Master Agreement

between

Alpena-Montmorency-Alcona Educational Service District Board of Education

and

Alpena-Montmorency-Alcona Educational Service District Paraprofessional Federation of Local #4742 Affiliated with the Michigan Federation of Teachers/AFT/AFL-CIO

July 1, 2025 through June 30, 2027

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Contents

Preamble 3
Witnesseth 3
ARTICLE I: Recognition 4
Board Rights: 4
Federation Rights: 6
Employees' Rights: 7
ARTICLE III: Membership 7
Payroll Deductions 8
ARTICLE IV: Compensation 8
Insurances: 8
Insurance Option 10
Tuition Reimbursement 11
Continuing Education Stipend 11
ARTICLE V: Working Conditions 12
ARTICLE VI: Employee Discipline, Discharge, and Non-Renewal of Contract 15
ARTICLE VII: Notification of Vacancies and Transfers 16
ARTICLE VIII: Seniority, Layoff and Recall 16
ARTICLE IX:Evaluation 18
ARTICLE X: Personnel Files 19
ARTICLE XI: Grievance Procedure 19
ARTICLE XII: Leaves 24
ARTICLE XIII: Negotiation Procedures 27
ARTICLE XIV: No Strike Clause 28
ARTICLE XV: Entire Agreement Clause 28
ARTICLE XVI: Miscellaneous Provisions 29
ARTICLE XVII: Duration of Agreement: 30
Schedule A: Hourly Wage Schedule 31

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

Preamble

This agreement is entered into by and between the Board of Education of the Alpena-Montmorency-Alcona Educational Service District, hereinafter called the "Board" and the Alpena-Montmorency-Alcona Paraprofessional Federation, Local 4742, affiliated with the Michigan Federation of Teachers/AFT/AFL-CIO, hereinafter called the "Union" or the "Federation."

It is hereby agreed as follows:

Witnesseth

The general purpose of this Agreement is to set forth terms and conditions of employment and to provide for the operation of the Board's/Employer's business under methods which will further the safety of the employees, realization of the maximum quality and quantity of work, protection of the property and avoidance of interruption of services. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes.

Providing high quality educational services for the students of the AMA ESD is the paramount aim of this school district. The Board of Education, Administrative Staff and the Federation Employees have definite responsibilities in providing such services.

To these ends, the Board and the Federation encourage to the fullest degree friendly and cooperative relation between the respective representatives of the Board and the Federation at all levels and among Federation employees, we hereby declare:

WHEREAS, the Board under law, has the responsibility for establishing the policies for the District, and

WHEREAS, the administrative staff has the responsibility for carrying out the policies established, and

WHEREAS, the Board and Federation recognize and declare that providing quality educational services for the constituencies of the Alpena-Montmorency-Alcona Educational Service District is their mutual aim, and

WHEREAS, the parties to this agreement have the responsibility for providing prompt, accurate and efficient services and conduct consistent with all policies established by the Board, and

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

WHEREAS, the Board has a statutory obligation under the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to negotiate with the Federation as the representative of its paraprofessional staff personnel as defined herein, with respect to rates of pay, hours of employment, and other condi-tions of employment, and

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

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

ARTICLE I: Recognition

A. The Board of Education recognizes the Union as the sole and exclusive bargaining agent for a bargaining unit consisting of all full-time special education paraprofessional staff members employed as post-secondary planning assistants, virtual services assistants, and instructional aides in classroom programs operated by the ESD.

B. All administrative and supervisory staff, temporary staff, pupil transportation staff, part-time staff, support, food service, maintenance, and clerical staff, teachers, therapists, all other professional staff, student health related staff, and substitute staff, including those filling in during vacations and leaves of absence, student employees, aides, interns, student nurses, and all other positions in the ESD presently or in the future are excluded from the bargaining unit.

The term "Employee" when used herein shall refer to employees included in the unit for bargaining described above. The terms "Board", or "employer", or "designee" when used herein shall refer to the Board of Education, Superintendent, or designee.

ARTICLE II: Rights and Responsibilities

Board Rights:

A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan Revised School Code or any other laws or regulations. Except as specifically stated by this Agreement, all the rights, powers and authority the Board had prior to this Agreement are

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

retained by the Board.

B. 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 by the Board without prior negotiations with the Union, 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. Such rights shall include, by way of illustration and not by way of limitation, the right to:

- Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the Board.
- Continue its rights, policies, and practices of assignments, and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business or school hours or days.
- The right to determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing disseminating and/or selling its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work involved, including contracting thereof, or changes therein, the institution of new and/or improved methods.
- The right to adopt any and all rules and regulations.
- Determine the number and location of its facilities, including the establishment or relocation of new schools, buildings, programs, classrooms and/or services offered thereof and the relocation or closing of schools, buildings, programs, classrooms or services.
- Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- Determine the size of the management organization, its function, authority, amount of supervision, and organization structure, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.
- The Board shall continue to have the exclusive right to establish, modify or change any condition, except those covered by provisions of this Master Agreement.
- To the executive management and administrative control of the school system and its properties, facilities and the activities of its employees during working hours.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

- To hire all employees and to determine their qualifications and conditions for their continued employment or their dismissal or demotion; to promote, layoff and/or transfer all such employees; and to determine job content, duties and roles.
- To establish courses of instruction and in-service training programs for employees and to require attendance at any workshop, conference or training program by employees, including special programs.
- The Board and/or its representatives or agents may adopt rules, regulations or policies not in conflict with the terms of this Agreement concerning the discipline of employees and said rules and regulations are not subjected to the grievance procedure.

C. The above shall not be interpreted as abridging or conflicting with any specific provision in this agreement.

D. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board.

E. The matters contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement.

F. The listing of specific management rights in this Agreement is not intended to be nor shall it be restrictive of or a waiver of any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

<u>Federation Rights:</u>

A. The Federation and its members shall have the right to use school building facilities at all reasonable non-duty hours for meetings, subject to the approval of the building supervisor. Separate bulletin boards, as designated by Administration, shall be made available to the Union at no cost to the Board.

B. It is agreed by the Board that Federation members shall be granted leave time for not more than four days total, with not more than four total employees from the district being granted leave per occurrence. It is further agreed that not more than one employee of the District shall be authorized leave under this section from any one classroom operated by the District. Any substitute costs incurred by the District will be reimbursed to the District by the Federation.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

Employees' Rights:

A. Pursuant to Act 379 of the Michigan Public Acts of 1965, the Board hereby agrees that every employee shall have the right freely to organize, join, and support the Union for the purpose of engaging in collective bargaining and lawful concerted activities for mutual assistance and protection. Both parties agree that they will not directly or indirectly discourage or deprive or coerce any employee in the exercise of any right conferred by law or by this Agreement by reason of his/her membership in or participation with the Union or its activities or lack thereof.

B. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no paraprofessional staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

C. Nothing contained herein will be construed to deny or to restrict rights of an employee under the Michigan Revised School code or by the laws and the constitution of the State of Michigan and the United States. Employees shall not be disciplined or discriminated against with respect to religious or political activities outside the scope of their employment.

ARTICLE III: Membership

Membership in the Union is not compulsory. Employees have the right to join, maintain or terminate their membership in the Union as they see fit. The Union as party to this agreement shall not exert or put pressure on or discriminate against an employee with regards to such matters.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

Payroll Deductions

A. Upon appropriate written voluntary authorization by the employee, the Board will deduct from the salary of the employee, and make appropriate remittance, monies specified for:
   - United Way
   - Tax Deferred Retirement Plans
   - Health Savings Accounts
   - Other Administration/Board Approved Insurances
B. Employees may elect to participate in tax deferred retirement programs under section 403(b), (including Roth) and Section 457 of the Internal Revenue Code, consistent with the ESD Policy and IRS regulations.
C. All paraprofessional staff member paychecks will be direct deposited.

ARTICLE IV: Compensation

A. The hourly wage of paraprofessionals covered by this agreement are set forth in Schedule A, which is attached to and incorporated into this agreement. Schedule A reflects the hourly wage schedule for each of the next two contract years: 2025-2026 and 2026-2027.

B. All paraprofessionals shall receive payroll checks according to the payroll schedule developed and included in the Employee Handbook each year.

C. Retention Bonus: Employees who are employed for at least 51% of the contract year, as defined by the official calendar, and who receive an evaluation rating of "effective" or better, shall be eligible for a $500 retention bonus. This bonus will be payable in June of each contract year. The eligibility criteria include continuous employment for the specified period and meeting or exceeding the performance evaluation standards set forth by the Board

Insurances:

Upon written application by a staff member and subject to the underwriting rules and regulations of the insurance carrier(s), the paraprofessional staff shall have the following insurance programs available:

1. Health Insurance:

   The Board shall make available a high deductible insurance plan, with the following:

   In 2025-2026, the Board pays the lesser of S - $643.19, 2 Person - $1,345.11, FF - $1,754.15 or an amount that leaves the district below the State mandated cap as calculated by the district business office.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

In 2026-2027, the Board pays the lesser of S - $661.84, 2 Person -$1,384.11, FF- $1,805.02 or an amount that leaves the district below the State mandated cap as calculated by the district business office. The Parties further agree to a reopener provision in the 2026-2027 year of the agreement, specifically in the event of any changes to the projected Public Employer Contributions to Medical Benefit Plans (commonly referred to as the "hard cap"). This reopener is limited exclusively to negotiations concerning these contributions and will be triggered only if the hard cap is increased beyond the currently projected 2.9% adjustment.

