staff laid off from a full time position remains eligible for recall to a full time position regardless of whether they accept or decline recall to a part time position.

6. It is understood that no new certified staff will be hired until certified staff eligible for recall have been recalled as provided in this Article.

I. **Lay-Off Period:** The Board shall have no obligation to recall any probationary certified staff who has been on layoff over 12 months from the date the layoff became effective. Bargaining unit members who are not, covered by the provisions of the Michigan Certified Staff Tenure Act, and have completed four full years of probationary service as defined in Article XIV, Special Teaching Assignments, Item E. 2, shall be eligible for, recall for up to three years from effective date of layoff.

7. **Article XIV**, shall include the following additional section:

Adult Education, Driver's Education, Summer School: Assignments for adult education, driver education, vocational agriculture, and summer school programs will be made by the Board on the basis of preference to certified staff possessing permanent certificates and regularly employed in the District during the normal school year. No certified staff shall be required to work a split shift or to teach less than two (2) hours in any summer school program. Payment for the summer vocational agriculture program will be based on a standard seven and one-half (7-1/2) hour school day. Payment shall not exceed the actual hours worked. Certified staff shall be compensated for teaching in any such programs at not less than their hourly rate. Summer school pay for any summer course taught for credit shall be calculated as follows:

A. A certified staff teaching class for one hour shall receive one-half hour of additional preparation time.

B. A certified staff teaching class for two hours shall receive one hour additional of preparation time.

C. No certified staff shall be required to teach more than two hours of summer school.

D. The above summer school provisions do not apply in the event the "year round" school concept is adopted and implemented.

8. **Article XIV**, shall include the following additional section:

Teaching Assignment: Insofar as possible, certified staff will be assigned to teach in their area of specialization, and certified staff desires and opinions will be taken into consideration regarding changes in assignment in the various grades, but, in the best interests of the Saline Area Schools, administrative decisions concerning these items must be final.

9. **Article XXIII**, shall be titled **Certified Staff Evaluation**, and read as follows:

- A. The administration shall organize a program of evaluation for tenure and probationary certified staff, which shall be directed toward helping the certified staff, succeed in his/her respective assignment.
- B. Prior to the commencement of the formal evaluation process, those administrators who will have responsibility for evaluating Bargaining Unit members shall schedule and hold a conference with the certified staff scheduled to be evaluated for purposes of reviewing the evaluation process and procedures.
- C. For a formal, written evaluation of a classroom certified staff, at least one classroom observation of 25 minutes or more in duration (unless a shorter period of time is mutually agreed upon) shall take place. During the classroom observation, the evaluator will:
 - 1. Be familiar with the certified staff abilities and background.
 - 2. Have a general understanding of the background and abilities of the pupils in the class to be observed.
 - 3. Attempt to enter the room before the work of the class begins and/or observe a lesson in its entirety.
 - 4. If appropriate, move about the room to get a clearer idea of what work is involved and what is taking place.
 - 5. Make notations during the observation or record them immediately after the observation period.
- D. Prior to issuing a formal, final evaluation, a final conference will be held with the certified staff to:
 - 1. Receive a copy of the evaluation.
 - 2. Discuss the evaluation on a step-by-step basis.
 - 3. Allow the certified staff the opportunity to review the evaluation, and return comments (written) within three school days following the conference.
 - 4. Have the certified staff sign and date the evaluation. The certified staff signature indicates that s/he has read the evaluation.
 - 5. Final conference for probationary certified staff should occur by April 10.
 - 6. Final conference for tenured certified staff should be completed by May 30.
- E. The evaluation process shall be completed prior to May 30.
- F. All monitoring or observation of a certified staff shall be conducted openly and with full knowledge of the certified staff.
- G. It shall be the objective of the administration to provide professional assistance to the certified staff in the form of consultation following evaluation.
- H. Tenured certified staff shall be evaluated at least every third year at a mutually agreed upon time. Any certified staff can request an evaluation at any time.

- I. **Evaluation Process:** The same basic evaluation procedure and process will be used for all certified staff. Presently, said procedure is the Staff Appraisal Program as summarized below.

Probationary Certified staff

1. New certified staff coach/mentor identified and program initiated (See guidelines/expectations).
2. Certified staff and coach/mentor develop and submit yearly plan to principal/supervisor by September 30.
3. Principal/supervisor meets with probationary certified staff (and coach/mentor, if necessary or requested) to review District evaluation plan.
4. By November 1, the principal/supervisor meets with the probationary certified staff and his/her coach/mentor to assist in goal setting.
5. Evaluation deadline: April 10
6. Years 2-4: repeat the process. Successful evaluation will lead to a tenure recommendation at the conclusion of the probationary period.

