

MASTER AGREEMENT BETWEEN

MANCELONA BOARD OF EDUCATION

AND

NORTHERN MICHIGAN EDUCATION ASSOCIATION

2026-2028

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SECTION 1.1 – AGREEMENT

This agreement entered into this August 27, 2026, by and between the Northern Michigan Education Association, hereinafter called the "NMEA", affiliates of the Michigan Education Association, hereinafter called the "MEA", affiliates of the National Education Association, hereinafter called the "NEA", and the School District of Mancelona, Mancelona, Michigan. The signatories shall be the sole parties to this agreement.

SECTION 1.2 – RECOGNITION CLAUSE

A. Pursuant to Act 379, Public Acts of 1965, as amended, the Mancelona Board of Education (hereinafter referred to as the Board) recognizes the Northern Michigan Education Association, MEA/NEA, as the exclusive bargaining agent for certified employees of the Board (hereinafter referred to as employees) in the bargaining unit defined as:
    1. Classroom teachers, certified librarians, counselors, social workers, and behavior interventionists, instructional/teacher support coaches but excluding substitutes, administrators, and all other employees.

SECTION 1.3 – EXTENT OF AGREEMENT

A. 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 matter not removed by law from the area of collective bargaining and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association, for the life of this agreement each voluntarily and unqualifiedly waive the right and each agrees with respect to any subject or matter referred to in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either of the parties at the time they negotiated or signed this agreement.

B. This agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the School District and the Association, and constitutes the entire agreement between the parties.
    1. Established past practices may not be changed unilaterally by the Board of Education.
    2. Any amendments or agreements supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

C. If any provision of this agreement or application thereof shall be found contrary to law, then such provisions or application shall be deemed not valid, but all other provisions or applications shall continue in force and effect.

D. All contracts with instructional personnel in the bargaining unit, employed by the Board

of Education, except substitutes, shall be in writing and signed by officers as provided by law. All contracts shall meet the requirements of the Teacher Tenure Act.

E. As the parties are required to include, if an emergency manager is appointed by the state under PA 436 of 2012, Local Financial Stability and Choice Act, the emergency manager may reject, modify or terminate the collective bargaining agreement at his/her sole discretion.

SECTION 1.4 – DURATION OF AGREEMENT

A. The provisions of this agreement shall be effective as of September 1, 2026 and shall continue in full force and effect until August 31, 2028.

B. Copies of this agreement titled Master Agreement between the Mancelona Board of Education and the Northern Michigan Education Association will be delivered electronically to all members who have provided either a school or private valid email address to the central office.

SECTION 1.5 – CONTINUITY OF OPERATIONS

A. The Mancelona Education Association agrees that it shall not authorize, engage in or ratify a strike after a new contract has been signed.

B. A strike shall be defined to include slowdowns, boycotts, picketing, work stoppage of any kind including "mass" sickness, and other connected or concerned activities having the effect of interrupting work or interfering with the normal school business of the Mancelona Public Schools.

C. The Board agrees that it will not lock out employees during the period of this contract.

SECTION 1.6 – PAYROLL DEDUCTIONS

Such deductions shall be limited to:

A. Mandatory Deductions
    1. Withholding tax – Federal, State, Local (if applicable)
    2. Social Security
    3. Retirement (if authorized under MIP)

B. Voluntary Deductions
    1. MESSA options
    2. Mancelona Education Foundation
    3. Communities In Schools of Northwest Michigan
    4. Tax deferred annuities as offered by:
        a. <u>MRIC Core Providers –</u>
            i. Corebridge Financial (previously AIG or Valic)
            ii. GLP & Associates
            iii. Lincoln Investment

iv. MEA Financial Services
v. Midwest Capital Advisors
vi. Plan Member Services

b. Authorized Wildcard Investment Providers –
i. Ameriprise Financial
ii. Equitable (previously AXA)
iii. Design Financial Group
iv. Invesco Oppenheimer Funds
v. Franklin Templeton Mutual Fund (previously Putman Funds)
vi. TBA Credit Union

C. All vendors must agree to sign a plan document with the District's Third Party Administrator.

D. The employee is responsible to verify that the proper amounts are deducted and to notify the central office of any discrepancies. The central office is responsible for making any such deducted payments in a timely manner.

SECTION 1.7 – SCHOOL CALENDAR

A. The parties agree that all aspects not prohibited by law of the school calendar shall be negotiable.

B. The following are general guidelines. The teachers work calendar will consist of 185 days. As per state law, the calendar will provide 1098 hours of pupil instruction. Professional development will occur in increments of no less than one (1) hour. Professional development activities that shall be approved include:
1. Northwest Education Services sanctioned professional development activities
2. Conferences, clinics, training, visitation and workshops
3. Empirically-supported research or training opportunities prearranged by the building principal.

C. In-service sessions may be held in the afternoon of a student day by mutual agreement of both parties.

D. A school calendar for each year of the contract shall be set forth as described in Section 1.7. Any deviation from such calendar shall be by mutual written agreement.
1. The following school year calendar draft will be provided to the Superintendent one week prior to the regular March School Board meeting.

E. The Board agrees to consult with affected teachers in the placement of:
1. Concerts
2. Awards Programs
3. Open Houses

4. Other functions involving teachers, whenever possible

F. Exceptions to the negotiations or consultation provisions of this section shall be:
   1. Placement of Commencement
   2. Athletic events on the calendar

G. In-service days and record days will be planned by mutual agreement of the building principal and staff. Such days are not to increase the number of teacher work days or length of the calendar. In the event that a K-12 in-service day is to be scheduled, the Superintendent will consult with the executive committee of the local Association prior to implementation and/or commitment.

H. All teachers shall attend a fall, "Meet The Teacher" night, to be held on a mutually agreed upon date.

I. Parent/Teacher Conferences will be planned jointly by the building principal and staff and by mutual agreement. It is agreed that Parent Teacher Conferences will be held at least twice a year, once each semester. Secondary level (High School and Middle School) will be held at the close of the first and third marking periods, (November and March) on the same evening with progress reports available for parent pick up.
   1. All teaching staff will be required to attend one (1) Parent Teacher Conference per semester.
   2. Teachers with multiple building assignments will be required to attend no more than one (1) Parent Teacher conference per semester.
   3. Any teacher attending, at administrative request, more than one (1) Parent Teacher Conference shall be eligible for:
      a. one (1) hour of compensation time per hour of time spent or
      b. payment at the per diem rate for time spent.
   4. In the event school is canceled on a PTC day, that conference will be moved to the following Thursday (which would be a full day of school) for the evening session only (4:00-8:00pm).
   5. The hours for Parent-Teacher Conferences will be held from 12:30-3:30pm for the afternoon session and 4:30-7:30pm for the evening session.
   6. For any teacher who requires the use of a full sick or personal day on a Parent Teacher Conference day (1.5 days total), payroll will document one full day on the conference date and then the remaining half day on President's Day PD.

J. When conditions not within the control of school authorities, such as but not limited to severe storms, fires, epidemics or health conditions or an employer directive results in the closing of a school or other facility of the employer, the bargaining unit members shall be excused from reporting to duty without loss of pay.
   1. Should a school closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to

meet an annual instructional minimum required by law or the State Board of Education, such additional instructional days will, to the extent possible, with the mutual consent of the Board and the Association, be rescheduled in lieu of already scheduled non-instructional staff duty days. The scheduling of particular days as make-up duty days shall be consistent with the other provisions of this agreement and with the mutual consent of the Association.

2. Should an instructional day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the instructional day.
3. The make-up of instructional days shall be undertaken on a district-wide basis as permitted by law or the State Board of Education.
4. It is understood and agreed that in the event that the rescheduling of instructional days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his or her skills, the teacher may:
    a. use his or her personal leave
    b. use unpaid leave time
5. If, at any time during the life of this agreement, it becomes lawful, or a State Board of Education ruling change or mandate to count as days of pupil instruction, days when pupil instruction is not provided due to conditions not within the control of school authorities, such as due to severe storms, fires, epidemics or health conditions, it is agreed that the following school closing provision shall become immediately effective:
    a. When conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions, or an employer directive results in the closing of a school or other facility of the employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days lost due to school closing under the foregoing circumstances shall not be rescheduled.
6. To the extent that any other provision of the Collective Bargaining Agreement, such as the school closing provision, school calendar or the like, shall be inconsistent with the foregoing, such provisions shall be null and void as to the extent of the inconsistency.