Employee premiums, if any, may be proportioned and withdrawn from the pay periods during the school year to cover employee contributions during the summer vacation period.

Board contributes $750.00 (or $375[1]) for a single subscriber and $1,500.00 (or $750[2]) for 2 person and Full Family to an HSA each year, prorated to the staff member's start date/termination date. This payment is made in two equal payments (50% in January and 50% in July) of each contract year.

The District's ability to implement cost savings adjustments with health insurance is restricted by the following considerations:

a. In the event that alternative coverages or programs are being considered, the administration shall meet with the Federation negotiators to review and clarify all matters of concern.
b. Confidentiality of claim experience will be maintained as in the past by the District, and any service providers.
c. The Board shall provide a written copy of the changes, or copy of the insurance policy to each affected staff member.
d. It is understood that no claim for any share of savings realized shall be made by the Federation during the life of the Board/Federation contract.

2. Dental Insurance

The Board of Education shall provide, without cost to the employee, full family dental insurance coverage. This coverage will be provided through an insurance program or alternatively through a self-funded/third party administered program.

Dental coverage as follows:

Class I - 100%

Class II - 100%

Class III- 80%

Class IV - 50% orthodontics under age 19

[1] This option is at the discretion of the individual member. The choice to reduce by 50% the employer's contribution may save the member on premium costs based on PA 152 requirements.
[2] This option is at the discretion of the individual member. The choice to reduce by 50% the employer's contribution may save the member on premium costs based on PA 152 requirements.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

Maximum benefits $1,000/year each person except for orthodontics.

Lifetime maximum $750 each person under age 19 for orthodontics.

3. Vision Insurance

The Board of Education shall make available a full family Vision Insurance program.

For the period beginning July 1, 2025, benefit levels will be equivalent to those provided in Appendix A.
This coverage will be provided through an insurance program or, at the Board's option, a self-funded program.

Insurance Option

The Board shall provide a cash option in lieu of health, dental and vision insurance benefits. To accomplish this, the Board shall formally adopt a qualified plan document pursuant to Section 125 of the Internal Revenue Code. The monthly cash option shall be $275 per month.

The cash option received by the staff member may be utilized to purchase a tax-deferred annuity. To purchase a tax-deferred annuity, the staff member shall enter into a salary reduction agreement.

4. Long-Term Disability Insurance

The Board of Education shall make available a Long Term Disability Plan for paraprofessional staff members covered under this agreement, subject to the following limitations:

A. 90 consecutive days' exclusion period.

B. Benefits payable to age 65 or for a minimum of 5 years if disabled after age 60 but not to exceed age 70.

C. 60% of average monthly salary to a maximum of $2,000 per month with a minimum monthly benefit of $50.

D. Benefits reduced by benefits provided by governmental or other sponsored benefit programs.

The Board of Education shall assume 100 percent of the monthly premiums for the life of this agreement.

It is expressly understood and agreed that it is the responsibility of the paraprofessional staff group to maintain the minimum number of employees necessary to participate in the LTD Group Plan.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

5. Life Insurance

   The Board of Education will provide a $20,000 Term Life Insurance policy for all full-time paraprofessional employees.

Tuition Reimbursement

Paraprofessional staff are encouraged to take college level courses to improve their skills as it relates to their position. Those courses directly designed to improve the paraprofessional capabilities and approved by the program supervisor will be eligible for partial tuition reimbursement under the following stipulations:

1. Application is made in writing to the program supervisor or the director of special education ten days prior to the first course meeting date. Written approval is required to be eligible for reimbursement and a response will be given to the employee within five calendar days.

2. Reimbursement for a maximum of nine semester credit hours or equivalent quarter credit hours per fiscal year.

3. The rate of reimbursement shall be 70% of actual costs for approved university level courses and 90% for approved community college level courses. Reimbursement will be based on successful course completion and on actual tuition receipts.

4. Other costs to include travel, books, fees, etc. are not eligible tuition reimbursement costs.

Continuing Education Stipend

Staff members who complete six semester hours or ten continuing education units (CEU's) will be eligible for the educational stipend if they have received prior approval for the hours from their immediate supervisor.

The education stipend will be $400.00 per year for three years. There will be six total payments which will be made in January and September for the three years of the eligibility period. The payments will be $200.00 per semester for each of the six (6) semesters. The payment will be added to the staff member's regular paycheck. The stipend will only be added at the beginning of a contract year or at the regularly scheduled January Board Meeting. When the three-year period has ended, the staff member immediately becomes eligible for an additional three years if they have completed the educational requirements (with prior approval) of six semester hours or ten CEU's within the previous three years. A staff member may only be eligible for one continuing education stipend at a time.

E. Classroom Lead Stipend

In the event a paraprofessional staff member is assigned to lead the facilitation of a classroom the staff member will be paid an additional $7.14/hour.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

The program supervisor shall assign paraprofessional staff members eligible for the stipend. Staff will be responsible for completion and submission of all documentation to the supervisor within the same or following pay period. Late submissions will not be accepted and any right to the stipend will be forfeited.

Specific to the above, the following further clarifies the application of this contract provision:

- To qualify for the stipend, the teacher must be off campus/property (Pied Piper).
- A new paraprofessional must have a cumulative 60 days worked at Pied Piper to qualify/be eligible for the stipend.
- If a floating paraprofessional position is created and active, the provision noted below will be used to determine the appropriate stipend.
- Paraprofessionals assigned in other positions, including virtual service supports, are ineligible for teacher stipend.
- Paraprofessionals at Pied Piper are eligible for the stipend in the room they are regularly assigned to only. If a paraprofessional is temporarily assigned to another room, they are not eligible for the stipend in that room.

Float Paraprofessional: The paraprofessional permanently assigned to a Float position will receive the following stipend in lieu of the Classroom Lead:

- The total amount of Teacher Stipends Paid/Total Number of Para's at Piper/ECSE (not including float position) = Average Stipend
- Average Stipend amount will be paid to the Float at the end of the year on or about June 30. For the first year, the stipend will be prorated from the official start date of the Float.

F. Employment Incentives

Nothing in this Agreement shall prevent the Board from offering incentives to attract new employees for bargaining unit positions, or to existing staff when new programs are added. Such incentives may include, but shall not be limited to: signing bonus, reimbursement for moving expenses, assistance with repayment of outstanding student loans, and any other incentives as are determined appropriate by the Board. The Board agrees to notify the Association in the event that a newly hired bargaining unit member receives an incentive.

ARTICLE V: Working Conditions

A. Individual Working Agreements

Individual working agreements will be offered by the third Friday in May of each year with a return date of June 1. The Board of Education shall notify the Union if an

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

employee has failed to return his/her signed contract. The employee shall then have ten days to respond to the Union and the Board. Failure to respond by the third Friday in June shall be considered a resignation by the employee. In the event the wage schedule is still under deliberation on the first working day of the new contract period, the staff member will be paid at the level in effect at contract expiration until a successor agreement is in effect.

B. Calendars

Calendars for years covered by this agreement shall be developed with input from the Union and attached to Schedule B when completed. The parties agree the negotiated agreement includes provisions for increased hours of instruction, as required by State law in subsequent years.

The Union and Board agree that it is desirable to have employees most familiar with the students attending any summer program (extended school year/SXI), work with those students. It is with that spirit of student support that the following steps will be implemented to ensure high-quality summer services. Summer positions, which are required to meet legally mandated extended year and SXI programs operating beyond the normal school year calendar, shall be established as separate positions annually in accordance with the following provisions:

1. It is the intent of the administration to work with staff to ensure coverage is met without putting undue demands on the same employees on a recurring basis whenever possible;
2. All positions will be posted for five business days on or before April 15 each year;
3. Interested employees shall respond to the posting of the desire to work within the posted timeline;
4. The employee who holds the position/assignment during the regular school year (as of April 15) shall be given the first consideration for the available corresponding summer/extended school year position;
5. Other bargaining unit employees choosing to work a summer position will then be assigned based on qualifications and experience as determined at the sole discretion of administration; multiple staff may develop and submit within the posted timeline a plan for consideration of sharing the work of any specific position among qualified staff;
6. If there remain any unmet needs, the AMA ESD administration reserves the right to assign employees to ensure qualified service delivery; notice of intent to assign will be given by the third Friday in May.
7. An additional $5 per hour will be added to the hourly rate for the summer work outside of the regular contract as outlined herein.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

8. After assignments are determined for existing bargaining unit employees, remaining positions will be filled in a manner determined by the Board

Paraprofessional Staff Calendar:

There will be one staff calendar. All staff will be issued 186-day calendar. The regular work day shall consist of seven hours.

