

MASTER AGREEMENT

BETWEEN

SAUGATUCK EDUCATION ASSOCIATION

AND

SAUGATUCK BOARD OF EDUCATION

THREE-YEAR AGREEMENT 2025-2028

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THIS AGREEMENT, entered into this 18th Day of August by and between the SAUGATUCK PUBLIC SCHOOL DISTRICT (hereinafter called the "Board") and the SAUGATUCK EDUCATION ASSOCIATION-MEA-NEA (hereinafter called the "SEA").

ARTICLE 1
PURPOSE AND INTENT

WHEREAS, the parties have a statutory obligation, pursuant to The Public Employment Relations Act (PERA) to bargain with respect to hours, wages, terms, and conditions of employment and WHEREAS, the parties have reached certain understandings, which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 2
RECOGNITION

The Board hereby recognizes the Saugatuck Education Association (SEA) as the sole and exclusive bargaining representative for "certified teaching professional personnel including personnel on tenure, probation, on leave, certified classroom teachers, guidance director/counselors, speech pathologists, MTSS coordinators, social workers, and librarians, but excluding all administrative and/or supervisory personnel (superintendent, principals, and their assistants) and excluding all summer school employees, substitute teachers, and teacher's aides". The Board reserves the right to exclude the Athletic Director if teaching duties become two hours or less per day; and also reserves the right to reassign Athletic Director duties to any administrator, thereby excluding the position of Athletic Director from the recognized group. The term "teacher" when used hereinafter in this Agreement shall refer to all certified teaching professional-employees-represented by the SEA in the bargaining or negotiating unit as above defined.

The Board agrees not to negotiate with or recognize any employee's organization other than the SEA for the duration of this Agreement.

ARTICLE 3
BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities

conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

1. To exercise executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions of their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.
3. To establish grades and courses of instruction, including special programs, to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.
4. To decide upon the means and methods of instruction, and selection of textbooks and other teaching materials, and the use of teaching aids of every kind of nature.
5. To determine class schedules, the hours of instruction and duties, responsibilities, and assignment of teaching and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the State of Michigan, and the Constitution and laws of the United States.

C. Section 15(7) PERA: An emergency manager appointed under the Local Government and School District Fiscal Responsibility Act is permitted to reject, modify, or terminate this Agreement in accordance with such Act, 2011, PA4.Per section 15(7) of PERA, its inclusion is a prohibited subject.

ARTICLE 4
EMPLOYEE RIGHTS AND SEA RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any employee rights he/she may have according to the Michigan Revised School Code, Michigan Teacher Tenure Act, Constitution of the State of Michigan, the United States Constitution, and other applicable laws of the State of Michigan.

B. The Board agrees to furnish to the SEA in response to written requests all pertinent public information that will assist the SEA in developing intelligent programs on behalf of the employees or which may be necessary for the SEA to process any grievance or complaint.

C. The SEA and its members shall have reasonable access to school building facilities for scheduled meetings of the SEA upon written request to the appropriate building Administrator. School equipment, including bulletin boards, mailboxes, computers and duplicating equipment shall be

made available to the SEA when not otherwise in use. Such equipment may not be removed from its fixed location in the building and does not include paper products, but rather, only the use of the above stated capital equipment. Materials inserted in mailboxes or posted must be signed.

D. The private and personal life of any employee is not within the area of appropriate concern of attention of the Board, provided it does not interfere with the educational process.

E. Each bargaining unit member may, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the SEA.

F. An employee will, in the presence of an administrator, have the right to review the contents of their personnel file of the District pertaining to said employee originating after original employment, and to have a representative of the SEA accompany him/her in such review, as the district is allowed by law.

G. No adverse materials or complaints shall be placed in an employee's personnel file, unless it is brought to the attention of the employee, and the employee has been offered the opportunity to respond within ten (10) calendar days to such materials or complaints.

ARTICLE 5
EVALUATION OF EMPLOYEES

Classroom teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

a. a year-end evaluation process that meets statutory standards;

b. an evaluation tool that incorporates components required by law, including:

   i. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249; and

   ii. the teacher's performance.

c. an individualized development plan (IDP) with measurable performance goals developed by the evaluator in consultation with the teacher and recommended training, coaching, professional development or resources designed to improve the teacher's effectiveness for:

   i. all probationary teachers;

   ii. teachers rated developing, needs support; or

   iii. at the administrator's discretion when performance deficiencies are noted. To the extent allowable by law, the District will notify a classroom teacher of complaints that might lead to discipline.

d. Classroom observations of at least 15 minutes each which include, at a minimum, a review of the classroom teacher's lesson plan, the state or national curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

e. a mid-year progress report, if required by law, which aligns with the classroom teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluator;

f. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;

g. tenured classroom teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the classroom teacher is not rated as effective on one of the triennial year-end evaluations, the classroom teacher must receive year-end evaluations. If a classroom teacher on the triennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the classroom teacher to annual evaluations; year-end evaluations for classroom teachers shall be completed at least five (5) business days before the end of the school year.

h. a mentor for classroom teachers rated developing or needing support or for classroom teachers as required by law;

i. opportunity for a tenured classroom teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;

j. use of the Charlotte Danielson evaluation tool, which has been approved by MDE and is in compliance with Revised School Code Section 1249 and corresponding regulations;

k. website posting of required information for the Charlotte Danielson evaluation tool;

l. training the Charlotte Danielson evaluation tool for teachers and evaluators as required by law.

m. if a tenured classroom teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the classroom teacher shall be discharged consistent with due process. The District is not precluded from discharging a classroom teacher at other times as provided by the Teachers' Tenure Act.

n. if a classroom teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

o. the parties will by September 1, 2024 negotiate and reach consensus concerning how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation. If a consensus is not reached by September 1, 2024, the District will use the assessment data currently utilized.

p. a probationary classroom teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review, or their

assigned rating, but may request the attendance of an Association representative at any evaluation meeting.

ARTICLE 6
MENTOR TEACHER

Mentor Teachers will be designated to probationary teachers for at least their first year of teaching in the Saugatuck Public School District. Teachers who have not had previous teaching experience will be assigned a Mentor Teacher for their first three years as a novice teacher according to Section 1526 of the School Code. The Mentor Teacher will be assigned by the administration to provide support, instruction, and guidance. The Mentor Teacher assigned will be a tenured teacher. The purpose of the Mentor is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion, to acclimate the teacher to the duties of the job, to review evaluation documents and provide guidance throughout the formal evaluation process, and to provide necessary assistance to provide quality instruction. The Board and SEA agree the relationship shall be confidential and shall not, in any fashion, be a matter included in an evaluation.

A Mentor Teacher shall be designated in accordance with the following:

1. Every effort will be made to match a probationary teacher with a Mentor who works in the same building.
2. Participation as a Mentor Teacher shall be voluntary. Assignments are made by the administration. A Mentor will be assigned only one (1) probationary teacher at a time, unless the Mentor agrees to take more than one (1) at the request of administration. Evaluators will not participate as Mentor Teachers.
3. Once a Mentor accepts the position, he/she will continue in that position for the duration of the probationary period unless the administration agrees to release the Mentor from responsibilities or the administration re-assigns the Mentor.
4. The administration has the right to assign a Mentor Teacher from the ranks of retired professionals or college professionals in the event where no one on the staff will willingly serve or where there isn't a staff member with the same certification as the probationary teacher.

A Mentor Teachers will be paid $800 for each year they serve as a Mentor. Mentor Teachers will be provided with a job description by the administration and will fulfill the duties listed in that

description. The Mentor's responsibilities could include summer and evening meetings, class observations, and new teacher orientation sessions.

ARTICLE 7
EMPLOYEE HOURS

A. Hours: All full-time employees shall arrive for duty at their building not later than twenty-five (25) minutes prior to the beginning school in the morning. They shall remain for fifteen (15) minutes after the regular afternoon dismissal time. Arrival and departure times for employees working less than full time will depend upon their work schedule as determined by the building principal. Middle School, High School and shared-time staff shall have a duty free lunch of not less than thirty-five (35) minutes. All other Elementary teachers shall have a duty free lunch of forty minutes (40).

B. The Board and the Association mutually recognize the need for time for all teachers to adequately prepare quality lessons and develop strategies that implement prescribed curriculum at all levels. Preparation time shall be scheduled during the student day, but excluding the teacher's scheduled duty free lunchtime, before/after the student school day, or student passing time. To ensure this critical work, all teachers will be afforded planning time in the following manner.

   1. Elementary Preparation Time: Principals will make every reasonable attempt to create schedules or fairness and equity with regard to the multiple limits/conflicts (e.g. student count numbers, class section offerings). All full-time elementary teachers, grades TK-(formerly known as PreK) 5th, will have a minimum of 250 minutes of unassigned planning time each week in blocks of no less than 30 minutes at least 4 days a week. In addition, elementary teachers should have planning time during student recess periods, except when the teacher supervises a recess period. Elementary teachers will be assigned supervisory duty for one before school recess period or during school recess period per week. Any elementary teacher who agrees to supervise more than one recess period a week shall be compensated at the rate of $25.00 per recess. There will be one twenty (20) minute recess period scheduled per day not attached to the forty-minute (40) duty free lunch period. Changes in frequency and/or duration of recess period(s) are subject to negotiations between the Board and SEA. Elementary teachers, grades TK - 5 and elementary specialist teachers not assigned before school recess duty, will not be required to supervise students in the classroom until ten (10) minutes prior to the start of the school day.

a. In the event a substitute teacher cannot be secured for a scheduled special, the elementary teacher affected shall be compensated at the rate of one fifth (1/5th) the full daily substitute rate.
b. Elementary teachers will be compensated at the rate of 10% of their base pay if they are assigned a split class (two grade levels). Teachers excluded from this additional rate include specials teachers, special education teachers, teachers of multi-aged classes, and teachers who voluntarily accept independent study students in one of their regular classes.

