

MASTER AGREEMENT

BETWEEN

**THE ALANSON
BOARD OF EDUCATION**

AND

**THE NORTHERN MICHIGAN
EDUCATION ASSOCIATION**

FOR

**THE LITTLEFIELD
EDUCATION ASSOCIATION**

2024-2027

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SECTION 1.1 - STATEMENT OF AGREEMENT

- A. This Agreement is entered into this first day of September 2024 and remaining in effect until the last day of August 2027, by and between the Littlefield Education Association (LEA) as represented by the Northern Michigan Education Association/MEA/NEA, hereafter called the Association and the Alanson Public School Board of Education, Alanson, Michigan, hereafter called the Board. The signatories shall be sole parties to this Agreement.

SECTION 1.2 - WITNESSTH

- A. Whereas the Board and the Association recognize and declare that providing a quality education for the children of Alanson is their mutual aim and that the character of such education depends upon the quality of the teaching service and,
- B. Whereas the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards and,
- C. Whereas the parties have a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment; and,
- D. Whereas the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, IT IS AGREED AS FOLLOWS:

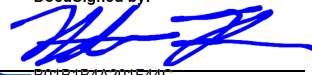
SECTION 1.3 - RECOGNITION

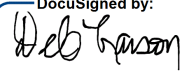
- A. The Board hereby recognizes the Northern Michigan Education Association/MEA/NEA as the exclusive bargaining representative for the following certified personnel employed by the Board: all elementary and secondary teachers, including counselors and librarians. Excluded are all administrative, executive, supervisory and non-certified personnel, as well as per diem substitutes.
- B. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

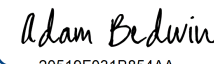
SECTION 1.4 – DURATION OF AGREEMENT


A. This agreement shall be effective September 1, 2024, and shall continue in effect until August 31, 2027. Negotiations between the parties shall begin at a reasonable time prior to expiration of this Agreement upon the request of either party. If pursuant to such negotiations, an agreement on the renewal of modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.


NORTHERN MICHIGAN
EDUCATION ASSOCIATION


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By _____
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President, NMEA

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Staff Liaison, NMEA

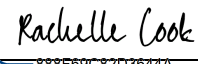
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UniServ Director, MEA

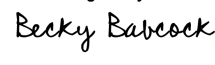
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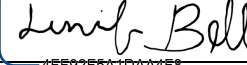
ALANSON BOARD OF EDUCATION

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By _____
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Superintendent

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By _____
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Finance Committee, Alanson BOE

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By _____
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Finance Committee, Alanson BOE

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SECTION 1.5 - CONTINUITY OF OPERATIONS

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement.
- B. If a regularly scheduled day of instruction is canceled, those recognized in the recognition clause of this agreement will not be required to report to work the first six (6) days.

SECTION 1.6 - SCHOOL CALENDAR

- A. A committee comprised of both representatives of the School Board and members of the Association will convene each spring to make appropriate adjustments and changes to the school calendar. The committee will review legal requirements as provided by the Michigan School code to meet parameters required by law.

SECTION 1.7 - PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance is a claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement. Said grievance may be processed by the following procedure.
- B. If a teacher believes there is a basis for a grievance, he/she shall first discuss the alleged grievance with the Superintendent either personally or accompanied by the Association representative within fifteen (15) school days of the alleged grievance. Within ten (10) school days after discussion of the grievance, the Superintendent shall give the disposition orally to the teacher and association. School days shall be defined as student instructional days during the school year and days when the central office is open during the summer.
- C. If the grievance is not resolved informally, the teacher shall, within ten (10) school days of receipt of the Superintendent's disposition, to utilize the formal grievance procedure in Section 6.3 signed by the grievant and a representative of the Association, a copy of the grievance form shall be delivered to the Superintendent.
- D. Within five (5) school days of receipt of the grievance, the Superintendent shall meet with the Association in an effort to resolve the grievance. The Superintendent shall indicate his/her disposition of the grievance in writing within five (5) school days of such meeting and shall furnish a copy thereof to the Association.
- E. If the Association is not satisfied with the disposition of the grievance by the superintendent or if no disposition has been made within five (5) school days of such meeting or ten (10) school days from the date of the original filing, whichever shall be later, the grievance shall be taken to mediation as provided by the Michigan Employment Relations Commission. It is agreed that three members of the Board of Education will be assigned by the Board to participate in the mediation process. The parties may, by mutual written agreement, move the grievance from the superintendent's decision directly to arbitration.
- F. If the grievance remains unresolved, it may be submitted for binding arbitration by the Association, provided that written notice for submission to arbitration is delivered to the Board of Education/Designee within twenty (20) school days of the date of the final meeting of the parties with the mediator. Following the written notice of request for submission to binding arbitration, the parties will meet within ten (10) school days in an attempt to mutually select an arbitrator. If the parties cannot agree, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association

shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may not be entered in any court of competent jurisdiction.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties.
- H. The time limits provided in this Article shall be strictly observed but may be extended by 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 prior to the end of the school term or as soon thereafter as possible.
- I. Notwithstanding the expiration of this Agreement, any claim or grievance arising there-under may be processed through the grievance procedure until resolution.

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

- 1. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule;
- 2. Any prohibited subject of bargaining.

The powers of the arbitrator are subject to the following limitations:

- 1. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.
- 2. He/she shall have no power to decide any question which, under this agreement, is within the responsibility of the administration to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of administration and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by the agreement.
- 3. He/she shall have no power to interpret state or federal law.
- 4. He/she shall not hear any grievance previously barred from the scope of the grievance procedure.
- 5. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent of the parties and then only if they are of similar nature.
- 6. Where no wage loss has been caused by the action of the board complained of, the board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
- 7. Arbitration awards of grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.
- 8. The arbitrator shall have no power in the termination of services of or failure to re-employ any probationary teacher unless the discharge is for Association activities.

SECTION 1.8 - NEGOTIATION PROCEDURE

- A. When requested by either party, representatives of the Board and Association bargaining teams shall meet within ten (10) school days to review the administration of the contract and resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure. Two (2) school days prior to the meeting, each party will submit an agenda of what is planned to be discussed. Should the meeting result in a mutually acceptable amendment, it shall be submitted to the Board and Association for ratification. The Bargaining committee shall have power to effect temporary accommodation to resolve special problems.
- B. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions during negotiations. A signed copy of any final Agreement shall be retained by the Board, Association, and the superintendent.

SECTION 2.1 – VACANCIES, POSTINGS AND PLACEMENT

- A. Definition of “Vacancy”:
A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled, including newly created positions.
Any vacancy that occurs after the beginning of the school year shall be posted as a vacancy and remain posted until filled.
- B. Notification (Posting) of Vacancies and Application:
Vacancies occurring within the bargaining unit, including newly created positions, shall be provided via e-mail to each bargaining unit employee with a copy of such posting to the Association. Positions as described above shall be posted at least ten (10) school days prior to being filled. Said positions shall be filled in accordance with the procedure outlined in Section C below.
- C. Awarding of Vacancies:
The most qualified and adequately certified applicant shall be awarded the position. “Most Qualified” shall be determined as follows:
1. The Superintendent or designee will fill positions based on the following clear and transparent factors:
 - A. The teacher’s number of years teaching in the grade level or subject area within the district. Partial year teaching in a grade level or subject area shall be credited with a fractional percentage of that year taught, rounded to the nearest 1/10th.
 - a. Grade level credit for teaching in grades K through 5 shall count towards any “elementary vacancy.”
 - b. Subject level credit shall be defined as any position relevant to the subject included in the vacancy (e.g.: Math, Science, English, Social Studies, etc.)
A teacher who is assigned classes in multiple subject areas for any given year shall be credited with one (1) year of teaching experience in each of those subject areas during each of those years (or fractional credit as outlined above for partial year experience).
 - B. 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. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, 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.
 - b. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding.
 - c. Credentials needed for District, school, or program accreditation.
 - d. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher’s effectiveness in that assignment and is integrated into instruction.
 - e. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way.
 - f. Disciplinary record, if any.
 - g. Previous effectiveness ratings.
 - h. Attendance and punctuality.
 2. Length of service will be considered as a tiebreaker if a Classroom Teacher placement decision involves two (2) or more teachers and all other factors above distinguishing those teachers from each other are equal.