Appropriate in-service will be made available to staff members as approved by the program supervisor during the year.

Should a staff member be assigned to a building or program following another school schedule, the supervisor will develop an individual written schedule with input from the staff member. In the event the local calendar requires additional days beyond that of Pied Piper, the individual schedule shall include the same number of work days as required for Pied Piper staff. Additional scheduled days off may be required to correspond with the local district calendar. Said schedule shall be filed with the personnel office and attached to the individual's working agreement.

C. The District may reschedule days lost in Educational Service District programs which the state does not count as days of student instruction. No additional compensation shall be provided employees unless the employee works more than the total number of working days provided in the calendar.

D. Work Schedule. Normal work hours of employment for employees shall be from 8:00 a.m. to 3:00 p.m. each scheduled day of work. The parties agree that normal work hours may be adjusted by increased instructional time required by state law. Student lunch is considered an instructional time. It is the teacher's responsibility to schedule an appropriate number of regular staff during this time. Providing that the above guidelines are met, the staff may schedule one-half *(½)* hour non-student related lunch time.One regular staff member is required during outside recess time.

Any paraprofessionals assigned to work in the ECSE program will have a work schedule that includes work hours from 8:00 a.m. to 3:30 p.m. with one-half (½) hour of unpaid, duty-free lunch as scheduled by the teacher between the hours of 11:30 a.m.and 1:30 p.m. each scheduled day of work.

E. The Director of Special Education shall approve reimbursement for the repair of broken glasses which results from accidents involving direct student contact providing that an accident report has been immediately filed with the Program Supervisor.

F. In the event an employee collects unemployment benefits for scheduled break periods (i.e., Christmas Break, Spring Break, Summer Break) during the life of this agreement, future contract amounts for said individual employees shall be reduced by the amount of

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

unemployment compensation received. Such reductions shall be prorated over the length of the individual's contract period after unemployment benefits are received.

G. Emergency School Closings. In the event that a staff member is unable to report for work as required, the staff member shall notify their immediate supervisor and indicate whether a sick day, a personal day, or a day off without pay shall be taken in lieu of reporting for work on said day. Staff members shall not be permitted to use sick days to cover early dismissal days.

H. Any staff member who provides an accepted written notice of resignation by March 1 of the respective school year and also completes the contractually scheduled work year shall be entitled to a $500 stipend--payable by June 30 of the school year. Staff who resign as a result of pending criminal action or to avoid disciplinary action such as suspension with/without pay or discharge are excluded.

I. Any complaint by a parent, employee or other stakeholder directed against an employee to an administrator shall be called to the attention of the employee if the complaint is serious enough to result in or become the basis for any investigation or action against such employee. If the employee is aware that the complaint is against a district administrator, they will notify the Superintendent. If the complaint is against the Superintendent, then notice shall be given to the Board President.

ARTICLE VI: Employee Discipline, Discharge, and Non-Renewal of Contract

For purposes of this contract, probationary employees shall be those individuals who have completed less than two full calendar years of employment as a member of the bargaining unit.

Employees shall comply with all rules, regulations, and directives presently in effect or adopted by the Board or its representatives which are not inconsistent with the provisions of this agreement. An employee may reasonably refuse to carry out an order which threatens his/her physical safety or that of a student.

When a non-probationary employee is found to be in violation of this contract, or any rule, regulation or directive of the Board, discipline, when necessary, will be applied according to a progressive scale of severity as follows: verbal warning, written reprimand, suspension with pay, suspension without pay, and discharge. Depending on the severity of the violation, the Board reserves the right to suspend or discharge an employee immediately, or to issue an immediate written reprimand.

An employee, believing that they are to be disciplined shall have the right to representation by a designated Federation representative at a formal discipline conference. No such disciplinary conference or action shall be delayed for an unreasonable time until a representative can be present, and in no event shall the Board be restricted from taking any such actions as

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

determined necessary to protect the rights and safety of students and others, pending the completion of the formal conference. For purposes of this section, a formal conference is defined as one that has been prearranged.

Should a non-probationary employee be discharged for non-performance or inadequate performance of job responsibilities, such discharge must be preceded by:

1. Notification by the supervisor to the employee that job performance is not acceptable.

2. Notification that job performance must be improved and the consequences of the failure to do so.

3. The opportunity for the employee to improve such job performance.

The discharge or non-renewal of contract for any probationary employee as defined in this section shall be at the sole discretion of the Board of Education or its representatives.

ARTICLE VII: Notification of Vacancies and Transfers

The Board shall notify the Union of vacancies requiring the addition or replacement of personnel. The notification will include a general description of the vacancy and the requirements for the position.

Bargaining unit employees expressing an interest in a new or different assignment shall notify their supervisor in writing of such interest. Consideration shall be given to such requests, with final assignments based upon the needs of the district.

Employees expressing an interest in a vacancy or a transfer to a new or different assignment will be given preference over an equally qualified candidate from outside the ESD. Seniority and qualifications will be factors in assigning an ESD employee to a different assignment within the ESD. Such assignments will be made from the district (ESD) employees when possible.

All summer employment positions will be posted on the main bulletin boards in the Central Office and at Pied Piper.

ARTICLE VIII: Seniority, Layoff and Recall

A. Seniority

1. Seniority will be the length of continuous service from the latest date of hire with the Alpena-Montmorency-Alcona Educational Service District. Seniority shall not accrue during layoff but shall be frozen.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

2. Upon request, a seniority list shall be prepared by the Board and submitted to the Union for written approval.

3. If the fiscal responsibility for an employee position is assumed by a local district and later resumed by the ESD, that employee shall be considered to have continuous service from the date of hire held prior to the transfer of position. This section applies only to those individuals continuously employed in the same position with both the ESD and the local district.

4. Length of continuous service will not be considered interrupted or affected by authorized leaves of absence with full pay. Seniority will not accrue, but shall be maintained during authorized leaves of absence without pay.

B. Reduction of Personnel

1. No employee shall be laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless said employee shall have been notified at least fifteen calendar days prior to the commencement of the layoff period.

2. The number of persons affected by the reduction will be kept to a minimum by not employing replacements for employees who resign or retire, unless the replacement is needed for a position for which other employees in the bargaining unit do not possess qualifications.

3. In the event that further reduction of personnel shall become necessary, the following procedure for determining the order of retention for all employees shall be:

   a. Those employees with the highest average performance evaluation (by percentage) for the most recent year who possess the necessary qualifications shall be retained.

   b. If two or more employees are found to have equal performance evaluation percentile ratings, the employee with the most seniority in the bargaining unit shall be retained.

C. Layoff Period

The layoff period for an employee shall be defined as 12 months. After the layoff period has expired, all seniority and recall rights are forfeited.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

D. Recall

1. It is the responsibility of laid off employees to maintain a current address with the Board of Education.

2. Laid off employees shall be recalled to first vacancy for which they are qualified in reverse order of layoff.

3. A laid off employee shall be considered laid off until they are reinstated in the district, refuses an offer from the Board for a full-time position for which they are qualified or fails to respond within fifteen calendar days of a written offer of a position made by the Board. An employee shall lose all seniority and recall rights in the event that he/she fails to respond to or refuses an offer required of recall.

4. Notification of recall shall be in writing with a copy to the Union. The notification shall be sent to the recalled employee's last known address by certified mail.

5. Sick days accumulated shall be reinstated at the time that an employee is scheduled to begin resumption of their duties. Sick days shall not accrue during a layoff period, but shall be frozen.

6. No new employees with the bargaining unit shall be employed by the Board while there are employees in the bargaining unit who are laid off, unless there is no laid off employee with the proper qualifications to fill a vacancy.

ARTICLE IX:Evaluation

For paraprofessionals who have been employed for less than two full school years, two written evaluations shall be completed annually, with the first evaluation completed by November 30 and the second completed by May 1. For paraprofessionals employed for more than two full school years, one evaluation shall be completed by May 1 annually. Additional evaluations may be planned at the discretion of the Program Supervisor, the lead teacher, or at the request of the paraprofessional staff member.

Evaluation of paraprofessional staff members shall be conducted jointly by the immediate supervisor (lead teacher) and Program Supervisor.

Access to the electronic evaluation will be given to the paraprofessional staff member prior to a personal conference with the staff member involved in the evaluation process. Following this conference, a copy of the written evaluation will be filed in the personnel file of the paraprofessional being evaluated.

If formal observations (including use of observation rooms) are involved in the evaluation, plans for the observation periods and notification to personnel involved must be made one working

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

day in advance of each session. If additional observation periods would be helpful in the evaluation process, the Program Supervisor, the lead teacher, or the paraprofessional being evaluated may make this request.

