

Master
Agreement of
the
Jonesville Education Association
HLCEA/MEA/NEA with the
Board of
Education of
Jonesville Community Schools
From
August 1, 2024 through July 31, 2027



ARTICLE	TABLE OF CONTENTS	
I	Recognition	3
II	Payroll Deductions	3
III	Board Rights	3
IV	Teacher Rights	4
V	Association Rights	5
VI	Teaching Conditions	6
VII	Class Size	7
VIII	Teaching Hours	7
IX	Sick and Personal Business Days	8
X	Compensable Leave	10
XI	Sabbatical Leave	11
XII	Non-Compensable Leave	13
XIII	Mentor Teacher	14
XIV	Grievance Procedure	15
XV	Negotiation Procedure	17
XVI	Retirement	18
XVII	School Calendar	18
XVIII	Salary Administration	19
XIX	Fringe Benefits	21
XX	Charter Schools	22
XXI	Least Restrictive Environment and Medically Fragile Students	21
XXII	Duration of Agreement	25
Appendix A	Extra Duty Schedule	26
Appendix B	Scheduling Personal Business Days	28
Appendix C	Salary Schedule(s)	29
Appendix D	Grievance Report Form	32
Appendix E	Longevity Rate chart	34
Appendix F	Teacher Evaluation, Placement, Leave/Layoff, Teacher of Record	35

ARTICLE I RECOGNITION

The Board of Education of the Jonesville Community Schools (hereinafter referred to as the Board) hereby recognizes the 4-C Unified Bargaining Association, MEA/NEA (hereinafter referred to as the Association) as the exclusive bargaining representative, to the extent required by Act 379 of the Public Acts of 1965, otherwise known as the Public Employment Relations Act ("PERA"), MCL 423.201 et seq. for all regularly employed long term substitute teachers and K-12 certified teachers including counselors, librarians and special education teachers employed by the Jonesville Community School Board, excluding, but not limited to, day to day substitute teachers, supervisory, and executive personnel (Superintendent, principal, and assistants), office, clerical, custodial, school lunch employees, teacher aides, bus drivers, and all others. The term "teacher" or "teachers," shall refer to all employees represented by the Association in the bargaining unit as defined above.

ARTICLE II PAYROLL DEDUCTIONS

A. Payroll Deductions

1. The Board shall allow for payroll deductions upon written authorization from teachers for Annuities, Credit Union Hospitalization and/or Term Life Insurance, HSA, or any other programs jointly approved by the Association and the Board.
2. The Board shall provide the opportunity for any teacher to use tax-deferred annuities to be purchased by a teacher in a manner provided by law. Such payroll deduction may be established only when in compliance with the existing law and when consistent with Board policy specifying such insurance policy carriers.
3. Ability to purchase MPSERS service with pre-tax dollars.

ARTICLE III BOARD RIGHTS

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. The Board shall not abridge any teacher rights that are specifically provided in this agreement. Otherwise such rights shall include, by way of illustration and not by way of limitation, the following:

1. Manage and control the school's business, the equipment and the operations, and to direct the working forces and affairs of the Board
2. Determine: The quantity and quality of supplies and equipment; quality and scope of curricular offerings; staffing requirements for classified and certificated personnel; schedules, standards, shifts and hours of all personnel assignments; procedures for instruction and

accompanying grade reporting techniques. The aforementioned list shall in no way be construed to limit the rights of the Board except by limitation of this Agreement.

3. Adopt reasonable rules and regulations as published and made available to all teachers.
4. Evaluate and determine the qualifications of teachers.
5. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments thereof and the relocation or closing of departments, buildings, or other facilities.
6. Determine the placement of operations, service, or distribution of work and the source of materials and supplies.
7. Determine the financial policies, including all accounting procedures and matters pertaining to public relations.
8. Determine the size of the management organizations, its functions, and amount of supervision and table of organization.
9. Determine the policy affecting the selection and training of teachers, providing that such selection shall be based on lawful criteria.

ARTICLE IV TEACHER RIGHTS

- A. The Board and the Association agree to adhere to the provisions of Act 379 of the Public Acts of 1965 (PERA) and other laws of Michigan or the Constitutions of Michigan and the United States as amended.
- B. Nothing contained herein shall be construed to deny or restrict those rights granted teachers under the Michigan Revised School Code, laws of the State of Michigan and the United States and the Constitutions of the State of Michigan and of the United States. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- C. During the period of a teacher's employment, a teacher shall have and retain all property and copyright interests in and to any book, lesson plans, articles, publications, motion picture, filmstrip, recording, musical composition, curricular outline, teacher materials or other creative or copyrightable work written, composed created or devised by such teacher when not made, printed, written, mechanically produced or replicated with Board materials, or created during or related to the teacher's employment.
- D. The Board agrees that it will not discriminate against or between teachers because of their race, creed, religion, color, national origin or ancestry, age, gender; sexual orientation, marital status, physical characteristics, place of residence, physical disabilities or activities in any employee organization.
- E. A teacher shall be entitled to have present a representative of the Association during any meeting which may lead to disciplinary action by the Board and/or administration. When a request for such representation is made by the teacher, no action shall be taken with respect to the teacher until such representation of the Association is present.

F. Definition of Seniority

1. A teacher shall be entitled to have present a representative of the Association during any meeting which may lead to disciplinary action by the Board and/or administration. When a request for such representation is made by the teacher, no action shall be taken with respect to the teacher until such representation of the Association is present. (Weingarten Rights)
2. In the event that two (2) or more Education Association members are hired on the same date or begin work on the same day, a draw for seniority will take place within ten (10) days of the hire date. The JEA President (or designee), the Superintendent, and the newly hired Education Association members shall be present for the draw. The members hired on the same date will draw numbers. The member drawing one (1) will be ranked highest on the seniority list; the member drawing two (2) will be ranked after one (1), and so forth. Upon the completion of the draw for seniority, the district has ten (10) working days to produce a newly updated seniority list.
3. The new seniority list will then be provided to the JEA President, annually, no later than October 1st. Any corrections or objections to the new list must be given to the Superintendent within fifteen (15) working days to correct said list.
4. In the event that changes or modifications are made to the first printing (December 15) of the seniority list, a new list will be email to all staff.
5. Seniority shall be lost by a bargaining unit member upon termination, resignation, retirement or leaving the bargaining unit to be employed in any other capacity with the district with the following exception: members may take a one (1) school year interim position in the Jonesville administration with seniority being frozen for that period of time. The member's position shall be filled on a temporary basis with the member having the right to return. Approved leaves shall be credited for up to two (2) years toward seniority.

ARTICLE V ASSOCIATION RIGHTS

- A. Association representatives of local, county, state or national level shall have the right to enter the school premises provided always that there shall be no interference with school functioning. Such representative shall report to the principal's office to indicate their presence.

B. Teacher Association Meetings

1. Those teachers wishing to be absent from school to attend meetings for teacher Association business may do so by making arrangements at least three (3) days prior to the meeting except in cases of emergency, in accordance with the leave with pay Article IX, Section 11.
2. Teachers shall have the right to hold meetings for teacher Association business in the school building after school hours. Arrangements for space shall be made in advance with the building principal and must not interfere with any school activity or other scheduled activities.
3. The Board agrees to supply at said meetings for teacher Association business in the school, if available, items of supply, (paper, pencils, stencils, etc.), at a nominal cost, including long distance phone calls. The Association agrees to pay such charges monthly.