D. Definition of "Transfer":

A "transfer" shall be defined as either a voluntary or involuntary change in:

1. A bargaining unit employee's position or assignment to another position or assignment within the bargaining unit,
2. Grade level(s) included in an assignment in K-5,
3. Subject area(s) included in an assignment,
4. A non-classroom assignment such as librarian, guidance counselor, itinerant personnel, etc., or
5. Special Education assignments such as learning disability, emotionally impaired, etc.

E. Voluntary Transfers:

A request for a transfer may be made at any time by applying to any posted position. Subject to possessing adequate certification, an employee will be granted an interview for the bargaining unit position they applied for. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated.

F. Involuntary Transfers:

Involuntary transfers may not be affected for reasons that are arbitrary or capricious. Thirty (30) days' notice of the intention to transfer specifying the reasons for the same and the specific position to be transferred to shall be provided to the affected bargaining unit employee and the Association. The specifics of the use of involuntary transfers as part of staff reduction shall be outlined in the Layoff & Recall Article of this Agreement.

G. Certifications:

If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

H. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status.

SECTION 2.2 - ASSOCIATION AND TEACHER RIGHTS

A. The Northern Michigan Education Association is affiliated with the Michigan Education Association, hereafter called the MEA and the National Education Association, hereafter called the NEA.

B. Pursuant to the Michigan Public Employment Relations Act, the Board and the Association hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection or refrain from such activities.

C. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan School Code or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

D. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board may make reasonable charges; therefore, no charge shall be made for use of school rooms before the commencement of the school day, nor until 6:00 P.M.

E. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at non-instructional reasonable times, provided that this shall not interfere with or interrupt normal school operations. Representatives shall comply with the district's visitor's policy.

- F. The Association shall have the right to use school facilities and equipment, including typewriters, computers, printers, e-mail, and other duplicating equipment, calculating machines, and all types of audio/visual equipment at reasonable times, 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.
- G. The Association shall have the exclusive right to post notices of activities and matters of Association concern on teacher bulletin boards at least one of which shall be provided in each school building. The Association may use the district mail service and teacher mailboxes for communication to teachers.
- H. The Board agrees to furnish to the Association in response to reasonable requests all public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocations, board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students together with information which may be necessary for any grievances or complaints. The Association shall be responsible for all cost of FOIA.
- I. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, which are proposed or under consideration and the Association may be given an opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication. The Board may submit any proposal for additional operational or building millage without prior consultation with the Association. The Board shall consult with the Association on any major revisions of educational policy.
- K. Membership in the association shall not be denied and the provisions of the Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, sex, marital status, or national origin.
- L. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

SECTION 2.3 - TEACHER QUALIFICATIONS AND ASSIGNMENTS

- A. All teachers shall be given written notice of their tentative schedules for the forthcoming year no later than the preceding first day of June. If changes in such schedules are made, all teachers affected shall be notified promptly.
- B. Any assignments in addition to the normal teaching schedule during the regular school year, including extra duties enumerated in Section 5.4, and summer school courses, shall not be obligatory but shall be with the consent of the teacher.
- C. Each teacher, upon employment or at the beginning of the school year, whichever is later, shall be apprised in specific terms of the teacher's responsibilities. General information shall include but is not limited to, attendance, discipline, requisitioning, maintenance, record keeping, grading, etc. The Association may be consulted in the preparation of this information.

SECTION 2.4 - PROFESSIONAL IMPROVEMENT

- A. The parties support the principle of continuing training of teachers, participation of teachers in professional organizations in the area of their specialization, leaves for work on advanced degrees or special studies, foreign travel, and participation in community educational projects.
- B. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences, and programs designed to improve the quality of education and instruction.

Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

- C. Teachers shall not be required to attend any visitation, workshop, conference, or program outside of the regular school day past 4:00 PM except by mutual agreement of the teacher.

SECTION 2.5 – SENIORITY

- A. No later than thirty (30) days following the ratification of this agreement, and by every September 30 thereafter, the employer shall prepare a seniority list.
- B. The seniority list shall be published and mailed or delivered to each bargaining unit employee by October 1 of each school year. Challenges or revisions to the list must be filed by October 15 of that same year; otherwise, the seniority list will be considered final for that school year. If a disagreement is not resolved by November 1 through filing a challenge or revision, the member may file a grievance.
- C. Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the bargaining unit employee's first day of work since the most recent date of hire. All bargaining unit employees shall be ranked on the list in the order of their first day of work, as defined above. In the circumstance of more than one individual having the same day of work, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and bargaining unit employees so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected bargaining unit employees and Association Representatives to be in attendance.
- D. All seniority is lost when employment is severed by resignation, retirement, discharge for cause, or transfer to a different bargaining unit for more than one (1) year; however, until recall rights expire or are otherwise terminated by the employee, seniority is retained (frozen) if severance of employment is due to layoff.
- E. Seniority shall continue to accumulate when bargaining unit employees are on approved unpaid leaves of absence of one (1) year or less, or for the full duration of a leave of absence due to Military Duty leave.
- F. Seniority shall be retained (frozen) if severance of employment is due to transfer to an administrative position. In such cases, teachers so affected shall retain all seniority accumulated as of the effective date of transfer.
- G. The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year.

SECTION 2.6 – LAYOFF AND RECALL

- A. It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:
 - 1. If a reduction is necessary, then teachers will be laid off in inverse order of qualifications as defined in Section 2.1, Sub Section C, providing that such teachers who are retained are adequately certified for the positions they are to fill. If a more qualified (per Section 2.1, Sub Section C) teacher(s) are not available to staff programs to be continued, then the teacher(s) with the next highest qualification may be retained to fill those positions.

- B. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified (per Section 2.1, Sub Section C).
- C. The Association will be notified of the completed reduction in personnel at least ten (10) days before the layoff notices are distributed to the teachers.
- D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.
- E. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- F. Definitions:
 - 1. Certification – Adequately certified shall be defined as holding the required certificates, endorsements, licenses, and approvals required 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 to serve in the position assigned. Further it is the teacher's responsibility to file such certificates, endorsements, licenses, with the Board. Unless the District is in receipt of substantiated information to the contrary, the certification status of a teacher on file with the district shall be considered conclusive for all purposes under this Agreement.
The teacher shall provide written notice to the Board and Association within five (5) business days of any change to their certificates, endorsements, or licenses after the original filing of same with the district. This shall include notice of any additional endorsements, certificates, or renewals, as well as expirations, revocations, nullifications, and any limitations thereon.
 - 2. Qualification – Teachers shall be considered qualified for positions for which they possess the appropriate adequate certification. Further, their degree of "qualified" status for any position in the district shall be determined by the process outlined in Section 2.1, Sub Section C.
- G. A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified per Section 2.1, Sub Section C and which is equivalent to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall. The only exemption from this shall be if the teacher is under contract with a different Michigan School District at the time of recall. In such case, the teacher shall have the ability to finish the term of their contract before reporting for duty at the District of Recall. Should the teacher refuse that option, he/she shall be deemed to have voluntarily quit as set forth above.
- H. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Section 5.1 (Insurance) until the end of the following month of the effective date of the layoff. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

SECTION 2.7 - PROFESSIONAL BEHAVIOR

- A. Teachers are expected to comply with reasonable rules, regulations and directions from time to time adopted by the Board or its representatives, which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.
- B. A teacher shall refrain from using controlled substances, except medication, including alcohol and all tobacco products when fulfilling contractual obligations at school, and away from school while in the presence of students.
- C. A teacher shall at all times be entitled to have present a representative of the Association when there are concerns of mutual interest to the administration and to the employee. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. No delay shall be in excess of two (2) business days, per Weingarten Rights.
- D. No teacher shall be disciplined or reprimanded for reasons that are arbitrary or capricious. All information forming the basis for disciplinary action will be made available to the teacher and the Association. Non-renewal of a probationary teacher shall not constitute discipline.