K. Any teacher away from his or her regular domicile who is unable to perform his or her regular assignment due to an Act of God (defined as a natural disaster or weather conditions making travel impossible or treacherous) shall suffer no loss of pay.

L. Any teacher at his or her regular domicile who is unable to perform his or her regular assignment due to an Act of God (defined above) shall suffer loss of pay (equal to daily substitute rate) or loss of a personal day. If local authorities (i.e., city/village, county or state police departments, emergency manager) urge citizens to avoid travel because it is unsafe or hazardous to travel, teachers in that jurisdiction shall suffer no loss of pay. Such conditions shall prevail when the school district of residence or school districts

along the normally traveled route are closed due to said weather conditions.

SECTION 1.8 – PROFESSIONAL GRIEVANCE PROCEDURE

A. A claim or complaint by a bargaining unit member or group of bargaining unit members or the Association that there has been a violation, misinterpretation or misapplication of any provision of this agreement, written Board policy or administrative policy or regulation affecting bargaining unit members' working conditions may be processed as a grievance as hereinafter provided.

B. Informal Level
    1. In the event that a bargaining unit member(s) believes there is a basis for a grievance, he or she shall within 10 school days of knowledge of the alleged incident request a meeting with his/her immediate supervisor in an effort to resolve the complaint. The Association shall be notified and a representative thereof present with the bargaining unit member at such meeting. If the Association is not satisfied with the result(s) of the meeting, the Association may formalize the complaint in writing as provided hereunder.

C. Formal Level 1
    1. If a complaint is not resolved in the informal conference the complaint may be formalized as a grievance. Such grievance will be submitted on and in accordance with the Grievance Report Form (Appendix A), a sample of which shall be made a part of this agreement. A formalized grievance shall be submitted in writing within ten (10) school days of the meeting between the immediate supervisor and the Association. A copy of the grievance shall be sent to the Superintendent. The Superintendent shall, within five (5) school days of the receipt of the grievance, meet with the Association and employee in an effort to resolve the matter. Within five (5) school days of the discussion, the Superintendent will render a written decision to the grievant with a copy forwarded to the Association.

D. Formal Level 2
    1. If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within ten (10) days of receipt of the grievance, the grievance shall be transmitted to the Board. Within ten (10) days after the grievance has been submitted, the Board shall meet with the Association on the grievance. The Board, within five (5) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association.

E. Formal Level 3
    1. If the Association is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within the time limits provided above, the

Association may within fifteen (15) school days submit the grievance to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding.

2. Neither the Board nor the Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.
3. The arbitrator shall have no powers to alter, add to or subtract from the terms of this agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. The cost of such arbitrator shall be shared equally by the Board and the Association.

F. The term "days" when used in this section shall mean school days. Time limits may be extended by mutual written agreement.

G. A statement of the grievance together with specific reference to the Article and Section of this Agreement alleged to be violated, and a statement of relief sought shall be attached to the grievance form, a sample of which shall be made a part of this agreement.

H. In the event that the expiration of this agreement occurs, any claim or grievance that was initiated prior to expiration of the contract may continue to be processed through the grievance procedure until resolution.

I. Grievances filed as Association grievances may at the option of the Association be initiated at the Formal Level 1 of the grievance procedure if an immediate supervisor is not involved.

J. Application of an established Board Policy shall not be submitted to arbitration unless it is in conflict with the language of this agreement.

K. If any bargaining unit member for whom a grievance is sustained shall be found to have been unjustly discharged by an arbitrator, the tenure commission or a court of competent jurisdiction he/she shall be reinstated and his/her record cleared of any reference to this action.

L. For the purpose of assisting a bargaining unit member or the Association in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, the Board shall permit, with written permission of affected bargaining unit member, an Association representative access to and the right to inspect and acquire copies of personnel files and any other files or records of

the Board which pertain to an affected bargaining unit member or any issue in the proceedings in question.

M. A bargaining unit member who is involved in the grievance procedure during the work day, shall suffer no loss of pay for that purpose.

N. Grievances in the following areas cannot be advanced beyond the Superintendent level of the grievance procedure:
   1. Failure to re-employ a probationary teacher
   2. Failure to hire or to re-employ a teacher to a position on the Extra-curricular schedule
   3. Content of an evaluation

SECTION 1.8.1 – NEGOTIATION PROCEDURES

A. The Superintendent will be responsible for contract interpretation on behalf of the Board of Education.

B. The Union Advisory Board will function as the Communications Committee. The Communications Committee is formed to promote the smooth and efficient operation of the school district. Its purpose is not to establish school district policy; however, at the Board's request the Communications Committee may assist in formulation of said policy. The Committee shall meet as needed at the request of either the Board or the Association.

C. A negotiation meeting to determine a procedure for bargaining a new agreement will be held no later than sixty (60) calendar days prior to the end of the school year in which this agreement terminates.

SECTION 1.8.2 – SENIORITY

A. Seniority shall be defined as length of service to the school district as determined by the date the School Board meets and accepts the recommendation to hire. If there are multiple hires on the same date, a drawing for seniority will take place with Union and Administrative representation present.

B. An employee shall lose seniority rights if he/she retires, resigns, or is discharged for reasons that are not arbitrary or capricious.

C. Seniority shall accrue for employees on various types of leaves as defined in Section 4.3.

D. A seniority list will be sent electronically on or before October 1 of each school year. If no objections are filed within ten (10) school days of posting, the list shall be final and conclusive. For the collective bargaining agreement year that is calculated in the event

of terminations and/or layoffs, appropriate corrections shall be made as necessary.

E. Administrators shall not accrue seniority while in an administrative position. All seniority accrued by the administrator while a teacher in the district shall be retained.

F. For seniority and salary schedule placement purposes, teachers under contract serving forty-five (45) or more working days in a semester will be given credit for one semester.

SECTION 2.0 – RIGHTS OF THE BOARD

A. The Northern Michigan Education Association recognizes that the Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it (or not specifically withheld) by the Constitution and by the statutes of the State of Michigan, particularly the Michigan School Code, and by the Constitution of the United States, including, but without limiting the generality of the right to establish policy for the executive management and administrative control of the school system, its properties, its facilities and its personnel, as well as the methods and means necessary to the proper execution of the foregoing obligations, provided that such rights shall be exercised in conformity with the provisions of this agreement.

B. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

SECTION 2.1 – HIRING, VACANCIES, PROMOTIONS AND TRANSFERS

A. Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including grade/level and subject area moves as well as changes in buildings. Transfers to vacancies shall be governed by the language pertaining to vacancies.
    1. Any involuntary transfers shall include a scheduled in-person meeting between the current building administrator and teacher prior to written notification being given.
    2. Involuntary transfers shall be reimbursed $500 for their required move from one building to another to be paid out the last pay in June.

B. A vacancy is a position that remains unfilled after all assignments are made. Vacant teaching and/or Schedule B positions shall be posted electronically and emailed to all bargaining unit employees. To prevent delays in externally advertising the open position, internal and external postings may be made simultaneously. However, priority will be given to internal candidates.

1. Employees shall have the responsibility of contacting the Superintendent, indicating their interest in the said position, within five calendar days of such notification. Such position may not be filled in less than five (5) calendar days of the posting.

SECTION 2.2 – ASSOCIATION RIGHTS

A. The Association and its representatives shall have the right to use the school buildings at all reasonable hours for meetings, provided that when special custodial services are required, the Board may make a reasonable charge therefore.

