Master Agreement

between

The Suttons Bay Public Schools Board of Education

and

The Suttons Bay Education Association, MEA/NEA

July 1, 2024 – June 30, 2027

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ARTICLE 1
RECOGNITION

1.1 The Board of Education of Suttons Bay, hereinafter known as the Board, recognizes the Suttons Bay Education Association, affiliated with the MEA/NMEA/NEA, as defined in Michigan Public Employment Relations Act, as amended, hereinafter known as the Association, as the exclusive bargaining agent for all certified teaching personnel, school counselor(s) and school social worker(s) excluding substitutes, superintendent, principals, and all persons engaged 50% or more of their time in the direct administration and supervision of professional teaching personnel.

1.2 The Board of Education agrees not to extend these rights to any other labor organization for the duration of this Agreement.

1.3 An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act 2012 Public Act 436.

ARTICLE 2
DEFINITIONS

2.1 For the purpose of this Agreement, the following definitions apply:

2.2 The term "days" shall mean the days of the week (Monday through Friday, excluding Saturday and Sunday) including the summer but excluding breaks in the calendar (e.g. Thanksgiving Break, Winter Break, Spring Break, etc.).

2.3 "Seniority" shall be defined to mean the length of continuous, uninterrupted teaching service in this District. Seniority shall not accrue during an unpaid leave of absence (except in an approved educational leave or a military leave) or during layoff but shall be frozen for the period of layoff or leave.

2.4 "Certified" shall be defined as possessing a valid provisional, permanent, continuing certificate or Michigan Department of Education authorization appropriate to the teaching assignment.

2.5 A teacher shall be defined as anyone who must have a valid teaching certificate as a condition of employment. A school counselor is defined as anyone who has valid school counselor certification and is employed in that capacity.

2.6 "Qualified" shall mean:

A. In the elementary grades (PK-5) the holding of an elementary teaching certificate. In addition, teaching positions in art, music, drama, and physical education must also possess specific certification in the subject to be taught. The Board recognizes the need for trained staff in the instructional consultation team leader positions, as well as the virtual school lead teacher position. The Board also recognizes the realities of a District with fluctuating enrollment. To address this issue, teachers who wish to receive training to qualify for these positions will be offered training at District expense, budget permitting.

B. In grades 6-8, a Michigan teaching certificate as defined in Part 1 of the teacher certification code, as well as compliance with current Elementary and Secondary Education Act (ESEA) language or current law in the subject area to be taught is required. Teachers in vocational designated areas need to have vocational certification as well.

C. In grades 9-12, an academic major or coursework equivalent to an academic major or in compliance with current Elementary and Secondary Education Act (ESEA) standards or current law appropriate to the teaching assignment.

2.7 Teacher preparation period is defined as a time for teachers to plan lessons, correct papers, communicate with parents, consult and collaborate with peers, design curriculum materials, produce copies for student use, and research information on students. Meetings with the administration during prep time shall be mutually agreed upon. Passing time shall not be counted as part of preparation time.

2.8 Virtual classes are defined as teachers providing instruction via the internet through a learning management system to students taking a course in the virtual environment.

2.9 For the purpose of subject matter preparations, a virtual course is defined as a semester course. For example, a virtual teacher who teaches English 9 semester 1 and English 9 semester 2 during the same semester, is teaching two (2) courses, when counting the total number of courses taught.

2.9 For the purposes of class size, FTE (full time equivalent) students will be used at each interval (see 5.1)

2.10 Flex Professional Developmental Time is professional development which meets the standards for recertification and is offered to staff at times when attendance is recommended, but not mandatory.

ARTICLE 3
BOARD RIGHTS & RESPONSIBILITIES

3.1 In order to carry out its responsibility for the development and operation of education programs providing the best possible educational opportunity for the Suttons Bay Public School District consistent with community resources, the Board retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in the Board by law including by way of illustration, the following rights to:

A. Supervise, direct, and control the management and administration of the school system, its properties, and facilities.

B. Hire all employees and subject to provisions of the law, to determine their qualifications, to discharge, demote, or otherwise discipline employees, and to promote and transfer employees.

C. Establish grades and courses of instruction including special programs, and to provide for athletic, recreational, and social events for students as deemed necessary or advisable by the Board.

D. Approve textbooks, teaching materials, and various teaching aids.

E. Determine class schedules, class size, the hours of instruction, and the assignment of teachers and other employees with respect thereto.

3.2 The exercise of the forgoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, rules, regulations, and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by express provision of this Agreement.

3.3 Copies of the Master Agreement shall be published on the district's transparency website and at the request of SBEA, the district shall print up to 5 copies and provide them to the SBEA President.

3.4 The business office shall provide each member at the beginning of their employment year a statement of terms of total compensation for that year. Terms shall list the level of salary category.

ARTICLE 4
TEACHER & ASSOCIATION - RIGHTS & RESPONSIBILITIES

4.1 The Association shall have the right to use school facilities outside regular school hours consistent with Board policy regarding the public use of these facilities.

4.2 The Association may post notices of its activities and matters of Association concern on staff room bulletin boards.

4.3 Elected representatives of the Association shall be permitted to transact official Association business on school property during non-teaching hours such as lunch time, provided this shall not interfere with or interrupt normal school operations or instructional time.

4.4 The Association may use inter-school mail service and teacher mailboxes, telephone extensions, computers, and District email services for communication to teachers.

4.5 Under normal circumstances, teachers shall not leave a scheduled class unattended. They shall also be responsible for general supervision of students.

4.6 Teachers will make themselves available to assist students during the school day except for their lunch period and preparation period unless agreed upon by the affected teacher.

4.7 Teachers shall participate in scheduled family or student conferences for a total of up to seven (7) hours per semester and faculty meetings, one (1) open house per year, high school graduation, at least one (1) K-12 music program, a homecoming event, and attend one additional student event outside of the school day per year. If Early Childhood staff have more than one open house at the beginning of the school year, they shall be compensated at the school improvement rate. Teachers should view participation in school-sponsored activities as part of their professional responsibilities. Attendance at school sponsored activities should be equally shared by all staff.

Due to the non-traditional flexible schedule within the contract calendar, all virtual teachers shall meet together with the virtual administrator at the beginning of the school year to reach an agreement on expectations regarding attendance at staff meetings, exam schedules, family conferences, and any other related duties outside of the regular school day. The expectations (total number of hours) for virtual teachers for these activities will not exceed the expectations (total number of hours) for non-virtual teachers during the school year. After consulting with the virtual staff, the virtual administrator will create a semester calendar of the expectations regarding these activities based on the mutual agreement of both parties.

Virtual Teachers are not expected to attend K-12 PLC meetings, unless directed by administration. Administration, with consultation with the District Professional Development Committee (or District School Improvement Committee), will determine appropriate professional development and PLC meeting schedules and topics that are aligned with the needs of the Virtual Teaching staff.

4.8 Meetings shall be scheduled as follows:

A. The first Wednesday of the month may be scheduled for general staff meetings and/or grade level department meetings when early release days are not part of the school calendar. Staff meetings should focus on "school business". School business should not include training that is covered by school improvement or professional development. An agenda for monthly staff meetings will be made available to staff at least one (1) day prior to the meeting.

B. The second and third Wednesday of the month may be designated as Professional Learning Communities (PLC's) and/or professional development activities.

C. Required attendance at staff meetings shall normally be expected for no more than sixty (60) minutes for general staff meetings and ninety (90) for each meeting for Professional Learning Communities and/or professional development when early release days are not part of the school calendar.

D. Exceptions may be made should the principal or superintendent determine the need for an emergency staff meeting.

E. Faculty/PLC meetings may be changed to an alternative date with at least two weeks' notice and approval of the SBEA, except in emergency circumstances beyond the District's control.

F. When the school calendar has remote or early release days included, weekly remote/early release day is designated for school improvement meetings that include PLC, staff meetings, leadership team meetings, team meetings, professional development, teacher preparation or other school related tasks. Teachers are expected to work in the school building during remote or early release time unless otherwise indicated by the administration, and/or executive or MDHHS order.

4.9 Teachers shall not leave the school grounds during the school day without the prior permission of the building principal or their representative. The teacher's lunch period is excluded from this provision, however, teachers leaving the school grounds should notify the principal or their representative of their unavailability.

4.10 All virtual teachers will update their digital calendars and share with administration, including location.

4.11 Academic freedom shall be guaranteed to teachers, subject to accepted standards of

professional responsibility. In the enjoyment of such guarantees, the Association recognizes the Board bears ultimate responsibility for the determination of the curricular structure of the school system.

4.12 A bargaining unit member not covered by the Michigan Tenure Act shall be entitled, at the request of the bargaining unit member, to have present a representative of the Association during any meeting with the administration where disciplinary action can reasonably be expected. The administration will inform the employee of this right prior to any meeting where any disciplinary action might take place. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until such representative of the Association is present.

4.13 The teacher shall be entitled to the full rights of citizenship and no lawful Association, religious, or political activities of any teacher or lack thereof shall be grounds for any discrimination with respect to the professional employment of such teacher.

