MASTER AGREEMENT

BETWEEN

TEKONSHA SCHOOL DISTRICT

AND THE

TEKONSHA EDUCATION ASSOCIATION, MEA/NEA

2024-2027

Reopener in 2025 and 2026 for financials

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ARTICLE 1
RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all full time and regular part-time certificated teaching personnel, as well as those bargaining unit members holding a professional license that are employed by the Board. Such representation shall cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, business manager, and any other person engaged fifty percent of the time in the direct administration and supervision of professional personnel. The term "Teacher" when used hereinafter in the Agreement shall refer to all certificated teaching personnel represented by the Association in the bargaining or negotiating unit as above defined, and reference to male teachers shall include female teachers. The term "Board" shall include its officers and members and/or its agents.

The Board agrees not to negotiate with or recognize any teachers' organization other that the Association for the duration of the Agreement.

ARTICLE 2
ASSOCIATION AND TEACHER RIGHTS

A. Pursuant to the Michigan Public Employment Relations Act, as amended in 2023, the Board hereby agrees that every professional employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection.

   As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association or collective professional negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those founded in law or on contracts, individual and collective.

C. Teachers and their Association representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that this shall not interfere with or interrupt normal school operations. When special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms before the commencement of the school day or after 6 p.m.

D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Taking a teacher away from their assigned duty station is considered interrupting normal school operation.

E. Teachers shall have the right to use school facilities and equipment for Association business to include the use of computers, printers, email, fax machine, telephone, and all type of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and said equipment shall be used on the school premises.

F. 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 inter-school mail service and teacher mailboxes for communications to teachers, provided they are signed by an Association representative.

G. In accordance with PA 236, the Board agrees to make available to the Association in response to reasonable requests all available information concerning the financial resources of the district, including but not limited to annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including country allocation board budgets) agendas and minutes of all Board meetings, treasurer's reports, student enrollment data, names and addresses of all teachers, salaries paid thereto and educational background and such other information as will assist the Association in developing intelligent accurate, informed and constructive programs on behalf of the teachers and their students together with information which may be necessary for the Association to process any grievance or complaint.

H. The private and personal life of a teacher is within the appropriate concern of the Board in as much as it can seriously affect the professional rights, duties, **or** responsibilities of the teachers. If the Board feels that the private and/or personal life of a teacher is in fact affecting the professional rights, duties, **or** responsibilities of the teacher, the Board may discuss with the teacher and/or a designated representative of the Association at the option of teacher the subject of its concern.

I. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, religion, color, sex, marital status, age, or national origin.

J. The rights granted herein to the Association shall not be granted or extended to any competing teacher organization.

ARTICLE 3
BOARD'S RIGHTS

The employer, on its own behalf and on behalf of the electors of the School District hereby retains and reserves unto itself, without limitation, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and the United States, including, but without limiting the generality of the foregoing, the right: The employer will follow:

A. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.

B. To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.

C. To establish grades and courses of instruction including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.

E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and condition of employment.

F. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the employer, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof and in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

G. The Board shall have the right in its discretion to require a teacher to submit to a physical or mental examination at Board expense by a licensed physician approved by the Board.

H. To provide for the health and safety of its employees.

ARTICLE 4
PROFESSIONAL DUES AND PAYROLL DEDUCTION

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE 5
TEACHING HOURS AND CLASS LOAD

A. Teachers shall be required to report for duty fifteen (15) minutes before the opening of the pupils' regular school day in the morning. Teachers shall be permitted to leave fifteen (15) minutes after close of the pupils' regular school day. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher or with the Principal after consultation with the teacher. On Fridays or on days preceding holidays or vacations, the teacher's day shall end immediately following bus departure.

B. The normal weekly teacher's workload in the junior and senior high (grades 7-12) school will be thirty (30) teaching periods and five (5) unassigned preparation periods or not to exceed six hours of pupil contact per day. Assignment to a regularly scheduled supervised study period shall be considered a teaching period for purposes of this Article. The normal weekly teaching load in the elementary schools will not exceed thirty (30) hours of pupil contact per week. Every reasonable effort will be made by the building principal to assign the inexperienced teacher the class with the lowest number of pupils at the elementary level, and fewest possible preparations at the high school level.

   Elementary planning time will be comprised weekly of five (5) unassigned, fifty (50) consecutive minutes planning periods.

C. Each teacher shall be required to attend Parent-Teacher Conferences and the back-to-school open house.

D. At the secondary level, every teacher shall be responsible for one (1) major assignment and one minor assignment without extra pay. Major and minor assignments will be the responsibility of the building principal with the approval of the Superintendent. The existing minor assignments shall be on a voluntary or yearly rotation basis.

   The major assignment is the teaching assignment. School clubs, supervision at school events, and hall duty shall be considered minor assignments. Coaching, school play advisors, class advisors, yearbook advisor, student council advisor, National Honor Society advisor, and Band Director are considered extra-duty assignments and shall be paid in accordance with Appendix B and Appendix C.

It is understood that minor assignments are to be assigned during the regular school day only and shall not infringe on the guaranteed planning time.