2. Elementary Specialists: All full-time elementary specialists will be provided with not less than 250 minutes of planning time per week in blocks of no less than 30 minutes.
3. Secondary Preparation Time:
   a. All middle and high school teachers will have equal planning time periods. The unassigned planning periods would be each day and no less than the length of a regular class period. Teachers substituting for other teachers during their preparation time shall be voluntary. The Association recognizes there may be extraordinary situations when a substitute cannot be found, when the building principal will need to assign a teacher to cover a class during his/her preparation time. In these situations, principal or designee will establish and communicate to staff the process with which class coverage is decided upon. The parties mutually agree and understand that continuing flexibility with respect to arrangement of teaching periods, planning periods and the daily and weekly schedule is necessary for progress in education.
   b. In the event a substitute cannot be secured for a scheduled class period, the secondary teacher assigned, shall be compensated at the rate of $1/5^{th}$ the full daily substitute rate.
   c. Teachers if requested or required to teach on their planning period would be compensated at the rate of $1/15^{th}$ of that employee's annual salary.
   d. Secondary teachers will be compensated at the yearly rate of 5% of their base pay if they are required to teach five or more preparations per trimester. (Base Salary x 5%) divided by 3 = Additional Compensation per trimester.
   e. Special education teachers will qualify for the extra $1/5^{th}$ of that employee's annual salary if students are assigned during their planning period.

f. Class Size Overage: an off schedule payment for classroom overloads will be determined by the following factors:

Grade Level	Number of Students
TK	20
Kindergarten	23
1st	23
2nd & 3rd	24
4th & 5th	26
6th - 12th	30 (English 28)
PE	40

Special Education per state guidelines

Compensation:
Elementary: $350 per student, per semester
Secondary: $120 per student, per trimester
Size Overage forms can be found on the district website.

g. Preparation Time for Teachers Who Teach in Multiple Building: Teachers who teach in both the Elementary and the Middle/High School will receive 250 minutes of combined plan time. This time is separate from travel time and duty-free lunch. Travel time for teachers who teach in multiple buildings will be no less than 20 minutes.

h. Staff Meetings: Before or after school meetings at which the attendance of all employees is required shall not exceed one hour in length. The administration may schedule up to two (2) staff meetings per month. Such meetings will require five (5) calendar days notice. Meetings such as department meetings, I.E.P.s, individual conferences, and committee meetings will not be included in the two meeting limit.

i. Emergency School Closing: "School Closing Days and Hours" will be made up according to the system outlined in Appendix F. Should severe weather or emergency conditions cause the closing of school during the school day, the employees will remain on duty until dismissed by the administration.

j. Collaboration Time: Collaboration time will be agreed upon by the Administration and Association Executive Board in each building and noted on the annual staff calendar. Collaboration times will not be used for additional prep time, records time, and/or professional development.

k. Parent Teacher Conferences: All teachers shall participate in conferences as noted on the yearly calendar. Elementary, Middle and High School conferences will be 3 hours per session. Staff is permitted to block two conference slots per 3 hour session for breaks (up to 30 minutes at the elementary school, and up to 20 minutes at the middle and high

school), but must be in attendance for the full allotted conference time. Teachers will only be released from any and all conferences by the building administrator. Approved conflicts for conference release include school-related, or other pre-approved conflicts. Such conflicts include athletic coaching responsibilities (games, not practices) or performing arts activities (only rehearsals or performances). Teachers who are parents with children in separate buildings within the district will also be granted time to attend their own children's conference.

If a teacher's conference schedule is full, meaning there are no available scheduling slots for parents, they will be compensated at ¼ hourly curriculum pay for each conference they hold outside the scheduled conference window. For added compensation, conferences must be held either 1 week prior, or 1 week following the scheduled conferences and must be either in person or virtual as approved by the building administrator.

ARTICLE 8
ASSIGNMENTS AND PLACEMENTS

A. All employees 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 employees affected shall be notified as soon as possible.

B. In the event a vacancy occurs, employees will be notified by email.

C. Extra-curricular activity vacancies (excluding all summer activities) will be posted via email to all staff prior to the end of each school year. Interested applicants should inquire with the building principal, or athletic director regarding the responsibilities, and other duties of extra-curricular assignments and activities. Successful applicants for posted positions will be notified by the building principal, or athletic director of their assignment prior to the upcoming school year. The Board may then take whatever action it deems necessary to obtain a person to fill the remaining vacancies.

D. Upon request of any of the parties, representatives of the Board, SEA, the building principal(s) may meet to discuss the issues of size class and placement of special education students. Such meetings shall not be held more than once a month except by mutual consent.

E. The Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, classroom teacher placement

decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

1. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.

2. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.

3. Classroom teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249.

4. A "vacancy" shall be defined as an unassigned, open position or a newly created position which the district intends to fill. Vacancies shall be posted at least ten (10) business days prior to being filled.

5. In addition, classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

    a) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;

    b) Credentials needed for District, school, or program accreditation;

    c) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;

    d) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

    e) Disciplinary record, if any

    f) Length of service in a grade level(s) or subject area(s);

    g) Recency of relevant and comparable teaching assignments;

    h) Previous effectiveness ratings;

    i) Compliance with state and federal law.

6. Length of service within the District will be considered as a tiebreaker if a classroom teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

7. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

8. A "transfer" shall be defined as either a voluntary or involuntary change in a classroom teacher's position to another classroom teacher position. A classroom teacher may, by April 1 of a school year request a transfer for the subsequent school year by submitting written notice to the Human Resources Director or designee.

9. The Superintendent or designee has discretion to involuntarily transfer a teacher into a position for which they are certified or qualified reasonable and just causes. The Superintendent or designee will confer with an Association Executive Board representative during the process.

ARTICLE 9
SENIORITY LISTING, LAYOFF, and RECALL

A. No later than February 1, the Board shall prepare a seniority list. The seniority list shall be given to each building representative and a copy provided to the SEA president. The SEA will notify the Board within thirty (30) calendar days of its objections, if any, to the seniority list. Untimely objections shall not be waived. Revisions and updates of the seniority list will be returned to each building representative and the SEA president on or before March 15.

   All seniority shall be lost when an employee:

   1. resigns or quits
   2. is discharged
   3. retires
   4. fails to return from an authorized leave of absence on the agreed upon date.

   An employee on authorized unpaid leave of more than one-semester shall not accrue seniority but shall be deemed to be continuously employed.

B. Fully certified teachers shall be defined in accordance with the rules and regulations established by the State of Michigan. For the purpose of this article, elementary shall be considered K-8 and secondary shall be considered grades 7-12. For the purpose of this Article, retired teachers that were rehired will be considered probationary teachers.

C. Seniority is defined and determined as provided in Article 9.

D. 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 classroom teaching staff is necessary due to program,

curricular, or other operational considerations, the Superintendent will recommend to the Board the classroom teaching positions to be reduced.

E. Reduction in force and recall decisions must be made based on classroom teacher effectiveness criteria established in Revised School Code Section 1249 and this Appendix.

F. Decisions about the reduction and recall of teachers will be guided by the following criteria:

1. Retaining the most effective classroom teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary classroom teacher rated as "effective" (or highly effective) on the classroom teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured classroom teacher solely because the other classroom teacher is tenured under the Teachers' Tenure Act.

2. Classroom teachers must be properly certified, approved, or authorized for all aspects of their assignments. The classroom teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and based on documentation on file with the Superintendent's office.

3. A classroom teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.

4. If a classroom teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

5. The Superintendent will inform the Association in the process of regarding reduction and/or recall.

G. In addition, classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

1. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;

2. Credentials needed for District, school, or program accreditation;

3. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the classroom teacher's effectiveness in that assignment and is integrated into instruction;

4. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

5. Disciplinary record, if any;

6. Length of service in a grade level(s) or subject area(s);

7. Recency of relevant and comparable teaching assignments;

8. Previous effectiveness ratings;

9. Compliance with state and federal law.

H. Classroom Teachers must provide the District with current information and documentation supporting the teacher's contact information, certification, and qualifications.

1. Reduction and recall decisions will be based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.

2. A laid off classroom teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

3. Failure to maintain current contact information may negatively impact the teacher's recall.

I. Length of service within the District will be used as a tiebreaker for layoff decisions if a classroom teacher layoff decision involves two or more equally qualified classroom teachers. Classroom teacher reductions and recalls are by formal Board action.

J. Before the Board authorizes a classroom teacher reduction, the Superintendent or designee will meet with an Association Executive Board representative to discuss the reduction. The Superintendent will then .notify, in writing, the affected classroom teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.

K. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected classroom teacher and Association.

L. A classroom teacher's length of service with the District as a classroom teacher or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.

M. Classroom teacher reduction in force decisions will be implemented by the following:

1. To create an equitable reduction in personnel the following procedures will be used in this order:

(a) Non-certified, or temporary teachers will be laid off first.

(b) If reduction is still necessary, then probationary teachers will be laid off in accordance with the factors in Section G of this Article.

(c) If reduction is still necessary, then tenured teachers will be laid off in accordance with the factors in Section G of this Article.

(d) If the Superintendent determines that an exception to the process must be made, they will involve the Association Executive Board in the process.

2. When a classroom teaching position is identified for reduction and there exists a concurrently vacant classroom teaching position for which the classroom teacher in the position to be reduced is both certified and qualified, and the classroom teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that

classroom teacher may be assigned to the vacant position consistent with this Appendix unless the Superintendent or designee determines (based on reasonable and just cause) that the District's educational interests would not be furthered by that assignment.

3. If more than 1 classroom teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant classroom teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Appendix, unless the Superintendent determines (based on reasonable and just cause) that the District's educational interests would not be furthered by that assignment.

4. If the reduction or recall decision involves more than 1 classroom teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

5. At least 30 calendar days' notice of reduction in force will be provided to the classroom teacher and Association, absent extenuating circumstances.