4.14 Teachers will have the right to review the contents of their records and files excluding those documents excluded from the definition of personnel record under the Bullard-Plawecki Employee Right to Know Act, and to have a representative of the Association accompany them to such review. Reviews will be conducted at times convenient to the administration.

4.15 No disciplinary or evaluative material, originating after initial employment will be placed in their personnel file unless the teacher has had an opportunity to review the material.

4.16 The teacher may submit a written notation within ten (10) working days of knowledge of material regarding any material including complaints and the same shall be attached to the file copy of the material in question.

4.17 When a teacher is requested to sign material placed in the file, such signature shall be understood to indicate their awareness of the material but shall not be interpreted to mean agreement with the content of the material.

4.18 In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any teacher(s), the District shall notify the teacher and the Association. The teacher will be provided an opportunity to review the contents of the file prior to the release of the information.

4.19 The Employer will not approve the public use of electronic surveillance devices in a teacher's classroom without prior notification and consultation each time with the teacher.

4.20 New Board policies, procedures, and updates pertaining to teacher working conditions are posted publicly through Board agendas and meeting minutes as they occur. Minutes are made public on the schools website within ten (10) days of Board approval.

Association members have full access to all approved Board policies and procedures through the District website.

4.21 At the beginning of the school year, the Association shall be credited with ten (10) non- cumulative days or 77 hours to be used to conduct Association business. These days may be used by the Association Officers or their designees who are members of the Association to conduct association business under the following conditions:

A. The Association shall request such leave from the superintendent or their designee not less than forty-eight (48) hours in advance.

B. No more than two (2) members may take said leave on the same day.

C. No more than two events per month will be used for such leave.

D. The Association shall reimburse the District for the retirement costs of the employee utilizing the Association Business day and the cost of a substitute teacher if a substitute is hired.

E. The Request for Association Business Leave Form will be used stating the reason for the requested leave. This form is available electronically and in the appendix of this contract.

F. The Superintendent may waive any of the above conditions.

ARTICLE 5
TEACHING LOADS

The Board will make reasonable effort, in light of fiscal and facility limitations, to keep the student-teacher ratio as follows:

Elementary School	
Pre-K	Maximum allowable per GSRP
Kindergarten	22*
Grades 1-2	26*
Grades 3-4	27*
Grade 5	30*
Foreign Language	*same as above
Art	*same as above
Music	*same as above
PE	*same as above
Middle/High School	
Grades 6-12	30
Secondary Science	Limited to number of lab stations
Foreign Language	30
Art	30
Music	40
P.E.	40

Virtual School

A full-time virtual teacher will have up to forty (40) mentor contacts (i.e. mentees) per caseload by the end of fall count for virtual students . If the virtual teacher's number of mentor contacts is less than 20, the superintendent, SBEA and Virtual Director may meet to discuss additional duties. The number of mentor contacts a virtual teacher has can be found in PowerSchool under Mentor Contacts.

5.1 For the purposes of this agreement, classes for non-virtual teachers are defined as a grouping of students with specific curriculum goals tied to the Michigan Content Standards, for which a teacher must prepare plans, ensure learning to standards, assess, and record grades.

A. Non-Virtual elementary staff (grades K-5) teaching core classes will be paid $40 per student above the maximum class size limit of in-seat students at each monthly interval on the 15th.

B. Non-Virtual elementary staff (grades K-5) teaching non-core classes (music, art, foreign language, or PE) will be paid $10 per student above the maximum class size limit in-seat students at each monthly interval on the 15th.

C. Non-Virtual secondary staff (grades 6-12) will be paid $10 per student above the maximum class size limit in-seat students at each monthly interval on the 15th.

D. Virtual teachers whose mentee count exceeds forty (40) students shall be paid $100 per student at the end of each semester as designated in the school calendar. Administration shall count virtual teachers' mentees on December 15 for the first semester and May 15 for the second semester.

E. Virtual teachers with a mentee caseload of at least twenty (20) who teach an in-seat class shall receive an additional 1/6th of their rate of pay for each in-seat class. In-seat teachers assigned to 1.0 FTE caseload who teach a virtual class shall receive 1/6th of their rate of pay for each virtual class. A Virtual teacher with a mentee caseload under twenty (20) may be assigned an in-seat caseload to create a 1.0 FTE teaching assignment and shall not receive 1/6th pay for additional classes. An In-seat teacher assigned to a caseload under 1.0 FTE may be assigned to teach virtual classes to create a 1.0 FTE teaching assignment and shall not receive 1/6th pay for additional classes. In the event that a teacher is assigned to a schedule that includes a virtual and in-seat caseload, the parties agree that the caseload for the teacher with a blended caseload of in-seat and virtual classes shall not be assigned more than a 1.0 FTE caseload without additional compensation as described in this article.

5.2 Project Based Learning (PBL) shall not be assigned to the teacher under this agreement. Students in need of PBL study options will be considered under "virtual" language.

5.3 Each teacher shall be given notification of their tentative teaching assignment for the upcoming year prior to the close of school. The Association will be given a tentative master schedule of all teaching assignments prior to the end of school.

A. Changes, if necessary, will be discussed with the teacher(s) involved. If changes are made after the close of school, written notification to the teacher(s) will be made.

B. If changes are made after August 15 for the coming year, the teacher(s) involved shall be consulted.

5.4 Secondary teachers shall have no more than five (5) subject matter preparations for a year-long course schedule. Secondary teachers shall have no more than four (4) subject preparations in a semester-long course schedule with no more than eight (8) courses per year. In cases of emergency, as deemed necessary by the superintendent, a teacher, after prior consultation with the superintendent or their designee, may have their assignments changed and/or an additional subject matter preparation may be added for one (1) school year. This change shall not be mandatory in the next school year unless the teacher volunteers to teach the additional preparation. Extra distinct preparations beyond five which extend beyond one year shall be compensated at the rate of $500 per preparation.

Advisory will not be counted as a classroom preparation.

A. If the master schedule is a traditional format with students in-seat all five (5) days, teachers shall have one (1) daily preparation period equal to a normal class period or its equivalent per week in a conventional schedule. In an A/B block schedule, an amount of preparation time shall correspond to 1/6 of a class day or its equivalent per two (2) weeks. Elementary teachers will be allowed a minimum of twenty (20) consecutive minutes per day planning time with a total of planning time equivalent to 240 minutes per week.

B. When the master schedule includes various remote and/or early release options, teacher preparation time shall include a minimum of 240 minutes per five (5) day work week and be mutually agreed upon by the administration and SBEA. The parties agree that a five (5) day work week with a minimum of 240 minutes of preparation time shall be inclusive of student contact time on all five (5) work days. For weeks with less than five (5) work days inclusive of student contact time, it is understood that the minimum of 240 minutes of preparation time shall be reduced proportionately. Teachers shall have no less than thirty (30) consecutive minutes of preparation time on early release days.

5.5 Passing time shall not be counted as part of the prep time. Part time teachers are entitled to prep time pro-rated by their percent of F.T.E. F.T.E. shall be determined by adding the minutes of instruction and prep time divided by the total number of minutes per day. Compensation will be based upon this formula.

5.6 Each semester will be considered individually when scheduling preparation time.

5.7 Teachers assigned to an unconventional schedule shall receive the equivalent number of minutes per week as a minimum preparation time as full time faculty. Any modular, block or otherwise unconventional schedule shall require staff involvement in the development process and consultation with the Association. Teachers assigned to both elementary and secondary levels shall not fall under this article but are to have one preparation period per day or its equivalent. Part- time teachers shall be assigned a pro rata amount of time for preparation time. Teacher preparation period is defined as a time for teachers to plan lessons, correct papers, communicate with parents, consult and collaborate with peers, design curriculum materials, produce copies for student use, and research information on students.

5.8 Teachers who are part of a master schedule that includes a full day of remote learning shall maintain a distance learning platform where students can locate instructions for the remote day's lessons and complete assignments.

5.9 Teachers are always on duty during their work day and aspects of their time in hallways, recess, workrooms, staff meetings, etc., as specified by the Master Agreement.

5.10 Virtual teachers shall establish a minimum of 30 hours per week of regular availability hours indicating when they will be available for contact with students taking virtual classes that shall include office hours in a District building. It should be noted that

driving time, prep time and lunch time is included within the 30 hours per week.

5.11 The secondary 6-12 Guidance Counselor(s) may work for a total of six (6) days between the end of the school year and June 30, and six (6) days between July 1 and the start of school. These days will be scheduled for the week following the end of the school year, and the week prior to the start of the school year, unless other arrangements are mutually agreed upon by the counselor(s) and the administration. The counselor(s) will be compensated per diem, based upon salary.

5.12 The virtual school will use a learning management system to deliver all vendor courses. All vendor courses taught in the virtual school will be purchased from an outside vendor. Teachers are expected to regularly maintain all grades in the learning management system and will input only semester grades into PowerSchool.