E. All teachers shall have a duty-free, uninterrupted lunch period of twenty-five (25) minutes, except in emergency situations of short duration.

F. It is understood that the administration is allowed to schedule not more than one (1) monthly staff meeting, with a duration of not more than one (1) hour (3-4 p.m.).

ARTICLE 6
SPECIAL STUDENT PROGRAMS

The parties recognize that children having special physical, mental and emotional problems may require specialized classroom experiences as required under federal law to provide a free, appropriate public education in the least restrictive environment. The District and bargaining employees will cooperate in child study and the IEP process to best meet the needs of the students.

ARTICLE 7
TEACHING CONDITIONS

A. The District may make teacher placement decisions under Section 1248 of the Revised School Code which provides clear and transparent procedures.

B. Class Size: Because the Board has the statutory duty to educate all children within the boundaries of the School District and because the student-teacher ratio is an important aspect of an educational program and because the number of students a teacher is required to instruct has a direct bearing upon the amount of work required and the effectiveness of the individual teacher, the parties agree that the size of the individual classes shall be given careful consideration and any inequities adjusted upon the request of the teacher if economically and educationally feasible and desirable. A desirable ratio of pupils to classroom teacher is 25:1.

C. At the elementary level where a “split” or “combination grade” is unavoidable, teachers and building principals shall cooperatively distribute the children by grades unless otherwise agreed by both parties.

D. In those classes which involve the integration of CI, SLD, and EI, special education students into the regular classroom, an effort will be made to provide a favorable pupil/teacher ratio. Modification in class size, scheduling and curriculum design may be made to accommodate the shifting demands that mainstreaming may create.

E. To promote the equitable distribution of responsibility for pupils among teachers, when more than one classroom placement may be available to accommodate the pupil's schedule, a pupil who has been certified through the IEP (or current term) will be placed in the appropriate classroom, as determined by the IEP Team.

F. The Board recognizes that appropriate textbooks, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties and/or their assigned members will confer from time to time for the purpose of improving this selection, with the attempt to implement these as the funds are available.

G. The Board shall make available in each school a restroom and lavatory facilities for teachers, and at least one (1) room which shall be reserved for the use as a faculty lounge.

H. Each teacher shall maintain with the office of the Superintendent of School and the building principal the current correct address and phone number which may be used to contact them in emergency matters while they are in the employment of the School District.

I. Every bargaining unit employee employed by the Board must have a valid teaching certificate, or applicable professional license. This certificate must be filed with the Superintendent. Failure to file the certificate or loss of certification may result in loss of employment.

J. All teachers are covered by Michigan Worker's Compensation law. Accidents and injuries are to be reported to the employee's supervisor immediately. Employer liability shall be in accordance with the law.

K. To relieve teachers of as many non-teaching duties as possible, the Board agrees to engage as many aides as possible as determined by the Board. This will specifically and definitely include supervision of recess, and lunch. Further, in case of the absence of any aide, if a substitute is available a substitute will be provided to fulfill said duties.

L. The Board will provide textbooks which are reasonably requested by teachers to the extent finances are available.

M. The Board will make reasonable effort to provide within the financial limits of the District the following:

1. A separate desk for each teacher in the District.

2. Suitable closet space for each teacher to store coats, overshoes and personal articles.

3. Adequate instructional space in every classroom.

4. Copies, exclusively for each teacher's use, of all textbooks used in each of the courses he is to teach.

5. Adequate storage space in each classroom for instructional materials.

6. Adequate attendance books, paper, pencils, pens, chalk, erasers, and other such material required in daily in daily teaching responsibility.

7. A telephone shall be made available to teachers for their personal use. All other calls, other than local, shall be charged to the teacher's personal phone.

ARTICLE 8
PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

A. The Board agrees that it shall not discriminate against any teacher on the basis of race, color, creed, national origin, sex, marital status, or membership in or lack of membership, or participation in the activities of the Association or any other teacher organization.

B. The Association agrees that it shall admit all teachers to its membership without discrimination by reason of race, creed, color, national origin, sex, or marital status, and to represent equally all teachers without regard to membership or lack of membership or participation in or association with the activities of any other teacher organization.

C. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties as enumerated in Appendix B, 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 tenure teachers regularly employed in the district.

ARTICLE 9
VACANCIES, PROMOTIONS, AND TRANSFERS

A. Placement of Classroom Teacher:

The Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, classroom teacher placement decision will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

1. Staffing the curriculum with the most effective and qualified Teachers to instruct the application courses, grades, and school schedule. Teachers who have successfully completed one full school year may request a transfer at the end of that school year to any open position that they are certified and qualified to teach.

2. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.

3. Classroom Teacher placement decisions must be made based on effectiveness criteria established in Revised School Code Section 1248.

4. A vacancy shall be defined as an unassigned, open position, or a newly created position which the District intends to fill. Vacancies shall be posted at least five (5) business days prior to being filled.