4. Business office manager will report any change in status of current teaching staff to the Union President.
5. Up to six (6) days shall be granted to conduct Association business to the president of the Jonesville Chapter of the 4-C UBA and/or his/her designee.

ARTICLE VI TEACHING CONDITIONS

- A. The Board shall make a faculty room available in each school.
- B. Vending machines shall be installed in a faculty room at the request of teachers of that building.
- C. Teachers shall be an advisory voice in the selection of educational tools.
- D. The Board shall provide texts, supplies, and materials for the purpose of student instruction. Department or grade level meetings shall be called by the administration in order to study selection and improvement of educational tools. The Administration reserves the right to schedule up to two (2) staff meetings/PD per month with duration not to exceed fifty (50) minutes per meeting time. Teachers may be excused from attendance with prior approval of the building principal or designee. It should be noted that it is the professional responsibility of teachers to be punctual and attend required meetings as listed above.
- E. The Board may provide in-service programs when developed by the Educational Council, Professional Development Committee and/or administration.
- F. The private, personal, religious, and political views of any teacher are not within the appropriate concern or attention of the Board as long as such activities do not affect the teacher's effectiveness.
- G. The nature and responsibility of a teacher's assignment requires a certain portion of preparatory work to be performed at home. Space and furniture necessary for such homework and their upkeep are the responsibility of the teacher whose assignment requires such equipment and/or space.
- H. Every teacher will be required each school year to sign an individual contract of employment as provided in Section 380.1231 of the Revised School Code. Each individual teacher contract shall contain the following statement:
This contract is subject to a collective labor Agreement heretofore and hereafter negotiated by the Board and the exclusive bargaining representative of the teachers employed by the Board.
- I. A non-transferable pass for each teacher for all home athletic events shall be provided. Teachers will work at three (3) athletic events to receive a family pass.
- J. When a concern relative to a safe environment is brought to an administrator's attention, the Administration will determine what corrective action, if any, is necessary and/or economically feasible.
- K. A curriculum review rotation will be established beginning with the 2012-2013 school year with adequate yearly funding provided and communicated to staff.

- L. Curriculum review rotation will be established beginning with the 2021-22 school year with adequate and appropriate funding provided.

ARTICLE VII CLASS SIZE

- A. Student population in sectioned classrooms at the elementary school shall remain numerically equal to the present whole number. Students having an IEP (Individualized Educational Program) will be evenly distributed among the classrooms at each grade level. The Board will make a reasonable effort to maintain classes at less than the following:

K - 3: 22

4 - 8: 25

9 - 12: 30

- B. When determining class size as listed above, the class size numbers are to be used as the desired number to ensure for more individualized instruction. When a teacher is required to substitute for another teacher during their prep time that teacher shall be compensated at the substituting rate of \$25.00 in addition to their normal pay. If the class is split among teachers for the grade level for the entire day, \$175 will be split equally. If the class is split for a half day, they will be paid \$87.50 equally. Less than a half day will be split the hourly rate of \$25 equally.

ARTICLE VIII TEACHING HOURS

Elementary	Student Hours	7 hours 20 minutes
Middle School	Student Hours	7 hours 20 minutes
High School	Student Hours	7 hours 20 minutes
Alternative Ed.	Student Hours	7 hours 20 minutes

Teachers are to report fifteen (15) minutes before and stay ten (10) minutes after student arrival/dismissal.

- A. Teachers shall be permitted to leave the premises at the same time the students are dismissed on Fridays, on the day preceding holidays and on days when students are dismissed early and teachers have to report back to work such as parent-teacher conferences, in-service days, open house programs, etc.
- B. Principals will exercise their discretion regarding requests from teachers to leave the building during established work hours.
- C. At any time, in all buildings, if students are not required to be present because of physical breakdown and/or climatic conditions, teachers shall not be required to be present. During special dismissals for storm warnings or lockdown situations, teachers shall not be permitted to leave the building until students have been dismissed and have boarded buses.
- D. All teachers shall have a thirty (30) minute duty-free lunch period.

- E. If a teacher assigns a student to stay in during the lunch period or recess, that teacher will be

responsible for that student. Teachers electing to participate in scheduled recess will accompany students for the duration of the recess using the established practice of alternating coverage among grade level teachers.

- F. Elementary teachers shall be allowed to use for planning and conference time all time during which their classes are receiving instruction from teaching specialists.
- G. All teachers shall receive an uninterrupted fifty (50) minute duty-free prep period per day except when Teachers serve as substitutes as provided for in Article VII. Teachers may voluntarily take an interrupted prep period at the request of their administrator.
- H. Work requested and agreed upon outside of contractual hours teachers shall receive \$25 per hour, for a minimum of 1 hour. (Some examples could include, but not limited to MDR, IEP, curriculum nights, and concerts). If the meeting has to be canceled for any reason, the teacher will be paid \$12.50.
 - 1. Open house is mandatory for all with no compensation. Any absences from open house will be pre-approved by building principals with the missed open house time being made up at a later date agreed upon by building principal and teacher.
- I. Substitute 1 night of Spring conferences for the Senior Awards night (high school only)

ARTICLE IX SICK AND PERSONAL BUSINESS DAYS

- A. Sick days may be used for the following purpose: Doctor's appt, teacher illness, family illness including: spouse; parents; parents-in-law; children; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable.
 - B. Each employee covered by this Agreement shall be allotted 10 sick days per year beginning on the first day of school. Any employee who separates employment prior to the end of the school year will have their sick time prorated for the current school year and should the employee have used more time than the prorated amount the overage will be deducted from the employee's final paycheck.
 - C. Personal leave days for the school year will be granted at the rate of three (3) days per school year and sick days for the school year will be granted at a rate of ten (10) days per year. Sick time will be distributed in the following manner: Ten (10) sick days on the first teacher work day. Personal leave days with pay shall be granted after the first working day of the year. Up to three (3) personal leave days with pay may be used by each teacher yearly. Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session. This could include among others, family illness of a non-critical nature, failure of transportation, and the usual areas of court appearance, closing on a house, religious holidays, etc. It is recognized that there are occasions of personal business which the teacher prefers to keep private.
 - D. Personal leave cannot be used for any business venture, employment or source of income, or optional requests and activities. Personal business days shall not be taken on days prior to or after any vacation period. Personal
- Jonesville Education Association August 1, 2024-July 31, 2027

leave shall be limited to two teachers per building per day. The building administration may grant additional approval based on the ability to secure coverage on a first come, first serve basis.

