

# MASTER CONTRACT

between the

STANDISH-STERLING COMMUNITY SCHOOL DISTRICT

and the

STANDISH-STERLING  
EDUCATION ASSOCIATION

2024 - 2027

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## **MASTER AGREEMENT**

This Agreement, entered into this 15 day of July, 2024 by and between the Standish-Sterling School Board, hereinafter called the Board, and the Standish-Sterling Education Association, hereinafter called the Association.

### **ARTICLE I - RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for professional personnel, including personnel on tenure, probation, classroom teachers, guidance counselors, librarians, teachers with special or temporary certificates, employed or to be employed by the Board, but excluding supervisors, executive and GSRP (Pre-School) personnel. The term teacher, when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiation unit as above defined and references to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.
- C. The Board shall continue to provide payroll deductions consistent with applicable law. Items to be deducted to be specified. A total of eight (8) can be deducted. To be a deduction, it must be approved by a majority of the Association members and the Board of Education. The following are a number of those which may be deducted as authorized in writing by the individual:
  - 1. Insurance
  - 2. Savings Bonds
  - 3. Tax-sheltered Annuities
- D. Nothing contained herein shall be construed to restrict or deny any teacher rights he may have under the Michigan Revised School Code or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be an addition to those provided elsewhere.

## **ARTICLE II - RIGHTS OF THE ASSOCIATION**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to 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. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any of the rights conferred by Act 379 or any other law of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievances, complaints, or proceeding under this Agreement, or otherwise, with respect to any terms or conditions of employment.
- B. The Board specifically recognizes the rights of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency.
- C. The Association and its members shall continue to have the right to use school building facilities at all reasonable hours for meetings, subject to scheduling by the Principal. No teacher shall be prevented from wearing insignias, pins, or other identification of membership in the Association, either on or off school premises. Faculty bulletin boards, school mail, and other established media of communications shall be made available to the Association and its members with the exception of political issues.
- D. The Board agrees to furnish to the Association, in response to reasonable requests from time-to-time, all available public information concerning the financial resources of the District, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- E. The Association shall be advised by the Board of any new or modified millage, bond, or tax programs which are proposed or under consideration, and the Association shall be given reasonable opportunity to consult with the Board with respect to the proposed annual budget prior to its adoption and general publication.
- F. Beginning July 1, 2024 and every 90 days thereafter, designated Association representatives will be given a complete listing of all bargaining unit staff that includes the following:
  - 1. First, middle, and last name
  - 2. Start date of employment in current bargaining unit.
  - 3. FTE, step, lane placement with annual salary (Base contractual wage or

Schedule A only).

4. Building(s)
  5. Employee identification number (if applicable)
  6. Name of position
  7. Work email address and personal email address
  8. Home mailing address.
- G. Designated Association representatives shall be given, via e-mail and attached excel document, the same information detailed in Section A above within thirty (30) business days of any new hires of bargaining unit members that occur throughout the year.
- H. Termination of employment, by any bargaining unit member shall be reported to the designated Association representatives, including the termination date, via e-mail no later than thirty (30) business days after the member's last day of employment.
- I. Notification of any bargaining unit member placed on layoff or leave of absence (paid or unpaid) lasting more than 10 days shall be reported to the designated Association President via e-mail no later than two (2) business days prior to the school board meeting. Notification of any bargaining unit member returning from a layoff or leave of absence (paid or unpaid) shall be reported to the designated Association President via e-mail no later than five (5) business days after the first day of return.

### **ARTICLE III - RIGHTS OF THE BOARD OF EDUCATION**

- A. It is recognized by all parties hereto that the Board, on its own behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of Michigan and the United States. It is further recognized that the exercise of said powers, rights, authority, duties and responsibilities by the board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the United States.
- B. The Association specifically recognizes the right of the Board appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency.

### **ARTICLE IV - PROFESSIONAL COMPENSATION**

- A. The salaries of teachers covered by this Agreement are set forth in Appendix A, which is attached to and incorporated into this Agreement.
- B. The Salary Schedule is based upon days worked as designated in the school calendar.
- C. A school calendar with holidays and vacation that follow the BAISD common calendar shall be determined by the Board in cooperative effort with the Association each year and shall be listed as Appendix C.
- D. A teacher engaged during the school day in negotiation on behalf of the Association with any representative of the Board, or participating in any mandatory formal professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary to the extent allowed by law.
- E. An elected Association representative shall be released from regular duties without loss of salary for the purpose of participating in regional and state meetings of the Michigan Education Association, such release to be mutually agreed upon by both parties, not to exceed two (2) days per school year, to the extent allowed by law
  - (1) Association representatives shall be released for the same purpose, providing the Association pays for the cost of the substitute's salary.
- F. As new staff positions which may fall within the scope of the bargaining unit are created, salaries for such positions shall be negotiable.

- G. Teacher's salary and benefits are based on their daily work schedules/assignments. In the event that a Teacher's daily work schedule/assignment has been reduced from full time, then the teacher's salary and benefits shall be pro-rated accordingly. Example: If a teacher's schedule/assignment is at 60%, then that teacher's salary and benefits will be set at 60%. The District will be limited to three (3) teaching positions that are less than full time.
- H. Teachers having to substitute during their prep time will be paid forty dollars (\$40), per occurrence.

## **ARTICLE V - TEACHING HOURS**

- A. The Board will, so far as possible, set work schedules and make professional assignments that can reasonably be completed within a standard thirty-five (35) hour school week. Except as herein provided, the Board will not require teachers to regularly work in excess of such standard week within any school building. Teachers agree to comply with all state and federal regulations related to teaching days and clock hours. In the event that there is a significant change in the legislation relative to clock hours and instructional days, the parties will, upon request of either party, meet regarding these legislative changes.
- B. All teachers shall have a duty-free uninterrupted lunch period of at least thirty (30) minutes.
- C. The District will provide 3 hours of time during the first two PD days for teachers to complete the Safe School Trainings.

Teachers may not normally be required to remain after school for longer than thirty (30) minutes to attend meetings called by the Superintendent, Principal, or Department Heads. A tentative schedule, subject to change with 48 hours notice of rescheduled, staff meetings for the school year will be provided prior to the first student day.

## **ARTICLE VI - TEACHING LOADS AND ASSIGNMENTS**

- A. In the event that changes in schedules are proposed, all teachers affected shall be notified.
- B. Jr./Sr. High School
  - 1) The normal teaching load shall consist of a six (6) period day. Teachers will teach five (5) class periods per day, and receive five (5) periods for preparations per week. Building Schedules and configurations may be changed by the administration at the discretion of the administration to best meet the needs of the students.

- 2) A reasonable effort will be made by the administration to limit the number of preparation hours for the teacher to three (3).
- 3) A teacher requested to accept an overload shall be compensated for working during their preparation period (per ratio to the school day of their work load).
- 4) Selection for an overload shall be made by the building administrator based on teacher qualifications.