SECTION 2.8 – EVALUATION

- A. Beginning with the 2024-25 school year the negotiated performance evaluation system shall be consistent with the Revised School Code Section 1249 and the Teacher Tenure Act.
 - 1. A teacher will be evaluated pursuant to the 5D+ performance evaluation system. The District will measure student growth as 20% of the evaluation in a manner determined in consultation between administration and each individual teacher.
- B. Process: Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:
 - 1. Procedure
 - a. The classroom observations used in the year-end evaluation must include a review of the teacher’s lesson plan for the day of the observation and the state curriculum standard being used in the lesson.
 - b. The observation must include a review of pupil engagement in the lesson that is observed.
 - c. To ensure 1.a. and 1.b. above, the observation shall be no less than fifteen (15) minutes.
 - d. There shall be notice of each planned observation date given to the teacher at least two (2) school days prior to the observation.
 - e. Written feedback on the observation will be provided by the administrator conducting the observation within five (5) calendar days of the observation. Post-observation meetings required by the Revised School Code shall be held no later than ten (10) calendar days after the observation occurred.
 - f. There shall be no more than one (1) unscheduled observation.
 - 2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of “effective”, “developing” or “needing support”.
 - a. The year-end evaluation determination shall be delivered in writing to the teacher no later than the last day of school. In the event there is no year-end evaluation as described above, the teacher shall be deemed “effective” per the year-end evaluation determination specified in MCL 380.1249.
 - 3. Teachers who work less than sixty (60) days in any school year, or who have an accumulated approved leave of absence from work during the school year amounting to a total of thirty (30) days or more, 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 not be provided an evaluation for that year.

Said teachers shall be designated as unevaluated and receive the same rating they received in the prior year for consecutive purposes only as prescribed by Revised School Code Section 1249.

4. If a tenured teacher has been rated “highly effective” or “effective” for three (3) consecutive year-end evaluations, they may be evaluated every third year thereafter. If the subsequent year-end rating is not “effective” on an evaluation following the third year, the teacher shall be evaluated annually until receiving an “effective” rating for an additional three (3) consecutive years.
5. In addition to the above procedures, teachers who are evaluated with an IDP shall be provided the following:
 - a. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation by the teacher.
 - b. Training to be provided by the district to assist the teacher in meeting the goals of the IDP.
 - c. A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1. above, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
 - d. A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee in the described performance goals of the IDP.
6. Any non-compliance with the evaluation process as described above shall be subject to the grievance process up to arbitration. Probationary teachers cannot grieve evaluation beyond the MERC Mediator step of the evaluation process.

SECTION 2.9 – DISCHARGE AND DISCIPLINE

A. Discipline Standard:

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

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards, and procedures of the Michigan Teachers’ Tenure Act, MCL 38.71, et seq., shall apply.

B. Progressive Discipline:

A program of progressive discipline shall be followed. The following progression of discipline for each unrelated incident shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral or written warning, then
2. Oral reprimand, then
3. Written reprimand, then
4. Suspension without pay, then
5. Discharge.

No suspension shall adversely affect any other rights or benefits under this Agreement. The Employer reserves the right to apply appropriate disciplinary measures consistent with the severity of the infraction.

C. Association Representation:

The employee may request representation at a meeting at which discipline may be issued. At the employee’s request, the association representative shall be informed of the subject matter of any meeting a bargaining unit employee is required to attend in advance of the meeting and shall be permitted to meet privately with the employee in advance of such a required meeting. The employee shall be entitled to the specific representative of their choice, but if that person is not immediately available, the meeting will not be unreasonably delayed.

D. Personnel File:

A bargaining unit employee will have the right to review the contents of all records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review.

E. Complaints:

No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee’s personnel file unless the bargaining unit employee has had an opportunity to review the material. Complaints against the bargaining unit employee shall be put in writing, administrative action taken, and remedy clearly stated. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When disciplinary material is to be placed in a bargaining unit employee’s file, the affected employee shall have the opportunity to review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. If the bargaining unit employee believes the material placed in the file is inappropriate or in error, the bargaining unit member may attach a statement to the material. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit employee’s personnel file.

Complaints, as defined in this Section, shall not be used for the purposes of annual teacher performance evaluations unless the complaint is substantiated.

F. Assaults & Property Loss/Damage:

Any case of assault upon a bargaining unit employee shall be promptly reported to the Employer. The Employer shall promptly render all reasonable assistance to the bargaining unit employee, when possible, to prevent injury. The Employer will reimburse the bargaining unit employee for the cost of legal counsel up to the school’s insurance coverage to 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. The Employer shall reimburse any bargaining unit employee up to \$1,500 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 while on duty and was not occasioned by the negligence of the bargaining unit employee.

SECTION 2.10 - SPECIAL TEACHING ASSIGNMENTS

A. No teacher shall be required to work a split shift or to teach fewer than three consecutive hours in any Summer School program without the consent of the teacher. Teachers shall be compensated for teaching in any such programs at the hourly rate of \$30.00.

B. Any teacher requested by the administration to work extra days outside of the bargained school calendar shall be compensated at the teacher’s regular daily rate of pay:

$$\text{Teacher's Daily Salary} = \frac{\text{Teacher's Yearly Salary}}{180 \text{ Days}}$$

C. The Board and Association acknowledge that teaching responsibilities are increasingly being requested outside of regular contractual hours. These “outside” school day obligations include Open House, behavior meetings, IEPs, Kindergarten Registration and Student Assistance Child Studies.

IEP meetings outside of contracted time will be capped at one special education teacher and one general education

teacher compensated per meeting.

Due to the additional time required it is agreed that teachers will be paid \$30.00 per hour when it is requested that they attend meetings outside of their regular contracted time.

Staff may continue to volunteer to attend music programs.

SECTION 2.11 - ELEMENTARY ART/MUSIC/PHYSICAL EDUC. INSTRUCTION

- A. The Board shall provide, to the best of its ability, specialized instruction in art, music and physical education for all elementary students.

SECTION 2.12 - SCHOOL IMPROVEMENT

- A. The provisions of this Section shall apply to all School Improvement teams, committees and plans as provided in Section 1277 of the Revised School Code.
 - 1. If any provision or decision of a school improvement team or committee violates, contradicts, or is inconsistent with the terms of the Master Agreement, the Master Agreement will prevail.
 - 2. Any provision of a school improvement team or committee, or application thereof, affecting the wages, hours, and/or other terms and conditions of employment, or the impact of wages, hours, and/or other terms and conditions of employment on a bargaining unit member must first have the written approval of the Association and Board prior to being adopted or implemented.
 - 3. Copies of all school improvement committee reports, recommendations and minutes shall be provided by the committee secretary to the Association President and the Superintendent within ten (10) school days of the meeting.
 - 4. No school improvement team or committee shall address wages, fringe benefits or contract grievance.
 - 5. The Building Improvement Team shall direct its efforts toward achieving state mandates with emphasis on the state Core Curriculum and the achievement of school accreditation.
 - 6. After implementation of this plan as outlined above, it will remain in effect until the Board or the Association desires to modify, alter, or eliminate the plan. At that time the Board and Association shall meet to negotiate any changes.

SECTION 2.13 - RIGHTS OF THE BOARD

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the state of Michigan, and of the United States including, but without limiting the generality of the foregoing, the following rights:
 - 1. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees in and around the school area during the school day.
 - 2. To hire all employees, to determine their professional qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all

such employees, subject to the provisions of law.