N. Classroom Teacher Recall Process

1. A classroom teacher is eligible for recall under this Appendix for 18 months from the date the District implemented the reduction in force.

2. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.

3. Before or in lieu of initiating the recall of a laid-off classroom teacher, the Superintendent may reassign teachers to fill vacancies in accordance with this Appendix.

4. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take the following action to fill a vacancy: Recall the laid-off classroom teacher who is certified and qualified for the vacancy, provided the classroom teacher was rated at least effective. If more than 1 laid-off classroom teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Appendix.

5. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled classroom teachers and will establish the time within which a classroom teacher must accept recall to preserve the teacher's employment rights. The teacher being recalled will be returned to the salary step the teacher was on at the time of the layoff.

6. A laid-off classroom teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

ARTICLE 9.5
DISCIPLINE

A. Just Cause: No bargaining unit employee shall be disciplined without reasonable and just cause. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in compensation; and discharges. Any such grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association no later than the time discipline is imposed.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.

B. Progressive Discipline: The following shall be the progression of discipline:
   1. Oral or written warning, then
   2. Oral or written reprimand, then
   3. One-day suspension without pay, then
   4. Further suspensions without pay, then
   5. Discharge

No suspension shall adversely affect any other rights or benefits under this Agreement. The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline.

C. While the district utilizes domains 2 & 3 of the Charlotte Danielson evaluation model, any discipline can be referenced and discussed in the evaluation process with the understanding that discipline does not determine effectiveness.

D. Association Representation: The employer shall offer association representation to the bargaining unit employee in any case where an allegation has been made against the employee by a parent, student, or colleague that is the subject of the meeting or if the administration suspects the employee may have committed some offense. Should disciplinary action likely occur at a given meeting, the bargaining unit employee shall be advised of their right to representation under the provisions of this Agreement. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until such representative of the Association is present. If an employee is offered representation and declines, they must sign a waiver of that right and may revoke that waiver and insist on representation at any time.

E. Personnel File: A bargaining unit employee will have the right to review the contents of all records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review. Each file shall contain a record indicating who has reviewed it and the date it was reviewed.

All discipline or complaints, as defined in Section F, that is five (5) years or older shall be expunged from the personnel file except as limited by existing law. By mutual agreement of the bargaining unit employee and Superintendent or designee, discipline may be removed from the personnel file prior to the time frame agreed upon in this section.

F. Complaint: No material including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had the opportunity to review the material. Complaints against the bargaining unit employee shall be put in writing with the names of complaintants, administrative action taken, and the remedy clearly stated. The bargaining unit employee may submit a written notion or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. 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. Assualts & Property Loss/Damage: Any case of assault upon a bargaining unit employee shall be promptly reported to the District. The District shall promptly render all reasonable assistance to the bargaining unit employee, when possible, to prevent injury. The District will reimburse the bargaining unit employee for the cost of legal counsel to advise the bargaining unit employee of their rights and obligations with respect to such assault as well as in connection with the handling of the incident by law enforcement and judicial authorities. The District shall reimburse any bargaining unit employee until employee subjects to the terms of its insurance policy during the course of one (1) school fiscal year for damages to or destruction or loss of the bargaining unit employee's vehicle, clothing and/or personal items, provided such damage, destruction or loss occurred on school premises or while on a school-sponsored activity and was not occasioned by the negligence of the bargaining unit employee.

H. All bargaining unit employees shall be treated fairly and equitably.

ARTICLE 10
GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation of the expressed terms of this contract. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. The termination of services of or failure to re-employ any employee or any discipline involving an employee.
2. The termination of services of or failure to re-employ any employee to a position on the extra-curricular schedule.
3. Any claim or complaint subject to the procedures specified in the Teacher Tenure Act. (Act IV, Public Acts, extra session of 1937 of Michigan, as amended).
4. Any prohibited subject of bargaining.

B. The term "days" as used herein shall mean days when business is being conducted at the Central Office.

C. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall contain a synopsis of the facts giving rise to the alleged violation;
3. It shall cite the section or subsections of this contract alleged to have been violated;
4. It shall contain the date of the alleged violation;

5. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitation hereinafter set forth. Time frames may be extended at any level with written consent from both parties.

D. **LEVEL ONE** – An employee and/or the SEA believing a violation of the expressed provisions of this contract exists shall, within ten (10) days of the date of its alleged violation or within ten (10) days of the time the employee had an opportunity to become aware of the incident resulting in an alleged violation of expressed provisions of this contract, orally discuss the grievance with the Building Principal in an attempt to resolve same. Participants at this meeting should include the employee affected and the Building Principal. One local SEA representative and one additional administrative representative may also be included by mutual consent of both parties.

If no resolution is obtained within five (5) days after the Level One meeting, the employee and/or the SEA shall reduce the grievance to writing and submit to Building Principal. A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One.

E. **LEVEL TWO** – Within ten (10) days of receipt of the grievance, the Superintendent or his/her designated agent shall arrange a Level Two meeting with the grievant and/or the designated SEA representative, at the option of the grievant to discuss the grievance. Within ten (10) days of the Level Two meeting, the Superintendent or designated agent shall render his/her decision in writing transmitting a copy of the same to the grievant, the SEA secretary, the building principal in which the grievance arose, and Central Office contract file. If the employee is not satisfied with the determination, the employee and/or the SEA shall submit application to proceed to Level Three within five (5) days of the Level Two decision.

F. **LEVEL THREE** – Upon proper application as specified in Level Two, a hearing shall be held within ten (10) days between the Board and employee and his/her SEA representative. Not later than thirty (30) school days from the hearing of the grievance, the Board shall render its decision in writing and transmit same to the grievant, the SEA secretary, and the building principal in whose building the grievance arose, and Personnel File. The SEA is required to state its position at this

level. If no decision is rendered within thirty (30) days of the hearing, or the decision is unsatisfactory to the SEA, the SEA has thirty (30) days in which to file for arbitration. The demand for arbitration shall be in writing with a copy served upon the Board within the thirty (30) day interval.

G. **LEVEL FOUR** – If the SEA is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to binding arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, he/she will be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The fees and expenses of the arbitrator shall be shared equally by the parties.

POWERS OF THE ARBITRATOR

A. It shall be in the function of the arbitrator and he/she shall be empowered except his/her powers are limited below, after due investigation, to make a decision in cases of alleged violations of the specific articles and sections of this Agreement.

1. He/she shall have no power to establish salary scales or change any salary rate.
2. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
3. He/she shall have no authority to rule on any prohibited subject of bargaining.

B. The arbitrator's powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement; and the arbitrator shall not imply obligations and conditions binding upon the Board from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.

C. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

D. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall rule on that issue before hearing the rest of the case.

E. The arbitrator shall have no power to interpret State or Federal law.

F. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.

G. The arbitrator shall not award punitive damages.

H. A grievance may be withdrawn at any level without prejudice. However, if in the judgment of the SEA representative the grievance affects a group of employees, the grievance may be processed at Level Two.

I. A grievance discussed and the decision rendered at Level One shall be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing, and shall promptly be transmitted to all parties of interest.

J. No reprisals of any kind shall be taken by or against any party of interest or any participant in the Grievance Procedure by reason of such participation, and no such record shall be placed in his/her personnel file.

K. Forms for filing and processing grievances shall be designed by the Superintendent and the SEA; shall be prepared by the Superintendent; and sample copies shall be provided to the SEA secretary.

L. Access shall be made to all parties, places, and records of public information to the extent required under the Public Employment Relations Act.

M. Grievances, which are not appealed within the time limits specified in the Grievance Procedure, shall be considered to be withdrawn by the SEA or grievant and shall not be resubmitted. If the Board or administration fails or neglects to answer a grievance within the time limits specified at the various steps of the Grievance Procedures, the grievance shall automatically be referred to the next higher step the Grievance Procedure.

It is understood and agreed that the time limits specified in the Grievance Procedure may be extended by mutual agreement in writing between the SEA and the Board.

N. No individual grievance may be processed beyond Level Three.

O. The Board and the SEA recognize a one (1) year limitation on grievable matters concerning compensation.

ARTICLE 11
PROFESSIONAL NEGOTIATIONS

A. Negotiations shall commence not later than sixty (60) calendar days prior to the expiration of this Agreement.

B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representative of the other party. Each negotiating team shall not exceed six (6) members in number. The parties mutually pledge that their representatives will be clothed with all

necessary powers and authority to make proposals, consider proposals, and make decisions in the course of negotiations, and to reach agreements.

C. When the contract has been tentatively agreed upon, efforts will be made by the SEA and the Board to obtain ratification. It is recognized that no final agreement between parties may be executed without ratification by the SEA membership and the Board.

ARTICLE 12
COMMUNICATIONS

A. The District administrative personnel and the SEA representatives shall meet by mutual agreement, September through June, for the purpose of reviewing the administration of the existing contract and policy.

B. The SEA shall follow the line/staff authority and chain of command as depicted in Board Policies and Procedures before meeting the Board for the purposes of reviewing the administration of the contract and other matters of mutual concern.

ARTICLE 13
LEAVES OF ABSENCE

A. Sick Leave: All full-time employees shall be granted ten (10) sick days per year, credited to each employee on the first day of the school year to a maximum of one hundred ninety (190) days. All full-time employees shall be granted twenty (20) sick days in their first year of employment with the district. Sick days for part-time employees shall be prorated according to the percentage of a full time position worked. Proof of illness signed by a physician may be required at any time. The Board shall furnish each employee with a written statement at the beginning of each school year setting forth total leave credit.

Should sick leave be exhausted while the employee remains ill or disabled, the employee shall be eligible for an unpaid disability leave under the conditions specified in Section 13.2 of this Agreement.

