Teachers

GODFREY-LEE PUBLIC SCHOOLS

MASTER AGREEMENT

BETWEEN THE

GODFREY-LEE SCHOOL DISTRICT

AND

KENT COUNTY EDUCATION ASSOCIATION MEA - NEA

2026-2029

INDEX PAGE

PREAMBLE:.....8
WITNESSETH:.....8
ARTICLE I.....9
RECOGNITION.....9
A. CERTIFICATION:.....9
B. THE UNIT:.....9
C. EXCLUDED FROM THE UNIT:.....9
D. NEW POSITIONS:.....10
E. MUTUAL CONSENT:.....10
ARTICLE II.....10
BOARD RIGHTS.....10
A. AUTHORITY:.....10
B. RESPONSIBILITIES:.....10
ARTICLE III.....11
ASSOCIATION AND TEACHER RIGHTS.....11
A. ACT 379 OF 1965:.....11
B. SCHOOL LAWS:.....11
C. USE OF BUILDINGS:.....11
D. LOCAL ASSOCIATION BUSINESS:.....11
E. USE OF EQUIPMENT:.....11
F. BULLETIN BOARDS:.....11
G. INFORMATION:.....11
H. LOCAL ASSOCIATION INPUT:.....12
I. CITIZENSHIP:.....12
J. CIVIL RIGHTS:.....12
K. OTHER ORGANIZATIONS:.....12
L. BOARD MEETING AGENDA:.....12
M. FREEDOM OF INFORMATION ACT:.....12
N. PERSONNEL FILE:.....13
O. WORK PERFORMANCE:.....13
P. COMPLAINTS:.....13
Q. SUBJECT TO GRIEVANCE:.....13
R. REPRESENTATION:.....13
S. TEACHER DUE PROCESS:.....13
T. TERMINATION:.....14
U. PAYROLL DEDUCTIONS:.....14
ARTICLE IV.....14
WORK YEAR - WEEK - DAY.....14
A. THE WORK YEAR:.....14
B. WORK HOURS FOR K-12 CLASSROOM TEACHERS:.....14
C. WORK HOURS FOR NON-CLASSROOM TEACHERS:.....17
D. OVERLOAD ASSIGNMENTS:.....18
E. ADDITIONAL CONTRACT DAYS:.....18

ARTICLE V....18
TEACHING CONDITIONS....18
A. CLASS SIZE:....18
B. MATERIALS:....19
C. LIBRARY:....19
D. DUPLICATION:....19
E. FACILITIES:....19
F. TELEPHONES:....20
G. VENDING MACHINES:....20
H. PARKING:....20
I. UNSAFE CONDITIONS:....20
J. REPORTS TO PARENTS:....20
K. MEETINGS:....20
ARTICLE VI....21
QUALIFICATIONS AND ASSIGNMENTS....21
A. EXTRACURRICULAR:....21
B. MENTOR TEACHER:....21
C. MENTORS FOR STAFF ON AN INDIVIDUALIZED DEVELOPMENT PLAN (IDP)....22
ARTICLE VII....23
VACANCIES, TRANSFERS AND LAYOFFS....23
A. TRANSFERS:....23
B. POSTING:....23
C. TRANSFERS OUT OF UNIT:....23
D. BOARD POLICIES....23
E. SENIORITY:....23
F. WAGES AND BENEFITS:....23
G. ADDRESS:....23
H. REPORTING DATE:....24
I. STAFF REDUCTIONS, LAYOFF AND RECALL....24
ARTICLE VIII....25
LEAVE DAY POLICY....25
A. DISTRICT MANAGEMENT OF LEAVE DAYS:....25
B. ATTENDANCE INCENTIVE:....25
C. LEAVE DAYS - NOT DEDUCTIBLE:....26
D. PAID TIME OFF (PTO):....27
E. LEAVE DAYS - RECORD:....27
F. SICK LEAVE DONATION:....27
G. REPORTING TIME:....28
H. MEDICAL LEAVES OF ABSENCE WITHOUT PAY:....28
I. ASSOCIATION LEAVE DAYS:....28
J. NO REIMBURSEMENT:....28
K. GRANTING OF LEAVE:....28
ARTICLE IX....28
SABBATICAL LEAVE:....28

A. PURPOSE:..... 28
B. ELIGIBILITY:..... 29
C. APPLICATION:..... 29
D. SELECTION:..... 29
E. COMPENSATION:..... 30
F. MISCELLANEOUS ADMINISTRATIVE PROVISIONS:..... 30
ARTICLE X..... 30
UNPAID LEAVE OF ABSENCE..... 30
A. EXCHANGE TEACHING:..... 30
B. STUDY:..... 31
C. MILITARY:..... 31
D. STATE ASSOCIATION POSITION:..... 31
E. PUBLIC OFFICE:..... 31
F. CHILD CARE LEAVE:..... 31
G. CAREER EXPLORATION LEAVE:..... 31
H. TIMELY NOTICE OF ANTICIPATED RETURN TO WORK:..... 31
ARTICLE XI..... 32
ACADEMIC FREEDOM..... 32
A. FREEDOM:..... 32
B. CONTROVERSIAL ISSUES:..... 32
ARTICLE XII..... 32
PROFESSIONAL BEHAVIOR..... 32
A. RULES:..... 32
B. VIOLATIONS:..... 32
C. DRESS CODE:..... 32
ARTICLE XIII..... 33
TRANSFERABLE PROFESSIONAL EXPERIENCE..... 33
A. OUTSIDE TEACHING EXPERIENCE:..... 33
B. GODFREY-LEE EXPERIENCE:..... 33
ARTICLE XIV..... 33
MAINTENANCE OF STANDARDS..... 33
ARTICLE XV..... 33
CONTINUITY OF OPERATION..... 33
ARTICLE XVI..... 33
PROFESSIONAL COMPENSATION..... 33
A. SALARY:..... 33
B. CALENDAR:..... 34
C. HOURLY RATE:..... 34
D. EXTRACURRICULAR:..... 34
E. TRAVEL:..... 34
F. SALARY PAYMENTS:..... 34
G. TUITION PAYMENTS:..... 34
H. OTHER DEDUCTIONS:..... 35
I. DIRECT DEPOSIT:..... 35

J. PROFESSIONAL DEVELOPMENT:..... 35
ARTICLE XVII..... 35
INSURANCE PROTECTION.....35
A. HEALTH, LIFE, DENTAL, VISION AND LONG-TERM DISABILITY (LTD):.....35
B. EXHAUSTED LEAVE:..... 37
C. PAYMENT OF PREMIUMS:.....37
D. ADDITIONAL GROUP LIFE INSURANCE:..... 37
ARTICLE XVIII..... 37
STUDENT DISCIPLINE AND TEACHER PROTECTION.....37
A. RESPONSIBILITY:..... 37
B. INTERVENTION:..... 37
C. EXCLUSION:.....37
D. STUDENT REGULATION TRAINING:..... 38
E. ASSAULT:.....38
F. LEGAL COUNSEL:.....38
G. TIME LOST:.....38
H. LOSS OF PERSONAL PROPERTY:.....38
I. COMPLAINTS FROM PARENTS:..... 39
J. EXPULSION:.....38
ARTICLE XIX..... 39
DISTRICT/SCHOOL IMPROVEMENT TEAM.....39
ARTICLE XX..... 39
PROFESSIONAL GRIEVANCE PROCEDURE..... 39
A. AGENT:.....39
B. THE PROCEDURE GOVERNING GRIEVANCES:..... 39
C. CLASS OR GROUP GRIEVANCES:.....41
D. AUTHORITY:..... 43
E. OTHER REMEDIES:.....43
F. TIME LIMITS:..... 43
G. MAY 1:..... 43
H. MISCELLANEOUS:.....43
ARTICLE XXI..... 44
NEGOTIATION PROCEDURE.....44
A. DISCUSSIONS:..... 44
B. SALARY SCHEDULES:..... 44
ARTICLE XXII..... 44
PART TIME CONTRACTS.....44
A. TIME OF DAY ALLOWED TO LEAVE:..... 44
B. CONDITIONS OF CONTRACT:.....44
C. LEAVE DAYS:.....44
D. OTHER:..... 44
E. SALARY:.....45
F. BENEFITS:.....45
ARTICLE XXIII..... 45

MISCELLANEOUS PROVISIONS.....45
A. FULL AGREEMENT:.....45
B. INDIVIDUAL CONTRACT:.....45
C. BOARD POLICY:.....45
D. INTELLECTUAL RIGHTS:.....45
E. CONTRARY TO LAW:.....45
F. BOARD MINUTES:.....45
ARTICLE XXIV.....46
RESIGNATION/RETIREMENT.....46
A. NOTIFICATION:.....46
B. UNUSED LEAVE DAYS:.....46
C. TERMINATION PAY:.....46
D. HOLD HARMLESS:.....46
ARTICLE XXV.....47
DURATION OF THE CONTRACT.....47
APPENDIX A.....48
SCHOOL CALENDARS.....48
APPENDIX B.....51
SALARY SCHEDULES.....51
APPENDIX B1.....54
EXTRACURRICULAR COMPENSATION.....54
APPENDIX B2.....55
SCHEDULE FOR COACHING.....55
INTERPRETATION OF COACHING SCHEDULE.....56
APPENDIX B3.....57
MENTOR/MENTEE DETAILED LOG.....57
APPENDIX B4.....58
EXTRACURRICULAR ACTIVITY APPLICATION.....58
APPENDIX B5.....60
EXTRACURRICULAR ACTIVITY EVALUATION.....60
APPENDIX C.....61
NON-TENURED ELIGIBLE MEMBERS ONLY.....61
SECTION I-NT ASSIGNMENTS.....61
A. ASSIGNMENT:.....61
SECTION II-NT EVALUATION.....61
A. MEMBER EVALUATION:.....61
B. SUBJECT TO GRIEVANCE:.....61
C. CONDUCTED OPENLY:.....61
D. WRITTEN EVALUATION:.....61
E. FINAL EVALUATION:.....62
F. MERIT PAY:.....62
G. TERMINATION:.....62
H. HEARING:.....62
I. DISCIPLINE:.....62

J. EVALUATION MODEL AND FORMS:.....62
SECTION III-NT REDUCTIONS IN PERSONNEL.....62
A. LAYOFF - RECALL:.....62
B. FULLY QUALIFIED AND CERTIFIED:.....63
C. WAGES AND BENEFITS:.....63
D. RECALL:.....63
E. REPORTING DATE:.....63
F. NOTICE:.....63
SECTION IV-NT: RELATED SERVICE PROVIDERS' WORKING CONDITIONS.....63
A. DEFINITION:.....63
B. CASELOAD AND WORKLOAD:.....63
C. WORKLOAD CONSIDERATION (MARSE ALIGNMENT):.....63
D. PROTECTED PLANNING AND PREPARATION TIME:.....64
E. PROFESSIONAL EXPENSES:.....65
F. RELATED SERVICE PROVIDER SALARY PLACEMENT:.....65
G. EQUITY ACROSS RELATED SERVICE PROVIDERS:.....65
H. DATA REVIEW AND CONTINUOUS IMPROVEMENT:.....65
APPENDIX D.....66
EVALUATION.....66
A. EVALUATION SYSTEM:.....66
B. PROCESS:.....66
C. RIGHTS OF TENURED TEACHERS:.....68
D. TRAINING ON EVALUATION SYSTEM, TOOLS AND REPORTING FORMS:.....69
E. OFF-SCHEDULE EVALUATION YEARS:.....69
APPENDIX D1.....71
EVALUATION SCORECARD.....71
GRIEVANCE REPORT FORM – INDIVIDUAL GRIEVANCE.....74
GRIEVANCE REPORT FORM – CLASS OR GROUP GRIEVANCE.....76

PREAMBLE

This agreement is between the Godfrey-Lee Board of Education, the City of Wyoming, Michigan, and the Kent County Education Association (KCEA), a voluntary, unincorporated Association affiliated with the Michigan Education Association, hereinafter called the “MEA,” and the National Education Association, hereinafter called the “NEA,” and the School District of Godfrey-Lee, the City of Wyoming, Michigan, hereinafter called the "Board.” The signatories shall be the sole parties to this agreement.

The term "Local Association," when used hereinafter, shall refer to those employees of the Godfrey-Lee Board as indicated in Article I, Section B. The Association designates the Local Association President or designee, who shall be a local teacher, as its representative for the Administration of this agreement.

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Godfrey-Lee Public School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

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

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

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

The above is not subject to the grievance procedure.

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

ARTICLE I
RECOGNITION

A. CERTIFICATION:

Pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act No. 336 of the Public Acts of 1947, as amended, and in accordance with the "Certification of Representative," Case No. R 78 G-352 dated March 12, 1979, the Godfrey-Lee Public Schools (hereinafter referred to as the "BOARD") recognizes the Kent County Education Association (hereinafter referred to as the "ASSOCIATION") as the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

B. THE UNIT:

Pursuant to the certification, the Board recognizes the Association as the exclusive representative for those persons (hereinafter referred to as "TEACHERS") who are employed by the Board in the following position(s).

1. Classroom Teacher
2. Guidance Counselors
3. Librarians
4. School Psychologist
5. Social Workers
6. Teachers of the Housebound or Hospitalized
7. Occupational, Speech and Hearing Therapists
8. Preschool Personnel
9. Alternative Education Teachers
10. Bilingual / English Language Support Teachers/EL Coordinator(s)
11. Adult Education Teachers

C. EXCLUDED FROM THE UNIT:

Excluded from this unit is any person employed by the Board in the following position(s):

1. Maintenance and Custodians
2. Central Office, Office and Clerical
3. Co-op Students
4. Principals/Superintendent
5. Supervisors
6. Substitute Teachers
7. Paraprofessionals
8. Community Service Personnel
9. Temporary Employees

D. NEW POSITIONS:

Any new positions created during the life of this agreement, possessing the same community of interest as found in the positions listed in B above, will be added to the Unit.

E. MUTUAL CONSENT:

Nothing in the Agreement shall require either the Board or Association to negotiate during the term of this Agreement. However, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the Board and Association, in writing, and signed by representatives of the Board and Association.

ARTICLE II
BOARD RIGHTS

A. AUTHORITY:

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its employees, properties and facilities.

2. To hire all employees and, subject to the provisions of law, determine their qualifications, to evaluate their work and to establish the conditions of their continued employment, to discharge, demote or otherwise discipline employees for reasonable cause and to promote and transfer employees as long as all such actions confirm with the Tenure Act and other applicable acts.

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

4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching aids.

5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching school activities, and terms and conditions of employment.

B. RESPONSIBILITIES:

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in connection thereof, and the use of judgment and discretion in connection therewith shall be limited 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 Constitution and laws of the United States.

ARTICLE III
ASSOCIATION AND TEACHER RIGHTS

A. ACT 379 OF 1965:

Pursuant to the Michigan Public Employment Act, The Board hereby agrees that every teacher employed by the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations 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 rights conferred by the Act or other laws 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 their membership in the association, their participation in any activities of the Association or collective professional negotiations with the Board, or their institution of any grievance, complaint or proceeding under this agreement, or otherwise with respect to any terms or conditions of employment provided that none of the activities is in violation of Article XVIII of this agreement.

B. SCHOOL LAWS:

Nothing contained herein shall be construed to deny or restrict to any teacher, rights they may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

C. USE OF BUILDINGS:

The Local Association and its representatives shall have the right to use school buildings at all reasonable hours. The reasonable hours are defined as all hours outside of normal school hours including duty free lunch hour, but excluding Sundays. However, when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for the use of the schoolroom before the commencement of the school day or until 6:00 p.m. Administrative personnel in the building where such use is to be made shall be notified in advance.

D. LOCAL ASSOCIATION BUSINESS:

Duly authorized representatives of the Local Association and their respective affiliation shall be permitted to transact official Local Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

E. USE OF EQUIPMENT:

The Local Association, for Local Association business, shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use. The Local Association shall pay for the reasonable cost of all materials and supplies incident to such use.

F. BULLETIN BOARDS:

The Local Association shall have the right to post notices of activities and matters of Local Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Local Association may use the district mail service, internet facilities, and teachers' mail boxes for communications to teachers.

G. INFORMATION:

The Board agrees to furnish to the Local Association in response to reasonable requests, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits,

register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Local Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers together with information which may be necessary for the Local Association to process any grievance or complaint.

H. LOCAL ASSOCIATION INPUT:

The Board, as its prerogative, may consult with the Local Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Local Association may have opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication via public comment.

I. CITIZENSHIP:

The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teachers or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teachers. Consistent with the NEA, 1975 Code of Ethics of the Education Profession, the private and personal life of any teacher is not within the appropriate concern or attention of the Board.

J. CIVIL RIGHTS:

The parties agree not to discriminate against employees on the basis of any protected category as required by the law.

K. OTHER ORGANIZATIONS:

The rights granted herein to the Local Association shall not be granted or extended to any competing labor organization.

L. BOARD MEETING AGENDA:

The Board shall place on the agenda of each regular Board meeting, as one of the first items for consideration, under new business, any matters brought to its consideration by the Local Association as long as these matters are made known to and approved by the Superintendent/Designee and a copy of the item(s) are placed in their possession at least (4) four normal working days prior to said regular meeting.

M. FREEDOM OF INFORMATION ACT:

If a FOIA request is made for any information on any member of the bargaining unit employed by the district, the Board of Education or administrator representing the Board shall:

1. Notify the affected employee(s) orally within 24 hours and then in writing who are subject to the FOIA request.

2. Release to the employee(s), names of all those requesting the FOIA documents.

3. Allow the employee(s) and or the Association to review said documents or files before releasing any information or documents, provided the review does not impede the FOIA response deadline.