Tenured Certified Staff

1. Formal evaluation every three (3) years
2. Principal/supervisor meets with all tenured certified staff to be evaluated by October 15.
3. Goal-setting conference deadline: November 1.
4. Final appraisal conference and evaluation deadline: May 30.
5. Unresolved problem areas will require administration implementation of the required procedures outlined in Part I of the Staff Appraisal Program.

Assistance Plan

1. Staff member is identified through Minimum Performance Expectations (Part I) or Improvement of Instruction (Part II) of the Staff Approval Program.
2. Required administration procedures are implemented.
3. Informal meeting as outlined in administrative procedures.
4. Three-level improvement program if no resolution is reached in "A". (See addendum to Part II of Staff Appraisal Program).

- J. **Probationary Certified Staff Grievance:** Should a probationary certified staff feel that s/he has been unjustly evaluated; s/he may present his/her case to the Superintendent and/or the Board of Education. It is understood that probationary certified staff may grieve the content of any evaluation only through the Board level of the grievance procedure, but not beyond. However, a probationary certified staff may grieve procedure violations through Step 4 of the Grievance Process.
- K. **Review Personnel Files:** Each certified staff shall have the right upon request to review the contents of his/her personnel files. S/he shall have the right to have an Association representative accompany him/her in such review. Privileged information, such as confidential credentials from universities and other items

relating to personal references normally sought at the time of employment, are specifically exempt from such review.

10. **Article XXIV, Section B**, shall read as follows:

The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a certified staff reflect adversely upon the teaching profession and create undesirable conditions in the school building. In addition to the normal disciplinary actions to be taken by the administration for breaches of proper performance by the certified staff, such breaches, which may relate to the Code of Ethics shall, with the agreement of the certified staff, be promptly reported to the Association. The Association will use its best efforts to correct breaches of professional behavior.

11. **Article XXIV**, shall include following additional sections:

A certified staff shall, at his/her request, be entitled to the presence of an Association representative when called to the office of an administrator for the intended purpose of being officially reprimanded or disciplined regarding any infraction of rules or delinquency in teaching performance.

No certified staff shall be disciplined or reprimanded without just cause. Any such discipline, including adverse evaluation of certified staff performance that is without just cause, asserted by the Board or representative thereof, shall be subject to the professional grievance procedure hereinafter set forth, except as otherwise provided in the Article on Grievance Procedures. Upon request of the certified staff, all information forming the basis for disciplinary action will be made available to the certified staff and the Association.

Schedule A

Salary Schedule

2025/26				
		BA	MA	MM
STEPS	1	\$45,675	\$51,450	\$55,650
	2	\$47,502	\$53,508	\$57,876
	3	\$49,402	\$55,648	\$60,191
	4	\$51,378	\$57,874	\$62,599
	5	\$53,433	\$60,189	\$65,103
	6	\$55,571	\$62,597	\$67,707
	7	\$57,793	\$65,101	\$70,415
	8	\$60,105	\$67,705	\$73,232
	9	\$62,509	\$70,413	\$76,161
	10	\$65,010	\$73,229	\$79,207
	11	\$67,610	\$76,159	\$82,376
	12	\$70,315	\$79,205	\$85,671
	13	\$73,127	\$82,373	\$89,097
	14	\$76,052	\$85,668	\$92,661
	15	\$79,094	\$89,095	\$96,368
YEARS	20	\$80,094	\$90,095	\$97,368
	25	\$80,594	\$90,595	\$97,868

2026/27				
		BA	MA	MM
STEPS	1	\$47,502	\$53,508	\$57,876
	2	\$49,402	\$55,648	\$60,191
	3	\$51,378	\$57,874	\$62,599
	4	\$53,433	\$60,189	\$65,103
	5	\$55,570	\$62,597	\$67,707
	6	\$57,794	\$65,101	\$70,415
	7	\$60,105	\$67,705	\$73,232
	8	\$62,509	\$70,413	\$76,161
	9	\$65,009	\$73,230	\$79,207
	10	\$67,610	\$76,158	\$82,375
	11	\$70,314	\$79,205	\$85,671
	12	\$73,128	\$82,373	\$89,098
	13	\$76,052	\$85,668	\$92,661
	14	\$79,094	\$89,095	\$96,367
	15	\$82,258	\$92,659	\$100,223
YEARS	20	\$83,258	\$93,659	\$101,223
	25	\$83,758	\$94,159	\$101,723