Employees may be allowed to take sick leave for the following reasons:

1. An employee may use all or a portion of their sick leave to recover from their own disability or illness.
2. An employee may use a maximum of ten (10) days for bereavement that will be deducted from sick leave. Additional bereavement days may be granted at the discretion of the

Superintendent and will be deducted from the employee's pay at the rate equivalent to the cost of a certified substitute times the number of additional days used.

3. The employee may take sick days for illness in his/her immediate family. Proof of illness may be required. Upon leaving the employment of the school district, employees will receive $37.50 for each unused sick day up to a maximum of one hundred eighty (180) days.

B. Parental Leave: An employee may use a maximum of fifteen (15) sick days for the purpose of adopting a child. An employee may use a maximum of fifteen (15) days for paternity leave. Paternity leave will utilize sick leave for this benefit. The paternity leave may be used flexibly within the calendar year of birth. The paternity leave must be taken consecutively.

C. Maternity Leave: Mothers of natural childbirth will be allotted seven (7) weeks of maternity leave. Mothers of cesarean births will be allotted nine (9) weeks of maternity leave. Maternity leave will utilize sick leave for this benefit. The maternity leave may be used flexibly within the calendar year of birth. Maternity leave must be taken consecutively.

D. Personal Leave Days: Employees shall be granted three (3) personal days each year. Such leave shall be granted at the discretion of the building principal, provided that application is made in writing at least five (5) school days in advance. In case of emergency, exceptions may be granted by arrangement with the building principal. For every 10 years of employment with the district, one (1) sick day may be converted to a personal day. For example, an employee with 24 years of experience at Saugatuck Public Schools may convert 2 sick days to personal day each year. Employees who have not used their personal leave days in a school year will be credited with those days as additional "earned" sick leave at the beginning of the following school year. Up to 10% of a building staff may exercise the option to use personal day immediately prior to or after Thanksgiving break, winter break, or spring break as determined by a random drawing conducted in September for Thanksgiving and winter breaks, and in January for spring break. Use of these random drawn days is also dependent upon the availability of substitute teachers to fill the vacancies.

E. Unpaid Leave: The Superintendent shall consider all applications for unpaid leave of absence for up to two (2) school days. No more than two (2) employees from each building may be granted an unpaid leave at the same time. Unpaid leave of more than two (2) days must be submitted to the Board for its consideration.

F. Emergency Leave: Leaves of absence for emergencies and other situations, which necessitate an employee's absence, may be granted without loss of pay at the discretion of the

Superintendent or designated agent. Days granted in accordance with this paragraph will be deducted from accumulated sick leave.

G. Jury Duty: Any employee called for jury duty during school hours shall be paid his/her salary for such time, minus jury duty pay. Such time shall not be deducted from accumulated sick leave. An employee subpoenaed to give testimony for a school related matter may be released from teaching duties and may not have such days deducted from sick leave. For matters related to other employment or personal litigation, an employee may not use sick days. Said employee will not receive more than his/her per diem employee pay. As a condition of receiving his/her full rate of pay for the time absent pursuant to honoring a subpoena, the employee shall remit the witness fee to the District.

H. Leaves of Absence: Leaves of absence may be granted by the administration at its discretion. The request for such leave shall be made in writing at least sixty (60) days prior to the end of the school year preceding the year for which the leave is requested or sixty (60) days prior to the date the leave is to begin. This required sixty (60)-day notice may be waived by the Superintendent in cases where unusual circumstances justify a waiver. The request must include the purpose of the leave, and a statement by the teacher confirming that the teacher intends to return to the District at the beginning of the next semester following the end of the leave. If it is approved by the Superintendent, the terms of the leave shall be worked out with the Association and the teacher regarding salary and fringe benefits. The teacher will be granted a leave without loss of seniority and upon return will be placed on the salary schedule as if they had been working the year(s) they were out of the District.

I. Short Term Leave: Other short-term leaves may be granted by the Superintendent.

J. Teacher Compensation for Unused Sick and/or Personal Days: Teachers will be paid for up to five (5) unused sick and/or personal days in a contract year as determined in the following schedule:

Annual sick and/or personal days used:

Days Used	Pay	Days Used	Pay
5.0	$100	2.5	$350
4.5	$150	2.0	$400
4.0	$200	1.5	$450
3.5	$250	0 or 1	$500
3.0	$300		

K. Sabbatical Leave:

1. Eligibility: To be eligible for sabbatical leave, a person must be a certified staff member of the Saugatuck Public Schools and must have completed at least seven (7) years of full-time service on the staff of the Saugatuck Public Schools or have served at least seven (7) years since last being on sabbatical leave. Note: Being eligible for sabbatical leave is not to be construed to mean that anyone is entitled to leave as a right. An employee who fulfills the above qualifications is eligible for consideration by the Superintendent, Building Principal, and the Board of Education with respect to sabbatical leave.
2. Term: The term for sabbatical leave shall be either one (1) semester or one (1) school year. Two (2) leaves of one (1) semester in length may be granted during any seven (7) year period, in which case no further leave may be granted until the person has completed seven (7) years of full-time service after the first leave. One (1) school year means the term of a normal contract year beginning in August or September and ending in June.
3. Benefits:
   a. Salary paid to an employee on sabbatical leave will be one-half (1/2) of the employee's base pay. The above salary and retirement contribution requirements shall not apply where the Board may be required to grant a sabbatical leave to a master employee in accordance with the requirement of Section 1525 of the School Code or its successor provision.
   b. While on sabbatical leave, an employee shall have premium amounts for single subscriber insurance (health, dental, vision) coverage paid on his/her behalf by the Board on the same basis as is applicable to insurance programs staff members on regular duty. The above insurance premium contribution requirement shall not apply where the Board may be required to grant sabbatical leave to a master employee in accordance with the requirements of 1525 of the School Code or is successor provisions.
   c. The employee must contract with the Board of Education to return to Saugatuck Public Schools following the termination of the sabbatical leave, for one (1) year for each semester of leave. An employee who fails to comply with the approved sabbatical plan incurs an obligation to pay back to the District within sixty (60) days of receiving notice of non-compliance whatever (if any) portion of the sabbatical salary has been paid and the cost of all TRS payments and other benefits provided (if any) on behalf of the employee. An employee who fails to return for one (1) school year incurs an

obligation to pay back within sixty (60) days after terminating service to the District the full amount of sabbatical salary received (if any) and all of the TRS and other benefits provided (if any) on behalf of the employee. An employee who fails to return for a required second school year incurs an obligation to pay within sixty (60) days after terminating service to the District one-half (1/2) of the sabbatical salary (if any) received (and one-half (1/2) of the TRS) and other benefit payments made (if any) on behalf of the employee.

d. An employee on sabbatical leave may receive (1) a scholarship or fellowship and a sabbatical stipend (if eligible to receive the stipend under this Article); or (2) remuneration for approved work experience and a sabbatical stipend (if eligible to receive the stipend under this Article), provided that the total of the sabbatical stipend and the income from the approved work experience (including dependency allowances) does not exceed the employee's regular base salary for that period of time. If appropriate, the sabbatical leave stipend will be reduced by an amount which would bring the total of the sabbatical leave stipend and the income from approved work experience of the employee on leave to the regular base salary for that period of time.

4. Number: The Board of Education may grant sabbatical leave in any given year to employees in the ratio of one (1) for every twenty-five (25) (plus 1 if the fraction remaining is 13/25 or more) of the total certified employees. Any sabbatical leaves, which the Board is required to grant to a master employee in accordance with Section 1525 of the School Code, shall be counted first in computing the above ration. The Board of Education in any given year may elect to grant fewer or more sabbatical leaves than are stipulated here.
5. Purpose: The purpose of the sabbatical leave is to enable the employee to engage in activities that will lead to improved services to the school. Such things as resident study, writing, research, work experience, travel, or a combination of these may be regarded as legitimate sabbatical leave activities.
6. Application: An Application for sabbatical leave must be submitted to the Superintendent by January 15 of the school year preceding the planned leave. Applications will be acted on by the Board at its regular meeting in February. An applicant must be endorsed by the Principal and the Superintendent. Each application should contain questions relating to previous leaves; specific sabbatical plans; anticipated values to the applicant, colleagues, and students; and evidence of the applicant's past efforts toward professional growth.

7. Change of Plans: During the sabbatical leave, the employee may find it necessary to alter the original plan submitted to the Board of Education. In that case, an explanation of the change detailing the exigencies which brought about or necessitated the change must be submitted to the Superintendent. The employee on leave may implement the change of plans only after the change has been approved by the Board of Education.
8. Priorities: When two (2) or more applications are considered to be of equal merit as measured by the criteria listed in Section 6, priorities will be given as follows: (1) not more than one(1) from each department; (2) employees senior in service with the school district over those with shorter service; (3) employees with longer total teaching experience over those less experienced; (4) those applying for a first sabbatical leave over those applying for a second time; (5) employees applying for a year's leave over those applying for a semester's leave.
9. Return to Status: The employee will return to a position equal in responsibility to the one held before the leave; and in contractual considerations, this leave will be considered to be a year's (or a semester's) service. Within one(1) month after returning to duty from sabbatical leave, the employee is required to submit in writing to the Board of Education a detailed reporting giving evidence of compliance with the plan on the basis of which the leave was granted.

L. Disability Leave: Employees accessing leave under this section shall provide written notice of their intent to take leave at least thirty (30) days prior to the date on which leave is to commence where the need for leave is foreseeable. If the employee must begin medical treatment sooner or the need for leave or its timing is not foreseeable, notice shall be given as promptly as is practicable under the circumstances of the particular case. The notice shall include: The reason(s) for the requested leave; the anticipated duration of the leave and the date on which leave is requested to commence. [It shall be in accordance with the requirement of Family and Medical leave Act (FMLA) and/per the Americans with Disabilities Act (ADA)]. A leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to eligible employees in accordance with the Family and Medical Leave Act (FMLA) for the purposes permitted by FMLA. A rolling calendar year shall be used to calculate leave time. Contact Central Office to obtain FMLA paperwork for leave authorization, terms and conditions.