ARTICLE X: Personnel Files

A. Each employee shall have the right, upon request, to review the contents of their own personnel file.

B. An employee must be requested to sign material related to evaluation and discipline in their file. Such signature shall be understood to indicate their awareness of the material, but in no instance shall said signature be inter-preted to mean agreement with the content of the material.

ARTICLE XI: Grievance Procedure

A. Definitions:

A grievance is defined as an alleged violation, misinterpretation, or misapplication of the expressed terms and conditions of this contract. The following matters shall not be the basis of any grievance filed under the procedures outlined in this article.

1. The termination of services or non-renewal of contract of any probationary employee.

2. The decision regarding the transfer, assignment, or reassignment or qualifications of any employee.

3. Any matter involving the content of an employee's evaluation.

4. Any matter not specifically referred to in this agreement for which there is recourse under any state or federal statutes.

5. Approval or denial of any discretionary leaves of absence.

6. The terms, conditions, payment, or non-payment of claims, termination of coverage, eligibility and benefit levels under any insurance policy or benefit provided under this agreement.

The term "days" shall mean calendar days.

B. The number of days indicated at each step are considered a maximum. Time limits will be strictly observed and may be extended only with the mutual written consent of all

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

parties involved. In the event that a grievance is not initiated or is not appealed from one step to another within the timelines in the process outlined in this section, the grievance will be considered as being withdrawn or settled on the basis of the last decision given at the previous step. If the Board fails to respond to a grievance within the time limits specified, it shall be considered denied, with the aggrieved party having the option of moving to the next step in the process or accepting the Board's decision at that point.

C. Written grievances as required herein shall contain the following:

1. The written document shall be labeled as a grievance;

2. It shall be signed by the grievant or grievants;

3. It shall contain a synopsis of the facts giving rise to the alleged violation;

4. It shall cite the section or subsections of this contract alleged to have been violated;

5. It shall contain the date of the alleged violation;

6. It shall specify the relief requested.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

D. The Federation shall designate one representative to handle grievances when requested by the grievant. The Board hereby designates the program supervisor of each building to act as its representative at levels one and two as herein described and the Superintendent or his designated representative to act at levels three and four as herein described.

E. Grievance Procedure:

1. Step One - Informal

An employee alleging a violation of the expressed provisions of this agreement shall, within seven days of its alleged occurrence or of the time he/she should have been aware of its occurrence, orally discuss the grievance with his/her program supervisor.

2. Step Two - Written

a. Should the matter not be resolved informally in step 1 above, the grievant may file a written grievance within seven days of said discussion with the immediate supervisor.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

b. Within seven days after receiving the written grievance, the program supervisor shall meet with the grievant and a Federation representative (if the grievant chooses) for discussion of the grievance.

c. Within seven days of the discussion, the program supervisor shall render his decision in writing to the grievant with a copy to the Federation.

3. Step Three - Written - Superintendent Level

a. If no decision is rendered within the timelines set forth at step two above or if the matter is not resolved to the satisfaction of the grievant, a grievance may be appealed to the Superintendent or his designee within seven days of the decision. Such appeal must be made by filing a written copy of the grievance along with any decision from steps one and two above.

b. Within ten days after receipt of the written grievance at step three, the Superintendent or his designee shall meet with the grievant (and the Federation representative if the grievant so chooses) for discussion of the grievance.

c. The Superintendent shall render a decision within seven days of the discussion with the grievant, transmitting a copy of the written decision to the grievant and the Federation.

4. Step Four - Arbitration

If the grievance remains unresolved at the conclusion of Step Three, it may be submitted for binding arbitration at the request of the Federation, provided written notice of the request for submission to arbitration is delivered to the Superintendent within nine calendar days after the date of receipt of the Superintendent's written decision at Step Three. Within seven calendar days after the date of the written notice to the Superintendent, the Federation must file a request for arbitration with the American Arbitration Association, or the grievance is closed.

The arbitrator must then be selected according to the rules of the American Arbitration Association. The case shall be heard and presented in accordance with the rules of the American Arbitration Association.

The arbitrator shall hear the grievance, if within the arbitrator's power, and shall render a decision in writing within thirty days from the close of the hearing. The arbitrator's decision shall be submitted in writing and shall set

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

forth the arbitrator's findings and conclusions with respect to the issues submitted to arbitration.

F. Powers of the Arbitrator:

It shall be the function of the arbitrator, except as the arbitrator's powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this agreement.

1. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.

2. The arbitrator shall have no power to establish wage scales or change any wages.

3. The arbitrator shall have no power to rule on any of the following

   a. The termination of services or non-renewal of contract of any probationary employee.

   b. The decision regarding the transfer, assignment, or reassignment or qualifications of any employee.

   c. Any matter involving the content of an employee's evaluation.

   d. Any matter not specifically referred to in this agreement for which there is recourse under any state or federal statutes.

   e. Approval or denial of any discretionary leaves of absence.

   f. The terms, conditions, payment, or non-payment of claims, termination of coverage, eligibility and benefit levels under any insurance policy or benefit provided under this agreement.

4. The arbitrator shall have no power to change any practice, policy or rule of the Board, or to substitute his/her judgment for that of the Board as to the reasonableness of any practice, policy, rule or any action taken by the Board. The arbitrator's powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement; and the arbitrator shall not imply obligations and conditions binding upon the Board from this Agreement. It is understood that any matter not specifically set forth herein remains with the reserved rights of the Board.

5. In rendering decisions, the arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.

6. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have to decide if the grievance is arbitrable. In the event that a case is appealed to an arbitrator on which there is no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

7. There shall be no appeal from an arbitrator's decision if within the scope of the arbitrator's authority as set forth above. It shall be binding upon the Federation, its members, the employee involved, and the Board.

8. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other party.

9. All arbitration hearings shall be held in the school district.

10. Claims for back pay: All grievances must be filed in writing seven calendar days from the time the alleged violation occurred. The Board shall not be required to pay back wages more than seven calendar days prior to the date a written grievance is filed except in the case of a pay shortage of which the employee could not have been aware before receiving pay. Any adjustment shall be retroactive to the beginning of the pay period covered by such pay, if the employee files the grievance within seven calendar days after receipt of the pay.

    a. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that may have been received from any source during the period of the back pay.

    b. No decision in any one case shall require a retroactive wage adjustment in any other case, unless other cases were filed and pending on the representative case.

11. The arbitrator cannot grant relief extending beyond the termination date of this Agreement.

12. It is understood that the arbitration clause shall not be applicable to the grievance procedure when such grievance arises in the period between the termination of the present Agreement and effective date of its successor.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

13. The arbitrator may not make an award which, in effect, grants the grievant and/or the Federation that which it was unable to secure during collective negotiations.

ARTICLE XII: Leaves

A. Sick Leave:

Upon employment, a staff member shall receive a bank of ten sick leave days. Except where contrary to law[3], sick leave is to be used in case of personal illness, injury, or in the event of emergency illness of the family (herein defined as spouse, children, step-children, parents or any member of the immediate household).Sick leave for other extended family must be requested in a conference with the program supervisor. Each full-time paraprofessional staff employee on a regular school contract will receive a maximum of ten days per school year. Days may be taken in whole or one-half day increments. Unused sick days shall accumulate up to and including ninety days for each employee. If possible, notification of illness or sick leave should be given by the employee the evening before the sick day. Notify designated office no later than 7:30 a.m. The Board reserves the right to request a physician's return to work statement if individual staff member's absenteeism is excessive. The Board shall reimburse the staff member for unreimbursed costs of securing the physician's statement.

For employees hired after July 1, 2011:

There will be eight sick days per year. Unused leave days may be carried over into the employees' sick day bank for the following year.

Except where contrary to law, in recognition of service to the ESD and in an effort to maintain a low absenteeism rate, staff who have worked a minimum of six consecutive years as a paraprofessional staff member shall all be eligible for the following cash awards:

1. For each year after the sixth year, the staff member shall be eligible for an amount equal to one-fourth of their daily rate of pay times the number of unused sick days for that year.

2. If the staff member is not at the maximum number of ninety days, the staff member can choose to either bank the days or receive the pay stipulated in step one.

3. Payment will be made in the last regular pay of the contract period and is subject to all applicable taxes and deductions.

B. Work Related Injury Leave:

[3] e.g. ESTA

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

In the event of work related injury, sick leave can be used up until the date worker's compensation payments start. Days the employee is paid by the ESD worker's compensation carrier will not be counted against sick leave.

Continuation of insurance benefits will be provided for six monthly billing periods during the period in which the leave is granted. A paraprofessional staff member shall be eligible to maintain insurance benefits for the balance of the leave period provided that they pay all premium amounts due. It is understood that continuation of insurance benefits shall be subject to terms and conditions of insurance company's policy.

Staff members must file a written report with the program supervisor for all work related accidents and/or injuries.