- A. During the 2025/26 school year, the District will pay each certified staff member an additional \$1,200 in an offline payment. Half of the payment will be made to certified staff in October, and the second half of the payment will be made in March. Employees must be actively employed at the time of payment to qualify for payment and not on a personal leave of absence. The payment will be prorated for part-time employees.
- B. Steps and lane changes will be awarded to eligible staff each year.
- C. The District and Association agree to a wage reopener for the 2027/28 salary schedule, which requires the parties to meet in the spring of 2027 to negotiate wages for the 2027/28 school year.
- D. Step 20 is awarded after the completion of nineteen (19) years of service in Saline, which equates to a \$1,000 increase from Step 15.
- E. Step 25 is awarded after twenty-four (24) years of service in Saline, which equates to a \$500 increase from Step 20.

Schedule B

Schedule B

- A. The Saline Education Association and the Saline Area Schools Board of Education recognize that extra-curricular clubs add value to the school community by engaging teachers and students in extended learning, social, and service opportunities outside of the school day.
 - B. The Schedule B Committee will meet annually to review current and proposed items to determine eligibility on the salary schedule. The committee will consist of administration, district appointed representatives, and SEA representatives. The committee will meet no later than May 15 to review the Schedule B categories and proposed items.
 - C. Schedule B includes the following categories:
 - Category A – Athletics
 - Category B – Co-Curricular Activities
 - Category C – Clubs and Activities
- 1 The criteria for Schedule B (A) Athletics are as follows:
 - a. Steps: Each step represents a year of coaching.
 - b. Transferring: When transferring within the school system in the same sport, coaches shall be placed on the next closest step to the following year's salary if moving to a higher level. When transferring to a lower level, full credit will be granted for years coaching with the Saline School system.
 - c. Head Coach: Where it is necessary to have more than one coach in a particular sport, one will be designated as head coach.
 - d. Substitutes: Coaches required to miss a half or whole school day because of coaching duties shall report such absences through the absent management system. This should be done at the beginning of each season to optimize sub coverage. If a coach needs to leave the school day early, the coach will communicate with administration and coverage will be provided as needed. Should the coverage be an entire class period, the certified staff covering the class period shall be compensated according to **Article XXV, Compensation, Item O.**
 - e. Posting Vacancies: Whenever a vacancy within a coaching position arises which the District intends to fill, the vacancy shall be posted.

- 2 The criteria for Schedule B (B) Co-Curricular Activities: This category is an extension of the classroom and academic leadership opportunities that are required to create, perform, lead, and elevate the teaching and learning experiences for students.
- 3 The criteria for Schedule B (C) Clubs and Activities are as follows:
 - a. Student interest.
 - b. The club/activity must have a mission; significant connection to curriculum and/or district mission, vision or goals.
 - c. A minimum of 12 students must actively participate in the club. Attendance at club-sponsored meetings and events will be recorded.
 - d. Meeting agendas, and activities will be documented.
 - e. The clubs must meet for a minimum of 10 hours during the school year. This can include, but is not limited to, regularly scheduled meetings, event competitions, or club sponsored events and activities.
- 4 The following items will be considered for any addition to the Schedule B salary schedule:
 - a. Club proposals must be submitted and reviewed by the Schedule B Committee. The committee will determine if a similar club is already in existence, if the needs of the club can be served under the Club Hub, or if the club may start the process as a potential addition to the collective bargaining agreement. All new club proposals must be submitted to the club and activities coordinator by September 30.
 - b. By October 15, Schedule B committee convenes to evaluate and respond to new club response and will follow up with applicants.
 - c. The proposed club meets the requirements outlined under Schedule B Criteria.
 - d. The proposed club events and activities should enhance the school culture and require students to assume leadership roles.
 - e. After one year of existence, the club advisor(s) may apply for inclusion on the Schedule B salary schedule. If approved, the Club will be added to the salary schedule at a rate determined by the Schedule B Committee. The club will not be paid in the probationary period.
 - f. Any placement of a club on the Schedule B salary schedule must be reviewed and approved by the Schedule B Committee.
- 5 The following items will be considered for removal from the Schedule B, Category C salary schedule:
 - a. If a club is dormant for 2 years it will be removed from the collective bargaining agreement.
 - b. If a club fails to meet the criteria outlined under the Schedule B criteria it will be placed under a probationary status and will not receive a stipend. Failure to meet the criteria during a consecutive school year will result in removal from the collective bargaining agreement.

- c. If a club is removed from the Schedule B salary schedule an explanation for that decision shall be provided to the club advisor.

