AGREEMENT

BY AND BETWEEN

THE BOARD OF EDUCATION
OF SANDUSKY COMMUNITY SCHOOLS

and

THE SANDUSKY EDUCATION ASSOCIATION

July 1, 2025 - June 30, 2028

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AGREEMENT

BETWEEN THE SANDUSKY BOARD OF EDUCATION

AND

THE SANDUSKY EDUCATION ASSOCIATION

Duration of Master Agreement, Declaration & Mutual Covenants

This Agreement entered into this, 23rd day of June 2025 by and between the Sandusky Board of Education, hereinafter called "Board" and the Sandusky Education Association, hereinafter called the "Association."

Future calendars shall be negotiated no later than March 1 of the respective year.

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Sandusky Community Schools is their aim, and that the character of such education depends predominantly upon the quality and morale of the teaching services, and

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

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, to bargain with the Association and the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understanding which they desire to confirm in this Agreement,

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

ARTICLE I- Recognition

Sandusky Education Association (SEA), Michigan Education Association (MEA)

A. The Board acknowledges the Certification of Representative issued by the Michigan Employment Relations Commission dated February 15, 1989, declaring that the Sandusky Education Association/Michigan Education Association is the exclusive representative of all employees in the following bargaining unit. All certified personnel under contract; excluding supervisory and executive personnel and per diem substitute teachers. Where the word "teacher" is written within the contract, this shall also include school counselor, and speech therapist. It shall be noted that in the event a school counselor or speech therapist does not possess a valid teaching degree, he/she will not be granted tenure as granted to other teachers within the unit.

ARTICLE II- Association and Teacher Rights

PERA, Building Use, Access to Information, SEA, MEA, NEA Membership

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every certificated employee of the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. Employees shall also have the right to refrain from such activities. The Board undertakes and agrees that it will not discriminate against any teacher with respect to hours, wages, or working conditions by reason of his/her membership to the Association, or lack of membership, his/her participation in collective professional negotiations with the Board, or his/her institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to hours, wages, or working conditions.

B. The Association and its membership shall have the right to schedule use of the school building facilities during custodial hours. For any Association use of the building facilities beyond these hours, custodial time will be paid by the Association, according to building use established by Board policy.

C. Duty authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at reasonable time, provided that this shall not interfere with or interrupt normal school operations or classroom procedures.

D. At the written request of the Unit Chairperson, the Board shall consult the executive board of the SEA when initiating or revisiting tax or construction program, curriculum, educational programs and policy, or extracurricular policy. Recommendations will not be binding on the Board.

E. Teachers may either (1) agree to join the Association SEA, MEA, and NEA or (2) choose to not pay association dues.

The Association assumes all liability and attorney fees in the event of a suit brought against the district as a result of Article II-E.

F. Nothing contained within this contract shall be construed to deny or restrict a teacher to any rights he/she may have under state law, federal law, or other applicable regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

G. Upon a policy change, the union will be notified via email of any changes.

H. The Sandusky Education Association and Michigan Education Association shall be granted the use of a bulletin board in each of the teacher's lounge areas.

I. The Association UniServe Director shall have access to school facilities during normal school hours. The initial contact in such buildings shall be with the school office to announce

his/her presence. The UniServ Director's activist shall not interfere with normal instruction of school activities.

J. Upon the conclusion of any school staff meeting the Association may make announcements to its members.

ARTICLE III-Management Rights

Hiring & Discharge, Instruction & Assignment, Financial Emergency

A. In order to carry out its responsibility for the development and operation of educational programs providing the best possible educational opportunity for the Sandusky 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 illustrations and not by way of limitation, the following:

1. The right to hire all employees and subject to the provisions of the law to determine their qualifications, to discharge, demote, or otherwise discipline employees, and to promote and transfer employees.

2. The right to 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.

3. The approval of textbooks and teaching materials, and various teaching aids.

4. The right to determine class schedules, class size, the hours of instruction, and assignment of teachers with respect thereto.

5. To make reasonable provision for the health, safety, and first aid of its employees during business hours.

B. The exercise of the foregoing 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.

C. The Board of Education reserves the right to declare a financial emergency which is defined as (1) a reduction in the per pupil foundation allowance and/or (2) a 2% reduction in student enrollment on the fall count day from the previous year's fall count day. If the Board of Education declares a financial emergency, then the Board and Association agree to meet for the purpose of discussing financial reductions equally across all departments, which may include–but not limited to compensation.

ARTICLE IV-Request for Deductions

Deduction Request

A. Teachers may deliver to the Board an assignment authorizing deduction of all mutually agreed upon deductions from the regular salaries of all such teachers. The Board agrees to submit to the respective agencies all money so deducted (unless state law prohibits such collection).

B. The Board shall not be held liable for any errors in the deduction due to the negligence of the teachers.

ARTICLE V-Teaching Conditions, Hours, and Class Loads

Teacher Work Day, Elementary Preparation Time, Teacher Prep Time, Teaching Loads, Teacher Duty, Class Size (Elementary), Class Size (Secondary), Student Load Distribution, Special Education Class Loads, Yearly Hours/Salary, Parking, Traveling Teachers, Site-Based Decision Making, Least Restrictive Environment, Medically Fragile Students, Telephone Use, Professional Development, Lesson Plans, Building Access, Extra Unpaid Duties, Use of School Facilities, Technology Initiatives, After Hours Requirements, Teaching Online, Grades, Classroom Supplies, Instructional Materials.

A. Teacher Work Day

The work day shall not exceed 7 hours and 20 minutes of continuous hours, including a thirty (30) minute uninterrupted duty free lunch period. The day must fall between 7:45am-3:15pm.

The specific designated times reflect the schedule as it exists at the execution of this contract and shall not prevent subsequent revisions of the schedule so long as such revisions or modifications do not enlarge the length of the teacher work day.

The hours of student contact time are subject to adjustment so that the District satisfies the minimum requirements of the School Code and State Aid Act for full receipts of foundation allowances and other appropriations. Prior to adjusting the amount of student contact time, the District shall solicit input from the Association regarding the reasons for the adjustment.

In an instance where weather or calamity causes the cancellation of classes in the entire district, teachers will be dismissed after 30 minutes without deductions of salary or leave time unless a situation results in the need of supervision of children. In cases where teacher supervision is needed, the teacher will be released from duty as soon as practical.

When classes are canceled in an individual building (after school has started), the affected teacher (canceled building) will be offered reassignment to a position within their building or another building that is open. If a teacher elects to leave when their school building closes (but not the entire district) and supervision duty as described above is satisfied, that teacher will be charged with a half day of universal leave.

1. Expectations to the above will be those who have assigned duties, which require their presence in another building or area. Notification of such responsibilities will be given to the building administrator in writing by the teacher involved and shall include the dates for such absence.

2. Scheduled days of student instruction, which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county, or state health authorities, will be rescheduled. Teachers will receive their regular pay for the days which are canceled but shall work on any rescheduled days with no additional compensation.

3. The parties agree to meet in an effort to mutually agree on when they make-up days should occur. In the event they are unable to agree, the days will be added on the end of the calendar.

4. Should the provisions of the state law be rescinded, the above provisions shall be considered null and void, and the provisions and practices in existence prior to this agreement shall be reinstated, to the extent permitted by law.

5. At the request of the Association President, he/she shall be excused from detention and hall duty assignments as needed for union business.

B. Elementary Preparation Time

Elementary teachers will receive preparation time equivalent to no less than 45 minutes per day.

1. Elementary teachers will receive a 15 minutes unassigned period combined with the 30 minute duty-free lunch period for a total of a 45 minute block of non-student contact time.

2. Three consecutive hours of instructional time shall equal a half-day purpose of entitling a bargaining unit member to half benefits, including hospitalization,universal leave, and release time.