4. Exclude from the FOIA request response all materials not timely or inappropriate and information excluded under federal and state laws.

5. The Board of Education and or its representatives should take the full legal timeline as permitted under the law to comply with the FOIA request.

N. PERSONNEL FILE:

Each teacher shall have the right, upon request, to review the contents of any file concerning them in the presence of an Administrator. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

1. All teacher evaluation reports.
2. A copy of the teacher's certificate for incoming teachers.
3. A transcript of academic records.
4. Tenure recommendation.

No material may be placed within the personnel file without allowing the teacher an opportunity to file a response thereto and said response shall become a part of said file.

O. WORK PERFORMANCE:

See Appendix D for additional information regarding the GLPS evaluation model, procedure, and employee rights.

P. COMPLAINTS:

Any written complaint made against a teacher or person, for whom the teacher is administratively responsible, by any parent, student, or other person will be promptly called to the attention of the teacher. Complaints shall not be incorporated into the teacher's evaluation or personnel file, unless it has been reduced to writing and the teacher has been informed of the complaint and the District has investigated thoroughly to be found valid. If the teacher is placed on leave due to the investigation, the teacher shall be placed on paid administrative leave for the duration of the investigation.

Q. SUBJECT TO GRIEVANCE:

An alleged violation of the evaluation procedure as set forth under Revised School Code 1248 and 1249 including the GLEA and GLPS evaluation model, procedure and employee rights is subject to grievance.

R. REPRESENTATION:

A teacher shall have the opportunity to request a representative of the Local Association be present at the meeting for any discussion that could in any way result in discipline. Prior to any meeting, the teacher will be informed of the subject matter of the interview in writing. Following such disclosure, the teacher may request a pre-interview conference with a representative of the Local Association.

S. TEACHER DUE PROCESS:

No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without due process as defined in the tenure codes.

No bargaining unit employee shall be disciplined without reasonable and just cause. The term “discipline” as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, or occupational advantage; discharges; nonrenewal of probationary bargaining unit members, including bargaining unit members deemed to be in a period probation under the Michigan Teachers’ Tenure Act; or other actions of disciplinary nature. Any such discipline, or adverse evaluation of a bargaining unit employee’s performance, shall be subject to grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association no later than the time discipline is imposed.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply. This paragraph does not limit any reasonable and just cause rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

A program of progressive discipline shall be followed.

T. TERMINATION:

Prior to the Administration recommending to the Board that a teacher be terminated, the teacher will be notified of such recommendation.

U. PAYROLL DEDUCTIONS:

The District shall deduct GLEA/MEA/NEA dues from the pay of those members choosing this option. Any bargaining unit employee may voluntarily become a member of the Association. A member of the Association or an employee who has applied for membership may sign and deliver to the District a signed form (paper or electronic) authorizing the payroll deduction of dues - which amounts and dates are determined between the Association member and Michigan Education Association (MEA). The District shall process payroll deduction forms received from members. on the following payroll - as applicable to the schedule and format provided from the MEA - and will transmit these payments to the MEA via provided ACH bi-weekly in alignment to the District's payroll cycles. Such authorizations shall continue in effect from year-to-year, in accordance with the provided schedule from the employee and/or MEA, unless revoked in writing by the member under procedures administered by the Association. In the event of any legal action against the District brought in a court or administrative agency because it complied with this Article, the Association agrees to indemnify, defend, and hold the District harmless from such action, at its own expense and through its own counsel, provided the District gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and the District cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

ARTICLE IV
WORK YEAR - WEEK - DAY

A. THE WORK YEAR:

1. The school calendar for all teachers shall consist of no more than 187 total work days for new teachers under contract and no more than 185 total work days for teachers employed the previous year, of which no more than 180 will be student instruction days for each school year.

2. The 187 and 185 total work day limitations may be waived by mutual consent for high school teachers in a non-standard teaching day assignment Article IV, Paragraph B (c) (i).

3. Adult Education will follow a calendar which will meet the state requirement for instructional hours for Adult Education.

4. Records Days Flexible Time: When applicable on the district calendar, staff shall complete three (3) hours of records time outside of the contractual work day. Staff may complete this time at their discretion within the noted two week period and report via district approved timesheet.

B. WORK HOURS FOR K-12 CLASSROOM TEACHERS:

It is mutually understood that the work day and work week referenced in denominations of minutes below represent a five day work week. Any shortened week due to holiday or half day, the appropriate proration of the

weekly allotment of minutes would apply.

1. Standard and Non-Standard Teaching Day **–**

a. Elementary: The standard teaching day will consist of a six (6) class hour day, including a thirty (30) minute duty free lunch period, of which a maximum of 5-3/4 class hours will be spent in teaching or other supervisory duties for a maximum of 345 minutes.

b. Middle school: The standard teaching day will consist of a six (6) class hour day, including a thirty (30) minute duty free lunch period, of which a maximum of five (5) class hours will be spent teaching or other supervisory duties for a maximum of 300 minutes.

c. High school: The standard teaching day will consist of a six (6) class hour day, except by mutual consent, including a thirty (30) minute duty free lunch period, of which a maximum of five (5) class hours will be spent teaching or other supervisory duties for a maximum of 300 minutes.

i. A non-standard teaching day at the high school may consist of one or more of the following examples:
   i. A six (6) class hour day scheduled outside of the standard teaching day starting and/or ending times.
   ii. The equivalent of a six (6) class period day scheduled over multiple days.
   iii. More than one or portions of more than one six (6) class period day scheduled in the same day.
   iv. A six (6) class hour day in which one (1) or more class hours may not be contiguous to the other class period (e.g., three morning class hours and two evening).

ii. Teachers opting into a non-standard teaching day assignment by mutual consent shall retain that non-standard assignment so long as they desire to teach that assignment and/or so long as that assignment is offered.

iii. A probationary teacher who is assigned upon initial hire to one or more courses that run during non-standard times may be required to continue working a non-standard schedule until the teacher attains tenure status.

iv. The total number of teaching hours between the start of one school year and the start of the next school year for teachers in a non-standard teaching assignment shall be mutually agreed upon between the teacher and the administrator and shall be substantially equivalent to the total number of teaching hours in standard teaching assignments during the regular school year within that same period.

d. Middle and High School Part-Time and/or Shared Contracts: The standard teaching day will consist of a maximum of six (6) class periods spent teaching or other supervisory duties for a maximum of 300 minutes. Middle and high school part-time contracts will be based on the number of minutes a part-time teacher is assigned to middle and/or high school duties:

Minutes	% of Contract
250-300	100
200-249	80
150-199	60
100-149	40
50-99	20

In addition, each part-time teacher will spend twenty (20) minutes at school for each class hour of student contact time.

e. When a teacher is assigned, by mutual consent, to curriculum, instruction, or assessment-related duties not necessarily involving student contact time, the teacher's contract shall not be reduced as long as the teacher is performing those duties.

2. Standard Teaching Day Starting/Ending Times

a. The standard teaching day shall begin 10 minutes prior to the school day starting and end 10 minutes after the school day ends (Monday through Friday).
b. The limitation may be waived for curriculum study committees but will not exceed beyond 1 hour without compensation.
c. The limitation may also be waived for faculty meetings with extended meetings not to exceed nine (9) per school year. Notification of such extension shall be given at least four (4) days prior to an extended meeting except in cases of emergency as judged by the Superintendent/Designee.
d. The administrator will make provisions for teachers on non-standard teaching day assignments to make-up missed faculty meetings at the earliest date and time convenient for both.
e. Except for non-standard teaching day assignments, teachers may leave 10 minutes after the end of school on Monday through Friday provided they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, or other necessary meetings, which may be scheduled by the administration. Teachers who have school-sponsored night time responsibilities may leave at the conclusion of the regular classroom day with permission of the administrator.
f. The time between the end of the student day and end of the teacher work day shall be made available for students requesting additional help, contacting parents, completing assignments, taking quizzes or tests, or directed to remain after school for disciplinary purposes, except on days when required to attend faculty meetings.

3. Planning/Preparation Time

a. Elementary teachers will be provided one (1) fifteen-minute relief period each day. Whenever possible, teachers shall only have playground duty on days they have a specials class. At the discretion of the Superintendent/Designee or administrator, the fifteen (15) minute relief periods may be waived on days of inclement weather when children cannot go out for recess. Teacher's relief period shall then be alternated so one teacher can supervise and be responsible for a given number of rooms as mutually agreed upon between the teachers and administrator.

b. All teachers will be provided with no less than 300 minutes per week of time for preparation and planning, with the exception of schedules impacted by accommodating secondary advisory curriculum days, potentially reducing planning time by no more than 10 minutes to those respective teachers weekly. Of the 300 minutes per week, 270 minutes are unassigned time for preparation and planning, in blocks of time no less than 30 minutes. Up to 30 minutes per week may be used for eligible school-related meetings, as defined below. Should these meetings exceed more than once per week, the teacher will be compensated at the prorated curriculum rate. Teachers who are impacted by shortened time due to secondary advisory curriculum days, any preparation time lost of the respective 290 minutes shall be compensated at the curriculum rate. If there is additional relief in the schedule due to additional specials time, preparation time shall be increased accordingly. Elementary teachers may use all time for preparation during which their classes are receiving instruction from various teaching specialists.

i. Eligible School Related Meetings:
- Teacher/Admin Conferencing
- IEPs
- 504 plan meetings
- Parent meetings
- Behavior plan or intervention meetings

ii. Ineligible School Related Meetings:
- PLC Meetings
- Professional Development

iii. Ineligible school related meetings may occur if voluntary and will be paid at the curriculum rate subject to administrator approval.

4. Teachers of elementary music, art, physical education, reading consultants, and special education teachers shall be provided with relief and preparation time to the same ratio as other elementary teachers in the district.

5. In the event of any disagreement between the representatives of the Board and the Association as to the need and desirability of any deviation, the matter may be processed through the negotiation procedure.

6. Supply Teaching Compensation:

   a. Any teacher may accept or reject supply teaching at the rate of 0.075% of BA Step 1 per hour (curriculum rate) provided they do not have conflicting assignments for the class periods concerned. Teachers are to be employed in this supply capacity only when it is impossible to secure a regular substitute teacher. When and if assemblies, building parties, or other special activities are scheduled by the Administration, the compensation for special classes, which do not meet during such hours, shall be waived.

   b. In lieu of compensation as a supply teacher, a teacher may also accumulate up to two (2) PTO days in the following manner: Six (6) hours of time spent at an administratively assigned function for compensation. Such time must be accrued beyond the length of the teacher's day and year. The program is voluntary and can be requested by the teacher or administrator. The individual teacher during the first week of school (or other applicable request period) will inform their principal supervisor as to their willingness to participate in the program. Teachers who indicate their willingness to participate in this program must remain with the program during the course of the school year. An individual who has accumulated two (2) PTO days of time will then subsequently be automatically reverted to the hourly pay rate. If a teacher is asked to cover another class during their class time, such coverage will be counted as one (1) hour of accrued time. Six (6) accrued hours of supply teaching will constitute one (1) PTO day. Teachers who have accumulated less than the necessary six (6) hours will be paid the hourly rate of their accumulated hours at year end.

   c. For Special Education classes, when warranted by the caseload, the district will make a reasonable effort to place an individual the students are familiar with and will provide coverage for the teacher or paraprofessional absent. If a teacher is required to provide coverage for a paraprofessional, they will be compensated under the supply teacher compensation requirements.

7. For specified extra duty assignments not provided for in any other extra duty pay schedule, a teacher shall be entitled to additional compensation as hereinafter set forth. The teacher shall be paid for any time spent beyond the six (6) period teaching day for services rendered in conducting conferences, staff meetings that extend beyond 3:20 P.M. of any school day and attendance at any function where school representation is required. Determination of the additional compensation shall be at an hourly rate of 0.075% of BA Step 1 or fraction thereof for teachers (fraction of hours on 1/4 hour intervals). Additional salary amounts due teachers under this provision will be certified by the administrator.

8. A teacher engaged during the school day in negotiating on behalf of the Association with any member(s) of the Board or participating in the grievance procedure, by mutual agreement between the Association and the Board shall be released from regular duties without loss of salary. This shall not be construed to include negotiation of a contract or master agreement.

C. WORK HOURS FOR NON-CLASSROOM TEACHERS:

1. The conditions listed above in B, 2-8 shall apply.

2. Work hours, with one half-hour lunch of the standard teaching day or its equivalent shall be assigned by the Administration to each non-classroom teacher. Non-classroom teachers may leave 10 minutes after the standard teaching day ends providing they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, or any other necessary meetings, which may be scheduled by the Administration.

D. OVERLOAD ASSIGNMENTS:

Teachers assigned a sixth (6) class shall be compensated at a rate of six-fifths (6/5) their regular salary. Leave days said teacher earns will be increased at a corresponding rate.

E. ADDITIONAL CONTRACT DAYS:

The work year for counselors and librarians may work up to ten (10) extra contract days before or after the school calendar at the discretion of respective administrators. They shall be paid additional salary computed by using each individual's salary work days for the year and this amount times the number of extra days of employment.

ARTICLE V
TEACHING CONDITIONS

A. CLASS SIZE:

1. The parties recognize that optimum school facilities for both students and teachers are desirable to ensure the high quality of education, and are the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to create an effective learning environment and that the organization of the school and the school days should be directed toward ensuring that energy of the teacher is primarily utilized to this end. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible to meet the following optimum standards except in traditional large group instruction or experimental classes where the Association has agreed in writing to exceed these maxima:

   With the exception of secondary instrumental and vocal music, and physical education it is agreed that class size will be limited to:

   i. 26 students in Kindergarten
   ii. 27 students in 1st – 2nd Grades
   iii. 30 students in 3rd – 5th Grades
   iv. 31 students in 6th – 8th Grades
   v. 32 students in 9th – 12th Grades (including virtual classrooms)
   vi. 30 students in Elementary Specials (Same as K-5)

   Elementary Classroom Teacher
   The teacher will be compensated at $500 for every full time student over the class size limit for each semester the student is enrolled. Class size will be determined by student attendance count taken two weeks after the start of each semester.

   Elementary Specials Teacher
   The teacher will be compensated at $100 for every full time student over the class size limit for each semester the student is enrolled. Class size will be determined by student attendance count taken two weeks after the start of each semester.

   Secondary Classroom Teacher
   (Secondary is defined to encompass grades 6-12)
   The teacher will be compensated at $100 for every full time student over the class size limit for each semester the student is enrolled. Class size will be determined by student attendance count taken two weeks after the start of each semester.

   Overage pay will not be paid to any teacher for times when there is an assigned classroom co-teacher present for a minimum of thirty consecutive minutes on a regular basis. One to one student support will not count against student overage. In these circumstances, the overage pay for class size overload shall be prorated according to the length of time a co-teacher is assigned to the classroom. In order for

payment, the teacher must submit documentation (class roster) to the building principal within 5 business days after the semester in which the overload occurred.

The counselor student ratio shall not exceed 1-300. The district will take measures to assist counselors with their responsibilities to students for academic and social and emotional supports.

Alternatives to the traditional one teacher to one class of students method for managing class size may be utilized whenever available to simulate smaller class sizes. These include but are not limited to the use of technology for blended and small-group learning, co-teaching arrangements, large class learning environments with the assistance of another adult and temporary regrouping of students for instruction by another member of the professional staff. The Board agrees to meet regularly with the Association and utilize School Improvement Teams to focus on developing the best possible learning environments for staff and students. If any changes are recommended by the School Improvement Team that require a change in contract language it will be brought to the Board and Association to request a deviation to the collective bargaining agreements.

2. Subject to the Director of Teaching & Learning's review and approval, libraries will be available for student use during student attendance days of the school year.

3. Special Education classes shall not exceed the rules and regulations established by the state-approved Kent County Special Education plan.

   If it becomes necessary to file for a deviation, then the Board will reimburse the special education teacher at the rate of $1.75 per class hour per child over the allowed number.

4. Teachers shall provide a printed copy of the class roster to submit for excess class sizes.

B. MATERIALS:

The Board recognizes that appropriate texts, materials, and supplies are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools. Efforts shall be continued to seek and use textbooks and supplementary reading materials which contain the contribution of minority groups to the history, scientific, and social development of the United States. The Board agrees at all times to keep the school reasonably equipped and maintained.

C. LIBRARY:

The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in each school in the district and include therein all texts which are reasonably requested by the teachers of that school and jointly approved by the Board and the Local Administration.

D. DUPLICATION:

The Board agrees to make available in each school adequate duplicating and copying facilities.

E. FACILITIES:

The Board shall make available in each school adequate lunchroom and restroom facilities exclusively for staff use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge. Provisions for such facilities will be made in all future buildings.

F. TELEPHONES:

Telephones shall be made available to teachers for their professional use, including a telephone in each building teachers' lounge.

G. VENDING MACHINES:

Upon the request of the Local Association, vending machines shall be installed in the Teacher's lounge and lunchroom areas. The proceeds from all such machines shall be utilized for lounge consumables (not to be used to furnish the teachers' lounge), instructional purchases, or scholarships as determined by the Local Association.

H. PARKING:

Adequate parking lots shall be provided and properly maintained and identified exclusively for staff use.

I. UNSAFE CONDITIONS:

Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being.