A. Club Stipends:

- a. Percentages on the scale are multiplied on a base of Step 1, BA Lane.
- b. Stipends listed on Schedule B are approved for payment.
- c. If an advisor would like the stipend to be reviewed, they will need to indicate that on the Schedule B Review Form. If the stipend is adjusted, it will not occur until the following year.
- d. All positions may be shared, and the stipend will be shared, with the compensation split proportionately. Stipends may be split between no more than two (2) advisors.
- e. Certified staff must fill out the Schedule B Review Form by April 30 in order to receive payment.
- f. Stipends will be paid on the first pay of June.

B. District Sponsored Clubs Funding: To meet the needs of our students, The Board shall allocate an amount annually to each school building in support of extra-curricular clubs that are initiated by The Board or building principal. Such funds may be supplemented through other sources, including but not limited to, PTO grants, foundation grants, building budgets, and external grants and donations. Each building will have undesignated supplemental pay to pay the club advisor(s). The scope and purpose of each club, the leadership role of the club advisor and the related club meeting schedule, shall be mutually agreed upon between the club advisor(s) and building principal annually. Stipends are outlined in Schedule B, Category C – Clubs and Activities.

C. Student Activities (Club Hub): Clubs that do not meet the Schedule B criteria will be given opportunities to meet during Club Hub times, under the supervision of school personnel.

- a. The “Club Hub” is a designated place where interest groups that do not meet the Schedule B criteria can meet.
- b. “School Personnel” may include certified staff. The hourly rate of pay for supervising the Club Hub is \$25.

Schedule B

Category A

Competitive Sports

Sport	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
FALL SPORTS								
CHEERLEADING (Sideline - Coed)								
Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
Varsity Assistant (1)	\$2,263.46	\$2,716.15	\$3,259.38	\$3,666.80	\$4,125.15	\$4,640.79	\$5,220.89	\$5,873.50
CROSS COUNTRY (Boys)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (2)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
JV Coach (1)	\$2,448.45	\$2,938.14	\$3,525.77	\$3,966.49	\$4,462.30	\$5,020.09	\$5,647.60	\$6,353.55
MS – Lead Coach (1)	\$1,705.75	\$2,046.91	\$2,456.28	\$2,763.32	\$3,108.73	\$3,497.33	\$3,934.49	\$4,426.31
MS – Asst Coach or Blue/Gold Coach-(1)	\$1,526.20	\$1,831.44	\$2,197.73	\$2,472.45	\$2,781.50	\$3,129.19	\$3,520.33	\$3,960.38
CROSS COUNTRY (Girls)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (2)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
JV Coach (1)	\$2,448.45	\$2,938.14	\$3,525.77	\$3,966.49	\$4,462.30	\$5,020.09	\$5,647.60	\$6,353.55
MS – Lead Coach (1)	\$1,705.75	\$2,046.91	\$2,456.28	\$2,763.32	\$3,108.73	\$3,497.33	\$3,934.49	\$4,426.31
MS – Asst Coach or Blue/Gold Coach-(1)	\$1,526.20	\$1,831.44	\$2,197.73	\$2,472.45	\$2,781.50	\$3,129.19	\$3,520.33	\$3,960.38
FOOTBALL								
Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92

Varsity Assistant (4)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (3)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
Freshman Coach (3)	\$2,404.92	\$2,885.91	\$3,463.09	\$3,895.97	\$4,382.97	\$4,930.84	\$5,547.20	\$6,240.60
+MS – Current (2)	\$2,034.93	\$2,441.92	\$2,930.30	\$3,296.59	\$3,708.67	\$4,172.25	\$4,693.78	\$5,280.50
MS – Lead Coach (1)	\$1,933.18	\$2,319.82	\$2,783.79	\$3,131.76	\$3,523.24	\$3,963.64	\$4,459.09	\$4,963.67
MS – Asst Coach or Blue/Gold Coach (1)	\$1,729.69	\$2,075.63	\$2,490.76	\$2,802.10	\$3,152.37	\$3,546.41	\$3,989.71	\$4,488.43
GOLF (Girls)								
Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
JV Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
SOCCER (Boys)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (1)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
JV Coach (1)	\$2,448.45	\$2,938.14	\$3,525.77	\$3,966.49	\$4,462.30	\$5,020.09	\$5,647.60	\$6,353.55
Freshman Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
SWIM & DIVE (Girls)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (2)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
TENNIS (Boys)								
Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
JV Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
VOLLEYBALL (Girls)								
Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73

JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
Freshman Coach (1)	\$2,404.92	\$2,885.91	\$3,463.09	\$3,895.97	\$4,382.97	\$4,930.84	\$5,547.20	\$6,240.60
MS – Lead Coach (1)	\$1,933.18	\$2,319.82	\$2,783.79	\$3,131.76	\$3,523.24	\$3,963.64	\$4,459.09	\$4,963.67
MS – Asst Coach or Blue/Gold Coach (3)	\$1,729.69	\$2,075.63	\$2,490.76	\$2,802.10	\$3,152.37	\$3,546.41	\$3,989.71	\$4,488.43

WINTER SPORTS

BASKETBALL (Boys)

Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
Freshman Coach (1)	\$2,404.92	\$2,885.91	\$3,463.09	\$3,895.97	\$4,382.97	\$4,930.84	\$5,547.20	\$6,240.60
+MS Boys – Current (3)	\$2,034.93	\$2,441.92	\$2,930.30	\$3,296.59	\$3,708.67	\$4,172.25	\$4,693.78	\$5,280.50
MS Boys – Lead Coach (0)	\$1,933.18	\$2,319.82	\$2,783.79	\$3,131.76	\$3,523.24	\$3,963.64	\$4,459.09	\$4,963.67
MS Boys – Asst Coach or Blue/Gold Coach (1)	\$1,729.69	\$2,075.63	\$2,490.76	\$2,802.10	\$3,152.37	\$3,546.41	\$3,989.71	\$4,488.43

BASKETBALL (Girls)

Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
+MS Girls – Current (2)	\$2,034.93	\$2,441.92	\$2,930.30	\$3,296.59	\$3,708.67	\$4,172.25	\$4,693.78	\$5,280.50
MS Girls – Lead Coach (0)	\$1,933.18	\$2,319.82	\$2,783.79	\$3,131.76	\$3,523.24	\$3,963.64	\$4,459.09	\$4,963.67
MS Girls – Asst Coach or Blue/Gold Coach (0)	\$1,729.69	\$2,075.63	\$2,490.76	\$2,802.10	\$3,152.37	\$3,546.41	\$3,989.71	\$4,488.43

CHEERLEADING (Competitive - Girls)

Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
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Varsity Assistant (1)	\$2,263.46	\$2,716.15	\$3,259.38	\$3,666.80	\$4,125.15	\$4,640.79	\$5,220.89	\$5,873.50
JV Coach (0)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
GYMNASTICS (Girls)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (1)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
SWIM & DIVE (Boys)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (2)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
WRESTLING								
Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
MS – Lead Coach (1)	\$1,933.18	\$2,319.82	\$2,783.79	\$3,131.76	\$3,523.24	\$3,963.64	\$4,459.09	\$4,963.67
MS – Asst Coach or Blue/Gold Coach (1)	\$1,729.69	\$2,075.63	\$2,490.76	\$2,802.10	\$3,152.37	\$3,546.41	\$3,989.71	\$4,488.43
SPRING SPORTS								
BASEBALL (Boys)								
Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
Freshman Coach (1)	\$2,404.92	\$2,885.91	\$3,463.09	\$3,895.97	\$4,382.97	\$4,930.84	\$5,547.20	\$6,240.60
GOLF (Boys)								
Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
JV Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41

SOCCER (Girls)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (1)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
JV Coach (1)	\$2,448.45	\$2,938.14	\$3,525.77	\$3,966.49	\$4,462.30	\$5,020.09	\$5,647.60	\$6,353.55
Freshman Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
SOFTBALL (Girls)								
Head Coach (1)	\$3,699.88	\$4,439.86	\$5,327.83	\$5,993.81	\$6,743.03	\$7,585.91	\$8,534.15	\$9,600.92
Varsity Assistant (1)	\$2,959.90	\$3,551.88	\$4,262.26	\$4,795.04	\$5,394.43	\$6,068.73	\$6,827.32	\$7,680.73
JV Coach (1)	\$2,774.91	\$3,328.89	\$3,995.87	\$4,495.35	\$5,057.27	\$5,689.43	\$6,400.61	\$7,200.69
TENNIS (Girls)								
Head Coach (1)	\$2,829.32	\$3,395.18	\$4,074.22	\$4,583.50	\$5,156.40	\$5,800.99	\$6,526.11	\$7,341.88
JV Coach (1)	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
TRACK (Boys)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (4)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12
+MS – Current (1)	\$1,795.53	\$2,154.64	\$2,585.56	\$2,908.76	\$3,272.35	\$3,681.40	\$4,141.57	\$4,659.27
MS – Lead Coach (0)	\$1,705.75	\$2,046.91	\$2,456.28	\$2,763.32	\$3,108.73	\$3,497.33	\$3,934.49	\$4,426.31
MS – Asst Coach or Blue/Gold Coach (1)	\$1,526.20	\$1,831.44	\$2,197.73	\$2,472.45	\$2,781.50	\$3,129.19	\$3,520.33	\$3,960.38
TRACK (Girls)								
Head Coach (1)	\$3,264.60	\$3,917.52	\$4,701.02	\$5,288.65	\$5,949.73	\$6,693.45	\$7,530.13	\$8,471.40
Varsity Assistant (4)	\$2,611.68	\$3,134.02	\$3,760.82	\$4,230.92	\$4,759.79	\$5,354.76	\$6,024.11	\$6,777.12