- E. Persons hired after the beginning of the school year shall earn personal days at a rate of .5 day per month and earn sick days at a rate of one (1) per month (September-June.) Personal days and sick days earned shall be granted after the first working day.
- F. Employees with more than ninety (90) sick and personal days accumulated as of June 30, 2007, shall be capped at that accumulated number and shall not be able to increase this amount. However, this amount may decrease if the member uses more than the days granted at the start of the school year. This number will then be established as the new cap. Employees with less than ninety (90) sick and personal days accumulated as of June 30, 2007, shall be allowed to accumulate up to ninety (90) days.
- G. Unused personal leave shall be rolled over to sick time at the end of each year.
- H. Each unused sick day greater than ninety (90) days will be reimbursed at fifty dollars (\$50.00). Payment will be made to the individual member(s) through a tax deferred plan no later than June 30 of each year.
- I. Payment of unearned sick leave shall be withheld from final salary due.
- J. If a teacher is on or requests to be placed on sick leave of more than three (3) days, a physician's statement will be required. The statement shall specify whether or not the teacher is capable of returning to work. In the event that a teacher is unable to work, the physician shall be asked to specify an estimated date of return. Periodic statements shall be furnished at regular intervals as decided by the teacher's physician. If there is reason to believe that the statement(s) provided by the employee's physician are inaccurate, the Board may request a statement by a physician of the Board's choice, at their expense.
- K. A teacher who has exhausted all accumulated sick leave days and is unable to teach because of personal illness or disability shall be granted a leave of absence without pay for the duration of the illness or disability for up to one (1) year. The teacher will be required to provide a physician's statement indicating the inability to return to work. A physician's statement verifying that the teacher is capable of returning to work will be requested. This leave may be renewed each year upon written request of the teacher and approval of the Board. During the course of the leave the teacher may elect to continue the current insurance package or any portion, at their own expense, if allowed by the insurance carrier. After accumulated sick leave days have been exhausted, paid sick leave days may be extended by the Board at their discretion.
- L. Personal days used immediately before or after a semester or schedule vacation period on scheduled parent/teacher conference days or on an in-service day shall be limited to the following:
 - 1. Personal illness
 - 2. Court cases
 - 3. Legal business
 - 4. Serious illness in the immediate family
 - 5. An emergency
 - 6. All others approved by principal or Superintendent
- M. All requests shall be submitted to the principal on Appendix B

- N. A five hundred (\$500.00) stipend will be given to any teacher who earns perfect attendance; absences due to school business or bereavement will not be considered as an absence.
- O. Teachers will be allowed to take off time in one hour increments instead of a minimum of ½ (half) day. This will begin with the 2018-2019 school year with a sunset clause that both sides (Union President and School Board/Superintendent) must agree to continue it for the duration of the contract. This decision would need to be made by May 1 of each contract year. If either party decides that this change isn't working out, the language of the Article would revert back to previous contract.

ARTICLE X COMPENSABLE LEAVE

- A. Accumulation of compensable leave, for example, i.e. leave with pay days: for each of the ten (10) months beginning with September and ending with June each teacher shall earn according to Article IX, B.

1. Bereavement Leave

Three (3) days shall be granted for the death of a family member. Additional days shall be deducted from accumulated sick days. In case of other deaths, leave may be allowed by the Superintendent upon request and at his/her discretion. A family member shall be defined as parent, spouse, partner, sibling (including step, adopted, half, etc.) in-law, grandparent, child (including step, adoptive, ward, and guardian), grandchildren, niece, and nephew, aunt/uncle or anyone residing in the same household.

2. All others with administrative approval.

B. Worker's Compensation

Any teacher who is absent due to conditions compensable under the Michigan Workers' Disability Compensation Act or successor provision shall receive from the Board the difference between workers' compensation payments received and teacher's salary. A personal day is to be deducted proportionately to the amount of teacher's salary paid by the Board.

C. Leave days not charged against accumulated compensable leave days

1. Conference Leave

Professional conference expenses shall be allowed only for those conferences approved by the administration. Teachers may apply for a professional conference leave by submitting a request to the building principal with copies of the request forwarded to the Superintendent. A written report of the conference shall be submitted to the building principal.

2. Court Duty

If a teacher is required to serve on a jury or is subpoenaed, he/she shall be granted leave and paid the difference between his/her pay for such court service and the money he/she would have received under this Agreement.

- a. Teachers are expected to follow court procedures with regard to: 1) calling the night before to confirm the need to serve court duty; 2) if not required to report for court duty, teachers are required to report for work.
- b. Teachers who are released prior to the conclusion of the school day shall call the building principal or representative for further instructions.

3. School Business

- a. Teachers may receive leave with pay to carry out school business at the discretion of their building principal. Such leave shall be used for school visitations, chaperoning school sponsored student trips, meetings sponsored by the Michigan Department of Education and other school related functions.
- b. Such leave shall not be available for business related activities of the Association.

ARTICLE XI SABBATICAL LEAVE

- A. The sabbatical leave is designed to provide opportunity for professional staff to improve their abilities and increase their value to the school district. This staff improvement is usually achieved by formal study or research and/or writing as approved by the Board upon the recommendation of the Superintendent.

The formal application shall include the following as applicable:

1. Formal study - an outlined plan of work intended to qualify teachers for higher credential or program of recognized courses intended to improve the teacher applicants in their field of endeavor.
2. Research and/or writing - the proposed undertaking shall be approved as it relates to the service of the teacher in the teacher's profession.

B. Qualifications

A teacher possessing a permanent, continuing or professional education teaching certificate valid in Michigan and having been employed full-time for a period of seven (7) consecutive years in the Jonesville Community Schools system is eligible to apply for sabbatical leave of absence.

C. Filing the Application

Completed written applications for sabbatical leave must be filed with the Superintendent on or before March 1 of the year preceding the academic year for which the leave is being requested. Once filed, the application may be withdrawn at any time prior to the date of action by the Board.

D. Review Committee

The Educational Council as provided for in Article XVII will review all applications submitted. The Council will consult with the candidate and any other persons who can be of assistance to the Council in assessing the proposal on which the request for sabbatical leave is made.

E. Action

The Superintendent will submit the recommendations of the Educational Council for sabbatical leave with name, along with any qualifying conditions of those applicants being recommended for a sabbatical grant to the Board on or before the second Wednesday in April preceding the academic year for which the leave is requested.

F. Notification

1. Upon receipt of the application, the Superintendent will forward a written acknowledgement. At the conclusion of the preliminary screening of the applications, each teacher will be notified as to the status of the teacher's application. The date for each notification will be no later than April 1, earlier if possible.
2. Upon action by the Board, each teacher will be informed in writing as to the final disposition of the application. This notification will occur within five (5) days following the official action of the Board.

G. Execution of Agreement

Prior to the granting of sabbatical leave, each teacher will sign an Agreement with the Board to comply with the following requirements:

1. Professional staff on sabbatical leave shall inform the Superintendent of any changes in the planned program and request their approval.
2. Professional staff returning from sabbatical leave shall submit a written report to the Superintendent within thirty (30) days after resumption of active service. The report shall include the names of the institutions attended, courses taken and transcripts of credits received.
3. Professional staff agrees to serve three (3) years at the District after having returned from sabbatical leave. If three years of service are not completed after sabbatical-leave, that person shall reimburse the school district for the salary received during such leave.

H. Change of Plans After Award

Should the teacher recipient of a sabbatical grant at a time prior to the effective date of the sabbatical leave wish to give up the grant and return to regular service, the teacher will notify the Superintendent in writing. If the teacher so notifies the Superintendent prior to the end of the school year, the teacher shall return to the teacher's assignment. If the teacher so notifies the Superintendent after the close of the school year, the teacher will have no legal claim to an assignment during the period of the sabbatical grant. The teacher will be given priority consideration to be assigned to an unfilled position for which the teacher is certified and qualified, beginning fall 2006.

I. Quota

Prior to March 1 of each year, the Board will specify the number of sabbatical leaves or the dollar

amount for such purposes to be incorporated in the budget for the next fiscal year.

J. Salary Provision

An approved sabbatical leave of absence will carry an allowance of full fringe benefits and fifty (50) percent contractual salary subject to such deductions as are required by law or teacher election.