ARTICLE 6
TEACHING CONDITIONS

6.1 The Board shall provide:

A. A separate desk for each regular classroom teacher in the District with a lockable drawer space wherever possible.

B. Lockable closet space for each regular classroom teacher to store coats and other personal items.

C. Chalkboard or marker board in every regular classroom.

D. Storage space in each classroom for instructional materials.

6.2 The Board shall reimburse a teacher for personal property either stolen or damaged that is being used for strictly instructional purposes, provided advance approval for instructional use is given in writing by the building principal. The building principal shall be informed of the use of such articles, the dates of such use, place of storage, and the value of the property. If, in the opinion of the principal, the risk is not equal to the instructional gain, such property shall not be used in the schools. Property not reported to the principal shall not require reimbursement if damaged or stolen.

6.3 Classroom discipline is primarily the responsibility of the classroom teacher. Whenever it appears that a particular student requires assistance which the classroom teacher cannot provide, the administration will act to assist the teacher with respect to said student.

6.4 In the event a teacher excludes a student from a class, subject, or activity for a period of time up to 1 (one) school day for a violation of the student code of conduct, the teacher shall follow Board Policy 5610, Administrative Guideline 5610, and use Board From 5610 F2a.

6.5 Any case of assault upon a teacher shall be promptly reported to the principal or superintendent. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

6.6 Teachers shall report for work fifteen (15) minutes before the beginning of classes and shall be free to leave ten (10) minutes after the schedule of classes has ended. On days preceding holidays or vacations, the teachers may leave at the close of the students' day.

6.7 All teachers will be guaranteed a duty-free lunch period. The Association recognizes that emergencies may occur requiring temporary supervision and assistance by the teaching staff until such emergencies cease. Changes in length of lunch period will be mutually discussed with building administration and staff and brought to the superintendent and SBEA president for review before implementation.

6.8 Should regular elementary or secondary teachers volunteer and be assigned for recess/lunch duty, they shall be compensated for such duty at the school improvement rate.

6.9 Under Section 1284 of the Revised School Code, some aspects of the calendar shall be set by the ISD. Should it become necessary to increase instructional hours/days to meet the state requirements for full funding, or change the daily schedule in any way, the Board and Association will meet to seek a mutually acceptable solution to satisfy those requirements. All areas of the curriculum including calendar, schedule times and recess will be considered. This meeting shall occur by August 1 of each year. Any additional time is to be scheduled and approved in writing by the Association president and the superintendent.

6.10 Least Restrictive Environment

The parties acknowledge the policy of Least Restrictive Environment (LRE) is legally mandated. They also recognize the extent to which any individual with a disability who is eligible for services under IDEA should participate in regular education programs and services must be determined by an Individual Educational Plan (IEP) on an individual basis.

The administration shall provide pertinent and legal information to the affected teacher(s) regarding placement of LRE students in their classrooms upon the teacher's request and whenever possible prior to such placement. The purpose of providing this information shall be to promote a school climate that is receptive to the placement and to maximize the potential of the student while minimizing possible areas of concern. Should prior provision of such information not be possible, the information shall be provided as early as can be arranged after the placement has occurred. At the teacher's request, Information and/or training opportunities will be provided regarding appropriate instructional techniques and behavioral management for dealing with varying physical, mental, and emotional problems of mainstreamed students.

6.11 Medically Fragile Students

Bargaining unit members, except a school nurse, shall not be required to provide school health services except in an emergency situation or for services or procedures that they have completed any necessary training and has been agreed upon by the involved parties in the IEP or 504.

6.12 Members who volunteer for after-school car line/bus duty will be compensated at the school improvement hourly rate for a maximum of 10 minutes per day. The principal must approve all car line/bus duty assignments before any member volunteers. The member will be responsible to document dates of duty. The District will provide a form for documentation purposes.

ARTICLE 7
GRIEVANCE PROCEDURE

7.1 A grievance shall be a claim and/or complaint by a bargaining unit employee or a group of bargaining unit employees or the Association that there has been a violation of any provision of this Agreement. Should the grievant fail to take prescribed action within the time specified and/or leave the employment of the board, all further proceedings or previously instituted grievance shall be barred. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article;

A. The termination of services of, or failure to reemploy, any probationary teacher.

B. The termination of services or failure to reemploy any teacher to a position on the extra-curricular schedule.

C. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

7.2 Written grievances under this article shall conform to the following specifications:

A. It shall be signed by the grievant(s) and the Association.

B. It shall be specific.

C. It shall contain a synopsis of facts giving rise to the grievance.

D. It shall cite the specific Section(s) alleged to have been violated.

E. It shall contain the date of the discovery of the alleged violation.

F. It shall specify the relief requested.

7.3 Any grievance not in compliance with 7.2 may be challenged as improper. Grievances challenged under this provision shall be corrected within time limitations.

7.4 Time limitations may be extended only by written mutual consent of the parties.

Informal Level: When a bargaining unit employee(s) or the Association believe a grievable incident has occurred, the affected bargaining unit employee(s) or the Association shall request a meeting with the immediate supervisor in an effort to resolve the complaint within 10 days. The Association shall be notified and a representative thereof present with the bargaining unit employee at such meeting. If the bargaining unit employee is not satisfied with the result(s) of the meeting, they may formalize the complaint and pursue the process to formal level 1.

Formal Level 1: If a complaint is not resolved at the informal level between the affected bargaining unit employee(s) and their immediate supervisor, the complaint may be formalized in writing within ten (10) working days of the meeting between the supervisor and the affected bargaining unit employee(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within ten (10) working days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and SBEA.

Formal Level 2: If the Association is not satisfied with the disposition of the grievance or no decision is rendered at Formal Level 1, the Formal Level 2 grievance shall be transmitted to the Superintendent within five (5) days. After the Formal Level 2 grievance has been submitted, the Superintendent shall meet with SBEA on the grievance within five (5) working days. The Superintendent shall, within five (5) working days after the conclusion of the meeting, render a written decision thereon with copies to the Association and the grievant(s).

Formal Level 3: If the Association is not satisfied with the disposition of the grievance or no decision is rendered at Formal Level 2, either party may agree to pursue mediation (MERC) to resolve a grievance at Formal Level 3. If the parties are not able to settle the grievance through mediation, then the grievance may be processed to Formal Level 4.

Formal Level 4:

A. If the Association is not satisfied with the disposition of the grievance at Formal Level 3, it may, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of a mutually selected arbitrator to hear the grievance. If the parties cannot agree on an arbitrator, they shall be selected in accordance with the rules of the American Arbitration Association.
B. All arbitration proceedings shall be conducted pursuant to the provisions of the Michigan Uniform Arbitration Act
C. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association. Subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed in effect.
D. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of this agreement.
E. The arbitrator's fees and expenses shall be shared equally by the Board and the Association. All other expenses shall be paid by the party incurring the expenses. Notwithstanding the fact that the AAA National Rules for the Resolution of Employment Disputes may have a different arrangement for payment of the arbitrator's fee and costs, the parties expressly state their intent that the arbitrator's fee and costs imposed by the American Arbitration Association shall be shared equally by the Board and Association.
F. Arbitration hearings shall be held in the District unless the parties mutually agree to another location

7.5 Should a teacher or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher or the Association fail to appeal a decision within the limits specified, further proceedings of the grievance procedure shall be barred. Should the administration or the Board fail to respond to a grievance within the time limitations herein established, the grievance shall be automatically advanced to the next level.

7.6 The processing of grievances or any consideration thereof, shall not be conducted during duty hours except by mutual consent.

ARTICLE 8
MENTOR TEACHERS

8.1 Each teacher in their first three (3) years of employment or an experienced teacher in their first year in Suttons Bay shall be assigned a mentor by the administration. The mentor teacher shall provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide assistance, resources and information in a non threatening collegial fashion.

8.2 Mentor teachers shall primarily be tenured teachers, currently working in the District. It is understood that if no appropriate mentor teacher is available from this group, mentor teachers may be highly effective teachers/administrators, or college professors, or other as allowed by law.

8.3 The administration will first seek volunteer mentors. In the event there are no volunteers, the administration shall assign mentors as needed in consultation with the Association.

8.4 An effort will be made to match mentor teachers and new teachers who have the same area of certification and/or work assignment.

8.5 Mentor and mentee teachers will have no formal involvement in the evaluation process of each other and their relationship will be collaborative and confidential.

8.6 New teachers shall be provided with a minimum of fifteen (15) days of professional development instruction during their first three (3) years of classroom teaching. Appropriate expenses shall be paid by the District.

8.7 Upon request, the administration may make available reasonable release time so the mentor teacher may work with the new teacher in their assignment during the regular work day.

8.8 No later than the end of the first year that a person serves as a mentor teacher, they may attend a workshop or conference as directed by the administration for the purpose of training those who serve as a mentor. Appropriate expenses shall be paid by the District.

8.9 The mentor teacher assignment will typically be for one (1) year, subject to renewal and shall be reviewed by the administration. Either party may terminate the assignment by serving written notice to the other.