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

C. The Board agrees to make available to the Association, upon reasonable request, all available information concerning the finances of the district, and such other information as will assist the Association in developing an intelligent, accurate, informative and constructive program on behalf of the teachers and their students, as well as such information as may be necessary to process any grievance or prepare for negotiations.

D. The Board shall consult with the Association on any major revisions of educational or personnel policy which are proposed or under consideration, and the Association shall be given opportunity to advise the Board with respect to said matters prior to their adoption.

SECTION 2.3 – STUDENT TEACHERS

A. The term "student teacher" as used hereinafter shall refer to student teachers, intern teachers and all other such programs. Agreement to become a supervising teacher of a student teacher shall be strictly voluntary and is recognized not to result in such bargaining unit members becoming supervisors within the meaning of the Public Employment Relations Act (PERA). Probationary teachers are prohibited from accepting student teachers.

B. It is expressly agreed that the Association may refuse to permit a bargaining unit member from supervising or directing the activities of a student teacher in the event:
   1. The student teacher would displace instructional aides, para-professionals, or other current employees then employed.
   2. The use of such student teacher would be used by the Employer as a basis for not hiring additional bargaining unit personnel.

C. The Board shall disclose all terms of any agreement between it and any student placing

institution. The terms and conditions of placement of student teachers shall be consistent with this agreement, unless otherwise agreed to by the Association.

D. The supervising teacher shall have the right to accept an honorarium or other such token of appreciation as may be offered by the student/intern placing institution.

E. Prior to acceptance of a student teacher, there shall be a meeting between the teacher, prospective student teacher, and principal. Following this interview, the teacher shall then have the right to accept or reject the student teacher.

F. Any terms or conditions of this section not previously specified in this agreement shall be negotiated between the Board and the Association prior to implementation of future programs.

SECTION 2.4 – TEACHER ASSIGNMENTS

A. The Administration must provide each teacher with a specific list of classes to be taught in the ensuing school year not later than July 15.

B. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Section 5.4 and summer school courses shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to teachers regularly employed in the district.

SECTION 2.5 – TEACHER/INSTRUCTIONAL AIDE RELATIONS

A. Instructional Assistants shall be supervised by the teachers to whom they are assigned. Teachers to whom assistants are assigned shall direct the activities of assistants and provide input to the building administrator on their effectiveness. Teachers shall not administer discipline to assistants.

SECTION 2.6 – TEACHER RIGHTS

A. The Board agrees to grant employees covered by this agreement all rights guaranteed by the Constitution of Michigan and the United States and applicable laws of Michigan and the United States.

B. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

C. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership status in the association. The employer is committed to nondiscrimination in its employment practices as required by law.

D. Each teacher shall have the right upon request to the Superintendent or his/her designated representative to review the content of his/her own personnel file, pursuant to the guidelines of the Bullard-Plawecki Employee Right to Know Act. A teacher may attach his/her written comments or rebuttal to any material in the personnel file with which he/she disagrees or, if he/she wishes to, clarify controversial material which is to be placed in a teacher's personnel file. Such materials shall be signed and dated by the teacher to indicate knowledge of and placement in the file. A teacher shall be entitled to have Association representation present at this review.

SECTION 3.1 – ACADEMIC FREEDOM

A. The Board and the Association recognize that academic freedom is an important aspect of the educational process and agree as follows:
    1. No special limitations shall be placed upon the study, investigation or interpretation of facts and ideas presented within the school setting subject to accepted standards of professional responsibility.
    2. Teachers shall participate in decisions regarding the methods and materials used for the instruction of students.

B. The Board and Association recognize that academic and social development of pupils is the result of school, home and social-economic environment.

C. In a dispute involving the presentation of educational material, the Association and the principal involved will utilize the Superintendent as an arbitrator, and his/her decision shall be binding.

SECTION 3.2 – STUDENT DISCIPLINE AND TEACHER PROTECTION

A. The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline. Whenever a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will assist the teacher in obtaining such help for that student. Administrators will work with classroom teachers in maintaining classroom discipline. The administrator is responsible for creating the disciplinary environment of each building which promotes an orderly, educationally sound learning atmosphere for all students. The primary responsibility for classroom discipline does lie with the classroom teacher.

B. A teacher who has had a student removed from the classroom due to behavior issues may request a meeting, as designated on the discipline referral. The meeting must be scheduled with the principal/designee prior to the return of the pupil.

C. In cases of assault upon a teacher, the Board shall promptly render reasonable assistance to the teacher in connection with handling of the incident including, when

necessary, the involvement by law enforcement and judicial authorities.

1. Time lost by a teacher in connection with any incident mentioned in this section shall not be charged against the teacher's leave time.
2. In cases of assault the Board will reimburse teachers for any loss, damage or destruction of clothing or personal property not covered by a teacher's personal insurance, and the deductible amount of their insurance should there be malicious destruction to the vehicle of the teacher while on duty in the school or on the Board's premises.

D. To ensure the safety and security for all members of the school family (students, staff and community), it is understood that no employee shall be mandated to train for the purpose of carrying weapons on school property. If an employee decides to opt-out of any training that may be offered, their personal decision will not adversely affect placement, evaluation, or any other aspect of their employment.

SECTION 3.3 – SCHOOL EQUIPMENT

A. The Board agrees to keep the schools reasonably and properly equipped and maintained at all times. Teachers will be consulted regarding priorities in ordering basic supplies.

SECTION 3.4 – TEACHING HOURS

A. The elementary school teachers shall be on duty from 8:05 a.m. until 3:15 p.m. The middle school teachers shall be on duty from 8:15 a.m. until 3:25 p.m. The high school teachers shall be on duty from 8:10 a.m. until 3:20 p.m**.**

B. The principal may offer that a teacher teach an hour of class prior to the contract start time in the Master Agreement. This "0 Hour" (Zero Hour) period must be agreed upon by the administrator and teacher. The teacher will conclude his/her day one hour prior to the contract end time in the Master Agreement. All other requirements in Section 3.4 will remain the same.

C. Teachers shall be required to attend two (2) meetings per month for up to forty-five (45) minutes each beyond the normal school day. The administration can call up to four (4) additional sixty (60) minute meetings to be used throughout the school year in exchange for one (1) hour of compensation time for each meeting.

1. Teachers with multiple building assignments shall arrange with the building principal for briefings of meetings in which that teacher cannot attend due to conflicts with other building's meetings or for any other excusable reason.

D. In addition to the meetings mentioned above, the Superintendent of schools may call two meetings per year in exchange for one (1) hour of compensation time each. The opening day of school for teachers shall not be counted as one of the meetings mentioned above.

E. All teachers shall be entitled to a duty-free uninterrupted lunch period of not less than thirty-five (35) minutes.

F. Elementary teachers shall have 275 minutes per week of preparation time, during normal school weeks. Of this 275 minutes, all elementary teachers shall have 25 minutes per day, which equates to 125 minutes per week.

G. When a classroom teacher serves as a substitute for a "special teacher" or another regular classroom teacher, that person shall be notified as early in the working day as the administrator in charge becomes aware of such a need.

H. Normal School Day/Week
   1. A normal school day for grades 5 - 12 shall consist of six (6) class periods. Teachers in these grades will teach five (5) student contact periods and be guaranteed one (1) preparation period per normal school day.
      a. Beginning 2027-2028, a normal school day for grades 4 – 12 shall consist of six (6) class periods. Teachers in these grades will teach five (5) student contact periods and be guaranteed one (1) preparation period per normal school day.
   2. Certified Special Education teachers who are in the classroom will be provided two preparation periods.

I. Regular part time teachers will be granted a preparation period equal to one-sixth (1/6) of a period for each class period taught.

J. Middle school and high school teachers will have the right to refuse temporary assignment during their preparation period except in cases where the Employer determines that other means of handling the temporary assignment is not readily available. Every effort will be made by the Administration to fill such vacancies.

