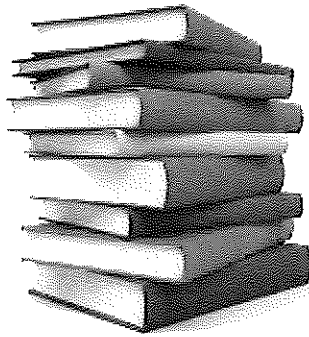


SHIAWASSEE COUNTY  
EDUCATION ASSOCIATION MEA/NEA  
AND  
THE OVID-ELSIE EDUCATION ASSOCIATION  
AND  
*THE OVID-ELSIE AREA SCHOOLS  
BOARD OF EDUCATION*  
*AGREEMENT*



2025 - 2028

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## AGREEMENT

This Agreement is entered into this 17th day of November, 2025 by and between the OVID-ELSIE EDUCATION ASSOCIATION, hereinafter called the "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 OVID-ELSIE AREA SCHOOLS of Elsie, Michigan, hereinafter called the "Board."

### ARTICLE I: RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certificated personnel, including permanent substitutes that are under contract or on leave.
- B. Such representation shall exclude the Superintendent, Assistant Superintendent(s), Principals, Assistant Principal(s), and any other person engaged fifty percent (50%) or more of the time in direct administration and supervision of professional personnel.

The term teacher or counselor when used hereinafter in this Agreement shall refer to all professional employees represented by the Local Association in the bargaining or negotiation unit as above defined.

- C. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.
- D. All certificated personnel except as excluded in Section B employed half-time or more will be considered teachers for the purpose of this Agreement. Such part-time teachers will be provided fringe benefits on a prorated basis according to the total amount of time spent in the normal weekly teaching load.

### ARTICLE II: ASSOCIATION AND TEACHER RIGHTS AS A BARGAINING UNIT

- A. Pursuant to the Michigan Public Employment Relations Act, MCL 423.201 *et seq.*, the Board hereby agrees that every certificated employee of the board, as defined in Article I, shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation or other lawful concerted activities for mutual aid and protection.

As a duly elected body exercising governmental power under color 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 Constitution of the State of Michigan and the United States, that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of their membership (or non-membership) in the Association, their participation (or their refraining from participation) in any Association activities or their institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial services are required, the Board may make a reasonable charge therefore.
- C. The Association and its members shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, or a member's scheduled class assignment.
- D. The Association shall have the right as a bargaining unit to use school facilities and equipment, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. Provisions shall be made for office space for conducting Association business and storing of files.
- E. The Association shall have the right to post notices of activities and matters of Association concern on teaching bulletin boards, at least one of which shall be provided in each building. The Association may use the teacher mailboxes or district email for communications to teachers. Announcements over the public address system may be made with authorization by the building principal.
- F. The Board agrees to furnish two (2) copies to the Association as response to the reasonable request from time to time of all information available to the residents of the District, concerning the financial resources of the District, tentative budgetary requirements and allocations, agendas of all regular and special board meetings, official membership count, names and addresses of all teachers, salaries paid thereto and education background and such other generally available information.
- G. The Association will make itself available for consultation on any new or modified fiscal, budgetary, or tax programs, constructional programs or major revisions of educational policy, which are proposed or under consideration and the Association may be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication. The Board will discuss with the Association any proposal for additional operational or building millage.
- H. The provisions of this Agreement shall be applied without regard to race, religion, color, national origin, age, gender or marital status. Membership in the Association shall not be denied to any teacher because of race, religion, color, national origin, age, gender, or marital status.
- I. The Board may make an attempt to place on the agenda of each regular board meeting as one of the first items for consideration under New Business any matters submitted for its consideration by an authorized representative of the Association, so long as these matters are made known to the Superintendent's office five (5) days prior to said regular meeting.

<p><b>ARTICLE III: PAYROLL DEDUCTIONS</b></p>
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The district will deduct Association dues and/or political action contributions (PAC) from a bargaining unit employee's paycheck if:

1. the employee submits to the Administration Office a voluntary written authorization to deduct Association dues and/or PAC contributions from the employee's wages; and
2. the deduction does not violate any Michigan or federal law.

The authorization(s) will continue in effect unless revoked in writing. The District will immediately stop the deduction of Association dues and/or PAC contributions when the employee provides written notice to the Superintendent or designee withdrawing consent to deduct Association dues and/or PAC contributions.

No later than September 1 each year, the Association President will provide the Administration Office a list of names of bargaining unit employees and the total dues and PAC amount(s) to be deducted from the employee's wages.

Deductions will be made in substantially equal amounts from the employee's paycheck(s) beginning with the first pay that is feasible after receipt of the employee's voluntary written authorization to deduct Association dues and/or PAC contributions and implemented through the District's (26) pay deduction calendar.

The District will remit to the Association those authorized dues and/or PAC contributions within (10) business days of the paycheck deduction, together with a list of names and deduction amount for each affected employee. Deductions for Association dues and PAC contributions will be remitted in separate deductions and separate checks or transactions.

The Association will indemnify, defend, and hold harmless the District, as well as individual Board members, employees, and agents against any claim arising from or related to the District's deduction of Association dues and PAC contributions. The Association's obligation includes payment of the District's attorney fees and costs to defend against the claim.

<b>ARTICLE IV: BOARD OF EDUCATION RIGHTS</b>
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- A. The Board on its own behalf and on the behalf of the public of the school district, hereby retains and reserves unto itself, without limitations, 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/or the United States.
- B. The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the School District of the Ovid-Elsie Area Schools, and that the Board has the necessary authority to discharge all of its responsibilities.
- C. In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies, the construction, acquisition and maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, discipline, promotion and termination of employment of teachers and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement.

**ARTICLE V:  
TEACHING HOURS & ASSIGNMENTS**

- A. All staff will be in the buildings no later than 15 minutes prior to the start of classes and in their assigned place of duty 10 minutes prior to the start of classes unless a meeting is approved by the building principal. Teachers are to remain in their assigned place of duty 15 minutes after classes are dismissed unless otherwise approved by the principal. On Fridays and days prior to holidays, teachers may leave 5 minutes after students are dismissed. Teachers are encouraged to remain for a sufficient time in their classrooms after the close of the pupil's school day to attend to those matters which properly require attention at that time, including assisting students with school work and consultation with parents. All teachers shall be entitled to a duty-free lunch period except in emergency situations such as a student injury. In no case should the teacher's lunch period be shorter than thirty (30) minutes in length. Changes in starting and ending times will be permitted by mutual agreement, provided that the total time on the job does not exceed the total within the above times. In addition to the above, the responsibilities of each teacher shall include participation in parent-teacher conference time each year. The faculty and administration of each building shall plan and schedule the event (refer to Appendix A-1). Each teacher shall be informed of the date two (2) weeks in advance. Teachers may be excused by the Principal.
- B. The normal weekly teaching loads in the middle and senior high schools will have up to thirty (30) teaching periods, including homeroom or activity periods with five (5) assigned preparation or conference periods. Assignment to a supervised study period, excluding homeroom, shall be a teaching period for the purposes of this Article. For middle school teachers, assignment to a supervised study period may include a core curriculum time.
- C. The normal weekly teaching load in the elementary schools will be the equivalent of the above. Elementary teachers will be provided two (2) duty-free fifteen (15) minute periods during the instructional day, except those times scheduled for equitable recess duty.
- D. This work time is identified below and may be amended if variations occur in consultation with the Association.

School

High School and Middle School	8:00 am-3:00 pm
Lunch	30 min.
E.E.Knight and Leonard	7:45 am-2:50 pm
**Lunch and Recesses	30, 15 (pm recess supervised)

- E. If a sports contest is scheduled on a School Improvement Day, staff event volunteers or game managers, if approved by administration, may be excused earlier.
- F. If funds are no longer available to finance the teacher aide programs, volunteers from the teaching staff will be solicited to supervise during the recess periods. If there are no volunteers, teachers may be assigned to equitable recess duty on a rotating schedule by the principal.
- G. Teachers of music, art and physical education, reading interventionists or math coach, and all special education teachers, kindergarten through twelfth (K-12) grade(s) shall be provided with relief and preparation time to the same extent as other teachers in the District. Counselors and librarians will confer with principals cooperatively to determine relief periods.

- H. Teachers who have an assignment in more than one (1) town may of necessity have to travel during their assigned preparation period or during a lunch period, but where such a condition prevails adjustment to their schedules will be made so that the teacher will have a full assigned preparation period and a full lunch period.
- I. One (1) supervisor shall be designated for each teacher who is assigned to more than one building. The Supervisor appointed shall be responsible for all aspects of administration related to the teacher.
- J. If a teacher shall teach more than the normal weekly teaching load as set forth in this article, (s)he shall receive an additional one-seventh (1/7) or appropriate fraction for a given schedule of her/his current base salary prorated, for the term of the extra assignment.
- K. There may be one (1) building staff meeting and one (1) grade level/department time meeting per month plus such emergency meetings as may be necessary. Such meetings shall not extend beyond 4:30 PM.
- L. No departure from these norms shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional Grievance Procedure hereinafter set forth.
- M. The normal weekly teaching load in the elementary schools will be the equivalent of the above. Elementary special classes (ex: PE, Library, Music, etc.) shall be scheduled to commence on the first full instructional day of the school year provided the schedule is set at least one week prior to the first day of school. Otherwise, it will revert to the third full instructional day of the school year. Adjustments to the schedule shall begin within three (3) weeks after the decision has been made to make a change in the schedule.