C. Leave Days:

Up to two days of leave shall be granted annually. These days may be taken in ½ or full day increments. Unused leave days may be carried over into the employees' sick day bank for the following year. The employee must submit a request for leave to his/her supervisor in advance.

D. Bereavement Leave:

Staff members absent from duty because of a death in the immediate family (defined as: spouse, significant other, children or step-children, loss of pregnancy, employee's and spouse's parents or step-parents, employee's and spouse's brothers or step-brothers, employee's or spouse's sisters or step-sisters, and/or maternal or paternal grandparents or grandchildren) will be granted a leave of up to four paid days per occurrence. These days are non-cumulative and are independent of sick days. Length of bereavement leave and leave for deaths of other may be granted with the approval of the program supervisor in conjunction with the Superintendent.

E. Child Care Leave:

This section is not intended to diminish the employee's rights under FMLA. A paraprofessional staff member shall be granted a child care leave without pay for a period not to exceed one school year, subject to one renewal at the discretion of the Board, upon request of the staff member for the purpose of caring for a child.

The application for child care leave shall be filed with the immediate supervisor at least sixty days prior to commencement of leave. The request shall be filed in writing and shall indicate the length of the requested leave. The approval shall specify when the employee must notify the district in writing of their intent to return.

The employee may require notice accompanied by a doctor's statement certifying his/her fitness to return.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

For extended leaves of ninety school days or more the employee, upon return, will be placed in a position for which they are qualified. For leaves of less than ninety school days, the employee will be placed in their former position if the position still exists.

During an extended unpaid leave of absence, those longer than ninety school days, the following conditions shall apply:

1. Wage increments shall not accrue;
2. Sick leave shall not accrue;
3. Seniority shall not accrue, but shall be maintained.

At the termination of a leave if an employee does not return and/or no extension is granted, the employee's removal and termination of employment become automatic.

F. Jury Duty:

In the event a staff member is required to serve jury duty, the person will be granted this leave. Staff shall reimburse the ESD for all per diem payments received from the courts.

G. Family and Medical Leave Act (FMLA)

The District will comply with all provisions of the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with any other medical or disability leave for the employee or for a medical or disability leave associated with the Paraprofessional staff member's spouse, parent or child.

H. Unpaid Time: A Federation member who exhausts all Paid Time Off (PTO), including sick and personal leave, is required to utilize "unpaid time" anytime the member is absent from work. When using "unpaid time", the following shall apply:

a. All unpaid time must be approved by the immediate supervisor and the superintendent or designee.

b. The member shall receive no compensation for the day(s) missed.

c. If the member subscribes to the medical benefits plan, the district's daily portion of benefits shall be deducted from the member's next paycheck, including a prorated amount for any HSA contribution.

d. If the member does not subscribe to the medical benefits plan, the member's monthly cash in lieu ("cash option") shall be prorated for the day(s) missed.

e. It is understood by the Parties that FMLA leave and/or Workers Compensation rules will apply when applicable to the member.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

f. It is further understood that administration has the discretion to determine when attendance has created an undue hardship and may pursue appropriate discipline and/or termination.

I. All Other Leaves:

If leaves other than those defined above are desired, each request must be made in writing and discussed with the Program Supervisor. Each case will be brought to the attention of the Director of Special Education and the Superintendent by the Program Supervisor and will be reviewed and a decision reached. In the event the request requires a change in the individual employment contract, the Board will make the final determination. The approval shall specify when the employee must notify the district, in writing, of his/her intent to return.

During an extended unpaid leave of absence of ninety days or more, the following conditions shall apply:

1. Wage increments shall not accrue;
2. Sick leave shall not accrue;
3. Seniority shall not accrue, but shall be maintained.

At the termination of a leave, if an employee does not return and/or no extension is granted, the employee's removal and termination of employment become automatic.

J. Maintenance of Insurance - Leaves of Absence:

In the event an employee is granted an unpaid leave of absence for a period in excess of 30 days, they may continue the fringe benefits provided by the Board by paying the monthly premium amounts to the ESD Business Office prior to the next due date for premium. Continuation of insurance benefits is subject to insurance company policies and procedures. It is the responsibility of the individual staff member to notify the Business Office of their desire to continue insurance coverages.

ARTICLE XIII: Negotiation Procedures

A. Neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the membership of the Board and by a majority of the membership of the Union, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

of negotiations, subject only to such final ratification.

B. Ratification of a contract between the Board and Local #4742 is to be determined solely by the Board and Local #4742 membership.

ARTICLE XIV: No Strike Clause

During the term of this Agreement, the Union shall not authorize, cause, or engage in, or sanction any staff member or group of staff members, strikes, picketing, or refusal to perform the duties of employment by any staff member or members and no staff member shall cause or participate in a strike, picketing or refusal to perform the duties of their employment.

In the event of any action in violation of this Article, the Union shall advise any and all staff members involved that such employees are in violation of the Agreement and that all employees involved shall return forthwith to their regular duties. The Union shall further take any and all other reasonable actions within its power to bring the activity to an end. If the Union takes the foregoing steps and has not acted in violation of its obligations under the Agreement, it shall not be liable in any way for such activities.

The Board shall have the unlimited right to discipline, to the maximum extent permitted by law, any staff member for taking part in any violation of this Article. In addition, the Union or any employee or employees violating this provision may be held liable by the Board for any and all damages, injuries and costs incurred for other than unfair labor practice charges as upheld by MERC.

This Article is not only in effect during the life of this agreement, but also during any mutually agreed upon extension thereof between the parties.

The Union will not directly or indirectly take reprisals against an employee who continues, or attempts to continue, his/her contractual duties, or who refuses to participate in any of the activities prohibited by this Article.

ARTICLE XV: Entire Agreement Clause

This contract constitutes the sole and entire existing contract between the parties in respect to rates of pay, wages, hours of employment or other conditions of employment which shall prevail during the term of the contract and may be altered, changed, added to, deleted from or modified only through the voluntary consent of the parties in a written and signed amendment to this agreement. All matters or subjects not herein covered have been satisfactorily adjusted, compromised or waived by the parties for the life of this Agreement.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

ARTICLE XVI: Miscellaneous Provisions

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

B. Four original signed copies of this Agreement shall be provided, with the Board receiving two and the Federation receiving two. The Board of Education shall provide the Federation with three additional copies and provide each member of the bargaining unit with a copy of the Agreement. Additional copies shall be provided at a reasonable cost determined by the Board of Education.

C. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in the Agreement.

D. As stipulated under MCL 423.215 (7), an emergency manager may be appointed under the local financial stability and choice act, PA 436, MCL 141.1541 to 141.1575, to reject, modify, or terminate the collective bargaining agreement as provided in the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575. This provision is included as required by law but as a prohibited item was not negotiated as a part of this contract.

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

ARTICLE XVII: Duration of Agreement:

This agreement represents the entire agreement between the Board and the Union and shall become of full force and effect from July 1, 2025 and shall continue in full force and effect until 12:00 a.m. midnight June 30, 2027.

Negotiations for a new Agreement shall begin at a time, date and place mutually determined by the Board and the Union. Either party may initiate such request and negotiations shall proceed at the earliest time practicable following the request.

In Witness Whereof, the parties hereto have caused this agreement to be executed by their duly authorized representatives on this 12th day of June 2025.

AMA Paraprofessional Federation	Board of Education
by Angela Gagnon	by Justin Gluesing
President	Superintendent
by Deb Kendziorski	by Lauren Grulke
Negotiations Representative	District Negotiator
by John Urlaub	by Melissa Cook
Negotiations Representative	District Negotiator
by Nikole Geno	by Lisa Krey
Negotiations Representative	District Negotiator

Document Ref: 2CFWI-VQLBE-XBAAX-MREQF

Schedule A: Hourly Wage Schedule

Step			Step	w/ Associates or 60 College Credits and a permit[4]
1	17.12		**1**	18.80
2	17.63		**2**	19.31
3	18.18		**3**	19.86
4	18.78		**4**	20.46
5	19.51		**5**	21.19
6	20.19		**6**	21.87
7	20.91		**7**	22.59
8	21.68		**8**	23.36
9	22.45		**9**	24.13
10	23.22		**10**	24.90
11	24.15		**11**	25.83
13	27.68		**13**	29.36
16	28.99		**16**	30.67
18	29.57		**18**	31.25
20	30.30		**20**	31.98

[4]The district will purchase a substitute permit for staff with 60 credits/Associates Degree.