ARTICLE XII NON-COMPENSABLE LEAVE

A. Child Care

1. An unpaid childcare leave shall be granted upon request of a teacher. An adoptive parent teacher may apply for a childcare leave under these guidelines.
2. The teacher shall submit a written request to the Superintendent at least forty-five (45) days prior to the effective date of the leave except in case of an emergency. Said request shall include specific dates of the leave.
3. Leave for child care shall not exceed one (1) year. However, the Board may act to extend such leaves after reviewing pertinent data as presented by the teacher on leave.

B. Military Leave

A military leave of absence shall be granted to any teacher under contract who shall be drafted/deployed for military duty in any branch of the armed forces of the United States in accordance with the Military Selective Service Act, 50 USC App 451 et seq. or successor provision as otherwise required by law.

C. Other

Requests for leaves of absences without pay can be submitted to the Superintendent and may be granted if, in his/her opinion, such leave shall be of value to the District or the teacher.

- D. While on unpaid leave, except family medical leave, such teachers may reimburse the Board for fringe benefits as per regulations of the insurance carriers.
- E. The provision of the Family Medical Leave Act of 1993 shall apply. These provisions will not provide teachers with any greater benefits than required by the Act. The Board reserves all rights granted by the act.

ARTICLE XIII

MENTOR TEACHER

A Mentor Teacher

1. In accordance with the Michigan Revised School Code (380.1526), each teacher in his/her first three (3) years in the classroom shall be provided a mentor teacher. In no instance will an administrator serve as a teacher mentor. The mentor shall be selected by the Administration from a list of tenured teachers in the District who have indicated an interest in mentoring and who meet the criteria of the Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan." Teachers in the District will not be forced to be mentors. Every effort will be made to match mentor teachers and mentees who work in the same building and who have the same area of certification. Where possible, the mentor teacher and the mentee shall be assigned common preparation time. If there are an insufficient number of mentor teachers, retired teachers or college professors may serve as a mentor teacher provided that he/she shall be paid at the rate listed in Section 3 below.
2. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentoring assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. It is understood that the mentor-mentee relationship shall be confidential and shall not be a matter included in the evaluation of the mentor teacher nor of the mentee. Neither mentor nor the mentee shall be permitted to participate in the evaluation of the other. The job description for mentors shall be in accordance with the Michigan Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan."
3. The mentor teacher assignment shall be for one (1) school year subject to review by the mentor teacher and mentee in April of each school year. The assignment may be renewed in succeeding years upon concurrence of the mentor, mentee and the Administration. The mentor teacher shall be paid two hundred dollars (\$200) per mentee, for the first year. If mentee is placed on a plan of assistance, the payment will remain two hundred dollars (\$200.) If a mentee is not on a plan of assistance, payment for the second year shall be one hundred dollars (\$100) and fifty dollars (\$50) for the third year.
4. Mentees shall be provided with a minimum of fifteen (15) days of professional development during their first three (3) years of classroom teaching.

B. Personnel Files

Personnel files shall be kept in compliance with the provisions of the Bullard-Plawecki Employee Right to Know Act Public Act 397 of 1978. Each teacher shall have the right, upon request, to review the contents of the teacher's personnel file maintained by the school system. The review will be made in the presence of the administrator responsible for the safekeeping of the file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Privileged information such as confidential credentials, letters of recommendation from universities, previous employers or individuals are specifically exempted from such file prior to the review of the file by the teacher. No material may be placed in the file without allowing the teacher an opportunity to file a response. After notification of such inclusion in the personnel file, the teacher may file a response thereto, which shall become a part of said file.

ARTICLE XIV
GRIEVANCE
PROCEDURE

- A. A claim by the teacher or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement may be processed as a grievance hereinafter provided.
- B. The teacher shall be entitled to Association representation at any informal or formal meetings with the Board and/or its representatives.
- C. The number of days indicated at each step of the Grievance Procedure are teacher work days. In the summer recess, days shall be defined as working days (Monday through Friday), excluding holidays.
- D. The Association may initiate a grievance directly at the Superintendent's level when either of the following conditions applies:
 - 1. A grievance involves a group of employees or an issue which applies to the unit as a whole, or
 - 2. The action precipitating the grievance was initiated by management at a higher level than the immediate supervisor. When such grievances are initiated at the Superintendent's level, the normal grievance procedures shall be followed as set forth in this Article.

E. Informal Grievance Procedure

In the event that the teacher or the Association believes that there is a basis for a grievance, the discussion of the alleged grievance shall occur with the building administrator within ten (10) work days of the occurrence or discovery thereof of the alleged violation, misinterpretation or misapplication of the provision of this Agreement. If no mutually agreeable solution has been reached within five (5) work days after the discussion, the teacher or the Association may proceed to Step 1 of the formal grievance procedure.

F. Formal Grievance Procedure

Step 1 In order to invoke the formal grievance procedure, within twenty (20) workdays of the occurrence or discovery of the alleged grievance the teacher or the Association shall complete the grievance form provided in Appendix "D" of the Agreement. The administrator or the secretary shall sign for the receipt of the grievance with the date when the teacher or the Association presents the completed grievance form to the Principal. The Administrator shall write a disposition of the grievance within five (5) workdays of the receipt of the grievance and shall furnish a copy to the teacher and the Association.

Step 2 If the Association is not satisfied with the disposition of the grievance by the Administrator, the grievance shall be transmitted to the Superintendent within ten (10) workdays. The Superintendent or his/her secretary shall sign for the receipt of the grievance form with the date. The Superintendent will conduct a formal hearing of the grievance within ten (10) work days of its receipt and shall furnish a copy to the teacher and the Association.

Step 3 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) work days of such meeting, the grievance shall be transmitted to the Board within ten (10) work days by filing a written copy thereof with the secretary or other designee of the Board who shall sign for the receipt of the grievance form with the date. The Board, no later than the next regular Board meeting or within fifteen (15) work days, whichever shall be later, after the receipt of the grievance shall conduct a formal hearing of the grievance. Disposition of the grievance in writing by the Board shall be made no later than ten (10) workdays thereafter. A copy of such disposition shall be furnished to the Association and the teacher when identified.

Step 4 If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period provided, the grievance may be submitted to arbitration before an impartial arbitrator. The Association must notify the Board of its intent to pursue arbitration within twenty (20) work days of the receipt of the Board's disposition or within twenty (20) work days of the Board hearing if no disposition has been rendered by the Board. If the parties cannot agree on the selection of the arbitrator within ten (10) work days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. Neither the Board nor the Association shall be permitted to assert in such arbitration proceedings any ground or rely on any evidence not previously disclosed to the other party.

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 establish salary scales.
3. He/she shall have no power to interpret State or Federal laws.
4. More than one grievance may not be considered by the arbitrator at the same time except upon the express written mutual consent of the parties and then only if the grievances are of a similar nature.
5. The fees shall be shared equally between the parties.
6. Both parties agree to be bound by the award of the arbitrator, and the judgment thereon may be entered In any court of competent jurisdiction

G. Guidelines

1. The time limits provided in the article shall be strictly observed but may be extended by written Agreement of the parties.
2. Notwithstanding the expiration of the Agreement, any claim or grievance having arisen there under may be processed through the grievance procedure until resolution.