J. REPORTS TO PARENTS:

It is agreed that reporting pupil progress to parents periodically is a necessary function of the school. All such reporting, including Parent/Teacher Conferences, shall be considered part of the school routine.

1. Progress Reports: Elementary and secondary progress reports will be provided or made accessible to parents/guardians at the end of each marking period.

2. Parent/Teacher Conferences: Elementary and secondary parent/teacher conferences will be held on two different evenings during both first and second semesters.

    a. Parent/Teacher Conference dates will be those agreed upon in the negotiated calendar.
    b. Students will be in a full-day session on the day of scheduled Parent/Teacher Conferences.
    c. Teachers are expected to participate in Parent/Teacher Conferences and will be given credit for half of a duty day for each of the four evenings that conferences are scheduled (two days per contract year maximum).
    d. Three hours will be scheduled for Parent/Teacher Conferences on each of the four evenings. The scheduled starting and ending times will be mutually agreed upon by the building staff and administration.
    e. In the event a session of Parent/Teacher Conferences is cancelled due to weather or other emergency, they will be rescheduled for the following school night, unless the rescheduled date is a Friday, in which case they will be held on the next school night on the calendar.
    f. Teachers unable to participate in Parent/Teacher Conferences shall be responsible for rescheduling and conducting conferences outside of normal contract hours. Any absence related to missing Parent/Teacher Conferences may be credited back if the arrangement is preapproved by the teacher's supervising administrator.
    g. Teachers with part-time contracts are expected to participate in all scheduled Parent/Teacher Conferences.

K. MEETINGS:

Teachers' attendance at Commencement exercises, PTA Meetings, and school functions is encouraged. Achievement nights and open house programs shall be limited to two (2) such programs per year. These programs are to be considered a part of the teachers' professional responsibility and are not to be subject to additional compensation.

ARTICLE VI
QUALIFICATIONS AND ASSIGNMENTS

A. EXTRACURRICULAR:

Extracurricular assignments including adult education courses, driver education, extra duties enumerated in Appendix B1 and B2, and summer school courses shall not be obligatory but shall be with the consent of the teacher.

B. MENTOR TEACHER:

The parties recognize the requirements of the School Code (MCLA 380.1526) to provide a mentor teacher as a mentor to a probationary teacher during their first three (3) years of employment.

1. Selection - A mentor teacher shall be selected after consultation with and input of the GLEA President or President's designee by the Principal or Assistant Principal where the probationary teacher is stationed. No teacher shall be forced to accept this position. Principals shall meet with mentor teacher to discuss and review responsibilities and expectations within the first thirty (30) calendar days of the school year. If a reassignment should occur, Principals shall meet with the new mentor teacher within thirty (30) days of the change.

2. Revocation - Should the mentor teacher or the assigned teacher feel that they wish to revoke this relationship; they may ask the building principal and/or the GLEA to sever the relationship. If this relationship is severed, a new mentor teacher will be assigned in accordance with paragraph #1 above.

3. Confidentiality - The mentor teacher shall not be used by the Board or the Association as a witness or in any other manner in disciplinary actions against an assigned teacher, nor, shall the mentor teacher have a formal or informal role in the written evaluation process of the assigned teacher. The relationship between the mentor teacher and the mentee shall only be advisory in nature.

4. Compensation - The mentor teacher shall receive compensation throughout the year as mentorship is performed and logged via timesheet, limited to an annual amount (equal to 2% of the BA base salary for up to 3 years of a probationary teacher).

5. Role – The mentor teacher is to first and foremost guide and support the probationary teacher in developing their knowledge and craft through feedback and reflection, in alignment with the district's mission. Strategies to do so will include a cycle of discussing instructional challenges, planning lessons, analyzing student data and work to inform instruction, and observing the probationary teacher while teaching. In addition, a mentor teacher will assist the probationary teacher in acclimating to the school's structures, staff, and systems.

6. Duties – The duties of the mentor teacher shall include, but not be limited to:

    a. Fulfill the role of a mentor teacher utilizing the strategies listed above in Article VI, Paragraph B (5).
    b. Mentors and mentees shall complete a total of twenty-seven (27) hours of contact time throughout the course of the school year. A minimum of ten (10) hours must be completed each semester in a variety of contexts including, but not limited to, in-class observations, before/after school meetings, mentor training, and district-sponsored mentor/mentee professional development.
    c. Mentor teachers shall meet with the district administrator overseeing the mentoring program or participate in another designated program for one (1) hour of meeting time per year for the purpose of mentor training and reviewing mentor expectations.

d. A detailed log of activities and/or meetings including, but not limited to, the date, time, duration, purpose, and focus of each meeting/activity (using the form in Appendix B3 of this agreement) must be submitted before payment is issued.
e. Additional duties may be added only with the mutual agreement of the Board of Education and the GLEA.
f. It is the responsibility of the supervisor of the mentee to provide adequate support to the mentor throughout the mentoring process. The respective supervisor will be required to meet with the mentor to ensure responsibilities are understood within the first thirty (30) calendar days of the school year.

Mentors for any new hire that has previous achieved tenure status at a public school district in the state of Michigan will be compensated at a rate of $150 for the first year of the new hire's employment.

C. MENTORS FOR STAFF ON AN INDIVIDUALIZED DEVELOPMENT PLAN (IDP)

An IDP Mentor is a certified bargaining-unit teacher who agrees to mentor a fellow teacher who has been formally placed on an Individualized Development Plan (IDP) as part of the evaluation and support process is a voluntary program available for compensation.

1. Mentors of staff on an IDP shall have a preliminary meeting with the supervisor of the staff member to ensure understanding of IDP requirements and duties eligible for mentor compensation.
2. Serving as an IDP Mentor is voluntary, and no teacher shall be required to accept an IDP mentee assignment.
3. The District may consult with the GLEA President or designee prior to the assignment of an IDP Mentor. The District shall provide a list of staff members on an IDP to the GLEA President prior to consultation including the assigned mentor.
4. IDP Mentors shall be compensated hourly, consistent with the extracurricular rate, 0.075% of the BA-1 salary rate per hour worked.
5. Compensation will be based on documented hours submitted through a district-approved timesheet, which must include the date, time, duration, and purpose of mentoring activities. Timesheets must be submitted and approved by the building principal or IDP supervisor prior to payment. It is understood that if prep time is utilized for IDP mentoring, supervisor approval is required in order for the time to be compensable.
6. IDP Mentor support will be determined by the evaluating administrator based on the teacher's documented needs and IDP requirements.
7. The number of mentoring hours may vary by case; however, mentors and mentees should engage in ongoing, regular collaboration consistent with the staff member's support plan.
8. Either the IDP Mentor, mentee, or administrator may request the District to adjust or discontinue the pairing based on fit or effectiveness.

The role of an IDP Mentor is distinct from the Article VI(C) statutory mentor and is advisory in nature. Duties may include, but are not limited to:

- Meeting with the teacher to review IDP goals, progress points, and instructional strategies.
- Conducting peer observations and debriefing sessions.
- Offering instructional feedback aligned to the district-adopted framework
- Supporting planning, data analysis, organization systems, or classroom routines as outlined in the IDP.
- Collaborating with the evaluating administrator when appropriate, while maintaining professional boundaries.

The IDP Mentor shall not be used as a witness in disciplinary matters and shall not contribute to the formal written evaluation of the teacher.

ARTICLE VII
VACANCIES, TRANSFERS AND LAYOFFS

A. TRANSFERS:

The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to another class, building, or position shall be made accessible online through the district's hiring platform. The application shall set forth the reasons for transfer, the school, grade, or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board. Any involuntary change of a classroom or assignment which requires a classroom change shall receive $500 of extra compensation for this accommodation.

B. POSTING:

Any new positions, including department head positions, shall be posted with accompanying job description.

C. TRANSFERS OUT OF UNIT:

Any teacher who shall be transferred to an Administrative or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this agreement prior. Former administrators will be given seniority according to years of teaching service prior to becoming an Administrator.

D. BOARD POLICIES:

See Board Policies 3130-3140 with the accompanying administrative guidelines.

E. SENIORITY:

1. Seniority is defined as the total employment service with the Board; it shall be determined by the date of 1) Letter of Intent; 2) Individual Contract of Employment; or 3) Board Action, whichever of these three comes first.

2. Ties in seniority shall be broken by a drawing.

3. Any employee who has left (quit, resigned, or terminated for just cause) the bargaining unit and who subsequently returns shall accrue seniority and benefits only from the most recent date of return to or hire into the bargaining unit.

4. Seniority shall be taken into consideration with regard to the placement of staff in a new role.

F. WAGES AND BENEFITS:

Any layoff pursuant to this Agreement shall automatically terminate the teacher's individual employment contract and all benefits allowed therein including all wages and benefits within this Master Agreement. In the event of a recall of any teacher on layoff, the Board shall restore all rights, wages, and benefits provided for in the Agreement which is in effect at the time of recall to such teacher.

G. ADDRESS:

Any teacher who is on layoff shall keep the Board informed of their current home address, personal email address and telephone number.

H. REPORTING DATE:

Any teacher who is recalled and does not make themselves available for employment within ten (10) working days of written receipt of notice, or on a later date mutually agreed upon by the Board and the teacher, shall be considered and treated as a voluntary termination of employment from the Board by the teacher.

I. STAFF REDUCTIONS, LAYOFF AND RECALL

1. Legitimate Necessity and Association Consultation: In the event the Administration determines a reduction in staff is necessary, it must be based on a legitimate necessity to reduce the number of bargaining unit members. Prior to finalizing any reductions, the District shall meet with the Association to discuss the potential areas of reduction, share relevant data, and review the staff members who may be impacted.

2. For the purposes of this article, "fully qualified and certified" includes all of the following: The term “certified” refers to all persons providing services who hold a certificate, permit, or vocational authorization valid in the State of Michigan. The above credentials must be approved by the State of Michigan agencies for which State Aid financial reimbursement is allowed or authorized by the Board's General Fund Budget, Special Programs, or other financial resources.

3. Order of Reductions Layoff Procedure: When conducting a staffing or program reduction resulting in the elimination of a position, the Board will follow a clear and transparent procedure. To comply with M.C.L. 380.1248, length of service shall not be the sole determining factor; however, personnel decisions shall strictly honor seniority among stable, effective educators. Reductions shall be implemented in the following specific order:

    i. Voluntary Layoffs: The Board will first consider and grant the application of any member who voluntarily requests to be placed on layoff status.

    ii. Unevaluated Probationary Staff: If further reductions are necessary, any probationary teacher without a performance evaluation on record shall be laid off first.

    iii. Effectiveness Tier and Seniority: Remaining staff within the affected teaching positions identified for elimination shall be reviewed by certification, qualification, overall performance evaluation rating (under M.C.L. 380.1249), and seniority. Within this group, reductions shall be determined strictly by inverse seniority (the member with the least length of service with the Board shall be laid off first), provided there is a fully qualified and certified member remaining to replace and perform all needed duties. Teachers with a rating of "Needing Support" shall be prioritized for layoff prior to "Developing" staff who will in turn be prioritized for layoff prior to "Effective" staff.

4. Written Notice and Appeal Rights: Any member identified for layoff shall be given written notification of such action and an opportunity for a meeting with the Superintendent or their Designee at least forty-five (45) calendar days before the layoff will occur. The member has the right to Association representation at this meeting. Tenure Commission Notice: The Board shall explicitly include within the written layoff notice that the Teachers’ Tenure Act allows tenured teachers the opportunity to appeal the Board’s layoff decision to the Tenure Commission within twenty (20) days of receipt of the notice.

5. Wages and Benefits Retention: Except as provided below, a layoff pursuant to this Agreement shall suspend the member's individual employment contract and standard active wages/benefits within this Master Agreement.

    i. Mid Year Health Benefit Protection: If a member is laid off before the last member work day of the school year, said unit member's health benefits shall continue to remain in effect without cost to the member to the extent available through the

contracted insurance agent for the duration of the current school year.

ii. Restoration: In the event of a recall, the Board shall fully restore all rights, wages, and benefits provided for in the Agreement in effect at the time of the recall.

6. Recall Procedures and Reporting: Members on layoff shall be recalled in the inverse order of the layoff procedure (highest seniority among qualified/certified staff recalled first), provided the member being recalled is fully qualified and certified to be employed in the existing vacancy. No new teachers shall be hired while qualified, certified members remain on the layoff list. Any member who is recalled must make themselves available for employment within ten (10) working days of written receipt of the recall notice, or on a later date mutually agreed upon by the Board and the member. Failure to do so shall be treated as a voluntary termination of employment.

ARTICLE VIII
LEAVE DAY POLICY

A. DISTRICT MANAGEMENT OF LEAVE DAYS:

In the event that a pattern of leave usage indicates the potential for misuse of leave, the district may request a meeting with the employee to review the reasons for absences. In the event that potential misuse of leave continues, the district has the authority to request documentation of the need for the leave used (doctor's notes, etc.). Any employee who willfully violates or misuses this policy, or who misrepresents any statement or condition under this policy may be subject to disciplinary action.

Absences that are three (3) consecutive days or more require approval by the building administrator and Superintendent/Designee at least five (5) days in advance. Unapproved consecutive absences three (3) days or more can be subject to a request for a doctor's note or other evidence of illness or disability from the Superintendent/Designee. In the event an examination is needed to verify the illness or disability, cost of such an examination shall be borne: (a) by the Board of Education if the employee has been absent for less than five (5) days and (b) by the employee if the absence has been for a longer duration.

For staff who require substitutes, advanced leave shall not be granted for more than three (3) staff members of any building level on the same day, except for medical leave. Once there are three (3) staff members of the same building level who have requested leave on the same day, the district shall notify staff of said days. It is understood that requested PTO days are processed on a first-come first serve basis. On days where more than three (3) staff members have requested PTO in the same building, the District may discuss the nature of the leave to impacted individuals to ascertain the necessary reason for being absent.

B. ATTENDANCE INCENTIVE:

Regular attendance is expected of all bargaining unit members. In appreciation for those employees who meet this standard for an entire school year, the Board will pay the following amounts in the last pay period in May. This incentive will exclude excused absences as detailed below or FMLA/medically verified leave days that corroborate instances of three (3) days or longer. This bonus can be deposited into a 403(b) or 457(b) if the employee so chooses.

Number of Absences	Attendance Bonus
0 - 2	$1,000
2.5 - 3.5	$750
4 - 5	$500
5.5-7	$250

C. LEAVE DAYS - NOT DEDUCTIBLE:

Leave days with pay not chargeable against the teacher's leave days shall be granted for the following reasons:

1. Funerals of Immediate Family Members:

   Up to a total of three (3) days of leave shall be granted to arrangements for and attend the funeral the funeral of immediate family members as defined by US 75 FR 33491 (any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) or others as approved by the Superintendent or designee.

2. Jury Duty:

   Leave for jury duty is allowable. The Board will pay the teacher the difference between the jury duty pay and the teacher's regular salary.

3. Court Appearances:

   a. When subpoenaed as a witness in school related activities.
   b. When subpoenaed as a witness or when necessary to be in court as a victim.
   c. The first two (2) days of a court appearance must be taken as personal leave days (if available).

4. Absence Due to Injury or Illness:

   Incurred in the course of the teacher's employment which is covered by worker's compensation, the Board agrees to pay the difference between worker's compensation allowance and the teacher's regular salary to the limit of said teacher's accumulated leave days for the balance of the school year only.

5. Selective Service Physical Examination:

   Such time as required.

6. Administrative Requests:

   Attending any function when so requested by the Administration.

7. Professional Observation:

   Each teacher may be granted one professional observation day not to exceed two (2) teachers on the same day, not to exceed one third (1/3) of the staff for any one semester/trimester. The following semester/trimester another one third (1/3) of the teachers are eligible, but if by the end of the first semester/trimester of the school year, a number to equal one third (1/3) of the staff have not requested the observation day, persons who went the preceding semester/trimester are eligible up to the one third (1/3) of the staff.

   Such observations must be arranged with the building administrator at least four (4) days preceding said observation. Observations are to be beneficial to both the teacher and the school system as determined by mutual consent of the requesting teacher and the building administrator. Arrangements for the day must be clarified and acceptance from the school to be visited should be in writing. Upon completion of observation, a written report shall be filed with the building administrator indicating the nature of the observations, the subject matter or grade level observed and the benefit derived. Transportation costs are not to exceed ten dollars ($10.00).

8. Conferences:

Preapproved expenses, such as, but not limited to registration, mileage, food, and/or hotel, for attendance at conferences will be reimbursed. Permission to attend a conference is subject to the approval of the building administrator and requests to attend these conferences are to be presented to the administrator at least four (4) days in advance of planned attendance.

D. PAID TIME OFF (PTO):

Each full time teacher will be credited each year with fifteen (15) days of paid time off (PTO). Each part time teacher will be credited each year with fifteen (15) days (prorated at their contracted work day or FTE) with pay. The unused portion of which shall accumulate from year to year without limitation. A day equals the number of hours scheduled to work on that day. Bargaining unit members are not required to indicate to the Administration the reason for the use of their paid leave days if within contractual parameters, but in order to verify a medically-verified leave, documentation and support would be needed to qualify that leave reason. It is further understood such leave shall not be granted for the first or last day of the school year, nor the first working day preceding or following a vacation period unless approved at the discretion of the Superintendent/Designee. (Exceptions: Graduation exercises for the teacher, spouse, or children; honors convocation honoring the teacher and/or military departure of children or for any other reason as permitted under the Michigan Earned Sick Time Act). A vacation period is defined as Thanksgiving Break, Winter Break or Spring Break.