<p><b>ARTICLE VI: TEACHER EVALUATIONS</b></p>
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Decisions about the evaluation of a “teacher” under Revised School Code Section 1249, or who is assigned to students in any grades K to 12 as a teacher of record (“Classroom Teacher”) will be made as stated below. Classroom Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers’ Tenure Act. This performance evaluation system will include, as appropriate, the following:

- A. A year-end evaluation process that meets statutory standards.
- B. An evaluation tool that incorporates components required by law, including:
  - 1. Locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249; and
  - 2. The Classroom Teacher’s performance.
- C. The District will make every effort to notify teachers no later than September 30 of each year who the administrator will be that conducts their year-end evaluation.

- D. Classroom observations of at least 20 minutes each which include, at a minimum, a review of the Classroom Teacher's lesson plan, the state curriculum standard used in the lesson, and student engagement, with appropriate written feedback and a post-observation meeting between the Classroom Teacher and the school administrator conducting the observation to discuss those items.
- E. The annual performance evaluation system will assign a year-end effectiveness rating of "effective", "developing" or "needing support". The year-end evaluation shall be delivered at a meeting with the evaluating administrator and the Classroom Teacher no later than the last teacher work day.
- F. Classroom Teachers who work less than 60 days in any school year or who have their evaluation results vacated through the grievance procedure, 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, shall receive an unevaluated designation. If a Classroom Teacher receives an unevaluated designation, the Classroom Teacher's rating from the school year immediately before the designation must be used.
- G. Tenured Classroom Teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the Classroom Teacher is not rated as effective on one of the biennial year-end evaluations, the Classroom Teacher must receive year-end evaluations. If a Classroom Teacher on the biennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the Classroom Teacher to annual evaluations.
- H. An individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the Classroom Teacher and recommended training, coaching, professional development or resources designed to improve the Classroom's Teacher's effectiveness for:
  - 1. All probationary Classroom Teachers.
  - 2. Classroom Teachers rated developing, needs support; or
  - 3. At the evaluator's discretion when performance deficiencies are noted.
- I. A mid-year progress report, if required by law, which aligns with the Classroom Teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluator.
- J. A mentor for Classroom Teachers rated developing or needing support or for Classroom Teachers as required by law.
- K. All Classroom Teachers shall have the right to submit a rebuttal to their evaluation, which will be included in their personnel file and attached to the year-end evaluation.
- L. Opportunity for a tenured Classroom Teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249. If a tenured Classroom Teacher receives 2 consecutive ratings of needing support, the tenured Classroom Teacher may demand to use the grievance procedure that concerns the teacher's second evaluation rating and the evaluation process in compliance with Revised School Code Section 1249.

- M. A tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations.
- N. If a tenured Classroom Teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the Classroom Teacher shall be discharged consistent with due process. The District is not precluded from discharging a Classroom Teacher at other times as provided by the Teachers' Tenure Act.
- O. The 5D+ evaluation tool will be used for the term of this Agreement.
- P. By September 1st of each year, the Parties will negotiate and reach consensus about how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation. If a consensus is not reached by September 1st of each year, the District will follow its established Board policies until the parties reach an agreement.
- Q. A probationary Classroom Teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating.
- S. Training on evaluation system, tools, and reporting forms  
 In the fall of each school year, the district shall provide training to any Classroom Teachers that need to acclimate themselves with the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process.
- T. Grievance Procedure: A Tenured Classroom Teacher may grieve an alleged violation of this Article pursuant to Article XXI (Grievance Procedure) up to, but not including, arbitration. An Arbitrator, however, has jurisdiction to consider a grievance filed under the Article XXI grievance process by a tenured Classroom Teacher with two (2) consecutive ratings of needing support.

<p><b>ARTICLE VII: MENTOR TEACHING PROGRAM</b></p>
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As State law mandates, a Mentor Teacher will be provided for three (3) years (year 3 if necessary) for the purpose of assisting, informing, and coaching teachers as required by law in the rights, responsibilities, and ethics of the teaching profession. Mentors will be compensated \$1,000 for year 1, \$500 for year 2, and \$500 for year 3 (if necessary).

- A. In the selection process, the following guidelines will be followed:
  1. A mentor teacher will be one who has experience teaching in the area at least two (2) years and is willing to share those experiences. A mentor can be either a teacher presently on staff or a retired teacher with the required experience.
  2. A mentor teacher will be one who chooses to be involved in the program of helping new teachers and is completely voluntary.

3. To provide the best possible support and guidance, a mentor can only be assigned one mentee at a time.
4. The building principal, with advice from the association, will make the final determination on mentor assignments from the candidates.

B. The district administration will:

1. Assist mentors and mentees with questions and issues.
2. Help with mentor assignments.
3. Provide mentors with an overview of expectations.
4. Assist in ordering any needed materials with mentee.
5. Provide training for both mentors and mentees as needed.

C. The Duties of the Mentor:

1. Planning and running mentor meetings.
2. Planning and organizing the colloquium at year's end.
3. Responsibility for the materials inventory.
4. Responsibility for ordering mentoring materials.
5. In the first year, facilitate a monthly meeting to discuss all of the things mentioned above.

D. Student Teacher Mentor:

1. Student teacher mentors will be compensated \$500.

<p><b>ARTICLE VIII: CLASS SIZES</b></p>
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A. The Board agrees to continue its effort to keep class sizes at an acceptable number in order to provide an effective educational program. Every effort will be made to enroll students in each classroom in accordance with Section B of this Article, within the financial and facility limitations of the District. The District shall have until the fourth Friday following Labor Day within which to adjust imbalances in classroom enrollments. When situations arise where it will be necessary to assign students above the maximum standards in Section B, teachers assigned such additional students shall be compensated according to Section C of this Article retroactive to the month during which the overage was initiated.

B. The following are recommended class sizes:

1. **ELEMENTARY**

Kindergarten/First Grade	26 students
Second/Third Grades	28 students
Fourth/Fifth Grades	30 students

2. **MIDDLE SCHOOL**

The following are average class sizes for the individual teachers:	30 students
Physical Education	42 students
Health	32 students

Computer Courses maximum lab size

3. **HIGH SCHOOL**

English/Language Arts	30 students
British Lit/Composition I	28 students
Advanced Writing/English IV	27 students
Speech	28 students
Foreign Language	30 students
Mathematics	30 students
Social Studies	32 students
Business Education Courses	30 students
Computer Courses	maximum lab size
Physical Education	42 students
Health	32 students

**Science**

Environmental Science	30 students
Biology, A, B, C	30 students
Chemistry B, C	26 students
Physics B, C	26 students
Physics A	30 students
Chemistry A	30 students
Astronomy	30 students

**Industrial Education**

Wood Technology	26 students
Metal Technology	26 students
General Industrial Education	26 students
Drafting	28 students

**Vocational**

Agriculture	30 students
Homemaking	30 students
Farm Shop	20 students
Power Mechanics	20 students
Art	30 students
Study Hall	to be left open
Music	to be left open

In case of class imbalance at the secondary level, maximum student load per day is the total of maximum class sizes set above.

- C. When teachers are assigned students in excess of the maximum they shall receive additional compensation at the rate of twenty dollars (\$20.00) per month for each student in excess of the above stated maximum, except when the teacher is on long term leave (this means more than half of the working days in the month) Where the District determines, after consultation with the Association that maximum standards within a particular building or grade level must be exceeded, students will be distributed as equal as possible among the teachers of that level.

D. Independent studies with students must be initiated by administration.

<b>ARTICLE IX: WORKING CONDITIONS</b>
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- A. The Board agrees to make available (in each building) technology and duplication facilities.
- B. Under no conditions shall a teacher be required to drive a school bus as part of their regular assignment.
- C. Upon request of the Association, vending machines shall be installed in the Teacher's Workroom and Lunch Room area without cost to the Board of Education.
- D. Parking facilities shall be made available to all teachers for their use.
- E. The parties support the objective of eliminating unsafe and hazardous conditions which endanger the health, safety or well-being of students and employees. If an unsafe or hazardous condition is reported, then the administration shall investigate the condition and provide appropriate remedial measures.
- F. In any future building program or any major renovation of existing buildings, the Board shall make available restroom and lavatory facilities exclusively for teacher use and a furnished room shall be reserved for use as a faculty workroom. Teachers shall have the responsibility for maintaining the teacher's workroom in a tidy condition.
- G. Teachers shall not be required to report for duty on days when school is closed due to an "Act of God." Should a closing because of conditions not within the control of school authorities require the rescheduling of additional days or hours of student instruction because previously scheduled days or hours could not be counted, such additional days and hours will be rescheduled without additional compensation by extending the school year.

If at any time during the life of this Agreement, it becomes lawful to count as days or hours of pupil instruction those days and hours when pupil instruction is not provided due to conditions beyond the control of school authorities, such as severe storms, fires, epidemics or health conditions, it is agreed that the following provision shall become immediately effective.

When an Act of God or an employer directive forces the closing of a school or other facility of the employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days and hours lost due to school closing under the foregoing circumstances shall not be rescheduled to the extent that any other provision of the collective bargaining agreement, such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing. The employer will not add days that will exceed the State requirements or other provisions of this contract. Such provisions shall be null and void as to the extent of the inconsistency.

- H. School improvement committees shall develop, conceptually, the proposals it determines are desirable for the improvement of the school program. Each committee shall take steps to ascertain funding that would be necessary to implement each proposal. The Board shall determine whether a proposal is likely to be implemented by the District. Upon such indication, the proposing committee shall proceed to complete development of the details of the proposal to be recommended to the Board.
- I. The adoption of any School Improvement Program shall not serve to modify the terms and

conditions of this Agreement. Prior to adoption and implementation of a School Improvement Program each party, upon the request of the other, agrees to meet in order to consider contractual revisions, which might be necessary in order to resolve conflicts between provisions of this Agreement and a proposed program.

J. No revision shall be effective unless ratified by the membership of the Association and the Board.

The parties agree that a teacher will be involved in the IEP team process and teachers can provide input in the IEP. In addition, the parties agree that all IEP final decisions rest with the special education director.