8.10 Teachers and the Association will be encouraged to provide input to the employer in the development of the guidelines and responsibilities for mentor teachers.

8.11 If the state regulations regarding mentor teachers change, the Board and Association will mutually review this section.

ARTICLE 9
SENIORITY, TEACHER EVALUATION, LAYOFF AND RECALL, AND PLACEMENT

9.1 At the beginning of each school year, the administration shall prepare a seniority list. Copies shall be posted in the teachers' workrooms, and a copy given to the Association President by October 15. Any teacher may submit a challenge in writing ten (10) working days of the posting of the seniority list. The Association and administration will meet to review the challenge and correct or affirm the list. In the event more than one individual has the same effective date of hire (defined to be the first formal working day as a Schedule "A" teacher in this system), the individuals in the presence of a representative of the Association and the Board shall draw lots to determine which individual has the greatest seniority.

9.2 PA 116 amended Revised School Code Section 1248, MCL 380.1248, to establish factors that school officials must consider when filling a vacancy (recall), placing a teacher in a classroom (placement), or conducting a staffing or program reduction or any other personnel determination resulting in a position's elimination (layoff).

PA 116 provides that teacher effectiveness (evaluation), as measured by a school's performance evaluation system under Revised School Code Section 1249 or as otherwise collectively bargained, must be used as a factor for personnel decisions. Other factors that may be considered in personnel decisions under PA 116 include: (1) length of service in a grade level or subject area; (2) the teacher's disciplinary record; and (3) relevant special training, other than professional development or continuing education as required by the school or Michigan law, and integration of that training into instruction. Length of service may not be used as the sole factor in personnel decisions but may be considered as a tiebreaker if a personnel decision involves two or more employees who are otherwise equal. Notably, the amended statute does not limit the factors that can be considered for personnel decisions to the length of service in grade level or subject area, disciplinary record, and relevant special training. Therefore, school officials may also consider including additional factors, such as a teacher's (1) knowledge of the content area; (2) ability to impart that knowledge; (3) rapport with students, parents, and colleagues; and (4) ability to withstand the rigors of teaching.

PA 116 also requires a school board to adopt, implement, maintain, and comply with "clear and transparent" procedures for all personnel decisions under Section 1248. For the term of this contract, teacher placement, layoff/recall, and evaluation shall be governed by the "clear and transparent" procedures established by the school board.

9.3 A teacher who is laid off and is subsequently paid unemployment compensation benefits

(associated with their regular teaching assignment) during the summer following the lay-off, and who is then subsequently recalled to a teaching position at the beginning of the next school year shall have their teaching compensation reduced by the gross dollar amount of the unemployment compensation benefits they were eligible for and received prior to being recalled and returning to their position with the District.

ARTICLE 10
LEAVES OF ABSENCE (PAID)

The regular presence of a teacher has a direct, positive effect on the quality of the educational program, the students, and other school personnel. Each teacher shall avoid unnecessary tardiness and absence. The provisions set forth are not intended to reduce or expand the professional responsibilities of a teacher or to provide a form of additional compensation. Rather, they are included to meet the humanitarian and legitimate needs of teachers in a manner consistent with the requirements of the educational program, and they shall be so applied and interpreted. It is further understood that requests for time off may not be denied by administration without adequate justification.

10.1 Teachers will accrue up to twelve (12) days of leave time annually, known as paid time off (PTO), to use for personal business, personal illness, and/or family illness. All teachers employed in the district as of June 30, 2024 shall have their existing sick leave days and personal days converted to the equivalent amount of PTO days. Teachers shall receive all twelve (12) days of PTO at the start of the school year. PTO days may not be taken on the first or last day of school or the day. If PTO days are to be used on the day preceding or directly after a holiday break in the school calendar, administrative approval shall be requested at least five (5) calendar days in advance, except under extenuating circumstances or in case of an emergency. All other requests should be submitted for consideration within a reasonable time frame, except under extenuating circumstances, in case of an emergency or immediate personal or family illness. These requests can be made by submitting requests to the building administrator through an electronic form.

10.2 The interpretation of this article for an employee who has over 140 days accumulated as of September 1 of the new year will be that said employee will have the use of the number of PTO days accumulated plus 10 additional days for the new contract year. (Example: accumulated days of 147 plus new contract years PTO days of 10 equals available PTO days for that contract year of 157. If four days were used, the accumulated total at the end of the year would be 150.)

10.3 Unused PTO days will roll over to the following school year with a maximum of 150 days. A teacher may be required to submit appropriate documentation concerning the reason of absence in order to qualify for the use of a PTO day(s). Any employee absent due to an extended or serious illness longer than five (5) working days shall present to the district prior to their return to service, a statement from a licensed physician indicating that they are capable of returning to work. Exceptions to the above provisions may be granted on a case-by-case basis by the superintendent or their designee whose decision shall be final.

10.4 A teacher may take a maximum of five (5) bereavement days per school year for a death in the immediate family, not chargeable against the PTO balance. Immediate family shall be the teacher's parents, parents-in-law, spouse, children, siblings, step-parents, grandchildren, grandparents, sister/brother in law or in the case of a member who suffers

a miscarriage. Any days needed for bereavement which are not part of the aforementioned family will need to be deducted from PTO days.

10.5 All days that have accumulated with the Sick Bank prior to the 2024 contract shall now be known as the PTO leave bank moving forward. When a teacher's PTO days have been exhausted, such teacher may be granted additional PTO leave days in number not to exceed thirty (30) days, plus the days which the teacher has contributed to the PTO leave bank. In order to be eligible to draw from the bank, the teacher must have donated to the bank, have been employed by the district for more than one (1) school year, a bargaining unit member in good standing and present a doctor's certificate of illness or injury (from a non-immediate family physician). These additional PTO days will be drawn from a PTO leave bank, the formation and administration of which shall be as follows:

A. Any teacher may contribute from their accumulated PTO days one (1) day per school year to a bank of PTO leave of a total of five hundred (500) days. Individual authorization cards shall be placed in chronological order and the contributed days shall be used to maintain the bank at the maximum of five hundred (500) days. All authorization received in excess of the five hundred (500) days shall be maintained on file and shall be used to replenish the bank when necessary.

B. The superintendent or their duly authorized representative shall notify the SBEA when the bank has been depleted to two hundred (200) days. Thereafter, it shall be the responsibility of the teachers in their discretion to replenish the PTO Leave Bank to its maximum level of five hundred (500) days by authorizing a deduction on their card which is on file with the business office.

C. The PTO Leave Bank shall be available to all teachers in the school District who have made a contribution to the Bank.-PTO bank cards will be distributed at the first staff meeting at each building or distributed through an electronic form and accepted in the business office only if received by September 30th.

D. The Sick Leave Bank PTO Leave Bank shall be administered by the business office , and reviewed by two (2) persons designated by the superintendent and two (2) authorized representatives of the SBEA. These persons shall be the PTO Leave Bank Committee, which shall review all matters related to the PTO Leave Bank. The decisions of the committee shall be advisory to the superintendent or their designee.

10.6 A teacher required to perform jury duty or appear as a witness under subpoena in a court of law shall remit the court-paid fee, less court-paid expenses, directly to the administration. The Teacher shall be paid salary during time served on jury duty during the school calendar days.

10.7 Professional Development Time: A teacher planning to use professional development time shall confer with and obtain approval from their principal at least one (1) week in advance of their absence. The teacher shall leave complete plans and adequate materials

for substitute use. The Board shall provide for a substitute teacher and reimburse for agreed upon fees, housing, mileage and meals. When possible, members of staff who share responsibilities will attend the same conference to consolidate expenses.

ARTICLE 11
LEAVES OF ABSENCE (NON-PAID)

11.1 A leave of absence may be granted by the administration. Any leave of absence under this provision shall be taken without pay or accrual of contractual benefits (e.g., PTO leave) except as provided for in the Family Medical Leave Act. Leaves may be granted for the following reasons:

A. Full-time academic study related to the teacher's teaching area.

B. Full-time attendance in an academic program to obtain qualification in an area outside the teacher's teaching area.

C. Other full-time educational participation involving demonstrable advantage to the District.

D. Campaigning for a full-time political office.

E. Recovery from an illness/injury which exceeds the accumulated PTO days allowance upon presentation of medical evidence demonstrating the nature of the illness/injury.

F. Other reasons (e.g., maternity, child care, adoption) approved in conformity with the provision of this Agreement, at the discretion of the Board.

G. Leaves for medical reasons. (E, F, G may qualify under FMLA)

11.2 Teachers required to perform military service will be granted leave of absence under provisions of applicable federal law.

11.3 A leave of absence must be requested in writing to the superintendent not less than thirty (30) days prior to the desired starting date of the leave. The actual starting date and date of return from leave will be decided by mutual agreement of the teacher and the superintendent. Exceptions to this provision may be granted at the discretion of the Board.