The Board has the right to receive medical certification from the employee's health care provider regarding the necessity for leave taken under this Article. The employee will facilitate and cooperate in the furnishing of such information, which shall include:

1. The date the illness or disability commenced and the health care provider's best medical judgment concerning the probably duration of the condition;
2. Diagnosis of the illness or disability;
3. A brief statement of the regimen of the treatment prescribed for the condition by the health care provider (including: estimated number of visits; nature; frequency and duration of treatment, including treatment by another provider of health services on referral by or order of the health care provider).
4. Indication of whether in-patient hospitalization is required; and
5. Either a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position, with or without reasonable accommodation.

The Board has the right to require that a second medical opinion (at Board expense) be obtained. If that opinion differs from that of the employee's health care provider, the employee and Board (in consultation with the SEA, if requested by the employee) shall mutually designate a third health care provider whose opinion relative to leave eligibility or initial fitness to return to work shall be final and binding on the Board, the employee, and the SEA. The cost of this examination shall be paid by the Board.

The Board shall have the right to require recertification during the leave period and medical certification of the employee's fitness to return to duty at the expiration of the leave period.
The Board and the employee agree to cooperate in scheduling commencement and return from leave at a time, which minimizes disruptions to the continuity of educational programming and service delivery.

Assignment to a position for which the employee is certified and qualified shall be considered as restoration to an equivalent position for purposes of applying the FMLA. Restoration may be denied in the event of a reduction in personnel under the administrative guidelines for layoff and recall .

An employee ending the school year on an unpaid leave and paying his/her health insurance premium shall continue to pay the health insurance premiums during the summer recess.

Employees returning to work at the beginning of the next year shall be reimbursed for any premiums he/she paid during the summer recess.

ARTICLE 14
PROFESSIONAL COMPENSATION

A. The employee shall be compensated according to Appendix D.

B. Employees required in the course of their work to drive personal automobiles from one school building to another or to use personal automobiles for field trips or other business of the district shall receive a travel allowance equal to the current Internal Revenue standard mileage rate.

ARTICLE 15
JOB SHARING

Job share shall refer to two (2) bargaining unit members sharing one (1) full-time position.

A. Purpose: The bargaining unit members may, at their request, pair up for the purpose of sharing one (1) teaching assignment. This voluntary pairing shall not occur if the pairing results in the involuntary layoff or involuntary transfer of a full-time employee. The application for Job Sharing shall be approved or disapproved in writing by the Superintendent within thirty (30) days of the application. In the event a request is denied, the reason shall be set forth in writing, and the applicants shall be given the opportunity to modify and/or revise their application.

B. Application: The applying employee shall notify the SEA and School District by March 1 of each year. They must indicate their desire to job share for the following school year and detail their working arrangement. The plan shall include the following: specific work schedule for each job sharer, responsibilities for faculty meetings, field trips, planning time, recess duty, etc. Employees may request to work full days, part of the day, or any other logical arrangement. Once the plan has been submitted, the plan may not be changed unless the District and the employee agree.

C. Pairing: The employees who have jointly agreed to work together must be certified and qualified for the job they will share. The job sharing arrangement shall be for one (1) year, renewable at the option of both employees, subject to approval by the Superintendent.

D. Responsibilities: Responsibilities of an assignment by two (2) job sharers may be decided and/or allocated to a plan designed by the job sharers, with the agreement of the District. The employees are required to attend regular staff meetings, parent-teachers conferences, District meetings, IEP meetings, in-service or special training day's such as curriculum workshops and elementary grade level meetings which are required of regular full time employees.

E. Compensation: Compensation shall be determined by each employee's step and column of the salary schedule, pro-rated. Each employee will gain one (1) full year of seniority for each year worked at the job sharing position. Also, all other provisions under the contract shall continue as if the employee had worked a regular full time position.

F. Benefits: Sick leave and personal leave shall be granted on a pro-rated basis. Fringe benefits shall be provided on a pro-rated basis.

G. Substituting: In the event that one (1) of the employees is absent and is covered by one of the paid leave of absence provisions in Article 13, the other employee will have first opportunity to substitute for the absent employee. The partner who is substituting shall be paid the retired employee sub rate of pay, pro-rated for the period of the time he/she substitutes for the absent partner. Should the partner who is substituting substitute for longer than ten (10) consecutive days, the job sharer shall be paid according to their job sharer's full time daily rate for working the full position.

H. Mid-Year Vacancy: In the event one of the job-sharing employees leaves the employment of the District during the course of the school year, the other employee shall be offered full time status in the position being shared for the remainder of that school year. This provision may be waived upon the written approval of the District.

I. Year-End Vacancy: In the event one (1) of the employees leaves the employment of the District or the job share position at the conclusion of a school year, the other employee in the position will be given first option for full time status within that classroom, or to reapply for the shared time position with another individual.

J. Discontinuing Job Sharing: At the conclusion of a job sharing assignment, if either the District or the job sharers elect to discontinue job sharing for the next school year the following will apply:

1. Employees involved in a job share assignment shall give notice of their request to return to a full time position for the next school year no later than March 1. The District shall notify the job sharers no later than April 1 if it plans to discontinue the job sharing assignment.
2. If a shared time assignment is discontinued, the job-sharing employees may apply for any vacancies that may be available.
3. If no vacancies are available, said employees may continue in their job share position if the District continues the assignment until a vacancy or vacancies occur for which the employee is certified and qualified for placement as determined by the Board.

K. Approval: The District, job sharing employees and the SEA shall sign the approved job sharing agreement. The participants shall receive a copy of the signed job-sharing agreement.

ARTICLE 16
SPECIAL EDUCATION/LEAST RESTRICTIVE ENVIRONMENT/MEDICAL PROCEDURES

A. Placement Information: Any employee who, as a result of an IEP placement, will be providing instruction or other services for a student with disabilities in a special or regular education classroom setting will be advised of the identity of the student with disabilities and provided with access to information pertaining to the student's placement available from the special education employee and education records containing information of legitimate educational interest to the employee.

B. IEP Attendance: The District shall provide written notice to the grade level employee who will be providing instructional or other service to a student with disabilities to participate in the IEP, which may initial place (or continue the placement) of the student in a regular education classroom. All employees providing instructional or other services to a student with disabilities will receive a copy of that student's accommodation form.

C. Problems: If any employee to whom a student with disabilities is assigned advises the District, in writing, of a reasonable basis to believe that problems exist in the implementation of the student's current IEP which negatively impact the student's educational progress and/or impede the learning progress of students without disabilities in the same classroom setting, the employee shall have the right to request a meeting of appropriate staff to discuss the problems and possible solutions or to request the convening of another IEP meeting.

D. Training: If requested by the employee, the District will provide in-service and/or other training to employees regarding the instruction and behavioral management of student with disabilities in regular education classroom settings.

E. Medical Procedures: Where clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, or similar procedures, are necessary to maintain a student in the classroom, these procedures will be performed by school support personnel. Employees and support personnel will be provided with appropriate training. Employees will not be required to perform these procedures except in emergency situations.

   Special education employees, in case of a student requiring medical procedure by an IEP, shall not be subject to Article 16 of this Agreement.

ARTICLE 17
MISCELLANEOUS PROVISIONS

A. Continuity of Operations: The SEA and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The SEA and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, nor shall any employee take part in, any strike, slowdown, stoppage of work, boycott, picketing, or other interruption of activities in the school system.

B. Waiver: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the SEA for the life of this Agreement, voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and also with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Matters of common concern may be subject to negotiations during the period of this Agreement upon the request and mutual agreement of both parties.

C. Entire Agreement: This Agreement supersedes and cancels all previous agreements, verbal or written based on alleged past practices, between the Board and the SEA and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

D. At the beginning of each school year, the SEA shall be credited with five (5) days to be used by the employees who are officers or agents of the SEA; such use to be at the discretion of the SEA. The SEA agrees to notify the Administration no less than forty-eight (48) hours in advance of taking such leave. The SEA will reimburse the Board for the costs of substitute employees.

ARTICLE 18
INCREMENT ADVANCEMENT BASED ON PROFESSIONAL GROWTH OR MERIT

An employee must have satisfactorily completed five (5) days of teacher professional development during the school year to receive a pay raise or pay increment. The "professional development day " is defined as six (6) hours. Five (5) days is the equivalent of thirty (30) hours. The number of hours acquired during a calendar day may not be counted as more than one (1) day of professional development. The reporting year is defined as May 1 through April 30. The form (Appendix G) is to be submitted to your principal's office by May 15 of each year. Qualified professional development is defined by the State of Michigan School Code: Section 1526 and 1527 and is outlined on Appendix G.

A. New teachers, during the first three (3) years of classroom teaching in the profession, must include both the fifteen (15) days of professional development over the first three (3) years of teaching, and the five (5) annual days of teacher professional development as required under Section 1527.

B. Each teacher is responsible for managing the status of his/her teaching certificate/credential by complying with all conditions, including the acquisition of eighteen (18) or more semester hours for the Professional Education certificate or six (6) semester hour credits or equivalent continuing education units for renewal of this certificate. A teacher may apply the acquisition of eighteen (18) semester hours or six (6) semester hour credits or equivalent to meet the annual obligation of five (5) professional development days.

C. With respect to BA +18, MA and MA +30, courses may be counted if they have the prior approval of the Building Principal and Superintendent and to determine horizontal moves on the teacher's pay scale; the teacher must meet the following criteria: (1) hours received after Bachelor's degree; (2) valid Michigan Teaching Certificate (when in place when credentials received); (3) course(s) with a five hundred (500) or greater course number; (4) B or better grade received; (5) relation to field of present assignment of teacher (or approved administrative or education program) and (6) 30 SCECHS earned outside of district-provided SCECHS = 1 grad credit SEA members may use towards lane changes on the salary schedule.