C. Definition of Teacher Preparation Time

Teachers preparation time shall be defined to include all time during the teacher work day, as defined in paragraph A of this Article, with the exception of the following times which shall not be counted as teacher preparation time.

1. The thirty-minute duty free lunch period.

2. When a teacher is engaged in classroom instruction.

3. When a teacher is assigned supervision of students by an administrator.

4. The times prior to the start of the student day and the times after the conclusion of the student day but before the end of the teacher work day, unless either of these intervals is twenty (20) or more consecutive minutes.

5. The teacher shall not be required to monitor in house suspensions.

6. All times not otherwise excluded above shall be counted to satisfy the minimum preparation time requirements set forth in this Article.

D. Teaching Loads

The parties agree that the normal weekly teaching load in grades 7-12 will be 30 teaching periods. If an alternative scheduling procedure (i.e., block scheduling) is implemented, the District and Association agree to work with the building staff and the administration to establish alternative teaching and preparation periods. Middle School and High School teachers will receive preparation time equal to one class period daily.

Exceptions may be made in case of emergency, upon consent of the teacher. Assignment to a directed study period shall be considered a teaching period.

All Directed Studies will be taught by a Sandusky teacher as part of his/her regular schedule, not by a third party.

1. Four hours or more of instruction time shall entitle a person to one full preparation period and benefits on a prorated basis.

2. Less than four hours of instructional time shall entitle a person to benefits including health insurance, universal leave, and preparation time, on a prorated basis.

E. Duty of a Teacher

It is acknowledged that the primary duty of the teacher is to teach.

F. Class Size- Elementary

1. Elementary

	Class Load
DK (If admin decides to offer)	18
Kindergarten	25
1st-2nd	26
3rd-4th	27
5th-6th	28
Split	26

2. Class loads for elementary PE, music, and media shall be no larger than the class loads listed for each grade level plus 10 additional students.

3. If the district is unable to meet the class load specified in paragraph F (1), the teacher of that class will be compensated, at a rate of $12.00 per day per student.

4.If the district requests adding a 7th student, the district must meet with the Association to discuss an adequate solution, but will not exceed the available number of desks and chromebooks.

G. Class Size- Secondary

1. Grades 7-12	Class Load
English	30
Foreign Language	30
Math	30
Science	30
Social Studies	30
Business	30
Art	30
Health Education	30
Enhancement Classes	30
Physical Education	40
Music	40
Computers	30
Directed Study/Online Learning	30
Robotics	25
Weightlifting	24

But not to exceed the number of computers unless funding allows for aides, up to 40 maximum. Also, the number of students needing computer access shall not exceed the number of computers.

Secondary Class Overload: If the district requests adding a 7th student, the district must meet with the Association to discuss an adequate solution, but will not exceed the available number of desks and chromebooks.

Secondary Overload: Secondary rate of $2.50 per student per hour.

H. Student Load Distribution

The Board and the Association recognize the desirability of distributing the student load equally among teaching staff, according to the needs of children. Inequalities shall be worked out with the teachers and building administrators involved.

I. Special Education Caseloads

If the Intermediate School District acquires a waiver from the State Department of Education for special education caseloads, the teacher shall be compensated for each student beyond what is normally allowed under special education rules.

Elementary Teachers (K-6): The teacher shall be paid an amount of $1.50 per day, per student that the teacher's caseload beyond 18, up to the waiver limit (currently 21 students).

Secondary Teachers (7-12): The teacher shall be paid an amount of $1.50 per day, per student if the teacher's caseload is beyond 21, up to the waiver limit (currently 23 students).

Speech Teacher (K-12): The teacher shall be paid an amount of $1.50 per day, per student that the speech teacher's caseload is beyond 62, up to the waiver limit (currently 65 students).

J. Yearly Hours/Salary

If the State mandates a student school year of more than 1112 hours (divided by 180=6.18 hours=1 day), the teacher's salary will be increased proportionally.

K. Parking Facilities

Adequate parking facilities shall be provided and properly maintained for teacher use. The district shall make reasonable attempts to have snow removal completed prior to the teacher start times at each building.

L. Traveling Teachers

In cases where teachers are assigned to more than one building, the Board shall provide compensation at the district's approved mileage rate based on actual mileage driven, and it is understood that reasonable travel time is needed. This shall not include assignments to extracurricular activities.

M. Medically Fragile Students

1. If a teacher will be providing instructional services, excluding those typical classroom responsibilities, to a medically fragile student, the teacher or another adult who will be present when the instruction services are being provided will be advised of the steps to be taken in the event an emergency arises related to the student's medical condition.
2. No teacher will be required to provide services of a medical nature to a medically fragile student unless the services are necessitated by emergency.

3. On a case-by-case basis, the District will determine what training and other support should be provided to a teacher who will be providing instructional services to a medically fragile student.

N. Telephones

Private telephone facilities for incoming and outgoing calls shall be made available to teachers for school use.

O. Professional Development Time/Staff Meetings

Professional Development days as defined by the annual school calendar will consist of six (6) hours per day, not including lunch. Teachers shall be required to attend two meetings per month, not to exceed one hour per month as determined by the administration. Staff meetings shall be in the morning before school, starting no earlier than 7:00 am. Teachers will be given at least five (5)

days advance notice of a meeting. In the event of an emergency, administration will be able to call a meeting as needed.

Watching videos and taking exams is professional development and the staff will be given time to do so during the professional development days prior to students arriving.

P. Lesson Plans

Teachers will keep curriculum alignment/mapping materials for the courses they teach. The curriculum alignment/mapping materials shall include required content standards, learning targets/instructional objectives that connect to the content standards, curriculum materials being used, and methods of student assessment. These curriculum alignment/mapping materials shall be continually evolving documents that get updated as needed to reflect changes in curricular standards and/or shifts in instructional/curricular focus; teachers shall never consider these curriculum alignment/mapping materials as finished documents. Teachers shall work with relevant data (from classroom assessments as well as data provided by the administration) to inform them on the types of changes that are needed. The curriculum alignment/mapping materials shall be provided to administration upon request.

Administration shall supply appropriate tools for staff to use in their curriculum alignment/mapping. Training in use of these tools will be provided in PD and/or staff meetings and on an individualized basis as needed.

All teachers must enter lesson plans into the approved platform. These lesson plans must include the learning target/instructional objective for that lesson as well as the curricular standard(s) being covered.

All teachers need to make lesson plans available to administration for observation purposes per state law. These lesson plans must include the learning target/instructional objective for that lesson as well as the curricular standard(s) being covered. It is desirable that the lesson plan is available at the start of the observation. If not available at the start of the lesson it shall be sent to the observing administrator before the start of the following school day.

Q. Building Access

Teachers will have access to their buildings and classrooms 24 hours a day, 7 days a week during the school year. The school year is defined to be from August 1 through June 15 (unless the scheduled last day exceeds June 15). Access to the classroom between June 15 and August 1 will be determined by the administration. Teachers will not have access if the building is closed due to mechanical emergencies, scheduled maintenance, or construction, or any reason determined by the district.

R. Extra Unpaid Duties

It is understood that any extra unpaid duties are voluntary. No teacher will be forced to participate. It is further understood that there are certain duties required of all teachers (i.e. hall duty, detention, etc.) These duties are not affected by this provision.

S. Use of School Facilities

SEA members may be allowed to make reasonable use of Sandusky Community School facilities, with Superintendent approval, to provide extra services to Sandusky students and/or the community at large. There will be no charge for the use of facilities, unless there is an extra cost to the district. A building use form must be completed and approved before the event(s).

T. After Hour Requirements

1. All teachers will be required to attend the District Open House for a maximum of 1 hour at the beginning of the school year.