3. When any time limits are not adhered to, except as provided in Paragraph 2 above, the grievance is awarded to the party not violating the time limits.
4. All parties of interest shall be present and may be represented by another person at all meetings and hearings at any level of the Grievance Procedure. When a teacher is not represented by the Association, the Association shall have the right on its request to have its representative present to state its views at all stages of the formal grievance procedure.
5. A grievance may be withdrawn at any level without establishing a precedent.
6. No reprisals of any kind shall be taken by or against any party of interest or participant in the grievance Procedure by reason of such participation.
7. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
8. All available information necessary to the determination and processing of any grievance shall be furnished upon request to all parties involved in said grievance with the exception of argument to be presented by either side in arbitration.
9. Hearings and meetings at all grievance levels will be established by mutual agreement between the Board and Association. In no case will there be a loss of pay for attendance at such proceedings.

ARTICLE XV NEGOTIATION PROCEDURE

- A. Neither the Association nor the Board shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district.
- B. Copies of this Agreement shall be printed at the joint expense of the Board and the Association and presented to all teachers now employed or hereafter employed by the Board.
- C. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall be deemed invalid but all other provisions or applications shall continue in full force and effect.
- D. This Agreement shall supersede any rules, policies, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- E. The principal and Association Building Representative shall meet as needed for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure. This shall be considered school business.

- F. The Board agrees not to contract out Appendix A assignments unless otherwise provided in this Agreement.
- G. 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 have established 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. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike against the Board, as that term is defined by PERA.

ARTICLE XVI RETIREMENT

- A. Teachers retiring and qualifying for payments under the Michigan Public School Employees Retirement System or the Federal Social Security System shall be reimbursed at the rate of \$75.00 per day for accumulated sick days, but not to exceed one hundred seventy-five (175) days paid into a negotiated tax deferred annuity (ex: 403B) plan at the Board of Education's expense.
- B. One time retirement bonus if your career was spent teaching at Jonesville Community School (25+ more years). Fifty dollars (\$50) multiplied by years of service, retirement must be through ORS not resignations and by March 1st of the calendar year for the duration of the contract.

ARTICLE XVII SCHOOL CALENDAR

- A. For the term of this contract there shall be two (2) parent-teacher conference days. For the duration of this contract the calendar shall have no less than four (4) half days. See Appendix E.
- B. In the event of school being cancelled due to weather conditions or other emergencies, the days/hours will be made up at the end of the school year, if necessary to meet the State of Michigan minimal standards. In addition, if requirements change regarding days/hours necessary to meet the State of Michigan minimal standards, the Board will consult with the Educational Council in order to correct the problem.
- C. Snow days are non-remote unless there is an agreement made between the administration and the union.

ARTICLE XVIII
SALARY ADMINISTRATION

- A. Newly Employed Teachers: Unlimited years of previous teaching experience in other districts may be accepted in placing new teachers on the salary schedule.
- B. For the purpose of calculating non-uniform schedule, a six (6) period standard will be utilized; six-sixths (6/6) and one (1) full conference period, each part time contract will be interpreted from that model. Fractions will also be used if an alternate schedule is agreed upon by the Association and Board of Education. Examples:
1. The part-time teacher with four (4) class periods of assignments will be paid four-sixths (4/6) of a full salary and benefits and will be expected to remain for four-sixths (4/6) of a conference period. This teacher's yearly salary increase shall be four sixths (4/6) of the amount a full-time teacher receives.
 2. The part-time teacher with three (3) class periods of assignments will be paid three-sixths (3/6) of a full salary and benefits and be expected to remain for three-sixths (3/6) of a conference period. This teacher's yearly salary increase shall be three-sixths (3/6) the amount a full-time teacher receives.
 3. The part-time teacher with two (2) class periods of assignments will be paid two-sixths (2/6) of a full salary and benefits and be expected to remain for two-sixths (2/6) of a conference period. This teacher's yearly salary increase shall be two-sixths (2/6) the amount a full-time teacher receives.
 4. Teachers teaching more than a normal number of class assignments, six (6) will be paid according to the previous model also. Example: A teacher having seven (7) class periods of assignments will be paid seven-sixths (7/6) of a full salary. Such increased assignments and increased salaries shall not affect the awarding of fringe benefits as per this Agreement.
 5. High School Only: May substitute one (1) night of spring conferences for the Senior Awards Night.

C. Extended Contracts

1. Compensation for individual services which teachers have been contracted for a period of time exceeding the normal school year shall be made by increasing the individual's basic step amount by the following formula:

$$\text{Amount of increase} = \frac{D - N}{N} \times \text{step amount}$$

N = number of contract days in full school year D = number of contract days in the teacher's contract

Example: If there were 188 days in a full contract year (N) and 203 days (D) in the contract of a teacher whose salary was based on Step D-6

$$\text{Amount of increase} = \frac{203 - 188}{188} \times \text{step amount D-6}$$

2. If the teacher will be teaching less than six (6) full periods per day during the extended period Amount of increase =
$$\frac{H (D - N) \times \text{step amount}}{6N}$$

H = number of class periods per extended contract day

Example: If the teacher in Example 1 were teaching two (2) classes per day during the extended Period of his/her contract, then

$$\text{Amount of increase} = \frac{2(203 - 188) \times \text{step amount D-6}}{6 \times 188}$$

D. Longevity

After twelve (12) years of continuous service in the District, teachers will receive longevity payments pursuant to Appendix E. A two hundred (\$200) dollar, one time (2021-2022), increase will be added to longevity scale.

E. Extra Duty

1. The Board retains the prerogative of filling the positions listed on Appendix A.
2. The Board retains the prerogative of assigning extra duties to incumbent coaches for the ensuing school year upon the recommendation of the administration and acceptance by said coach of such position and will not post those reassigned extra duties as vacant.
3. Any position not filled under the provisions in #2 above shall be posted. It is the Board's intent to fill vacant extra duty athletic positions with existing staff when they are the best qualified for the position.
4. Assignments to any extra duty position and the pay rate attached in Appendix A terminates at the end of the school year and shall not constitute tenure payment nor a tenure assignment to the position and salary listed.
5. Any assignments in addition to the normal teaching schedule during the regular school year shall not be obligatory but shall be with the consent of the teacher. Teachers employed in extra duty assignments shall be paid in accordance with the salary provisions on Appendix A.
6. In no case shall anyone hired from outside the bargaining unit be paid at a rate in excess of that established in Appendix A.
7. Duties of Department Chairpersons:
 - a. To call and chair necessary meetings of the department.
 - b. To develop, with department members, a single departmental budget to be presented to the Principal, and to requisition necessary departmental budget items.
 - c. To work with their departments to make recommendations to the areas of curriculum development and textbook adoption.
 - d. To meet, from time to time, with the principal in order to facilitate communications.

F. Description of Salary Levels

1. Level A - Those teachers holding a Bachelor's Degree and a current Michigan teaching certificate.
2. Level B - Those teachers holding a Bachelor's Degree plus eighteen (18) semester hours of graduate coursework and a current Michigan teaching certificate.
3. Level C - Those teachers holding a Master's Degree and a current Michigan teaching certificate.
4. Level D - Those teachers holding a Master's Degree plus thirty (30) semester hours of

graduate coursework and a current Michigan teaching certificate. ***This level removed as of 2018-2019 and will only be available to teachers currently at that level and those within six (6) credits as of August 1, 2018.***

5. Teachers who have been hired and have an out of state teaching certificate will be placed at the appropriate level but will be required to take the next available competency test and meet all requirements for the Michigan teaching certificate for their area.
- G. Movement to the next step of the salary schedule will be automatic at the beginning of each school year. Movement across the columns to the appropriate salary level will be automatic at the beginning of each school year and semester provided the teacher has completed the requirements for placement on the levels as specified in Section F above.
- H. Teachers who get an additional endorsement that is requested by the Administration will be reimbursed for credits earned upon successful completion of each course toward completion of the endorsement.
- It is the responsibility of the teacher to turn in a copy of the bill and the transcript, in a timely manner, in order to be reimbursed. The teacher and Administration will sign an agreement which includes the length of time to complete the certification, the college courses to be taken to complete the certification, and that the teacher agrees to work for the District for five (5) years upon completion of the certification or will be required to repay the District for all costs incurred.