3. To establish grades and courses of instruction, including special programs, and to provide athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.
 4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature in conjunction with its faculty.
 5. To determine class schedules, and the duties, responsibilities, and assignments of teachers.
 6. To establish, change, combine, or discontinue departments.
- B. The exercise of its powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms of this Agreement are in conformance with the constitution and laws of the state of Michigan and the constitution and laws of the United States.
- C. The Board specifically reserves the right of free communication with any and all of its employees for the purpose of evaluating the functions and accomplishments of the school system.

SECTION 2.14 - MENTOR TEACHERS

- A. A mentor teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The mentor teacher may be a bargaining unit member.
- B. Each teacher in his/her first three (3) years in the classroom shall be assigned a mentor teacher by the Administration after consultation with the Association. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
- C. A mentor teacher shall be assigned in accordance with the following:
1. The District may select mentors from within or from outside the District faculty.
 2. Mentors shall be teachers with a minimum of three full years teaching experience.
 3. Participation as a mentor shall be voluntary.
 4. The assignment of the mentor teacher shall be finalized by the Administration within twenty (20) workdays of the beginning of the mentee's employment starting date.
 5. The mentee shall only be assigned to one (1) mentor teacher at a time.
 6. The mentor teacher assignment shall be for one (1) year, subject to review by the mentor teacher and mentee after two (2) months. The appointment may be reviewed in succeeding years. If at any time the mentor or mentee becomes dissatisfied with the arrangement, either individual shall notify the administration which will select a new mentor.
- D. Upon request, the administration shall make available reasonable released time so the mentor teacher may work with the mentee in his/her assignment during the regular day. Where possible, the mentor teacher and mentee shall be assigned common preparation times.

- E. The mentor teacher shall receive one compensatory day per semester as compensation for serving as a mentor. The purpose of the mentor/mentee match is to acclimate, the mentee and to provide necessary assistance toward the end of quality instruction. Neither the mentor teacher nor the mentee shall be permitted to participate in any manner related to the evaluation of the other. Further, the mentor teacher shall not be called as a witness in any grievance or administrative hearing

SECTION 3.1 - ACADEMIC FREEDOM

- A. The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and Bill of Rights, and to instill an appreciation for the values of individuals. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
- B. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts. Teachers will be expected and supported in their teaching of the State of Michigan Standards for public education.

SECTION 3.2 - STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Since the teacher's authority and effectiveness in his/her classroom are undermined when students discover there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to provide such services.
- B. Discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. When discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics.
- C. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the incident.
- D. Suspensions of students from school may be imposed only by a principal or his/her designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted. When a student exhibits serious behavioral issues, the administration may incorporate behavioral specialists from the ISD to assist the student and develop an action plan for student interventions.
- E. Any case of assault upon a teacher shall be promptly reported to the Superintendent. MEA will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- F. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, MEA and the District's insurance company will coordinate to provide appropriate legal counsel and render all necessary assistance to the teacher in his/her defense.
- G. Time lost in pursuit of resolution of such a situation shall not be charged against the teacher unless the teacher is found negligent by a court of competent jurisdiction.
- H. The Board of Education will reimburse any damages to property that occurs in as a cause of employment,

when it is deemed appropriate.

- I. No action shall be taken upon any concern by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personal file unless such matter is promptly reported to the teacher concerned.

SECTION 3.3 - TEACHING HOURS AND CLASS LOAD

- A. All teachers shall be in their assigned instructional areas and ready for work fifteen minutes before the beginning of classes or attending to instructional responsibilities. Teachers must be in their assigned instructional area(s) a minimum of five (5) minutes before the start of school. Teachers are required to remain at their instructional area of assignment or attending to instructional responsibilities for at least fifteen (15) minutes after the end of classes, with the first five minutes of this time to be spent in their assigned instructional area(s). On Fridays and days preceding a holiday, teachers may leave following the departure of busses, or fifteen (15) minutes following the close of the school day, whichever comes first, unless notified otherwise by the principal. The official school day for teachers will be seven (7) hours thirty (30) minutes, beginning at 7:45 a.m. and ending at 3:15 p.m.
- B. Teacher contract time will align with current Michigan Law from The State School Aid Act of 1979, Act 94, Section 388.1701 which states:

"Except as otherwise provided in this section, each district shall provide at least 1,098 hours and 180 days"

Association representatives will work with the superintendent to determine building-specific employee hours. Any deviation from the normal teaching hours will only be by mutual consent of the parties.

Annual student contact time is prescribed by Michigan School Code.
- C. Conferences with parents and other persons interested in the welfare of the child shall be scheduled after or before school hours at a mutually agreeable time for the parties concerned. Teachers shall not be required to hold said conferences without having agreed to the time set. Specifically, if a teacher is absent from a scheduled Parent Teacher conference Night, the teacher must reschedule time to meet with parents within ten (10) calendar days.
- D. Attendance at High School graduation shall be mandatory for all teaching staff. Staff are asked to come as participants. Every effort will be made to keep graduation on the first Friday after Memorial Day weekend each year. In certain circumstances absences may be accepted by the Superintendent with prior approval.
- E. Teachers are required to attend regular teachers' meetings as approved on the school calendar. Teachers' meetings shall normally be held on the same day of the week/month throughout the year. Meetings shall be dismissed by 4:00 P.M. unless mutually agreed upon by the administration and the Association, and there shall not be more than one meeting a month except in emergency situations. Special teachers' meetings may be called whenever necessary, but attendance shall be mandatory only when said meeting notification is given at least 72 hours in advance. Teachers whose college classes are interrupted, or who are otherwise currently employed in extra or co-curricular activities during this time are excused from special meetings, with prior permission from the principal or superintendent.
- F. The normal weekly teaching load in the middle and high school will be a combination of up to 30 teaching periods and five unassigned preparation periods, or not to exceed five hours thirty (30) minutes of pupil contact per day. Assignment to a supervisory study period shall be considered a teaching period for purposes of this requirement. The normal weekly teaching load in the elementary school will be up to 30 teaching periods, or not to exceed five hours thirty (30) minutes of pupil contact per day. There shall be a minimum of sixty (60) minutes of prep time for all K-12 teachers each day. Prep time shall be used by teachers for planning, assessment review, project preparation, parent phone calls and documentation. It is understood that administrative requests for IEPs and various other meetings take away from teacher prep time.

- G. All teachers shall be entitled to a duty-free uninterrupted lunch period of at least 30 minutes, except by mutual agreement of the staff and administration. Staff meetings held during lunch time take the place of monthly after school meetings.
- H. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teacher specialists. If no such period occurs during either half of a class day, a 15-minute relief period shall be provided. In any event, elementary teachers are to be granted as much non-student contact time as secondary teachers receive.
- I. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association and the administration. In the event of any disagreement between the representatives of the Board and the Association as to need and desirability of such deviation, the matter may be processed through the professional grievance procedure.
- J. If a teacher shall teach more than the normal teaching load as set forth in this Article, he/she shall receive additional compensation as follows:
 - 1. A percentage increase in the base pay will be provided to a teacher identical to his/her additional work load, if he/she is assigned teaching responsibilities in excess of the normal teaching load and during the regular school year (i.e., a secondary teacher asked to teach a seventh hour would be paid an additional 17% of the base pay.)
 - 2. Teachers requested to substitute for another teacher during their preparation period, may elect to be paid for that hour at their hourly rate of pay, or to take compensatory time.

Items 1 and 2 will apply on a voluntary basis.

- K. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any grievance process, including arbitration, shall be released from his/her regular duties without loss of salary. The Association shall reimburse the district for the cost of substitutes no payment into the retirement system will be made for those days unless they are made by the employee.

SECTION 3.4 - TEACHING CONDITIONS

- A. The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach, and the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
- B. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible to meet the following optimum standards except in traditional large group instruction or experimental classes where the Association has agreed in writing to exceed these maximums.
- C. The split classroom is defined as a single class with two (2) or more grade levels in it and junior high and senior high classrooms where two (2) or more subjects are being taught during the same time period by a single teacher. Because of the additional preparation this involves, these classrooms shall be limited in size to 80% of the corresponding regular classroom.
- D. Conformity to the Individuals with Disabilities Education Act (I.D.E.A.) will be maintained. The Board will not pay additional compensation for caseload overloads in the district's special education classrooms, but will compensate for individual class size overloads (as defined by the Michigan Administrative Rules for Special Education) in a matter equivalent to 2 times that paid regular education teachers for class size overloads, as outlined in 3.4F.