<b>ARTICLE X: SHARED LEADERSHIP TEAM/CHAIRPERSONS</b>
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The Shared Leadership Team is collaboration from all professional teaching staff to promote effective teaching and learning. This organization works together for close professional interaction. Collaboration depends on the willing participation of staff with resources from the District and its personnel.

The Shared Leadership Team deals with the organization and management of curriculum, instruction approaches, staff development and staff responsibilities and regulations related to instruction. Vision, leadership, instruction, learning assessment and policy must be in alignment. The District Mission and Strategic Plan are the basis on which the Shared Leadership Team will function.

The District emphasizes goal achievements, not guidelines or procedures, and emphasizes student learning. All representatives of staff are to preserve, broaden and continue to improve educational processes.

In implementing and operating its guidelines, the Shared Leadership Team shall not alter, modify or supersede any provision of this Agreement except as mutually agreed in writing by the Board and the Association.

The Shared Leadership Team shall function to maintain an ongoing, systematic process, to establish, improve and broaden all curriculum for all individuals of all ages.

A. In carrying out its responsibilities, the Shared Leadership Team shall function as:

1. A visionary agency for the Ovid-Elsie Mission, beliefs, priorities, research, reforms and compromises.
2. A leadership agency to guide district curriculum strategic plans and develop effective teaching practices.
3. An agency to facilitate learning and instruction for lifelong learning, to facilitate staff development, to recommend facilities and technology to promote the learning and to assess the learning that occurs.
4. An agency to align state mandates, pursue accreditation and expand programs.
5. A recommending agency for board policies that focus on, for instructional needs that support the curriculum.

B. The Superintendent shall make recommendations to the Board of Education regarding all decisions

from the Shared Leadership Team.

- C. Any recommendation approved by the Board of Education shall be communicated to the Shared Leadership Team. A Shared Leadership Team recommendation rejected by the Board shall be returned to the Shared Leadership Team with the rationale for rejection. The Shared Leadership Team shall have the authority to modify the proposals and resubmit them.

Any program shall be implemented as soon as feasible.

**MEMBERSHIP:** The Shared Leadership Team shall be composed of the following people:

- A. Chairpersons from each department -
  - 1. Math (6-12)
  - 2. Science (6-12)
  - 3. Social Studies (6-12)
  - 4. Language Arts (6-12)
  - 5. Business/Vocational Education (6-12)
  - 6. Humanities/Fine Arts (K-12)
  - 7. Physical Education (K-12)
  - 8. Special Services (K-12)
  - 9. Alternative Education
  
- B. Chairpersons from the grade levels - one per elementary bldg. at each level.
  - 1. K-2
  - 2. 3-5
  
- C. Supervisory people -
  - 1. Superintendent
  - 2. Associate Superintendent
  - 3. All Principals
  - 4. Technology Director
  - 5. Guidance Director
  
- D. Chairperson for the Shared Leadership Team shall be the Coordinator or elected by the membership of the Shared Leadership Team.

All Chairpersons serving on the Shared Leadership Team will receive compensation as per Appendix B-2.

**CHAIRPERSONS:**

- A. Chairpersons shall be elected by the members of his/her department/grade at the end of each year for the ensuing year. If a candidate is not available, the building administrator shall make an appointment.
  
- B. Each chairperson's term shall begin in May, and will not have supervisory duties except while hosting building or department meetings.

- C. Circumstances may arise when it is deemed necessary for efficiency and effectiveness to have a chairperson in a department/grade not meeting the necessary minimum chairperson criteria. When this occurs, the principal will, after consultation with the department/grade, designate a chairperson for that department/grade.
- D. Chairpersons not meeting their job description may be replaced.
- E. Pay may be prorated if duties are not met.

**CHAIRPERSON OF SHARED LEADERSHIP TEAM:**

- A. The chairperson shall facilitate all meetings of the Shared Leadership Team.
- B. Coordinate core objectives and the performance objectives of the department/grade levels to reach the District goals.
  - 1. Work with staff on the staff development needs.
  - 2. Develop teacher leadership.

**CHAIRPERSON(S): JOB DESCRIPTIONS:**

- A. Serve as members of the Shared Leadership Team.
  - 1. Coordinate closely with the Shared Leadership Team Chairperson.
  - 2. Distribute information from the Shared Leadership Team to the department for feedback.
  - 3. Establish an ad hoc subcommittee as needed by the Shared Leadership Team.
- B. Arrange monthly department meetings.
  - 1. Set the agenda and record discussions and attendance.
  - 2. Inform the principal and the Shared Leadership Team Chairperson of proceedings.
- C. Work with administrators and the Shared Leadership Team to develop departmental policies.
- D. Coordinate yearly replacement textbook inventory and determine the yearly replacement of textbooks.
- E. Examine and circulate professional materials in the department.
- F. Assist in the orientation of new teachers.
- G. Review all requests by members of the department for materials, equipment, textbooks, etc. and approve requisitions for the purchase of those items deemed advisable.
- H. Nominated and elected by their peers at the end of each school year.

**GRADE LEVEL CHAIRPERSON: JOB DESCRIPTIONS:**

- A. Serve as members of the Shared Leadership Team.
  - 1. Coordinate closely with the Shared Leadership Team Chairperson.
  - 2. Distribute information from the Shared Leadership Team to the grade level for feedback.
  - 3. Establish an ad hoc subcommittee as needed by the Shared Leadership Team.
- B. Serve as liaison between grade levels.

- C. Arrange monthly grade level meetings.
  - 1. Set the agenda and record discussions and attendance.
  - 2. Inform the principals and Shared Leadership Team Chairperson of proceedings.
- D. Work with administrators and the Shared Leadership Team to develop grade level policies.
- E. Coordinate yearly replacement textbook inventory and determine yearly replacement of textbooks.
- F. Examine and circulate professional materials.
- G. Nominated and elected by their peers at the end of each school year.

**STEPS FOR CURRICULUM PROPOSALS:**

- A. Curriculum proposals shall be presented by the building administrator on the Curriculum Proposal Form with all information completed.
- B. A proposal shall be presented to the chairperson by the building administrator.

<p><b>ARTICLE XI: PERSONNEL FILE</b></p>
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- A. Each teacher shall have the right, upon request, to review the contents of their personnel file, with the exception of those documents excluded from the definition of "personnel records" under the Bullard-Plawecki Employee Right to Know Act. A representative of the Association may be requested to accompany the teacher in review. A teacher may appeal discipline and complaints in their personnel file that are four (4) years or older, except as limited by existing laws, to be reviewed by the Superintendent or his/her designee on a case-by-case basis for potential expungement consistent with Board policy. The teacher shall be afforded an opportunity to file a response thereto and aid response shall become a part of said file.
- B. Each teacher's personnel file shall contain at a minimum the following items of information:
  - 1. All teacher's evaluation reports.
  - 2. A transcript of academic records.
  - 3. Tenure notification papers.
  - 4. Teacher certification documents.

<p><b>ARTICLE XII: PROFESSIONAL BEHAVIOR AND IMPROVEMENT</b></p>
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- A. 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. The teacher may reasonably refuse to carry out an order which threatens his or her physical safety.
- B. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, participation in community educational projects, and approved visitation at other schools and attending educational conferences. Expenses and mileage may be paid if administrative approval is obtained. Expenses and mileage for conferences approved by the administration in accordance with school board policy, shall be reimbursed to the teacher.

- C. An employee may request Association "Weingarten" representation, in any case where an allegation has been made against the employee by a parent, student, or colleague that is the subject of the meeting or if the administration suspects the employee may have committed some offense. The employee shall be entitled to an Association representative, but if an Association representative is not immediately available, the meeting may be reasonably delayed, unless circumstances require immediate action as determined by administration. If an employee is offered representation and declines, they must sign a waiver of that right and may revoke that waiver and insist on representation at any time.
- D. The following provision applies only to employees who hold positions that are not regulated by the Tenure Act.

Any employee in a position not governed by the Tenure Act shall be considered probationary and "at will" for their first five years of employment. They may be dismissed during this period without recourse to appeal beyond the Board of Education.

After successfully completing their probationary period, an employee in a position not regulated by the Tenure Act shall have discipline and discharge subject to the following provision:

1. Any discipline or discharge must be based on a reasonable investigation and just cause giving rise to the disciplinary action and/or the evaluation of the employee.
2. The employee will be given written notice of the charges made against him/her, and be provided with an explanation of the incident or basis for the action.
3. The employee will have an opportunity to respond to any charges made against him/her or the evaluation.
4. The employee will have the right to have representation from their authorized bargaining representative in any proceeding regarding the action.
5. Discipline or discharge shall be guided by the following standards:
  - a. The seriousness of the offense, infraction or misconduct.
  - b. The employee's prior disciplinary and employment record.
  - c. How similar employees have been treated in similar situations in the past.
  - d. The existence of aggravating or mitigating factors.

<b>ARTICLE XIII: LEAVE BANK ALLOWANCE</b>
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- A. Twelve (12) days or prorated amount, shall be credited to each full-time teacher's leave bank at the beginning of the school year. These days may be used as either illness or personal business days. Each teacher's leave bank will consist of all unused days and/or time spent substituting for another teacher. If any teacher shall resign prior to the completion of the school year, they shall repay the Board for any leave paid days in excess of that earned on a prorated basis. Any such amounts will be deducted from the teacher's final compensation. A statement to all teachers of accumulated leave days will be made in the month of September. An accounting will be kept in each principal's office. After an employee has been on leave for three (3) consecutive days, the principal may, with reasonable cause, request from the employee a note from his/her doctor to verify the illness.