C. Elementary Schools

- 1) Elementary teachers will be provided relief periods totaling twenty-one (21) minutes each day. In addition, elementary teachers will be provided with a minimum of two (2) unassigned hours per week for preparation and planning time during the school day. These times may be adjusted to comply with regulations or to equalize elementary and secondary work schedules.

## **ARTICLE VII - TEACHING CONDITIONS**

- A. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education, which is the goal of both the Association and the Board. It is further recognized that the class size is controlled for the most part by the facilities and resources available. Because pupil-teacher ratio is an important aspect of an education program, the parties agree that the class size should be lowered whenever possible.
- B. The ratio of pupils to total classroom teachers within the District shall not, whenever possible, exceed twenty-five to one (25:1), with the exception of a class having one or more mainstreamed pupils. The Board agrees that extra effort will be made to keep grades K-2 at or below this ratio. To the extent permitted by law, K-5 inclusion classroom assignments that would result in an imbalance of special education students in a single general education classroom must be mutually agreed to by administration, the general education teacher, and the special education teacher in writing. Absent this agreement, to the extent possible, in consultation with the special education department, including special education teachers, and the degree of the individual student needs, special education students will be dispersed equally based on student need and therefore teacher workload across classrooms in a given grade level.
- C. Lounges, lavatories, workrooms, and personal storage shall be conveniently available to the professional staff. Future building plans shall provide these facilities.
- D. The Board recognizes that appropriate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the



tools of the teaching profession. The parties will confer annually at In-Service or Curriculum Meetings for the purpose of improving the selection and use of such educational tools; and the Board shall promptly consider any recommendations resulting from such studies.

- E. Telephone facilities shall be made available to teachers for their reasonable use. This shall include a separate telephone for the use of the counselors.
- F. Adequate parking facilities shall be maintained, and the Board shall seek additional parking facilities where needed.

### **ARTICLE VIII - VACANCIES & PROMOTIONS**

- A. Currently employed teaching personnel may, in the board's discretion, be given first consideration in appointments of teaching positions.
- B. Any employee seeking consideration or transfer to other teaching position must present his request to the Superintendent in writing. Personal conferences can be arranged.
- C. A vacancy shall be defined for purposes of this Agreement as an unassigned, open position or a newly created position which the District intends to permanently fill.
- D. Posting of Vacancies

Vacancies occurring within the bargaining unit, including newly created positions, shall be provided via e-mail a copy of such posting to the Association President. Positions as described above shall be posted at least seven (7) calendar days prior to being filled. Bargaining unit employees may apply for such positions by submitting an email of interest to the personnel office.

Most effective internally highly qualified applicant shall be awarded the position prior to considering external applicants unless involuntary transfer regulations apply.

- E. Teacher placement decisions will be guided by the following criteria, as well as others included in Board Policy 4402-R:
  - 1. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
  - 2. Teachers must be properly certified, approved, or authorized for all aspects of their assignments.
  - 3. Length of service, according to the Seniority List, may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

## **ARTICLE IX - TRANSFERS**

A. Definition of "Transfer"; a "transfer" shall be defined as either a voluntary or involuntary change in (1) a bargaining unit employee's position or assignment to another position or assignment within the bargaining unit, (2) building assignment, (3) grade level(s) included in an assignment in preK-5, (4) subject area(s) included in an assignment, (5) a non-classroom assignment such as librarian, guidance counselor, itinerant personnel, etc., or (6) Special Education assignment such as learning disability, emotionally impaired, etc.

### **B. Voluntary Transfers:**

A request for a transfer may be made at any time in writing to the Personnel Office with a copy to the Association. The request shall specify the school, grade, and subject/position sought. Subject to possessing adequate certification, a request for voluntary transfer shall be granted unless the granting of same is inconsistent with the contract language pertaining to the filling of vacancies. The Employer shall acknowledge receipt of the request for transfer within five (5) working days. No bargaining unit employee shall be discriminated against because of a request to transfer. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated.

### **C. Involuntary Transfers:**

Thirty (30) days' notice of the intention to transfer. Reasons for involuntary transfer include only on an individual's performance, a specific content/certification need of the district, or lack of peer collaboration as indicated in teacher evaluation, or as part of a necessary reduction of force.

## **ARTICLE X LAYOFF AND RECALL PROCEDURES**

The board of education has the exclusive right to determine the size of the teaching staff based on curricular and/or fiscal

- A. It is understood by the parties that a reduction in staff may be required in the event of financial reasons a significant reduction in district or courses student enrollment, or a significant reduction in funding.
- B. Decisions about the reduction and recall of teachers will be guided first by board policy 4405-R, as well as the following criteria,
  - 1. Non-certified teachers will be laid off first, provided there are effective, certified, and qualified teachers to replace them as allowed by law.

2. If reduction is still necessary, teachers rated less than effective in their most recent year end evaluation will be laid off.
  3. Further reductions will be based on retaining the most effective teachers who are certified and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s).
  4. Teachers must be properly certified, approved, or authorized for all aspects of their assignments.
  5. If the reduction or recall decision involves more than 1 teacher and multiple teachers have the same year-end effectiveness score used to determine each teacher's effectiveness rating, a tenured teacher has priority over a probationary teacher and among tenured teachers. Teacher seniority (as established by the most recent seniority list) will determine preference for reduction or recall.
- C. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are the most effective, certified and qualified for the position(s) will be given the first opportunity to fill such positions.
- D. The Association will be notified of the contemplated reduction in personnel at least five (5) days before the layoff notices are distributed to the teachers. Teachers being laid off shall receive a 60- calendar day notice in writing before the effective date of layoff for layoffs during the summer months and during the school year.
- E. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.
- F. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- G. A teacher refusing an offer of recall shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall.
- H. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article XII until the end of the following month of the effective date of the layoff for teachers with an effective layoff date that is after the first day of school and before the last day of school. After that, a laid-off teacher may continue their insurance

benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA)