**ARTICLE XIX
FRINGE BENEFITS**

- A. The Board shall contribute the statutory maximum amount, per P.A. 152 of 2011, towards employee medical insurance premiums. Any amount in excess of the Board's contribution towards medical insurance shall be borne equally by the employees and subject to payroll deduction. Any amount in excess of the Boards contribution shall be subject to payroll deduction. Any difference in the amount of State Cap to the premium shall be placed in the employee's HSA account in monthly payments, based on the quote from SET-SEG for the Jonesville community School Teachers given on 6/23/2016.
- The Board shall contribute 100% towards all other PAK A and ancillary non-health premiums, i.e. Life, Dental, Vision and LTD. All costs relating to the implementation and administration of benefits under the program shall be borne by the Board. Teachers electing PAK B shall receive a monthly cash-in-lieu payment in the following manner:
- | | | | | |
|--------------------|---------|-------|--------------------|----------------------|
| | 0 - 10 | \$500 | | |
| | 11 - 15 | \$550 | | |
| | 16 - 20 | \$600 | | |
| | 21 + | \$650 | | |
| Ancillary Benefits | | | | |
| Dental: Class I | 75% | | Life insurance | \$20,000 |
| Class II | 75% | | AD&D | \$20,000 |
| Class III | 75% | | LTD | 66 2/3% Max. \$5,000 |
| Annual Max. | \$1,000 | | Max monthly salary | \$7,5000 |
| Class IV | 50% | | Waiting period | 90 days |
| Lifetime Max. | \$1,000 | | | |

Riders
Vision: VSP Gold

2 cleanings

Should the Association wish to alter the benefit coverage level for the duration of this Agreement, it will notify the Superintendent. The Association will have to ratify any changes to coverage level prior to any implementation.

- B. Teachers will be reimbursed the tuition costs of graduate classes up to two hundred fifty (\$250.00) dollars per year upon successful completion and verification of such to the Superintendent. A minimum grade of 3.0 is required for eligibility. (should we move this someplace else)?
- C. Schedule of Payments. The Board shall provide either nineteen (19) or twenty-four (24) equal payments of salary. Teachers are to notify the business office two (2) weeks prior to the first pay period of the start of school regarding having equal payments of nineteen (19) or twenty-four (24). If the business office has not been contacted, the pay periods will be based on twenty-four (24). Payroll payments will take place the 10th and the 25th of each month. If the 10th or 25th falls on a weekend or holiday, school payment will take place on the prior scheduled school day.
- D. The Board shall pay the retirement premium on all contractual dollars to the Michigan School Employee Retirement System for all teachers in this bargaining unit.
- E. The Board will provide a Cafeteria Plan which complies with Section 125 of the Internal Revenue Code. The Cafeteria Plan is intended not to change any benefits except as required by Section 125.

ARTICLE XX CHARTER SCHOOLS

- A. The District will provide notice to the Association of any contact, correspondence, or inquiry regarding a public school academy application made to the District, or an application to an ISD, community college, or public university of which it has knowledge.
- B. In the event that a charter school is started in the District, this contract will be reopened for the purpose of dealing with those subjects and provisions related to the operation of a charter school.

ARTICLE XXI
LEAST RESTRICTIVE ENVIRONMENT AND MEDICALLY FRAGILE STUDENTS

- A. Application of the Article shall apply to special education students.
- B. Mainstreaming is defined as the placement of an identified special education student referenced above in Section A into a regular education program for any part of the regular school day. When a general education classroom teacher is assigned a special education student as set forth above, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class. In addition to other established procedures, the student's special education teacher will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of said students, and addressing other appropriate issues as same may arise.
- C. If any teacher has a reasonable basis to believe that a disabled student's current individual education plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal of that opinion in writing.
- D. On a case-by-case basis, the district will determine what training, if any, will be necessary for the general education teacher who has a mainstreamed student assigned to his/her classroom.
- E. **Least Restrictive Environment Committee process is hereby established**
1. The Committee process will be ad hoc and composed of two (2) teachers and two (2) administrators, all of whom will be selected in accordance with the respective parties' procedures. At least one (1) of the teachers will be a special education teacher and one (1) administrator shall be the special education director.
 2. The Committee shall convene upon written request of a general education teacher who is seeking assistance in resolving problems related to a mainstreamed student in his/her classroom. The Committee shall convene within five (5) work days of receipt of the teacher's request.
 3. The teacher's request will provide evidence that the teacher has reasonably exhausted avenues of available assistance and guidance from special education staff and the building principal. Additionally, the teacher will provide a written description of the problem(s).
 4. After its review, the Committee may issue a written recommendation in response to the

teacher's request for assistance. The written recommendation of the Committee will be submitted to the Superintendent for review and consideration within ten (10) days of the receipt of the request from the general education teachers.

5. The Superintendent will submit recommendations in writing following a review of the teacher's request and Committee's recommendation within five (5) days of the receipt of the written recommendations from the Committee. The decision of the Superintendent shall be final and not subject to the grievance procedure.

- F. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves considerations of the student's unique needs as determined by an individual education planning Committee (IEPC). It is agreed that the special needs student's participation and right to participate in regular education programs and service cannot be affected by this Agreement.
- G. The District shall determine the need for a teacher who will be providing instructional or other services to a special needs student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during the time the teacher is assigned to teach a class.

ARTICLE XXII
DURATION OF AGREEMENT

- A. This Agreement incorporates the Agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deducted from, or modified only through the voluntary mutual consent of the parties as an amendment of this Agreement.
- B. This Agreement shall be effective as of August 1, 2024, and shall continue in effect until July 31, 2027. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

For the Board

By: Erik Weatherwax
Erik Weatherwax (Apr 22, 2025 11:59 EDT)

**Eric Weatherwax Superintendent,
Jonesville Community Schools**

Date signed 22/04/25

For the Association

By: Brian Stroble
Brian Stroble (Apr 21, 2025 11:31 EDT)

**Brian Stroble
President, Jonesville Education Assoc.**

Date signed 21/04/25

APPENDIX A

EXTRA DUTY SCHEDULE – ATHLETIC

Percentages shall be computed on the individual's appropriate salary column (A,B,C,D) with credit of each year of experience in that sport or activity for all coaches or sponsors who were active in 1989-90 in a particular sport or activity or who have ever had experience in that sport or activity in Jonesville Community Schools. For individuals not so grandfathered, percentages shall be computed on Column "A" of the salary schedule with credit for each year of experience in that sport or activity to a maximum of ten (10) years.