K. School Improvement Plans
   1. "SIP" as used in this Article shall mean a School Improvement Plan as provided in MCL Section 380.1277.
   2. The conditions that follow shall govern employee participation in any plan, program or project included in the term SIP.
      a. Participation by the employee is voluntary.
      b. No employee shall suffer loss or reduction of bargaining unit employment as a result of the implementation of any plan adopted by the committee.
      c. The parties have identified that SIP committees shall not address any of the following matters:
         i. Wages
         ii. Fringe benefits

iii. Contract grievance

d. The Board and/or Administration will notify the Association President as soon as possible of any intent to develop, explore, or begin a SIP.

L. Mentor Teachers

1. A mentor teacher shall be defined as a master teacher as identified in Section 1526 of the School Code and shall perform the duties of a master teacher as specified in the code.
2. Each bargaining unit member who has not previously met tenure shall be assigned a mentor teacher for their first three (3) years of employment. Previously tenured teachers shall be assigned a mentor for one (1) year. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
3. A mentor teacher shall be assigned in accordance with the following:
    a. The mentor teacher shall have more than four (4) years of teaching experience.
    b. Participation as a mentor teacher shall be voluntary.
    c. Every effort will be made to match mentor teachers and mentees who have the same area of certification or work assignment.
    d. The assignment of a mentor teacher shall be for one (1) year subject to renewal at the end of the year.
4. The Board and Association agree the relationship between the mentor and mentee shall be confidential and shall not in any fashion, be a matter included in the evaluation of either the mentor or mentee.
5. Upon request, the Administration may make available reasonable release time so the mentor teacher may work with the teacher in his/her assignment during the regular work day.
6. If possible, a mentor teacher may attend a conference or workshop for the purpose of training the mentor teacher.
7. Upon completion and submission of a Mentor/Mentee Activity Sheet (Appendix C), the mentor teacher shall be paid a stipend as indicated in Section 5.4 – Extra Curricular Compensation/Schedule B.

SECTION 3.5 – TEACHING CONDITIONS

A. The following class size standards shall be considered in effect. By October 1, the Association and the Administration will confer to insure that all class levels are balanced to the extent possible that there is no excessive burden to the teacher as a result. To the extent possible, any affected teacher will meet with the building principal to develop a workable solution.
    1. Young Fives Developmental Kindergarten
        a. Maximum 15 students.

2. Kindergarten - Grade 2
    a. One (1) hour/day aide time over 27 students.
    b. Two (2) hours/day aide time over 29 students.
    c. Three (3) hours/day aide time over 32 students.
3. Grades 3-6
    a. One (1) hour/day aide time over 30 students.
    b. Two (2) hours/day aide time over 32 students.
    c. Three (3) hours/day aide time over 35 students.

B. When a class size exceeds the two (2) hour aide stipulation, the Administration shall meet with the affected teacher(s) and representative(s) of the Association to determine one or more of the following reliefs:
    1. Additional certified staff may be added
    2. Available grant money for lowering class size will be aggressively pursued by the appropriate administrator and affected teacher(s)
    3. Instructional aide time in addition to that stipulated in the class size standards, may be employed by mutual consent of the Administration, the affected teacher(s) and the Association.

C. Grades K-6
    1. In grades Kindergarten through 6, the class size for the purposes of assigning aide time will be the average of a teacher's class sizes for the day.
    2. In grades Kindergarten through 4, the school day would be based on five and a half hours per day.

D. Grades 7-12
    1. Academic classes maximum 35 students.
        a. Physical Education, Industrial Arts, Technology, woods, metals, drafting, home economics maximum as directed by the facility.
        b. Art, music, theater, maximum students by agreement between the instructor and the administrator. The parties shall meet to determine student numbers prior to student scheduling.
        c. Special education maximum students to be determined as mandated by state codes.

E. As a general practice, when a general education classroom includes a student whose conditions include the necessity of regular or routine medical procedures or assistance with regular hygiene, the general education teacher will not be required to provide the services. In such cases the district will make arrangements for such services.
    1. Nothing contained herein shall limit or define the teacher's responsibility in a medical or personal hygiene emergency. It is understood that a general education may be required to receive the necessary training.

SECTION 3.6 – DEPARTMENT CHAIRPERSONS

A. The Administration may select each year from among the school faculty, Department Chairpersons in such teaching areas it may deem appropriate. The Administration and teacher will mutually agree upon the expectations of the position and a timeline for completion. If issues arise regarding the performance of duties, the Administration will meet with the teacher and Association representative to determine an appropriate course of action. The Administration reserves the right to remove the teacher from the position and to pay them a prorated rate based upon the amount of hours completed.

B. The Department Chairperson shall be responsible for providing leadership in departmental coordination including, *but not limited to*, coordination of programs and materials, proper sequencing of objectives, and promotion and development of effective instructional techniques for department staff members.

C. The Elementary School may be represented by grade-level or subject area.

D. Each Department Chair will be paid a stipend as indicated in Section 5.4 – Extra Curricular Compensation/Schedule B.

SECTION 4.1 – PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

A. Each teacher, upon recommendation of the building principal, may be granted one (1) professional visiting day per year. Such visiting day is to be approved by the principal of the school to be visited, as well as the local school principal. Upon request, reports of the results of such visits will be made to the principal and in a regular teachers meeting and/or the Board of Education. These reports are not to be used as punitive measures.

B. A teacher called to jury duty or to give testimony before any judicial or administrative tribunal shall receive their normal pay. However, pay earned from jury duty or giving testimony excluding any reimbursed expenses such as meals, mileage, or lodging, shall be returned to the school district. These days shall not be charged against accumulated sick leave.

C. Teachers are allowed three (3) days per year for personal business, without loss of pay, not to be deducted from sick leave, accumulative to five (5) days. The fifth day shall not be used in conjunction with other personal days. These days will not be used the last day before or the first day after Thanksgiving, Christmas, spring break, Memorial Day, or on the first day or the last day of the school year. The Administration shall consider exceptions to the latter and shall not unreasonably deny a request. Association functions will be an exception to the first or last day of the school year. Unused personal business days that cannot be carried over are added to accumulated sick leave. Personal days will be used in half or full day increments.

D. The Board of Education recognizes the value of teacher conferences and clinics. Each teacher is allowed with permission of the Superintendent one (1) day per year for the purpose of attending professional meetings or clinics. This day is not to be accumulative year after year. Expenses accrued for attending approved professional meetings shall be reimbursed by the Board according to the following rate:
    1. Actual railroad, bus or plane fare, private car expense at the rate of 45 cents per mile.
    2. Meals not to exceed: Breakfast - $8.00; Lunch - $10.00; Dinner - $16.00 and tax - plus up to 15% for gratuity.
    3. Lodging not to exceed $100 per person per day. Such costs may be exceeded upon prior approval of the Superintendent.
    4. Registration fees for conference or clinic will be fully reimbursed to all teachers attending such clinics.
    5. An expense sheet with receipts attached must be submitted to the Central Office before reimbursement for any of the above expenses will be authorized.
    6. If an Employee is required to report for duty in any location outside of the city limits of Mancelona, the mileage for reimbursement will be the lesser of round trip mileage from the Employee's worksite or the Employee's home. In the event that the school offers transportation to and from the location, no mileage reimbursements will be paid to Employees who elect to transport themselves.

E. The Association shall be granted twelve (12) days per year to be used at the sole discretion of the Association for use by its officers and agents. The cost of substitute teachers for such days shall be borne by the Association. In all such cases the Superintendent must have forty-eight (48) hours notice prior to the using of such days. In the event that all days are used, two (2) more may be granted with approval of the Superintendent. State law requires the District to exclude this time from MPSERS contributions, unless the affected employee or the Association reimburses the District for the actual cost.

F. Paid leave shall be provided to any member of the bargaining unit who is called to testify at an arbitration hearing involving a grievance against the Mancelona Public School District.

SECTION 4.2 – UNPAID LEAVES OF ABSENCE

A. Employees required to perform active duty, training or to perform emergency duty in the Armed forces of the United States or National Guard shall be granted a leave of absence without pay or benefits for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's commanding officer. The seniority and re- employment rights of any employee who performs such active duty or who is inducted into the Armed Forces of the United States shall be in accordance with federal and state laws

governing such re- employment rights in effect at the time the individual seeks re- employment with the Employer.