## **ARTICLE X - SICK LEAVE AND SICK LEAVE BANK**

- A. The primary purpose of the sick leave allowance is to cover the absence of any employee from school because of personal illness sufficiently severe that it will make his presence in school inadvisable. Sick leave applies only to absences resulting from illness of the employee, and not absence caused by illness in the immediate family.
- (1) To qualify for sick leave bank, a teacher must have been in the system for a period of two (2) years. With teachers who have had previous teaching experience for a minimum of five (5) years shall be granted eligibility after one (1) year in the system.
  - (2) At the time a teacher becomes eligible for sick leave bank; such teacher shall contribute one (1) sick leave day to the sick leave bank.
- B. The amount of sick leave accumulated at the rate of seven (7) days per year shall be to one hundred thirty five (135) days at one-half (1/2) day per pay for the first twenty (20) pays. Deducted sick pay will be paid as accumulated for the contract year.
- (1) The Board shall furnish each teacher with a written statement at the end of each school year setting forth the total accumulated sick leave credit.
  - (2) Maximum accumulated sick days is one hundred thirty-five (135). Additional unused days shall be paid out to the employee at the rate of fifty (\$50.00) dollars per day at the conclusion of each year.
- C. If there is a question of doubt regarding the illness of an employee, the Superintendent may require a doctor's statement verifying the illness, or may require the employee to submit to a medical examination before sick leave pay is allowed.
- D. If an employee is disabled through injury or illness stemming from school employment, sick days will integrate with Worker's Compensation to provide one hundred percent (100%) salary. The remaining fraction of each sick day will be used to extend the employee's protection.
- E. To afford maximum protection against a prolonged illness, the following sick leave bank shall be established for members of the bargaining unit as described in Paragraph A (1) and each member covered by this Agreement shall participate as follows:
- (1) When the sick leave bank falls below fifty (50) days, the Board shall assess each

participating employee one (1) day of his sick leave.

- (2) Upon depletion of a member's own accumulated sick leave, the employee must wait an additional ten (10) working days before drawing from the bank.
- (3) Any employee on sick leave who wants to participate in the sick leave bank, must file an application in the Superintendent's office within 30 calendar days upon diagnosis and/or injury.
- (4) A maximum of thirty (30) days may be granted per appeal illness from the bank.
- (5) Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- (6) If it appears that an individual is abusing the above policy, the Superintendent may direct said individual to be examined by a doctor to determine if the illness is valid.
- (7) The Sick Leave Board may grant or suspend sick days from the bank. Their judgment and/or decisions will be final.
- (8) The Sick Leave Board shall consist of four (4) elected members of the Association and the Superintendent, or his designated representative.
- (9) No employee will be credited with sick leave day allowance while drawing from his own accumulated sick leave or the sick leave bank until he has reported back to work.

F. A member granted days from the sick bank shall repay the bank a minimum of two (2) days at the beginning of each contractual year until all individual total used days are paid back in full. If a member still owes days and they leave the district, central office will determine the monetary value of such days to be repaid.

## ARTICLE XI - LEAVE OF ABSENCE

- A. Any teacher, whose personal illness extends beyond the period compensated under Article X, may be granted a leave of absence without pay for recovery from such illness for a maximum time of up to 1 year beyond the period compensated under Article X. At the end of the 1 year unpaid leave, employee must return to work or forfeit their position with the district. Teachers are eligible for board paid benefits, as stipulated in Appendix A-1, for up to eight (8) months from the last used available paid leave day and/or FMLA day. Teachers on unpaid leave of absence longer than eight (8) months are not eligible for board paid benefits, as stipulated in Appendix A-1, unless required by law. Upon return from leave, a teacher shall be assigned to the same position or a substantially equivalent position, when available.
- B. Leaves of absence, with pay chargeable against the teacher's sick leave allowance, shall be granted for the following reasons:
- (1) A teacher absent due to the illness of members of his or her family may choose to deduct up to five (5) days in any one (1) year from his or her sick leave. Family is defined as father, mother, brother, sister, spouse or child. Grandparents and parent-in-law are also included if they live in the household.
  - (2) Doctor and dental appointments. Employees are not permitted to make non-emergency appointments on days preceding or following times when employees are not regularly scheduled to work in the school calendar.
- C. Leaves of absence with pay, not chargeable against the teacher's sick leave allowance, shall be granted for the following reasons:
- (1) For absence due to a death in the immediate family the teacher may use up to five (5) scheduled school days following the death of the family member. Immediate family is defined as mother, father, sister, brother, spouse, child, parent-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Extension may be granted by the Superintendent, but any extension that is granted shall be deducted from sick leave days.
  - (2) Personal Days: In addition to personal illness, bereavement, and family illness, teachers shall be allowed five (5) personal days. Twenty-four (24) hours notice shall be given for said leave time, except in cases of emergency.
    - (a) Personal days attached to scheduled days off will be addressed in 2E.
    - (b) Unused personal days shall be credited to the teacher's accumulated sick leave.
    - (c) In the event a personal day request is questioned by the Administration, a committee consisting of the Superintendent and a designated Association member shall meet to resolve the issue in question. In the event there is disagreement of said committee, the matter shall be resolved through the Grievance Procedure.

(d) Generally, at the discretion of the district, no more than six (6) personal days will be authorized throughout the district on any given work day, except as provided below in (e).

(e) Up to three (3) personal days may be used in conjunction with holidays. The superintendent has mandated that a maximum of three (3) employees may use leave per holiday/scheduled day off. These holidays include:

- i. Christmas Break
- ii. Spring Break
- iii. Thanksgiving Break
- iv. Memorial Day
- v. November 15<sup>th</sup>.
- vi. Scheduled Days Off

(f) The SSEA will develop a procedure that will determine the eligibility of the employees requesting the personal days off.

(3) One (1) day per year for the attendance at the funeral service of a person, outside of the immediate family, whose relationship to the teacher warrants such attendance.

(4) Absence when a teacher is called to jury duty. The teacher shall be paid the difference between his juror's pay and his salary.

(5) Court appearance when designated by the district as a witness in any case connected with the teacher's employment or the school.

(6) Leave will be allowed for a court appearance in a criminal or civil trial when attendance is required by subpoena and the employee is not a party to the action.

(7) Approved visitation at other schools or for attending educational conferences or conventions.

(8) One (1) day to take selective service physical examination.

D. Leaves of absence without pay and without board paid benefits as stipulated in Appendix A-1, not to exceed one (1) year, may be granted upon application for purpose of study and research. The regular salary increment occurring during such period shall be allowed.

E. Leaves of absence without pay and without board paid benefits as stipulated in Appendix A-1, not to exceed one (1) year, may be granted. A teacher having been duly granted a leave must apply for reemployment on or before April 1st prior to the school term if reemployment is desired and a vacancy is available.

F. Teachers who are officers of the State Association, or are appointed to its staff, shall upon proper application, be given leave of absence for one (1) year without pay and

without board paid benefits as stipulated in Appendix A-1, unless district is reimbursed by the State Association for performing said duties of the Association. Teachers given such leave shall have the regular salary increment credit, to the extent allowed by law.