2. All teachers are required to attend fall parent-teacher conferences for a maximum of 6 hours according to the conference schedule on the yearly calendar.

3. Elementary teachers (grades K-6) will be required to attend winter Parent-Teacher Conferences for a maximum of 3 hours.

4. Secondary teachers (grades 7-12) will have the opportunity to attend various after-school parent meetings (three hours maximum) throughout the school year (in place of winter conferences). Reasons for these meetings would include 7th grade orientation, standardized test updates, and/or any topics deemed relevant by the building school improvement committee. Teachers who do not attend at least three hours of after school meetings would be required to work the balance.

   Teachers will be excused from winter conferences if conferences are held on a day that they are coaching a Schedule B activity.

5. Staff are expected to check e-mails following the dismissal of students or prior to the students' arrival the next scheduled day. They are not mandated to check emails during evening or weekend hours.

If a teacher is absent from any of the activities in parts 1-4 above, the appropriate time (in hours) will be deducted from (a) accumulated comp time, (b) personal business time, or (c) universal time (in that order), unless other arrangements are approved by the Principal in advance of the absences.

U. Certified Staff Teaching Online Classes in addition to Regular Teaching Assignment

1. Certificated staff may teach online courses for which they are highly qualified and trained, in addition to their regular teaching assignment.

2. Teaching an online course lasting one semester, in addition to a teacher's regular teaching assignment, will be compensated as follows:h
   a. $275 for the first student enrolled in the course.
   b. $225 for each additional student enrolled in the course.

3. The number of students enrolled in each online course shall be capped at 30 students.

4. The teacher will receive payment for teaching the online course in the first pay in February and by June 30.

5. With the mutual consent of the administration and the teacher involved, the online class may be taught as one of the teacher's regular hourly teaching assignments. In this instance, no additional compensation will be paid to the teacher above his/her normal salary.

V. Classroom Supplies

Teachers will submit their prioritized orders to administration as a part of the check out process.

Administration will supply a teacher supply closet with supplies for classroom use. Supplies will be ordered and replaced at the beginning of the year and throughout the year as required supplies are needed.

W. Instructional Materials

Teachers' input will be sought in the selection of instructional materials that they are expected to use. The Board will make the final decision regarding the purchase of textbooks/online curriculum materials.

ARTICLE VI-Qualifications and Assignments

Fully Certified and Qualified, Assignment of Mentor Teacher

A.
Both parties recognize the fact that all teachers shall be fully certified and qualified in their teaching field.

B.
The Board and Association recognize the need for assignment of mentor teachers to probationary teachers in their first three years of employment in classroom teaching, as required by Section 1526 of the School Code. A mentor teacher shall be any individual meeting the qualifications contained in Section 1526 of the School Code. A bargaining unit member shall not be assigned involuntarily to serve as a mentor. The mentor shall consent to the appointment annually. The mentor shall work with the mentee in developing the skills necessary for the effective instruction of pupils. However, the mentor shall not be formally evaluated on the basis of the professional performance of his/her mentee.

ARTICLE VII- Seniority, Layoff, and Recall Procedures

Seniority List, Date of Employment, Transfer to Non-Bargaining, Recall, Special Consideration for Layoffs

A. By September 30 annually, a seniority list shall be prepared as follows:

1. Teachers shall be placed on the seniority list by their "date of employment" which shall be defined as the teacher's first workday within the school calendar for that year. Seniority shall be defined as years or fractions of years of in-district service, which are uninterrupted by resignation or discharge.

2. Accrued seniority shall be lost when employment is severed by resignation, retirement, or discharge for a not arbitrary and capricious reason; however, any teacher(s) transferring to a non-bargaining unit position may retain teacher seniority for a period of not more than two (2) years. Seniority is retained if severance of employment is due to layoff. In cases of layoff, teachers so affected shall retain all seniority that has been accumulated as of the effective date of layoff, but shall not accrue seniority during periods of layoff.

3. Accrual of seniority while on unpaid leave status shall be governed by the provisions of Article X of this Agreement. Seniority shall accrue while a teacher is on paid leave status.

B. In the circumstance of more than one teacher having the same "date of employment," all individuals so affected will, prior to September 30, participate in a drawing, by lot, to determine position on the seniority list. The Association will notify the Board and employees so affected in writing of the date, place, and time of the drawing. The drawing shall be conducted by the Association openly and at a time and place designated by the Association President which will reasonably allow affected employees (or their written designee), the Association President, and Board of Education representatives to be in attendance. The Association will promptly give written results of the drawing, indicating seniority list placement, to the Superintendent.

C. The seniority list and any subsequent revision and updates shall be made available to the Association each school year. The Association shall have fifteen (15) school days from receipt of the seniority list to raise any claimed error or discrepancy. Otherwise, the list prepared by the Board shall be considered final.

A laid off teacher who refuses an offer of a position for which he/she is certified and qualified, from the Board, shall be terminated. Furthermore, a teacher who fails to respond to a written offer by the Board within ten (I 0) days of receiving their certified letter shall be terminated.

Notification of a recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of a change of address. Recalled teachers shall be entitled to all sickness and leave benefits accumulated prior to the layoff.

D. Special Conditions

A laid-off teacher may continue his/her employee group insurance benefits by paying the normal monthly premium for such benefits to the Board, provided the rules of the carrier so permit.

D. Placement, Reduction and Recall of a Classroom Teacher

Decisions about placement, reduction and recall of a teacher shall comply with Revised School Code Section 1248.

- The Superintendent or designee decides placement decisions, when a vacancy exists and when a posting is made. A "vacancy" shall be defined as an unassigned, open position or a newly created position which the district intends to fill. Vacancies shall be posted at least ten (10) days prior to being filled.
- Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for existing staff or that a reduction in teaching staff is necessary due to a program, curricular, or other operational consideration(s), the Superintendent will recommend to the Board the teaching positions to be reduced. At least 30 calendar days' notice of reduction in force will be provided to the classroom teacher and the Association, absent extenuating circumstances.

- The Superintendent or designee has discretion to place, transfer, or layoff or recall a bargaining Unit member into a position for which they are certified for, for a reason that is not arbitrary or capricious including, but not limited to, the following clear and transparent factors:

  a. Compliance with state and federal laws, regulatory standards, and state grant, and categorical funding requirements.
  b. Qualifications determined by the district, including but not limited to credentials necessary for school or program accreditation.
  c. Disciplinary record: Discipline records shall only be considered when the employee has been notified of the discipline and the discipline resides in the employee's personnel file.
  d. Effectiveness based on previous evaluations: Evaluations within the most recent seven years will be considered.
  e. Length of service in the grade level or subject area.

- The Teacher and the Association will be notified in person, and outside of the working day or otherwise agreed, of the anticipated placement change and the reason for the change by the Superintendent or designee.

- Probationary Teachers cannot grieve any aspect of this Section covering layoff, recall and placement of a classroom teacher. Tenured teachers may grieve alleged violations of this Article related to placements, payoff, and recall of a classroom teacher.

ARTICLE VIII- Universal Days (Illness or Disability and Personal Business)

Sick Leave Allowance, Voluntary Donation of Sick Days, Doctor's Certificate, Worker's Compensation, Childhood Disease, Call-in Time, Business Days, Jury Duty, Death Leave, Association Days

A. Illness: At the beginning of each school year, teachers shall be credited with thirteen (13) days of sick leave allowance to be used for absences. The unused portion of such allowance shall accumulate from year to year to a maximum of 90 days. Days over 90 will be paid out at the end of June. The teacher shall have ten (10) days in which to call to the attention of the Administration many claimed errors in the statement of any credit.

Otherwise, the Board's statement shall be conclusive. Universal days will cover all legal requirements of sick time.