Teachers will notify the principal if leave is pre-planned at least one (1) day in advance. Leave days may be used for personal reasons on a day prior to or following a holiday or vacation period under the following guidelines:

1. Not more than 15% of the teachers will be excused from a district building without the written permission of the building principal.
2. Requests for leave day/days use can be made starting on the first student day of school beginning at 8:00 am.
3. Those teachers granted permission must pre-arrange their substitute teacher coverage as soon as possible.
4. Teachers using a leave day/days are limited in using this to every other year.

Further, leave days may not be used for personal reasons on a Professional Development Day unless prior approval from the Superintendent is given.

- B. Leave Days are not considered vacation days to be used during the school year. The following Leave Day guidelines are understood and expected of employees to consider when using them:
1. When using three (3) consecutive days for reasons other than personal illness, family illness, or bereavement, it is understood that the third day will be a loss in pay for each day in excess of two (2) days. In addition, any days that result in a loss in pay will not be deducted from the employees leave bank.
  2. Staff may use two (2) consecutive days during a school year a maximum of one (1) occasion as it pertains to Article XII, Section B.
  3. Exemptions to this rule may include, but not limited to, Ovid-Elsie related events which involve the Employee's child(ren) or Administratively awarded days off, with pre-planned administrative approval and coverage.
- C. Any teacher whose leave days extend beyond the period compensated under their leave bank allowance shall be granted a leave of absence without pay for a period not to exceed one (1) year, renewable at the discretion of the Board of Education.
- D. A teacher may donate days from their accumulated leave bank to another who has exhausted their accumulated leave bank according to procedure outlined in Appendix B-5. First year probationary teachers may have access upon the association's and the superintendent's joint approval.
- E. Teachers will be informed of the procedure for reporting unavailability for work.
- F. No deduction of leave time shall be made from the leave bank in the event an "Act of God" day is declared for the district or any individual building in the district.
- G. Any request to arrive late or leave early must be pre-approved but may still be deducted from the teacher's leave bank.

**ARTICLE XIV:  
PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE**

A. Leave of absence, with pay, not chargeable against the teacher's accumulated leave bank shall be granted for the following reasons.

1. Approved visitation at other schools or for attending educational conferences or other professional development activities. Formal application and approval shall be made in triplicate: one (1) copy for the superintendent, one (1) for the principal, and one (1) for the teacher. Expenses and mileage will be paid if administrative approval is obtained.
2. Absence when a teacher is called for jury duty, provided that the teacher has notified the Superintendent of Schools within five (5) days after notification, and also provided that the hearing judge will not accept a request to be excused. The teacher shall be paid by the District during the period of jury duty and the compensation paid to the teacher by the court shall be submitted to the district excluding allowance for mileage and meals.
3. Court appearances as a witness in any case connected with the teacher's employment by the school or whenever the teacher is subpoenaed to attend any proceedings.
4. Immediate Family Bereavement Leave

Employees shall be granted up to five (5) days of bereavement leave per occurrence for a death in the immediate family, not to be charged against the employee's leave bank. Additional days may be requested and, if approved by the Superintendent, may be deducted from the employee's accrued leave bank or granted without deduction based on the circumstances. This leave may be used to attend the funeral or services, make arrangements for the funeral or services and attend to any related ancillary matters. Days need not be consecutive.

a. Definition of Immediate Family

For the purpose of this section, "immediate family" shall include: spouse, parent/guardian, stepparent, parent-in-law, child, stepchild, grandparent, grandparent-in-law, grandchild, sibling, sibling-in-law, son-in-law, daughter-in-law, and all corresponding step-relatives, or any individual who resided in the employee's household in a familial role.

b. Extended Family Bereavement Leave

Employees shall be granted up to two (2) days of bereavement leave per occurrence, not charged against the employee's leave bank, for the death of an extended family member, including: aunt, uncle, niece, nephew, first cousin, or any in-law relationship not defined as immediate family.

Additional days beyond two (2) may be requested and, with the approval of the Superintendent, may be granted without deduction from the employee's leave bank, depending on the circumstances.

Bereavement leave for individuals not specifically listed above may also be granted, with the approval of the Superintendent, based on the nature of the relationship and the circumstance involved.

c. Procedures and Communication

Employees should notify their supervisor of a bereavement leave need as soon as reasonably possible. The district values compassion and trust in handling such matters, and any follow-up communication will be conducted with care. Formal documentation is not typically required, though clarification may be requested if needed for administrative purposes.

5. Time lost by a teacher in connection with any incident mentioned in Article XXI, which is compensable under workers compensation, shall not be charged against the teacher's accumulated sick leave.
  6. A teacher engaged during the school day in negotiations on behalf of the Association with the representative of the Board shall be released from regular duties without loss of pay.
- B. Leaves of absence, with pay, chargeable against the teacher's accumulated leave bank shall be granted for the following reasons.
1. Serious illness in the immediate family. Such use shall be limited to five (5) days per illness, not to exceed ten (10) days per year. Immediate family shall, for this benefit, mean children for whom the employee has primary responsibility, spouse, grandchildren or parent. A family member beyond this list may be granted if prior approval is given by the superintendent.
  2. Time necessary for attendance at the funeral service of a person whose relationship to the teacher (if so determined from evidence presented to the Superintendent) warrants such attendance.
- C. The Board shall grant a total of twenty (20) teacher leave days per year to the Association without loss of time or pay to attend approved Association grievances, arbitrations, labor disputes other than contractual violations and meetings. The Association shall reimburse the Board for the salary of the substitute teachers.
- D. The Board shall grant a total of eight (8) Association Days of leave per year to the Association leadership without loss of time or pay. These eight (8) days are in addition to days in paragraph C. Requested additional day(s) may be reviewed and approved by the Superintendent. The Board shall cover the salary of the substitute teachers required. Consistent with Section 71(5) of the Michigan Public School Employees Retirement Act, the Association shall reimburse the District on a current basis those sums paid to the Office of Retirement Services for Association release time.

<p><b>ARTICLE XV: UNPAID LEAVE OF ABSENCE</b></p>
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- A. All requests for leaves of absence without pay shall be in writing and be submitted to the Superintendent at least ninety (90) calendar days prior to the beginning of a school year, except where FMLA applies. The ninety (90) calendar days submission may be waived at the Board's discretion.
- B. It is the teacher's responsibility to notify the Superintendent no later than May 1st, of the preceding year of the date upon which he/she desires to resume active status as an employee. Resumption of active status should coincide with the beginning of a school year with exceptions at the discretion of the board.
- C. Leaves without pay may be granted upon application in accordance with the following provisions:

1. Other Teaching Programs - A leave of absence up to two (2) years may be granted to any teacher, for the purpose of participating in teaching programs in other territories, countries, or military teaching programs, provided such teacher states in writing his/her intention to return to the school system. Upon return from leave, a teacher shall be placed on the same step of the salary schedule as he/she would have been had he/she taught in the district during such period.
2. Study Leave - A one-year leave of absence, at the discretion of the Board, may be extended to a teacher for study related to the teacher's major or minor fields or to meet eligibility requirements for certification other than that held by the teacher. Such leave will commence only at the beginning of a school year and re-employment during the year will be at the discretion of the Board.
3. A leave of absence shall be granted to any teacher for required military duty. A teacher returning from military leave shall be given the benefit of any increments which would have been credited to her /him had (s)he remained in active service to the school system. The teacher shall retain the sick leave allowance that (s)he accumulated prior to her /his military leave.
4. Teachers who are officers of the Association staff should be given a leave of absence for the purpose of performing duties for the Association for a period not to exceed one (1) year. Teachers given leaves of absence for this purpose, shall not receive credit for increments on the schedule for the period of the leave.
5. The Board shall grant a leave of absence to any teacher to campaign for, or serve in, a public office. The Board of Education shall not be obligated to grant a leave of absence for a longer period than one (1) term of office or one (1) semester (which would cover an unsuccessful campaign). The teacher shall be placed on the same step on the salary schedule as (she/he had prior to her/his leave.
6. A child care leave shall be granted to any teacher for no more than one (1) calendar year. Upon request, an extended leave may be granted by the Board. All benefits which had accrued at the time the leave commenced shall be restored to the teacher upon reinstatement. A leave, not to exceed one (1) calendar year, shall be granted to a teacher for the adoption of a child. Upon request, an extended leave may be granted by the board.
7. A leave of absence may be granted for other reasons not stated to a teacher for a maximum of one (1) year commencing only at the beginning of a school year. All benefits which had accrued at the time the leave commenced will be restored to the teacher upon reinstatement. Additional such leave may be granted at the discretion of the board.
8. A short term leave of absence, of not more than three (3) days without pay, may be granted upon written request to the Superintendent.
9. Up to five (5) unpaid days which apply to serious illness in the immediate family (spouse, parents, in-laws, brothers, sisters, grandparents, grandchildren or children of the employee) may be granted if approved by the superintendent. The definition of immediate family shall include all corresponding step relatives.
10. The Board of Education will comply with the Family and Medical Leave Act (FMLA). All eligible employees are required to use paid leave concurrently with FMLA. The Board uses the moving forward method, from the first work or calendar day used, to calculate leave under FMLA.

**ARTICLE XVI:  
SABBATICAL LEAVE**

- A. Pursuant to Section 380.1235 of the Revised School Code, teachers who have been employed in teaching at Ovid-Elsie Area Schools for seven (7) years may be granted a sabbatical leave for one (1) year, provided that the teacher must serve two (2) years subsequent to the sabbatical leave in the Ovid-Elsie Area Schools.
- B. During said sabbatical leave, the teacher shall be considered to be in the employment of the Board and shall be paid a \$2,500.00 annual salary. Any period spent on sabbatical leave shall be treated as teaching service for the purpose of applying the salary schedule set forth in Schedule B-1.
- C. The Board of Education shall not be liable for death or injury sustained by any teacher while on sabbatical leave.