- G. Military leaves of absence shall be granted, without pay and without board paid benefits as stipulated in Appendix A-1. Such teachers shall be restored to employment in the District and shall, if allowed by law, be given the benefit of any increments, provided he/she makes application for reemployment within ninety (90) days of his/her discharge and that he/she reports for his/her teaching assignment at the outset of the semester immediately following such discharge from service.
- H. Employees who have been employed for at least 12 months and have been employed for at least 1,250 hours of service during the immediately preceding 12-month period (or are full time teachers who have completed at least 12 months of service) are eligible for leaves of absence for any one, or more, of the following reasons:
  - (1) The birth of a son or daughter, and to care for the newborn child;
  - (2) The placement with the employee of a son or daughter for adoption or foster care;
  - (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
  - (4) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

An eligible employee is entitled to a total of 12 workweeks of leave during a rolling 12 month period measured backward from the date of any FMLA leave. The provisions of this section are supplemented by the District's Family and Medical Leave Policy, and are further explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act.

## **ARTICLE XII - INSURANCE PROTECTION**

The Board agrees to furnish to all teachers the following insurance protection. Teachers on unpaid leave of absence longer than eight (8) months are not eligible for board paid benefits, as stipulated in Appendix A-1, unless required by law.

- A. If a teacher dies while under contract with the Standish-Sterling Board of Education, one (1) day's pay shall be granted for each day of accumulated sick leave, not to exceed ten (10) days.
- B. The School District shall provide the benefits stipulated in Appendix A-1 for twelve months or be prorated for actual time worked by employee. Coverage shall be effective the first day of employment for all bargaining unit members and stop upon termination, resignation, or death of an employee.



- C. If an employee is absent from work because of compensable injury, and has exhausted their sick leave benefits, the School District shall continue to provide current employee benefits as stipulated in Appendix A-1, for eight (8) months from the last used available paid leave day, and/or FMLA day i.e. (if an employee has 20 paid leave days available to them, upon using the 20<sup>th</sup> paid leave day; eight (8) months from the date the last used paid leave and/or FMLA day). Teachers on unpaid leave of absence longer than eight (8) months are not eligible for board paid benefits, as stipulated in Appendix A-1, unless required by law.

### **ARTICLE XIII - TEACHER EVALUATION**

- A. The Board will maintain a continuing individual personal tenure file as to each teacher employed by it, which can be reviewed by that teacher upon request, and with the right vested the teacher to have a member of the Professional Rights Committee present if the teacher requests such representation. Teachers may have a written response, and that response is to be attached to the evaluation.

Beginning with the 2024-25 school year the negotiated performance evaluation system WILL BE (5D). Performance evaluation will follow board of education Policy 4403-r, as well as the following criteria:

- A. The student growth and assessment data or student learning objectives shall consist of measurable, long-term academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers. The parties will meet and reach consensus by September 1, 2024 about how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation.
- B. That data used in this section must be attributable to the teaching responsibilities of the individual teacher.
- C. Process:  
Classroom observations that are intended to assist in the year-end performance evaluation for teachers will in the Board's discretion be generally conducted as follows:
1. The classroom observations used in the year-end evaluation will include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.
  2. The observation will ordinarily review of pupil engagement.
  3. The observation shall be no less than fifteen (15) minutes.
  4. Reasonable notice of the planned observation date will be given to the teacher, except for unscheduled observation.

5. Feedback will be provided electronically within ten (10) school days and if needed further discussed during the post-observation meeting between the administrator conducting the observation and the teacher. At the post-observation meeting, the teacher will be provided written feedback on that observation.
  6. There shall be 2 classroom observations of a teacher in each school year the teacher is evaluated that are conducted at least 60 days apart. The first observation shall occur no later than December 15 of each school year.
  7. The annual performance evaluation system will assign a year-end rating of effective, developing or needing support.
  8. If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.
  9. If a tenured teacher has been rated highly effective or effective for three (3) consecutive year-end evaluations, they shall be evaluated triennially except under circumstances in which administration, in its sole discretion, believes observation and/or evaluation to be necessary. If the subsequent year-end rating is not effective, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.
  10. Probationary teachers and teachers who receive an end of year evaluation rating of less than effective shall be provided an individualized development plan (IDP), which may include some or all of the following:
    11. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.
    12. Training to be provided by the district to assist the teacher in meeting the goals of the IDP.
    13. A mid-year progress report, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
    14. A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee in the described performance goals of the IDP.
- D. All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.
- E. Rights of Tenured Teachers:

- F. A tenured teacher who is rated as needing support may submit a written response and, to the extent permitted by MCL 380.1249, request mediation, and utilize the grievance process or binding arbitration.

1. Training on evaluation system, tools, and reporting forms:

The district shall provide training prior to first observation, during contractually scheduled Professional Development time if possible, training to teachers who have not been trained on the evaluation tool(s)/form(s) used by the District in its performance evaluation system and how each evaluation tool/form is used.

G. Probationary Teacher Evaluation Challenge

1. A probationary teacher who is dissatisfied with his or her evaluation may request a conference with their mentor and the building principal and evaluator. Should the conference fail to resolve the issues presented to the probationary teacher's satisfaction, they may write a one (1) page statement and attach it to their evaluation.

## **ARTICLE XIV - PROTECTION OF TEACHERS**

- A. The Board shall recognize its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of classroom control and discipline. The Board shall receive and consider any duly legitimate grievance concerning insufficient administrative backing and support of a teacher.
- B. Any case of physical assault, upon a teacher shall be promptly reported to the Board, or its designated representatives, if the teacher was acting properly within the scope of their professional/teaching authority and following all requirements of IEP's, behavior plans and any other rights afforded to the student, the board will, unless the board determines, in its sole discretion, that a conflict of interest exists, provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- C. If any legal action is brought against a teacher by reason of disciplinary action taken by the teacher against a student, the Board may provide such legal counsel and all necessary assistance to the teacher in his defense as is permitted under the Michigan School Code.
- D. Serious complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention. No material, including but not limited to student parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit employee's file, the affected employee may review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be

interpreted to mean agreement with the content of the material.

- E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be responsible for reimbursement, except in the case of negligence or neglect of duty, for any damage or loss to person(s) or property.
- F. The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises, if said property has been properly registered at the Principal's office, provided that the loss was not the fault of the teacher.

#### **ARTICLE XV DISCIPLINE AND DISCHARGE PROCEDURES**

- A. No bargaining unit employee shall be denied representation at any meeting.
- B. Before imposing discipline, the Superintendent or designee will investigate, as stated in Board Policy 4407, as adopted on January 8, 2024, whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and review of tangible evidence (e.g., documents, video, electronic communications). The staff member will be provided an opportunity to respond to the allegation(s).
- C. The district will normally follow a system of progressive discipline. The parties recognize that the severity of an offense may result in the acceleration of the above progression of discipline.
- D. Association Representation: A bargaining unit employee shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until such representative of the Association is present. Should disciplinary action likely occur at a given meeting, the bargaining unit employee shall be advised immediately of said possibility and be notified by the Employer of the right to representation under this provision of the Agreement.
- E. A bargaining unit employee will have the right to review the contents of all personnel records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review, except as required by law, other examination of a bargaining unit employee's file shall be limited to administration and that individual.
- F. All bargaining unit employees shall be treated professionally and equitably, as set forth in this agreement.