Parental & Adoption Leave:

After the birth or adoption of a child, the district will provide five (5) paid, non deductible, parental days at the start of the leave. This time cannot extend the leave. The district will return additional leave used during parental leave or leave days necessary for adoption of children at the rate of two (2) days per year for each occurrence, until leave used during parental leave is fully returned or the employee resigns/retires from the school system.

E. LEAVE DAYS - RECORD:

Employee leave balances will be made accessible via paystubs and online absence management records.

F. SICK LEAVE DONATION:

1. Donating Days:

Any teacher at their own discretion may relinquish up to and including five (5) of their unused portion of leave days above thirty (30) days to another teacher whose emergency accumulation is or will be depleted, but at no time is the number of transferred leave days to be more than the number of allowable days that said teacher has already accumulated for the current year.

2. Request for Donation:

Staff who have exhausted their leave accumulation due to a documented personal or family medical issue that occurred during the current school year may contact the Association in writing to begin the donation process when they have five (5) total days or less. Staff may submit a doctor's note to the district and the Association to begin the process prior to have five (5) total days or less. Staff may request a donation of days once per calendar year unless otherwise agreed upon by the district and the Association in the event of serious illness. Staff who choose to donate will be given the option to donate solely for the medical leave need or choose to donate days that go beyond the medical leave need.

G. REPORTING TIME:

Any teacher who has reported for duty and begun the teaching periods, either morning or afternoon and had been on duty three (3) full hours shall be considered on duty that one half (1/2) day and not have leave charged for that one half (1/2) day.

H. MEDICAL LEAVES OF ABSENCE WITHOUT PAY:

A teacher who is unable to teach because of personal illness or disability and who has exhausted all leave available may be granted a leave of absence without pay by the Board. Said teacher must return to work by the beginning day of the next semester/trimester or must remain on leave until the first day of the subsequent semester/trimester. The reemployment of a teacher on such leave is dependent upon physical examination by a doctor of the Board's choice, at the Board's expense, indicating the complete recovery from such illness or disability as it applies to a teaching position. For leaves of a longer duration said teacher's rehiring will be dependent upon doctor's statement (as above) and position availability.

If an employee is not eligible for the MESSA Medical Waiver, insurance benefits shall fully continue until the employee is able to return to work. Such benefits shall continue to remain in effect to the extent available through the contracted insurance agent.

I. ASSOCIATION LEAVE DAYS:

Five (5) accumulative leave days per year will be provided for teachers to conduct Association business. Five (5) additional days per year may be requested if needed. (The Board may approve or disapprove the request.) Accumulated leave days will be capped at fifteen (15) days. Teachers may use their personal days to conduct Association business if the five (5) have been depleted. The use of such days in Section I will meet the following conditions:

1. The day is for Association matters that cannot be handled during non-school hours.

2. The Association Representative is to notify the Superintendent/Designee at least five (5) days prior to use.

3. Such days may not be used to picket or participate in any strike directed at a school or other agency.

J. NO REIMBURSEMENT:

Any teacher under suspension or subject to dismissal proceedings will forfeit any claim to reimbursement under this article.

K. GRANTING OF LEAVE:

Nothing in this agreement prohibits the Board from considering, approving, or disapproving additional leave requests.

ARTICLE IX
SABBATICAL LEAVE

A. PURPOSE:

1. In order to provide opportunities for maximal professional improvement, Sabbatical leave shall be made available to teachers for formal, full time study at a recognized college or university.

2. A request for the Sabbatical leave shall be submitted to the Board at least ninety (90) days prior to the end of the school year. The Board retains the authority to approve or disapprove the request. In the event the Board approves the request the teacher must meet the following eligibility criteria:

B. ELIGIBILITY:

1. An applicant must possess a Michigan Life, Permanent, Professional Education, or Continuing Certificate and must have accrued seven consecutive, full years of teaching service in the Godfrey-Lee Public Schools District.

2. Applicants shall not have received a Sabbatical Leave during the seven (7) years immediately preceding any application.

3. Each applicant must agree to return to service in the Godfrey-Lee Public School District immediately upon termination of Sabbatical Leave and to continue in such service for a period of three (3) years or there is a mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to them during Sabbatical Leave determined by the fraction of the three (3) years not served following the leave. Such Promissory Note shall include an interest percent factor based on the prime rate plus two per cent (2%) at the time of signing agreement for leave. Note: This includes cost of benefits.

C. APPLICATION:

Applications shall be made to the Committee for Sabbatical Leave on or before annual deadline date to be established by the said committee. The application shall be accompanied by plans for the use of the Sabbatical Leave, and evidence that the applicant has been accepted into a graduate program. An exposition of the plan's potential for increasing the applicant's professional competence and such other information will be provided as may be necessary as determined by the committee for Sabbatical Leave.

D. SELECTION:

1. The Committee for Sabbatical leave shall consist of an elementary and a secondary Principal appointed by the Superintendent/Designee, a teacher appointed by the Local Association, and the president of the Local Association. The Superintendent/Designee, who will vote only in the event of a tie, shall be chairman of the Committee.

2. The Committee will prepare a priority listing of eligible candidates and recommend names for Sabbatical Leave appointment. Provided sufficient qualified applicants have come forth, up to 2% of the body of teachers currently employed will be recommended.

3. Consideration shall be given to:

   a. Assured eligibility.

   b. The proposed leave's potential for contributing to the applicant's professional growth.

   c. The applicant's prior contribution to the Godfrey-Lee Public Schools and potential for future leadership.

   d. The applicant's need for financial support.

   e. Any other pertinent factors as established by the Committee.

4. In establishing Sabbatical leave, the Board of Education may grant Sabbatical leave to as many candidates as are recommended by the Committee for Sabbatical Leave but not to exceed a number equal to 2% of the teachers of the school district at the time leaves are granted.

E. COMPENSATION:

1. While on Sabbatical leave a teacher shall receive 50% of their teaching salary for the time involved.

2. A teacher shall receive all related fringe benefits as provided for teachers by the Board of Education.

3. The teacher is responsible to notify the business office of the place in which the payroll check shall be addressed while they are on leave. Checks will be mailed to that address on or before regular paydays.

F. MISCELLANEOUS ADMINISTRATIVE PROVISIONS:

1. Sabbatical leave may be for a portion of the year but may not exceed a full school year. The leave may be taken in semester/trimester increments, not to exceed a full school year.

2. A teacher on Sabbatical leave may not deviate from their approved plan except with the written permission of the Superintendent/Designee.

3. Sabbatical leave will be automatically terminated should the grantee be placed upon a probationary academic status by their college or university.

4. Any falsification of information by the teacher in application or other reports required as a part of Sabbatical leave may subject the leave to termination upon the recommendation of the Committee for Sabbatical Leave.

5. Upon return from Sabbatical leave the teacher shall be advanced on the salary schedule as though they had been employed as a teacher during the period of leave; they shall be restored to their former position, if possible, or to a position of at least comparable nature of status and seniority.

ARTICLE X
UNPAID LEAVE OF ABSENCE

Unpaid leave is without pay and without any benefits and will be placed in a position for which the teacher is certified and at the same position of the salary schedule upon return unless explicitly stated otherwise.

A. EXCHANGE TEACHING:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of participating in exchange teaching programs in other school districts, States, territories, or Countries, foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full time participant in such program; or a cultural travel or work program related to their professional responsibilities, provided said teacher states their intention to return to the school system. An applicant must possess a Michigan Life, Permanent, Professional Education, or Continuing Certificate and must have accrued seven consecutive, full years of teaching service in the Godfrey-Lee Public Schools District. Upon return from such leave, a teacher shall be at the same position on the salary schedule as they would have been if they had taught in the district during such period.

B. STUDY:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of engaging in study at any accredited college or university reasonably related to their professional responsibilities. Upon return from the leave, the teacher will be assigned to a position for which the teacher is certified and qualified.

C. MILITARY:

A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position as they would have been had they taught in the District during such period.

D. STATE ASSOCIATION POSITION:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of serving in a state position of the Association. Upon return from such leave such teachers shall be placed at the same position on the salary schedule as they would have been had they taught in the system during such period.

E. PUBLIC OFFICE:

A leave of absence not to exceed four (4) years may be granted to any teacher upon application for the purpose of campaigning for or serving in a public office. Upon return from the leave, the teacher will be assigned to a position for which the teacher is certified and qualified.

F. CHILD CARE LEAVE:

Child care leave of up to twelve (12) months (which includes any FMLA leave for birth/adoption) shall be granted to a teacher upon the request of the teacher provided such request is made at least sixty (60) days prior to the commencement of the leave, and providing the teacher has been teaching for a minimum of one year since returning from previous child care leave. Such a request shall indicate the date of return and the date of return must coincide with a new marking period. Upon return from leave, the teacher will be assigned to a position for which the teacher is certified and qualified.

G. CAREER EXPLORATION LEAVE:

The Board shall grant a leave of up to one (1) year to any teacher for the purpose of career exploration. Such a request shall indicate the date of return, and such date must coincide with a new marking period. Upon return from such leave, the teacher will be assigned to a position for which the teacher is certified and qualified. No salary or benefits shall accrue during the leave. The term “career exploration” is intended to be the temporary experience working in a business, industry, organization, or institution outside of the field of education, for which the experience gained by the member upon return from such leave will be useful in linking classroom teaching and learning for students to real world jobs and careers. Any requests for leave for this purpose will be the subject to review of the Superintendent/Designee and approval by the Board of Education. If approved, the member will be expected to return on the date stipulated by the Board of Education approval and their failure to report will be considered a voluntary resignation. Extenuating circumstances may be presented to the board for board approval.

H. TIMELY NOTICE OF ANTICIPATED RETURN TO WORK:

Employees on approved unpaid leaves of absence (with the exception of illness, debilitating illness, or military leave) for one or more semester/trimesters must notify the Superintendent/Designee of their planned return to work no later than sixty (60) days before the end of the last semester/trimester of the approved leave. Failure to do so will delay the employee’s return to work until the following school year. Failure to provide timely notice of planned return to work per the above in the second year shall be considered a voluntary resignation.

ARTICLE XI
ACADEMIC FREEDOM

A. FREEDOM:

Teachers shall be allowed to study, investigate, and teach facts and ideas consistent with approved curriculum concerning man, human society, the physical and biological world, and other branches of learning according to community standards mutually agreed upon by the Board and the teaching staff. If an area of concern arises, the Association and the District agree to meet to resolve the area of concern.

B. CONTROVERSIAL ISSUES:

Training for effective citizenship in a democracy is accepted as one of the major purposes of the Godfrey-Lee Public Schools. The instructional program established to achieve this purpose demands free discussion of issues including discussion of those issues that may be considered controversial. Free discussion of controversial issues is the heart of the democratic process. Freedom of speech and the free access to information are among our most cherished American traditions.

For the Godfrey-Lee Public Schools controversial issues are defined in the terms of the rights of pupils rather than in the terms of the rights of teachers.

The study of controversial issues is objective and scholarly with a minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and unprejudiced manner and must refrain from using their classroom privileges and prestige to promote a partisan point of view. Good teaching of subjects containing controversial issues requires more skill than most other kinds of teaching and as far as possible, only teachers of broad experience and superior ability are to be assigned a subject in which a large body of the material involves controversy.

ARTICLE XII
PROFESSIONAL BEHAVIOR

A. RULES:

Teachers are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

B. VIOLATIONS:

The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher, reflect adversely upon the teaching profession and create undesirable conditions in the school building. The Board, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline of the Code of Ethics of the education profession shall be promptly reported to the offending teacher and to the Local Association. The Local Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.

C. DRESS CODE:

Faculty members are expected to be neat in appearance at all times.

ARTICLE XIII
TRANSFERABLE PROFESSIONAL EXPERIENCE

A. OUTSIDE TEACHING EXPERIENCE:

The Board may place teachers signing a contract with the Godfrey-Lee Public Schools for the first time on any step on the salary schedule the Board desires if placed on Step 6 or less. Placement higher than Step 6 the salary scale, the Board and the Association shall discuss the appropriateness of each instance to promote transparency and collaboration in the placement process.

B. GODFREY-LEE EXPERIENCE:

Full credit for prior professional experience in the Godfrey-Lee Public School system shall be allowed.

ARTICLE XIV
MAINTENANCE OF STANDARDS

The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the association.

ARTICLE XV
CONTINUITY OF OPERATION

During the terms of this Agreement, neither the Association nor any person acting in its behalf nor any individual teacher will cause, authorize, support or take part in any strike (i.e., the concerted failure to report for duty, or willful absence of a teacher from their position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Godfrey-Lee Public Schools.

The Association will not support the action of any teacher taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a teacher who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article.

In the event either the Association or any teacher(s), or both, violate the intent of this Article, the Association shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any teacher involved in the violation of this Article may be subject to disciplinary action. Nothing contained in this Article or action taken by the Board as a result of the violation of this Article shall be subject to the grievance procedure except to determine if there in fact was an actual violation of this Article by a teacher, group of teachers and/or Association.

Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to these conditions, teachers shall not be required to report for duty.

ARTICLE XVI
PROFESSIONAL COMPENSATION

A. SALARY:

The basic salaries of the teachers covered by this Agreement are set forth in Appendix B that is attached to and incorporated in this Agreement. Such a salary schedule shall remain in effect during the designated periods.

B. CALENDAR:

The Salary Schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement. For classroom assignments in excess of the regular school calendar and the normal teaching load, the teacher will be compensated at one and one-half (1 1/2) times their individual hourly rates.

C. HOURLY RATE:

A teacher's hourly rate is to be determined by dividing their annual salary by the number of hours they teach per day, times the number of days which they are contracted. (All teachers: 185 days).

D. EXTRACURRICULAR:

Teachers involved in extracurricular assignments as set forth in Appendix B1 and B2 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation.

E. TRAVEL:

Teachers who are required to instruct classes at more than one site and who drive personal automobiles from one site to another shall receive a default mileage reimbursed of one (1) mile per work day equal to the applicable IRS rate or if requested a taxable travel stipend of $250 paid bi-weekly over the course of the school calendar.

F. SALARY PAYMENTS:

All individual contracts will be subject to a pay option plan. Contractual salaries will be divided by twenty-one (21) or twenty-six (26) pays as requested by the employee on forms provided by the Administration. This election will remain in place for subsequent years unless the employee elects a change. If no election is made or it is not made on time, the employee will be paid over twenty-six (26) pays.

G. TUITION PAYMENTS:

Teaching personnel with a valid standard of teaching certificate are to be reimbursed the actual costs of tuition for the successful completion of academic courses taken during the period of July 1 to June 30 each year, subject to the following provisions:

1. For reimbursement, the course must be in a subject required to earn a graduate-level degree. The course must be offered through an accredited college or university.

   The association will develop a process of tracking members anticipated lane changes for the purposes of budgeting each year.

   An annual fund of up to $25,000 each year will be provided by the Board of Education to be administered by the GLEA Executive Board. The policies for the administration of this fund are to be determined by the Executive Board. Any unexpended amount shall carry over from year to year.

2. There will be no reimbursement for classes taken under any scholarship grant. A teacher must have completed two (2) years in the school district to be eligible for tuition reimbursement. The reimbursement shall be paid one (1) time each year for courses taken during the previous year.

H. OTHER DEDUCTIONS:

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, saving bonds, City Income Tax, United Fund, or any other plans or programs jointly approved by the Local Association and the Board. Before necessary office procedures are begun for any such deduction from a company other than those we presently have, a minimum of five (5) staff members must submit a request for this service.

I. DIRECT DEPOSIT:

Direct deposits will be made available to any bank or credit union. A copy of the paycheck stub will be available electronically through the District's website and be delivered via email biweekly.

J. PROFESSIONAL DEVELOPMENT:

New teachers will be required to obtain a minimum of fifteen (15) days over a three (3) year period of approved professional development, in addition to the regular work year, without additional compensation.

ARTICLE XVII
INSURANCE PROTECTION

The Board agrees to furnish to all teachers the following insurance protection.

A. HEALTH, LIFE, DENTAL, VISION AND LONG-TERM DISABILITY (LTD):

MESSA medical plans will be available to members inclusive of medical premium and Health Equity (HEQ) Health Savings Account (HSA) funding described below for each medical benefit plan coverage year. The annual employee-paid amounts toward the total cost of these plans shall adjust at the beginning of each medical benefit plan coverage year, to the maximum hard cap payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts for four (4) months, from the employee's first monthly paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA accounts administered through HEQ. These amounts shall adjust at the beginning of each medical benefit plan coverage year to the maximum amount allowed under PA152. The association leadership shall notify the district which MESSA plan(s) to add should they choose to change prior to implementation. Should there be changes to the law, the Association and the District agree to meet and discuss.

1. Employees who enroll in a MESSA ABC plan shall have the option to elect some of the employer cap contribution into their HEQ HSA. The amount elected for this shall be determined by the employee each year and the employer contribution shall be made on January 1 of that school year.

   The remainder of the total annual employer hard cap contribution shall be paid towards the cost of the MESSA medical plan premium. The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

2. Employees who enroll in a Choices or ABC plan shall have all of the employer hard cap contribution paid towards the MESSA medical plan premium.