The maximum number of students allowed in a section / class is 35. When a section / class reaches 36, the section / class will be split into two sections. Therefore, the largest class a teacher will have is 35.

- E. Elementary teachers who are assigned classes which exceed these maximum standards shall receive additional compensation for those days that the class size is actually exceeded.
1. Compensation = $\frac{\text{Teacher's Base}}{\text{Student Days X maximum students per child per day}}$
 2. Compensation shall be paid on an annual basis.
- F. Secondary teachers' overload payment for each class shall be as follows:
1. Compensation = $\frac{\text{Teacher's Base}}{\text{Student Days X 5 X maximum load}}$
 2. Compensation shall be paid on an annual basis.
- G. The Board recognizes appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representatives and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained.
- H. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in the school district and include therein all texts which are reasonably requested by the teachers of the district.
- I. The Board agrees to make available to each school duplicating, facilities. Whenever the administration has available clerical personnel, they will provide that personnel to aid teachers in the preparation of the instructional materials. The Board shall provide:
1. A separate desk for each teacher in the district with a lockable drawer space.
 2. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
 3. Adequate marker-board space in every classroom.
 4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.
 5. Current reference materials for classrooms at all levels.
 6. Adequate attendance books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibility.
 7. Adequate storage space in each classroom for instructional materials.
 8. Smocks for art and home economics teachers, laboratory coats for laboratory science teachers, and shop coats for vocational and industrial education teachers. Proper laundering services for all said items shall be provided without charge to the teacher.
- J. Under no condition shall a teacher be required to drive a school bus as part of his/her regular assignment.

- K. The Board shall reserve, in each school, adequate professional staff lunchroom and restroom lavatory facilities exclusively for adult use. One room, appropriately furnished, shall be reserved for use as a faculty lounge. One room, appropriately furnished, shall, when available, be reserved for use as a faculty workroom.
- L. Telephone facilities shall be made available to teachers for their reasonable use, both personal and business.
- M. Adequate off-street parking facilities shall be provided and properly maintained and identified for teacher use.
- N. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

SECTION 4.1 - PROFESSIONAL DEVELOPMENT AND PERSONAL BUSINESS DAYS

- A. A teacher may apply for professional development days for the purpose of:
 - 1. Visitation to view other instructional techniques or programs; or
 - 2. Conferences, workshops, or seminars conducted by colleges, universities, and other school systems. A teacher may be requested to file a written report within one week of his/her attendance at such a visitation, conference, workshop or seminar. Such days are subject to approval by the administration. Each teacher is entitled to take one (1) such day each contract year at their own discretion. Only those activities approved by the administration will have expenses reimbursed by the district. No more than (4) teachers will be allowed to attend such discretionary day(s) on any one day.
- B. The Board agrees to pay all reasonable actual expenses for teachers attending approved conferences for meals, lodging, registration fees and mileage at the current I.R.S. rate.
- C. Additional expense reimbursement may be authorized at the discretion of the Board/Superintendent.
- D. At the beginning of every school year each teacher shall be credited with four (4) days to be used for the teacher's personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal day, or days, shall present a request to his/her principal at least one week in advance, except in cases of emergency. One unused personal business day may accumulate as a personal business day the next year up to six (6) total; otherwise, unused personal business days shall accumulate as sick leave.
- E. No more than two (2) teachers may take a personal business day at any one time. These shall be granted on a first-come, first-served basis. If the teacher secures their own guest teacher, the superintendent may authorize more than three (3) teachers to be absent.
- F. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal (unless the teacher is a witness against the district, or the teacher is a party) shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. Absence of this nature shall not be counted against personal business days.
- G. The Association shall be entitled to a total of three (3) school days with pay per year to be utilized by the Association as needed (subject to cancellation due to unavailability of substitutes or other emergencies) provided, however, such time is to be utilized only for the necessary business purposes of the Association and is specifically denied for MERC hearings, ~~and~~ arbitration use and the employee's retirement shall be paid by the employee upon request. The Association shall bear the cost of substitutes required for any of these Association days.

SECTION 4.2 - UNPAID LEAVES OF ABSENCE

- A. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.
- B. A leave of absence that falls under the guidelines of the Family and Medical Leave Act shall be guided by the regulations under that Act.
- C. A general leave of absence without pay or advancement on the salary schedule may be granted upon approval by the Board. A teacher granted such leave shall return to the salary schedule receiving full increments up to the time of the leave, but not during said leave.
- D. A general leave of absence of one or two years without pay or advancement on the salary schedule may be granted by the Board for the purpose of participating in exchange teaching programs; foreign or military teaching programs; the Peace Corps, Teacher Corps or Job Corps; study at an accredited college or university reasonably related to his or her professional responsibilities; or for campaigning for or serving in a public office.
- E. Provided that the medical insurance carrier will so allow, teachers on a general leave of absence will be able to continue, at their expense, medical benefits for a period of up to one year.
- F. A teacher granted such leave shall return to the salary schedule receiving full increments up to the time of the leave, but not during said leave.
- G. A teacher may have the right to request an extension of any leave covered in this Article for a period not to exceed one (1) additional year (and be added to accumulated sick leave.)
- H. It is agreed that unpaid leaves of absences described in Section 4.2 will be strictly confined to the use stipulated.

SECTION 4.3 - ILLNESS AND DISABILITY

- A. At the beginning of each school year, each teacher shall be credited with nine (9) days of leave, the unused portion of which shall accumulate from year to year up to 100 days. The leave days may be taken by a teacher for the following reasons and conditions: for personal illness or disability including illness caused by or contributed to by pregnancy, miscarriage, or abortion, childbirth and recovery; for attending to personal or family needs due to a death; or for attending to a member of the family who is ill.
- B. A teacher may use all available leave days credited to him/her for personal illness, up to four days for each occurrence of family needs due to a death, and up to four days for each occurrence of family illness. If so requested, a teacher may reimburse the school for the substitute teacher daily rate of pay for two (2) additional days for each occurrence of family needs due to a death, or family illness.
- C. The Board shall furnish each teacher with a written statement each school year setting forth their total sick leave credit. This shall be completed by October 15th.
- D. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for a period of one year and at the Board's discretion may be renewed each year upon written request by the teacher. The Board agrees to continue to provide the health insurance benefits provided for by this collective agreement for the waiting period needed for the teacher to become eligible for Long Term Disability not to exceed what is already in 5.1 Insurance, 90-day fill or if applicable per FMLA.

- E. Absence due to injury or illness incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days, and the Board shall pay to such teacher the difference between his/her salary and benefits received under the Michigan Worker's Compensation Act for the first 90 days of such absence. On the sixtieth (60th) day of disability, the Board shall request the paperwork from MESSA and provide for it to be sent to the teacher for placement on Long Term Disability. The teacher will apply for L.T.D. by the eightieth (80th) day of disability. When the teacher has been placed on L.T.D. the Board's responsibility for compensation to the teacher shall cease at that time, or when the teacher, at his or her discretion, has exhausted accumulated sick leave on a proportional basis, whichever comes last. Additional sick leave shall not accumulate.
- F. Because it is very important to the uninterrupted education of the students to have the regular teacher in the classroom each day of the school year, the Board will encourage excellent attendance by providing a \$200 stipend to each teacher who takes zero (0) sick or personal days during any school year.
- G. A teacher leaving the district after at least seven years of service will be paid for unused sick leave in the following manner: 25% of total number of sick days up to one hundred (100) multiplied by that teacher's daily rate. Teachers terminated for any reason will not be eligible for such pay-out.