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CERTIFICATE *of* SIGNATURE

REF. NUMBER
2CFWI-VQLBE-XBAAX-MREQF

DOCUMENT COMPLETED BY ALL PARTIES ON
18 JUN 2025 15:22:01 UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL **GLUESINGJ@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** SIGNED **16 JUN 2025 17:44:27 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**
LISA KREY EMAIL **KREYL@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** VIEWED **16 JUN 2025 18:46:17 UTC** SIGNED **16 JUN 2025 18:48:51 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**

RECIPIENT VERIFICATION

EMAIL VERIFIED
16 JUN 2025 18:46:17 UTC

CERTIFICATE *of* SIGNATURE

REF. NUMBER
2CFWI-VQLBE-XBAAX-MREQF

DOCUMENT COMPLETED BY ALL PARTIES ON
18 JUN 2025 15:22:01 UTC

SIGNER	TIMESTAMP	SIGNATURE
LAUREN GRULKE EMAIL **GRULKEL@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** VIEWED **17 JUN 2025 13:17:04 UTC** SIGNED **17 JUN 2025 13:17:12 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **17 JUN 2025 13:17:04 UTC**	
MELISSA COOK EMAIL **COOKM@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** VIEWED **17 JUN 2025 14:50:15 UTC** SIGNED **17 JUN 2025 14:50:27 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **17 JUN 2025 14:50:15 UTC**	

CERTIFICATE *of* SIGNATURE

REF. NUMBER
2CFWI-VQLBE-XBAAX-MREQF

DOCUMENT COMPLETED BY ALL PARTIES ON
18 JUN 2025 15:22:01 UTC

SIGNER	TIMESTAMP	SIGNATURE
JOHN URLAUB EMAIL URLAUBJ@AMAESD.ORG	SENT 16 JUN 2025 17:44:26 UTC VIEWED 16 JUN 2025 17:46:29 UTC SIGNED 17 JUN 2025 14:53:47 UTC	 IP ADDRESS 71.89.177.82 LOCATION PRESQUE ISLE, UNITED STATES
RECIPIENT VERIFICATION	EMAIL VERIFIED 16 JUN 2025 17:46:29 UTC	
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 16 JUN 2025 17:44:26 UTC VIEWED 18 JUN 2025 11:29:39 UTC SIGNED 18 JUN 2025 11:30:05 UTC	 IP ADDRESS 66.227.132.182 LOCATION ALPENA, UNITED STATES
RECIPIENT VERIFICATION	EMAIL VERIFIED 18 JUN 2025 11:29:39 UTC	

CERTIFICATE *of* SIGNATURE

REF. NUMBER
2CFWI-VQLBE-XBAAX-MREQF

DOCUMENT COMPLETED BY ALL PARTIES ON
18 JUN 2025 15:22:01 UTC

SIGNER	TIMESTAMP	SIGNATURE
DEB KENDZIORSKI EMAIL **KENDZIORSKID@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** VIEWED **17 JUN 2025 01:28:04 UTC** SIGNED **18 JUN 2025 14:31:58 UTC**	 IP ADDRESS **96.35.80.203** LOCATION **ALPENA, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **17 JUN 2025 01:28:04 UTC**	
NIKOLE GENO EMAIL **GENON@AMAESD.ORG**	SENT **16 JUN 2025 17:44:26 UTC** VIEWED **18 JUN 2025 15:21:03 UTC** SIGNED **18 JUN 2025 15:22:01 UTC**	 IP ADDRESS **174.224.55.162** LOCATION **LIVONIA, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **18 JUN 2025 15:21:03 UTC**	

Appendix A:

Blue Cross Blue Shield of Michigan

A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

ALPENA MONTMORENCY ALCONA EDUCATIONAL SERVICE
0070157030005 - 06947
Effective Date: 07/01/2025

Vision Coverage

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten. If your group is self-funded, please see any other plan documents your group uses. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Blue Vision benefits are provided by Vision Service Plan (VSP), the largest provider of vision care in the nation. VSP is an independent company providing vision benefit services for Blues members. To find a VSP doctor, call **1-800-877-7195** or log on to the VSP Web site at **vsp.com.**

Note: Members may choose between prescription glasses (lenses and frame) or contact lenses, but not both

Note: Discounts up to 20% for additional prescription glasses and any amount over the allowance ***plus*** savings on non-covered lens extras (up to 25%) when obtained from a VSP provider

Member's responsibility (copays)

Benefits	VSP network doctor	Non-VSP provider
Eye exam	None	None
Prescription glasses (lenses and/or frames)	None	None (member responsible for difference between approved amount and provider's charge)
Medically necessary contact lenses **Note:** No copay is required for prescribed contact lenses that are not medically necessary.	None	None (member responsible for difference between approved amount and provider's charge)

Eye exam

Benefits	VSP network doctor	Non-VSP provider
Complete eye exam by an ophthalmologist or optometrist. The exam includes refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient.	100% of approved amount	Reimbursement up to $45 (member responsible for any difference)
	One eye exam in any period of 12 **consecutive** months	

Lenses and frames

Benefits	VSP network doctor	Non-VSP provider
Standard lenses (must not exceed 60 mm in diameter) prescribed and dispensed by an ophthalmologist or optometrist. Lenses may be molded or ground, glass or plastic. Also covers prism, slab-off prism and special base curve lenses when medically necessary.	100% of approved amount	Reimbursement up to approved amount based on lens type (member responsible for any difference)
	One pair of lenses, with or without frames, in any period of 12 **consecutive** months	

ADM PLANYR JUL;BLUE VISION;BV-FLA $200;BVC;BVFL;BVPP CHOICE NET

Benefits	VSP network doctor	Non-VSP provider
Standard frames	$200 allowance that is applied toward frames (member responsible for any cost exceeding the allowance)	Reimbursement up to $70 (member responsible for any difference)
Note: All VSP network doctor locations are required to stock at least 100 different frames within the frame allowance.	One frame in any period of 12 **consecutive** months	

Contact Lenses

Benefits	VSP network doctor	Non-VSP provider
Medically necessary contact lenses (requires prior authorization approval from VSP and must meet criteria of medically necessary)	100% of approved amount	Reimbursement up to $210 (member responsible for any difference)
	Contact lenses up to the allowance in any period of 12 **consecutive** months	
Elective contact lenses that **improve** vision (prescribed, but do not meet criteria of medically necessary)	$200 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)	$105 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)
	Contact lenses up to the allowance in any period of 12 **consecutive** months	

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the following groups:

The Alpena-Montmorency-Alcona Paraprofessional Federation (AFT)

The Alpena-Montmorency-Alcona Federation of Teachers(AFT)

The Alpena-Montmorency-Alcona Educational Service District Support Staff

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This Memorandum of Understanding (MOU) entered into on **June 6, 2025**, by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Paraprofessional Federation, the Alpena-Montmorency-Alcona Federation of Teachers(AFT), and the Alpena-Montmorency-Alcona Educational Service District Support Staff** hereinafter referred to as the *Employee Groups*, and collectively known as the *Parties*, for the purpose of establishing a **Medical Benefit Committee**.

The aforementioned Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

Medical Benefit Committee

Purpose: The purpose of the Medical Benefit Committee is to evaluate and recommend a medical insurance plan or plans for all employees of AMA ESD. The Committee may explore and recommend a change in insurance carriers or recommend continuing with the existing carrier. All recommendations made by the Committee shall be presented to the AMA ESD Board of Education for consideration and are subject to final approval by the Board.

Committee Composition: The Committee shall be composed of the following representatives:

- The President of the Paraprofessional Unit, or designee, and one additional member of its leadership team
- The President of the Professional Unit, or designee, and one additional member of its leadership team
- Two representatives of the Support Staff group
- Two representatives from Administration
- The Superintendent
- The Business Manager

The Superintendent or their designee shall serve as Chair of the Committee and will coordinate meetings, facilitate discussions, and ensure that meeting notes and recommendations are documented.

Document Ref: 3ULZS-B45KK-XT89P-UFRKQ

Term: This MOU shall remain in effect for the 2025-2026 contract year and may be renewed by the parties at the time of expiration.

The Parties acknowledge that this Memorandum of Understanding is non-precedent setting and non-referable for future matters concerning this issue following its expiration, and it shall not constitute evidence of past practice relative to any interpretation or application of the current or any subsequent Collective Bargaining Agreement.