B. In an emergency situation, which shall be defined as a time when through illness or injury requiring hospitalization or home recuperation as per medical advice, a teacher's universal leave time has been exhausted, as determined by the Association and Board, days may be voluntarily donated by other teachers in the following manner:

1. Each teacher may contribute days to the requesting teacher provided the requesting teacher does not accumulate days as a result of the contribution.

2. Should additional sick leave be necessary during the remainder of the school year, requests may be made at that time.

3. Contributors shall be notified of the number of donated days used.

C. A doctor's note (at the request of the superintendent) may be required to return to work or to justify absence, if the absence continues beyond three (3) consecutive school days. If the illness continues beyond ten (10) consecutive school days, a statement from the attending physician may be presented to the Superintendent prior to each pay period, attesting to the teacher's disability, prior to the issuance of the teacher's pay, if the person is still receiving sick benefits.

D. It is further agreed, for purposes of Section 354 of the Worker's Disability Compensation Act, that the exchange of a universal day (or part thereof) in return for the payment of a salary differential by the School District, constitutes a direct contribution to this Plan by the teacher which precludes differential salary payment pursuant to Section 354(b) of the Workers' Disability Compensation Act, MCLA 418.354.

E. A teacher absent from work because of a childhood disease (mumps, chicken pox, pink eye, scarlet fever, measles) shall suffer no loss of universal days (for up to 14 school days) or compensation if it can be shown that illness is present within the population of the teacher's building(s), or by announcement of the county health department that a certain health warning exists within the district.

F. Teachers will be required to enter a request in Will Sub or call his/her building designee sixty (60) minutes before he/she is due to report. Should illness of a teacher, family member, or other emergency occur within a lesser time, consideration will be given by the administrator.

G. A teacher called to give testimony including under subpoena or summons before any judicial or administrative tribunal shall be compensated at the regular rate of pay provided they are not a party to the action. This absence is not chargeable to sick leave or personal business days. The teacher shall report to his/her building immediately after dismissal occurring during school hours. Any compensation for the above process shall be returned to the district.

H. Up to ten (10) days of accumulated sick leave may be used for each death in the immediate family. The immediate family shall include: mother, father, stepparent, sister, brother, children, stepchildren, spouse, mother-in-law, father-in-law. Up to three (3) days of sick leave may be used

for each death of other family members. One (1) sick day may be used for attendance at funeral services of a person whose relationship warrants the same.

I. Seven (7) days may be used by the President of the Association or delegated representative to attend an educational meeting or workshop as a representative of the Association. The Association will pay for the Employee's retirement consistent with Office of Retirement Services (ORS) regulations. Any days, approved by the Superintendent, used beyond the aforementioned seven, the Association agrees to pay for the substitute's wages and the employee's retirement costs for each day approved.

J. Sandusky Community Schools follows the Family Medical Leave Act (FMLA). Accumulated universal leave days may be used for the disability period as determined by a physician's recommendation.

ARTICLE IX- Leave of Absence

Leave of Absence with Seniority & Salary Steps NOT Accrued, Procedure & Allowances, Leave of Absence with Seniority & Salary Steps Accrued, Procedure & Allowances, Board's Right to Verification, Notification Timelines, Premium Payments for Health Care, New Child Leave & Timelines, Special Absences.

Preface I.

The following leaves of absences shall not accrue seniority or salary steps; and upon return the affected teacher shall be returned to the position from which leave was taken, provided that said position is still in existence.

A. An unpaid leave of absence of up to one (1) year shall be granted to a tenure teacher, after seven (7) years in the Sandusky system, upon written application to the Superintendent, at least ninety (90) days prior to the end of the school year, and to take effect at the end of the school year, for the purpose of participating in teacher exchange programs, as a full-time participant in such programs, or a cultural travel or work program related to his/her professional responsibilities, or to serve as a consultant or director of a teacher center; provided said teacher states in writing his/her intention to return to the school system.

B. An unpaid leave of up to one (1) year may be granted to a tenure teacher after seven (7) years in the Sandusky School system, upon written application to the Superintendent, at least ninety (90) days prior to the end of the school year, and to take effect at the end of the school year, for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities.

C. No more than two (2) teachers may be granted such leave as defined in A and B together.

Preface 2.

The following leaves shall accrue seniority and salary schedule advances; and upon return the affected teacher shall be returned to the position from which leave was taken, provided that said position is still in existence.

D. An unpaid leave of absence shall be granted to any teacher for the purpose of immediate family (parent, spouse, child) care. Family care leave will be granted for a seriously ill or terminally ill parent, child, or spouse. This leave may also be utilized for the teacher's own serious health condition.

1. Where the leave is for care of a parent, spouse, or child, the initial leave period may be for the duration of the semester when leave was granted, plus the next consecutive semester, unless an eligible teacher qualifies for a longer interval under the Family and Medical Leave Act. A teacher may request an extension of this leave for one (I) additional semester.

   Where the leave is due to the teacher's own serious health condition, the initial leave period may be for the duration of the semester when leave was granted, plus the next consecutive semester, unless an eligible teacher qualifies for a longer interval under the Family and Medical Leave Act. A teacher may request an extension of this leave for one (1) additional consecutive semester, excluding a summer semester.

2. Teachers accessing leave under this section shall provide written notice of their intent to take leave at least thirty (30) days prior to the date on which leave is to commence where the need for leave is foreseeable. If the teacher (or immediate family member) must begin medical treatment sooner or the need for leave or its timing is not foreseeable, notice shall be given as promptly as is practicable under the circumstances of the particular case.

   This notice shall include: the categorical reason(s) for the requested leave, the anticipated duration of the leave, and the date on which leave is requested to commence.

3. Upon request, the Board has the right to receive medical certification from the teacher's health care provider regarding the necessity for leave (or extension). Information provided will be treated by the parties as confidential. The teacher will provide the necessary releases and otherwise cooperate in the furnishing of such information.

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

5. The Board shall have the right to require recertification during the leave period and medical certification of the teacher's fitness to return to duty at the expiration of the leave period. The cost of any examination required shall be paid by the Board if not covered by insurance.

6. For purposes of the Family and Medical Leave Act, either a teacher eligible for leave under that law or the Board may substitute accumulated universal leave available to the teacher under Article IX of this Agreement for any unpaid leave due to serious personal illness or disability, to the extent that universal leave may be utilized for such purposes. Paid leave and FMLA shall run concurrently.

7. Where a teacher requests intermittent leave or reduced schedule leave for purposes authorized under the Family and Medical Leave Act and would be on leave for more than twenty percent (20%) of the total number of working days over the period the leave would extend, the Board may require that the teacher:

a. Take leave for the duration of the planned treatment

b. Transfer temporarily to an alternative position for which the teacher is certified and qualified (and which has equivalent pay and benefits) where the temporary transfer would better accommodate the need for recurring leave, in comparison to the teacher's current position.

8. When leave is granted, the Board and teacher shall agree to a return-to-work date, which minimizes disruption to the continuity of education programming and service delivery. If the teacher requests to return to work prior to the return date agreed upon at the outset of the leave, these arrangements are subject to Board approval.

9. The teacher shall provide written notice of intent to return from leave to the Superintendent not less than sixty (60) calendar days prior to the intended date of return where the leave is for ninety (90) work days or more. Where the leave is for less than ninety (90) work days, the teacher shall provide to the Superintendent not less than thirty (30) calendar days' notice of intended return, unless the stated date of return was indicated at the onset of the leave.

10.In the event of a death of the object (spouse, parent, or child) of the leave of absence, the leave may be terminated upon request of the teacher with twenty (20) school days written notice to the Board.