Teacher's sick days will be capped at 100 total days of accumulation. At the end of each year any days in excess of 100 days will be paid as unused sick leave in the following manner: 25% of total number of sick days multiplied by that teacher's daily rate.

Upon retirement teachers will in writing indicate by May 1st of their last year of employment, to the bookkeeper one of the following options for sick leave payout. 1) Lump sum at the end of the teacher's final year of employment, 2) lump sum amount spread over two consecutive years beginning with the next year, and 3) lump sum amount spread over three consecutive years beginning with the next school year.

SECTION 4.4 - SICK BANK

- A. A sick bank is hereby established consisting of one (1) day per member per year. Sick days will be contributed by each Association member. Days will stop accumulating when at the beginning of a school year the bank totals more than 180 days. Accumulation will begin again only at the request of the Association.
- B. The local Association will have absolute control in administering this bank. Local Association members wishing to utilize the bank will make application to the local Association. The Superintendent, or his/her designee, shall be a part of the Sick Bank Application Review Committee.

SECTION 5.1 - INSURANCE PROTECTION

- A. The Board shall provide health insurance to each employee with Board contributions per state law. The Board will pay the maximum "hard cap" amount. The difference for the medical premium less the "hard cap" amount will be paid by the employee through payroll deduction.

The medical premium for full-time teachers, choosing MESSA Choices II or MESSA ABC HSA Plan protection for a full twelve (12) month period for the teacher and his/her eligible dependents as defined by MESSA and its underwriter, shall be included in the "hard cap" amount.

Ancillary benefits shall not be included in the hard cap amount, including Life Insurance and shall be paid for by the district. Those employees foregoing medical insurance coverage are entitled to Plan B – ancillary benefits, as paid for by the district.

B. Plan A - For Employees Needing Health Insurance

MESSA Choices II	Saver Rx	OR	MESSA ABC HSA Plan	Saver Rx
Deductible:	\$500/\$1000		Deductible:	\$1300/\$2600
	\$20 OV			

AND

Long Term Disability:	70% of Max Eligible Salary
	Maximum Monthly Benefit
	\$5,000.00
	Maximum Eligible Monthly Salary
	\$7,143.00
	90 Calendar Days
	Straight Wait Elimination Period
	Mental/Nervous Two Years
	Alcoholism/Drug Two Years
	Family Social Security Offset
Life Insurance	\$20,000.00
Accidental Death	
& Dismemberment	\$20,000.00
Vision	VSP-3
Delta Dental	
	Class I 80%
	Class II 80%
	Class III 80%
	Class I, II, III Annual Maximum = \$1,000
	Class IV 80%
	Class IV Lifetime Maximum = \$1,300
	X-Rays paid under Class II
	Two Cleanings Per Year

Plan B - For Employees Not Needing Health Insurance

Long Term Disability:	70% of Max Eligible Salary
	Maximum Monthly Benefit
	\$5,000.00
	Maximum Eligible Monthly Salary
	\$7,143.00
	90 Calendar Days
	Straight Wait Elimination Period
	Mental/Nervous Two Years
	Alcoholism/Drug Two Years
	Family Social Security Offset
Life Insurance	\$30,000.00
Accidental Death	
& Dismemberment	\$30,000.00
Vision	VSP-3
Dental	
	Class I 80%
	Class II 80%
	Class III 80%
	Class I, II, III Annual Maximum = \$1,000
	Class IV 80%
	Class IV Lifetime Maximum = \$1,300
	X-Rays paid under Class II
	Two Cleanings Per Year

The parties agree that it is in the best interest of both parties to annually study and/or adjust health insurance benefit levels and options. Any adjustments shall be made with mutual agreement of both parties and shall not constitute an amendment to or an opening up of the Master agreement.

- C. Teachers not electing health insurance coverage through the school shall receive \$500 per month Cash in Lieu which may be used to purchase insurance options and the remainder placed into the electing member's 403(b) account.
- D. The open enrollment period shall be jointly established by the Board and Association.
- E. For part-time teachers who need health insurance, the Board shall pay a pro rata amount of the applicable Choices II premium for health only based on hours worked. (Example: half-time teacher pays half of the premium and the Board pay half of the premium.)

Part time teachers who do not need health insurance shall receive Plan B full paid.

SECTION 5.2 - PROFESSIONAL COMPENSATION

- A. New hires may be given credit on the salary schedule set forth in Section 5.3 for outside teaching experience in any public school in Michigan and other teaching experience for which credit is allowed.
- B. Each step on the salary schedule shall represent one year of experience. At the start of each school year all employees shall advance one step. All current and future employees with less credit than their total level of experience from both within and outside the district shall receive one additional step per year until their step credit reaches their total level of teaching experience as long as proof of previous employment is provided.

Teacher Experience refers to the total number of years a teacher has spent in professional teaching roles within a school gaining teacher experience includes:

Full-Time Teaching Experience:

- Public School Experience: Each full academic year of teaching in a public school district is counted as one year of experience.
- Private School Experience: Each full academic year of teaching in a private school, provided the school is accredited is counted as one year of experience.
- Subbing Experience: Certified teachers who served a full year as a long-term substitute fulfilling all the responsibilities of the teacher of record.

- C. A teacher's hourly rate of pay shall be figured by the following formula:

$$\frac{\text{Base Salary}}{\text{Contract Days} \times 6} = \text{Hourly Rate}$$

The number of contract days shall be determined by the number of days in the school year for which student attendance is counted. This figure is to be determined prior to the first day of school from the contracted school calendar.

Part-time teachers' salary schedule:

Teaching hours	1	2	3	4	5	6
Allotted prep hours	1/6	1/3	1/2	2/3	5/6	1.0
% of Base Pay from Salary Schedule	16.6%	33.3%	50.0%	66.7%	83.0%	100%

Calculation of salary steps for part-time teachers:

Part-time teaching personnel should be advanced upon the salary schedule for teaching experience as follows:

1. Persons teaching an average of three hours per day for the year should receive half increment credit.
2. Persons teaching an average of between one and three hours per day averaged for the year, should receive one-half of one annual increment.
3. Persons averaging less than one teaching hour per day for the year are to receive no salary increment.

D. LONGEVITY:

For 20 credited years and above of service, the teachers on the BA+20 and MA Degree Schedules will receive 1.0712 of the 15th step. For 20 credited years and above of service, the teachers on the MA+15 Degree Schedule will receive 1.058 of the 15th step.

SECTION 5.3 - SALARY SCHEDULE

Salary Schedule: 2024-2025 (5%)

	BA	BA20	MA	MA15
1	\$ 40,226	\$ 41,070	\$ 41,904	\$ 42,747
2	\$ 41,873	\$ 42,983	\$ 44,037	\$ 45,096
3	\$ 43,662	\$ 44,995	\$ 46,318	\$ 47,577
4	\$ 45,494	\$ 47,090	\$ 48,714	\$ 50,197
5	\$ 47,309	\$ 49,302	\$ 51,232	\$ 52,988
6	\$ 49,410	\$ 51,622	\$ 53,888	\$ 55,866
7	\$ 51,504	\$ 54,061	\$ 56,696	\$ 58,941
8	\$ 53,685	\$ 56,613	\$ 59,651	\$ 62,182
9		\$ 59,306	\$ 62,781	\$ 65,601
10		\$ 60,547	\$ 66,068	\$ 69,210
11		\$ 61,055	\$ 67,522	\$ 70,699
12		\$ 61,315	\$ 68,418	\$ 71,224
13		\$ 62,005	\$ 69,444	\$ 72,242
14		\$ 62,353	\$ 69,965	\$ 72,759
15		\$ 63,302	\$ 70,091	\$ 73,230
16		\$ 64,449	\$ 71,219	\$ 74,241
17		\$ 65,833	\$ 72,894	\$ 75,208
18		\$ 66,986	\$ 74,170	\$ 76,262
19		\$ 67,572	\$ 74,819	\$ 76,795
20		\$ 67,811	\$ 75,082	\$ 77,480