   Employees who have taken courses prior to employment with Saugatuck Public Schools that meet these requirements will submit transcripts for approval by the Building Principal and Superintendent. New employee records will be checked at the time of hire by the Superintendent or his/her designee.

D. Employees completing the necessary number of hours for advancement to the next higher schedule should notify the Central Office as soon as the work is completed. They will be placed in the appropriate column/lane at the beginning of the next school year (if notified by August 31st) or on the 14th pay period (if notified by January 31st).

ARTICLE 18
DURATION OF AGREEMENT

This agreement shall become effective JULY 1, 2025 and shall continue in effect until JUNE 30, 2028. This agreement shall not be extended verbally, and it is expressly understood that it shall expire on the date indicated.

SIGNATURES

SAUGATUCK EDUCATION ASSOCIATION

SEA PRESIDENT _____

SEA VICE PRESIDENT _____

NEGOTIATION TEAM _____

SAUGATUCK BOARD OF EDUCATION

PRESIDENT – Nicole Lewis _____

VICE PRESIDENT – Amanda Frank _____

SECRETARY – Mary Ihle _____

TREASURER – Eric Birkholz _____

TRUSTEE – Lisa Greenwood _____

TRUSTEE – Frank Marro III _____

TRUSTEE – James (Jay) Woods _____

APPENDIX A-1
Fringe Benefits

HEALTH INSURANCE (APPENDIX A-2)

The Board will make premium payments on behalf of the employees and their eligible dependents for the stated medical benefits plan, and other Board payments toward health insurance (i.e. H.S.A. contributions) for its employees not to exceed the hard cap statutory limits prescribed in the Publicly Funded Health Insurance Contribution Act (PA152 of 2011: MCL. 15.561.569.)

The Medical benefit plan coverage year begins July 1 and ends June 30th. A bargaining unit member working a full school year can expect insurance coverage from July 1 through June 30. A bargaining unit member resigning as of the end of the school year will have insurance continued through June 30.

The annual premium limitation may be statutorily increased by the state and will go into effect as of July 1 of each proceeding plan year. Employees share of the premiums will be deducted over 24 pays, pretax on a per pay basis through payroll deduction under an IRS Section 125 plan.

Employees with spouses working for the district, who qualify for health benefits will only select one health package and corresponding cash in lieu. The District will not double insure for the health coverage. Employees not selecting a health plan, will receive $5,000 cash in lieu of coverage. Cash in lieu will be paid out in equal installments from September through June.

OTHER FRINGE BENEFITS:(APPENDIX A-3)

The Board will make premium payments on behalf of the employees and their eligible dependents for the following listed benefits.

1. VISION
2. DENTAL
3. LIFE AND ACCIDENTAL DEATH INSURANCE – Employee Only
4. LONG TERM DISABILITY – Employee Only

Employees working less than full time will be eligible for pro-rated fringe benefits with a premium co-pay deducted from the employee through payroll deduction. Rates are based upon the employees prorated schedule and are not to exceed the state mandated insurance caps.

Tuition Reimbursement:

The Board shall provide tuition reimbursement, for tuition expenses incurred, up to the amount of Western Michigan University's tuition rate for up to three graduate semester hours per year. Pre-approval required and course work must be a 500 level or higher, completed with a B or better to be eligible for reimbursement. This payment is for professional improvement college credit that has the prior approval of the Building Principal and the Superintendent. The year shall be from JUNE 1ST through MAY 31ST (1 year) for course completion and annual reimbursement. In addition, textbook reimbursement of up to $30 will be paid upon presentation of a receipt for textbooks.
Additional compensation will be offered by the district in the form of reimbursement for certificate renewal for teaching faculty.

APPENDIX B
PAYROLL

A. Payroll for the 2025-26, 2026-27 and 2027-28 school years will be based on TWENTY-SIX (26) or TWENTY- TWO (22) periods per school year.

B. Direct Deposit: All payroll checks are processed through direct deposit. Secure on-line pay information is available through www.saugatuckpublicschools.com, Staff Forms and Information, Pay Stub Module. Please contact the payroll department to reset passwords or login ID's.

The cost of replacing lost W2's or stopping payment on reimbursement checks will be assumed by the employee. The cost of any deduction changes will be assumed by the Board.

C. The cost of replacing lost W2's or stopping payment on reimbursement checks will be assumed by the employee. The cost of any deduction changes will be assumed by the Board.

D. Provided that the employee has authorized payroll deductions in writing, the Board will deduct for the following:

Health insurance
Board approved annuities
Banks or Credit Union Checking or Savings accounts with proper documentation for processing.
Savings
Voluntary options under the 125-Plan
Other deductions as mutually agreed upon.

E. All reimbursements will be paid through payroll.

APPENDIX C
GRIEVANCE REPORT FORM
SAUGATUCK PUBLIC SCHOOLS

APPLICATION TO PRECEED TO LEVEL II: WRITTEN GRIEVANCE

Contract Reference: Article 10(d)Level I
This form is to be completed after employee has complied with the steps in **Level I** that resulted in no resolution of the complaint. This form is to be completed, signed and filed with their Building Principal, SEA Union representative, and the Superintendent .

GRIEVANCE # _____ Building _____

Name of Grievant _____ Date Filed _____

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance: _____

_____

_____

2. Relief Sought _____

_____

_____

3. Article of Contract Violated: _____

_____
Employee Signature Dated

C. Attach Disposition Statement by Principal :

_____
Signature Dated

D. Attach Position Statement of Grievant and/or SEA:

_____
Signature Dated

APPENDIX C
GRIEVANCE REPORT FORM
SAUGATUCK PUBLIC SCHOOLS

APPLICATION TO PRECEED TO LEVEL III: REQUEST FOR BOARD HEARING

Contract Reference: Article 10(d)Level II
This form is to be completed after employee has complied with the steps in **Level I and Level II**, and the employee is not satisfied with the determination or relief offered in Level II. This form is to be completed, signed and filed with their Building Principal, SEA Union representative, the Superintendent .

GRIEVANCE # _____Building _____

Name of Grievant _____ Date Filed _____

A. Date Received by Superintendent or Designee _____

B. Attach Disposition of Superintendent or Designee:

_____
Signature Dated

C. Attach Position Statement of Employee or SEA:

_____
Signature Dated

Date of Board Hearing: _____

APPENDIX C
GRIEVANCE REPORT FORM
SAUGATUCK PUBLIC SCHOOLS

APPLICATION TO PRECEED TO LEVEL IV: DEMAND FOR ARBITRATION

Contract Reference: Article 10(d)Level III
This form is to be completed by the authorized SEA representative if no decision is rendered within thirty (30) days of the hearing, or if the decision is unsatisfactory to the SEA. The SEA must submit a position statement at this point. This form is to be completed, signed and filed with the Board of Education according to the timelines specified in Article 10.

GRIEVANCE # _____Building _____

Name of Grievant _____ Date Filed _____

A. Date Received by Board of Education or Designee :_____

B. Disposition by Board (Attach Board decision rendered in Level III)

_____
Signature Dated

C. Position of Grievant and/or SEA _____

_____

_____

_____
Signature Dated

Arbitrator Assigned: _____

APPENDIX D
PAY INDEX

2025-2026	
2.00%	% Change
1.00	Step
$ 3,000	Fixed Amount

2025-2026 Salary Table

STEP	BA 1	BA18 2	MA 4	MA30 6
1	49,410	50,430	51,450	52,470
2	50,379	51,552	52,776	54,000
3	51,348	52,674	54,102	55,530
4	52,317	53,796	55,428	57,060
5	53,286	54,918	56,754	58,590
6	54,255	56,040	58,080	60,120
7	55,224	57,162	59,406	61,650
8	56,193	58,284	60,732	63,180
9	57,162	59,406	62,058	64,710
10	58,131	60,528	63,384	66,240
11	59,100	61,650	64,710	67,770
12	64,149	62,772	66,036	69,300
13	61,038	63,894	67,362	70,830
14	62,007	65,016	68,688	72,360
15	62,976	66,138	70,014	73,890
16	63,945	67,260	71,340	75,420
17	64,914	68,382	72,666	76,950
18	65,883	69,504	73,992	78,480
19	66,852	70,626	75,318	80,010
20	67,821	71,748	76,644	81,540
21	68,790	72,870	77,970	83,070
22	69,759	73,992	79,296	84,600
23	70,728	75,114	80,622	86,130
24	71,697	76,236	81,948	87,660
25	72,666	77,358	83,274	89,190
26	73,635	78,480	84,600	90,720
27	74,604	79,602	85,926	92,250
28	75,573	80,724	87,252	93,780
29	76,542	81,846	88,578	95,310
30	77,511	82,968	89,904	96,840

Employees will receive a bonus upon completing each five (5) year interval of service with Saugatuck Public Schools. Upon completion of 5, 10, 15, 20, 25, and 30 years of service in the district the payment shall be as follows:

5 years	$1,000
10 years	$1,500
15 years	$2,000
20 years	$2,000
25 years	$2,000
30 years	$2,000
35 years	$2,000
40 years	$2,000