B. A teacher who is unable to teach because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year, and the leave may, at the Board's discretion, be renewed each year upon written request by the teacher. The teacher can maintain existing benefit package but will be responsible for all premiums due, after his/her Family and Medical Leave Act (FMLA) has been exhausted. A teacher returning to duty after an extended leave of absence due to illness or disability shall be returned to the step on the salary schedule and the position on the seniority list held at the onset of the illness or disability.

C. A teacher may at the Board's discretion be granted an unpaid leave of absence, upon written application to the Board, for purposes of personal leave, child care, or adoption. Such leave of up to one year may, at the Board's discretion, be renewed for one additional year upon written request by the teacher.
    1. A teacher on an approved leave must notify the District in writing by April 1 of the expiring school year of his or her intent for the next school year. Failure to provide written notice of intent in timely fashion will result in termination of employment and all seniority rights with the District.

D. Any teacher missing work for reasons not covered by this agreement, or in excess of the days allowed for reasons covered by this agreement, shall have an amount deducted from his or her pay equal to 1/185 of his/her salary.

E. A leave of absence, without pay or accrual of contractual fringe benefits, shall be granted for one term of office upon application for the purpose of serving as an officer of the Northern Michigan Education Association, Michigan Education Association or the National Education Association. Such leave may be extended at the discretion of the Board. Upon return from such leave, a bargaining unit member shall be placed at the same position on the salary schedule as he/she was at the time the leave was granted.

F. Sabbatical Leave
    1. Sabbatical leave shall be interpreted as leave from active duty, granted to any teacher after ten (10) consecutive years of service in the Mancelona Public Schools for the purpose of improving instruction in the Mancelona Public Schools. Sabbatical leave may be granted for up to one (1) year as may be recommended by the Superintendent, subject to the conditions outlined below. Final approval of those applications selected by the Superintendent will be made by the Board.
    2. A leave under this provision shall be taken without pay or accrual of contractual

benefits other than those listed in this provision.

3. The application for sabbatical leave must be submitted, in writing, to the Superintendent no later than March 15 of the school year prior to the leave.
4. Only one (1) bargaining unit member may be on sabbatical leave at a time.
5. Leave granted for professional study, for travel, or travel combined with study, or for any other reasons which, in the opinion of the Superintendent will improve the instructional program in the school district or will improve the efficiency of a teacher or otherwise benefit the district shall be considered consistent with the purpose of sabbatical leave.
6. In determining his/her recommendations on requests for sabbatical leave, the Superintendent will give consideration to the following criteria:
    a. The extent of the applicant's professional study, growth, contribution and successful service during the preceding years.
    b. The extent to which plans submitted for use of times while on leave are definite and educationally constructive.
    c. Length of period of active service in the Mancelona Public Schools.
    d. Reasonable and equitable distribution of applications among the different levels and departments in the system.
    e. Order in which applications are received.
7. Before approval is granted, a qualified acceptable replacement must be available for the period for which the leave is granted.
8. Increment in the salary schedule and sick leave credit shall accrue and be granted when the sabbatical leave is successfully completed and the teacher returns to duty.
9. If sabbatical leave is granted, all other provisions of reimbursement for educational travel or course credits shall be forfeited during the period of the sabbatical.

SECTION 4.3 – ILLNESS AND DISABILITY

A. Leave will be granted for illness, disability and injury.

B. All teachers are allowed twelve (12) sick days per year. Such leave will carry over from year-to-year, with a maximum carry over of one hundred eighty (180) days.
    1. Teachers who have acquired more than 180 sick days at the conclusion of the school year, shall be paid out $50 for each day over 180 on the 8th payroll of the subsequent school year.

C. Sick leave is granted for personal illness and may be utilized for any reason as permitted under the Michigan Earned Sick Time Act. After utilizing sick leave on three consecutive work days, the teacher shall, on request of the Board of Education, furnish satisfactory proof in the form of a doctor's certificate covering the full period of the illness, when the teacher is informed prior to missing work or when notification of illness contact is being made.

D. The teacher may use all or any portion of his/her leave to recover from his/her own illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery.

E. Leave will be granted without loss of pay, as set forth in Section 4.3 for illness in the immediate family. Immediate family shall be defined as husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, mother- in-law, foster children, or any other individual that may be considered a family member under the Michigan Earned Sick Time Act. Sick days will be used in half or full day increments.

F. The teacher may take up to a maximum of four (4) days per death in the immediate family. Three (3) of the four days will not be counted against sick days. The fourth (4th) day will be deducted from the teacher's sick bank. Immediate family shall be defined as husband, wife, mother, father, brother, sister, children, step-children, grandchildren, father-in-law, mother- in-law, daughter-in-law, son-in-law, grandparents and grandparents-in-law, foster children or dependents. The teacher may take a maximum of two (2) days per death for deaths outside of the immediate family, but which are significant to the teacher. These days will not be deducted from the teacher's sick bank.

G. In case of sickness or injury compensated by Worker's Compensation, the pay will be the difference between the regular salary and Worker's Compensation paid. Nothing in this section would require the Board of Education to compensate the employee more than their contractual obligation for salary and benefits or prohibit them from recovering overpayment of said salary or benefits.

H. A teacher reporting for duty at the beginning of the work period, and forced to leave after 10:30 a.m. will be given credit for one-half day of work. If forced to leave after 2:00 p.m. will be given credit as being present the entire day. Conditions for these absences shall be of an emergency nature only, and shall be approved by the building principal.

I. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total sick leave credit.

J. All leave in Section 4.3 shall be deducted from accumulated sick leave except as noted in Letter F above.

K. Leaves shall also be granted in accordance with the Family and Medical Leave Act.

SECTION 5.1 – INSURANCE PROTECTION

A. For Employees Needing Insurance
    1. Health: (pick one)
        a. Choices $300/$600, 0% Coinsurance, 5 Tier RX (GK)
        b. ABC Plan 1, $1700/$3400, 0% Coinsurance, 5 Tier RX (ET)
        c. ABC Plan 2, $2000/$4000, 0% Coinsurance, 5 Tier RX (FF)
        d. ABC Plan 2, $2000/$4000, 10% Coinsurance, 5 Tier RX (FJ)

    2. Long Term Disability:
        a. MESSA Plan II: 66-2/3%, $5,000/Mo. Maximum, 90 Calendar Day Modified Fill, Pre-Existing Conditions Waiver, Maternity Benefits covered same as any illness
    3. Dental:
        a. Delta Dental Plan E with A 007 Rider (80/80/80: $1500)
    4. Negotiated Life Insurance:
        a. Negotiated Life Insurance $50,000, AD&D
    5. Vision:
        a. VSP-3 Plus
    6. Preventive Care Rider

B. For Employees Not Needing Health Insurance
    1. Long Term Disability:
        a. Same as Plan A in Section 5.1A2
    2. Dental:
        a. Delta Dental Auto+ with A 008 Rider (100: 90/90/90: $1,500)
    3. Negotiated Life Insurance:
        a. Negotiated Life Insurance $60,000, AD&D
    4. Vision:
        a. VSP-3

C. The employer shall provide a cash option in lieu of health benefits equal to $691.54 per month effective July 1, 2026 through June 30, 2027; such amount to be increased July 1 of each contract year, by the change in consumer price index medical care component for the United States as determined by the department of labor for the most recent 12 months available. The cash amount may be applied to MESSA variable or fixed options or the member may enter into a salary reduction agreement and elect to apply the cash to an annuity. Said annuity to be selected by the Association member from the list in Section 1.6.B.4.

D. The employer shall formally adopt a qualified Section 125 plan document. All costs related to the implementation and administration of benefits shall be borne by the employer.

E. In the event of an employee's death, their spouse shall continue to have the Board's designated share of their health insurance provided, for an additional 30 days after the previous month's coverage has expired.