11.4 An extension of the leave, not to exceed one (1) year, may be granted at the discretion of the Board provided that the teacher places a request for extension in writing not later than forty-five (45) days prior to the return date established under this article. Exceptions to this provision may be granted at the discretion of the Board.

11.5 Those individuals on leave of absence for a regular school calendar year must inform the superintendent's office of their intent to return on or before April 1 of the school year during which the leave is in effect. For an absence of a one-year duration, notification of intent to return must be made to the superintendent's office at least sixty (60) days prior to the stated date of return.

11.6 Upon return from a leave of absence, a teacher shall be assigned according to Board policy.

11.7 A teacher may use accumulated PTO days up to the starting date of the leave provided they perform all contractual duties and responsibilities. The teacher must meet standards for use of PTO leave as established in Article 10.

11.8 Teachers on unpaid leave of absence who desire to maintain their medical insurance may, subject to the provisions of the carrier, make provision for payment of the premium. The Board has no obligation to pay any insurance premium for a teacher on unpaid leave of absence except as provided for in the Family Medical Leave Act for eligible employees taking that leave.

11.9 Any teaching staff who resigns during the current contract year needs to submit a resignation in writing to the superintendent two weeks prior to their last day of employment.

ARTICLE 12
SCHOOL IMPROVEMENT AND PROFESSIONAL DEVELOPMENT

12.1 The Board, Administration, Teachers and Association recognize the necessity of maintaining an on-going District-wide and individual building school improvement process and the importance of continued recognition and development of quality educational services as a priority and shared goal of the parties.

12.2 The term School Improvement Plan as used in this Article shall mean and apply to a School Improvement Plan as provided in Section 1277 of the Revised School Code and in State of Michigan Accreditation requirements.

12.3 The Board and Association recognize that the terms and conditions of the collective bargaining agreement will govern with respect to wages, hours, and other conditions of employment.

12.4 For school improvement to be successful, all parties should be committed and involved in the process. While the involvement for teachers in the school improvement process shall be primarily voluntary, there may be times that all staff may be required to participate.

12.5 Should school improvement activities be requested by the administration on days other than those in the normal school calendar (i.e. summer, spring vacation, winter vacation) the staff shall be compensated at the rate of $196 per day. Participation under this Section E shall be strictly voluntary. Staff shall have the choice of compensated rate or accrual of compensatory time for approved work during these times.

12.6 The superintendent shall provide copies of all building level School Improvement Plans, Annual Education Reports, other reports, recommendations of the committees, and meeting minutes that are produced to the Association within a reasonable time upon request.

12.7 It is understood that School Improvement Committees will not address grievances of the Master Agreement and will not address wages or fringe benefits.

12.8 The Association President and Superintendent or their designees shall meet at the request of either party to discuss any concerns or problems which may arise under this article.

12.9 To plan for the upcoming school year's professional development, before the end of each school year, a committee made up of at least one bargaining unit member from each building (High School, Middle School, Elementary and Virtual) will work with administration to develop and plan professional development days for the upcoming school year. This committee's recommended outline of professional development for the year shall be mutually agreed upon.

12.10 Flexible Professional Development time may include PLC meetings, after school, meetings on designated inclement weather days, meetings during days not scheduled in the school calendar, or other approved professional development opportunities which relate to school improvement or student achievement. All flexible professional development days are voluntary for staff. Flex in-service days will be used whenever possible for the scheduling of professional development outside of the set school calendar.

12.11 The Professional Development Days in May and/or June may be waived if the Professional Development hours required by MDE have been previously met. Proof would be presented in the form of agendas or PLC minutes signed by the attendees and submitted to the administration. These meetings will adhere to the mutually agreed upon plan outlined for the year.

ARTICLE 13
TEACHER COMPENSATION

13.1 Teacher salary categories are appended to this Agreement.

13.2 Compensation for extra-curricular activities is appended to this Agreement as Schedule B.

13.3 At the end of the school year, teachers shall have the option to elect, in writing, salary payments on the basis of twenty-one (21) or twenty-six (26) (or twenty-seven (27) if needed) equal installments for the following year. Once made, this election will be irrevocable for the following school year. These payments will be made every other Friday commencing with the second Friday following the opening of school.

13.4 Potential additional class hours over a normal contract to be assigned to a teacher for the fall semester will be discussed with the Association when the need becomes known and reviewed before the start of classes in the fall if any changes occur. Likewise, any changes for Second Semester will be discussed with the teacher and the Association when the need becomes known. Teachers who teach an extra class shall receive an additional 1/6th of their rate of pay for the period of the additional assignment if the school offers a six (6)-period day, or 1/7th of their rate of pay for the period of the additional assignment if the school offers a seven (7)-period day.

13.5 Teachers shall report for work fifteen (15) minutes before the beginning of classes and shall be free to leave ten (10) minutes after the schedule of classes has ended. On days preceding holidays or vacations, the teachers may leave at the close of the students' day. If a teacher is assigned a task during this time, the teacher will be compensated at the school improvement rate of pay.

If the daily class schedule increases the hours a teacher will work beyond the current daily schedule that is described in this section Compensation shall be mutually agreed upon by the administration and SBEA.

A. The calendars for the term of this contract plus at least one additional school year beyond the the year in which the Master Agreement expires include standard dismissal (3:25 PM for students) school days, early release dismissal (1:00 PM for students) school days with PD/PLC/Training, early release dismissal (1:00 PM for students) school days without PD/PLC/Training, and teacher professional development/teacher work days resulting in 176 work days with student contact time, and six (6) work days without student contact time for a total of 182 work days. On days preceding holidays or vacations, the teachers may leave at the close of the student's day.
B. A teacher's work day on standard dismissal days shall be no longer than seven (7) hours and forty (40) minutes and shall include a thirty-five (35) minute duty free lunch period. As part of this work day, teachers shall report for work fifteen (15) minutes before the start of the school day for students and may leave ten (10) minutes after students are

dismissed.

C. A teacher's work day on early release dismissal days with PD/PLC/Training shall be no longer than six (6) hours and forty-five (45) minutes and shall include a thirty-five (35) minute duty free lunch period. As part of this work day, teachers shall report for work fifteen (15) minutes before the start of the school day for students and may leave at 2:40 PM.
D. A teacher's work day on early release dismissal days without PD/PLC/Training shall be no longer than five (5) hours and fifteen (15) minutes and shall include a thirty-five (35) minute duty free lunch period. As part of this work day, teachers shall report for work fifteen (15) minutes before the start of the school day for students and may leave ten (10) minutes after students are dismissed.
E. A teacher's work day on professional development days shall be no longer than six (6) hours and shall begin no earlier than 8:00 AM and end no later than 3:00 PM and shall include at least thirty (30) minutes for lunch.
F. Any bargaining unit member assigned a duty in the fifteen (15) minutes before the start of the student's school day or the ten (10) minutes after the student's school day shall be compensated at the school improvement rate.
G. Any bargaining unit member may be paid for up to 14 hours of time worked outside of this contract to prepare their classroom or work space for the upcoming school year. This time shall be compensated at the school improvement rate.
H. In the event that errors or issues are identified with the school calendars detailed in Appendix A of this contract, the parties mutually agree to resolve the errors or issues, amend the calendars, and publish the updated calendars to the district website, SBEA members, and the Board of Education.

13.6 The District shall reimburse each teacher for the cost of taking the Michigan Test for Teacher Certification (MTTC) to become highly qualified under the Elementary and Secondary Education Act (ESEA) for each test taken. The District shall also reimburse the cost for the renewal of the State of Michigan teaching certificate.

13.7 If high school teachers are assigned by the principal to spend time to develop and/or score tests for students testing out of high school courses, the teachers will be compensated on an hourly basis using the school improvement rate.

13.8 Teachers assigned independent study students beyond the normal class load shall be compensated at the rate of $200 per student, per semester. Such independent study arrangements must be mutually agreed upon by the teacher and the principal. For the purposes of this agreement, class is defined as a grouping of students with specific curriculum goals tied to the Michigan Content Standards, for which a teacher must prepare plans, insure learning to standards, assess, and record grades.

13.9 If a credit recovery summer school option is being offered to current students who are enrolled in-seat or in virtual school, any teacher who is willing to teach a course that they are certified and qualified to teach will be compensated at a rate indicated below:

$ 250 - up to five (5) students enrolled
$ 350 - five (5) to ten (10) students enrolled
$ 450 - eleven (11) or more students enrolled to be capped at twenty (20) students

Teachers will use SBVS current virtual school online platforms for credit recovery during a four (4) week period in the summer months to be determined by the administration.

13.10 For the purposes of this agreement, a class is defined as a grouping of students with specific curricular goals tied to the Michigan Content Standards, for which a teacher must prepare plans, insure learning to standards, assess achievement, and record grades. A semester course curriculum must be equivalent to a semester of course content as determined by the Michigan Content Standards.