## **ARTICLE XV - PROFESSIONAL GRIEVANCE PROCEDURE**

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board which allegedly violates a term of this agreement, may be processed as a grievance as hereinafter provided. Matters relating to prohibited bargaining subjects are not grievable.
- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building Principal, either personally, or accompanied by his Association Representative.
- C. If, as a result of the informal discussion with the Building Principal, a grievance still exists, he may invoke the formal grievance procedure through the Association on the form set forth in annexed Appendix D, signed by the grievant and a representative of the Association, which form shall be available from the Association Representative in each building. A copy of the grievance form shall be delivered to the Principal. If the grievance involves more than one (1) building, it may be filed with the Superintendent, or a representative designated by him.
- D. The grievance must be filed within five (5) school days of the alleged violation. The principal shall then meet with the Association in an effort to relieve the grievance. The Principal shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.
- E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting, the grievance shall be transmitted to the Superintendent. Within five (5) school days, the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.
- F. If the Association is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) school days of such meeting, the grievance shall be transmitted to the Board by filing a written copy with the Secretary or other designee of the Board. The Board, no later than its next regular meeting shall meet with the association on the grievance. Disposition of the grievance, in writing by the Board, shall be made no later than seven (7) school days thereafter. A copy of such disposition shall be furnished to the Association.
- G. Notice of intent to continue this grievance must be given within ten (10) days of the receipt of the disposition by the Board. The Board Negotiation Team and the Association Negotiation Team shall meet within twenty (20) days of the notice. In the event that the parties cannot agree on an interpretation of the Contract section under discussion, the issue shall be submitted to mediation
- H. The parties have the option of bypassing the mediation process as stipulated in Paragraph G in order to pursue the arbitration process. The parties to this Agreement

acknowledge that arbitration hereinafter set forth may occur only after mutual agreement of the Association and Board of Education expressed in unity, each to the other.

- I. In the event the grievance, which has been supported by the Association, has not been resolved, or if no disposition has been made within the time limit in Paragraph F above, the grievance may be submitted to arbitration. The Arbitration Procedure must be invoked within ten (10) days. Neither party shall be permitted to insert any issues that have not been brought forth in the grievance, except with the arbitrator's consent.

The Arbitrator must be a person mutually selected and agreeable, but if none is so selected and agreeable, he/she shall be selected by the parties from a list of seven (7) names furnished in accordance with the rules of the American Arbitration Association. Either by mutual agreement or from which list each party shall be permitted to strike alternately three (3) names, with the requesting party striking first, and the remaining arbitrator shall thereupon be accepted. Upon receipt of the list of seven (7) names, the parties will meet no later than ten (10) days after said receipt and will select an arbitrator as described above.

1. Powers of the Arbitrator: It shall be the function of the arbitrator and he shall be so empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles of this Agreement.
  - (a) He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
  - (b) He shall have no power to establish wage rates or to change any rate, except as modified by Subsection (e) of this Section.
  - (c) He shall have no power to rule on matters falling within the jurisdiction of the state tenure commission or to which the teacher tenure act applies. He shall have no power to change any practice, policy, or rule of the Board of Education, nor to substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action of the Board.
  - (d) His powers shall be limited to deciding whether the Board has violated the express article or sections of this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
  - (e) In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement. Decisions of the Arbitrator will be final and binding upon both parties, subject to parties' appeal rights.
  - (f) In the event that a case is appealed to an Arbitrator on which he has no power

to rule, it shall be referred back to the parties without decision or recommendation on its merits.

(g) The impartial Arbitrator shall have the authority to order full, partial, or no compensation for time lost subject to items (a) through (g) of this Section.

2. Fee and Expenses: The fees and expenses of the Arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

J. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of both parties. In the event a grievance is filed after May 15th of any year, and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

K. There shall be no reprisals of any kind by Administrative personnel taken against any party in interest or his/her Association Representative, any member of the Grievance Committee, or any other participant in the procedures set forth herein by reason of such participation.

## **ARTICLE XVI - PROFESSIONAL STUDY COMMITTEES**

A. There may be established, upon request, a Professional Study committee composed of eight (8) members; four (4) selected by the Board and four (4) selected by the Association. The Professional Study Committee shall investigate into matters normally not negotiable, but of common interest to the Association and the Board. Reports and recommendations will be made by the Committee to the Board of Education and the Association.

## **ARTICLE XVII - RETIREMENT**

A. In recognition of services to the School District, a terminal leave payment of one (1) day's pay shall be granted for each day of accumulated sick leave, not to exceed Three Thousand Two Hundred and Fifty Dollars (\$3,250.00) upon retirement of any employee under the provisions of the Michigan Public School Employees Retirement System. This applies to those teachers who have accumulated fifty (50) or more days sick leave and have at least ten (10) years service in this System.

B. In recognition of services to the School District, a terminal leave payment of sixty dollars (\$60.00) per day shall be granted for each day of accumulated sick leave over fifty (50) days upon retirement of any employee under the provisions of the Michigan Public School Employees Retirement System. This applies to those teachers who have accumulated fifty one to one hundred thirty-five (51 - 135) days of sick leave and have at least ten (10) years service in this System.

C. These benefits are Non-Elective Employer Contributions and these funds must be paid into a 403 (b) per IRS Regulations.

### **ARTICLE XVIII - EXPERIENCE ALLOWANCE**

- A. Any newly hired employee subject to the current Standish-Sterling Education Association bargaining agreement may be given credit for the number of years of certified teaching experience under current Michigan law.
- B. Newly hired employees with no credit of teaching experience may be hired up to Step 3.

### **ARTICLE XIX - RELIEF FROM NON-TEACHING DUTIES**

- A. The Board and the Association agree that a teacher's primary responsibility is to teach and that their energy should be utilized to this end. The Board and the Association recognize that teacher aides and clerical employees are necessary in order to implement this principle.
- B. One (1) aide shall be hired for each two hundred (200) students in elementary grades.

### **ARTICLE XX - EMERGENCY SCHOOL CLOSING**

When the decision to suspend bus service to students throughout the District is made by the Superintendent or his designee, all schools within the District shall be closed. On days when school is closed due to inclement weather, teachers will not report.

### **ARTICLE XXI - RELEASED TIME FOR ASSOCIATION PRESIDENT**

- A. The President of the Standish-Sterling Education Association shall have released time to conduct the business of the Association consistent with law. Said time not to exceed nine (9) hours per year. Scheduling of the released time shall be agreed upon by the Principal of the building and the President.
- B. The Association shall reimburse the School District for the expenses incurred.