5. Classroom Teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

    a. Credentials needed for District, school, or program accreditation;

b. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;

c. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

d. Length of service in a grade level(s) or subject area(s);

e. Recency of relevant and comparable teaching assignments;

f. Previous effectiveness ratings;

g. Punctuality and or habitual use of unpaid days not protected by FMLA, ADA, or other State or Federal law.

h. Positive or negative rapport with colleagues, parents, and students;

i. Ability to withstand the strain of teaching; as defined by law.

j. Compliance with state and federal law.

6. Length of service may be considered as a tiebreaker if a Classroom Teacher placement decision involves two (2) or more teachers and all other factors distinguishing those teachers from each other are equal.

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

8. Posting of notices of vacancies mentioned in this Article shall continue through the summer months by notifying the TEA President via email, and the vacancy shall appear on the District website.

ARTICLE 10
ILLNESS OR DISABILITY

A. Sick Leave:

1. At the beginning of each school year all teachers regularly employed by the District shall receive seventy (70) hours of sick leave annually. Sick leave shall normally be accumulated to a total of eight hundred and forty hours (840) However, teachers who are compensated at the top step of the salary schedule and who have accumulated the normal maximum of sick leave, shall be allowed continued accumulation of sick leave. Sick leave shall be pro-rated for staff working less than full time or mid-year hires based on hours. Sick leave may be used in hourly increments.

2. A teacher may use all or any portion of their sick leave for personal illness or disability. Up to fifteen days per year may be used for illness or disability of a member of the teacher's immediate household.

3. In the event of absence of a teacher for illness in excess of three (3) consecutive working days, the teacher may be required, at the teacher's expense, to submit a physician's statement concerning the ill person's condition. If the ill person for whom such sick leave is used is the teacher, said physician's statement shall also certify the teacher's ability to return to work.

4. Each teacher will have lesson plans created for use during the time of absence from the classroom. Each teacher shall notify, at or before 6:00 a.m., the Administration or the sub calling system of their intended absence stating the nature of leave.

B. Personal Business:

1. At the beginning of each school year each teacher shall be credited with three (3) personal days, noncumulative from year to year to be used for the teacher's personal business. with the stipulation that if an individual uses all of their personal business days in the first semester and does not complete the school year, they may be asked to reimburse the District for a pro-rated portion of the used leave day(s) through a payroll deduction. Teachers understand that such personal business days are for the purpose of conducting personal business which cannot be scheduled outside of school hours. A teacher planning to use a personal leave day shall notify the

principal at least two (2) days in advance, except in cases of emergency.

2. A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations, and the first and last days of the school year, unless the Administration believes it is for a just and valid cause. No more than three (3) people will be approved for a personal day on the same school day unless there is an emergency.

C. Occupational Injury or Illness:

Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation law shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and their regular salary, after the teacher exhausts their "leave pay" provided herein.

D. Jury Duty:

A teacher will be allowed leave for jury duty and will be reimbursed for the differences between said jury pay and their regular teacher salary.

E. Death in the Immediate Family:

Up to three (3) days a year, non-cumulative in addition to sick leave allowance, may be taken, without loss of compensation, for each death in the immediate family. The immediate family shall include the teacher's spouse, mother and father, and children; their spouse's mother and father; and their children's spouses. One day each year shall be granted for the purpose of attending the funeral of members of the extended family, to include brothers or sisters, (natural or in-law), grandparents or other relatives. Additional time may be granted to be deducted from personal days or sick leave days when necessary for travel.

F. Attendance at Conferences:

Teachers may be granted a leave of absence with pay for approved visitation at other schools or attending meetings or conferences of any educational nature. The number of teachers allowed to leave at anyone (1) time will be within the discretion of the Administration.

G. Critical Illness in the Immediate Family:

Up to five (5) days a year of the accumulated sick leave allowance may be used for critical illness in the immediate family, outside of the immediate household of the teacher. The immediate family shall include the members as included in Section E outlined above.

H. The Association shall be allowed then ten (10) days to be used at their discretion for Association business. No more than two (2) teachers will be gone on the same day. The Association will pay for the substitute and retirement costs and will give twenty (20) working days' notice.

I. Any teacher covered by the contract, that has used all their sick days, may apply for a donation of additional sick days from members of the Tekonsha Education Association.

Members of the Tekonsha Education Association may donate no more than three (3) sick days per member per school year.

ARTICLE 11
UNPAID LEAVES OF ABSENCE

A. A leave of absence of up to one (1) year may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to their professional responsibilities provided said teacher states their intention to return to the school system. Upon return from such leave, a teacher shall be placed one step higher on the salary schedule from their position prior to said leave.

B. A leave of absence of up to one (1) year, renewable at the discretion of the Board may be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university which is reasonably related to their professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period.

C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position of the salary schedule as he would have been had he taught in the District during such period.

D. A leave of up to one year for the purpose of childcare of an infant or severely ill older child or an adopted child shall be granted a teacher upon written request. Said teacher shall submit the written request at least six (6) weeks before the anticipated date of the commencement of the leave except in an emergency caused by an unexpected severe illness of a child.