11. The Board of Education will continue premium payments for health care benefits, as set forth in Appendix C of this Agreement, for up to twelve (12) weeks for a teacher who is on an unpaid leave of absence for personal illness or disability or otherwise under the Family and Medical Leave Act. If the teacher fails to return from leave at its expiration (except in the event of the continuance, onset, or recurrence of a serious health condition of the teacher, or other circumstances beyond the teacher's control), the Board shall have the right to recover up to all premium payments made during the unpaid leave interval (excluding premiums paid by the Board due to the teacher's utilization of paid universal leave). The amounts may permissibly be deducted from any wage or

other payments due the teacher, with any deficiency to be remitted by the teacher to the Board within ten (10) days of demand.

D. An unpaid leave of absence will also be granted, to the extent required under Family and Medical Leave Act, for the purposes of caring for the teacher's newborn child or where a teacher is adopting a child or accepting a foster care placement.

1. An unpaid leave of absence taken under this provision shall be regarded as leave taken under the Family and Medical Leave Act.
2. Leave taken under this section in connection with the birth of a child or due to placement for adoption or foster care must be commenced within the twelve (12) month period beginning on the date of birth or placement, as is applicable.

   A leave under this section, which commences during the first semester, may be granted for the balance of the school year unless an eligible teacher qualifies for a longer interval under the Family and Medical Leave Act. A leave under this section, which commences second semester, may be granted for the balance of the school year, plus one (1) additional semester (excluding summer). A teacher may request a second additional semester if the extension would promote continuity of delivery of services. Requests for leaves that extend beyond the above stated limits shall not accrue additional seniority, salary step advancements, or years of service.

3. Requests for leave of absence under paragraph E of this Article shall be made at least thirty (30) calendar days in advance where the need for leave is foreseeable. If the need for leave is not foreseeable, the teacher will give notice of the need for leave as promptly as is practicable under the circumstances. When possible, the teacher shall also state the intended length of the -leave at the time of application.

4. A written notice of intent to return from such leave shall be submitted to the Superintendent not less than sixty (60) calendar days prior to the intended date of return where the leave is for ninety (90) work days or more. Where the leave is for less than ninety (90) work days, the teacher shall provide to the Superintendent not less than thirty (30) calendar days' notice of intended return, unless the stated date of return was indicated at the onset of the leave.

5. Teachers shall be allowed to use accumulated universal days during any period of pregnancy-related disability, even if such is during a period of child-care leave. Medical verification may be required that the teacher was in fact disabled on any universal days claimed.

6. Restoration from leave shall be subject to the standards set forth in Preface 2 and in paragraph D of this Article.

7. Continuation of Board-paid insurance premium contributions for teachers eligible under the Family and Medical Leave Act for the leaves specified in this section shall be subject to the standards set forth in paragraph D (11.) of this Article.

F. Special Absences: Any absences by a teacher from the classroom not covered by, or included in, the above provisions related to leaves, will be considered a special absence. These absences

must be approved by the Superintendent (up to two days) or by the Board of Education (more than two days). The teacher will be deducted one day's rate of pay for each day of the absence.

ARTICLE X- Evaluation of Teachers

A. The Evaluation Report will be written by a Sandusky Community Schools Administrator.

B. All district teachers, including all teachers of record, will be evaluated pursuant to the performance evaluation system.
C. The District will measure student growth as Twenty Percent (20%) of the evaluation. For the 2024-2025 school year and beyond, student growth will be administered as it was in the 2023-2024 school year excluding the state assessments unless otherwise agreed.
D. Prior to classroom observations, the teacher shall be provided with a copy of the District evaluation form and an explanation of how the observation process works.
E. Probationary Teachers can only grieve the process of this Article. Tenured teachers may grieve alleged violations of this Article through the Board level.
F. An Alleged violation of this Article is not subject to arbitration in this grievance process. An Arbitrator, however, has jurisdiction to consider a grievance filed under the grievance procedure by a tenured teacher who receives two (2) consecutive ratings of "needs support".

ARTICLE XI- Professional Behavior

Code of Ethics & Examples, Association Responsibility, Right to Association Representation, Progressive Teacher Discipline

A. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession.
B. The US Supreme Court has ruled that The National Labor Relations Act gives workers the right to request union representation during investigatory interviews by supervisors, security personnel, and other managerial staff. These are called Weingarten Rights. THe parties recognize bargaining unit members and maintain their Weingarten rights. If a representative of the Association is unable to be present, within three (3) days of the alleged infraction, the disciplinary action may be effectuated by the Administration and subject to future review by the Association representative at a mutually convenient time. It is expressly understood by and between the Association and the Board of Education that this paragraph shall not in any way affect the Teacher Tenure Act or the rights granted thereunder and it is expressly understood that any such disciplinary action may be subject to review by the Grievance Procedure as outlined in Article XIV to the extent allowed by law.

C. A complaint made against a teacher by a parent, a student, or colleague will be promptly called to the attention of the teacher. Unless this is a violation of Title IX rights and protection.

ARTICLE XII-Professional Improvement

Covered Expenses for Professional Development & Determination of Professional Development Activities, Probationary Teachers Observing Mentors or Successful Teachers

A. The Board agrees to provide funds in the budget to pay expenses for a reasonable number of teachers each year to attend professional conferences pertaining to their particular department, upon approval of the Superintendent. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant.

B. The District shall provide Professional Development in accordance with MDE requirements through additional sessions offered outside the contractual day, which teacher may attend.

C. Curriculum days, with students not in attendance, may be provided for teacher improvement. The dates will be mutually established.

D. The parties recognize that the need for teacher in-service, curriculum development, and similar activities may make it advisable for certain formally structured opportunities to take place during the school year on days which have otherwise been designated as instructional days on the school calendar. The District and the Association may accordingly mutually agree to modify the negotiated calendar to accommodate such functions. In-Services at the building level will be cooperatively planned by the faculty and administration.

    1. It is expected that the building administrator will make every effort to adjust the schedule in the individual building so that the same classes will not be missed each month.

    2. At least one in-service day a semester will be for building activities set up by the building in-service committee. The in-service committee of each building will consist of two (2) teachers and their administrator. This committee shall plan and schedule all in-services for that building.

E. Probationary teachers shall be given the opportunity to observe their mentor and or another teacher for the purpose of observing successful teaching practices and procedures. The district shall provide rotating substitutes at least two (2) times throughout the school year to facilitate the observations. The observation shall be no less than two (2) hours in duration. This practice may also be part of any tenured teacher's IDP.

F. The District will record topics and codes for professional development (PD) for each District Provided PD day, per building. THis document will be placed in a Google Document and shared with all teaching staff. Teachers will sign in and out on professional development days to provide attendance records for tracking purposes.

G. Sandusky Community Schools shall take into consideration Professional Development resources available free of charge from the Michigan Education Association.

ARTICLE XIII- Student Discipline and Teacher Protection

Administrative Support, Pupil Requiring Special Attention, Classroom Atmosphere, Necessary Force for Protection, Assault of Teacher, Time Lost & Destruction of Personal Property.

A. Since the teacher's authority and effectiveness in his/her classroom is determined when students discover that there is sufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board may take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis on the child's desirable characteristics. A teacher may use such force as is necessary to protect himself/herself from attack or to prevent injury to another pupil.

C. Any case of assault upon a teacher in a school related activity shall be promptly reported to the Board or its designated representative. The Board will provide appropriate legal counsel to advise the teacher of his/her rights including the right to legal counsel with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities, provided the teacher was not in violation of the law.

D. Time lost by a teacher in connection with any incident mentioned in the Article shall not be charged against the teacher, provided the teacher is not found negligent or in violation of the law.

E. The Board will reimburse teachers for any unusual loss, damage, or destruction of personal property (excluding car) of the teacher while on duty in the school or on school premises, resulting from incidents covered in this Article.