Baseball:

Head varsity 11% JV 8%

Basketball - Boys:

Head varsity 11% JV 8% 9th grade 6% 8th grade 4% 7th grade 4%

Basketball - Girls:

Head varsity 11% JV 8% 9th grade 6% 8th grade 4% 7th grade 4%

Bowling:

Varsity/JV 8%

Cheerleading:

Head varsity competitive/sideline 8% HS sideline 7% 8th grade sideline 4% 8th grade competitive 4%
7th grade sideline 4% 7th grade competitive 4%

Cross Country:

Varsity boys or girls (two separate teams, one coach) 11% 20 or more students on the combined teams an assistant coach will be hired at 8% Middle school 5%

Football:

Head varsity 11% Assistant varsity 8% JV 8% Assistant JV 6% 8th grade 4% 7th grade 4%

Golf - Boys:

Varsity 8%

Golf - Girls:

Varsity 8%

Robotics:

HS 5% MS 4%(per team) NOT in addition to grant monies

Soccer:

Varsity 11% JV 8%

Softball:

Head varsity 11% JV 8%

Track - Boys:

Varsity 11% Assistant varsity 5% Assistant boys and girls varsity 5% Middle school 4%

Track - Girls:

Varsity 11% Assistant varsity 5% Assistant boys and girls varsity 5% Middle school 4%

Volleyball:

Varsity 11% JV 8% 8th grade 4% 7th grade 4%

Weight lifting:

Supervisor 3%

Wrestling:

Varsity 11% Assistant varsity 7% Middle school 4%

APPENDIX A
EXTRA DUTY SCHEDULE - NON-ATHLETIC

Art Club: \$500

Art Show: HS outside art show ½ day PD release for set up and take down

Band Director: 11%

Class Advisors: 12th grade-\$800/with overnight trip, \$600/without overnight trip 11th grade-\$800 10th grade-\$500 9th grade-\$500

Drama Club: \$200

Fair Board: Chairperson \$125 Grade representatives \$35

Field Day (ES): ½ day PD release for set up

FFA: 25 multiplied by per diem plus \$1500 if the director runs a summer program

Flag Corp: \$500

Math Club/Investors Club: \$300

Mentor Teacher: \$200 1st year \$100 2nd year \$50

3rd year **Musical Director to the musical production:**

\$600 per play **National Honor Society**

(HS): \$500

Play Director: \$750 per play

Playground Duty: \$1000 per semester

Quiz Bowl: HS-\$300 plus \$50 per bowl MS-\$200 plus \$50 per bowl ES-\$100 plus \$50 per bowl

S.A.D.D (Students Against Destructive Decisions)/Youth Engaged Prevention \$300

Safety Patrol Supervisor: \$300

Science Club: ES \$300

School Leadership Team: \$600 (1st year 18-19) \$500 (2nd year 19-20) \$400 (3rd year (20-21) \$300 (4th year 21- 22)

(High school must attend graduation and class night.)

Student Council: HS \$2000 MS \$1500

Substituting: \$25 per hour/class period

Web Page Coordinator: \$1000

Wellness Club: \$200

Yearbook: HS\$1200 /with class, \$1500/without class Alt. Ed.-\$250 MS-\$400 ES-\$400

Percentages shall be computed on the individual's appropriate salary column (A, B, C, D) with credit for each year of experience in that sport or activity for all coaches or sponsors who were active in 1989-90 in a particular sport or activity or who have ever had experience in that sport or activity in Jonesville Community Schools. For individuals not so grandfathered, percentages shall be computed on Column A of the salary schedule with credit for each year of experience in that sport or activity to a maximum of ten (10) years.

**APPENDIX B
SCHEDULING PERSONAL BUSINESS DAYS**

(Please submit three (3) days before intended absence unless there is an emergency)

Name _____ Date _____

Requesting a personal business day on _____ Date _____

Please check one of the following reasons or provide a description below:

_____ Unrestricted day (one (1) per year)

_____ Court case

_____ Legal business

_____ Serious illness in the immediate family

_____ Emergency

_____ Closing on a house

_____ Child's school program

_____ Non-medical appointment

_____ Other (if the reason you need to be absent is not listed above, please provide a brief description)

Principal's signature _____ Date _____

Circle one: **Approved** **Denied**

APPENDIX C
2024-2025 Salary Schedule

	BA	BA + 18	MA	**MA +30
Step	Level A	Level B	Level C	Level D
1	\$41,920	\$43,512	\$45,635	\$46,990
2	\$42,021	\$44,333	\$46,771	\$49,340
3	\$44,122	\$46,546	\$49,108	\$51,808
4	\$46,327	\$48,875	\$51,561	\$54,400
5	\$48,644	\$51,322	\$54,142	\$57,116
6	\$51,077	\$53,885	\$56,845	\$59,974
7	\$53,630	\$56,579	\$59,691	\$62,969
8	\$56,311	\$59,409	\$62,674	\$66,121
9	\$59,127	\$62,379	\$65,809	\$69,426
10	\$62,081	\$65,501	\$69,098	\$72,900
11	\$65,187	\$68,772	\$72,555	\$76,541
12	\$68,444	\$72,211	\$76,181	\$80,371
13+	\$69,821	\$73,663	\$77,714	\$81,988

Year 1 (2024 – 2025)

2.5% increase

\$1,000 off schedule payment in November

APPENDIX C
2025-2026 Salary Schedule

	BA	BA + 18	MA	**MA +30
Step	Level A	Level B	Level C	Level D
1	\$42,759	\$44,383	\$46,548	\$47,930
2	\$42,861	\$45,220	\$47,706	\$50,327
3	\$45,005	\$47,477	\$50,090	\$52,844
4	\$47,253	\$49,853	\$52,592	\$55,488
5	\$49,617	\$52,348	\$55,224	\$58,258
6	\$52,098	\$54,963	\$57,982	\$61,173
7	\$54,703	\$57,711	\$60,885	\$64,228
8	\$57,438	\$60,597	\$63,927	\$67,443
9	\$60,310	\$63,627	\$67,125	\$70,815
10	\$63,323	\$66,811	\$70,480	\$74,358
11	\$66,491	\$70,148	\$74,006	\$78,072
12	\$69,813	\$73,655	\$77,705	\$81,979
13+	\$71,217	\$75,136	\$79,269	\$83,627

Year 2 (2025 – 2026)

2.0% increase

\$1,000 off schedule payment in November

APPENDIX C
2026-2027 Salary Schedule

1	\$43,614	\$45,270	\$47,479	\$48,889
2	\$43,719	\$46,124	\$48,660	\$51,334
3	\$45,905	\$48,427	\$51,092	\$53,901
4	\$48,199	\$50,850	\$53,644	\$56,598
5	\$50,610	\$53,395	\$56,329	\$59,424
6	\$53,140	\$56,062	\$59,142	\$62,397
7	\$55,797	\$58,865	\$62,102	\$65,513
8	\$58,586	\$61,809	\$65,206	\$68,792
9	\$61,516	\$64,900	\$68,468	\$72,231
10	\$64,589	\$68,147	\$71,890	\$75,845
11	\$67,820	\$71,551	\$75,486	\$79,633
12	\$71,210	\$75,129	\$79,259	\$83,618
13+	\$72,642	\$76,639	\$80,854	\$85,300

Year 3 (2026 – 2027)
2.0% increase

APPENDIX D
GRIEVANCE REPORT FORM

Jonesville Chapter of the 3G HLCEA Coordinating Council, Jonesville Community

Schools Building _____

Name of Grievant _____ Date Filed _____

Step One

1. Date Cause of Grievance Occurred or Discovered: _____

2. Statement of Grievance with Reference to Portions of Master Agreement Allegedly Violated, Misapplied, etc.

3. Relief Sought:

Signature of Principal's Secretary or
with date Principal at receipt of Grievance with date