13.11 Staff teaching courses through 21f shall receive $100 per new student per semester, with an additional $25 paid upon successful completion of the course. As students enrolled in a 21f course are given a two (2) week withdrawal period, staff will submit enrollment accounting to the business office by the end of the third week of each semester to the business office. Accounting for course completion shall be submitted within two (2) weeks of the end of each semester. The filing form is attached to this contract as an addendum.

13.12 Staff who deliver their own courses online using Suttons Bay Public Schools software and infrastructure shall operate within the above mentioned parameters. Use of the school learning management system to create and deliver online courses will be offered to Suttons Bay in-seat students as well as offered through the virtual program.

13.13 For purposes of determining benefits for adjunct staff, once a course load of students reaches eighteen (18), credit for a section (1/6 FTE per semester) will be granted. A new section count will not start until the section cap of thirty (30) is reached.

13.14 Family conferences shall be no more than seven (7) hours; once during the first quarter and once during the third quarter each year. Administration will consult with their teaching staff prior to making the decision on the days, times and format of family conferences. If it is decided to utilize appointments that do not take place during contracted time, the teacher shall provide appropriate documentation to be compensated for the additional time over seven (7) hours at the school improvement rate if extra time is approved by administration.

The GSRP teacher will be exempt from this Section, although they are required to document seven (7) hours of parental meetings that occur outside of the school day.

13.15 The District will compensate the member with a bonus of $200 at the conclusion of the school year for all employees who use no more than two PTO days during the school year. The $200 bonus will be paid on the second June payday through payroll.

13.16 A member with a minimum of fifteen (15) years of service to the District will receive $50 per day for any unused sick days (up to 100 days maximum) upon separation from the District. The maximum payout is $5000. The member must inform the Board, in writing, a minimum of three months (90 calendar days) prior to separation. This payment will be made in the form of a non-elective 403b account on a pay period within thirty (30) days of separation.

13.17 Any qualified Suttons Bay Public School teacher may seek permission to teach a college course from an accredited college/university as part of their regular teaching load. Final approval to teaching a college/university class will be made by the superintendent. At least 75% of the students enrolled in the class(s) taught must be a Suttons Bay Public School student. It is understood that the teacher will be paid through SBPS payroll using the following formula if the college classes are above and beyond a normal class load.

The number of credits earned by the students in the class is **C**

The college pays Suttons Bay Public Schools **$D per credit**

The number of students enrolled in the class is **S**

The minimum enrollment per class is **M** students

The teacher will be paid a prorated amount using the following formula per class taught:

Pay per Class = C times $D times S divided by M

This amount will be paid in one check at the completion of the college/university semester. The teacher must submit all relevant documentation to receive the pay.

ARTICLE 14
INSURANCE

14.1 As of "November 1 of each year a mutually agreed upon health insurance plan(s) for each member of the bargaining unit shall be selected. The District shall be the policyholder for the health care plan selected. As per PA 152 of 2011, the District contribution shall be the maximum amount of capped medical benefit insurance towards the employee health insurance premium, including taxes and the funding of the Health Savings Account (HSA) deductible or Flexible Spending Account (FSA). The contribution will be no more than the hard cap, which is updated on January 1 of each successive year. Employees may, at their discretion, contribute funds on their behalf into their HSA or FSA accounts up to the maximum allowable by law by payroll deduction."

Changes in family status shall be completed by the employee and shall be completed within thirty (30) calendar days, however, the personnel office is available to assist if requested. Changes in family status include: change of address, birth/adoption of child, divorce, marriage, 26-year-old dependent, death of dependent, or loss of other health coverage. The employee shall be responsible for any overpayment of premiums made by the District on their behalf for failure to comply with this paragraph.

14.2 The District shall provide vision and dental plan coverage as per current contract coverage for the life of this contract.

Dental 100x/100/80/80: $3000/1500
Vision VSP 3 Plus 200CL

14.3 The District will also provide Long Term Disability and Life Insurance plans equivalent to those in the current contract for the duration of this contract.

LTD 70% Max $5000
$50,000 Life Insurance
$50,000 AD&D

The above coverage shall include all MESSA health insurance riders that do not increase the cost of the premium.

14.4 Teachers not electing health insurance coverage will receive cash in lieu in the amount of the single subscriber premium providing proof of health insurance coverage through another source.

14.5 The health insurance benefit for teachers working less than full-time shall be prorated.

14.6 If an employee terminates their employment for reasons other than illness prior to June, their subsidy shall terminate on the first of the month following.

14.7 In cases where cost of coverage exceeds the amount of the subsidy, the excess shall be payroll deducted from the employee or otherwise paid by the employee. Deductions shall first come from the Health Savings Account (HSA) or Flexible Savings Account (FSA) before deducting from the premiums paid.

ARTICLE 15

DURATION

This Agreement shall become effective upon ratification and shall expire on June 30, 2027. This Agreement shall not be extended verbally and shall expire on the date herein specified.

WITNESSETH

SUTTONS BAY EDUCATION ASSOCIATION/MEA/NEA	SUTTONS BAY BOARD OF EDUCATION
Melissa L. Cisneros	
President, SBEA	President
Lauren Heise	
Secretary	Vice-President
Nichele Hursey	
Chairperson, Negotiations Committee	Treasurer
6/17/2024	
Date	Chief Negotiator

SCHEDULE A
COMPENSATION

As of July 1, 2024, Compensation of teachers is changed to the format shown below:

A. Salary Schedule as shown below
B. Step advancement will occur at the beginning of each school year. All staff, except retired SBEA employees who return to teach a vacant part time teaching position, will move to the next step on the salary schedule.
C. The parties agree to meet and confer for the 2025-26 and 2026-27 school years to review the District's financial status regarding the corresponding contract year. Said meetings to meet and confer for the 2025-26 and 2026-27 school years shall begin no later than March 15th. For the 2025-26 and 2026-27 school years, the parties agree to negotiate % increases to all steps and lanes Schedule A and negotiate the addition of at least one step to the end of Salary Schedule A.
D. If Impact Aid is reduced or eliminated at any time the contract may be reopened if mutually agreed upon.

Salary Determination Lanes are as follows B.A., B.A.+, M.A., M.A.+.

To qualify for a B.A.+ a teacher must have earned 15 or more college or university credits directly related to the position for which they are certified and highly qualified for in education after having received a Bachelor's degree and/or possess the certification to teach no less than two different content areas.

To qualify for M.A. a teacher must have earned a Master's degree directly related to the position for which they are certified and highly qualified for in education after having received a bachelor's degree.

To qualify for M.A.+, a teacher shall have earned 15 or more successful graduate semester hours directly related to the position for which they are certified and highly qualified for in education after having received a Master's degree and/or possess the certification to teach no less than two different content areas.

Horizontal movement to a new lane (B.A.+, M.A., and M.A.+) for educational credits earned shall occur during the term of this contract. Evidence of successful hours earned beyond a Bachelor's Degree must be filed with the Superintendent or their designee by the teacher. For actual salary schedules, see Schedule A Compensation. A teacher shall be moved to the appropriate salary step and lane within thirty (30) calendar days after sending a written request to change a teacher's salary. The teacher must present documentation/certification showing the total hours and/or certification completed before a salary change may occur. In the event of a lane change due to the completion of an advanced degree or additional certification, a written request for salary and lane change

and a transcript showing the award of the degree shall be presented to the Superintendent or their designee.

Placement and Prior Credit

A. Credit for experience outside Suttons Bay Public Schools shall be evaluated and established by the Superintendent or their designee.
B. The parties agree that SBEA Member placement onto the 2024-2025 Salary Schedule A shall be established, reviewed, and mutually agreed upon by the Chief Negotiators of the District and the SBEA. The placement decisions shall be final and not subject to appeal.
C. Honorable armed services shall be evaluated by the Superintendent or their designee and credit may be granted.
D. In the event a SBEA member completes less than one half of the contracted days in a school year, credit for full time teaching shall be granted for a fractional part of a school year that is equivalent to one half the school year or less.
E. SBEA Members on starting/5 move to next step (6) on Schedule A after 2024-2025 year.

Retired SBEA Employees

A. SBEA employees who return to teach for a vacant part time teaching position will be considered a SBEA bargaining unit member with corresponding rights and responsibilities, including attendance of staff meetings, PD, and evaluations. Their salary shall be BA step 9 of Schedule A with no lane movement for each year during the term of this contract.
B. Retired employees will be paid any schedule B positions that they perform considering their years of service at Suttons Bay prior to retirement and after their retirement according to the SBEA master agreement.
C. Retirees will have access to cash-in-lieu for medical benefits.
D. If retired teachers are performing a daily substitute role, they will be compensated at the retired teacher rate of sub pay of $175 per day or otherwise prorated.
E. Current SBEA members' FTEs will not be reduced.