F. Based on statutory changes to MCL 15.563 and the annual Michigan Department of Treasury letter specific to the appropriate benefit year shall determine the monthly amounts of Board payments of insurance premiums for the designated medical benefit plan for eligible employees illustrated in Section 5.1 of the Master Agreement.

G. The parties understand and agree that the monthly dollar amounts will be adjusted annually on January 1, in accordance with Legislative CAPs set forth by the Michigan Department of the Treasury.

H. The open enrollment period shall be jointly established by the Board, the Association and the insurance company representative, including opportunities for summer pre-enrollment and fall open enrollment. Additionally, the parties agree that in the event that new MESSA products/plans or development of a consortium become available mid-contract, the Association shall have the right to make adjustments to their plan product choice. The parties further agree that they will review and give full consideration to the possibility of joining a consortium should one be developed.

I. When necessary, premiums on behalf of the teachers shall be made retroactively or prospectively to assure uninterrupted participation and coverage. In instances where cost of coverage exceeds the amounts specified above, the Board shall make provision for the excess to be payroll deductible.

J. The Board will be responsible for providing insurance information including applications, claim materials, and enrollment meetings for the above mentioned programs.

K. Effective January 1 of each year of this agreement, the Board's monthly contribution will be increased by the change in the medical care component of the United States consumer price index for the most recent twelve-month period for which data are available from the United States Department of Labor. Employees will pay, pursuant to an IRS section 125 payroll deduction plan, the difference between the Board's contribution and the actual cost of the premiums for the medical benefit plan selected corresponding to their coverage category. Employees electing ABC Plan 1 or either of the ABC 2 plans, may make contributions to their HSA account via Section 125 plan payroll deductions.

L. Part-time regular teachers. Teachers employed less than full time may choose from the following:
    1. Plan B as outlined in Section 5.1.
    2. Pro-rata share (based on employed time) of health insurance (Choices, ABC Plan 1

or 2 options as described in Plan A above). The Board's share shall be equal to the percentage of employed time multiplied by the Board's designated contribution for the coverage category. (Example: 60% of $1805.03/month if employed 60% and elect family coverage). The balance of the premium shall be deducted from their paycheck. Employees will pay, via payroll deduction, the difference between the Board's contribution and the actual cost of the premiums/costs for the medical benefit plan selected corresponding to their coverage category.

SECTION 5.2 – COMPENSATION (LONGEVITY)

A. The Board shall pay the teacher's contribution to the retirement system as prescribed by state law. This does not include a teacher's voluntary MIP contribution.

B. Longevity shall be paid when the teacher reaches the following years of service and will be figured on the Schedule listed below:
   1. Years 15-19 = 4% Added to Year 11
   2. Years 20-24 = 4% Added to Year 15
   3. Years 25-29 = 4% Added to Year 20
   4. Years 30+ = $500 off schedule payment first pay in December

C. Longevity shall be defined as years of credited service in public schools. Individuals granted other service credits by previous administrations will be addressed on an individual basis. The exact number of years will be determined by the administrators.

SECTION 5.3 – COMPENSATION

A. Newly hired teachers having zero to five (0-5) years of Michigan teaching experience shall be given full credit for such experience on the salary schedule. Other newly hired teachers with more years of experience may be placed on step five (5) or a higher step of the salary schedule as determined by the Employer. Regardless of experience and/or graduate level course credits, the maximum compensation for teachers assigned to positions funded by the Great Start Readiness grant funds will be the BA-7 level on the salary Schedule.

B. A teacher shall be moved to the appropriate new salary lane at the beginning of the semester following the receipt of written notification by the bargaining unit member of their having earned a sufficient number of graduate level course credits beyond their existing college degree to qualify him/her for salary lane advancement. Documentation shall be provided before December 15 or August 15 for the following semester. A transcript must be submitted to the Superintendent's Office upon completion of the coursework no later than February 15 or October 15.

C. A qualifying teacher shall receive a non-elective, employer contribution to a 403b(7) or 457 account or annuity selected by the teacher in an amount equal to fifty ($50.00)

dollars for each day of accumulated sick leave, but not to exceed one hundred eighty (180) days. At the end of the year in which the teacher is retiring, the teacher's sick leave will be adjusted to 180 days if at the beginning of the year the teacher could not be credited for 12 sick days because it would have exceeded the 180-day maximum and at the end of the school year the balance falls below the 180 days. At no time will the adjustment be for more than 12 days. To qualify, a teacher must have evidence that the processing of his/her application for retirement has been completed, or have completed at least ten (10) years of service to the district, and have reached the age fifty (50). If not previously paid, this contribution will be made to the teacher's 403b(7) or 457 account in the year of the teacher's death.

D. If a teacher shall teach more than the normal teaching load as set forth in Section 3.4H, he/she shall receive additional compensation of one-sixth (1/6) of his/her normal teaching load based on his/her normally received salary.
    1. In the event it becomes necessary to add a 6th period to a normal teaching load, option to accept the assignment for the additional period shall be done on a seniority basis within the required discipline. Should a teacher work less than a full-time schedule, the compensation shall be calculated based on a 6-hour schedule broken into 1/6 increments including the calculation of 1/6 preparation time for each portion worked.

E. Compensation Time
    1. A teacher shall be guaranteed and granted one (1) hour of compensation time for the following:
        a. Substituting for a teacher during a preparation period or missing a preparation period due to the lack of a "special teacher" because no substitute teacher was available.
        b. Merging classrooms when a substitute is not available (one (1) hour for every hour classes are merged). This merge may result in earned compensation time from one (1) hour up to six (6) hours for the day.
        c. When asked by the building administrator to attend four (4) or more meetings during the teacher's preparation time during the same month.
    2. Notice of completed event earning comp time shall be turned into the building principal no later than thirty (30) school days after the event and prior to June 30th.
    3. For every six (6) hours that a teacher substitutes, merges classrooms, or attends four (4) or more meetings in a month, he/she will accrue one (1) day of compensation time. A maximum of three (3) full compensation days (18 hours) may be taken in any given school year.
    4. Compensation time may be taken in the following manner:
        a. One (1) hour used with building staff or during teacher preparation period
        b. Half day (AM or PM)
        c. Full day

5. Compensation days cannot be consecutive with other compensation days but may be used in conjunction with personal days. Compensation days cannot be used on the first or last day of school or the day before or after a recess.
6. All requests for use of compensation time must be made to the principal at least five (5) working days prior to the requested date. If the request is approved, the teacher shall prepare detailed lesson plans to cover the time requested.
7. If more than two (2) teachers from any one building are requesting to be absent at the same time because of compensation time, the availability of substitutes will be the determining factor, as decided by the building principal. Applications for the use of compensation days will be approved on the basis of earliest (first) request having precedence.
8. Any or all accumulated compensation time hours may be paid at a rate of twenty-five dollars ($25) per hour with the 8th, 15th, or 21st pay periods.
9. Teachers may carry over up to two (2) days/twelve (12) comp time hours to the following school year. All compensation time earned beyond twelve (12) hours must be prompted for payment and paid out by the 21st payroll or will otherwise be forfeited.

F. Teacher Purchase or Repayment of Retirement Service Credit
   1. Teacher purchase or repayment of retirement service credit is currently not available to teachers. If this option becomes available again in the future, refer to the language in the Master Agreement 2022-2025.

G. At the beginning of the 2026-2027 school year, each employee shall advance one step on the existing salary schedule, from their step at the end of the 2025-2026 year, and everyone shall be paid at their step on the pay scale.

H. Teachers who meet eligibility requirements for the retirement in Office of Retirement Services (ORS) and submit a letter of retirement on or before March 1, and complete proper application with Office of Retirement Services (ORS) by June 1 will receive a stipend of $1000 to be paid out on the last pay in June.

I. Employees required to travel between buildings for their course of work shall receive a $150 stipend paid out on the first pay in June.