### **ARTICLE XXII - SENIORITY**

- (1) Seniority for all purposes under this Agreement, shall be defined as length of unbroken service within the bargaining unit from the first date of work within the bargaining unit. All bargaining unit seniority is lost when employment is severed by resignation, retirement, and/or by discharge for cause. However, until recall rights expire, employee rejecting a recall notice, or are otherwise terminated by the employee, seniority retained (frozen) if severance of employment is due to layoff. Previously accumulated seniority within the bargaining unit is retained, but no



additional seniority will accumulate during any period when a former bargaining unit member is employed in a supervisory/administrative non-bargaining unit position.

- (2) Seniority lists shall be mutually agreed upon by the representative of the Association and the Board. It will then be placed on teacher's bulletin boards for fifteen (15) days. If there are no corrections by the teachers, the seniority list shall stand as posted. The employer shall update, publish and post the seniority list annually by October 15 of each school year.

All bargaining unit employees shall be ranked on the list in the order of their first day of work, for new hires starting the 24-25 SY as defined above. In the circumstances of more than one individual having the same effective date of employment, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and teachers so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and Association representatives to be in attendance.

- (3) All teachers shall maintain their sick leave benefits and seniority upon re-entrance to the system.
  - (4) A laid off bargaining unit member will be offered COBRA Insurance to continue his/her health, dental, and/or vision insurance benefits.
  - (5) During a period of impending layoffs, the Board agrees to grant all requests for voluntary leaves of absence to bargaining unit members who make such requests.
- C. Seniority shall continue to accumulate for the full duration of a leave of absence due to Military Duty leave.

### **ARTICLE XXIII - NEGOTIATION PROCEDURES**

- A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to both parties shall be subject to professional negotiations between them from time-to-time during the period of this Agreement upon mutual agreement. The parties shall undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving such matters.
- B. In the event the Salary Schedule is reopened for negotiation, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised Salary Schedule. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make

proposals, consider proposals, and make concessions in the occurs of negotiations, subject only to such ultimate ratification.

- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures as they may deem appropriate, including the imposition by the Association of professional sanctions to discourage teachers from working in the absence of a Contract.

#### **ARTICLE XXIV - MISCELLANEOUS PROVISIONS**

- A. The Board agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number they may call before 6:30 a.m. to report unavailability for work. Once a teacher has reported unavailability to the District and through the automated vender of the District's choosing, it shall be the responsibility of the Administration to arrange a substitute teacher.
- B. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the District; and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.
- C. This agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly to the terms of this Agreement and board policy.
- D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Any teacher breaking his Contract, or not fulfilling the terms of his Contract, shall have such fact noted and placed in his/her personnel file.

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## ARTICLE XXV - DURATION OF AGREEMENT

This Agreement constitutes the entire collective bargaining negotiations on all subjects for the term of this Agreement, except as herein otherwise provided, and shall become effective as of July 15, 2024 and shall continue in full force and effect and be legally binding on the parties hereto, until June 30, 2027.

An emergency financial manager appointed under the Local Government and School District Fiscal Accountability Act, 2011 PA 4, MCL 141.1501 to 141.1531 may reject, modify, or terminate this Agreement as provided therein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day of July 15, 2024.

### STANDISH-STERLING COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION

By: Allen Schmidt, President  
Angie Hardy, Secretary  
Annette Ratajczak, Trustee  
Jeffery Ryan, Trustee

Dennis Kolevar, Vice President  
Kevin Noffsinger, Treasurer  
Kimberly Belchak, Trustee  
Darren S. Kroczaleski, Superintendent

By:



Allen Schmidt, Board President

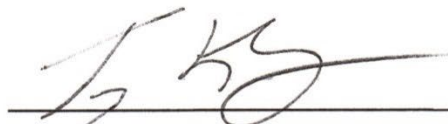


Darren S. Kroczaleski, Superintendent

### STANDISH-STERLING EDUCATION ASSOCIATION

By: Troy Kilgus, SSEA President & Chief Negotiator  
Monica Walderzak, Team Member  
Tiffani Keene, Team Member  
Deb Williams, Team Member

By:



Troy Kilgus, SSEA President & Chief Negotiator

## Appendix A – Salary Schedule

Effective May 1, 2007, classes to be used for advancement on the salary schedule must be approved in writing by the Superintendent. Employees wishing to stratify advancement requirements on the salary schedule with on-line courses must provide proof that the courses are accepted by the State of Michigan. The Superintendent shall have the final say on which courses and programs will be approved.

For the 2024-2025 School Year; teachers will receive one (1) step, with a 3% pay increase. Longevity Payment will be for teachers who taught for SSC during the 2023-2024 SY and returned as a teacher for the 2024-2025 SY and will be paid out on the first payroll of the new school year:

Teachers on step 11-14 = \$1,000  
Teachers on step 15-19 = \$2,000  
Teachers on step 20-24 = \$2,500  
Teachers on step 25- = \$3,000

For the 2025-2026 school Year; teachers will receive one (1) step, with a 2% pay increase. Longevity Payment will be for teachers who taught for SSC during the 2024-2025 SY and returned as a teacher for the 2025-2026 SY and will be paid out on the first payroll of the new school year:

If Foundation increase is \$201 or more, then 3% pay increase

Teachers on step 11-14 = \$1,000  
Teachers on step 15-19 = \$2,000  
Teachers on step 20-24 = \$2,500  
Teachers on step 25- = \$3,000

For the 2026-2027 school Year; teachers will receive one (1) step, with a 2% pay increase. If Foundation increase is \$201 or more, then 3% pay increase

## Teachers Payscale

Percent Increase	3.00%			2024-2025
Step	BA	BA + 20	MA	MA + 15
1	39,544	40,610	41,983	43,065
2	42,285	43,381	45,119	46,230
3	45,023	46,153	48,255	49,399
4	47,757	48,919	51,387	52,562
5	50,494	51,683	54,527	55,731
6	53,234	54,461	57,919	58,899
7	55,975	57,225	60,792	62,062
8	58,710	59,998	63,926	65,234
9	61,442	62,763	67,062	68,396
10	69,127	70,587	75,598	77,081
15	69,947	71,409	76,418	77,900
20	70,767	72,230	77,240	78,722
25	71,587	73,050	78,059	79,542

## Appendix A-1

### FRINGE BENEFITS

The Board of Education agrees to provide Health and Medical Benefits subject to the statutory caps, these amounts will be adjusted annually according to MCL 15.563, under the Standish-Sterling Community School District Health Plan for all employees under this agreement upon completion of all required forms. The coverage's listed below are all subject to the terms and conditions of the Standish-Sterling Community School District Health Plan as indicated in the Plan Summary booklets available to each employee. A benefit summary describing the Standish-Sterling Community School District Health Plan is enclosed. This benefit summary is not intended to be a detailed description of the benefits. The detailed benefit description will be provided in the Summary Plan Descriptions.