Signature of Grievant or Association Representative

4. Disposition of Principal

Signature of Principal with Date

5. Position of Association:

Signature of Association Representative with date

APPENDIX D CONT'D

Step Two

- _____
1. Signature of Superintendent's Secretary or Superintendent at receipt of grievance with date
2. Disposition of Superintendent:

Signature of Superintendent with date

3. Position of Association:

Signature of Association Representative with date

Step Three

- _____
1. Signature of Secretary of Board of Education at receipt of grievance with date
2. Disposition of Board of Education

Signature of Secretary of Board of Education with date

Step Four

- _____
1. Date submitted to Arbitration
2. Disposition and Award of Arbitrator

APPENDIX E
LONGEVITY RATE
CHART

YEAR	AMOUNT
13	\$1300
14	\$1400
15	\$1500
16	\$1600
17	\$1700
18	\$1800
19	\$1900
20	\$2000
21	\$2100
22	\$2200
23	\$2300
24	\$2400
25	\$2500
26	\$2600
27	\$2700
28	\$2800
29	\$2900
30	\$3000
31	\$3100
32	\$3200
33	\$3300
34	\$3400
35	\$3500
36	\$3600
37	\$3700
38	\$3800
39	\$3900
40	\$4000
41	\$4100
42	\$4200
43	\$4300
44	\$4400
45	\$4500
46	\$4600
47	\$4700
48	\$4800
49	\$4900
50	\$5000

APPENDIX F

TEACHER EVALUATION, PLACEMENT, LEAVE/LAYOFF, TEACHER OF RECORD

Decisions about placement, layoff/recall, and evaluation of a "teacher" under Revised Code Section 1249, or who is assigned to students in any grade K to 12 as a teacher of record (Classroom Teacher) will be made as stated below. The parties agree as required under Revised School Code Section 1248.

A. Placement of Classroom Teacher

The Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, classroom teacher placement decision will be made by the Superintendent or designee in their discretion based on factors including, but not limited to, the following clear and transparent factors:

1. Staffing the curriculum with the most effective and qualified Teachers to instruct the application courses, grades, and school schedule. Teachers who have successfully completed one full school year may request a transfer at the end of that school year to any open position that they are certified and qualified to teach.
2. 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.
3. Classroom Teacher placement decisions must be made based on effectiveness criteria established in Revised School Code Section 1249.
4. A vacancy shall be defined as an unassigned, open position, or a newly created position which the District intends to fill. Vacancies shall be posted at least five (5) business days prior to being filled.
5. 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, but not limited to:
 - i. Credentials needed for District, school, or program accreditation;
 - ii. 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;

- iii. 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;
 - iv. Disciplinary record, if any in accordance to the law;
 - v. Length of service in a grade level(s) or subject area(s);
 - vi. Recency of relevant and comparable teaching assignments;
 - vii. Previous effectiveness ratings;
 - viii. Attendance and Punctuality;
 - ix. Positive or negative rapport with colleagues, parents, and students;
 - x. Ability to withstand the strain of teaching as defined by law;
 - xi. Compliance with state and federal law.
6. Length of service may be considered as a tiebreaker if a Classroom Teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.
 7. 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.

B. Layoff/Recall of Classroom Teachers

1. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing Classroom Teaching staff or that a reduction in Classroom Teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the Classroom Teaching positions to be reduced. Prior to the issuance of layoff notices, the JEA will be given an opportunity to make specific recommendations regarding the particular layoff(s) planned by the District.
2. Reduction in workforce and recall decisions must be made based on a Classroom Teacher effectiveness criteria established in Revised School Code Section 1248 and 1249 and this Appendix.

3. 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:
 - i. Credentials needed for District, school, or program accreditation;
 - ii. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the Classroom Teacher's effectiveness in that assignment and is integrated into instruction;
 - iii. 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;
 - iv. Disciplinary record, if any in accordance to the law;
 - v. Length of service in a grade level(s) or subject area(s);
 - vi. Recency of relevant and comparable teaching assignments;
 - vii. Previous effectiveness rating;
 - viii. Attendance and punctuality;
 - ix. Positive or negative rapport with colleagues, parents, and students;
 - x. Ability to withstand the strain of teaching defined by law
 - xi. Compliance with state and federal law
 - xii. Classroom management based on previous evaluation tools.
4. Classroom Teachers must provide the District with current information and documentation supporting the Classroom Teacher's certification and qualifications.
 - i. Reduction and recall decisions will be based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.
 - ii. A laid off classroom teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
 - iii. Failure to maintain current contact information may negatively affect the teacher's recall.

5. Classroom Teacher reductions and recalls are by formal Board action.
6. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected Classroom Teacher and the Association.

7. Classroom Teacher Recall Process

- i. A Classroom Teacher is eligible for recall under this Appendix for 12 months from the date the District implemented the reduction in force.
- ii. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- iii. Before or in lieu of initiating the recall of a laid-off Classroom Teacher, the Superintendent may reassign teachers to fill vacancies in accordance with this Appendix.
- iv. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - a) Recall the laid-off Classroom Teacher who is certified and qualified for the vacancy, provided the Classroom Teacher was rated at least effective. If more than 1 laid-off classroom teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Appendix;
 - b) Post the vacancy and consider all applicants if the Superintendent determines that the District's educational interests would be served and no Classroom Teacher on layoff meets the certification and qualification requirements of the position.
- v. The superintendent or designee will provide written notice of the Board's recall decision to any recall Classroom Teachers and will establish the time within which a Classroom Teacher must accept recall to preserve the Classroom Teacher's employment rights.
- vi. A laid off classroom teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all right to recall and continued employment.

- vii. A laid-off classroom teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.
- C. All fringe benefits, including but not limited to, accumulated sick days shall be restored. The non-certified professional staff employee shall advance one(1) step on the salary schedule
- D. Evaluation of Classroom Teachers. The Jonesville Community School district shall use 5D+™ Rubric for Instructional Growth and Teacher Evaluation. Local Rubric data points will be discussed within the 2024-2025 school year for the remaining contractual years.
 - 1. A classroom Teacher will be evaluated pursuant to the Jonesville Community Schools performance evaluation system attached to this Appendix consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. The District will measure student growth for 20% of the evaluation using Student Learning Objectives (SLO). Should the district return to remote status the student growth component will not be used for evaluation purposes.
 - i. Probationary and teachers in Developing and Needing Support both require an Individual Development Plan (IDP) with mid-year progress report and a mentor must be assigned.
 - ii. May include review of lesson plans and state standards being taught as part of the evaluation.
 - iii. Observations must be at least 15 minutes in length and require written feedback within 15 calendar days of an observation. There will be a minimum of two observations per school year, one of which will be scheduled with the teacher.
 - iv. Provide effective teachers triennial evaluations may conduct a year-end evaluation triennially instead of annually However, if a teacher isn't rated as effective on 1 of these triennial year-end evaluations, the teacher must again be provided with year-end evaluation(s). Additionally, the evaluation will move to annual if the instructor requests and receives a change of placement, or is placed on an IDP, or if the teacher is subject to a formal written discipline placed in their record.
 - v. Provide written feedback on evaluation. If written feedback is not provided, the teacher shall be deemed effective.

- vi. All evaluators must be trained every three years in the evaluation tool.
2. A Probationary Classroom Teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review or their assigned rating.