SECTION 5.4 – EXTRA CURRICULAR COMPENSATION/SCHEDULE B

A. Teachers will be paid at a percentage for the number of consecutive years' experience in any given extra-curricular activity. Teachers shall be paid according to their horizontal track of the salary schedule. (BA, BA+20, BA+30, MA, MA+15, MA+30). Should a step freeze occur to the salary scale in successor agreements, the parties understand that the Extra Curricular Compensation steps shall be frozen in the same manner. The teacher will be paid ½ pay on the first pay in December and the other ½

on the first pay in June. Pay will be in a check separate from the teacher's regular payroll check.

Athletic Director (1-hour release time)	
1+ hour of release time as determined by the Superintendent	12.5%
Band Director	12.5%
Choir Director	0.5%
Class Advisor	
Senior Class Advisor	4%
Junior Class Advisor	4%
Class Advisor 7-10	3%
Class Musical Plays	5%
Club Director	3%
Department Chair	$700/year
Driver's Education	$18.00/hour
Junior National Honor Society	4%
Media Specialist	5%
Mentor Teacher	$500/year
National Honor Society	4%
Newspaper	4%
Odyssey of the Mind	3%
Robotics	4%
SADD Advisor	3%
Safety Patrol Supervisor	4%
Special Education Coordinator*	
* Unless duties fulfilled by Special Education Coach	$700/year
Spelling Bee Coordinator	3%
Student Council	4%
Testing Coordinator (district)	$700/year
Testing Coordinator (building)	$500/year
Yearbook (class during day)	2%
Yearbook (middle school)	4%
Yearbook (high school)	8%

B. Teachers hired for the 2026-2027 sports season and beyond will be paid at a percentage of BA for the number of consecutive years' experience in any given extra-curricular activity. If a teacher moves to a different level within the same sport (ex. 7th grade to 8th grade) the teacher will maintain the existing salary lane advancement (ex. Step 3 to Step 4). Should a step freeze occur to the salary scale in successor agreements, the parties understand that the Extra Curricular Compensation steps shall be frozen in the same manner. The teacher shall be paid out at the conclusion of the activity. Pay will be in a check separate from the teacher's regular payroll check.

Baseball
- Varsity Coach 7%
- JV Coach 4%

Basketball
- Varsity Coach 9%
- JV Coach 6%
- *Freshmen Coach (if more than 30) 6%
- 8th Grade Coach.....3%
- 7th Grade Coach.....3%
- *5th and 6th Grade $500/team

Bowling.....5%

Cheer
- Competitive Cheer Coach 5%
- Sideline Cheer Coach 3%
- Middle School Cheer Coach 3%

Cross Country
- Varsity Coach 5%
- MS Coach 3%
- *MS Coach with Elementary.....4%

Football
- Varsity Coach 9%
- JV Coach 6%
- Assistant Varsity Coach.....5%
- Assistant JV Coach.....5%
- MS Coach 3%

Golf.....5%

*Ski Club/Team 3%

Softball
- Varsity Coach 7%
- JV Coach 4%

Track
- Varsity Coach 7%
- *Assistant Coach (2 positions).....3%
- MS Boys Track Coach 3%
- MS Girls Track Coach.....3%

Volleyball
- Varsity Coach 9%
- JV Coach 6%
- *Freshmen Volleyball (if more than 30) 6%
- 8th Grade Coach.....3%
- 7thGrade Coach 3%
- *5th and 6th Grade $500/team

Wrestling

Varsity Coach 8%
*Assistant Coach (if more than 28).....3%
MS Coach 3%
*MS Coach with Elementary.....4%

*with Superintendent approval

C. Kindergarten Round-Up
   1. $50/event (including prep time)
   2. $20 per hour for event over one hour with a maximum of three (3) hours with administrative approval.

D. Working at school functions or extra duty at the building level requires administrator/athletic director pre-approval. These workers will be paid on the 8th, 15th, and 21st pay periods at the rates below:

Home Activities

Announcer $35/event
Bookkeeper $35/event
Game Manager..... $50/event
Game Manager (Invitational)..... $100/event
Scoreboard Operator..... $35/event
Ticket Taker..... $35/event

Extra Duties

Bus Duty..... $15/day worked
Morning Duty..... $15/day worked
Lunch Duty..... $15/day worked
Lunch Detention ..... $25/day worked
After School Detention..... $25/day worked

E. Teachers working at school functions may elect to contribute the amount earned to any active school account.

F. The duties including, but not limited to, are athletic contests, bus trips, and at least two (2) sponsors for plays, band concerts, choral concerts, will be approved by the Administration and will be paid on the 8th pay, 15th pay and 21st pay.

G. Any teacher requested to serve as substitute administrator shall receive in addition to his/her regular teaching pay, an amount equal to the substitute teacher pay for each day requested to substitute. These days must be submitted to the Principal for approval prior to forwarding to Central Office.

H. The salary schedule for extracurricular activities has been agreed to be based upon the

Board's indication that criterion has been utilized in determining said schedule reflecting a single rated pay existing for teachers doing similar jobs, requiring equal effort and time.

I. Salary for coaching duties shall be paid only after all equipment is stored, inventories are turned in to the Athletic Director, and the Athletic Director approves payment.

J. All professional staff will be paid at a rate of 1/185 of his/her salary for each day required to work before school opens and after school is out.

SECTION 5.5 – FRINGE BENEFITS

A. The Board shall pay 1/2 of tuition costs for college credit courses taken by teachers. Such classes shall be graduate level courses from an accredited institution. A maximum of 6 credit hours per contract year will be reimbursed. Central office will be notified upon enrollment in graduate level courses. At course completion, the teacher will submit a report card and invoice from the college to be reimbursed.

APPENDIX A – GRIEVANCE REPORT FORM

MANCELONA EDUCATION ASSOCIATION/NMEA/MEA/NEA

Grievance #_____Mancelona School District

Building: _____ Date Filed: _____

Submit to Superintendent: _____

Distribution of Form

1. Superintendent
2. Principal/Supervisor
3. Local Association
4. Grievant
5. Uniserv Director
6. NMEA

STEP I

A. Date, cause/knowledge of grievance occurred: _____

B. 1. Statement of Grievance:

_____

_____

2. Relief Sought:

_____

_____

_____

Signature Date

C. Disposition of Superintendent:

_____

_____

_____

Signature of Superintendent Date

D. Disposition of Association:

_____

_____

_____

Signature Date

If additional space is needed in reporting Section B of Step I, attach an additional sheet.

STEP II

A. Date received by the Board:

_____

B. Disposition of the Board:

_____
_____
_____
_____

_____
Board President Signature Date

C. Position of the Association:

_____
_____
_____
_____

_____
Signature Date

STEP III

A. Date submitted to arbitration:

_____

B. Disposition and award of arbitrator:

_____
_____
_____
_____

_____
Signature of Arbitrator Date

APPENDIX B – SALARY SCHEDULE

2026-2027						
Step	**BA**	**BA+20**	**BA+30**	**MA**	**MA+15**	**MA+30**
1	46,369	47,216	49,388	49,666	52,200	53,680
2	48,543	49,391	51,723	52,004	54,542	56,090
3	50,720	51,566	54,063	54,342	56,879	58,502
4	52,896	53,741	56,403	56,679	59,219	60,909
5	55,073	55,917	58,744	59,022	61,557	63,320
6	57,248	58,093	61,081	61,361	63,898	65,729
7	59,424	60,270	63,419	63,703	66,237	68,138
8	61,599	62,445	65,760	66,041	68,577	70,548
9	63,776	64,622	68,100	68,379	70,916	72,957
10	65,951	66,796	70,439	70,718	73,254	75,366
11	68,125	68,973	72,779	73,059	75,596	77,778
15	70,850	71,732	75,690	75,981	78,620	80,889
20	73,684	74,601	78,718	79,021	81,765	84,125
25	76,631	77,585	81,867	82,181	85,035	87,490

Salary schedule reflects the negotiated raise of 4% on step for the 2026-2027 school year. Additionally, the schedule reflects longevity pay at 15, 20, and 25 years of service. For 30+ years of service, teachers will receive an off-schedule payment of $500 in a separate check with the first payroll in December.