3. Employees enrolled in Essentials by MESSA plan shall have all of the employer hard cap contribution paid towards the Essentials by MESSA medical plan premium. Should the premium be below the hard cap, the employee is entitled to compensation equal to the difference between the employer's maximum contribution and the premium of the plan they

elected. The difference in hard cap amount and premium will be paid in bi weekly amounts in an HSA or if not allowed, in a 403B or 457.

4. The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from the employee's each paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA accounts administered through HEQ.

5. Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by federal law.

6. For the 2026 medical benefit plan coverage year (January 1st-December 31st), employees shall have the following MESSA medical plans available in MESSA plans:

    a. MESSA Choices, $500/1,000 annual deductible, 20 OV/25 UC/50 ER 5Tier,
    b. MESSA ABC Plan 1, $1750/$3500 annual deductible, 5Tier, with HEQ
    c. MESSA Balance Plus, $1750/$3500 annual deductible, MESSA Balance Plus Rx with HEQ 20% coins, with supplemental plan (accident, critical illness, hospital)
    d. Essentials by MESSA , $375/750 annual deductible, 10 online, 25 OC, 50 Spec/50 UC/ 200 ER 20% Co Insurance, EbM Rx

7. The parties understand that in the event that the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in the MESSA ABC Plan 1, the deductible will automatically adjust to meet the federal minimum requirement.

8. All employees enrolled in health care plan described above shall be fully employer paid for the PAK benefits listed below:

    a. MESSA Life Insurance ($45,000/AD and D)
    b. MESSA LTD (90 CDMF 66 2/3% Max 6,000 family)
    c. MESSA/Delta Dental Plan (100/100/90/80 $4,000 annual max 5000 ortho AO, sealants)
    d. MESSA/Vision Service Plan (VSP 3 Plus P 250CL)

9. Those employees not electing Health Benefits shall receive $6,000 cash in lieu in equal monthly amounts. All other non-medical MESSA PAK benefits described in Paragraph 8 shall be fully employer paid and provided to all employees in the bargaining unit.

10. Part-time teachers, (50% or above) are eligible to elect the option described in Paragraph 6 above (medical insurance option), prorated according to the part of the day taught. Or part-time teachers, (50% or above) are also eligible to select the option described in paragraph 9 above (cash-in-lieu option) with non-medical premium fully paid. The amount of money paid into the cash option for part-time teachers selecting this option will be pro-rated according to the percentage of the day taught.

11. Insurance benefits shall fall under the MESSA Medical Waiver program. In the event that the employee is not eligible for the MESSA Medical Waiver Program, insurance benefits through the contracted insurance agent shall fully continue until the employee is able to return to work, goes on permanent disability, or terminates their employment.

12. Dependents shall be covered to the full extent possible in accordance with MESSA underwriting rules.

13. Dependent Coverage: A dependent child age 19-26 is eligible for medical, dental, vision and supplemental indemnity coverage until the end of the calendar year in which they turn 26 in accordance with MESSA underwriting rules.

14. Annually, the Association shall elect the MESSA medical plan options that will be available beginning January 1, of each subsequent year. The elected options shall be determined by Sept. 25 and communicated to the Administration and MESSA Representative for implementation.

B. EXHAUSTED LEAVE:

In the event an employee has exhausted their PTO leave accrual because of illness or injury, the above mentioned fringe benefits shall continue throughout the balance of the school year.

C. PAYMENT OF PREMIUMS:

The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve month period commencing August 1 and ending July 31 when necessary. Premiums on behalf of the teacher shall be made retroactively or prospectively to insure uninterrupted participation and coverage.

D. ADDITIONAL GROUP LIFE INSURANCE:

Teachers may buy additional group life insurance through payroll deduction as per rules of MESSA insurance.

ARTICLE XVIII
STUDENT DISCIPLINE AND TEACHER PROTECTION

A. RESPONSIBILITY:

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 accommodate or assist the teacher of responsibilities with respect to such pupil.

Administrative support and effective instructional practices walk hand in hand with providing students a quality instructional environment. Building administrators shall make every effort to support staff members in the establishment of a learning environment that is conducive to providing effective instruction and ancillary services. Staff who are acting within the scope of their employment responsibilities with respect to maintaining control and discipline of students shall be given support and assistance by administration. Continued efforts will be made to assure staff that they can provide a quality learning environment for all students.

Names of all building personnel who are certified in Crisis Prevention Intervention (or a similar program) will be provided to certified staff at the beginning of each school year. Each worksite shall have the procedures communicated to all employees.

B. INTERVENTION:

Consistent with applicable law, an employee may use reasonable intervention when necessary to protect themselves or others from imminent harm. The District shall provide appropriate support following incidents involving threats, assaults, or injuries to employees.

C. EXCLUSION:

A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as their teaching obligations will allow, full particulars of the incident in writing. Students sent to the office are to be accompanied to the office.

D. STUDENT REGULATION TRAINING:

The district shall provide, at no cost to the certified staff member, all relevant training required to meet all federal and state mandated regulation provisions. Key identified individuals will be provided required additional training. All said training shall be scheduled during the employee's regular work day, whenever possible, or the teacher will receive the curriculum rate. Upon completion of said training, certified staff shall provide proof of such to be placed in the certified staff's personnel file. Names of all key identified personnel responsible for carrying out regulation procedures for each worksite shall be provided to certified staff at the beginning of each school year.

E. ASSAULT:

Any case of assault (causing or attempting to cause physical harm through force or violence) upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of their rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

As defined in state law, an employee may use reasonable force to protect themselves from attack or prevent injury to any individual. As determined by the administrator, a certified staff member who is assaulted may be excused for the remainder of the day with pay without the utilization of sick or personal time for that day. An employee may request to be excused for the remainder of the day with pay without the utilization of deductible time for that day. The employee may request up to one (1) additional day to be excused with pay and without the utilization of leave time, subject to supervisor approval. Any time requested beyond the requested one (1) day is subject to medical documentation of the need for leave.

F. LEGAL COUNSEL:

If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of their employment, the Board will provide legal counsel and render all necessary assistance to the teacher in their defense.

G. TIME LOST:

The Board reserves the right to pay the teacher for time lost on a case-to-case basis in connection with any incident in this article.

H. LOSS OF PERSONAL PROPERTY:

In the event of an altercation between a student and a teacher on duty in the school or on the school premises in which the teacher has acted according to stated Board policies covering the situation, the Board will reimburse the teacher for any loss or damage of the teacher's personal property. If the teacher is injured in such an altercation, approved medical and hospital expenses incurred during the following twelve (12) months which are not covered by Worker's Compensation or hospitalization insurance will be reimbursed by the Board. If there are damages or losses accrued during the teacher's absence, the staff member will document accordingly and submit to the district for reimbursement and replacement as necessary. All damages and losses must be reported to the district within thirty (30) calendar days of the teacher's return.

I. COMPLAINTS FROM PARENTS:

No action shall be taken upon any complaint by the parent of a student directed towards the teacher, unless that complaint is in writing, and signed by the parent. Nor shall notice thereof be included in said teacher's personnel file, unless a copy of the information is provided to the teacher concerned. Subject to District approval, the teacher may also be provided the opportunity to meet with the parent concerned unless doing so would interfere with compliance under Title IX investigation requirements.

J. EXPULSION:

Corporal punishment, expulsion and suspension procedures will follow the adopted Board Policies and the legal interpretation of the courts for the State of Michigan and the U.S. Supreme Court. Teachers may refer to the Board policies 5605, 5610, 5630 and 5630A along with the administrative guidelines associated with those policies for more information.

ARTICLE XIX
DISTRICT/SCHOOL IMPROVEMENT TEAM

The D/SIT shall meet after school hours as necessary during the regular school year and advise the Board of Education on such matters as teaching techniques, courses of study, textbooks, pupil testing and evaluation, criteria for student promotion, philosophy and educational goals of the district, research and experimentation, educational specifications for buildings and related matters.

ARTICLE XX
PROFESSIONAL GRIEVANCE PROCEDURE

A. AGENT:

Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement relating to wages, hours, terms of conditions of employment, may file a written grievance with the Board or its designated representative. The KCEA designates the Local Association President or their designee as the agent responsible for processing grievances.

B. THE PROCEDURE GOVERNING GRIEVANCES:

Will be as follows:

1. Definitions:

    a. A grievance is a claim by a teacher(s) that there has been an alleged violation of the Agreement. All such grievances shall be processed as hereinafter provided.

    b. An “aggrieved teacher” is the person or persons who are affected by the claim, hereinafter called the aggrieved.

    c. The term “teacher” includes any individual or group who is employed in a position, (see Article I, Section B) represented by the Association.

    d. A “party of interest” is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.

    e. The term “days” shall mean school days.

2. Purpose:

    The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration.

3. Structure:

The Local Association shall establish a Professional Problems Committee which shall be broadly representative and which shall serve as the Local Association grievance committee. In the event that any Local Association representative or any member of the Professional Problems Committee is a party in interest to any grievance, they shall disqualify their self and a substitute shall be named by the Local Association.

4. Procedure:

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. All grievances, support of grievances, answers, and decisions shall be in writing beginning with Level II, and must be submitted on the Grievance Form. The Grievance Report Form shall be available in the following places: Superintendent's office, High School Principal's office, Elementary Principal's office, Community Ed office, Local Association President's office and Middle School Office.

All grievances must follow the steps described in this agreement starting with level one (I) and ending with level (V), with the exception of class or group grievances which have their own procedures (see Section C on Class or Group Grievances). In the event that there is a failure to appeal a decision at any level within the specified time lines, said failure shall be deemed an acceptance of the decision at that level and further proceeding of the case shall be prohibited.

The teacher has at their disposal three (3) procedures for handling their grievance: 1) they may proceed to process the grievance by their self, 2) with the Association agent, 3) they may elect to have the Association agent confer for them.

a. Level One - Oral - Immediate Supervisor:

The aggrieved believing that there has been a violation shall within ten (10) school days of the alleged occurrence of the grievance, orally discuss the grievance with the Building Principal and the representative of the Local Association in an attempt to resolve the matter. If no resolution is obtained following the discussion, the grievance will continue in accordance with Level Two, on the Grievance form as shown in the Appendix. An oral grievance must contain the following:

1. A synopsis of the facts giving rise to the alleged violation.

2. Specific sections or subsections of the contract alleged to have been violated.

3. Specific relief requested.

b. Level Two - Written - Immediate Supervisor:

Any written grievance filed by the aggrieved must be received within twenty (20) school days from the alleged violation and no later than ten (10) days after the Level I meeting. The Board hereby designates for its representatives for such purposes, the Principal in each school building and the program administrator for programs not having a principal. Within five (5) school days of the receipt of the grievance, the grievant and/or local association representative shall meet with the building principal or program administrator in an effort to resolve the grievance.

The written grievance must include:

1. The signature of the Association President or Grievance Chair.
2. A synopsis of the facts giving rise to the alleged violation.
3. Specific sections or subsections of the contract alleged to have been violated.
4. Specific relief requested.

The aggrieved shall be present at each level of the grievance procedure unless it is mutually agreed between the Local Association President and the Board representative that the aggrieved shall not be present.

Within five (5) days of the meeting at Level II, the employer will respond in writing to the Association. If the response is not agreeable, the grievance moves to Level III.

c. Level Three - Superintendent:

Any grievance at Level III must be received by the Superintendent within five (5) days of the Level II response on the grievance form. The Superintendent shall respond to the grievant within five (5) days of receipt at Level III on the grievance form. If the Level III response is still not satisfactory to the association, they must request the grievance move to Level IV.

d. Level Four - Board:

The Superintendent must receive the request to move to Level IV within five (5) days of the date of the Level III response. The Association's request to move to Level IV must be received at least five (5) days prior to the next Regular Board meeting in order to be considered at that meeting. When the Board considers the grievance it may:

1. Hold a hearing, or

2. Designate one or more members to hold a hearing, or

3. Otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance.

Final Board level response must be within ten (10) days of the Board meeting at which the grievance was heard unless an extension is mutually agreed upon.

e. Level Five - Arbitration:

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration. If submitted, it must be done within twenty (20) school days of the date of the Board level response. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such Arbitration proceedings, any grounds or to rely on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree that judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

C. CLASS OR GROUP GRIEVANCES:

1. Definition:

Class or Group Grievances arising from the same issue involving multiple supervisors or multiple buildings may begin at Level III with the Superintendent. A grievance involving an individual may also be filed at this level when the Executive Board of the Association agrees that the perceived violation occurred as a result of a written or oral communication from the Superintendent. In any event, actions resulting in written or oral communications from the Principal or direct supervisor cannot be initiated at the Superintendent Level.

2. Structure:

The President or Grievance Chair of the Association may initiate a class or group grievance by notifying the Superintendent of the need to meet to discuss the perceived violation.

3. Procedure:

Class or group grievances will follow the steps and time lines specific to them, beginning at the Superintendent level. In the event that there is a failure to appeal a decision at any level within the specified time lines, said failure shall be deemed an acceptance of the decision at that level and further proceeding of the case shall be prohibited.

a. Level One - Oral - Superintendent

The Association President or Grievance Chair must meet with the Superintendent or designee within five (5) days of the perceived contract violation in an effort to resolve the problem.

The oral discussion must include:

1. A synopsis of the facts giving rise to the alleged violation.
2. Specific sections or subsections of the contract alleged to have been violated.
3. Specific relief requested.

If no resolution is obtained following the discussion, the grievance will continue in accordance with Level II on the grievance form shown in the appendix.

b. Level Two - Written - Superintendent

Any written grievance filed by the Association must be received by the Superintendent within ten (10) school days from the alleged violation. The written grievance must include:

1. The signature of the Association President or Grievance Chair.
2. A synopsis of the facts giving rise to the alleged violation.
3. Specific sections or subsections of the contract alleged to have been violated.
4. Specific relief requested.

The Superintendent shall respond to the Association within ten (10) days of the receipt of the written grievance form. If the response at this level is not satisfactory, the Association may request the grievance move to the next level.

c. Level Three - Board

The Superintendent must receive the request to move to Level III within five (5) days of the date of the Level II response. The Association request to move to Level III must be received at least five (5) days prior to the next regular Board meeting in order to be considered at that meeting. When the Board considers the grievance it may:

1. Hold a hearing, or

2. Designate one or more members to hold a hearing, or

3. Otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance.

Final Board level response must be within ten (10) days of the Board meeting in which the grievance was heard unless an extension is mutually agreed upon.

d. Level Four - Arbitration

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration. If submitted, it must be done within twenty (20) school days of the date of the Board level response. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such Arbitration proceedings, any grounds or to rely on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree that judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

D. AUTHORITY:

If any aggrieved for whom a grievance is sustained shall be found to have been improperly reprimanded, improperly deprived of a position or unjustly discharged, the arbitrator will have authority to reinstate the teacher with full reimbursement for all lost compensation. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.

E. OTHER REMEDIES:

It is expressly understood that the grievance procedure shall not apply to those matters for which statute authorizes specific remedy, such as Tenure Teacher dismissal.

F. TIME LIMITS:

It is understood that the time limits are maximum and can be extended with the written mutual consent of both parties. Both parties should be encouraged to process a grievance as rapidly as possible and within the limits and procedure as set forth herein.

G. MAY 1:

In the event a grievance is filed after May 1 of any year and strict adherence to the time limits may result in hardship of any party, the Superintendent shall use their best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible. If the grievance is processed to arbitration, upon mutual agreement, the grievance may be submitted to expedited arbitration under the rules of the American Arbitration Association.

H. MISCELLANEOUS:

1. A grievance may be withdrawn at any level at any time.

2. No reprisals of any kind shall be taken by either party against anyone for participating in the grievance procedure by reason of such participation.

3. The arbitrator shall have no power to order the following:

    a. Re-employment of any probationary teacher.

4. Non-tenure teachers shall be allowed a Board level hearing in cases of non re-employment.

ARTICLE XXI
NEGOTIATION PROCEDURE

A. DISCUSSIONS:

It is contemplated that matters not specifically covered by this Agreement but of common concern to the Parties shall be subject to professional discussions between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

B. SALARY SCHEDULES:

The Salary Schedule set forth in Appendixes B, B1, and B2, as hereto attached shall be in effect for the duration of this contract. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for the new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representative of the other party and each party may select its 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 teachers and by a majority of the Board, 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 course of negotiations or bargaining subject only to such ultimate ratification.

ARTICLE XXII
PART-TIME CONTRACTS

A. TIME OF DAY ALLOWED TO LEAVE:

Part-time teachers may leave upon completion of their last class providing they do not have commitments such as parent-teacher conferences, student appointments or other necessary meetings. If faculty meetings conflict with their daily schedule, the part-time teacher is responsible for meeting with the Administration so that the purpose and information concerning the faculty meeting can be imparted. Part-time teachers are expected to comply with Article VI, Section K as it applies to their individual position.

B. CONDITIONS OF CONTRACT:

Any contract for a part-time teacher shall be subject to all conditions of this contract. Nothing in this Article is intended to limit any other rights granted in this contract.

C. LEAVE DAYS:

Each part-time teacher will be credited each year with fifteen (15) days (Prorated at their contracted work day) with pay. Days accumulated while a part -time teacher will be converted to full-time equivalence (FTE) at the end of the year. For hourly staff, a day is considered the regular hours scheduled for that day.