E. In the written request, the teacher shall specify whether the leave is desired for one or two semesters. If unforeseen circumstances should cause the teacher to request to return prior to the originally requested date, the Board may approve early return depending upon the arrangements that have been made with the teacher's replacement.

F. Upon return from leave, the teacher will be assigned to the same or equivalent level teaching position. Upon return from leave, a teacher shall be placed one (1) step higher on the salary schedule from the position held prior to said leave if they taught at least one (1) complete semester before the commencement of the leave. In the event that one (1) semester was not completed, the teacher shall resume the same position on the salary schedule as when the leave commenced.

G. FMLA:

Employees may request FMLA leave as provided under the law. An employee may request to extend their leave of absence, which the Board may grant at its discretion.

ARTICLE 12
ACADEMIC FREEDOM

A. The parties seek to educate young people in the democratic tradition; to foster a recognition of individual freedom and social responsibility; to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights; and to instill appreciation of the value of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

B. Freedom of individual expression will be encouraged, and fair procedures will be developed to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society. In a controversial issue both sides must be presented equally.

ARTICLE 13
TEACHER EVALUATION AND PROGRESS

A. The Board of Education through the powers derived from the Revised School Code Section 1249 and other relevant statutes, is responsible for the employment and discharge of all personnel.

B. Evaluation of Classroom Teachers:

1. A classroom Teacher will be evaluated pursuant to the Tekonsha Community Schools performance evaluation system attached to this Appendix consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. The District will measure student growth for 20% of the evaluation.

2. Teachers in the Developing or Needing Support categories require an Individual Development Plan (IDP) with mid-year progress report and a mentor must be assigned.

3. Observations must be at least 15 minutes in length and require written feedback within 15 calendar days of an observation. There will be two (2) observations per school year, both scheduled with the teacher. Pre and post meetings will be scheduled for each observation. Observations must be sixty (60) days apart.

4. Provide effective teachers triennial evaluations.

5. Provide written feedback on evaluation. If written feedback is not provided, the teacher shall be deemed effective.

6. All evaluators must be trained every three (3) years in the evaluation tool.

7. All evaluations must be completed before the end of the school year.

C. A Probationary Classroom Teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review or their assigned rating.

D. Each teacher shall have the right, upon request, to review the contents of their own personnel file in accordance with Michigan law. A representative of the Association may, at the teacher's request, accompany the teacher in this review. An administrator has the right to be present during the teacher's review of their file.

E. No material may be placed in a teacher's personnel file without the knowledge of the teacher and an opportunity for the teacher to respond to any material and include the response in the file except for items listed in letter F below.

F. Each teacher's personnel file shall contain the following minimum items of information:

1) TB report and required medical information
2) All teacher evaluation reports
3) Teacher certificate
4) A transcript of academic records
5) Tenure recommendation

ARTICLE 14
PROFESSIONAL BEHAVIOR AND IMPROVEMENT

A. No teacher shall be disciplined (including warnings, reprimands, suspensions, with or without pay, or other actions of a disciplinary nature) without complying with Michigan law. The discharge or demotion of a tenured teacher shall be governed exclusively by the procedures and standards of the Michigan Teacher Tenure Act applicable thereto.

B. A teacher shall be entitled to have an elected officer of the Tekonsha Education Association present during any disciplinary action when such action becomes part of the teacher's personnel file. When a request for such representation is made no action shall be taken with respect to the teacher until said representative as stated above is present.

C. If discharge of a teacher (including denial of tenure) is to be considered because of inadequacies observed in the teacher's professional work with students, such action must minimally be preceded by:

1. Repeated observations of the inadequacies through the observation process.

2. Written suggestions for improvement.

3. Adequate opportunity for the teacher to make improvements, IDPs, mentor teacher at minimum.

4. The administrator will provide whatever assistance he can to give help to the teacher so he can improve, this includes additional professional development at no cost to the teacher.

D. The Board and/or the Administration agrees to follow a general procedure of discipline which includes verbal and/or written warning, reprimand, suspension without pay, and discharge as a final and last resort.

E. The above procedures may be waived when, in the Superintendent's discretion, the seriousness of a teacher's behavior necessitates more severe or immediate measures. In the event that a teacher has been unfairly or improperly disciplined, their personnel records will be cleansed of the incident and their lost pay restored.

F. All investigatory information forming the basis for disciplinary action will be made available to the teacher after the investigation is completed.

ARTICLE 15
PROFESSIONAL IMPROVEMENT

The Board agrees to consider written applications by teachers who desire to attend selected professional conferences. Said applications must be submitted two (2) weeks prior to said conference. Permission to attend will be at the discretion of the administration. If granted, the Board agrees to pay all registration fees as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences shall be granted sufficient leave time to attend without loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.

ARTICLE 16
REDUCTIONS IN PERSONNEL AND ANNEXATION, CONSOLIDATION OR OTHER REORGANIZATION OF THE DISTRICT

A. In the event that this District shall be combined with one (1) or more districts, the Board will use its best efforts to assure the continued recognition of the Association and the continued employment of its members in such consolidated district to the extent permitted by law.