+MS – Current (1)	\$1,795.53	\$2,154.64	\$2,585.56	\$2,908.76	\$3,272.35	\$3,681.40	\$4,141.57	\$4,659.27
MS – Lead Coach (0)	\$1,705.75	\$2,046.91	\$2,456.28	\$2,763.32	\$3,108.73	\$3,497.33	\$3,934.49	\$4,426.31
MS – Asst Coach or Blue/Gold Coach (1)	\$1,526.20	\$1,831.44	\$2,197.73	\$2,472.45	\$2,781.50	\$3,129.19	\$3,520.33	\$3,960.38

Sports Aides - Supervision

In an effort to provide the safest environment possible for students it may be necessary to add additional supervision to the competitive sport based on level of participation. Sports aides will be added using the numbers below and paid the following rates:

Athlete Supervisors = HS \$1,000 and MS \$750

Athlete Supervisors = HS \$1,000 and MS \$750

- i. **Track & Field:** 1 additional assistant per 40 athletes
- ii. **Cross Country:** 1 additional assistant per 50 athletes
- iii. **Wrestling:** 1 additional assistant per 25 athletes
- iv. **Swimming, Tennis, Non-Cut Sports:**
 1. 50-75 athletes = 1 additional athlete supervisor at \$1,000
 2. 75-100 athletes = 2 additional athlete supervisor at \$1,000
 3. 100+ athletes = 3 additional athlete supervisor at \$1,000

STRENGTH & CONDITIONING (One per Summer, Fall, Winter & Spring Seasons)	
Flat Rate (1) per season	\$5,000

Site Manager: Is the athletic director's designee and acting site manager of the event.

Sports Season	Level	Flat Rate
Fall, Winter, Spring	High School (1) MS/Elementary (1)	\$25.00 per hour

Freshman Coach: If participation numbers result in enough eligible athletes to support a freshmen team, the affected coach(es) will be compensated as follows:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SPORT: Baseball, Softball, Football, Basketball, Wrestling, Volleyball								
Freshman	\$2,404.92	\$2,885.91	\$3,463.09	\$3,895.97	\$4,382.97	\$4,930.84	\$5,547.20	\$6,240.60
SPORT: Cross Country, Track, Soccer, Swimming, Gymnastics								
Freshman	\$2,121.99	\$2,546.39	\$3,055.67	\$3,437.62	\$3,867.33	\$4,350.74	\$4,894.59	\$5,506.41
SPORT: Tennis, Golf, Cheerleading								
Freshman	\$1,839.06	\$2,206.87	\$2,648.24	\$2,979.27	\$3,351.68	\$3,770.64	\$4,241.97	\$4,772.22

Schedule B

Category B

Co-Curricular Activities

It is an expectation of all employees hired to teach in the areas of band, choir, music and theater, Career and Technical Education, etc. to conduct performances or produce a product as part of their employment outside of the school day. In addition, the stipends are to acknowledge the work outside of the school day to enhance both the students' and colleagues' educational experiences while performing professional duties.

Activity	Stipend (as a % of individual salary)
BAND	
Director, 5th Grade (3)	0.920%
Director, 6th Grade (3)	0.920%
Director, 7th Grade (1)	1.845%
Director, 8th Grade (1)	1.845%
Director, HS (1)	4.610%
Jazz Band, HS (1)	4.610%
Percussion Instructor, HS (1)	6.450%
Marching Band, Director, HS (1)	11.060%
Marching Band, Asst Director, HS (3)	8.300%
Color Guard Instructor (1)	2.76%
Drill Instructor (2)	5.53%
CHOIR	
Elementary (4)	0.920%
5th Grade (1)	0.920%
6th Grade (1)	0.920%
7th Grade (1)	1.845%
8th Grade (1)	1.845%
High School (1)	4.610%
ORCHESTRA	
5th Grade (2)	0.920%
6th Grade (1)	0.920%