2024-2025 SALARY SCHEDULE A

STEP	BA	BA+	MA	MA+
Starting/5	$46,000	$47,840	$48,300	$49,220
6	$47,380	$49,275	$49,749	$50,697
7	$48,801	$50,753	$51,241	$52,217
8	$50,265	$52,276	$52,779	$53,784
9	$51,773	$53,844	$54,362	$55,398
10	$53,327	$55,460	$55,993	$57,059
11	$54,926	$57,123	$57,673	$58,771
12	$56,574	$58,837	$59,403	$60,534
13	$58,271	$60,602	$61,185	$62,350
14	$60,020	$62,420	$63,021	$64,221
15	$61,820	$64,293	$64,911	$66,148
16	$63,675	$66,222	$66,858	$68,132
17	$65,585	$68,208	$68,864	$70,176
18	$67,553	$70,255	$70,930	$72,281
19	$69,579	$72,362	$73,058	$74,450
20	$70,971	$73,810	$74,519	$75,939
21	$72,390	$75,286	$76,010	$77,457

SCHEDULE B
EXTRA CURRICULAR

ACTIVITY	PERCENTAGE
Varsity Football	11
Assistant Football*	8
JV Football Head*	6
JV Football Assistant*	4
Middle School Football (Head 4%, Assistant 3%)	7
Soccer Varsity	8
or JV Soccer JV	6
Soccer MS	4
Varsity Basketball	11
or JV Basketball	8
MS Grade Basketball (4% each grade)	4
Elementary Basketball*	2
Volleyball Varsity	11
Volleyball JV	8
MS Volleyball	4
Baseball Coach Varsity	8
Baseball Coach JV	6
MS Baseball	4
Softball Coach Varsity	8
Softball Coach JV	6
MS Softball	4
Instrumental Director (based on the parameters in the job description)	9
Vocal Director (based on the parameters in the job description)	5
Yearbook - High School	4

Yearbook - Middle School	3
School Sanctioned Clubs	2
All-School Musical – Drama Director	4.5
All-School Musical – Music Director	4.5
All-School Musical– Assistant Director	2.5
Elementary Music Director	3
Student Leadership Advisor HS	5
Student Leadership Advisor MS	3
Student Leadership Advisor EL	2
National Honor Society	5
Business Professionals of America	5
Mentor Teacher*	2
Senior Class Advisor	5
Junior Class Advisor	4
Sophomore Class Advisor	3
Freshman Class Advisor	3
Building Leadership Team*	3
Kindergarten Camp/Round-Up*	2
After-Care Coordinator	8
Auditorium Performance Tech Coordinator/Musical	3
Auditorium Performance Tech Coordinator/Play	3

For all SBEA Members, Schedule B begins at entry level (starting) salary/5 (BA) on Schedule A and advances one level for each year/term of service in said Schedule B position with a cap at step BA 20. The aforementioned only correlates with the levels of experience at Suttons Bay Public Schools as per Schedule B, unless otherwise noted or mutually agreed upon by SBEA and the district Superintendent.

Percentages for all schedule B positions assigned to Non-SBEA members are based on the starting salary/5 (BA) SBEA Schedule A and do not advance with subsequent years of service in a Schedule B position.

The Board has the right to fill vacancies in the Schedule B area with non-SBEA members if there are no qualified bargaining unit members that are willing to take those positions. Any non-bargaining unit member who volunteers for a Schedule B position has no right to any of the provisions of the Master Agreement and shall be paid out at the starting salary/5 (BA) of Schedule A as described above.

Internal Substitution/School Improvement Rate - Internal subbing will be paid at $28.00 per hour.

Instrumental Director - The Schedule B position of instrumental director includes at least two ensembles that perform outside of the school day per year and it is considered part of that position.

Vocal Director- The Schedule B position of vocal director would include a vocal ensemble that performs outside of the school day per year and it is considered part of that position.

Elementary Music Director- The Schedule B position of elementary music director includes two concerts outside of the school day per year and it is considered part of that position.

Evaluations of Schedule B coaching positions shall be made within six (6) weeks of the close of the season. Recommendations for continuance or non-continuance in position will be made as a part of the evaluation.

The Association agrees that the Board may cancel an extracurricular program but not in an arbitrary or capricious manner and further agrees that the Board may allow responsibilities for a particular activity to be shared by more than one teacher. Percentages paid will be prorated according to the contracted salary percentages. The Association agrees that Schedule B positions are assigned on a yearly basis.

Salary and duties may be divided between two or more individuals according to a prearranged agreement, subject to SBEA and Superintendent approval by mutual agreement. Percent of salary assigned to each individual shall be based on the number of years of experience at Suttons Bay with this activity, regardless of assignment. Positions designated with an asterisk indicate that the percentage is per EA member. Where applicable, sports positions represent percentages for boys and girls offerings.

If the Board decides to suspend/end an activity to which a bargaining unit member has been assigned or accepted, due to lack of student interest prior to the activities normal

conclusion, the pay for that activity shall be prorated. Additionally, if any Schedule B position is currently offered and will cease to exist over the duration of the current contract, it is mutually understood that both parties will discuss potential impact prior to removal from Schedule B.

The Board will pay the mandatory MPSERS retirement rate for the positions listed in Schedule B. An effort shall be made to assign highly trained people to these responsibilities. People with specialized training, experience, and effective performance in the area of the activity will be given preference for these positions.

If new Schedule B positions are created for activities which have previously been offered in the district, the administrator overseeing that program will make a recommendation as to the appropriate experience placement for any district personnel appointed to that position. The final placement is within the discretion of the Superintendent or his/her designee.

Teachers not qualified for experience factors shall be paid at the entry level.

A coach moving to the next higher level position within the same sport will be placed at Step 2 of the new position provided the teacher has at least the number of years' experience to qualify for such placement. A coach moving to a lower level position within the same sport will be given full experience credit. Experience accrued in any area of student advisory work shall apply in any other area of student advisory work for purposes of credit toward experience factor. Student advisory work includes Student Council, National Honor Society, as well as freshman, sophomore, junior and senior class advisor positions.

NOTE: If, during the life of this agreement, new activities are added to Schedule B, no salary shall be paid for such positions prior to consultation regarding the amount with the Association. Nothing shall preclude the possibility of this salary being subject to further negotiation at the next regular negotiating period.

Any Schedule B position that has an account for funds needed to operate in the Schedule B position may request a statement of that account up to three (3) times each school year.

APPENDIX B: SCHOOL CALENDARS

In the event of school make-up days, the District will begin any required make-up days beginning on the first day after the last day of school. The Early Release day shown on the calendar will become a full day and the last makeup day will be an Early Release day. School calendars 2026-27, 2027-2028, and 2028-29 to be added to this contract upon finalization.

2024-2025 CALENDAR

8/27-8/29 Professional Development
8/29 Open House

AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/14-2/17 Mid Winter Break

9/2 Labor Day
9/3 First Day of School
8:10 - 3:25

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/10 - 3/20 Spring Conferences
3/21 End of Quarter 3
3/24-3/28 Spring Break
3/31 Professional Development Day

10/7-10/18 Family Conference Week
10/11 1:00 Dismissal Students & Staff
10/14 Professional Development Day

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/1 Last Day of Quarter 1
11/5 Regional Professional Development Day
11/28-11/29 Fall Break

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/26 Memorial Day

12/20 1:00 Dismissal
12/23 - 1/3 Winter Break

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/2-6/6 MS and HS Exam Week
6/6 Approximated last day of school
1:00 Dismissal
6/9 - 6/13 Potential make-up days due to inclement weather

1/6 School Starts Again
1/13-1/17 MS and HS Exam Week
1/17 End of Semester

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

176 Students Days
181 Staff Days

Professional Development Day
Teacher Work Day
No School Staff or Students
1:00 Dismissal for Staff and Students
1:00 Dismissal for Students

2025-2026 CALENDAR

8/26-8/28 Professional Development
8/28 Open House

AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2/13-2/16 Mid Winter Break

9/1 Labor Day
9/2 First Day of School
8:10 - 3:25

SEPTEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/9 - 3/20 Spring Conferences
3/27 End of Quarter 3
3/30-4/3 Spring Break

10/6-10/17 Family Conference Week
10/10 1:00 Dismissal Students & Staff
10/13 Professional Development Day
10/31 Last Day of Quarter 1

OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

4/6 Professional Development Day

11/4 Regional Professional Development Day
11/27-11/28 Fall Break

NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/25 Memorial Day

12/19 1:00 Dismissal
12/22 - 1/2 Winter Break

DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6/1-6/5 MS and HS Exam Week
6/5 Approximated last day of school
1:00 Dismissal
6/8 - 6/12 Potential make-up days due to inclement weather

1/5 School Starts Again
1/22-1/23 MS and HS Exam Week
1/23 End of Semester

JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

176 Students Days
181 Staff Days

Professional Development Day
Teacher Work Day
No School Staff or Students
1:00 Dismissal for Staff and Students
1:00 Dismissal for Students

2026-2027 CALENDAR

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9/1-9/3 Professional Development
9/3 Open House
9/7 Labor Day
9/8 First Day of School
8:10 - 3:25

10/5-10/16 Family Conference Week
10/9 1:00 Dismissal Students & Staff
10/12 Professional Development Day

11/6 Last Day of Quarter 1
11/5 Regional Professional Development Day
11/28-11/29 Fall Break