It is expressly understood that the determination of the carrier and / or funding arrangements for all benefits is the exclusive right of the Board of Education.

1. Standish-Sterling Community School District Health Plan (for employees selecting medical)
  - a. Medical – Benefits will be pursuant to the Summary Plan Descriptions as described in the benefit summary.
  - b. Group Term Life Insurance - \$10,000 Term Life.
  - c. Dental Benefit – Benefits will be pursuant to the Summary Plan Description.
  - d. Vision Benefit – Benefits will be pursuant to the Summary Plan Description.
2. Standish-Sterling Community School District Health Plan (for employees **not** selecting medical)
  - a. Group Term Life Insurance - \$20,000 Term Life + \$20,000 AD&D
  - b. Dental Benefit – Benefits will be pursuant to the Summary Plan Description.
  - c. Vision Benefit – Benefits will be pursuant to the Summary Plan Description.
  - d. Cash in Lieu of Health Benefits. A cash payment in the amount of \$420.00 per month.
3. There shall be no insurance of double coverage for SSEA members under the Standish-Sterling Community School District Health Plan.

# STANDISH STERLING COMMUNITY SCHOOLS

Teachers, Administrators and Supervisors  
who choose employer paid health insurance

## BASIC DENTISTRY

## ADDITIONAL (MAJOR DENTISTRY)

<u>"A"</u>	<u>"B"</u>	<u>"C"</u>
Scaling and polishing of teeth (Prophylaxis)	Free Standing Crowns	Inlays
Fillings and Stainless Steel Crowns, Inlays	Anesthetics used in connection w/surgery	Crowns
Treatment of Pain (Palliative Treatment)	Root Canals	Bridges
Flouride Treatment	Oral Surgery	Dentures
Diagnostic x-rays	Extractions	Crown/Bridge Repairs
Denture Repairs	Onlays	Partial Dentures

A deductible, if included, must be satisfied  
only once by each participant.

Ann annual deductible if included  
must be satisfied only once by  
each participant each calendar  
year. The Major Deductible for  
this proposed plan is -0- of  
the eligible charges.

The Basic Deductible for this proposed plan  
is -0- of the eligible charges.

After satisfaction of the deduc-  
tible, the plan will pay 50%  
of the eligible expense incurred  
by the participant during the  
remainder of the calendar year.

After satisfaction of the deductible, the  
plan will pay 50% of the eligible ex-  
pense incurred by the participant. The  
amount in column "A" will be increased  
by 10% the 1st year and 10% each subsequent  
calendar year thereafter (to 100%) pro-  
vided the participant visited a dentist  
for examination and diagnosis at least  
once during the calendar year, and all  
Basic Services, which were recommended  
by the dentist as a result of such  
visits, were completed during that  
calendar year. Benefits on column "B"  
will be payable at 50% of the eligible  
expenses incurred.

If during any calendar year the conditions  
listed were not satisfied, the Basic Benefit  
percentage reverts back to the original per-  
centage for the next calendar year. The  
Basic Benefit percentage for subsequent cal-  
endar years will be increased from the  
original percentage as described above.

ANNUAL COMBINED BASIC AND MAJOR MAXIMUM PER PARTICIPANT PER YEAR \$1,000.

## SUPPLEMENTAL ORTHODONTIC BENEFITS

Orthodontic benefits are provided only for qualified dependent children to age nineteen.  
A separate lifetime deductible of -0- per individual applies to orthodontic treatment.  
After the deductible has been satisfied, the plan will pay 50% of the orthodontist's  
reasonable and customary charges up to the plan maximum of \$1,000.

NOTE: The above is a generalization of the plan's provisions and is no way intended  
to represent the actual policy which is the controlling document.



**COVERAGE SCHEDULE**  
(The pages which follow refer to this Schedule)

Employer: Standish-Sterling Community Schools - 06050-03 (DO194)

Dental Expense Insurance - Employee and Dependents Insurance - Assignable

Benefit Year - A calendar year (January 1 through December 31)

List of Dental Services - See List of Dental Services

**DENTAL EXPENSE INSURANCE**

**Basic Benefits:**

Percentage.....	90 %
Lifetime Deductible Amount.....	\$ -0-
Incentive Plan Increments*.....	10% each succeeding benefit year, not to exceed a Basic Benefit Percentage of 100%

**Additional Benefits (Major Services):**

Percentage.....	90 %
Annual Deductible Amount**.....	\$ -0-
(Maximum two per family)	

Maximum Annual Dental Benefit Each Covered Individual:.....\$ 1,000.

**ORTHODONTIC EXPENSE INSURANCE**

Percentage.....	90 %
Deductible Amount.....	\$ -0-
Lifetime Maximum Benefit.....	\$ 1,500.

**SPECIAL PROVISIONS** (as described in the Coverage Schedule Supplement)

(a) Missing Tooth Waiver.....	<u>  X  </u> included	<u>      </u> not included
(b) Five Year Denture Waiver.....	<u>  X  </u> included	<u>      </u> not included
List of Dental Services:		
(c) Basic Services Modification.....	<u>      </u> included	<u>  X  </u> not included
(d) Major Services Modification.....	<u>      </u> included	<u>  X  </u> not included
(e) Basic Benefits Percentage Modification.....	<u>  X  </u> included	<u>      </u> not included
Orthodontic Services:		
(f) Pre-existing Exclusion Waiver.....	<u>  X  </u> included	<u>      </u> not included
(g) Age Restriction Waiver.....	<u>      </u> included	<u>  X  </u> not included
(h) Extension of Benefits Waiver.....	<u>      </u> included	<u>  X  </u> not included
(i) External Coordination of Benefits Only.....	<u>      </u> included	<u>  X  </u> not included
(m) Incentive Plan Modification "M".....	<u>      </u> included	<u>  X  </u> not included
(n) Incentive Plan Modification "N".....	<u>      </u> included	<u>  X  </u> not included

**Alternate Procedures of Treatment:** If alternate procedures, services or courses of treatment may be performed to properly correct a dental condition, the maximum eligible dental charge which will be considered for payment will be for the least expensive procedure which will, as determined by the Insurance Company, produce a professionally satisfactory result.

**\*Basic Benefits Incentive Plan Increment Provision:** The Basic Benefits Percentage applicable to a Covered Individual's insurance under the coverage for a Benefit Year will be increased as indicated provided the Covered Individual visited a Dentist for periodic examination and diagnosis at least once during the preceeding Benefit Year, and all Basic Services, indicated in the List of Dental Services, which were recommended by the Dentist as a result of the first of such visits, were completed during that Benefit Year. Otherwise, the original Basic Benefits Percentage will again apply for the current Benefit Year, and future incentive increments will be determined as described on the Coverage Schedule.