APPENDIX D
PAY INDEX

2026-2027

5.00%	**% Change**
1.00	**Step**
$ -	**Fixed Amount**

2026-2027 Salary Table

	BA	BA18	MA	MA30
STEP	**1**	**2**	**4**	**6**
1	51,881	52,952	54,023	55,094
2	52,898	54,130	55,415	56,700
3	53,915	55,308	56,807	58,307
4	54,933	56,486	58,199	59,913
5	55,950	57,664	59,592	61,520
6	56,968	58,842	60,984	63,126
7	57,985	60,020	62,376	64,733
8	59,003	61,198	63,769	66,339
9	60,020	62,376	65,161	67,946
10	61,038	63,554	66,553	69,552
11	62,055	64,733	67,946	71,159
12	67,356	65,911	69,338	72,765
13	64,090	67,089	70,730	74,372
14	65,107	68,267	72,122	75,978
15	66,125	69,445	73,515	77,585
16	67,142	70,623	74,907	79,191
17	68,160	71,801	76,299	80,798
18	69,177	72,979	77,692	82,404
19	70,195	74,157	79,084	84,011
20	71,212	75,335	80,476	85,617
21	72,230	76,514	81,869	87,224
22	73,247	77,692	83,261	88,830
23	74,264	78,870	84,653	90,437
24	75,282	80,048	86,045	92,043
25	76,299	81,226	87,438	93,650
26	77,317	82,404	88,830	95,256
27	78,334	83,582	90,222	96,863
28	79,352	84,760	91,615	98,469
29	80,369	85,938	93,007	100,076
30	81,387	87,116	94,399	101,682

Employees will receive a bonus upon completing each five (5) year interval of service with Saugatuck Public Schools. Upon completion of 5, 10, 15, 20, 25, and 30 years of service in the district the payment shall be as follows:

5 years	$1,000
10 years	$1,500
15 years	$2,000
20 years	$2,000
25 years	$2,000
30 years	$2,000
35 years	$2,000
40 years	$2,000

APPENDIX D
PAY INDEX

2027-2028

4.00%	**% Change**
1.00	**Step**
$ -	**Fixed Amount**

2027-2028 Salary Table

STEP	BA 1	BA18 2	MA 4	MA30 6
1	53,956	55,070	56,183	57,297
2	55,014	56,295	57,631	58,968
3	56,072	57,520	59,079	60,639
4	57,130	58,745	60,527	62,310
5	58,188	59,970	61,975	63,980
6	59,246	61,196	63,423	65,651
7	60,305	62,421	64,871	67,322
8	61,363	63,646	66,319	68,993
9	62,421	64,871	67,767	70,663
10	63,479	66,097	69,215	72,334
11	64,537	67,322	70,663	74,005
12	70,051	68,547	72,111	75,676
13	66,653	69,772	73,559	77,346
14	67,712	70,997	75,007	79,017
15	68,770	72,223	76,455	80,688
16	69,828	73,448	77,903	82,359
17	70,886	74,673	79,351	84,029
18	71,944	75,898	80,799	85,700
19	73,002	77,124	82,247	87,371
20	74,061	78,349	83,695	89,042
21	75,119	79,574	85,143	90,712
22	76,177	80,799	86,591	92,383
23	77,235	82,024	88,039	94,054
24	78,293	83,250	89,487	95,725
25	79,351	84,475	90,935	97,395
26	80,409	85,700	92,383	99,066
27	81,468	86,925	93,831	100,737
28	82,526	88,151	95,279	102,408
29	83,584	89,376	96,727	104,079
30	84,642	90,601	98,175	105,749

Employees will receive a bonus upon completing each five (5) year interval of service with Saugatuck Public Schools. Upon completion of 5, 10, 15, 20, 25, and 30 years of service in the district the payment shall be as follows:

5 years	$1,000
10 years	$1,500
15 years	$2,000
20 years	$2,000
25 years	$2,000
30 years	$2,000
35 years	$2,000
40 years	$2,000

APPENDIX E-1
PAY FOR EXTRA-CURRICULAR ACTIVITIES – ATHLETICS
FALL SPORTS

Football	
Varsity Head Coach	14%
Varsity Assistant	7%*
JV Head Coach	7%*
JV Assistant	7%*
Soccer – Boys	
Varsity Head Coach	11%
JV Head Coach	7%
Soccer – Girls	
Varsity Head Coach	10%
Volleyball	
Varsity Head Coach	14%
JV Head Coach	7%*
Freshmen Coach	6%*
Cross Country	
Boys Varsity Head Coach	11%
Girls Varsity Head Coach	10%*

WINTER SPORTS

Basketball – Boys	
Varsity Head Coach	14%
JV Head Coach	7%*
Freshmen Coach	6%*
Bowling—Boys & Girls	
Varsity Head Coach	11%
Basketball – Girls	
Varsity Head Coach	14%
JV Head Coach	7%*

SPRING SPORTS

Golf	
Varsity Head Coach	11%
JV Head Coach* for 12 or more total (V/JV players)	7%*
Softball	
Varsity Head Coach	11%
JV Head Coach	7%*
Track	
Boys Varsity Head Coach	11%
Girls Varsity Head Coach	11%
Boys-Assistant Track Coach	6%
Girls Assistant Track Coach	6%
Baseball	
Varsity Head Coach	11%
JV Head Coach	7%*

MIDDLE SCHOOL SPORTS

Activity	
Football	5%
Volleyball – 8th grade	5%
Volleyball – 7th grade	5%
Boys Basketball – 8th grade	5%
Boys Basketball – 7th grade	5%
Athletic Director	18%

Activity	
Cross Country	5%
Track – Boys	5%
Track – Girls	5%
Soccer – Boys	5%
Soccer – Girls	5%
Girls Basketball – 8th grade	5%
Girls Basketball – 7th grade	5%

Coaches will receive a $750 bonus upon completing ten (10) years and upon completing fifteen (15) years coaching the same sport with Saugatuck Public Schools.

Compensation for high school sports for specific activities is to be limited to seven (7) steps on the 2022-23 BA Salary Schedule.

Compensation for a specific activity is to be limited to seven (7) steps on the 2022-23 BA Salary Schedule.

Coaches or advisors on exactly Step 5 for the 2022-23 school year will placed on Step 6 for the 2022-23 school year.

Beginning with the 2022-2023 school year, coaches will receive a $750 bonus upon completing each five (5) year interval of coaching the same sport with Saugatuck Pubic Schools. For example, following the completion of 5, 10, 15, 20, 25, 30, etc. seasons of coaching the same sport in the district.

Compensation for MIDDLE SCHOOL SPORTS for specific activities is to be limited to the first step of the BA Base rate shown below.
Compensation for HIGH SCHOOL SPORTS for specific activities is to be limited to five (5) steps on the BA Base as shown below.

Example: 3 years' experience – 4th step of BA column x Percentage of Activity
Example: 5+ years' experience – 5th step of BA column x Percentage of Activity

2025-2026 (based on the previous contract)

Step	Wage
1	$42,500
2	$43,450
3	$44,400
4	$45,350
5	$46,300

2026-2027 & 2027-2028

Step	Wage
1	$49,410
2	$50,379
3	$51,348
4	$52,317
5	$53,286

The term "experience" refers to the specific activity, not number of years employment.
Assignments are determined by the Athletic Director. Prior approval is required for positions not currently posted as open.

***Freshmen and JV Teams**
Minimum number of participants necessary to offer sport team will be the number of players to field a team +3
i.e. Boys freshman basketball: 5 + 3 = 8

The rule above shall have three exceptions. The total number of players to offer a JV team shall be as follows: Softball (25), Baseball (26) and Soccer (30) or more.

If JV and freshman teams are not offered due to low numbers, every attempt shall be made by the Varsity/JV teams to accommodate displaced athletes.

All non-teaching coaches will be processed through the third party provider.

Coaching pay is distributed either 100% at conclusion of sport or 50% midway, and balance at conclusion.

APPENDIX E-2
PAY FOR CO-CURRICULAR ACTIVITIES – NON ATHLETIC

High School Band Director 10%
Junior High Band Director 5%
Pep Band – Football Season 1%
Pep Band – Basketball Season 2%
High School Choir 3%
High School Dramatics 8%
High School Yearbook/Newspaper 4%
High School Robotics 7.5%
Art a~Loan (2, each receive the percentage shown) 3%

COMPENSATION FOR SPECIFIC ACTIVITY IS TO BE LIMITED TO FIVE (5) STEPS ON THE BA BASE, as shown on the schedules in Appendix E-1.

Example: 3 years' experience – 4th step of BA Degree x Percentage of Activity
5 years' experience – 5th step of BA Degree x percentage of Activity

The term "experience" refers to the specific activity; not number of years of experience.

Summer School Teaching: Summer School Teachers would receive $35.00 per hour for classroom instruction. There will be an additional $50.00 preparation stipend for teaching summer school. There would also be an additional $1.00 per hour for an employee who has more than five (5) years of service or teaching summer school for the Saugatuck Public School District.

Additional Approved Curriculum Work:
Compensation for summer curriculum work shall be for the following purposes: the development of new courses, departmental or building level curriculum changes or the analysis of district data.

Such work will be coordinated and approved by the building principal. Final approval for all summer curricular work will rest with the Superintendent.

Summer work will be compensated at a rate of $30.00 per hour. For Additional Approved Curriculum Work, a day will be defined as seven (7) hours.

Classroom Moves: Teachers will be compensated $75 per move if they are required to move their furniture and teaching supplies to a different classroom.

Elementary Grade Changes: Elementary teachers changing grade levels to a grade they have not taught in the prior five (5) years will be provided two non-contract days at the curriculum rate to prepare for teaching at the new grade level.

APPENDIX E-3

PAY FOR EXTRA-CURRICULAR ACTIVITIES – NON-ATHLETIC

Class Sponsors:

Senior Sponsor	4%
Junior Sponsor	3%
Sophomore Sponsor	2%
Freshman Sponsor	2%

Other:

HS Student Council	3%
MS Student Council	3%
Quiz Bowl	3%
Clubs (authorized)	3%
Art National Honor Society	2%
HS National Honor Society	2%
MS/HS Spirit Crew (per advisor)	4%
Interact Club (per advisor)	5%
Elementary Music Teacher Winter & Spring Concert	3%
Sixth Grade Camp (per Teacher)	$450
Elementary School Monthly Curriculum Meetings (per Teacher, per Year)	$300

Other activities may be added by approval of the Board of Education. The number of advisors per schedule B position is at the discretion of the building principal with approval of the superintendent.