D. OTHER:

Any contract for a teacher initially hired as a part time teacher shall be subject to all conditions of this contract with all benefits to the extent permitted by the terms of the applicable insurance policies or other fringe benefits setting forth conditions of eligibility in those programs, leave days, etc., prorated according to the part of the day taught. If this part time position is not renewed and/or not needed, the teacher will be offered a full time position in an area for which the teacher is qualified or certified, such an offer to be made when an opening becomes available

because of a teacher leaving the district for other reasons that lead to a vacancy which the Board chooses to fill. For employment purposes, seniority, certification, and qualifications are defined in Article VII.

E. SALARY:

Salary will be determined on a pro-rated basis based upon the actual part of the workday taught.

F. BENEFITS:

In the event that a full-time teacher is requested to accept a part-time contract for the subsequent school year, full fringe benefits will be paid by the Board until such time as a full-time position becomes available for that teacher. These benefits will be full to the extent available through the contracted insurance agents.

ARTICLE XXIII
MISCELLANEOUS PROVISIONS

A. FULL AGREEMENT:

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

B. INDIVIDUAL CONTRACT:

Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided by the Board of Education and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. The Board shall not solicit execution of any individual contract at such time or in such a manner as shall constitute an unfair labor practice under the Michigan Public Employment Relations Act.

C. BOARD POLICY:

This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

D. INTELLECTUAL RIGHTS:

All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material created outside the scope of employment shall retain residual rights should they be copy-written or sold.

E. CONTRARY TO LAW:

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effort.

F. BOARD MINUTES:

The Association shall have access to online copies of all Board Minutes.

ARTICLE XXIV
RESIGNATION/RETIREMENT

A. NOTIFICATION:

Notification of resignation or retirement must be filed with the Superintendent prior to April 15 of each year to receive this benefit. For early retirement notification, a one-time amount of $2,000 shall be paid upon effective retirement to Association members who submit a letter of resignation for retirement purposes as follows:

DESIRED DATE OF RETIREMENT	LETTER OF RESIGNATION DATE
End of School Year	February 1st of that School year
Other	Four (4) months prior to the date of retirement

B. UNUSED LEAVE DAYS:

If a teacher with fifteen (15) years of service notifies the District of their intent to retire by April 15 of their final year of employment, the teacher will be compensated for unused sick leave up to 300 days as follows:

$50 per day for those having accumulated 50-99 sick leave days
$60 per day for those having accumulated 100-150 sick leave days
$70 per day for those having accumulated 151-200 sick leave days
$80 per day for those having accumulated 201-300 sick leave days

A teacher with fifteen (15) years of service with Godfrey-Lee Public Schools, who notifies after the April 15 deadline, shall be compensated for unused leave days at a rate of twenty five dollars ($25.00) per day up to 300 days. Teachers with 15 years of service with the district shall not be held to the 300 day cap.

C. TERMINATION PAY:

For teachers who have completed ten (10) years of teaching in the Godfrey-Lee School District but retire or leave voluntarily before qualifying for longevity payments, a termination payment of seventy dollars ($70.00) for each year of service in the Godfrey-Lee School District shall be paid.

D. HOLD HARMLESS:

The Association shall protect and save the Board of Education harmless from any and all claims, demands, suits, and other forms of liability of whatever nature in the implementation of this Article.

ARTICLE XXV
DURATION OF THE CONTRACT

This agreement shall be effective as of August 1st, 2026 and shall continue in effect until the 31st day of July, 2029. This agreement shall not be extended orally and it is understood that it shall expire on the date indicated. All items herein considered and agreed upon shall be effective for the duration of this agreement. All MOUs and LOAs are considered null and void unless they were added to this CBA. No other items shall be negotiated except by mutual agreement by the Board of Education and the Association.

Officially designated personnel for the Board of Education and the Association have affixed their signatures hereto:

GODFREY-LEE PUBLIC SCHOOLS BOARD OF EDUCATION	GODFREY-LEE PUBLIC SCHOOLS GLEA & KENT COUNTY EDUCATION ASSOCIATION
_____ PRESIDENT	_____ KCEA/MEA/NEA
_____ SECRETARY	_____ EA NEGOTIATOR
_____ VICE PRESIDENT	_____ EA NEGOTIATOR
_____ SPOKESPERSON	_____ EA NEGOTIATOR

APPENDIX A
SCHOOL CALENDARS

School District: Godfrey-Lee Public Schools **School Year:** 2026-27 School Calendar

July 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Regular	
Half RD	
Half SD	
PD	
Room	
Total	

August 2026				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Regular	6
Half RD	
Half SD	
PD	1
Room	1
Total	8

September 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Regular	20
Half RD	
Half SD	
PD	
Conf	
Total	20

October 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	20
Half RD	
Half SD	1
PD	1
Conf	1
Total	23

November 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Regular	16
Half RD	
Half SD	
PD	2
Conf	
Total	18

December 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Regular	12
Half RD	1
Half SD	1
PD	
Conf	
Total	14

January 2027				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	19
Half RD	
Half SD	
PD	
Conf	
Total	19

February 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Regular	18
Half RD	
Half SD	
Half AM PD	1
Conf	
Total	19

March 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Regular	21
Half RD	
Half SD	1
PD	1
Conf	1
Total	24

April 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	15
Half RD	
Half SD	1
PD	
Conf	
Total	16

May 2027				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Regular	20
Half RD	
Half SD	
PD	
Conf	
Total	20

June 2027				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Regular	2
Half RD	1
Half SD	1
PD	
Conf	
Total	4

Color Key
Regular Day Schedule
Regular Day w/ Evening Conferences
Half Day - PM Records
Flexible Records/PTC Time (3 hrs/semester)
Half Day - PM Staff Departs
Full Day Professional Development
No Instruction AM Half Day (8-11am) Prof. Development
Room Prep/Open House
No Instruction
New Teacher Orientation

Room Prep: One (1) Flexible Contractual Day for Room Prep provided in August. Must be before first day of school

Building Open Houses: Dates/Times TBD mutually by Building GLEA and Administration

Elementary Conferences: October 20th & 22nd, March 16th & 18th (4:00-7:00pm Tues/Thurs Evenings)

Secondary Conferences: October 13th & 15th, March 9th & 11th (4-7pm Tues/Thurs Evenings); *East Lee Campus Dates (9/22, 9/24, 2/23, 2/25)*

Secondary Exam Dates: Dec 17 & 18th, June 3rd & 4th

Marking Period End Dates (Oct 16th, Dec 18th, March 19th, June 4th)

Note: Partial days are counted as 1 for summation purposes

Summary-Total Scheduled Days	
Regular Day Schedule	169
Evening Conferences	2
Half Day - Records	2
Half Day - Staff Departs^	5
Professional Development	5
No Inst. - AM PD	1
Room Prep	1
Flexible Records/PTC Time^	-
Total Scheduled Days	185
Student Instructional Days*	181

School District: Godfrey-Lee Public Schools **School Year:** 2027-28 School Calendar

July 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	
Half RD	
Half SD	
PD	
Room	
Total	

August 2027

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Regular	7
Half RD	
Half SD	
PD	1
Room	1
Total	9

September 2027

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Regular	20
Half RD	
Half SD	
PD	
Conf	
Total	20

October 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	19
Half RD	
Half SD	1
PD	1
Conf	1
Total	22

November 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Regular	17
Half RD	
Half SD	
PD	2
Conf	
Total	19

December 2027

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Regular	11
Half RD	1
Half SD	1
PD	
Conf	
Total	13

January 2028

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Regular	20
Half RD	
Half SD	
PD	
Conf	
Total	20

February 2028

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

Regular	19
Half RD	
Half SD	
Half AM PD	1
Conf	
Total	20

March 2028

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Regular	19
Half RD	
Half SD	2
PD	1
Conf	1
Total	23

April 2028

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Regular	15
Half RD	
Half SD	
PD	
Conf	
Total	15

May 2028

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Regular	22
Half RD	
Half SD	
PD	
Conf	
Total	22

June 2028

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	
Half RD	1
Half SD	1
PD	
Conf	
Total	2

Color Key
Regular Day Schedule
Regular Day w/ Evening Conferences
Half Day - PM Records
Flexible Records/PTC Time (3 hrs/semester)
Half Day - PM Staff Departs
Full Day Professional Development
No Instruction AM Half Day (8-11am) Prof. Development
Room Prep/Open House
No Instruction
New Teacher Orientation

Room Prep: One (1) Flexible Contractual Day for Room Prep provided in August. Must be before first day of school

Building Open Houses: Dates/Times TBD mutually by Building GLEA and Administration

Elementary Conferences: October 19th & 21st, March 14th & 16th (4:00-7:00pm Tues/Thurs Evenings)

Secondary Conferences: October 12th & 14th, March 7th & 9th (4-7pm Thurs Evenings); *East Lee Campus Dates (9/21, 9/23, 2/22, 2/24)*

Secondary Exam Dates: Dec 16 & 17th, June 1st & 2nd

Marking Period End Dates (Oct 22nd, Dec 17th, March 17th, June 2nd)

Note: Partial days are counted as 1 for summation purposes

Summary-Total Scheduled Days	
Regular Day Schedule	169
Evening Conferences	2
Half Day - Records	2
Half Day - Staff Departs^	5
Professional Development	5
No Inst. - AM PD	1
Room Prep	1
Flexible Records/PTC Time^	-
Total Scheduled Days	185
Student Instructional Days*	181

School District: Godfrey-Lee Public Schools **School Year:** 2028-29 School Calendar

July 2028

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Regular	
Half RD	
Half SD	
PD	
Room	
Total	

August 2028

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Regular	9
Half RD	
Half SD	
PD	1
Room	1
Total	11

September 2028

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	18
Half RD	
Half SD	
PD	1
Conf	
Total	19

October 2028

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Regular	21
Half RD	
Half SD	1
PD	
Conf	1
Total	23

November 2028

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Regular	17
Half RD	
Half SD	
PD	2
Conf	
Total	19

December 2028

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	14
Half RD	1
Half SD	1
PD	
Conf	
Total	16

January 2029

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Regular	17
Half RD	
Half SD	
PD	
Conf	
Total	17

February 2029

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Regular	18
Half RD	
Half SD	
Half AM PD	1
Conf	
Total	19

March 2029

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	18
Half RD	
Half SD	2
PD	1
Conf	1
Total	22

April 2029

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Regular	16
Half RD	
Half SD	
PD	
Conf	
Total	16

May 2029

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Regular	21
Half RD	1
Half SD	
PD	
Conf	
Total	22

June 2029

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	
Half RD	
Half SD	1
PD	
Conf	
Total	

Color Key

- Regular Day Schedule
- Regular Day w/ Evening Conferences
- Half Day - PM Records
- Flexible Records/PTC Time (3 hrs/semester)
- Half Day - PM Staff Departs
- Full Day Professional Development
- No Instruction AM Half Day (8-11am) Prof. Development
- Room Prep/Open House
- No Instruction
- New Teacher Orientation

Room Prep: One (1) Flexible Contractual Day for Room Prep provided in August. Must be before first day of school

Building Open Houses: Dates/Times TBD mutually by Building GLEA and Administration

Elementary Conferences: October 17th & 19th, March 13th & 15th (4:00-7:00pm Tues/Thurs Evenings)

Secondary Conferences: October 10th & 12th, March 6th & 8th (4-7pm Thurs Evenings); *East Lee Campus Dates (9/19, 9/21, 2/20, 2/22)*

Secondary Exam Dates: Dec 21st & 22nd, May 31st & June 1st

Marking Period End Dates (Oct 20th, Dec 22nd, March 16th, June 1st)

Note: Partial days are counted as 1 for summation purposes

Summary-Total Scheduled Days	
Regular Day Schedule	169
Evening Conferences	2
Half Day - Records	2
Half Day - Staff Departs^	5
Professional Development	5
No Inst. - AM PD	1
Room Prep	1
Flexible Records/PTC Time^	-
Total Scheduled Days	185
Student Instructional Days*	181

APPENDIX B
SALARY SCHEDULES

Year One: step and new wage scale
Year Two: step and 4.5%
Year Three: step and 3.5%

2026-2027 Pay Scale (+1 Step)

Step	BA		MA		MA30	
1	$50,885	1.00	$56,000	1.00	$60,000	1.00
2	$52,921	1.04	$58,241	1.04	$62,399	1.04
3	$54,956	1.08	$60,481	1.08	$64,800	1.08
4	$56,991	1.12	$62,721	1.12	$67,199	1.12
5	$59,026	1.16	$64,961	1.16	$69,599	1.16
6	$61,062	1.20	$67,201	1.20	$72,000	1.20
7	$63,098	1.24	$69,440	1.24	$74,400	1.24
8	$65,133	1.28	$71,681	1.28	$76,800	1.28
9	$67,169	1.32	$73,920	1.32	$79,200	1.32
10	$69,203	1.36	$76,161	1.36	$81,600	1.36
11	$71,238	1.40	$78,401	1.40	$83,999	1.40
12	$73,275	1.44	$80,641	1.44	$86,399	1.44
13			$82,881	1.48	$88,799	1.48
14			$85,122	1.52	$91,199	1.52
15			$86,800	1.55	$92,999	1.55
16			$88,481	1.58	$94,800	1.58
17			$89,601	1.60	$96,000	1.60
18			$90,721	1.62	$97,199	1.62
19			$91,841	1.64	$98,400	1.64
20			$92,401	1.65	$98,999	1.65
21			$92,961	1.66	$99,599	1.66
22			$93,521	1.67	$100,199	1.67
23			$94,081	1.68	$100,799	1.68
24			$94,641	1.69	$101,399	1.69
25			$95,200	1.70	$101,999	1.70
26			$95,761	1.71	$102,600	1.71

2027-2028 Pay Scale (+1 Step + 4.5%)

Step	BA		MA		MA30	
1	$53,175	1.00	$58,520	1.00	$62,700	1.00
2	$55,302	1.04	$60,862	1.04	$65,207	1.04
3	$57,429	1.08	$63,202	1.08	$67,716	1.08
4	$59,555	1.12	$65,543	1.12	$70,223	1.12
5	$61,682	1.16	$67,884	1.16	$72,731	1.16
6	$63,810	1.20	$70,226	1.20	$75,240	1.20
7	$65,937	1.24	$72,565	1.24	$77,748	1.24
8	$68,064	1.28	$74,907	1.28	$80,256	1.28
9	$70,192	1.32	$77,246	1.32	$82,764	1.32
10	$72,317	1.36	$79,588	1.36	$85,272	1.36
11	$74,444	1.40	$81,929	1.40	$87,779	1.40
12	$76,572	1.44	$84,270	1.44	$90,287	1.44
13			$86,610	1.48	$92,795	1.48
14			$88,952	1.52	$95,303	1.52
15			$90,706	1.55	$97,184	1.55
16			$92,462	1.58	$99,066	1.58
17			$93,633	1.60	$100,320	1.60
18			$94,803	1.62	$101,573	1.62
19			$95,974	1.64	$102,828	1.64
20			$96,559	1.65	$103,454	1.65
21			$97,144	1.66	$104,081	1.66
22			$97,729	1.67	$104,708	1.67
23			$98,315	1.68	$105,335	1.68
24			$98,900	1.69	$105,962	1.69
25			$99,484	1.70	$106,588	1.70
26			$100,070	1.71	$107,217	1.71

2028-2029 Pay Scale (+1 Step + 3.5%)

Step	BA		MA		MA30	
1	$55,036	1.00	$60,568	1.00	$64,895	1.00
2	$57,237	1.04	$62,992	1.04	$67,489	1.04
3	$59,439	1.08	$65,415	1.08	$70,086	1.08
4	$61,640	1.12	$67,837	1.12	$72,681	1.12
5	$63,841	1.16	$70,260	1.16	$75,277	1.16
6	$66,044	1.20	$72,683	1.20	$77,873	1.20
7	$68,245	1.24	$75,105	1.24	$80,469	1.24
8	$70,446	1.28	$77,529	1.28	$83,065	1.28
9	$72,648	1.32	$79,950	1.32	$85,660	1.32
10	$74,848	1.36	$82,374	1.36	$88,256	1.36
11	$77,050	1.40	$84,796	1.40	$90,851	1.40
12	$79,252	1.44	$87,219	1.44	$93,448	1.44
13			$89,642	1.48	$96,043	1.48
14			$92,065	1.52	$98,639	1.52
15			$93,881	1.55	$100,586	1.55
16			$95,699	1.58	$102,533	1.58
17			$96,910	1.60	$103,831	1.60
18			$98,121	1.62	$105,128	1.62
19			$99,333	1.64	$106,427	1.64
20			$99,939	1.65	$107,075	1.65
21			$100,544	1.66	$107,724	1.66
22			$101,150	1.67	$108,373	1.67
23			$101,756	1.68	$109,022	1.68
24			$102,362	1.69	$109,671	1.69
25			$102,966	1.70	$110,319	1.70
26			$103,572	1.71	$110,969	1.71