Amy Martin

Amy Martin
Support Staff Representative

06-06-2025

Date

Angela Gagnon

Angela Gagnon
President, AMA Paraprofessional Federation Local #4742

06-09-2025

Date

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

06-06-2025

Date

Christina Wilson

Tina Wilson
President, AMA Federation of Teachers Local #4693

06-11-2025

Date

Document Ref: 3ULZS-B45KK-XT89P-UFRKQ

CERTIFICATE *of* SIGNATURE

REF. NUMBER
3ULZS-B45KK-XT89P-UFRKQ

DOCUMENT COMPLETED BY ALL PARTIES ON
12 JUN 2025 00:42:31 UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL **GLUESINGJ@AMAESD.ORG**	SENT **06 JUN 2025 12:59:10 UTC** SIGNED **06 JUN 2025 12:59:11 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**
AMY MARTIN EMAIL **MARTINA@AMAESD.ORG**	SENT **06 JUN 2025 12:59:10 UTC** VIEWED **06 JUN 2025 13:18:04 UTC** SIGNED **06 JUN 2025 13:20:31 UTC**	 IP ADDRESS **207.74.82.194** LOCATION **ALPENA, UNITED STATES**

RECIPIENT VERIFICATION

EMAIL VERIFIED
06 JUN 2025 13:18:04 UTC

CERTIFICATE *of* SIGNATURE

REF. NUMBER
3ULZS-B45KK-XT89P-UFRKQ

DOCUMENT COMPLETED BY ALL PARTIES ON
12 JUN 2025 00:42:31 UTC

SIGNER	TIMESTAMP	SIGNATURE
ANGELA GAGNON EMAIL **GAGNONA@AMAESD.ORG**	SENT **06 JUN 2025 12:59:10 UTC** VIEWED **09 JUN 2025 12:33:32 UTC** SIGNED **09 JUN 2025 12:35:14 UTC**	 IP ADDRESS **174.224.50.95** LOCATION **CANTON, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **09 JUN 2025 12:33:32 UTC**	
CHRISTINA WILSON EMAIL **WILSONC@AMAESD.ORG**	SENT **06 JUN 2025 12:59:10 UTC** VIEWED **12 JUN 2025 00:42:01 UTC** SIGNED **12 JUN 2025 00:42:31 UTC**	 IP ADDRESS **24.236.190.55** LOCATION **ALPENA, UNITED STATES**
RECIPIENT VERIFICATION	EMAIL VERIFIED **12 JUN 2025 00:42:01 UTC**	

ALPENA – MONTMORENCY – ALCONA EDUCATIONAL SERVICE DISTRICT

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the

Alpena-Montmorency-Alcona Paraprofessional Federation (AFT)

This Memorandum of Understanding (MOU) entered into on **July 10**, **2025** by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Paraprofessional Federation (AFT Local 4742),** hereinafter referred to as the *Federation*, and collectively known as the *Parties*.

The Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

Dues Deduction and PA54 Language

WHEREAS, the parties agree:

1. Article III, Payroll Deductions, shall include union dues as a voluntary payroll deduction that may be arranged by an employee through the payroll/benefits office. The parties agree as follows:

   The Employer shall deduct Union dues from a bargaining unit employee's wages if the bargaining unit employee submits a full, free written consent to the deduction of Union dues from the employee's wages consistent with the Payment of Wages and Fringe Benefits Act. The Employer may immediately cease Union dues deduction for a bargaining unit employee if the bargaining unit employee provides written notice to the Superintendent or their designee that the employee is withdrawing consent for the Union dues deductions. Deductions will be made in substantially equal amounts from the employee's paycheck(s) commencing the first pay that is feasible following the receipt of (1) the Union's request and (2) the voluntary written authorization from the bargaining unit employee. The Federation will secure from its members the necessary release and authorization for these deductions.

   The District shall not be responsible for collecting retroactive dues payments, collecting dues during a member's unpaid leave of absence, or collecting dues when the member's bi-weekly pay is not sufficient to cover the share of their dues. The District will remit the amounts deducted from the employee's payroll that are

Document Ref: BBPCC-UVVGQ-VK92D-UWYB5

attributable to the employee's Association dues to the Association on a monthly basis using a procedure determined by the District in consultation with the Federation.

Unless the Superintendent or designee receives a written request from the bargaining unit employee to discontinue the dues deductions, the dues deductions shall continue annually. The Employer shall not process monies for Political Action Committee donations associated with the dues structure. In the event any individual or entity files any complaint or claim against the Employer (which includes its agents, employees, and officers) regarding dues deduction, the Union agrees to indemnify, defend, and hold the Employer harmless against all costs, claims, demands, suits, or other forms of liability that may arise out of or by reason of action by the Employer for the purpose of complying with the Agreement to deduct Union dues set forth above.

Further, the Employer shall be held harmless for the assessment and collection of union dues and the imposition of any penalties related to an employee's non-payment of union dues. If the Union agrees to defend the Employer concerning a dues deduction claim, the Employer may choose their legal counsel to defend any lawsuit or action or compromise or settle any claim made against the Employer.

2. Upon execution of this MOU, the following language shall be added to Article XIX, Duration of Agreement: *"Following the expiration of this Agreement, there shall be no wage increases, no increased benefit contributions, no step advancement, nor lane changes until the parties ratify a successor agreement. Any wage increases, step advancements, lane changes or benefit contributions will occur only after mutual ratification of a successor agreement."*

The Parties acknowledge that this Memorandum of Understanding is non-precedent setting and non-referable for future matters concerning or related to this issue.

The Parties agree that the above language shall be added to the next ratified Collective Bargaining Agreement for the Federation.

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

07-09-2025

Date

Angela Gagnon

Angela Gagnon,
President, AMA Paraprofessional Federation
Local #4742

07-09-2025

Date

Document Ref: BBPCC-UVVGQ-VK92D-UWYB5

CERTIFICATE *of* SIGNATURE

REF. NUMBER
BBPCC-UVVGQ-VK92D-UWYB5

DOCUMENT COMPLETED BY ALL PARTIES ON
09 JUL 2025 17:18:32 UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL GLUESINGJ@AMAESD.ORG	SENT 09 JUL 2025 15:55:44 UTC SIGNED 09 JUL 2025 15:55:45 UTC	 IP ADDRESS 207.74.82.194 LOCATION ALPENA, UNITED STATES
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 09 JUL 2025 15:55:44 UTC VIEWED 09 JUL 2025 17:18:12 UTC SIGNED 09 JUL 2025 17:18:32 UTC	 IP ADDRESS 66.227.132.182 LOCATION ALPENA, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
09 JUL 2025 17:18:12 UTC

ALPENA – MONTMORENCY – ALCONA EDUCATIONAL SERVICE DISTRICT

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the

Alpena-Montmorency-Alcona Paraprofessional Federation (AFT)

This Memorandum of Understanding (MOU) entered into on **July 10**, **2025** by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Paraprofessional Federation (AFT Local 4742),** hereinafter referred to as the *Federation*, and collectively known as the *Parties*.

The Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

EI Program Hours

WHEREAS, the parties agree:

1. Article V, Working Conditions, Work Schedule, notes that "Normal work hours of employment for employees shall be from 8:00 a.m. to 3:00 p.m. each scheduled day of work. The parties agree that normal work hours may be adjusted by increased instructional time required by state law."

2. The parties agree as follows:

    a. The normal Work Schedule for the EI/Behavior Program will be 8:15 a.m. - 3:15 p.m.

    b. If a paraprofessional staff member begins their day at Pied Piper at 8:00 a.m. and is reassigned to the EI Program and stays until 3:15 p.m., the staff member shall be compensated for the additional .25 hour.

    c. If a paraprofessional staff member begins their day in the EI room at 8:15 a.m. and is shifted to Pied Piper, the staff member may stay until 3:15 p.m. to complete their full day. The staff member may elect but is not required to leave at 3:00 p.m. If the member chooses to leave at 3:00 p.m., they will be paid for actual hours worked only.

    d. The two scenarios above in (b) and (c) are meant to illustrate that paraprofessional

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members will be paid for actual hours worked. Under the new Time Tracking/Red Rover system, actual hours worked will be accounted for automatically.

e. Trade time (i.e. banking time to be used later) is not allowed.

The Parties acknowledge that this Memorandum of Understanding is non-precedent setting and non-referable for future matters concerning or related to this issue.

The Parties agree that the above language will be renegotiated during the next round of bargaining following the expiration of the current Collective Bargaining Agreement.

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

08-04-2025
Date

Angela Gagnon

Angela Gagnon,
President, AMA Paraprofessional Federation
Local #4742

08-04-2025
Date

Document Ref: MNSPM-RRGCF-4FSTW-VNBTB

CERTIFICATE *of* SIGNATURE

REF. NUMBER
MNSPM-RRGCF-4FSTW-VNBTB

DOCUMENT COMPLETED BY ALL PARTIES ON
04 AUG 2025 18:45:40 UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL GLUESINGJ@AMAESD.ORG	SENT 04 AUG 2025 16:58:37 UTC SIGNED 04 AUG 2025 16:58:37 UTC	 IP ADDRESS 207.74.82.194 LOCATION ALPENA, UNITED STATES
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 04 AUG 2025 16:58:37 UTC VIEWED 04 AUG 2025 18:44:13 UTC SIGNED 04 AUG 2025 18:45:40 UTC	 IP ADDRESS 66.227.132.182 LOCATION ALPENA, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
04 AUG 2025 18:44:13 UTC

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the

Alpena-Montmorency-Alcona Paraprofessional Federation (AFT)

This Memorandum of Understanding (MOU) entered into on **October 8, 2025**, by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Paraprofessional Federation (AFT Local 4742),** hereinafter referred to as the *Federation*, and collectively known as the *Parties*.

The aforementioned Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

Classroom Lead Stipend

Michigan law, which mandates the employment of properly certified and endorsed teachers (MCL 380.1231, 380.1233, 388.1763), and acknowledging the Michigan Department of Education's (MDE) administrative rules (MCL 380.1531, MARSE) that authorize permits for individuals serving in general education, Special Education, and other programs, this MOU establishes an allowance for the Classroom Lead Stipend to paraprofessionals who hold such permits, authorizations, or approvals, waiving any waiting period under the existing collective bargaining agreement.