B. Seniority shall date from the first date of employment by the District. In case two (2) or more teachers share the same date of employment, seniority shall be determined by the date the individual contract was signed. If two (2) or more teachers share the same date of hire by individual contract, seniority shall be determined by lottery. Seniority shall terminate with resignation, termination, or transfer out of the bargaining unit, except that administrator currently employed by the District retain seniority for those years they may have served in the bargaining unit. Leaves of absence and lay off in accordance with the provisions of this Contract shall not interrupt continuous service, however seniority shall not accrue during these periods.

C. Lay-off decisions shall comply with the Revised School Code 1248. Except in an unforeseeable emergency, non-tenured teachers subject to being laid off shall be so notified no later than June 30. Tenured teachers shall be notified sixty (60) days prior to June 30. If said unforeseeable emergency should arise during the school year, there shall be no less than two (2) weeks' notice. Any teacher so laid off and who is paid unemployment compensation benefits (associated with the regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to the teaching position at the beginning of the next school year will be paid according to an annual salary rate, such that their unemployment compensation plus that annual salary rate will be equal to the rate of salary they would have earned for their services during the school year had they not been laid off.

D. The Association shall not be held liable for any unemployment insurance claims, awards, or judgments arising out of the Board's compliance with this section.

ARTICLE 17
CONTINUITY OF OPERATIONS

The Association recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, by teachers, are contrary to law and public policy. The Board and the Association subscribes to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that it will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

Further, it is agreed that in the event a strike or sanction is imposed against the Board of Education during the life of this contract, it's the Association president and the chairman of its negotiating team will, within twenty-four (24) hours after the commencement of said strike or sanction publicly, by means of radio, television or publications circulated within the District, denounce said strike or sanction as contrary not only to this Agreement, but the law and public policy of the State of Michigan and publicly state as aforesaid that it is not in keeping with the high standards of the profession of teaching.

Nothing in this Agreement shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by health hazards or Acts of God.

ARTICLE 18
SCHOOL CALENDAR

There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association.

The school calendar shall provide, at a minimum, the state required number of days/hours for students and teachers.

Noting that the decision of an annual school calendar for the next school year is a significant part of the bargaining process a school calendar committee made up of teachers and administrators will present a tentative calendar to the Superintendent, annually, no later than the last contractual day for teachers in the current school year.

ARTICLE 19
PROFESSIONAL COMPENSATION

A. The basic salaries of teachers covered by this Agreement are set forth in Appendix A, which is attached to an incorporated part of this Agreement. Such salary schedule shall remain in effect during the designated period.

B. The salary schedule is based upon the regular school calendar and the normal teaching assignment as defined in this Agreement. For classroom assignments in excess of the regular school calendar and normal teaching loads, teachers will be compensated at thirty dollars ($30) per hour when the teacher is authorized by the Administration to substitute for another teacher during their regular planning time or is required to attend IEP/CST during planning time or outside normal contract hours. The building principal shall notify the business office when a teacher is eligible for this compensation. The amount due will be added to the teacher's next paycheck.

C. The assignment of a seventh class shall be voluntary on the part of the teacher. If assigned a seventh class, the teacher shall receive an additional 1/6 of their regular teaching salary prorated by the number of actual teaching days.

D. Teachers involved in voluntary extra duty assignments as set forth in Appendix B which is attached to and incorporated in the Agreement will be compensated in accordance with the provisions of this Agreement without deviation.

E. Teachers required in the course of their work to drive personal automobiles shall receive a mileage allowance as set forth in Board Policy as part of expense reimbursement. This allowance shall be given for use of personal cars for field trips or other business of the District. This provision is subject to prior approval by the Administration.

F. Regular part-time teachers shall receive benefits on a pro-rated basis.

G. Other than the wages and benefits identified in this agreement and during this contract term, there shall be no material increase in wages or benefits unless ratified by both parties. No longevity, lanes or steps will be allowed after this agreement has expired unless expressly ratified by both parties. Automatic increases in employer contributions to insurance will continue subject to PA 152.

ARTICLE 20
INSURANCE PROTECTION AND FRINGE BENEFITS

A. Heath and Prescription Insurance:

1. Upon submission of written application, the Board shall contribute an amount equivalent to the "hard cap" as determined by the State of Michigan to the premium toward the purchase of the MESSA Plan selected by the employee outlined below for each teacher and eligible dependent(s).

   a. The insurance coverage period shall be for a full twelve (12) month period September through August.

   b. The insurance policy period shall be for a full twelve (12) month period, January 1 through December 31.

B. The hard cap amounts shall increase on January 1 of each year this agreement is in effect, to the maximum amount allowed by the State hard caps. If no hard caps exist, the District's contribution shall increase by the percentage increase in insurance costs from the previous year, up to two (2) percent.

C. PAK A -

Members may select from one of five MESSA plans provided through the MESSA APA, during the open enrollment period held in November of each calendar year.