**ARTICLE XVII:  
TERMINAL LEAVE**

- A. A teacher, who upon permanent retirement or permanent separation from the District who has been employed by the District for at least the last ten (10) consecutive years, will receive a terminal leave payment based upon the Board of Education policy governing substitute teachers' pay as follows:
  - 10-15 years - 50% of accumulated leave bank
  - 16-20 years - 60% of accumulated leave bank
  - 21-25 years - 70% of accumulated leave bank
  - 26+ years - 80% of accumulated leave bank
- B. Further, the Retirement Notice Incentive (RNI) shall read:
  - 1. This RNI is being offered to full time or part time (prorated) teachers as an incentive to notify Ovid-Elsie Area Schools (District) in a timely fashion of a planned retirement. This offer is non-negotiable and is intended for those who are permanently retiring from the District and immediately entering into the Retirement System. RNI timelines as stated in the chart below paragraph f pertain to teachers that are retiring at the end of the current school year.
    - a. Full time teachers must meet requirements for retirement as established by the Michigan Public School Employees Retirement System.
    - b. Employees selecting to retire under this plan shall have a minimum of five (5) years of service with the Ovid-Elsie Area Schools and shall provide written notice to the District on or before the dates outlined below, of the school year in which they will retire.
    - c. Purchased service credit shall not be used to determine eligibility unless done so at the option of the teacher. Further, purchased service credit shall not be applied to the total number of years of service with the District.
    - d. Payment shall be made in one lump sum along with accumulated leave bank (as defined in Article XVI: Terminal Leave of the 2025 - 2028 (Master Agreement)). The Employee will have the option of the payment being placed in a 403b plan, HSA account, a Board issued check, or a combination of choice. All payment options will be completed on or before

August 1st.

- e. In the event of death of the Employee after said Employee has retired, any unpaid sums provided in Article XVI Paragraph A above shall be paid to the Employee's designated beneficiary.
- f. Employees terminated for cause or not possessing a valid teaching certificate are not eligible for the RNI.

<b>Years of Service</b>	<b>RNI by Feb. 1st</b>	<b>RNI by Mar. 1st</b>	<b>RNI by Apr. 1st</b>	<b>Terminal Leave Bank</b>
5-9 Years	1% of salary	NA	NA	NA
10-15 Years	3% of salary	1% of salary	NA	50% of accumulated leave bank
16-20 Years	5% of salary	3% of salary	1% of salary	60% of accumulated leave bank
21-25 Years	7% of salary	5% of salary	3% of salary	70% of accumulated leave bank
26+ Years	10% of salary	7% of salary	5% of salary	80% of accumulated leave bank

**ARTICLE XIII:  
SPECIAL AND STUDENT TEACHING ASSIGNMENTS**

- A. Student teachers will be assigned primarily to tenure teachers. Acceptance of a student teacher by a member of the staff will be on a voluntary basis.
- B. Supervisory Master Teachers shall work directly with the administration and the program coordinator, and will assist in developing opportunities for the intern teachers to observe and practice the arts and skills of the profession.
- C. The Association agrees to accept intern teachers as honorary members during their internship period and include them in appropriate meetings and activities of the Association.
- D. The Board shall disclose the amount received from the university placing the student teachers. Monies made available to the district from the placing university, excluding monies for the school's coordinator of a cluster program, shall be used for instructional materials.
- E. The Supervisory Master Teachers shall file the necessary reports as determined by the university coordinator.

**ARTICLE XIX:  
SCHOOL CALENDAR**

For the term of this Agreement, the school calendar shall be as set forth in Appendix A. There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association.

**ARTICLE XX:  
PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B, which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the designated periods. Upon return from long-term, sabbatical, or any other leave, the teacher shall return to the same step on the salary schedule as he/she had prior to the leave.
- B. Should a teacher die while employed with this school district, all earned accrued salary, terminal leave or RNI, and insurance or cash in lieu will be paid to their designated beneficiaries as listed on the state retirement form for one (1) year.
- C. The number of years a teacher may transfer from any school district in the State of Michigan or other teaching experience gained in a school district accredited by a recognized accrediting agency shall be limited. The Board reserves the right to employ a teacher at Step 1, not to exceed the number of years of experience previously gained by said teacher. It is agreed that all teachers in the Ovid-Elsie Area Schools are on the appropriate step on the salary schedule in Appendix B-1 and B-2 of the 2025-2028 Agreement. A new teaching employee will be placed on the appropriate degree schedule (i.e. BA or BA+30/MA column).
- D. Teachers involved in voluntary extra duty assignments as set forth in Appendix B-2, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- E. If a teacher substitutes during his/her assigned preparation period, he/ she shall be compensated for each such period at the rate of thirty-two (\$32.00) per class period. Payment shall be made twice yearly, by the second pay following the close of each semester. A copy of the substitution record shall be given to the teacher each time he/she substitutes.

In lieu of monetary compensation a teacher may accumulate additional leave days at the rate of two (2) hours for each one (1) hour substituted (high school/middle school) or one (1) hour for each ½ hour substituted (elementary).

- F. Teachers, required in the course of their work to drive personal automobiles from one school building to another, shall receive a car allowance of the current IRS mileage rate. The same allowance shall be given for use of a personal automobile for field trips or other business of the District.
- G. Credit for pay scale advancement shall be based on official college credits.
- H. Any change in classification of the teacher's salary status (for example, from BA to BA+30/MA), the teacher will move across to his/her new classification and increase in pay at the time of approval of these credits.
- I. Pay day will be on alternate Fridays, in twenty-two (22) or twenty-six (26) checks. Teachers who are making an application for retirement with the Michigan Public School Employees Retirement Fund

Board may request the balance of their salary to be paid prior to June 30th, by making an application to the Board on or before the first of May (May 1).

**ARTICLE XXI:  
STUDENT DISCIPLINE AND TEACHER PROTECTION**

**A. STUDENT DISCIPLINE AND CONTROL**

1. Each teacher has a responsibility for maintaining proper student control and discipline throughout the school day as well as at school sponsored activities where he/she is serving as a sponsor or a chaperone. The teacher has the primary responsibility for maintaining control and discipline in his/her classroom. The Board will give reasonable support and assistance to teachers with respect to maintenance of control and discipline. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, or law enforcement personnel, the teacher shall advise the principal and if the principal concurs and such help is available, reasonable steps shall be taken to provide such special attention as is required. In the event of a disagreement, the teacher may appeal the decision to the Superintendent.
2. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. Reasonable force may be necessary to protect a teacher or student from injury, however, current Seclusion and Restraint guidelines shall be adhered to.
3. School authorities will endeavor to achieve correction for the student's misbehavior through counseling and interviews with the child and his/her parents when warranted. Transfer of the student to another teacher or other measures short of suspension will first be exhausted.

**B. CARE OF PROPERTY AND SAFETY OF PUPILS**

Teachers shall be expected to exercise reasonable care with respect to safety of pupils and property and are hereby cautioned that they may be individually liable to pupils and/or parents for injury as the result of personal negligence of the teacher.

**C. ASSAULT**

Any case of assault upon a bargaining unit employee shall be promptly reported to District Administration. The District shall promptly render all reasonable assistance to the bargaining unit employee, when possible, to prevent injury. The District will advise the bargaining unit employee of their rights and obligations with respect to such assault as well as in connection with the handling of the incident by law enforcement and judicial authorities so long as the bargaining unit employee was acting within the scope of their employment and the matter was not occasioned by the negligence of the bargaining unit employee. The District shall work with the employee on reimbursement during the course of one (1) school fiscal year for damages to or destruction or loss of the bargaining unit employee's vehicle, clothing and/or personal items, provided such damage, destruction or loss occurred on school premises or while on a school-sponsored activity and so long as the bargaining unit employee was acting within the scope of their employment and the matter was not occasioned by the negligence of the bargaining unit employee.

**ARTICLE XXII:  
GRIEVANCE PROCEDURE**

- A. A “grievance” is defined as any claim by the Association, unit employee, or group of unit employees, that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement and shall be resolved through these procedures set forth in this Section. The primary purpose of the Grievance Procedure is to secure at the earliest Step possible, equitable solutions to grievances of teachers or groups of teachers.
- B. If any teacher has a complaint regarding any condition of employment covered by the Michigan Teacher Tenure Act, such complaint or grievance shall be dealt with exclusively through the provision of the Act and its established procedures.
- C. Failure on the part of the unit employee or Association to process the grievance within the specified time limits will result in the grievance being withdrawn.
- D. The term “working day” referred to below is defined as a teacher work day during the school calendar year and as a regularly-scheduled central office work day during the months of June, July, and August.
- E. Written grievances shall:
1. Be signed by the grievant(s).
  2. Be specific.
  3. Contain a summary of the facts giving rise to the alleged violation.
  4. Cite the section or subsections of the collective bargaining agreement alleged to have been violated.
  5. Contain the date of the alleged violation, and
  6. Specify the relief requested.
- F. PROCEDURE
1. It is the desire of the parties that efforts be made to resolve the problem through direct verbal communication between those involved before entering into the following prescribed procedure.
  2. The time limits provided in this article shall be strictly observed but may be extended by mutual written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance by the end of the school term or as soon thereafter as possible. If the grievance is filed on or after June 1st, the time limits may be reduced by mutual written consent in order to affect a solution prior to the end of the school year.
  3. The Board hereby designates the Superintendent as its representative when the grievance involves more than one school building.
- G. GRIEVANCE STEPS
1. **STEP 1** – A unit employee(s) with an alleged grievance (“grievant(s)”) will meet with their building principal or immediate supervisor within five (5) days of the alleged violation to resolve the issue. If the grievance is not resolved, it shall be filed by the grievant(s) in writing

with the building principal or immediate supervisor within five (5) days of the alleged violation. The building principal or immediate supervisor shall meet with the grievant(s) within ten (10) days following the filing at this Step. An Association representative may be present at this meeting if so requested by the grievant(s). A disposition shall be rendered in writing by the building principal or immediate supervisor within ten (10) days of the meeting.