12/20 1:00 Dismissal
12/23 - 1/3 Winter Break

1/4 School Starts Again
1/18-1/22 MS and HS Exam Week
1/22 End of Semester

2/19-2/22 Mid Winter Break

3/8 - 3/19 Spring Conferences
3/26 End of Quarter 3
3/29-4/2 Spring Break

4/5 Professional Development Day

5/24 Memorial Day

6/4-6/10 MS and HS Exam Week
6/10 Approximated last day of school
1:00 Dismissal
6/11 - 6/17 Potential make-up days due to inclement weather

175 Students Days
180 Staff Days

Professional Development Day
Teacher Work Day
No School Staff or Students
1:00 Dismissal for Staff and Students
1:00 Dismissal for Students

2027-2028 CALENDAR

8/31-9/2 Professional Development

AUGUST 2027

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2028

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

2/14-2/17 Mid Winter Break

9/2 Open House
9/6 Labor Day
9/7 First Day of School
8:10 - 3:25

SEPTEMBER 2027

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2028

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/10 - 3/20 Spring Conferences
3/24 End of Quarter 3
3/27-3/31 Spring Break

10/4-10/15 Family Conference Week
10/8 1:00 Dismissal Students & Staff
10/11 Professional Development Day

OCTOBER 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2028

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/3 Professional Development Day

11/5 Last Day of Quarter 1
11/9 Regional Professional Development Day
11/24-11/26 Fall Break

NOVEMBER 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2028

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/29 Memorial Day

12/17 1:00 Dismissal
12/20 - 12/31 Winter Break

DECEMBER 2027

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2028

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/5-6/9 MS and HS Exam Week
6/9 Approximated last day of school
1:00 Dismissal
6/12 - 6/16 Potential make-up days due to inclement weather

1/3 School Starts Again
1/17-1/21 MS and HS Exam Week
1/21 End of Semester

JANUARY 2028

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2028

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

175 Students Days
180 Staff Days

Professional Development Day
Teacher Work Day
No School Staff or Students
1:00 Dismissal for Staff and Students
1:00 Dismissal for Students

APPENDIX B: FORMS

SUTTONS BAY PUBLIC SCHOOLS
ASSOCIATION LEAVE REQUEST FORM

ARTICLE 4.21

At the beginning of the school year, the Association shall be credited with ten (10) non-cumulative days or 77 hours to be used to conduct Association business. These days may be used by the Association Officers or their designees who are members of the Association to conduct association business under the following conditions:

- The Association shall request such leave from the superintendent or their designee not less than forty-eight (48) hours in advance.
- No more than two (2) members may take said leave on the same day.
- No more than two events per month will be used for such leave.
- The Association shall reimburse the District for the retirement costs of the employee utilizing the Association Business day and the cost of a substitute teacher if a substitute is hired.
- The Request for Association Business Leave Form will be used stating the reason for the requested leave.
- The Superintendent may waive any of the above conditions.

I hereby request an Association Leave of absence on_____to conduct association business.

This absence is for a _____Full Day;_____Half Day (AM);_____Half Day (PM)

The reason for this absence is

_____

_____

This request is being made in accordance with ARTICLE 4, SECTION 21.

I attest that the above conditions are met as stipulated.

Signed_____ Date _____

Association Approval_____ Date _____

Principal Approval_____ Date _____

Superintendent Approval_____ Date _____

SUTTONS BAY PUBLIC SCHOOLS
NON-VIRTUAL TEACHER EXCESS CLASS PREPARATION FORM

Teacher Name:_____ **Position:** _____

School Year: _____ **Semester:** _____

Article 5, Section 3

Secondary non-virtual teachers shall normally have no more than five (5) subject matter preparations. Extra preparations beyond five shall be compensated at the rate of $250 per semester, per preparation.

As deemed necessary by the superintendent (or designee), an additional preparation may be added to the teacher class load after consultation with the teacher, before August 1. Furthermore, after consultation with the teacher, the following are allowable after August 1:

- The teacher may have their assignment changed;
- In cases of emergency, a preparation may need to be added for one (1) school year to accommodate changes in staffing or schedule for one school year. In this case, The change shall not be mandatory into the next school year unless the teacher volunteers to teach the additional preparation. The teacher will be compensated for the additional preparation at the rate of $250 per semester for each preparation above five (5).

Class Preparations (Please list class)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Line A: **Number of Preparations beyond five:** _____

Line B: **Multiply Line A by $250:** _____

Total Payment: _____

_____ _____

Staff Signature Date

_____ _____

Administrator Signature Date

SUTTONS BAY PUBLIC SCHOOLS
PTO DAY REQUEST FORM

ARTICLE 10.6

At the beginning of each school year, each teacher shall be granted two (2) non-cumulative Personal Days. Unused days will be carried over as sick days. The use of Personal days shall be subject to the following conditions:

A. Notification must be made in writing stating the requested date(s) of absence to the superintendent or their designee within a reasonable timeframe prior to the day(s) requested using the Personal Day Request Form.

B. Personal Days PTO may not be taken the day before or after a holiday or vacation period without administrative approval, extenuating circumstances, personal or family illness or emergency circumstance. Personal days may not be taken on the first day of the school year or the last day of the school year.

C. Exceptions to the above provisions may be granted on a case-by-case basis by the superintendent whose decision shall be final.

I hereby request a leave of absence on_____ to conduct business which cannot be conducted outside regular work hours.

Date of Absence: _____

Check One: _____Full Day_____Half Day (AM) _____Half Day (PM)

This request is being made in accordance with ARTICLE 10, SECTION 10.6. I attest that the above conditions are met as stipulated.

Signed_____ Date: _____

Principal Approval_____ Date: _____

Superintendent Approval_____ Date: _____

SUTTONS BAY PUBLIC SCHOOLS
IN-SEAT K-12 TEACHER OVERLOAD FORM
ARTICLE 5.1

Teacher Name:_____ **Position:** _____

Month (check one):

□ September □ October □ November □ December □ January

□ February □ March □ April □ May □ June

Elementary School

Pre-K	Max per GSRP/Head Start
Kindergarten	22*
Grades 1-2	26*
Grades 3-4	27*
Grade 5	30*
Foreign Lang.	*same as above
Art	*same as above
Music	*same as above
PE	*same as above

High School

Grades 6-12	30
Secondary Science	# Lab
Stations Foreign Language	30
Art	30
Music	40
PE	40

Line A: Total Number of Students per Administrative Calculation: _____Students

Line B: Select max class size from chart above and enter number here:_____Students

Line C: Subtract **Line B** from **Line A** and enter here: _____Students

Elementary Core Teacher
Multiply **Line C** by $40 and enter number here: $_____

Elementary Non-Core Teacher
Multiple **Line C** by $10 and enter number here: $_____

Middle School/High School
Multiply **Line C** by $10 and enter number here: $_____

The amount of overload for the month checked above shall be: $_____

_____ _____
Staff Signature Date

_____ _____
Administrator Signature Date

NOTE If you have more than one class with an overload, fill out one form per class.

SUTTONS BAY PUBLIC SCHOOLS
GRIEVANCE FORM

Grievance # _____ School Year _____ Date Filed _____

Name of Grievant _____

Association Representative _____

Date Grievance Occurred _____

Contract Section(s) Violated _____

_____

_____

Statement of Grievance _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Use additional sheet if necessary)

Relief Requested _____

_____

_____

_____

_____

_____

INFORMAL LEVEL
DISCUSSION WITH IMMEDIATE SUPERVISOR

Date of meeting: _____

Disposition by immediate supervisor:

_____

_____

_____

_____
Date

Signature of immediate supervisor:_____

FORMAL LEVEL 1
IMMEDIATE SUPERVISOR

Date Received:_____
Date of Meeting:_____
Disposition by immediate supervisor:

_____

_____

_____
Date

Signature of immediate supervisor:_____

FORMAL LEVEL 2
SUPERINTENDENT

Date Received:_____

Date of Meeting:_____

Disposition by Superintendent _____

_____

_____
Date

Signature of Superintendent:_____

FORMAL LEVEL 3
MEDIATION WITH MERC

Date of Notification to MERC:_____

Date of Hearing: _____

Disposition of mediation:

_____

_____

_____

FORMAL LEVEL 4
ARBITRATION

Date of Notification to American Arbitration Association:_____
Date of Hearing:_____
Award (Attach award of arbitration):_____

SUTTONS BAY PUBLIC SCHOOLS
REQUEST FOR TRANSFER CONSIDERATION FORM

Note: This form is due by April 1.

Name:_____ Date: _____

Present Assignment: _____

Highly Qualified Grade Levels and Subject Areas: _____

Michigan Teaching Certification: _____

Other areas of training or expertise:

_____

_____

Position(s) for which you wish to consider a transfer if a position becomes available: (in priority order)

1. _____
2. _____
3. _____

Factors you would like to have considered in evaluating this request:

_____

_____

_____

_____

_____

Signature:

_____