7th Grade (2)	1.845%
8th Grade (2)	1.845%
High School (1)	4.610%
ALLA BREVE	
6/7/8 Boys (1)	3.69%
6/7/8 Girls (1)	3.69%
MUSIC COORDINATOR	
Middle School	3.69%
MUSICAL	
HS Director (1)	7.0% of BA 1
HS Choreographer (1)	5.0% of BA 1
HS Orchestra Director (1)	5.0% of BA 1
HS Vocal Director	5.0% of BA 1
PLAY	
HS Director (1)	4.5% of BA 1
ART	
Art Show (per art teacher)	1.0% of BA 1
OTHER	
Certified Staff Leaders	Building: \$1,800, District: \$1,800, Both: \$3,600
Mentors	Year 1: 3.0% Year 2: 1.5% Year 3: 1.5%
MERT Team	0.5% of BA 1
HE Camp Program - Director (1)	4.0% of BA 1
Equity Team (2)	0.5% of BA 1
Science Fair	1.0% of BA 1
Ele Buildings Improvement Leader (1)	\$1,800 Flat Rate
HE Building Improvement Leader (2)	\$1,800 Flat Rate
MS Math Stipend	\$800 Flat Rate
MS Science Fair	3.6% of BA 1
MS Yearbook Editor	3.6% of BA 1
MS Building Improvement Leader (2)	\$1,800 Flat Rate
MS Yearbook Photographer	3.6% of BA 1
HS Graduation	5.0% of BA 1

HS Building Improvement Leader (3)	\$1,800 Flat Rate
HS National Honor Society	6.5% of BA 1
HS Yearbook (1)	\$4,900 Flat Rate
SWWC BUSINESS SERVICES	
Auto Services	3.0% of BA 1
Cosmetology Business Operations	3.0% of BA 1
Culinary Catering Services	3.0% of BA 1
The Edge Business Operations	3.0% of BA 1
Graphic Art Services	3.0% of BA 1
CAD Services	1.5% of BA 1
FFA Services	1.5% of BA 1
Welding Services	1.5% of BA 1
CIM Services	1.5% of BA 1
Vocation Certification Stipend; does not apply to annual authorization	\$1,000

CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)	BASE ADVISOR STIPEND	DISTRICTS/ REGIONALS	STATES	NATIONALS/ INTERNATIONALS
BPA	2%	\$100	\$600	\$1000
DECA	2%	\$100	\$600	\$1000
FCCLA	2%	\$100	\$600	\$1000
FFA	2%	\$100	\$600	\$1000
HOSA	2%	\$100	\$600	\$1000
Skills USA	2%	\$100	\$600	\$1000

NUMBER OF APPROVED, PAID ADVISORS (per program)

- 1-25 student members = 1 advisor; 26-50 student members = 2 advisors; 51-76 students members = 3 advisors

Advisor CTSO costs (Lodging & Transportation) covered by SWWC.

SWWC BUSINESS SERVICES REQUIREMENTS

- Certified staff will receive this stipend if time is spent outside of the contracted workday.
- Certified staff are responsible for creating all customer invoices, collecting customer payments, and maintaining the Point-of-Sale system and/or Revtrak.
- Certified staff are responsible for all communication with customers as it relates to the CTE services.
- Certified staff are responsible for reconciling the Student Activity Account and maintaining a positive balance by June of each school year.

Additional Extra-Curricular Activities

- A. **Class Sponsors:** Each grade at the high school will be assigned two (2) class sponsors and will be paid on the following format:

GRADE	STIPEND
9th	3.6%
10th	3.6%
11th	6.0%
12th	6.0%

B. Program Coordinators and Certified Staff Leads:

1. District sponsored programs, aligned with district goals or curriculum, that require overnight supervision may pay chaperones a flat rate for designated trips.
2. Certified staff may request to be a lead for an overnight event or program. Lead selection will be conducted by the building principal and Activities and Trip Coordinator. Leads that are selected to manage students and the event will record their absences as school business and will be paid the designated stipend below.
3. Employees who are volunteering to accompany their own child (serve as a chaperone) must be preapproved by the building principal and will record their absences as personal business and will not be paid a stipend. Should the employee be out of personal business days, they will take the absence(s) as unpaid.

GRADE	TRIPS	STIPEND
7th Grade	TBD	\$100
5th Grade	Camp	\$435
6th Grade	Mackinac	\$435
8th Grade	Washington DC	\$701

C. International and Domestic Trips:

- a. International Trips: \$1,000.00
- b. Domestic Trips: \$500.00
- c. Overnight student trips both international and domestic, while school is in session: 1.0% of BA 1.