Salary Schedule: 2025-2026 (3%)

	BA	BA20	MA	MA15
1	\$ 41,432	\$ 42,302	\$ 43,162	\$ 44,029
2	\$ 43,129	\$ 44,272	\$ 45,358	\$ 46,449
3	\$ 44,972	\$ 46,344	\$ 47,707	\$ 49,004
4	\$ 46,859	\$ 48,503	\$ 50,175	\$ 51,703
5	\$ 48,728	\$ 50,781	\$ 52,769	\$ 54,578
6	\$ 50,892	\$ 53,171	\$ 55,505	\$ 57,542
7	\$ 53,049	\$ 55,683	\$ 58,397	\$ 60,709
8	\$ 55,296	\$ 58,311	\$ 61,440	\$ 64,048
9		\$ 61,085	\$ 64,664	\$ 67,569
10		\$ 62,364	\$ 68,050	\$ 71,286
11		\$ 62,887	\$ 69,548	\$ 72,820
12		\$ 63,154	\$ 70,471	\$ 73,360
13		\$ 63,865	\$ 71,527	\$ 74,409
14		\$ 64,224	\$ 72,064	\$ 74,941
15		\$ 65,201	\$ 72,193	\$ 75,427
16		\$ 66,382	\$ 73,356	\$ 76,469
17		\$ 67,808	\$ 75,081	\$ 77,465
18		\$ 68,995	\$ 76,395	\$ 78,549
19		\$ 69,599	\$ 77,063	\$ 79,099
20		\$ 69,845	\$ 77,335	\$ 79,804

Salary Schedule: 2026-2027 (3%)

	BA	BA20	MA	MA15
1	\$ 42,675	\$ 43,571	\$ 44,456	\$ 45,350
2	\$ 44,423	\$ 45,600	\$ 46,719	\$ 47,843
3	\$ 46,321	\$ 47,735	\$ 49,138	\$ 50,474
4	\$ 48,265	\$ 49,958	\$ 51,680	\$ 53,254
5	\$ 50,190	\$ 52,304	\$ 54,352	\$ 56,215
6	\$ 52,419	\$ 54,766	\$ 57,170	\$ 59,269
7	\$ 54,640	\$ 57,354	\$ 60,149	\$ 62,530
8	\$ 56,955	\$ 60,061	\$ 63,283	\$ 65,969
9		\$ 62,918	\$ 66,604	\$ 69,596
10		\$ 64,235	\$ 70,092	\$ 73,425
11		\$ 64,774	\$ 71,634	\$ 75,004
12		\$ 65,049	\$ 72,585	\$ 75,561
13		\$ 65,781	\$ 73,673	\$ 76,642
14		\$ 66,151	\$ 74,225	\$ 77,190
15		\$ 67,158	\$ 74,359	\$ 77,690
16		\$ 68,374	\$ 75,557	\$ 78,763
17		\$ 69,842	\$ 77,333	\$ 79,789
18		\$ 71,065	\$ 78,687	\$ 80,906
19		\$ 71,687	\$ 79,375	\$ 81,472
20		\$ 71,941	\$ 79,655	\$ 82,198

SECTION 5.4 - EXTRA-CURRICULAR

- A. Coaches or sponsors shall continue in their positions from one year to the next, if the activity continues, unless their yearly evaluation calls for dismissal from that assignment. Except in an emergency a teacher once committed to an assignment shall continue in that capacity for the school year or the normal duration of the activity.
- B. Salary shall be paid in a lump sum at the conclusion of each respective season or activity. Exceptions may be granted with prior approval by the Superintendent. Payment will be made when all equipment for the season is inventoried and accounted for to the Athletic Director.
- C. If the Athletic Director is responsible for evaluating teachers, then he or she is a supervisory exclusion under Section 1.3 - Recognition.
- D. Based upon re-appointment to the same extra-curricular position, the following procedure shall be used for calculating extra-curricular salary:
 - 1. Year 1 Extra-Curricular Stipend x BA Step 1 = Salary
 - 2. Year 2 Extra-Curricular Stipend x BA Step 2 = Salary
 - 3. Year 3 Extra-Curricular Stipend x BA Step 3 = Salary
- E. It is understood that incremental advancement is dependent upon continuous service in the same activity to a maximum of three (3) years. Any change from one activity level to another, will cause the individual to revert back to the BA salary base step 1.

<u>ITEM</u>	<u>% of BA Minimum Base (Subject to Above Paragraphs)</u>
Varsity Basketball	11%
J.V. Basketball	8%
Track	8%
J.V. Volleyball	7%
Volleyball	8%
7 th Grade Volleyball	6%
8 th Grade Volleyball	6%
Golf	8%
Baseball	8%
Softball	8%
7th Grade Basketball	6%
8th Grade Basketball	6%
Senior Class	3.5%
Junior Class	2.5%
Sophomore Class	1.5%
Freshman Class	1.5%
Yearbook	7%
Play Director	2.5%
A.V.	3%
J.V. and Varsity Cheerleading	7%
Junior High Cheerleading (7th & 8th Grade)	6%
Pep Band	2%
Band	1%/Concert or Parade
Athletic Director	13%
Student Council	1%
Computer Coordinator	4%
NHS	1%
OM (four teams)	1% - 1% - 1% - 1%

After School Instructor
Cross Country
beyond

@\$30.00 an hour
8%

The Board and the Association understand that the Board shall determine which extra-curricular activities are offered from year to year.

SECTION 5.5 - EARLY RETIREMENT INCENTIVE

- A. Should the Board decide to institute an early retirement incentive, the parties will bargain said incentive.

SECTION 6.1 - MISCELLANEOUS PROVISIONS

- A. No polygraph or lie detector device shall be used in any investigation of any teacher.
- B. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- C. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this agreement, during its duration, shall be controlling.
- 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 such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed. It is also available on the district's website.
- F. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- G. Teachers performing school accreditation duties as chairperson(s) shall be receive a stipend in the amount of five hundred dollars (\$500.00) payable at the end of the contract year.

SECTION 6.2 – REORGANIZATIONS, CONSORTIA AND APPOINTMENT OF EMERGENCY MANAGER

- A. The Board shall notify the Association immediately whenever a district reorganization is contemplated, proposed, or under discussion with any other school district.
- B. Without requesting or requiring an election, new employees and/or new positions resulting from reorganization shall be recognized by the Board as part of this bargaining unit, if the positions would otherwise fall within the general parameters of work performed by members of this bargaining unit.

The Board shall make every effort not to enter into any contract, agreement, or other arrangement with any other school district or other entity whatsoever to combine or jointly provide services which are currently provided or could be provided by members of the Association, without the written authorization and agreement of the Association. Furthermore, without requesting or requiring an election, new employees and/or new positions resulting from reorganization shall be recognized by the Board as part of this bargaining unit,

if the positions would otherwise fall within the general parameters of work performed by members of this bargaining unit.

C. The Board further agrees to use every effort to assure the following:

1. All rights earned by or accruing to employees affected by the reorganization shall be retained by those employees, and the successor Employer shall be bound thereby. No bargaining unit member shall suffer a reduction in compensation, fringe benefits, hours or other terms or conditions of employment as a result of reorganization.
2. Seniority of all bargaining unit members shall be retained in the case of reorganization. If employees from another district are also included in the reorganization, and become employees of a successor to the Board, all employees will be placed on one seniority list. Each employee shall be accorded seniority based on years of continuous service in the district in which they were most recently employed, excluding time worked in an administrative capacity.
3. All employees of this district who have tenure status under the Teacher Tenure Act, or who have satisfactorily completed their probationary period and have permanent employee status under this contract, shall be accorded the same status in the successor school district or consortium. Individuals who have not achieved this status will be credited by the successor for time spent in the probationary period while employed in the district.
4. No employee shall be laid off or reduced in hour as a result of any reorganization.
5. When bargaining unit members are employed by a consortium, said employees shall be granted the right to return to this bargaining unit with time spent with the consortium credited for seniority and other purposes, if subject to a necessary reduction in personnel by the consortium.