Dental Insurance:

- Class I 80%
- Class II 80%
- Class III 80%
- Class IV 80%
- Lifetime Maximum $1,000
- 2 Cleanings Per Year

Vision Insurance:

- VSP 2 Silver

Life Insurance & AD&D

- $20,000

1. The Board's contribution toward the cost of medical insurance premiums will be adjusted annually to meet the legislated limit imposed by the Publically Funded Health Insurance Contribution Act.

2. The teacher's contribution toward the cost of medical insurance premiums will be adjusted as necessary to remain compliant with the "Publicly Funded Health Insurance Contribution Act". The teacher's premium deduction will be made twice per month through a Section 125 Plan.

3. Regular part-time teachers (part-time being twenty-nine (29) hour/week or less) shall receive fringe benefits on a pro-rated basis.

4. The District will fully fund the annual deductible through Health Equity HSA based on the IRS annual deductible cost for the HSA Plans. This funding will take place within five (5) days of each new calendar year. The deductible will be repaid through 24 pays by the employee. If an employee leaves the District's employment before repaying the HSA contribution in twenty-four (24) pays, the balance will be deducted from the employee's pay. An employee may opt out of receiving the annual deductible upfront by signing a waiver for the District. The waiver needs to be submitted during the open enrollment period.

5. Either party (TEA or Board) may notify the other within the period between August 1 and September 30 to open negotiations on Article 20, Section A. The goal of negotiations will be to determine if an alternative insurance protection program exists that would meet the needs of the Association members and provide a financial benefit to the District.

6. Cash In Lieu of Insurance:

    a. Full time employees electing not to take insurance through Tekonsha Community Schools, or fulltime eligible for two-person or full family coverage through Tekonsha Community Schools but, electing not to take insurance, shall receive a monthly payment of:

        Single = $250
        Two person = $450
        Full family = $550

    b. Those not electing health insurance will be enrolled in PAK B:

D. PAK B:

Dental Insurance:

- Class I 80%
- Class II 80%
- Class III 80%
- Class IV 80%
- Lifetime Maximum $1,000
- 2 Cleanings Per Year

Vision Insurance:

- VSP 2 Silver

Life Insurance & AD&D

- $20,000

ARTICLE 21
TUITION REIMBURSEMENT

A. Tuition Reimbursement:

The Board will reimburse bargaining unit members of the District at a rate not to exceed one hundred seventy-five dollars ($175) per graduate credit hour or the total cost per credit hour if less than $175. Undergraduate credit hours will be reimbursed at 50% of the cost of the credit hour for work beyond present certification upon presentation of a passing grade. This sum would be payable upon completion of the course.

1. A written application must be submitted for approval prior to the completion of the course.

2. Approval must be given by the building principal or Superintendent before taking the course.

3. Approval will be given (within five [5] days of receipt of written application) for courses that are directly related to teaching or other related educational fields.

4. The Association member will have an appeal process to follow if the approval of the course is denied.

5. Appeal process will consist of two (2) TEA members, the Superintendent, and the District's business manager.

6. Step 1 will be that the TEA member will put in writing why it is felt the denied course will benefit the member and the District.

7. Step 2 will be a meeting with the committee members.

ARTICLE 22
SPECIAL AND STUDENT TEACHING ASSIGNMENTS

A. Assignments for the Summer School programs will be made by the Board on the basis of preference to tenure teachers possessing permanent teaching certificates who are regularly employed in the District during the normal school year. The above position(s) shall be paid at the rate of thirty dollars ($30) per hour. Nothing above shall be construed to restrict the right of the Board to make the assignment of other qualified teachers for the above mentioned positions.

B. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher. A substitute retained over sixty (60) consecutive school days for the same teacher in the same room shall, beginning on the 61st day, be allowed a pro-rated salary according to their placement on the salary schedule (Appendix B).

ARTICLE 23
STUDENT DISCIPLINE AND TEACHER PROTECTION

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board in as much as possible will take reasonable steps to refer the student to the appropriate services.

B. A teacher may exclude a pupil from class, consistent with Michigan law, when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as their teaching obligations will allow, full particulars of the incident in writing and schedule a conference with the student's parent or guardian. Continued suspension from class or school is under the jurisdiction of the Administration.

C. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of their rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities consistent with the District's insurance policy limit.

D. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of their employment, the Board will provide legal counsel and render all necessary assistance to the teacher in their defense consistent with the District's insurance policy limit.

E. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged as sick hours against the teacher.

F. Teachers will be promptly notified of written complaints filed against the teacher consistent with State and Federal law or regulations. If any question of breach of professional ethics is involved, the Association shall be notified when the teacher is notified.

G. At the elementary level, an attempt to evenly distribute students between the two sections of each grade will be made by the Principal in cooperation with the teachers involved.

H. Teachers should maintain adequate discipline and control in their classroom at all times. Repeated discipline problems should be discussed with the Principal or Dean of Students.

ARTICLE 24
GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation of the expressed terms of this Contract.

B. The Association shall designate one representative per building to handle grievances when requested by the grievant and shall notify the Superintendent of the names of said representatives not later than the 15th day of September of each school year. The Board hereby designates the Principal of each building to act as its representative at level one as hereinafter described in Section F and the Superintendent or their designated representative to act Level Two as hereinafter described in section H.