Schedule B

Category C

Clubs and Activities

Club or Activity	Stipend (BA, Step 1 base salary)
HIGH SCHOOL	
Pep Band	5.5%
Black Student Union	1.0%
Book Club	1.0%
Chess Club	1.0%
Friends of Rachel	1.0%
Chordsmen	2.0%
Ten Tone	2.0%
Hornet Harmonies	2.0%
Connecting Club	3.6%
Culture Appreciation	1.0%
Dance Team	3.6%
Debate	3.6%
Drama Club	3.6%
Dungeons & Dragons	3.6%
Ethics Club	3.6%
Fellowship of Christian Athletes (FCA)	1.0%
High Five Club	1.0%
Interact Club	5.5%
Investment Club	1.0%
Key Club	5%
Link Crew (max of 8 sponsors)	3.6%
Math Club	1.0%
Mental Health Club	1.0%
Mock Trial Club	3.6%
National Art Honor Society	3.6%

Photography Club	1.0%
Poetry Out Loud	1.0%
Red Cross	1.0%
Quiz Bowl	3.6%
Robotics	5.5%
SADD	5.5%
Student Council	6.5%
Students Against Racism (SAR)	1.0%
SASH (Students Advocating for Staying Healthy)	2.5%
Science Olympiad Club	3.6%
American Sign Language Club (ASL)	3.6%
Unified Sports (2)	3.6%
The Buzz (Newspaper)	1.0%
Uproar	1.0%
World Language (1) French German Spanish	3.6%
Writers Ink (Writing Center)	3.6%
District Initiative Club	\$1,000 Flat Rate
Recreation Activity Monitor	\$25.00 per hour

Club or Activity	Stipend (% of BA Step 1 Base Salary)
MIDDLE SCHOOL	
Builders Club	3.6%
Debate	3.6%
Drama Club	3.6%
Fellowship of Christian Athletes (FCA)	1.0%
Dungeons & Dragons	1.0%
Genders & Sexualities Alliance (GSA)	1.0%
Girls Who Code	3.6%
Student Council	5.5%
Math Counts	3.6%
UNO Club	1.0%
PALS	3.6%
Science Olympiad Club	3.6%
Sports Cards Club	1.0%
Video Announcement Club	1.0%
WEB (Max of 6 Sponsors)	3.6%
District Initiative Club	\$1,000 Flat Rate
Club Hub/Reaction Activity Monitor	\$25.00 per hour
ELEMENTARY	
Elementary Student Council (Leadership)	1.0%
UNO Club - Heritage	1.0%
Safety Patrol	4.0%
Video Announcement Club	3.6%
Science Fair	1.0%
STARS	1.0%
Walking Club (HE)	1.0%
District Initiative Club	Liberty & HE \$750; Ele \$500
Club Hub/Activity Monitor	\$25.00

Appendix A

Calendar

2025-2026 SEA 182 DAY CALENDAR

JULY '25							AUGUST '25							SEPTEMBER '25							OCTOBER '25							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5							1	2										1	2	3	4
6	7	8	9	10	11	12		3	4	5	6	7	8	9	10	11	12	13			5	6	7	8	9	10	11	
13	14	15	16	17	18	19		10	11	12	13	14	15	16	17	18	19	20			12	13	14	15	16	17	18	
20	21	22	23	24	25	26		17	18	19	20	21	22	23	24	25	26	27			19	20	21	22	23	24	25	
27	28	29	30	31				24	25	26	27	28	29	30							26	27	28	29	30	31		
							31																					
NOVEMBER '25							DECEMBER '25							JANUARY '26							FEBRUARY '26							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1			1	2	3	4	5	6				1	2	3								
2	3	4	5	6	7	8	7	8	9	10	11	12	13		4	5	6	7	8	9	10							
9	10	11	12	13	14	15	14	15	16	17	18	19	20		11	12	13	14	15	16	17	8	9	10	11	12	13	
16	17	18	19	20	21	22	60 days in Feb in	21	22	23	24	25	26	27		18	19	20	21	22	23	24	15	16	17	18	19	20
23	24	25	26	27	28	29		28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	
30																												
MARCH '26							APRIL '26							MAY '26							JUNE '26							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	60 days in Feb in			1	2	3	4							1	2			3	4	5	6	
8	9	10	11	12	13	14		5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21		12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28		19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31						26	27	28	29	30			24	25	26	27	28	29	31	28	29	30				
Non-Work Day																												
1/2 Day DPPD (PM)																												
Full Day DPPD																												
1/2 day K-8/full day staff (PM Conferences); Full day 9-12																												
K-12 Half Day Students: Full Day Staff * (conferences and/or records/PRT in PM)																												