D. The parties include the following language as required by law. If an emergency financial manager is appointed by the state under PA 4 of 2011, Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

SECTION 6.3 - GRIEVANCE REPORT FORM

ALANSON SCHOOL DISTRICT

Date of Filing _____

Distribution of form: Teacher submits to Superintendent in duplicate, Association

GRIEVANCE REPORT

BUILDING	ASSIGNMENT	NAME OF GRIEVANT	DATE FILED
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Section 1.10 (B)

Date of meeting with the Superintendent to discuss the grievance _____

Date of disposition given orally to the teacher and Association _____

STEP I

Section 1.10 (C)

A. Date Cause of Grievance Occurred _____

B. Section of Contract Affected _____

C. 1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

D. Date of meeting with the Superintendent to resolve the grievance (1.10 D)___

E. Written disposition by Superintendent (1.10 D) _____

Signature _____ Date _____

F. Position of Grievant and/or Association _____

Signature _____ Date _____

STEP II

Section 1.10 (E)

A. Date of filing for mediation to the Michigan Employment Relations Commission (MERC)

B. Result of Mediation: _____

C. Disposition of Superintendent _____

Signature:

Date:

D. Position of Grievant and/or Association _____

Signature:

Date:

STEP III

Section 1.10 (G)

A. Date Submitted to Arbitration _____

B. Disposition and Award of Arbitrator _____

Signature

Date

If additional space is needed attach an additional sheet.

All provisions of Section 1.10 of this Agreement will be strictly observed in the settlement of grievances.

SECTION 6.4 - SCHOOL CALENDARS

Alanson Public Schools 2024-2025 Calendar
 Full Day 8:00am-3:00pm= 390 minutes, Half Day 8:00 am-11:15 pm= 195 minutes
 Full Days-163 @ 390=63,570 Half Days- 12 @ 195=2,340 5 PD Days Total Days 180, Total minutes 65,910= 1,098.5

August/September 2024				
Mon	Tue	Wed	Thu	Fri
26	27	28	29	30
LD	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Full Days: 19
Half Days: 1

October 2024				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Full Days: 20
Half Days: 1

November 2024				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Full Days: 16
Half Days: 1

December 2024				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Full Days: 14
Half Days: 1

January 2025				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Full Days: 18
Half Days: 1

February 2025				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Full Days: 17
Half Days: 1

March 2025				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Full Days: 12
Half Days: 1

April 2025				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Full Days: 21
Half Days: 1

May/June 2025				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13

Full Days: 26
Half Days: 4

August 27 & 28: No School for students; PD Day; Open House on the 28th 5:30-7pm	January 6: School Resumes	April 1: School Resumes
September 3: First Day of School/Half Day	January 15: Half Day	April 9: Half Day
October 4: No School for Students; PD Day	January 31: No School for students; PD Day; End of SM 1	April 11: MS/HS End of 3rd Q
October 9: Half Day	February 5: Half Day	May 7: Half Day
October 15 & 17: P/T Conferences 3:30-6:30	February 14: No School for Students; Mid-Winter Break	May 23: No School
October 18: No School	February 17: No School; Mid-Winter Break	May 26: No School; Memorial Day
November 1: No School for students; PD Day	March 5: Half Day	May 30: Graduation
November 6: Half Day	March 7: End of 2nd Tri	June 11,12, 13: Half Day; 13th Last Day of School
November 8: MS/HS End of 1st Q	March 11 & 13:P/T Conferences 3:30-6:30	- No School for staff & students
November 27-29: Thanksgiving Break	March 14: No School	-PD for Teachers; no school for students
December 4: Half day	March 21-March 31: Spring Break	- Half Day
December 23-January 3: Christmas Break		- In Sensation: School Count Day

Alanson Public Schools 2025-2026 Calendar
 Full Day 8:00am-3:00pm= 390 minutes, Half Day 8:00 am-11:15 pm= 195 minutes
 Full Days-163 @ 390=63,570 Half Days- 12 @ 195=2,340 5 PD Days Total Days 180, Total minutes 65,910= 1,098.5

August/September 2025				
Mon	Tue	Wed	Thu	Fri
25	26	27	28	29
LD	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Full Days: 20
Half Days: 1

October 2025				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Full Days: 20
Half Days: 1

November 2025				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Full Days: 15
Half Days: 1

December 2025				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Full Days: 14
Half Days: 1

January 2026				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Full Days: 18
Half Days: 1

February 2026				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Full Days: 17
Half Days: 1

March 2026				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Full Days: 17
Half Days: 1

April 2026				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Full Days: 17
Half Days: 1

May/June 2026				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
1	2	3	4	5
8	9	10	11	12

Full Days: 25
Half Days: 4

August 26 & 27: No School for students; PD Day; Open House on the 27th 5:30-7pm	January 5: School Resumes	April 7: School Resumes
September 2: First Day of School/Half Day	January 14: Half Day	April 15: Half Day
October 1: Half Day	January 30: No School for students; PD Day; End of SM 1	April 17: MS/HS End of 3rd Q
October 8: No School for Students; PD Day	February 4: Half Day	May 6: Half Day
October 14 & 16: P/T Conferences 3:30-6:30	February 13: No School for Students; Mid-Winter Break	May 22: No School
October 17: No School	February 16: No School; Mid-Winter Break	May 25: No School; Memorial Day
November 5: No School for students; PD Day	March 4: Half Day	May 29: Graduation
November 12: Half Day	March 6: End of 2nd Tri	June 10, 11, 12: Half Day; 12th Last Day of School
November 14: MS/HS End of 1st Q	March 17 & 19: P/T Conferences 3:30-6:30	- No School for staff & students
November 26-28: Thanksgiving Break	March 20: No School	- PD for Teachers; no school for students
December 3: Half day	March 27-April 6: Spring Break	- Half Day
December 22-January 2: Christmas Break		- School Count Day

Alanson Public Schools 2026-2027 Calendar
 Full Day 8:00am-3:00pm= 390 minutes, Half Day 8:00 am-11:15 pm= 195 minutes
 Full Days-163 @ 390=63,570 Half Days- 12 @ 195=2,340 5 PD Days Total Days 180, Total minutes 65,910= 1,098.5

August/September 2026				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Full Days: 16
Half Days: 1

October 2026				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Full Days: 19
Half Days: 1

November 2026				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Full Days: 16
Half Days: 1

December 2026				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Full Days: 13
Half Days: 1

January 2027				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Full Days: 18
Half Days: 1

February 2027				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Full Days: 17
Half Days: 1

March 2027				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Full Days: 17
Half Days: 1

April 2027				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Full Days: 18
Half Days: 1

May/June 2027				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18

Full Days: 29
Half Days: 4

September 1 & 2: No School for students; PD Day; Open House on the 2nd 5:30-7pm	January 4: School Resumes	April 6: School Resumes
September 8: First Day of School/Half Day	January 6: Half Day	April 14: Half Day
October 2nd: No School for Students; PD	January 29: No School for students; PD Day; End of SM 1	April 16: MS/HS End of 3rd Q
October 14: Half Day	February 3: Half Day	May 5: Half Day
October 13 & 15: P/T Conferences 3:30-6:30	February 12: No School for Students; Mid-Winter Break	May 28: No School
October 16: No School	February 15: No School; Mid-Winter Break	May 31: No School; Memorial Day
November 4: Half Day	March 3: Half Day	June 4: Graduation
November 6: No School for Students; PD	March 5: End of 2nd Tri	June 16, 17, 18: Half Day; 18th Last Day of School
November 13: MS/HS End of 1st Q	March 9 & 11: P/T Conferences 3:30-6:30	- No School for staff & students
November 25-27: Thanksgiving Break	March 12: No School	-PD for Teachers; no school for students
December 2: Half day	March 26-April 5: Spring Break	- Half Day
December 21-January 1: Christmas Break		- School Count Day