Example: 3 years' experience – 4th step of BA x Percentage of Activity
5 years' experience – 5th step of BA x Percentage of Activity

The term "experience" refers to the specific activity; not number of years of employment.

Club Stipends/percentages reflect a full year activity. ½ year clubs are prorated to 1.5%, and 6 weeks clubs are prorated to 0.75%.

All extra-curricular activities will be calculated per the tables shown in Appendix E-1.

APPENDIX F
SCHOOL CALENDAR

2025-2026 - 3/25/2025 - FINAL

August 2025

M	T	W	TH	F	DAYS STUDENT	WORK DAYS
				1	0	0
4	5	6	7	8	0	0
11	12	13	14	15	0	0
IS	IS	IS	21	22	2	3
25	26	27	28	NS	3	3
					5	6

September 2025

LD	2	3	4	5	4	4
8	9	10	11	12	5	5
15	16	17	18	19	5	5
22	23	24	25	IS	5	5
29	30				2	2
					21	21

October 2025

		1	2	3	3	3
6	7	8	1/2	CD	4	4
13	14	15	16	17	5	5
20	21	22	23	24	5	5
27	28	29	30	31	5	5
					22	22

November 2025

					0	0
3	4	5	6	7	5	5
10	11	12	13	1/2	5	5
17	18	19	20	21	5	5
24	25	NS	TG	NS	2	3
					17	18

December 2025

1	2	3	4	5	5	5
8	9	10	11	12	5	5
15	16	17	18	19	5	5
HB	HB	HB	HB	HB	0	0
HB	HB	HB			0	0
					15	15

January 2026

			HB	HB	0	0
5	6	7	8	9	5	5
12	13	14	15	16	5	5
IS	20	21	22	1/2	5	5
26	27	28	29	30	5	5
					20	20

February 2026

M	T	W	TH	F	DAYS STUDENT	WORK DAYS
2	3	4	1/2	NS	4	4
NS	10	11	12	13	4	4
16	17	18	19	20	5	5
23	24	25	26	27	5	5
					0	0
					18	18

March 2026

2	3	4	5	1/2	5	5
9	10	11	12	13	5	5
16	17	18	19	IS	5	5
23	24	25	26	27	5	5
30	31				2	2
					22	22

April 2026

		1	2	SB	2	2
SB	SB	SB	SB	SB	0	0
13	14	15	16	17	5	5
20	21	22	23	24	5	5
27	28	29	1/2		4	4
					16	16

May 2026

				CD	0	0
4	5	6	7	8	5	5
11	12	13	14	15	5	5
18	19	20	21	22	5	5
MD	26	27	28	29	4	4
					19	19

June 2026

1	2	3	4	1/2	5	5
8	9	10	11	12	0	0
15	16	17	18	19	0	0
22	23	24	25	26	0	0
29	30				0	0
					5	5

STAFF DAYS 182
STUDENT DAYS 180

KEY

IS	PD/Collab - No Students	SB	SPRING BREAK
LD	LABOR DAY HOLIDAY	MD	MEMORIAL DAY
TG	THANKSGIVING HOLIDAY	NS	NO SCHOOL - NO STAFF
HB	HOLIDAY BREAK	1/2	1/2 DAY STUDENTS
CD	COMP DAY		

1st Trimester (Nov 14 - 58 days)
2nd Trimester (Mar 6 - 65 days)
3rd Trimester (Jun 5 - 57 days)
1st Semester (Jan 16 - 91 days)
2nd Semester (Jun 5 - 89 days)

PD Days that Count as Days of Instruction
August 19 & 20
September 26
January 19
March 20

Aug 18 DES & MS-HS 1/2 Day In Service & 1/2 Day Work Time
Aug 19 DES & MS-HS In Service
Aug 20 DES & MS-HS In Service
Aug 26 FIRST DAY OF SCHOOL
Sept 26 DES & MS-HS PD
Oct 9 DES & MS-HS 1/2 Conferences
Oct 10 Des & MS-HS Comp Day
Nov 14 1/2 Day DES & MS-HS Collab/Records
Jan 19 DES & MS-HS PD
Jan 23 1/2 Day DES & MS-HS Collab/Records
Feb 5 1/2 Day DES & MS-HS Conferences/Collab
Mar 6 1/2 Day DES & MS-HS Collab/Records
Mar 20 DES & MS-HS PD
Apr 20 DES & MS-HS Conferences/Collab
May 1 DES & MS-HS Comp Day
Jun 5 1/2 District Records

DES P/T Conferences - Oct 7, 8 & 9 and Feb 3, 4 & 5
MS/HS P/T Conferences - Oct 8 & 9, Jan 22 & 23 and Apr 29 & 30

3.25.2

APPENDIX F
SCHOOL CALENDAR

2026-2027 - 3/25/2025 - FINAL

M	T	W	TH	F	DAYS STUDENT	WORK DAYS
August 2026						
3	4	5	6	7	0	0
10	11	12	13	14	0	0
17	18	19	20	21	2	3
24	25	26	27	28	4	4
31					1	1
					7	8
September 2026						
	1	2	3	NS	3	3
LD	8	9	10	11	4	4
14	15	16	17	18	5	5
21	22	23	24	IS	5	5
28	29	30			3	3
					20	20
October 2026						
			1	2	2	2
5	6	7	1/2	CD	4	4
12	13	14	15	16	5	5
19	20	21	22	23	5	5
26	27	28	29	30	5	5
					21	21
November 2026						
2	3	4	5	6	5	5
9	10	11	12	1/2	5	5
16	17	18	19	20	5	5
23	24	NS	TG	NS	2	3
30					1	1
					18	19
December 2026						
	1	2	3	4	4	4
7	8	9	10	11	5	5
14	15	16	17	18	5	5
HB	HB	HB	HB	HB	0	0
HB	HB	HB	HB		0	0
					14	14
January 2027						
				HB	0	0
4	5	6	7	8	5	5
11	12	13	14	15	5	5
IS	19	20	21	1/2	5	5
25	26	27	28	29	5	5
					20	20

M	T	W	TH	F	DAYS STUDENT	WORK DAYS
February 2027						
1	2	3	4	5	5	5
8	9	10	1/2	NS	4	4
NS	16	17	18	19	4	4
22	23	24	25	26	5	5
					0	0
					18	18
March 2027						
1	2	3	4	1/2	5	5
8	9	10	11	12	5	5
15	16	17	18	IS	5	5
22	23	24	25	26	5	5
29	30	31			3	3
					23	23
April 2027						
			1	SB	1	1
SB	SB	SB	SB	SB	0	0
12	13	14	15	16	5	5
19	20	21	22	23	5	5
26	27	28	1/2	CD	4	4
					15	15
May 2027						
3	4	5	6	7	5	5
10	11	12	13	14	5	5
17	18	19	20	21	5	5
24	25	26	27	28	5	5
MD					0	0
					20	20
June 2027						
	1	2	3	1/2	4	4
7	8	9	10	11	0	0
14	15	16	17	18	0	0
21	22	23	24	25	0	0
28	29	30			0	0
					4	4

STAFF DAYS 182
STUDENT DAYS 180

KEY

IS	PD/Collab - No Students	SB	SPRING BREAK
LD	LABOR DAY HOLIDAY	MD	MEMORIAL DAY
TG	THANKSGIVING HOLIDAY	NS	NO SCHOOL - NO STAFF
HB	HOLIDAY BREAK	1/2	1/2 DAY STUDENTS
CD	COMP DAY		

1st Trimester (Nov 13 - 58 days)
2nd Trimester (Mar 5 - 65 days)
3rd Trimester (Jun 3 - 57 days)
1st Semester (Jan 15 - 91 days)
2nd Semester (Jun 3 - 89 days)

PD Days that Count as Days of Instruction
August 18 & 19
September 25
Janury 18
March 19

Aug 17 DES & MS-HS 1/2 Day In Service & Work T
Aug 18 DES & MS-HS In Service
Aug 19 DES & MS-HS In Service
Aug 25 FIRST DAY OF SCHOOL
Sep 25 DES & MS-HS In Service
Oct 8 1/2 Day DES & MS-HS Conferences
Oct 9 Des & MS-HS Comp Day
Nov 13 1/2 Day DES & MS-HS Collab/Records
Jan 18 DES & MS-HS In Service
Jan 22 1/2 Day DES & MS-HS Conferences/Records
Feb 11 1/2 Day DES & MS-HS Conferences/Collab
Mar 5 1/2 Day DES & MS-HS Collab/Records

DES P/T Conferences - Oct 6, 7 & 8 and February 9, 10 & 11
MS/HS P/T Conferences - Oct 7 & 8, Jan 21 & 22 and April 28 & 29

Mar 19 DES & MS-HS In Service
Apr 29 1/2 Day DES & MS0HS Conferences/Collab
Apr 30 DES & MS-HS Comp Day
Jun 4 1/d Day DES & MS-HS Records

3.25.2

APPENDIX G (Article 18)
ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT
(Requirements of Section 1527 of Public Act 335, 1993)

A. **The Annual Record of Professional Development** shall be completed annually by each employee of Saugatuck Public Schools, signed and dated by the building principal or supervisor and returned to Central Office. Each year, a copy of the form shall be placed in the teacher's personnel file and a copy provided to the teacher for his/her record. A guideline for professional development that qualifies for the Michigan Legislative Requirements is listed on an attached form. Individuals completing the form should report the professional development according to the reportable areas as noted on the grid (use more than one form if necessary to record professional development for the year). The form is available on the districts website, www. saugatuckpupblicschools.com, staff forms, Annual Record of Professional Development. (Current Year).

B. **Teachers who are in their first three years of teaching**: Teachers new to the profession in addition to 30 hours of professional development per year, are to complete an additional 15 days in their first three years of teaching. Classroom Management and Instructional Delivery Strategies hours should be above and beyond the 30 hours of professional development provided by the district.

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