APPENDIX B1
EXTRACURRICULAR COMPENSATION

Duty	1	2	3	4	5
Music:					
Head Director (Sr. and Jr. Band)	15	16.25	17.5	18.75	20
Asst. Director (Sr. and Jr. Band)	10	11.25	12.5	13.75	15
Summer Band + Band Camp (Per Person, up to 2)	2 Weeks Based on Salary				
Senior Choir	9	10	11	12	13
Color Guard	1	1.25	1.5	1.75	2
MS Choir	2.75	3.12	3.5	3.88	4.25
Elementary Music (Up to 3 evening concerts per year)	0.50 per concert				
K-5 Choir	2.75	3.12	3.5	3.88	4.25
Class Advisors					
Elementary (Per Person, Per Grade - K-5 & Specials)	2				
Middle School (Per Person, Per Grade - 6th, 7th, 8th)	2				
9th	3				
10th	3.5				
11th	3.75	4.25	4.75	5.25	5.75
12th	5.5	6.25	7	7.75	8.5
High School Enrichment Opportunities:					
HS E-Sports	5	5.5	6	6.5	7
Drama Club (Per Person, up to 2)	4	5	6	7	8
Yearbook	5	5.5	6	6.5	7
Science Olympiad	2.75	3.12	3.5	3.88	4.25
Student Council (Per Person, up to 2)	5	6	6.5	7.5	8
National Honor Society	3.5	4	4.75	5.5	6
Robotics (Per Person, up to 2)	5	5.5	6	6.5	7
Footsteps for Freshmen (Legendary Leaders)	3.5	4	4.75	5.5	6
TV Broadcasting	2	2.5	3	3.5	4
Middle School Enrichment Opportunities:					
National Honor Society	1				
Yearbook (Per Person, up to 2)	2.75	3.12	3.5	3.88	4.25
Student Council	3.5	4	4.75	5.5	6
Elementary Enrichment Opportunities:					
Odyssey of the Mind (Per Person, up to 2 per level)	2.75	3.12	3.5	3.88	4.25
Student Council (Per Person, up to 2)	2	2.25	2.5	2.75	3
MTSS SEB Coaches	2	2.5	3	3.5	4
**Other Approved Clubs at all levels	2	2.25	2.5	2.75	3
Extra Duty					
Kindergarten Roundup/Special Planning	Paid at the curriculum rate				
Reading Month K-5 (Per Person, up to 2 per building)	Paid at the curriculum rate				
Breakfast and/or Lunch Supervision	Paid at the curriculum rate				
Extracurricular Activity Application will be provided by the Building Administrator					

APPENDIX B2
SCHEDULE FOR COACHING

POSITION:	1	2	3	4	5
HIGH SCHOOL:					
Football Varsity Head	12.00	13.00	14.00	15.00	16.00
Football Varsity Assistant/JV	7.00	8.00	9.00	10.00	11.00
Soccer Varsity Head (Boys/Girls)	12.00	13.00	14.00	15.00	16.00
Soccer Varsity Assistant/JV	7.00	8.00	9.00	10.00	11.00
Wrestling Varsity	11.00	12.00	13.00	14.00	15.00
Wrestling Varsity Assistant	7.00	8.00	9.00	10.00	11.00
Track Varsity Head (Boys/Girls)	11.00	12.00	13.00	14.00	15.00
Track Varsity Assistant (Boys/Girls)	6.00	6.50	7.00	7.50	8.00
Basketball Varsity Head (Boys/Girls)	12.00	13.00	14.00	15.00	16.00
Basketball Varsity Asst/JV/Freshman	7.00	8.00	9.00	10.00	11.00
Baseball/Softball Varsity Head	11.00	12.00	13.00	14.00	15.00
Baseball/Softball Varsity Assistant/JV	7.00	8.00	9.00	10.00	11.00
Bowling Varsity (Co-Ed) (up to 2)	11.00	12.00	13.00	14.00	15.00
Cross Country Varsity (Co-Ed)	11.00	12.00	13.00	14.00	15.00
Sideline Cheer Advisor	4.00	5.00	6.00	7.00	8.00
Volleyball Varsity Head	12.00	13.00	14.00	15.00	16.00
Volleyball Varsity Assistant/JV	7.00	8.00	9.00	10.00	11.00
Competitive Cheer Varsity	11.00	12.00	13.00	14.00	15.00
Competitive Cheer Varsity Assistant/JV	7.00	8.00	9.00	10.00	11.00
MIDDLE SCHOOL - BOYS & GIRLS					
Football	5.00	5.50	6.00	6.50	7.00
Football Assistant	2.50	3.00	3.00	3.50	4.00
Basketball (4)	5.00	5.50	6.00	6.50	7.00
Baseball	5.00	5.50	6.00	6.50	7.00
Competitive Cheer	5.00	5.50	6.00	6.50	7.00
Soccer (2)	5.00	5.50	6.00	6.50	7.00
Softball	5.00	5.50	6.00	6.50	7.00
Track (2)	5.00	5.50	6.00	6.50	7.00
Volleyball (2)	5.00	5.50	6.00	6.50	7.00
Wrestling	5.00	5.50	6.00	6.50	7.00
Cross Country (Co-Ed)	5.00	5.50	6.00	6.50	7.00

INTERPRETATION OF COACHING SCHEDULE

A. Each coach will be placed on the schedule in accordance with their experience as a coach in that sport up to five (5) years.

B. All coaches' salaries are determined by multiplying the appropriate percentage from the table above by the amount from the first step of the B.A. degree on the salary schedule.

C. Upon the recommendation of the athletic director, an assistant coach may be authorized by the Board of Education upon the needs and requirements of the sport.

D. The Board of Education shall protect and save the Association harmless from any or all claims, demands, suits, and other forms of liability of whatever nature in the implementation of differential in rates indicated in this schedule for coaching.

E. The Director of Athletics may make recommendations to the Board of Education to adjust athletic coaching compensation based on the needs of the programs which may include merit compensation based on conditions established by the Board but shall exclude any reference to win-loss records. The Association shall be informed of any changes to the Appendix B2.

APPENDIX B3
MENTOR/MENTEE DETAILED LOG

Mentor Name _____ Mentee Name _____

Date	Purpose/Focus of Meeting	Start Time	End Time	Total Mentor Time	Initials (Mentor)	Initials (Mentee)

Mentor Signature _____ Date _____

Principal Signature _____ Date _____

Total Hours _____

* Turn into Business Office for payment once hours are completed

** Round time to nearest 1/4 hour

APPENDIX B4
EXTRACURRICULAR ACTIVITY APPLICATION

Extracurricular Activities must have approval from Building Administrator and Business Office. Examples of HS clubs include Chess Club, Spanish Club, Anime Club, Craft Club, etc. Examples of elementary clubs include Safety Patrol, Nature Club, Chess Club, etc.

School Club Application Form

All extracurricular activities must be prior approved by the building principal. These include any activity that occurs during non-instructional time, but not including the inter-scholastic athletic program. Activities must be open to all students and participation must be voluntary. All activities must have a staff adviser present during meetings. Activity approval will be done in writing within 30 days of application receipt. Compensation of extracurricular supervision shall be made biweekly unless requested otherwise, subject to approval.

Name of Activity*

_____

Advisor*

_____

Data of application*

_____

Student Interest (expected number of students)*
At the end of the year, each adviser will complete an evaluation that includes a student list of attendance. Please track this information.

_____

Activity Description*
Please explain the mission/purpose of the activity and how this will contribute to the mission of our school.

_____

Meeting Schedule*
When the activity will start and how long it will run in the year. Example: October - April

_____

Day and time of meetings*
Please fill out a facilities request form.

_____

Location of Meetings*
Please fill out a facilities request form.

_____

Funding*
Please explain how the activity will be funded.

_____

Additional Information*
Please include any other relevant details.

_____

Signature*

_____

APPENDIX B5
EXTRACURRICULAR ACTIVITY EVALUATION

Please fill out the form below completely and accurately. This form applies for any extracurricular activity paid through Schedule B1 of the teacher contract. The form must be submitted by the end of May to be considered for compensation through the extracurricular budget.

1. Activity Name:
2. Staff Advisor Name(s):
3. Date range when the activity meets:
4. Frequency and duration of meetings:
5. Student members and attendance record: (Please attach a separate list)
6. Objective(s) of the activity:
7. Objective(s) met? Please explain:

APPENDIX C
NON-TENURED ELIGIBLE MEMBERS ONLY
This appendix does not apply to any member who falls under the scope of the Michigan Teacher Tenure Act

SECTION I-NT ASSIGNMENTS

A. ASSIGNMENT:

1. Non-tenured eligible members (hereafter "member") shall not be assigned outside the scope of their certification except temporarily and for good cause, and the Local Association shall be notified in such instance, along with written statement of reasons for such assignment. Temporary shall be defined for purposes of this Article as not to extend beyond the current school year.

2. The employer shall be responsible for assigning the specific work days and hours for all members.

   a. Members are to be at their assigned place of duty on time and are to remain until the end of the assigned day or evening.

   b. In fulfilling their assignments, members shall be required to prepare and keep records of students' progress, conference reports, and test scores, as determined by the Program Administrator.

SECTION II-NT EVALUATION

A. MEMBER EVALUATION:

Evaluation of the performance of each member is the responsibility of the Board. An official observation is a visit of not less than thirty (30) minutes by the Administration (i.e., Principal or immediate supervisor) to the member's place of performance for the purpose of gathering information. It is understood that additional observations of less than thirty (30) minutes may be used in evaluations. An evaluation is an official written record signed by the Administration and the member that is placed in the member's official personnel file. Such evaluation shall be completed on/or before May 1.

B. SUBJECT TO GRIEVANCE:

It is expressly understood that the content of an evaluation shall not be the subject of a grievance. However, an alleged violation of the evaluation procedure as set forth in this agreement may be grieved.

C. CONDUCTED OPENLY:

All monitoring or observation of the member's job performance shall be conducted openly and with full disclosure.

D. WRITTEN EVALUATION:

Within ten (10) working days after each observation, the Administration will prepare a written report of the observation and will review it with the member. Included in the report will be the member's areas of weakness with prescribed suggestions for change. A Principal or supervisor should note improvement on a previously noted deficiency, provided the evaluator observes an improvement in that deficiency. A member who disagrees with an evaluation or recommendation may submit a written answer, which shall be attached to the evaluation.

E. FINAL EVALUATION:

A final written evaluation of the job performance of each member will be completed by the Administration. The evaluation will be reviewed by the Administration and the member. Upon completion of the review, both the Administrator and the member shall sign the evaluation. A copy will be given to the member and a copy will be placed in the Board's official personnel file of the member.

F. MERIT PAY:

Any merit pay shall be equal to that of tenured teachers.

G. TERMINATION:

Prior to the Administration recommending to the Board that a member be terminated, the member will be notified of such recommendation.

H. HEARING:

Each member who is not entitled to rights under the Michigan Teacher Tenure Act and who has completed at least two (2) years of employment with the Board prior to date of notification (see paragraph G) in any position listed in Article I, Section B, shall be entitled to a hearing before the Board prior to termination.

I. DISCIPLINE:

No member shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage for reasons that are arbitrary and capricious. Any such disciplinary action, reprimand, or reduction in rank, compensation or advantage shall be subject to the professional grievance negotiation procedure herein set forth.

J. EVALUATION MODEL AND FORMS:

The model and form for the member evaluation will be modeled after that used for the tenure eligible members. Any changes will be made in consultation with a representative of the members and the district.

SECTION III-NT REDUCTIONS IN PERSONNEL

A. LAYOFF - RECALL:

In the event it becomes legitimately necessary to reduce the number of members through layoff of employment, the Board will follow the layoff procedure outlined below:

1. The Board will consider the application of any member who voluntarily requests to be placed on layoff status.

2. If reduction is still necessary, the probationary member with the least seniority (see Article XVII.C) with the Board, will be laid off first, provided there is a fully qualified and certified (see Section B following) member to replace and perform all the needed duties of the laid off and/or existing positions.

3. If reduction is still necessary, the procedure outlined in paragraph b above will be repeated until sufficient reduction is reached.

B. FULLY QUALIFIED AND CERTIFIED:

For purposes of this article, the term “certified” shall refer to: all persons providing services holding a certificate, permit or vocational authorization valid in the State of Michigan. The above credentials must be approved by the State of Michigan agencies for which State Aid financial reimbursement is allowed or authorized by the Board's General Fund Budget, Special Programs or other financial resources.

C. WAGES AND BENEFITS:

Any layoff pursuant to this Agreement shall automatically terminate the member's individual employment contract and all benefits allowed therein including all wages and benefits within this Master Agreement. In the event of a recall of any member on layoff, the Board shall restore all rights, wages, and benefits provided for in the Agreement which is in effect at the time of recall to such member.

D. RECALL:

Member(s) on layoff shall be recalled in inverse order of the layoff procedure provided the member being recalled is fully qualified and certificated to be employed in the existing vacancy.

E. REPORTING DATE:

Any member who is recalled and does not make their self available for employment within ten (10) working days of written receipt of notice, or on a later date mutually agreed upon by the Board and the member, shall be considered and treated as a voluntary termination of employment from the Board by the member.

F. NOTICE:

The member who is to be laid off shall be given written notification of such action and an opportunity for a meeting with the Superintendent/Designee at least forty-five (45) calendar days before the layoff will occur.

If a member is laid off before the last member work day of the school year, said unit member's health benefits shall continue to remain in effect without cost to the member to the extent available through the contracted insurance agent for the duration of the school year.

SECTION IV-NT: RELATED SERVICE PROVIDERS’ WORKING CONDITIONS

A. DEFINITION:

For the purposes of this Agreement, “Related Service Providers” shall include, but not be limited to: Speech-Language Pathologists (SLPs), School Social Workers (SSWs), Occupational Therapists (OTs), and School Psychologists.

B. CASELOAD AND WORKLOAD:

The District shall establish a maximum caseload of fifty (50) students for full-time Speech-Language Pathologists. Caseloads for other Related Service Providers shall be established in alignment with professional standards and comparable regional averages.

C. WORKLOAD CONSIDERATION (MARSE ALIGNMENT):

In accordance with Michigan Administrative Rules for Special Education (MARSE R 340.1745), caseloads shall be determined based on workload factors, including, but not limited to:

- Severity and multiplicity of student needs
- Service minutes and delivery model
- Evaluation and reevaluation responsibilities
- Case management duties
- AAC assessment, programming, and training
- Consultation with staff and families
- IEP development and participation
- Travel between buildings

The parties acknowledge that the statutory maximum of sixty (60) students represents an upper limit and shall not be interpreted as an appropriate or equitable standard when workload factors are considered. When a Related Service Provider believes their workload is not manageable or is not aligned with MARSE guidance, they may submit a written request for review. The District shall respond within ten (10) workdays and collaborate in good faith to adjust assignments, redistribute caseloads, or provide additional support.

D. PROTECTED PLANNING AND PREPARATION TIME:

1. Guaranteed Planning Time: Related Service Providers shall receive the same protected planning time consistent with teacher contractual expectations.

2. Use of Time: This time shall be reserved for professional responsibilities, including, but not limited to:

    - Evaluation and report writing
    - IEP preparation and documentation
    - Medicaid billing and service documentation
    - Data collection and progress monitoring
    - Consultation and collaboration

3. Protected planning time shall not be routinely assigned for meetings, supervision, coverage, or other duties unrelated to provider responsibilities, except in cases of emergency or with mutual agreement.

4. The parties acknowledge that Related Service Providers may be required, consistent with their professional roles and job descriptions, to respond to students in crisis during scheduled planning time.

5. A “crisis” shall be defined as an unanticipated situation requiring immediate intervention to ensure student safety, behavioral stabilization, or urgent mental health support.
6. Crisis response shall be infrequent and not used as a substitute for appropriate staffing, scheduling, or routine service delivery.
7. When planning time is interrupted due to a crisis response, the Related Service Provider shall be provided equivalent make-up planning time within the same work week, when feasible.

8. Routine student needs, schedule gaps, staffing shortages, or coverage needs shall not be considered crises and shall not interrupt protected planning time.

E. PROFESSIONAL EXPENSES:

The District shall reimburse Speech-Language Pathologists for 100% of annual dues for the American Speech-Language-Hearing Association (ASHA).

F. RELATED SERVICE PROVIDER SALARY PLACEMENT:

Related Service Providers who complete a master's program requiring sixty (60) credit hours will be placed on the appropriate step of the MA+30 scale effective August 1, 2021. Related Service Providers who complete a master's program requiring more than thirty (30) credits but less than sixty (60) credits will be placed on the appropriate step of the MA Scale. Each credit earned above thirty (30) credits will count toward attainment of the MA+30 scale (e.g., an employee completing a master's program requiring forty (40) credits will need to earn twenty (20) additional credits to move from the MA scale to the MA+30 scale).

G. EQUITY ACROSS RELATED SERVICE PROVIDERS:

The District and Association agree that working conditions for Related Service Providers shall reflect:

- Comparable caseload expectations across disciplines (SLP, OT, SSW, Psych)
- Recognition of workload complexity beyond student count
- Equitable access to planning time and professional supports

H. DATA REVIEW AND CONTINUOUS IMPROVEMENT:

The District agrees to meet annually with Related Service Providers to review:

- Caseload and workload data
- Evaluation demands
- Staffing needs
- Service delivery models

The purpose of this review shall be to ensure alignment with MARSE guidelines and to maintain effective, compliant service delivery.

APPENDIX D
EVALUATION

A. EVALUATION SYSTEM:

The negotiated performance evaluation system will include a rigorous, transparent, and fair performance evaluation system that includes the following:

1. Specific performance goals identified as follows to improve the teacher's effectiveness for the school year:

   For probationary teachers, by their assigned administrator in consultation with the teacher. For teachers on an individual development plan (IDP), by their assigned administrator in consultation with the teacher.

   For tenured unit employees, or unit employees in their fifth year or greater not eligible for tenure, rated "ineffective" or "needing support" on their last evaluation ("minimally effective" or "ineffective" for evaluations prior to July 1, 2024), by their assigned administrator in consultation with the teacher

   For tenured unit employees, or unit employees in their fifth year or greater not eligible for tenure, rated "effective" on their last evaluation ("effective" or "highly effective" for evaluations prior to July 1, 2024), by the employee, in consultation with their assigned administrator

2. An evaluation of the teacher's job performance with timely and constructive feedback.

3. Clear approaches to measuring student growth with relevant data on student growth.

4. Multiple rating categories that take into account student growth and assessment data or student learning objective metrics that have been negotiated with the Association.