ARTICLE XIV- Grievance Procedure

Violation of Master Agreement, Preparation Guidelines, Level One-Building Principal, "Class" Action Grievance, Timelines, Levels & Procedures.

A. A claim by a teacher or the Association that there has been a violation, or misinterpretation, of any provisions of this Agreement may be processed as a grievance. The Association shall have no right to grievance involving the right of a teacher or group of teachers without his/her/their approval in writing there on.

B. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when a teacher or a participating Association representative is to be at his/her assigned duty station. The Association shall designate one representative per building to handle grievances when requested by the grievant. In the event that any representative of this committee is party in interest to any grievance brought, he/she shall disqualify himself/herself and shall be replaced by Association President.

The Board hereby designates its building principals to act at Level One, and the Superintendent or his designated representative to act at Level Three.

If the particular grievance is a "class" grievance, affecting teachers in more than one building, the grievance shall be processed directly to Level Three. If the particular grievance is due to the action of someone other than the immediate supervisor, the grievance shall proceed directly to the Administrator of the building to which the grievance applies and shall follow the procedure set forth in Level One and proceed accordingly.

C. The term "days" is used herein shall mean working days as set forth in the school calendar and in which school is in session, including business days during the summer (defined by days when the superintendent is on duty).

D. Grievances will be submitted on the form which is attached as Appendix A.

E. Should a teacher fail to institute a grievance within ten (10) days after the occurrence, the grievance shall not be processed. Should a teacher fail to appeal a decision within the time limit specified, all further proceedings on a previously instituted grievance, with the exception of the monetary questions, shall be barred.

F. PROCEDURE: The number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be extended by written agreement of both parties. In the event that a grievance is filed after May 15 and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process the grievance prior to the end of the end of the school year.

LEVEL ONE: The teacher with a grievance shall discuss the alleged grievance with his/her principal either personally or accompanied by his/her Association representative.

LEVEL TWO: If, as a result of the informal discussion with the building principal, a grievance still exists, after five (5) school days, he/she may invoke the formal grievance. A copy of the grievance shall be given to the principal, grievant, and the Association representative or building representative. Within five (5) days of receipt of the grievance the principal shall meet with the grievant and the Association representative in an effort to resolve the grievance. The principal shall make his/her decision in writing within five (5) days after the meeting. A copy thereof shall be given to the grievant, Association representative, and the Superintendent.

LEVEL THREE: In the event that the Association or the grievant is unsatisfied with the decision rendered at Level Two, the grievance may be appealed to the Superintendent,

provided that such a request is transmitted within at least five (5) days of receipt of the Level Two decision, or within ten (10) days of the Level Two meeting, if no decision has been rendered.

Within five (5) days of the receipt of the grievance, the Superintendent or his/her designee shall meet with the grievant on the grievance and shall make his/her decision, in writing, within five (5) days of the meeting, with a copy of the decision being given to the grievant and the Association. If the Association disagrees with the Superintendent's decision, then this matter shall be submitted to mediation. If the parties are unable to resolve the matter after three mediation sessions, then the matter shall be forwarded to Level 4.

LEVEL FOUR: In the event the grievance is not satisfactorily resolved by the Superintendent or his/her designee, or no written decision has been given within five (5) days, the grievance shall be transmitted to the Board by filing a written copy of said grievance with the Secretary of the Board or his/her designee. The grievor shall have five (5) days to file from the date of the receipt of the reply, or from the time established because of a lack of written reply. The Board, upon the receipt of the letter, not later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, shall hold a hearing upon the request of the grievant, review such grievance in executive session, or give other consideration as it shall deem appropriate. Disposition of the grievance by the Board shall be no later than ten (10) days afterward. A copy of such disposition shall be furnished to the grievant, Superintendent, Principal, and Association.

LEVEL FIVE: If the Association is not satisfied with the disposition of the grievance at Level Four, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator within forty-five (45) days of the Board's decision, except in grievances involving monetary issues. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement. They shall have no power to interpret state or federal law. Both parties agree to be bound by the award of the arbitrator and agree that judgement theron may be entered in any count of competent jurisdiction. The fees and expenses of the arbitrator shall be shared equally by the parties. All arbitration shall be held at a mutually agreed upon location or via online platform.

1. The union shall provide the School District with five (5) work days advance notice of any teacher it wishes to be present at such arbitration.
2. If either side requests an adjournment or cancellation of the Arbitration Hearing within five (5) work days of the scheduled Arbitration Hearing, the party requesting the adjournment or cancellation shall pay any and all arbitrator charges.
3. Each side shall be responsible for the fees, and expenses of its witnesses, attendees, and representatives.

ARTICLE XV- Negotiations

Duration of Agreement, Rights During Negotiations, Guidelines to Begin Bargaining, Mediation, Empowerment, Ratification & Original Records

A. This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Association. This agreement is subject to amendment, alteration, or additions, only by a subsequent written agreement negotiated between, and executed by, the District and the Association. The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

B. The duration of this agreement shall be from July 1, 2025 to June 30, 2028. All other terms and conditions as set forth in this agreement are hereby extended to cover the aforementioned period of time.

C. The parties acknowledge that during the negotiations which resulted in the agreement each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the District and the Association, for the life of the agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject matter not specially referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed the agreement.

D. If any provision of the agreement or any application of the agreement to any employee shall be found contrary to law, the such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this agreement and govern the relation of the parties hereunder.

E. Representatives of the Administration and the Association's bargaining committee will meet on the call and agreement of the other party for the purpose of reviewing the administration of the contract to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. The party calling the meeting will submit to the other, prior to the agreed-upon meeting, an agenda covering what they wish to discuss. All meetings between the parties will be scheduled to take place as promptly as possible at a time when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed upon.

F. If the parties fail to reach agreement in any such negotiations, either party may invoke the mediation machinery of Michigan Employment Relations Commission, or take other lawful measures it may deem appropriate. The association recognizes the fact that a strike is not a professional means of attaining goals, but it may impose professional sanction to discourage teachers from seeking employment in the absence of a contract.

G. Neither party in the negotiations shall have control over the selection of the negotiating or bargaining representatives of the other, and each party may select its representatives from within the school system directly. While no final agreement between the parties shall be executed without ratification by the Board and the Association, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. After ratification by both parties, their representatives shall attach their signatures to the ratified agreement. There will be three (3) signed copies for the purpose of record. Once shall be retained by the Board, one by the Association, and one by the superintendent.

H. An emergency manager appointed under the Local Financial Stability and Choice Act, may reject, modify, or terminate this collective bargaining agreement as provided in the Act. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

APPENDIX A- Grievance Report Form

Official FOrm for all Grievances

Grievance # _____

Sandusky Community Schools & Sandusky Education Association
Form:
191 Pine Tree Lane
Superintendent
Sandusky, MI 48471

Distribution of

1.

2. Principal
3. Association
4. Grievant

Name of Grievant:_____

Building Assignment:_____

Date Cause of Grievance Occured:_____

Level One:
Date of Informal Meeting with Principal:_____

Level Two:
Date Formal Grievance Filed:_____

Statement of grievance and relief sought:_____

Signature of Grievant:_____

Date of Meeting Between Grievant and Principal:_____

Decision of Principal:_____

Principal's Signature:_____ Date:_____

Level Three:
Grievant's Response to Principal's
Decision:_____

_____

_____

Signature of
Grievant:_____

Date Appeal Delivered to
Superintendent:_____
Date Of Meeting Between Grievant and
Superintendent:_____

Decision of Superintendent:_____

_____

Superintendent's Signature:_____
Date:_____

Level Four:
Grievant's Response to Superintendent's
Decision:_____

_____

_____

Grievant's Signature:_____
Date:_____

Date Appeal and Request for Hearing Delivered to Board of Education
Secretary:_____

Date of Hearing with Grievant and Board of Education:_____

Disposition of Board of
Education:_____

_____

_____

Secretary of the Board of Education_____
Date:_____

Level Five:
Grievant's Response to Disposition of Board of Education:

_____
_____

_____

_____

Signature of Grievant:_____

Date of Arbitration:_____

Disposition and Award of
Arbitrator:_____

Arbitrator Signature:_____ Date
Received:_____

APPENDIX B- EXTRA DUTIES

Sports, Band, Yearbook, Musicals, Vocal, Quiz Bowl, Responsibilities & Guidelines, Substituting During Prep., Comp. Time, Extended Time in Regular Position, Administrative Requested Help, Class Sponsor, Special Program Coordinators, Mentors, Definition of MA+ 20, School Improvement Teams, How payment is made.