**\*\*Additional Benefits Annual Deductible Amount Provision:** For the purposes of calculating benefits for charges incurred in connection with anyone Treatment Plan, charges used toward the satisfaction of the Additional Benefits Annual Deductible for a Benefit Year will include any charges in connection with that Treatment Plan which were used toward the satisfaction of the Additional Benefits Annual Deductible for a previous Benefit Year. If any benefit has become payable under the Coverage in connection with a charge, that charge shall in no event be considered in the satisfaction of the Additional Benefits Annual Deductible for any Benefit Year.



## DENTAL INCENTIVE PLAN

### HERE'S HOW IT WORKS

Each family member must visit a dentist for examination and diagnosis at least once per calendar year and all Basic Services, which were recommended, must be completed during the calendar year.

However, if during any calendar year the services were not completed, the Basic Services Benefit percentage reverts back to the original plan percentage for the next calendar year.

### HOW DO I USE THIS PLAN?

1. Select the DENTIST OF YOUR CHOICE and make an appointment for your examination.
2. When the dental services are complete, your signature on the SET claim form (or any universal dental claim form) will assign payment of benefits directly to your dentist.
3. If charges will be \$200 or more, your dentist should submit a Pre-Treatment Estimate.

Questions regarding eligibility and claims should be directed to SET, Incorporated (1-800-292-5421).

## Vision Benefit Program Definitions and Eligibility

Eligible participants include All Active, Full-time Administrative Employees of Standish Sterling Community Schools with medical.

Eligible dependents include (1) an employee's spouse while not divorced or legally separated from the employee; (2) each of the employee's unmarried children who is a dependent within the meaning of the Internal Revenue Code of the United States, to age 25. Coverage is provided through December 31 of the year in which the dependent becomes age 25.

Eligible charges are reimbursed on a year defined as the 12-month period of July 1 through June 30.

*The preceding material is a generalization of the plan's provisions.*

## Vision Benefit Program Schedule

Vision Examination	You pay only \$10
Frames	Covered up to \$65 retail – Deductible applies
Spectacle Lenses (pair):	
Single Vision	You pay only \$25 deductible on lenses and frames
Bifocal	
Trifocal	
Lenticular	
Pink #1 or #2 Tint/Coat	Covered in full
Rimless Mounting	Covered in full
Extras (tints, other than pink#1 or #2, coated & Polaroid lenses)	Not covered
Contact Lens (pair, including the exam)	Covered up to \$65 and additional 20% off balance*

\* The contact lens discount is only available once after all coordinating of benefit payments have been made.

The above services/items are available as follows:

Vision Examination	Once every 12 months
Frames	Once every 12 months
Lenses	Once every 12 months

The benefit year is defined as July 1-June 30.



## Vision Benefit Program Definitions and Eligibility

Eligible participants include All Active, Full-time Administrative Employees of Standish Sterling Community Schools without medical.

Eligible dependents include (1) an employee's spouse while not divorced or legally separated from the employee; (2) each of the employee's unmarried children who is a dependent within the meaning of the Internal Revenue Code of the United States, to age 25. Coverage is provided through December 31 of the year in which the dependent becomes age 25.

Eligible charges are reimbursed on a year defined as the 12-month period of July 1 through June 30.

The services/items on the following page are available as follows:

Vision Examination	Once every 12 months
Frames	Once every 12 months
Lenses	Once every 12 months

The benefit year is defined as July 1-June 30.

*The preceding material is a generalization of the plan's provisions.*

## Vision Benefit Program Schedule

Vision Examination Optometrist, or Ophthalmologist	Covered in full
Frames	Covered up to \$65 retail
Spectacle Lenses (pair): Single Vision, Bifocal, Trifocal, Lenticular	Covered in full
Lenses with Extras (Photochromics Sun or Gradient, Tints Tinted/Color-coated) Single Vision, Bifocal, Trifocal, Lenticular	Covered in full
Polaroid Single Vision, Bifocal, Trifocal, Lenticular	Covered in full
Oversize, Rimless, Blended Bifocal	Covered in full
Contact Lens (pair, including the exam) Necessary+ Cosmetic+	Covered up to \$115 and additional 20% off balance*

\* The contact lens discount is only available once after all coordinating of benefit payments have been made.

\* Necessary contact lenses are those furnished because visual acuity is not correctable to 20/70 or better by the use of contact lenses. Cosmetic contact lenses are those that do not meet the definition of necessary contact lenses.

## APPENDIX B -- EXTRA-CURRICULAR SALARY SCHEDULE

Sections I, II, and III will be paid on the BA Salary Schedule based on years of experience in that activity at percentages stipulated below, attaining a maximum of step 10.

### I. CLASS SPONSORS - The following percent will be paid to each Sponsor:

A. 12 <sup>th</sup>	2.50
B. 11 <sup>th</sup>	1.75
C. 10 <sup>th</sup> and 9 <sup>th</sup>	1.00

### II. ACADEMIC EXTRA-CURRICULAR

A. Band	6.00
B. H.S. Department Heads/M.S. Leadership Team	3.25
C. FFA	5.50
D. Play Director (per production) [Not more than 3 plays per year]	3.00
E. Play Assistant (per production)	1.50
F. Choir	4.00
G. Jr/Sr. High School Yearbook Sponsor	4.50
H. High School National Honor Society Sponsor	3.00
I. Jr. High School National Honor Society Sponsor	1.00
J. High School Student Council Advisor	4.00
K. Academic Team	1.00
L. PALS Sponsor	2.00
M. E Sports Advisor (per season)	2.00
N. BPA	3.00

### III. ATHLETICS

A. Football and Basketball	
1. Varsity Coach	10.00
2. JV Coach	7.00
3. Freshman Coach	5.00
4. Middle School Coach	4.00
B. Baseball, Softball, Track, X-Country, Golf, Volleyball, Wrestling, Soccer, Swim	
1. Varsity Coach	8.00
2. JV Coach	6.00
3. Freshman Coach	4.00
4. Middle School Coach	3.00
C. Cheerleading	
1. Varsity	6.00
2. Middle School Coach	3.00

D. Assistant Coaches for Football, Track	
1. Varsity	5.50
E. Assistant Coaches for Baseball, Softball, X-Country, Volleyball, Wrestling, Soccer, Swim (must have 12+athletes)	
1. Varsity	\$1,000
F. Bowling	
1. Varsity	\$1,250

**Notes:**

Retired coaches stay on the step they were on for the sport they were coaching when they retired. If a coach goes down to a different level for that sport, that coach will stay on their step accrued but will be paid that levels pay for that step.

**Bowling - Standish-Sterling Schools is not responsible for the following:**

1. Transportation to events
2. All fees required for bowling
3. Any equipment needed for bowling
4. Any other fees or expenses that are incurred by the bowling team