2. **STEP 2** - If a Step 1 disposition is not rendered within the above time limits, or is not satisfactory to the grievant(s), the grievance may be filed by the grievant(s) in writing to Step 2 with the Superintendent or designee within ten (10) days. The Superintendent or designee shall meet with the grievant(s) within ten (10) days following the filing at this Step. An Association representative may be present at this meeting if so requested by the grievant(s). The written disposition by the Superintendent shall be rendered to the grievant(s) and the Association within ten (10) days following the meeting. Association grievances will be initiated at Step 2 when the issue involves more than one building.
3. **STEP 3** - If a Step 2 disposition is not rendered with the above time limits, or is not satisfactory to the grievant(s), the grievance may be filed by the grievant(s) or Association within ten (10) days to the Board of Education. The Board, or a committee of the Board, shall meet with the grievant(s) to discuss the grievance within twenty (20) days, which may be extended by mutual agreement of the parties, following the filing at this Step. The Board shall render its decision within twenty (20) days following the Step 3 meeting.
4. **STEP 4** – In the event the Association is not satisfied with the disposition or if no disposition is agreed upon at Step 3, the Association may file for Arbitration under the rules of the American Arbitration Association within twenty (20) days after the date of the final decision of the Board. The decision of the arbitrator shall be binding on both parties.

If the parties cannot agree as to the arbitrator within five (5) days from the notification date that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings.

The Board or the Association shall not be permitted to assert in such arbitration any grounds or to rely on any evidence not previously disclosed to the other party in writing.

Notwithstanding any other provision in this Agreement, the Board shall have no obligation to arbitrate any grievance after the expiration of the Agreement. The Board, however, shall arbitrate grievances arising during the term of this Agreement for which a timely grievance was filed before the Agreement's expiration.

Each party shall submit to the other party not later than five (5) days prior to the hearing a pre-hearing statement alleging facts, grounds, and defense which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance. All preparations, filing, presentation, or consideration of a grievance shall be held at a time other than when a teacher or a participating Association representative is to be at her/his assigned commitment to instructional obligations.

5. Before proceeding to arbitration, either party may request a State Mediator in an attempt to resolve the matter. Mediation shall be implemented by mutual agreement of the parties. Should

agreement not be achieved through mediation, the grievance may then be moved to the next Step.

#### H. LIMITATIONS OF ARBITRATION

The arbitrator shall have no power to add to or subtract from, disregard, alter, modify any terms of this Agreement, or rule on any matter that relates to a prohibited subject of bargaining pursuant to the Michigan Public Employment Relations Act, MCL 423.215(3).

The Arbitrator will have no power to rule on non-renewal of a probationary employee, or any prohibited or illegal subject of bargaining.

In rendering decisions, the arbitrator shall give due regard to the Board's responsibility and shall construe the Agreement so that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement.

The arbitrator's decision shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681 *et seq.*

#### I. MISCELLANEOUS

1. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
2. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
3. All parties shall have access to the information necessary to the determination and processing of the grievance.
4. Arbitration costs shall be borne equally by the Board and the Association. In the event a matter submitted by either party is determined not arbitrable, the moving party shall bear the cost of the arbitrator's fee and expenses. Each party shall assume its own cost for representation, including any expense of witnesses.
5. Unit employees who are parties to an arbitration hearing shall suffer no loss of pay or fringe benefits by virtue of their appearance at such a hearing.
6. All arbitration hearings shall be held at the District's facilities.
7. The Arbitrator may issue a decision on arbitrability before hearing the substantive merits.
8. After an arbitrator is assigned an arbitration case, it may not be withdrawn by either party except by mutual consent. No more than one (1) grievance may be considered by the arbitrator at the same time except upon written consent and then only if they are of a similar nature.

<b>ARTICLE XXIII: NEGOTIATION PROCEDURE</b>
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- A. Representation of the Board and the Association Bargaining Committee will meet at the request of either party for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

1. Each party may submit to the other an agenda covering what they wish to discuss.
  2. All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed upon.
  3. Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be subject to ratification by the Board and the Association provided that the Bargaining Committee shall be empowered to affect temporary accommodations to resolve special problems.
- B. The Association shall designate a teacher in each building as Association Representative (A.R.). At the request of the building principal or A.R., the principal and A.R. shall meet for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
- C. Between March 15 and April 1, or before if mutually agreed upon, the parties shall initiate negotiations for the purpose of entering into a successor Agreement for the forthcoming year.
- D. Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- E. There shall be three (3) signed copies of the final Agreement for the purpose of record. One (1) shall be retained by the Board, one (1) by the Association, and one (1) by the Superintendent.

<p><b>ARTICLE XXIV: DEFINITION OF SENIORITY</b></p>
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A. Seniority - Seniority shall be defined as the teacher's first working day in the school district. In the circumstances of more than one individual teacher beginning employment on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. The teachers so affected shall be notified of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow all affected teachers and Association representatives to be in attendance. A teacher shall lose his/her seniority if he/she resigns, retires, or is discharged by the Board.

Absences of a semester or longer shall reduce seniority on a pro-rated basis. There will be no reductions less than one (1) semester.

- B. No later than November 30 of any school year, the Board shall develop a seniority list based on the district's employees, including both active employees and employees on full or partial layoff, according to their length of service in the district. Such a list shall also state the assignments, presently held by the employees and the areas in which the employee is certified or licensed.
- C. A seniority list shall be posted in each building. A copy of such a list shall be provided to the Association. Within ten (10) working days of such posting, any employee disputing the accuracy of

the list shall notify the Superintendent's office and the Association in writing. If no written notice is given, the accuracy of the list shall be deemed correct.

- D. An assignment, which starts after the first day of school, shall count as a fractional year of service. All part-time employees shall accrue seniority on a prorated basis. Seniority shall not accrue, nor be lost, during an approved leave of absence but shall be frozen; except for military leaves, which will accrue seniority up to two years.

<b>ARTICLE XXV: CLASSROOM TEACHER PLACEMENT AND LAYOFF/RECALL</b>
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Decisions about placement and layoff/recall of a teacher under Revised School Code Section 1249, or who is assigned to students in any grades K to 12 as teacher of record ("Classroom Teacher") will be made as stated below. The parties agree that the procedures established in this Article constitute clear and transparent procedures as required under Revised School Code Section 1248.

- A. Placement of Classroom Teachers The Superintendent, or designee, decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, Classroom Teacher placement decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors.
1. Staffing the curriculum with the most effective and qualified Classroom Teachers to instruct the applicable courses, grades, and school schedule.
  2. Appropriate certification, approval, or authorization for all aspects of the assignment, as determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rule for Special Education Programs and Services, and other applicable statutes and regulations.
  3. Classroom Teacher placement decisions must be made based on effectiveness criteria established in Revised School Code Section 1249.
  4. Classroom Teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
    - a. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding.
    - b. Credentials needed for District, school, or program accreditation.
    - c. Relevant special training, other than District provided professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way.
    - d. Disciplinary record, if any.
    - e. Length of service in a grade level(s) or subject area(s).

- f. Recency of relevant and comparable classroom teaching assignments.
  - g. Previous effectiveness ratings.
  - h. Compliance with state and federal law, or
  - i. Other non-arbitrary or capricious reasons.
5. Length of service may be considered as a tiebreaker if a Classroom Teacher placement decision involves 2 or more Classroom Teachers and all other factors distinguishing those Classroom Teacher from each other are equal.
  6. If a classroom teacher petitions for nullification of the teaching certificate or any endorsement, the Classroom Teacher must promptly provide written notice of that petition to the Superintendent's office.
  7. The Superintendent or designee has discretion to involuntarily transfer a Classroom Teacher into a position for which they are certified or qualified for a reason that is not arbitrary or capricious.
  8. The following Classroom Teachers are not eligible for change of placement to a new position upon the Classroom Teacher's request or to fill a vacancy, unless the Superintendent or designee determines that the change of placement is in the best interest of the District.
    - a. Classroom Teachers placed on an individualized development plan in the 24 months before the change of placement or voluntary transfer request.
    - b. Classroom Teachers rated minimally effective, ineffective, developing, or needing support in any of their last **two (2)** evaluations.
    - c. The Classroom Teacher's credentials, including endorsement or teaching certificate, or training is needed to fill a position that the District cannot otherwise fill.
    - d. The Classroom Teacher has requested and received a change of placement or voluntary transfer in the previous **three (3) school years**.

**B. Layoff/Recall of Classroom Teachers**

1. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of Classroom Teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing Classroom Teaching staff or that a reduction in Classroom Teaching staff may be necessary due to program, curricular, or other operational considerations, the Superintendent may recommend to the Board the Classroom Teaching positions to be reduced.
2. Reduction in force and recall decision must be made based on Classroom Teacher effectiveness criteria established in Revised School Code 1249 and this Article.

3. Decisions about the reduction and recall of Classroom Teachers will be guided by the following criteria:
  - a. Retaining the most effective Classroom Teachers who are certified (or otherwise approved and authorized) and qualified to instruct the courses within the curriculum academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective (or highly effective) on the Classroom Teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured Classroom Teacher solely because the other Classroom Teacher is tenured under the Teachers' Tenure Act.
  - b. Classroom Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The Classroom Teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and based on documentation on file with the Superintendent's office.
  - c. A Classroom Teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - d. If a Classroom Teacher petitions for nullification of the teaching certificate or any endorsement, the Classroom Teacher must promptly provide written notification of that petition to the Superintendent's office.
4. In addition, Classroom Teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - a. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding.
  - b. Credentials needed for District, school, or program accreditation.
  - c. Relevant special training, other than District, provided professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way.
  - d. Disciplinary record, if any.
  - e. Length of service in a grade level(s) or subject area(s).
  - f. Recency of relevant and comparable classroom teaching assignments.
  - g. Previous effectiveness ratings.
  - h. Compliance with state and federal law; or
  - i. Other non-arbitrary or capricious reasons.