C. The terms 'days' as used herein shall mean Monday through Friday, excluding holidays.

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

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

2. It shall be specific;

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.

E. Any written grievance not substantially in accordance with the above requirements may be rejected as improper and the grievance will be withdrawn.

F. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with their building principal either personally or accompanied by an Association representative. This shall be done within five (5) days of the occurrence of the alleged grievance.

G. If, because of the informal discussion with the building principal a grievance still exists, he may invoke the formal grievance procedure through the Association on the form set forth in Appendix E, signed by the grievant and a representative of the Association. A copy of the grievance form shall be delivered to the principal within five (5) days of the informal discussion. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

H. Within five (5) days of receipt of the grievance, the principal shall meet with the Association to resolve the grievance. The principal shall indicate their disposition of the grievance in writing within five (5) days of such meeting, and shall furnish a copy thereof to the Association.

I. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) days of such meeting (or ten (10) days from the date filed, whichever shall be later), the grievance shall be transmitted to the Superintendent within two (2) business days. Within five (5) days the Superintendent or their designee shall meet with the Association on the grievance and shall indicate their disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy to the Association.

J. If the Association is not satisfied with the disposition of the grievance by the Superintendent or their designee or if no disposition has been made within five (5) days of such meeting (or ten [10] days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee within two (2) business days. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever at the Board's discretion, shall meet with the Association on the grievance. Disposition of the grievance in writing by the Board shall be made no later than five (5) days thereafter. A copy of such disposition shall be furnished to the Association.

K. If a satisfactory disposition of the grievance is not made as a result of the procedure as outlined above in Section I, either the Board or the Association shall have the right to appeal the dispute to an impartial arbitrator under the rules of the American Arbitration Association. Such appeal must be taken within fifteen (15) days from the date of the written disposition of the Board.

L. Powers of the Arbitrator. It shall be the function of the arbitrator to decide in cases of alleged violation of the specific articles and sections of the Agreement.

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

2. He shall have no power to establish salary scales or change any salary, unless in violation of this Agreement.

He shall have no power to rule on any of the following:

1) The discipline or termination of services of or failure to reemploy any probationary teacher.

2) The evaluation rating of a non-tenured, probationary teacher.

3) The termination of services or failure to reemploy any teacher to a position on the extracurricular schedules.

4) Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of Public Acts, extra session, of 1947 of Michigan, as amended).

5) He shall have no power to change any practice, policy, or rule of the Board nor to substitute their judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board unless in violation of this Agreement. Their powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.

6) He shall have no power to decide any question which, under this Agreement, is within the responsibility of the Board to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of the Board and shall so construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.

7) There shall be no appeal from an arbitrator's decision if within the scope of their authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved, and the Board. The Association shall discourage any attempt of its members and shall not encourage or cooperate with any of its members, in any appeal to any court or labor board from a decision of an arbitrator nor shall the Association or its members by any other means attempt to bring about the settlement of any grievance.

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

M. Any grievance occurring during the period between the termination date of the Agreement and the effective date of a new agreement shall not be processed. Any grievance which arose prior to the effective date of this Agreement shall not be processed.

N. Should a teacher fail to institute or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of their employment) shall be barred.

O. The Association shall have no right to initiate the grievance involving the right of a teacher or group of teachers without their or their express approval in writing thereon.

P. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when a teacher or a participating Association representative is to be at their assigned duty stations.

ARTICLE 25
COMPLETION 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 the 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 this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement; unless mutually agreed upon.

B. This Agreement shall constitute the full and complete commitments between both parties and may be alerted, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.

C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All teachers covered under this Agreement who participate in the production of tapes, publications, or other produced educational material shall retain residual rights should they be copy written or sold by the District.

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

E. Copies of this Agreement titled “Master Agreement between the Tekonsha School District and the Tekonsha Education Association, MEA/NEA shall be printed after the Agreement is signed and presented to all teachers now employed, or hereafter employed.

ARTICLE 26
DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2024, and will continue in effect until the last day of June 2027. There will be reopeners in 2025 and 2026 for financials only.

This agreement shall not be altered or amended except on mutual consent of the parties hereto:

TEKONSHA BOARD OF EDUCATION

Superintendent

6/27/2024
Date

TEKONSHA EDUCATION ASSOCIATION, MEA/NEA

Jamie Veld
Association President

6/27/2024
Date

APPENDIX A
SALARY SCHEDULE

Salary Schedule 2024-2025

Step	BA	BA+20	BA + 30 or Masters	BA + 45 or Masters + 15
0	$36,233	$37,526	$37,977	$39,377
1	$37,586	$38,944	$39,998	$41,398
2	$38,999	$40,414	$41,468	$42,868
3	$40,455	$41,938	$42,996	$44,396
4	$41,970	$43,525	$44,576	$45,976
5	$43,543	$45,167	$46,202	$47,602
6	$45,171	$46,872	$47,919	$49,319
7	$46,863	$48,642	$49,686	$51,086
8	$48,612	$50,477	$51,511	$52,911
9	$50,437	$52,382	$53,404	$54,804
10	$52,325	$54,031	$55,420	$56,820
11	$54,287	$56,081	$57,548	$58,948
12	$56,316	$58,288	$59,849	$61,249

Teachers will move forward one step or one longevity position.
Credit hours to move on the pay scale must be graduate level courses.