Specifically within ARTICLE IV: Compensation, the parties agree that a Federation member who is a certificated teacher or permitted in Michigan shall be immediately eligible for the Classroom Lead Stipend. The CBA provision requiring a new paraprofessional to have “a cumulative 60 days worked” is waived.

The Parties agree to make this retroactive to the beginning of the 2025-2026 school year.

All other provisions remain the same.

This Agreement contains the entire agreement and understanding among the Parties. This agreement may be modified by mutual consent of the Parties in writing. This agreement will expire at the end of the current bargaining agreement. The Parties agree to revisit this MOU at

that time to negotiate whether to incorporate its provisions into the master agreement as stated or as revised. The Parties may revisit this agreement at any time to consider any modifications.

The Parties acknowledge that this Memorandum of Understanding is non-precedent setting and non-referable for future matters concerning this issue following the expiration noted below, and it shall not constitute evidence of past practice relative to any interpretation or application of the current or any subsequent Collective Bargaining Agreement for the Federation.

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

10-09-2025

Date

Angela Gagnon

Angela Gagnon,
President, AMA Paraprofessional Federation Local #4742

10-09-2025

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
8AFTC-POPTM-S7Z9G-5JNYE

DOCUMENT COMPLETED BY ALL PARTIES ON
09 OCT 2025 11:52:46
UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL GLUESINGJ@AMAESD.ORG	SENT 09 OCT 2025 11:43:06 SIGNED 09 OCT 2025 11:43:07	 IP ADDRESS 136.228.60.2 LOCATION NORTH BRANCH, UNITED STATES
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 09 OCT 2025 11:43:06 VIEWED 09 OCT 2025 11:44:41 SIGNED 09 OCT 2025 11:52:46	 IP ADDRESS 207.74.79.148 LOCATION ALPENA, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
09 OCT 2025 11:44:41

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the

Alpena-Montmorency-Alcona Federation of Teachers(AFT)

and the

Alpena-Montmorency-Alcona Paraprofessional Federation (AFT)

This Memorandum of Understanding (MOU) entered into on **April 10, 2026**, by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Federation of Teachers (AFT) and the Alpena-Montmorency-Alcona Paraprofessional Federation (AFT),** hereinafter referred to as the *Federation*, and collectively known as the *Parties*.

The aforementioned Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

27L Funding

This agreement establishes the guidelines for distributing **27L funding** received for the **2025/2026 School Year**.

- **Total Funding:** Approximately **$8,726.50**.
- **Distribution Goal:** The parties agree to distribute this amount evenly among all District employees.
- **Methodology:** The total amount will be divided by the total number of employees on the payroll as of **May 29, 2026**.

Payment Terms and Responsibility

- **Employer Contribution:** Employer retirement and matching FICA taxes
- **Employee Responsibility:** Employees are responsible for their standard payroll deductions, including taxes and retirement.
- **Payment Date:** Payments will be issued on the **June 26, 2026** payroll.
- **Deadline for Changes:** Employees wishing to use tax-deferred methods (HSA, tax changes, etc.) must notify payroll by **June 26, 2026**.

Eligibility and Calculations

Employees must be employed by the District on the **last day of school** to be eligible. Final payment amounts are determined by employment status (full-time vs. part-time) and length of service or leave status as follows:

- Hired before January 1, 2026 and working 30+ hours per week = 1.0 factor (full payout[1])
- Hired before January 1, 2026 and working < 30 hours per week = .5 factor (50% of full payout)
- Hired on/after January 1, 2026 and working 30+ hours per week = .5 factor (50% of full payout)
- Hired on/after January 1, 2026 and working < 30 hours per week = .25 factor (25% of full payout)

The Parties acknowledge that this Memorandum of Understanding is not precedent-setting and non-referable for future matters concerning this issue, and it shall not constitute evidence of past practice relative to any interpretation or application of the current or any subsequent Collective Bargaining Agreement for the Federation.

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

05-18-2026

Date

Christina Wilson

Tina Wilson,
President, AMA Federation of Teachers
Local #4693

04-13-2026

Date

Angela Gagnon

Angela Gagnon,
President, Paraprofessional Federation
Local #4742

04-13-2026

Date

[1] The estimated full payout is $71.06 (net) as of February 18, the last time we did the calculation. If other employees leave or are added, this amount adjusts slightly.

CERTIFICATE *of* SIGNATURE

REF. NUMBER
JSZGE-IWQXR-HPI3X-GC9Q8

DOCUMENT COMPLETED BY ALL PARTIES ON
18 MAY 2026 12:22:06 UTC

SIGNER	TIMESTAMP	SIGNATURE
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 13 APR 2026 12:04:24 VIEWED 13 APR 2026 12:13:30 SIGNED 13 APR 2026 12:21:01	 IP ADDRESS 136.228.60.98 LOCATION ALPENA, UNITED STATES
RECIPIENT VERIFICATION	EMAIL VERIFIED 13 APR 2026 12:13:30	
CHRISTINA WILSON EMAIL WILSONC@AMAESD.ORG	SENT 13 APR 2026 12:04:24 VIEWED 13 APR 2026 12:54:12 SIGNED 13 APR 2026 12:54:50	 IP ADDRESS 136.228.60.98 LOCATION ALPENA, UNITED STATES
RECIPIENT VERIFICATION	EMAIL VERIFIED 13 APR 2026 12:54:12	

CERTIFICATE *of* SIGNATURE

REF. NUMBER
JSZGE-IWQXR-HPI3X-GC9Q8

DOCUMENT COMPLETED BY ALL PARTIES ON
18 MAY 2026 12:22:06
UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL GLUESINGJ@AMAESD.ORG	SENT 13 APR 2026 12:04:24 VIEWED 20 APR 2026 11:27:40 SIGNED 18 MAY 2026 12:22:06	 IP ADDRESS 136.228.60.2 LOCATION ALPENA, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
20 APR 2026 11:27:40

Memorandum of Understanding

between the

Alpena-Montmorency-Alcona Educational Service District

and the

Alpena-Montmorency-Alcona Federation of Teachers(AFT)

This Memorandum of Understanding (MOU) entered into on **August 24, 2026**, by and between the **Alpena-Montmorency-Alcona Educational Service District,** hereinafter referred to as the *Board*, and the **Alpena-Montmorency-Alcona Paraprofessional Federation (AFT Local 4742),** hereinafter referred to as the *Federation*, and collectively known as the *Parties*.

The aforementioned Parties desire to enter into the agreement described below and agree to work together to accomplish the goals and objectives set forth.

ECSE Schedule

ECSE is beginning the 2026-2027 School Year on a part-time basis. Paraprofessional members assigned to ECSE will travel to Piper or other location if directed after the morning session is over. Article V, D shall be clarified as outlined below.

> *If there is no ECSE PM classroom, or if there is a low student-to-staff ratio, paraprofessionals may be reassigned to a classroom at Pied Piper or to the EI room. Based on the afternoon assignment, the classroom teacher lead will designate a 30-minute paid lunch period for the paraprofessional. The paraprofessional will then conclude their workday at 3:00 p.m. if at Pied Piper or 3:15 at the EI program.*

This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. This agreement may be modified by mutual consent of the Parties in writing.

This agreement will expire at the end of the current bargaining agreement. The Parties agree to revisit this MOU at that time to negotiate whether to incorporate its provisions into the master agreement as stated or as revised.

The Parties acknowledge that this Memorandum of Understanding is non-precedent setting and non-referable for future matters concerning this issue following the expiration noted below, and it shall not constitute evidence of past practice relative to any interpretation or application of the current or any subsequent Collective Bargaining Agreement for the Federation.

Justin Gluesing

Justin Gluesing
AMA ESD Superintendent

08-26-2026
Date

Angela Gagnon

Angela Gagnon,
President, AMA Paraprofessional Federation
Local #4742

08-26-2026
Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
EMDXY-DSOQB-BADMZ-TLQFM

DOCUMENT COMPLETED BY ALL PARTIES ON
26 AUG 2026 20:38:16 UTC

SIGNER	TIMESTAMP	SIGNATURE
JUSTIN GLUESING EMAIL GLUESINGJ@AMAESD.ORG	SENT 26 AUG 2026 12:00:23 SIGNED 26 AUG 2026 12:00:23	 IP ADDRESS 136.228.60.2 LOCATION ALPENA, UNITED STATES
ANGELA GAGNON EMAIL GAGNONA@AMAESD.ORG	SENT 26 AUG 2026 12:00:23 VIEWED 26 AUG 2026 20:37:47 SIGNED 26 AUG 2026 20:38:16	 IP ADDRESS 70.33.194.120 LOCATION ALPENA, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
26 AUG 2026 20:37:47