5. Classroom Teachers must provide the District with current information and documentation supporting the Classroom Teacher's certification and qualifications.

- a. Reduction and recall decisions will be based on the Classroom Teacher's certification and qualification in the District's records at the time of the decision.
- b. A laid off Classroom Teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
- c. Failure to maintain current contact information may negatively affect the Classroom Teacher's recall.

6. Classroom Teacher reductions and recalls are by formal Board action.

7. Before the Board authorizes a Classroom Teacher reduction, the Superintendent or designee will notify, in writing, the affected Classroom Teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.

8. The Superintendent or designee will provide written notice of reduction in force or recall decision to reach affected Classroom Teacher and Association.

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

10. Classroom Teacher reduction in force decisions will be implemented by the following:

- a. If one (1) or more Classroom Teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those Classroom Teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of the Classroom Teacher(s) for reduction in force will be based on the factors set forth in this Article.
- b. Classroom Teachers within the affected academic level(s) or department(s) who are certified or qualified for the remaining positions will be retained consistent with the factors set forth in this Article.
- c. When a Classroom Teaching position is identified for reduction and there exists a concurrently vacant Classroom Teaching position for which the Classroom Teacher in the position to be reduced is both certified and qualified, and the Classroom Teacher has received an overall rating of at least effective on that Classroom Teacher's most recent year-end performance evaluation, that Classroom Teacher may be assigned to the vacant position consistent with this Article, unless the Superintendent or designee determines that the District's educational interests are not furthered by that assignment.

- d. If more than one (1) Classroom Teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant Classroom Teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Article, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- e. If the reduction or recall decision involves more than one (1) Classroom Teacher and all other factors distinguishing those Classroom Teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the Classroom Teachers belong, or if none exists, the District's records) will determine preference for reduction or recall.
- f. At least 30 calendar days notice of reduction in force will be provided to the Classroom Teacher and Association, absent extenuating circumstances.

### C. Classroom Teacher Recall Process

1. A Classroom Teacher is eligible for recall under this Article for 12 months from the date the District implemented the reduction in force.
2. The Superintendent will first identify the academic level(s) or department(s) where a Classroom Teacher vacancy exists.
3. Before or in lieu of initiating the recall of a laid-off Classroom Teacher, the Superintendent may reassign Classroom Teachers to fill vacancies in accordance with this Article.
4. After or in lieu any reassignment of existing Classroom Teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
  - a. Recall the laid-off Classroom Teacher who is certified and qualified for the vacancy, provided the Classroom Teacher was rated at least effective. If more than one (1) laid-off Classroom Teacher is certified and qualified for recall to a vacant Classroom Teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Article; or
  - b. Post the vacancy and consider all applicants if the Superintendent determines that the District's educational interests would be served and no Classroom Teacher on the layoff meets the certification and qualification requirements of the position.
5. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled Classroom Teacher and will establish the time within which a Classroom Teacher must accept recall to preserve the Classroom Teacher's employment rights.
6. A laid-off Classroom Teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all right to recall and continued employment.
7. A laid-off Classroom Teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights

to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

- D. Grievance Procedure An alleged violation of this Article is not subject to arbitration in the grievance process. Further, a probationary Classroom Teacher cannot grieve an alleged violation of this Article.

<p style="text-align: center;"><b>ARTICLE XXVI: MISCELLANEOUS PROVISIONS</b></p>
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- A. This Agreement shall constitute the full and complete commitment 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. Any individual contract between the Board of Education and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. 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 shall such provision or application 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 effect.
- E. Copies of this Agreement titled "Agreement between the Ovid-Elsie Area Schools Board of Education and the Ovid-Elsie Education Association/MEA/NEA," shall be posted on the district website or available on request.
- F. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

Note: Inclusion of this language is required by Section 15 (7) of the Public Employment Relations Act.

**ARTICLE XXVII:  
DURATION OF AGREEMENT**

- A. This Agreement shall be effective upon ratification by both parties and shall continue in effect through June 30, 2028.
- B. Negotiations may be reopened to discuss insurance options during the term of the Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**SHIAWASSEE COUNTY EDUCATION  
ASSOCIATION/OVID-ELSIE  
EDUCATION ASSOCIATION, MEA/NEA**

Bryant T. Wutz  
President

Jeri Halger  
Secretary

K. M. Marmick  
Negotiation Comm.

Loni Hansen  
Negotiation Comm.

Adrianne [Signature]  
Negotiation Comm.

Amelia Puchey  
Negotiation Comm.

\_\_\_\_\_  
Negotiation Comm.

**OVID-ELSIE AREA SCHOOLS  
BOARD OF EDUCATION**

Boile Worley  
President

A. Kadlecik  
Vice-President

Becky Williams  
Secretary

Mary Thompson  
Trustee

Joshua L. [Signature]  
Trustee

K. [Signature]  
Trustee

[Signature]  
Trustee

**APPENDIX A-1:  
SCHOOL CALENDAR**

- A. To be established by an agreement between the OEEA, Administration and the Board of Education.
1. Good Friday - No School unless mutually agreed upon.
  2. The calendar for the following school year will be set no later than the close of the current school year.
- B. There shall be a total of no more than 5 School Improvement Days, one (1) of which will be a full day. For school improvement days, all teacher meetings will be scheduled during normal working hours including a scheduled lunch break. Topics will be determined two weeks in advance and distributed to staff. Dates for school improvement days will be included in the calendar. Administration will attempt to provide half for district use and half for building use.
- C. For the duration of this agreement, K-8 will attend seven (7) hours of parent-teacher conference time plus one and a half (1½) hours for an open house. Grades 9-12 will attend 3 hours of parent-teacher conference time, plus 1 ½ hours for an open house, and be required to attend the high school graduation ceremony. A Grade 9-12 teacher who cannot attend the high school graduation ceremony shall make the necessary arrangements with the high school principal. These dates shall be mutually determined prior to the conclusion of each school year for the following year. The format of parent teacher conferences and open houses to be determined by building principals and staff.

**APPENDIX B-1  
SALARY SCHEDULE**

**2025 - 2026 Salary Schedule**

<b>STEP</b>	<b>BA</b>	<b>BA+30/MA</b>
Step 1	\$44,853	\$48,082
Step 2	\$46,869	\$50,344
Step 3	\$48,979	\$52,706
Step 4	\$51,186	\$55,187
Step 5	\$53,485	\$57,779
Step 6	\$55,894	\$60,495
Step 7	\$58,408	\$63,338
Step 8	\$61,035	\$66,316
Step 9	\$63,784	\$69,433
Step 10	\$66,652	\$72,695
Step 11	\$69,651	\$76,111
Step 12	\$70,348	\$76,873
Longevity		
15-20 yrs	\$ 3,588	\$ 3,846
20+ yrs	\$ 5,382	\$ 5,769

**2026 - 2027 Salary Schedule**

<b>STEP</b>	<b>BA</b>	<b>BA+30/MA</b>
Step 1	\$45,750	\$49,044
Step 2	\$47,806	\$51,351
Step 3	\$49,959	\$53,760
Step 4	\$52,210	\$56,291
Step 5	\$54,554	\$58,935
Step 6	\$57,012	\$61,705
Step 7	\$59,576	\$64,605
Step 8	\$62,256	\$67,642
Step 9	\$65,059	\$70,822
Step 10	\$67,985	\$74,149
Step 11	\$71,044	\$77,634
Step 12	\$71,755	\$78,410
Longevity		
15-20 yrs	\$ 3,660	\$ 3,923
20+ yrs	\$ 5,450	\$ 5,885

**2027 - 2028 Salary Schedule**

<b>STEP</b>	<b>BA</b>	<b>BA+30/MA</b>
Step 1	\$46,665	\$50,025
Step 2	\$48,763	\$52,378
Step 3	\$50,958	\$54,835
Step 4	\$53,254	\$57,417
Step 5	\$55,645	\$60,113
Step 6	\$58,153	\$62,939
Step 7	\$60,768	\$65,897
Step 8	\$63,501	\$68,995
Step 9	\$66,360	\$72,239
Step 10	\$69,345	\$75,632
Step 11	\$72,465	\$79,186
Step 12	\$73,190	\$79,978
Longevity		
15-20 yrs	\$ 3,733	\$ 4,002
20+ yrs	\$ 5,599	\$ 6,003

Longevity after **15 years** +8% applied to base Step 1 of whichever schedule they are on (BA or BA+30/MA)

Longevity after **20 years** +12% applied to base Step 1 of whichever schedule they are on (BA or BA+30/MA)

**Merit Pay**

Consistent with Revised School Code Section 1250, all bargaining unit members who are rated as “effective” for the 2025-2028 school years, shall share equally as a part of their compensation.

For the 2025-2028 school years, all bargaining unit members who are rated “effective” shall receive at least two hundred fifty dollars (\$250) per employee as part of the merit pay amount.