APPENDIX B – SALARY SCHEDULE

2027-2028						
Step	**BA**	**BA+20**	**BA+30**	**MA**	**MA+15**	**MA+30**
1	47,760	48,632	50,870	51,156	53,766	55,290
2	49,999	50,873	53,275	53,564	56,178	57,773
3	52,242	53,113	55,685	55,972	58,585	60,257
4	54,483	55,353	58,095	58,379	60,996	62,736
5	56,725	57,595	60,506	60,793	63,404	65,220
6	58,965	59,836	62,913	63,202	65,815	67,701
7	61,207	62,078	65,322	65,614	68,224	70,182
8	63,447	64,318	67,733	68,022	70,634	72,664
9	65,689	66,561	70,143	70,430	73,043	75,146
10	67,930	68,800	72,552	72,840	75,452	77,627
11	70,169	71,042	74,962	75,251	77,864	80,111
15	72,976	73,884	77,961	78,261	80,978	83,316
20	75,895	76,839	81,079	81,391	84,218	86,648
25	78,930	79,913	84,322	84,647	87,586	90,114

Salary schedule reflects the negotiated raise of 3% on step for the 2027-2028 school year. Additionally, the schedule reflects longevity pay at 15, 20, and 25 years of service. For 30+ years of service, teachers will receive an off-schedule payment of $500 in a separate check with the first payroll in December.

APPENDIX C – MENTOR/MENTEE ACTIVITY SHEET

Mentor/Mentee Activity Sheet

Date and Participants	Activities	Admin. Support needed
September		
October		
November		
December		
January		
February		
March		
April		
May		

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

APPENDIX D – SCHOOL CALENDAR(S)

Mancelona Public Schools
School Calendar 2026-2027

August 26, 2026	Professional Development
August 27, 2026	Professional Development Meet the Teacher
September 1, 2026	Full Day of School
September 4-7, 2026	No School (Labor Day Weekend)
September 8, 2026	School Resumes
November 5, 2026	½ Day Students, Parent Teacher Conferences
November 6, 2026	Professional Development (No students)
November 25-27, 2026	No School – Thanksgiving Recess
November 30, 2026	School Resumes
December 22, 2026	Full Day of School (Winter Recess End of Day)
January 4, 2027	School Resumes
January 22, 2027	End of 1st Semester (Full Day of School)
February 15, 2027	No School (Mid-Winter Recess)
March 4, 2027	½ Day Students, Parent Teacher Conferences
March 5, 2027	Professional Development (No students)
March 25, 2027	Full Day of School (Spring Recess End of Day)
April 5, 2027	School Resumes
May 31, 2027	No School (Memorial Day Recess)
June 10, 2027	Last Day of School (Full Day)

178 Full Days, 2 Half Days
180 Total Student Days
185 Total Contractual Days
Board Approved on 8/11/26

Duty Days - 5
(1 Day) August 26
(1 Day) August 27
(1 Day) November 6
(1Day) February 15 (Due to 1.5 days for PTC in November and March
(1 Day) March 5
Total PD = 5 Days

MANCELONA EDUCATION ASSOCIATION
NORTHERN MICHIGAN EDUCATION ASSOCIATION/NMEA/MEA/NEA

Dated: October 13, 2026

By
Chairperson, NMEA

By
NMEA Staff Director

By
Chief Spokesperson

By
Chairperson, Negotiating Committee

By
Negotiating Committee Member

By
Negotiating Committee Member

By
Negotiating Committee Member

By
Negotiating Committee Member

MANCELONA PUBLIC SCHOOLS
BOARD OF EDUCATION

Dated: August 11, 2026

By
President

By
Vice-President

By
Secretary

By
Treasurer

By
Trustee

By
Trustee

By
Trustee

Mancelona Public Schools

Teacher Evaluation

STATE LAWS MANDATE AND DICTATE ALL ASPECTS OF TEACHER EVALUATION

Michigan Revised School Code:
https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-380-1249
Michigan Teacher Tenure Act:
https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-4-OF-1937-EX-SESS-

Teacher Evaluation Overview

<table>
<tr><th>Classroom Observations</th><th>Additional Elements</th><th>Student Growth*</th></tr>
<tr><td>Using Formative Assessment to Track Student Progress</td><td rowspan="2">To be discussed at the post-observation meeting:</td><td rowspan="4">Teacher Select One:
1.Building Score

2.Teacher provide data to support 85%+ growth for all students

3.Administration provide data to support growth less than 55%, or the building score</td></tr>
<tr><td>Establishing and Acknowledging Adherence to Rules and Procedures</td></tr>
<tr><td>Identifying Critical Content from the Standards</td><td>Adhering to School and District Policies and Procedures</td></tr>
<tr><td>Using Engagement Strategies</td><td>Promoting Teacher Leadership and Collaboration</td></tr>
<tr><td>80%</td><td>(part of the 80% observation)</td><td>20%</td></tr>
</table>

*Student Growth percentage determined by the State.

Classroom Observation(s)

- Must include a review of lesson plans, standard(s), and student engagement.
- At least two per year (nontenured: 1 announced and 1 unannounced at least 30 minutes each; tenured: 2 announced at least 15 minutes each).
- Five-day notice given for announced observations and two-week window for unannounced observations.
- Teachers self-rate and submit to evaluator within 5 school days after the observation.
- Post-observation meeting and written feedback from principal within 15 school days of the observation.
- Teachers may be observed additional time(s) when ratings fall below effective.
- Effective, tenured staff at least biennially.

Other	Reserved for recognition of significant and relevant contributions and/or specialized training; positive or negative impact.	Discipline: .5 Deduction each Discipline with Suspension: 1.0 Deduction each

Mancelona Public Schools
Teacher Observation Form

Teacher Name _____ Date _____

Principal Name _____ Time _____

Refer to full protocols for specifics on each element. Teacher provides a brief summary and self-rating for each element to principal within five (5) school days of observation date. Forms turned in after the 5-day period will forfeit the opportunity to self-rate. The teacher and principal will schedule a post-observation meeting and the principal rating will be provided fifteen (15) days after the classroom observation. The rating of the principal is the final rating. If this rating differs from that of the teacher, a written explanation will be provided.

1. Using formative assessments to track progress. Teacher Comments:			2. Establishing and acknowledging adherence to rules and procedures. Teacher Comments:		
Teacher Rating		Principal Rating	Teacher Rating		Principal Rating
3. Identifying critical content from the standards. Teacher Comments:			4. Using engagement strategies. Teacher Comments:		
Teacher Rating		Principal Rating	Teacher Rating		Principal Rating
5. Adhering to school and district policies and procedures. Teacher Comments:			6. Promoting teacher leadership and collaboration. Teacher Comments:		
Teacher Rating		Principal Rating	Teacher Rating		Principal Rating

Additional Comments (optional):

Teacher:

Principal:

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Mancelona Public Schools
Teacher Evaluation Form

Teacher Name: _____ School Year: 2026-2027

Assignment: _____ Building: _____

Evaluation Components		
Classroom Observations	80%	
Obs. #1 Obs. #2		
Observation Date: _____ _____		
Primary Standard Covered: _____ _____		
	Avg.	
Using Formative Assessment to Track Progress _____	Rating _____	
Establishing and Acknowledging Adherence to Rules and Procedures _____	Rating _____	
Identifying Critical Content from the Standards _____	Rating _____	
Using Engagement Strategies _____	Rating _____	
Adhering to School and District Policies and Procedures _____	Rating _____	
Promoting Teacher Leadership and Collaboration _____	Rating _____	
Post-observation Meeting Date: _____		
Student Growth	20% Rating _____	
Preliminary Composite Score		
Other (if applicable)	Reserved for option to increase or decrease the composite score based on Significant and Relevant Contributions, Relevant Specialized Trainings or discipline.	
Final Composite Score		
Evaluation Rating	Needing Support 0.00-1.74 / Developing 1.75-2.49 / Effective 2.50+	

_____ _____
Teacher Signature Date

_____ _____
Evaluator Signature Email Date