Football

Varsity Coach		4,800
JV Coach		3,200
Assistant Coach (2)	EACH	3,000
7th and 8th Grade Head Coach	EACH	1,600

Boys Basketball

Varsity Head Coach		4,800
Varsity Assistant Coach		3,000
JV Head Coach		3,200
7th and 8th Grade Head Coach	EACH	1,600

Girls Basketball

Varsity Head Coach		4,800
Varsity Assistant Coach		3,000
JV Head Coach		3,200
7th and 8th Grade Head Coach	EACH	1,600

Volleyball

Varsity Head Coach		4,800
Varsity Assistant Coach		3,000
JV Head Coach		3,200
7th and 8th Grade Head Coach	EACH	1,600

Baseball

Varsity Head Coach		4,000
Varsity Assistant		2,000
JV Head Coach		2,500

Softball

Varsity Head Coach		4,000
Varsity Assistant		2,000
JV Head Coach		2,500

Track

High School Boy Coach	2,400 in 2025-2026	3,000 after 2025-2026
High School Girl Coach	2,400 in 2025-2026	3,000 after 2025-2026
Jr. High Boys		1,600
Jr. High Girls		1,600

Other Coaching Positions

Wrestling	1 coach	3,000
Tennis	1 coach	3,000
Cross Country	Jr. High and Varsity Boys and Girls	3,000
Boys Golf		2,700
Girls Golf		2,700
Cheerleading	1 coach, all seasons	3,000
Bowling	1 coach	3,000
Powerlifting		1,800

Coaching Longevity-for the same position

11+ years	$250
16+ years	$375
21+ years	$500

1. Experience does not need to be continuous. Salary will be frozen on the scale in the event the coach/advisor leaves service and returns at a later date. When the coach/advisor returns they will be placed on the salary step that corresponds to their years of service in that activity. All levels listed in this contract (junior high, sub-varsity, and varsity)shall count as experience for that specific activity.

2. Musicals will be approved by and guidelines will be established by the principal, superintendent, and instructors.

3. Reinstating inactive extra duty assignments shall require Board approval.

B. ALL OF THE ABOVE ARE SUBJECTED TO THE FOLLOWING GUIDELINES:

1. Salary will NOT be paid unless services are performed.

2. Coaches will fill out an end of season report, as directed by the athletic director.

3. The Board of Education reserves the right to determine what extracurricular/athletic activities will take place during the present contract year.

4. All extracurricular/athletic assignments are made on a year- to- year basis and not subject to the grievance procedure.

5. Compensation will be paid in a lump sum upon completion of activity and all reports as mentioned above submitted to the respective principal.

C. IN ADDITION TO:

1. Teachers who substitute for another teacher will receive $35 per class period. Teachers shall indicate to the principal if they want to convert seven (7) hours to one (1) universal day, or to be paid at the end of the semester. When high school teachers are subbing during their conference time, they are eligible to earn 7 hours max per semester to convert to One (1) universal day at teacher request, all other hours paid twice annually at $35.00.

2. Any teacher not covered by the above schedule who is required to work beyond the contract day in his/her regular position shall be compensated for each day worked by the daily rate of pay for that teacher. All extra pay must be pre approved by the superintendent.

3. Per hour compensation for teachers who work beyond contract days for administrative-requested help shall be with approval of the Superintendent, at the rate of $30.

It shall be noted that the school counselor and/or speech therapist may be required to work additional days before the start of the school year and/or at the end of the school year. He/she will

be paid his/her daily rate for these additional days. These additional days are approved at the discretion of the school principal and/or superintendent.

D. Co Curricular / Class Sponsors

Band (High School)	4,000
Yearbook (High School)	2,600
Yearbook (Jr. High)	900
Yearbook (Elementary)	900
Quiz Bowl (High School)	2,000
Quiz Bowl (Jr. High)	1,500
Quiz Bowl Elementary	1,200
Talent Development Coordinator	1,500
Drama Director (Each Production 2 positions)	1,500
HS Student Council (x2)	1,000
HS NHS (x2)	1,000
HS Key Club (x2)	1,000
E Sports	1,000
HS Robotics	750
Senior Class Sponsor (x2)	1,000
Junior Class Sponsor (x2)	750
Sophomore Class Sponsor (x2)	375
Freshman Class Sponsor (x2)	375
8th Grade (x2)	375
7th Grade (x2)	375
JH Student Council	375
JH NHS	375
Travel Club Sponsor	200
Art Fair	100

Academic Games High School Language Arts Coach High School Math Coach High School Science Coach High School Social Studies Coach	600.00 for each coach
Tech Academic Games Coach	200.00
Jr. High Academic Games Coach	200.00
Elementary Tech Club	375
Elementary Student Council	375
Elementary Battle of the Books (x3)	400
Kindergarten Expo (x4)	100
BPA	1,000
Elementary Music program (1 event per year)	30

5. Any teacher who coordinates programs or works with students beyond the workday shall be compensated at the rate of $30.00 per hour. The amount of hours shall be determined before the work takes place, by the building principal, individual performing work, and an Association representative, with the approval of the superintendent.

6. Mentor Teachers

Any teacher who is selected to be a mentor teacher shall be compensated as follows: $30.00, not to exceed one hour per week; any time beyond this initial hour must be approved by the superintendent, for a maximum of 3 years as required by law.

7. Teachers who acquire twenty (20) or more hours in excess of their MA degrees shall be considered by the Board to be on the MA +20 rail and shall be compensated as such. This provision shall provide for the inclusion of those hours earned after the BA yet prior to and/or after the MA degree, as long as they total 20 or more credit hours of college coursework that will benefit that teacher in his/her position. Official transcripts must be presented to the Business Office prior to the start of each semester for the payment to be processed. There are no retroactive payments.

8. School Improvement Teams

Sandusky Elementary School Improvement Team (4) @ $300 each
Sandusky JR/SR High School School Improvement Team(4)@ $300 each
District School Improvement Team (3) @ $200 each
Child Study Team Chairperson (1) @ $400
Child Study Team-Teacher (3) @ $250 each

9. Principals shall assign the duties listed throughout paragraph c not solely based on seniority, but based upon interest and ability. In the event that multiple staff members express interest in any of these positions, formal letters of application must be sent to the superintendent.

APPENDIX C-Fringe Benefits

Length of Premiums, Plan A-Medican, Dental, Life, Vision & LTD; Plan B- Dental, Life, Vision, LTS, Dependent Life & Board Paid Stipend or Insurance Options, Timelines & Benefit Termination, Experience Transfer for Steps, Longevity, Universal Leave at Retirement, Retirement Fee, Board Paid Annuity, Salary Schedule.

A. The Board will provide insurance premiums on behalf of the employee and his/her eligible dependents, a choice of either Plan A, or Plan B. Premium shall be paid for a full twelve-month period.