5. The Association and designees selected by GLPS administration to review and discuss the evaluation system each year.

6. A negotiated year-end evaluation form that utilizes other objective criteria for the 80% of the year-end evaluation determination that is not determined by student growth and assessment data and/or student learning objectives.

7. The use of student growth and assessment data and/or student learning objective metrics will account for 20% of the year-end evaluation determination. The student growth and assessment data and/or student learning objectives will be mutually agreed upon by the Association and GLPS administration or their designees. These metrics will be posted on the GLPS Staff Hub (District Growth Rubric) by GLPS prior to the start of each school year and reviewed annually by the evaluation committee prior to posting.

   The teacher, in consultation with their administrator, will be allowed to eliminate data attributable to students who have chronic absenteeism (20% of student's school year). In addition, students who have other extenuating circumstances that both the teacher and administrator agree warrant eliminating that data; building administrator will make final decision in elimination of student data with such circumstances.

B. PROCESS:

The negotiated performance evaluation system will be outlined with detail on the GLPS Staff Hub (District Growth Rubric) and will be updated and maintained regularly by GLPS central administration. All information about the

evaluation system and evaluation timelines will be available electronically to all unit employees on the GLPS Staff Hub (District Growth Rubric).

Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

The teacher will be notified no later than September 30 each school year who the administrator will be that conducts their year-end evaluation. If no notification is provided in writing by September 30th, that teacher will be evaluated with the default rating of "effective." In the event that a teacher moves into a building after September 30th a two-week window will start from their first day on the job. In the event of a change in administrator for any building, teachers will be informed of any change in their evaluator.

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. The lesson plan for the observation will be submitted electronically to the principal within 48 hours of the observation. Unless identified as a deficiency in performance within an existing IDP, or unless a teacher is in their first three years of employment as a teacher, teachers will only be required to submit lesson plans to an administrator for the day(s) they are being observed to comply with the provisions of this Section.

The observation must include a review of pupil engagement in the lesson that is observed.

Observations will be no less than fifteen (15) minutes.

There will be notice of the first observation date given to the teacher at least five (5) or more school days prior to the observation. Unannounced observations may occur after the first scheduled observation within a given week if the teacher receives notification of said week at least five (5) calendar days in advance. The building administrator may give notice of all observations for any teacher if they choose adhering to the timelines as listed above. This provision does not impair the right of administrators to visit the classroom at any time for informal observation.

Feedback on the observation will be discussed during the post-observation meeting between the administrator conducting the observation and the teacher. Post-observation meetings will take place in-person or electronically/virtually, as agreed upon by both parties, no later than fourteen (14) days after the observation occurred. At or before the post-observation meeting, the teacher will be provided written feedback on that observation via the digital evaluation platform.

There will be at least two (2) classroom observations of a tenured teacher in each school year. Observations for tenured teachers must be conducted at least 30 calendar days apart. The first observation will occur no later than December 15 for tenured teachers and no later than November 1 for non-tenured teachers each school year. Probationary teachers will receive at least four (4) observations in a school year. Teachers on an IDP may receive multiple observations in a school year per the timeline in the IDP.

No observation will be scheduled the day before or after vacation, without the agreement of the teacher, or the day after a teacher returns from a leave of absence.

Probationary teachers or teachers with an IDP will be given a mid-year progress report no later than 30 calendar days after the end of the first semester. A tenured teacher's mid-year performance update will be optional.

The annual performance evaluation system will assign a year-end rating of "effective", "ineffective" or "needing support".

The year-end evaluation determination and form will be delivered in person or electronically no later than five (5) school days prior to the last day of school. In the event there is no year-end evaluation as described above, the teacher will be deemed "effective" per the year-end evaluation determination.

Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure available only to tenured teachers as outlined in section C below, or are otherwise not

evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, will not be provided an evaluation for that year. Said teachers will receive the same rating they received in the prior year for the current year if it was conducted by the district.

In addition to the above procedures, teachers who are evaluated with an IDP will at least be provided the following at a minimum:

Specific performance goals that will be used to assist in improving effectiveness for the current school year developed in consultation with the teacher.

Training to be provided by the district to assist the teacher in meeting the goals of the IDP. Training may be provided outside of contractual time.

A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above and completed no later than February 1, 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.

A mentor teacher is updated and/or assigned by administration in consultation with the Association who is informed of the conditions and requirements of the IDP in order to assist the mentee in the described performance goals of the IDP.

GLEA president will be informed of any teacher being placed on an IDP in order to assist and monitor the process.

Any non-compliance with the evaluation process as described above will be subject to the grievance process, though evaluation ratings themselves are not subject to grievance or appeal, with the exception of the options available to tenured teachers as outlined in C below.

All teachers 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.

C. RIGHTS OF TENURED TEACHERS:

A tenured teacher who is rated as "needing support" will have the following due process rights to challenge said rating:

The teacher may request a review meeting of the evaluation and the rating to their administrator to discuss the evidence of the rating. In the event that the teacher still has concerns, they may move to the next step.

The teacher may request a review of the evaluation and the rating to the district's superintendent. Such a request must be made in writing within 30 calendar days after the teacher is informed of the rating. A written response to the review with any modifications of the year-end performance rating will be provided to the teacher within thirty (30) calendar days from the date the request for review was made.

If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.

The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.

Within fifteen (15) calendar days of receipt of the request for mediation, the district will provide a written response to the teacher and the association confirming the mediation will be scheduled as appropriate.

A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in the contract.

D. TRAINING ON EVALUATION SYSTEM, TOOLS AND REPORTING FORMS:

Prior to the start of the school year with students, the district will provide training and communication to all new teachers on the evaluation system. Certified staff hired after new hire orientation will be provided training and communication within thirty (30) days of their hire date. For all other teachers, a communication or professional learning opportunity will be provided to make expectations around evaluation clear.

E. OFF-SCHEDULE EVALUATION YEARS:

Any teacher who is not being evaluated based on the stipulations below will not be required to participate in any part of the negotiated performance evaluation system.

1. Length of Service:

    a. Teachers with one (1) to three (3) years of service with the district or participating in alternative/interim certification programs shall be evaluated annually.

    b. Teachers with four (4) through ten (10) years of service with the district shall be evaluated annually unless they earn an off-year as described below:

        i. After receiving two (2) consecutive year-end evaluations rated Effective, the teacher shall earn one (1) year off from the evaluation cycle.

        ii. Following the off-year, the teacher shall return to the evaluation cycle and must again receive two (2) consecutive Effective ratings.

    c. Teachers with eleven (11) or more years of service with the district shall be placed on an every-other-year evaluation cycle, provided the teacher continues to receive Effective ratings.

2. Performance Reset Conditions:

    a. If a teacher receives a summative evaluation rating below Effective, the teacher shall return to annual evaluations.

    b. The teacher must earn two (2) consecutive Effective ratings before returning to their previous evaluation status.

3. Individual Development Plan (IDP):

    a. Any teacher placed on an Individual Development Plan (IDP) shall return to annual evaluations during the duration of the IDP.

    b. Once the IDP has been cleared, the teacher must earn two (2) consecutive Effective ratings before returning to their previous evaluation status.

4. Other Considerations:

If a staff member experiences any of the following conditions outside of a personal staffing request, they may discuss with GLPS Administration about the possibility of an exempt year, to be mutually agreed upon with GLEA.

    a. Assignment Changes

        - New building
        - Grade level change from the previous school year
        - Content area change from the previous school year

- New instructional role
- Evaluator or Supervisor Change

b. If a staff member is placed off schedule and desires to be on schedule, they may request to stay on schedule.

c. A staff member cannot remain off schedule if any of the following conditions are met:

- Current IDP is active or has been placed on IDP
- Documented performance concerns and/or anything subject to disciplinary action.

d. Leave Related Exemptions

- If a staff member is on extended leave, FMLA, or working a partial year, they should be exempt from the full evaluation process but subject to monitored goal setting.
- Leave-related exemptions are subject to a mutual agreement between GLEA and GLPS.

APPENDIX D1
EVALUATION SCORECARD

GLPS K-5 Student Growth Data

We remain in alignment with state law in that 80% of the final evaluation is based on the administrator rating during the observation and feedback process. 20% of the rating comes from student growth data. The chart below shows that a staff member's final evaluation rating occurs when both the administrator and student growth data ratings are combined.

(0.2 x (Student Growth)) + (0.8 x (5D+ Rating)) = _____

Total Summative Score

Total Summative Score:

Needing Support	Developing	Effective
0.0-1.49	1.5-2.49	2.5-4.0

K-5 student growth data will be calculated using the scorecard below. Each staff member in the school will receive the same student growth rating. Scores on the scorecard will correlate with the following percentages: 0-25% =Needing Support, 26-50% = Developing, 51-100% = Effective

K-5 Scorecard

Data Source	Measure/Criteria	Score	Growth Data Rating	% of Building Score	Building Score
State Assessment	Percent At/Above "Partially Proficient" (ELA)				
	Percent At/Above "Partially Proficient" (MATH)				
	Percent At/Above "Partially Proficient" (SCI)				
	Percent At/Above "Partially Proficient" (SS)				
	Average of Scores Above			50.0%	
Map Reading	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			25.0%	
Map Math	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			25.0%	
Overall Growth Data Rating (20% of Final Evaluation)					
	M-STEP Building Score		**Overall Growth Data Rating**		
	MAP Reading Building Score				
	MAP Math Building Score				
	Sum of All Building Scores Above				

GLPS 6-12 Student Growth Data

We remain in alignment with state law in that 80% of the final evaluation is based on the administrator rating during the observation and feedback process. 20% of the rating comes from student growth data. The chart below shows that a staff member's final evaluation rating occurs when both the administrator and student growth data ratings are combined.

(0.2 x (Student Growth)) + (0.8 x (5D+ Rating)) = _____

Total Summative Score

Total Summative Score:

Needing Support	Developing	Effective
0.0-1.49	1.5-2.49	2.5-4.0

6-12 student growth data will be calculated using the scorecard below. Each staff member in the school will receive the same student growth rating. Scores on the scorecard will correlate with the following percentages: 0-25% = Needing Support, 26-50% = Developing, 51-100% = Effective

6-12 Scorecard

Data Source	Measure/Criteria	Score	Growth Data Rating	% of Building Score	Building Score
State Assessment (Secondary)	Percent At/Above "Partially Proficient" (ELA)				
	Percent At/Above "Partially Proficient" (MATH)				
	Percent At/Above "Partially Proficient" (SCI)				
	Percent At/Above "Partially Proficient" (SS)				
	Average of Scores Above			**50.0%**	
Map Reading (Secondary)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			**15.0%**	
Map Math (Secondary)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			**15.0%**	
S1 Grades (ELC)	Percent At/Above D- (60% of above)				
	Percent Passing All Classes				
	Highest Score Above			**10.0%**	
Q3 Grades (ELC)	Percent At/Above C (60% of above)				
	Percent Passing All Classes				
	Highest Score Above			**10.0%**	
Overall Growth Data Rating (20% of Final Evaluation)					
	M-STEP Building Score		Overall Growth Data Rating		
	MAP Reading Building Score				
	MAP Math Building Score				
	S1 Grades Building Score				
	S2 Grades Building Score				
	Sum of All Building Scores Above				

6-12 Scorecard

Data Source	Measure/Criteria	Score	Growth Data Rating	% of Building Score	Building Score
State Assessment (LHS)	Percent At/Above "Partially Proficient" (ELA)				
	Percent At/Above "Partially Proficient" (MATH)				
	Percent At/Above "Partially Proficient" (SCI)				
	Percent At/Above "Partially Proficient" (SS)				
	Average of Scores Above			50.0%	
Map Reading (LHS)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			15.0%	
Map Math (LHS)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			15.0%	
S1 Grades (LHS)	Percent At/Above C (70% of above)				
	Percent Passing All Classes				
	Highest Score Above			10.0%	
Q3 Grades (LHS)	Percent At/Above C (70% of above)				
	Percent Passing All Classes				
	Highest Score Above			10.0%	
Overall Growth Data Rating (20% of Final Evaluation)					
	M-STEP Building Score		Overall Growth Data Rating		
	MAP Reading Building Score				
	MAP Math Building Score				
	S1 Grades Building Score				
	S2 Grades Building Score				
	Sum of All Building Scores Above				

6-12 Scorecard

Data Source	Measure/Criteria	Score	Growth Data Rating	% of Building Score	Building Score
State Assessment (LMS)	Percent At/Above "Partially Proficient" (ELA)				
	Percent At/Above "Partially Proficient" (MATH)				
	Percent At/Above "Partially Proficient" (SCI)				
	Percent At/Above "Partially Proficient" (SS)				
	Average of Scores Above			50.0%	
Map Reading (LMS)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			15.0%	
Map Math (LMS)	Growth Percentile (School Median)				
	Percent of Student Meeting Projected RIT				
	Achievement Percentile (School Median)				
	Percent of Students in Average Range or Above				
	Highest Score Above			15.0%	
S1 Grades (LMS)	Percent At/Above C (70% of above)				
	Percent Passing All Classes				
	Highest Score Above			10.0%	
Q3 Grades (LMS)	Percent At/Above C (70% of above)				
	Percent Passing All Classes				
	Highest Score Above			10.0%	
Overall Growth Data Rating (20% of Final Evaluation)					
	M-STEP Building Score		Overall Growth Data Rating		
	MAP Reading Building Score				
	MAP Math Building Score				
	S1 Grades Building Score				
	S2 Grades Building Score				
	Sum of All Building Scores Above				

GODFREY-LEE PUBLIC SCHOOLS
GRIEVANCE REPORT FORM – INDIVIDUAL GRIEVANCE

NAME OF GRIEVANT_____BUILDING_____

ASSIGNMENT_____DATE CAUSE OF GRIEVANCE OCCURED_____

LEVEL I ORAL GRIEVANCE

DATE OF LEVEL I ORAL DISCUSSION_____PERSONS PRESENT AT LEVEL I MEETING

_____

LEVEL II WRITTEN GRIEVANCE

DATE OF LEVEL I ORAL DISCUSSION_____PERSONS PRESENT AT LEVEL I MEETING

_____

STATEMENT OF GRIEVANCE_____

_____

_____

CONTRACT SECTIONS VIOLATED_____

RELIEF SOUGHT_____

SIGNATURE OF GRIEVANT OR AGENT_____DATE_____

DATE PRINCIPAL OR ADMINISTRATOR RECEIVED LEVEL II GRIEVANCE_____

DISPOSITION BY PRINCIPAL OR ADMINISTRATOR_____

_____

SIGNATURE_____DATE_____

POSITION OF GRIEVANT AND/OR ASSOCIATION_____

_____

SIGNATURE_____DATE_____

LEVEL III SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT_____

DISPOSITION OF SUPERINTENDENT_____

_____

_____

SIGNATURE_____DATE OF RESPONSE_____

POSITION OF GRIEVANT AND/OR ASSOCIATION_____

_____

_____

SIGNATURE_____DATE_____

LEVEL IV BOARD OF EDUCATION

DATE RECEIVED BY SUPERINTENDENT FOR THE BOARD OF EDUCATION _____

DATE OF THE NEXT REGULARLY SCHEDULED BOARD MEETING_____

DISPOSITION BY BOARD OF EDUCATION_____

_____

_____

SIGNATURE_____ DATE_____

POSITION OF GRIEVANT AND/OR ASSOCIATION_____

_____

_____

SIGNATURE_____ DATE_____

LEVEL V ARBITRATION

DATE SUBMITTED _____ SIGNATURE_____

GODFREY-LEE PUBLIC SCHOOLS
GRIEVANCE REPORT FORM – CLASS OR GROUP GRIEVANCE

NAME OF GROUP OR CLASS _____

BUILDING(S)_____DATE CAUSE OF GRIEVANCE OCCURRED_____

LEVEL I ORAL – SUPERINTENDENT

DATE OF LEVEL I ORAL DISCUSSION_____

PERSONS PRESENT AT LEVEL I MEETING_____

LEVEL II WRITTEN - SUPERINTENDENT

STATEMENT OF
GRIEVANCE_____

_____

_____

CONTRACT SECTIONS
VIOLATED_____

RELIEF SOUGHT_____

_____
SIGNATURE OF ASSOCIATION PRESIDENT OR GRIEVANCE CHAIRPERSON DATE

DATE SUPERINTENDENT RECEIVED LEVEL II GRIEVANCE_____

DISPOSITION BY
SUPERINTENDENT_____

_____

SIGNATURE_____ DATE_____

LEVEL III BOARD OF EDUCATION

DATE RECEIVED BY SUPERINTENDENT FOR THE BOARD OF EDUCATION_____

DATE OF THE NEXT REGULARLY SCHEDULED BOARD MEETING_____

DISPOSITION BY BOARD OF EDUCATION_____

_____

SIGNATURE_____ DATE_____

POSITION OF ASSOCIATION_____

_____

_____ _____
SIGNATURE OF ASSOCIATION PRESIDENT OR GRIEVANCE CHAIRPERSON DATE

LEVEL IV ARBITRATION

DATE SUBMITTED FOR ARBITRATION _____ SIGNATURE_____