**APPENDIX B-2:  
PAYABLE EXTRAS**

Game Manager	2.00%	Head Football Coach	10.50%
M.S. Athletic Manager	4.50%	Assistant Football Coaches (5) (3 only JV/V)	7.00%
Strength and Weightroom Supervisors (4 seasons)	\$1500 per season	Head Golf Coach (must drive to practice)	7.00%
Head Baseball Coach	8.50%	Assistant Golf Coach (1)	2.50%
Assistant Baseball Coaches (2)	5.00%	Head Boys Soccer Coach	8.00%
Head Girls Softball Coach	8.50%	Assistant Boys Soccer Coach	3.50%
Assistant Softball Coach (2)	5.00%	Head Girls Soccer Coach	8.00%
Head Boys Basketball Coach	10.50%	Assistant Girls Soccer Coach	3.50%
Assistant Basketball Coaches (2)	7.00%	Head Swim Coach	8.00%
Middle School Basketball Coaches (2)	4.50%	Assistant Swim Coach	6.00%
Head Girls Basketball Coach	10.50%	Head Girls Tennis Coach	6.50%
Assistant Girls Basketball Coaches (2)	7.00%	Assistant Girls Tennis Coach	2.50%
Middle School Girls Basketball Coach (2)	4.50%	Head Boys Tennis Coach	6.50%
Head Bowling Coach	3.50%	Assistance Boys Tennis Coach	2.50%
Assistant Bowling Coach	2.00%	Head Track Coach	11.00%
Varsity Fall Sideline Cheerleading Coach	4.00%	Assistant Track Coaches (4)	5.0 %
Assistant Fall Sideline Cheer Coach	2.00%	Middle School Track Coach (2)	4.50%
Varsity Competitive Cheerleading Coach	6.50%	Head Girls Volleyball Coach	9.50%
Assistant Comp. Cheer Coach	3.00%	Assistant Volleyball Coaches (2)	4.00%
Middle School Cheerleading Coach	3.00%	Middle School Volleyball Coach (2)	4.50%
Dance Team/Pom Pom Squad Coach	3.50%	Wrestling Coach	9.50%
Head Cross Country Coach Boys	5.50%	Assistant Wrestling Coach (If requested by Varsity Coach)	7.00%
Head Cross Country Coach Girls	5.50%	Middle School Wrestling Coach (1)	4.50%
M.S. Cross Country Coach	3.00%		

Class Sponsors:		Stage and Light	6.50%
Freshman (2) [each]	1.50%	Vocal Music/Choir (Each Elementary/ Secondary)	\$400
Sophomore(2) [each]	1.50%	Play Director (per play)	4.50%
Junior (2) [each]	1.50%	Department/Grade Chairperson(s) (one per elementary school)	2.50%
Senior (2) [each]	1.50%	HS Robotics (if not State funded)	4.00%
Alt. Ed. Senior Class Sponsor	1.50%	MS Robotics (if not State funded)	3.00%
ESports	2.00%	Safety Patrol/Service Squad Coordinator per building (only at E. E. Knight)	\$450
GSA	2.00%	High School Science Olympics	2.00%
Language Arts	1.00%	Middle School Science Olympics	2.00%
Math Counts	1.00%	Snow Sculpting	2.00%
National Art Honor Society	2.00%	High School Student Council	4.50%
National Honor Society	2.00%	Middle School Student Council Advisor (1)	2.50%
Odyssey of Mind	1.00%	High School Yearbook Advisor	3.00%
Ovid Elsie Awareness for Change Coordinator	1.50%	Middle School Yearbook Advisor	1.50%
Quiz Bowl Coach	3.00%		

These percentages are based on the Bachelor's degree salary according to the number of years experience in that or in a related payable extra field.

Individuals holding a payable extra position that hold a Master's degree in that area will be paid on the MA step of experience for that payable extra. Those people presently holding payable extra positions will receive a dollar amount no less than what they previously received. This dollar amount will remain the same until the amount of the percentage of the BA exceeds that of the dollar amount presently earned. Related payable extra experience from another school district will be applied to the years of experience on payable extra scale to figure remuneration.

Individuals will have the option of two (2) lump sums. 50% payable on the last pay period of the first semester and 50% payable on the last pay period of the second semester. These include mentor pay, school year long payable extras, specialized services, and longevity pay

**APPENDIX B-3:  
INSURANCE**

- A. The Board shall provide major medical for a full twelve (12) month period for each teacher and his/her entire family. Effective January 1, 2025, the following hard cap numbers will not exceed:

Single - \$643.19/month  
Two-Person - \$1,345.11/month  
Full-Family - \$1,754.15/month

- B. The parties agree that dual coverage of health insurance is prohibited. A teacher who is entitled to benefits under another health insurance plan is ineligible for the Board provided health insurance.

A teacher who is discovered to have provided false certification of coverage shall be immediately removed from the Board's health insurance program and shall not be eligible for benefits during the remainder of the school year.

The District shall provide insurance benefits listed above for those bargaining unit members own health leaves, sabbatical leaves, absence because of long-term disability (as defined by the LTD insurance carriers), or while on sick leave day or sick bank usage.

- C. Teachers not electing the Board offered major medical insurance will still receive dental, vision, life and LTD through NIS.
- D. The insurance programs referred to in Section A and B shall be provided, as specified in this section, to the teacher provided the appropriate applications are submitted prior to the deadline dates for the applicable open enrollment periods. The plans identified below shall comply with the Patient Protection and Affordable Care Act (PPACA) and Public Act 152 of 2011.
- E. Insurance savings will be divided equally amongst Employer and Employees who take insurance.
- 1) Employees receive 50% of all savings equally (smoothed) amongst all employees and into their HSA's who take major medical.
  - 2) These monies will be distributed to the Employee's HSA account no later than September of each contract year.

**Cash in Lieu:** the District will provide members \$8,000 per year.

As a condition of participating in Plan B, the Employee must provide written confirmation that his/her enrollment in Plan B is voluntary and that he/she is enrolled in another health coverage that is compliant with the PPACA.

The Association and Employer will meet to determine a mutually agreeable health insurance plan for which the above amounts may be utilized. Any cost of insurance for an employee above the specified amount will be subject to an automatic payroll deduction, which is hereby authorized by this agreement.

**OVERVIEW OF BENEFITS**

Insurance Options for the calendar year 2026.

Option 1 – PPO MESSA ABC 2

Deductible resets January 1 each year

<p><b>Annual deductible</b>          The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year.          When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</p>	<p>\$2,000 for one member          \$4,000 for the family          (when 2 or more people are covered)</p>
<p><b>Annual out-of-pocket maximums</b>          The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance.</p>	<p>\$4,000 for one member          \$8,000 for the family          (when 2 or more people are covered)</p>
<p><b>Coinsurance</b>          A fixed percentage you pay for a medical service.</p>	<p>0%</p>

Option 2 – PPO MESSA ABC 3

Deductible resets January 1 each year

<p><b>Annual deductible</b>          The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year.          If one member of a family meets the individual deductible, but the family deductible has not been met, MESSA will pay for covered services for that member only.</p>	<p>\$3,500 for one member          \$7,000 for the family          (when 2 or more people are covered)</p>
<p><b>Annual out-of-pocket maximums</b>          The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance.</p>	<p>\$5,500 for one member          \$11,000 for the family          (when 2 or more people are covered)</p>
<p><b>Coinsurance</b>          A fixed percentage you pay for a medical service.</p>	<p>10%</p>

Option 3 – PPO Essentials by MESSA

Deductible resets January 1 each year

<p><b>Annual deductible</b> The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year.</p>	<p>\$375 for one member \$750 for the family (when 2 or more people are covered)</p>
<p><b>Annual out-of-pocket maximums</b> The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance.</p>	<p>\$9,200 for one member \$18,400 for the family (when 2 or more people are covered)</p>
<p><b>Coinsurance</b> A fixed percentage you pay for a medical service.</p>	<p>20%</p>

\*Prior to open enrollment, the Education Association and the Administration will collaborate to review health insurance options before the district makes a final decision on the insurance carrier.

**APPENDIX B-4:  
SPECIALIZED SERVICES**

A. VOCATIONAL AGRICULTURE:

High School

An additional 16 percent on their salary schedule step. This percentage applies to each school year, which is considered to begin in September and conclude in August of the following year. No log for summer hours is required.

Middle School

An additional 4 percent on their salary schedule step. This percentage applies to each school year, which is considered to begin in September and conclude in August of the following year. No log for summer hours is required.

B. TESTING COORDINATORS:

The High School Testing Coordinator will receive an additional 4 percent on their salary schedule step. The other building testing coordinators will receive an additional one percent on their salary schedule step.

C. DIRECTOR OF GUIDANCE AND COUNSELING

First year an additional 4 percent, after first year 7 percent.

This factor is to compensate for the additional responsibility and time inherent in the position during the regular school year for the teacher, plus four (4) additional days. Compensation for any day(s) as approved by the high school principal in addition to the above shall be prorated on the one hundred eighty-nine (189) days salary.

D. BAND DIRECTOR

An additional 14.5 percent.

E. ALTERNATIVE EDUCATION TEACHER COORDINATOR - \$2,000

F. SCHOOL IMPROVEMENT CHAIR - \$500 per building

School Improvement Chair and department chairs will be responsible for establishing goals in writing at the beginning of each year, and providing a written summary at the end of each year.

With prior approval from the superintendent, additional school time may be allowed for School Improvement responsibilities.

**APPENDIX B-5:  
OVID-ELSIE LEAVE BANK**

The Leave Bank is established for the purpose of providing financial security to each member in case of prolonged personal illness or disability.

The Ovid-Elsie Leave Bank will be administered by the President of the Association with the cooperation of the Superintendent of Schools.

If a teacher wishes to receive days from the Leave Bank, the teacher will inform the Association of their need.

The Association will request days from the building where he/she teaches.

Teachers within the building may choose to donate or not.

If the required number of Leave Days are not achieved within the building, the Association will seek days from other buildings.

The Leave Bank will then furnish days that are still needed if days are available in the bank.

Teachers can donate days to fellow teachers according to the following scale.

After 4 years of service 3 days per year.

After 10 years of service 6 days per year.

After 15 years of service 9 days per year.

After 20 years of service 12 days per year.

When leaving the district after 10 years of service or more a teacher may donate 2 days for every year of service to the district.