As per PA 152 of 2011 (Health Insurance Cap), the district will pay the maximum amount shown below towards the employee health insurance premium.

The district's contribution will not exceed the hard cap limit set annually by the Michigan Department of Treasury. This benefit shall be provided for a full 12 month period.

Note: These amounts may be adjusted yearly based upon the requirements of PA 152 of 2011.

The District shall implement insurance copayments pursuant to PA 152 of 2011 and shall adopt the hard cap option for each school year. The Board welcomes input from the SEA for the following year in regards to hard cap or 20% provision, but the final decision will be made solely by the Board.

The Association will inform the Board of which plan and provider they chose by a mutually agreed upon date.

Plan A

See "OTHER BENEFITS" below

OR

Plan B

For employees not needing health insurance and electing the dependent life option.

See "OTHER BENEFITS" below.

Employees electing Plan B will be entitled to a stipend at the rate of the difference between $ 6,000/year and the yearly cost of the items listed below in Plan B (upon written application). This amount will be paid monthly (1/12th) upon verification of other coverage by the employee. This stipend will be on the condition that:

1. Employee voluntary and in writing opts out of the available medical health care plan, and

2. Provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Patient Protection and Affordable Health Care Act.

"OTHER BENEFITS"
In effect for all three years of the contract.

Plan A
Delta Dental
100/90/90 $2,000 Annual Maximum
Ninety $ 5000 Ortho Maximum
2 Cleanings, Sealants

Negotiated Life
$40,000 AD & D

Vision
VSP-3 Plus Platinum

Long Term Disability
$35000 Maximum 66 ⅔%
90 Calendar Days Modified Fill
Waiver on Pre-Existing Condition
Alcoholism/Drug- Same as any other illness
Mental/Nervous- Same as any other illness
Freeze on Offsets

Plan B
Delta Dental
80/80/80 1,300 Annual Maximum

Negotiated Life
$ 50,000 AD & D

Vision
VSP-3

Long Term Disability
Same as Plan A

Dependent Life
$2000/$2000 (spouse/child)

B. Employees newly hired by the Board shall be eligible for Board-paid insurance premiums on the first day of the month following the month word commenced.

C. Changes in family status shall be reported by the employee to the personnel office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for the failure to comply with this paragraph.

D. The Board agrees to provide the above-mentioned benefit program within the underwriting rules and regulations as set forth by the carriers(s) in the Master Contract held by the policyholder. The Board will be the policyholder on health insurance policies.

E. Any teacher voluntarily leaving the system, or any teacher having been legally removed from the system, shall have all benefits terminated the first day of the month following the termination of his/her employment.

F. Salary, Longevity, and Terminal Payments

Staff hired prior to the 2022-2023 school year would need to complete 7 years of service to Sandusky Community Schools and after step 12.

1. Compensation per accumulated sick leave will be granted upon layoff, retirement, or voluntary resignation after ten (10) years of service to Sandusky Community Schools, at the rate of $85.00/day if district is notified by March 1, after March 1 and prior to June 1st is $60.00, and June 1st or after will be $40. Extenuating circumstances will be considered upon agreement of the Superintendent at $85.00 per day.

Teachers leaving the District before the completion of the first semester will not be entitled to $85 per day. They will be paid the rate of $40 for outstanding universal days.

Laid off teachers not having ten (10) years of service to the district may choose compensation per accumulated universal leave. If they exercise this option, they forfeit any accumulated universal leave, which they may have had, upon returning to the district.

Compensation per accumulated sick leave capped at 90 days. For those who have over 90 days accumulated leave a one time payment of $40.00 per day will be made on the first pay of July, 2025. Universal days will be capped at 90 days. At the conclusion of the 25-26 school year and all years in the future any universal days above 90 will be paid out annually in June at the rate of $85.00 per day.

2. The teacher retirement fee (excluding the MIP individual contribution) shall be paid by the Board of Education.

3. Upon Completion of ten (10) years of service to the Sandusky Community Schools, current employees will be entitled to have the Board contribute a flat rate of $1,200 toward purchase of a MEA Financial Services Tax-Sheltered Annuity or any other Board approved Tax-Sheltered Annuity (including a Roth IRA). Contribution shall be made on a monthly basis (e.g. $100) payable to the carrier by the second paycheck of each month.

4. Benefits shall be paid based on a seven (7) period day, including the contractual planning period. If an employee is less than full time, the employee will receive prorated benefits

by calculating the ratio of hours assigned (including planning time) to seven (7). For example, if a teacher is assigned to teach 6 periods (including planning time), the Board will pay 6/7th of the benefit package (the employee will pay 1/7th). The amount payable due to the health payment cap (as defined in paragraph A of Appendix C, above) will be factored into the equation.

SALARY SCHEDULE

Salary Steps

2025-2026

Steps 1-5 2% Steps 6-12 3%

	BA	BA+20	MA	MA+20
1	44,555	46,646	48,752	50,3882
2	45,436	47,578	49,742	51,899
3	46,511	48,511	50,702	52,917
4	48,511	50,702	52,917	55,159
5	50,702	52,917	55,159	57,407
6	53,435	55,699	57,969	60,257
7	55,699	57,969	60,257	62,577
8	57,969	60,257	62,577	64,911
9	60,257	62,577	64,911	67,271
10	62,577	64,911	67,271	69,634
11	66,099	68,495	70,897	73,327
12	69,403	71,920	74,440	76,999

2026-2027

2%

	BA	BA+20	MA	MA+20
1	45,446	47,579	49,727	51,899
2	46,345	48,529	50,737	52,937
3	47,264	49,481	51,716	53,975
4	49,481	51,716	53,975	56,262
5	51,716	53,975	56,262	58,555
6	54,504	56,813	59,129	61,462
7	56,813	59,129	61,462	63,828
8	59,129	61,462	63,828	66,209
9	61,462	63,828	66,209	68,617
10	63,828	66,209	68,617	71,027
11	67,421	69,865	72,315	74,793
12	70,792	73,358	75,929	78,539

2027-2028

2%

	BA	BA+20	MA	MA+20
1	46,355	48,530	50,721	52,937
2	47,272	49,500	51,752	53,995
3	48,210	50,471	52,751	55,054
4	50,471	52,751	55,054	57,387
5	52,751	55,054	57,387	59,726
6	55,594	57,950	60,311	62,691
7	57,950	60,311	62,691	65,105
8	60,311	62,691	65,105	67,533
9	62,691	65,105	67,533	69,989
10	65,105	67,533	69,989	72,447
11	68,770	71,262	73,761	76,289
12	72,207	74,825	77,448	80,109

Longevity Scale

Based on $36871		Longevity based on % of $36871	Added Bonus	Total
Years 13-15	6.0%	2212	1440	3652
Years 16-20	6.5%	2397	1600	3997
Years 21-25	7.0%	2581	1750	4331
Years 26-30	7.5%	2765	1900	4665
Years 31+	8.0%	2950	2055	5005

For New Hires: Full steps on salary may be given at the discretion of the superintendent.

If the hard cap exceeds 7.5% then the salary schedule is frozen and void. The first year salary schedule would hold until the Board and the Association meet to find a mutually agreed upon plan for insurance and salary compensation.

APPENDIX D-School Calendars

School Calendars are negotiated every year.

APPENDIX E-Code of Ethics

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provisions of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE 1: Commitment of the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator-

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the students' progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on basis of race, color, creed, sex, national origin, material status, political, or religious beliefs, family, social or cultural background, or sexual orientation, unfairly-
    a. Exclude any student from participation in any program.
    b. Deny benefits to any students
    c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II: Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator-

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified of a candidate for a professional position
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional services unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

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

By: _____
President of the Board

By: _____
President of the Association

By: _____
Secretary of the Board

By: _____
Secretary of the Association