*Longevity:
After Yr. 13 $1500
After Yr. 14 $1500
After Yr. 15 $1500
After Yr. 17 $1500
After Yr. 20 $1500
After Yr. 22 $1500
After Yr. 25 $1500

*The above amounts shall remain part of the teacher's wages for each year of designated longevity pay and will have a compounding effect on the teacher's pay.

Teachers will receive a reimbursement of $90.00 at the end of each school year for every unused sick day or personal day. Unused sick and personal days will also be rolled over the following year into the teacher's sick bank.

Reimbursement is for full days only. Combining partial days is not permitted. This will take the place of the sick day payout at the conclusion of the teacher's employment.

For 2025-2026 and 2026-2027 school years the contract will be reopened to discuss finances.

For the 2024-2025 contract year teachers will receive a five-hundred dollar ($500) off schedule bonus for every four (4) students above the FTE's for which the district budgeted. If the fall minimum of four (4) students is not met, and is met for the spring count, full-time Tekonsha teachers will receive an off-schedule payment of two-hundred fifty dollars ($250) in the last payroll of March of each contract year.

There is a fall limit of one-thousand dollars ($1,000) and a spring limit of five-hundred dollars ($500) in off schedule payments. Reaching those maximums would indicate that the district either enrolled eight (8) additional FTE's above the budgeted FTE number for the fall count or eight (8) additional FTE's for the spring count. There will only be one payment per academic year. If the district pays the off-schedule payment for four (4) students in the fall and enrolls four additional students in the spring, no further payments will be made.
All teachers hired after September 1976 will be required to obtain twenty (20) term hours (or equivalent) plus BA to move laterally on the pay schedule.

Incoming teachers may be given years of experience credit at the discretion of the Board

For the last teacher to be grandfathered in during the 2017-2018 contract negotiations the following will continue to occur:

Step 15 – Add two percent (2%) of top salary step 12 in proper column to teacher's experience. Teacher must have recorded six (6) hours of college credit within five (5) years prior to reaching step 15.

Step 20 – Add two percent (2%) additional of top salary step 12 in proper column of teacher's experience. Teacher must have recorded six (6) hours of college credit within five (5) years prior to reaching step 20.

APPENDIX B
ADDITIONAL COMPENSATION FOR EXTRA DUTIES

TITLE	COMPENSATION
K-12 Music Director	$2,500
Play Director	$250 Stipend (Per Play)
Student Council Advisor	$750
National Honor Society Advisor	$500
Senior Class Advisor	$500
Junior Class Advisor	$500
Sophomore Class Advisor	$300
Freshman Class Advisor	$300
8th Grade Class Advisor	$200
7th Grade Class Advisor	$200
Yearbook	$1000
Mentor Teachers	$300

A. The Board reserves the right to fill or not to fill any and/or all of the positions listed herein.

B. The K-12 Music Director shall be paid ½ of the stipend at the end of the first semester and ½ of the stipend at the end of the school year.

C. The Superintendent and the K-12 Music Director will meet before the start of the school year and develop a schedule of performances for the year.

D. School plays shall be limited to two (2) per school year, one in the fall and one in the spring. A proposal for a school play including the use of proceeds will be submitted to the Superintendent for review and approval on a first come basis.

    1. The Play Director shall be paid the stipend at the conclusion of each play.

E. Provided that no qualified bargaining unit member has applied for Class Advisor, Student Council Advisor, or National Honor Society Advisor positions, the Board may staff such positions with other staff or community members.

F. All secondary teachers must serve as a class advisor unless they are the National Honor Society advisor, the Student Council advisor, Athletic Director, or the K-12 Music Director.

APPENDIX C
TEKONSHA COMMUNITY SCHOOLS
ATHLETIC SALARY SCHEDULE

1		2
Head Baseball		
Head Football		Ass't Football
Head Basketball		Ass't Basketball
Head Volleyball		Ass't Volleyball
Head Track (*will include MS track)		
Head Softball		
Cross Country		
3,269	-0-	2,421
3,338	-1-	2,554
3,552	-2-	2,619
3,621	-3-	2,690
3,835	-4-	2,757
3,977	-5-	2,825
4,125	-6-	2,890
4,262	-7-	2,956
4,407	-8-	3,021
4,546	-9-	3,135
4,758	-10-	3,179

Cheerleading Advisor will receive a $500 stipend for each season football and basketball.

MS Football	1,400
MS Volleyball	1,400
MS Boys Basketball	1,400
MS Girls Basketball	1,400

Athletic Director will be paid an additional 1/6 of their base salary or no less than $6000 per contract year based on Oct. 5, 2016 LOA

The Board of Education reserves the right to make additions or deletions to the coaching staff.

All new coaches will start at step 0.

APPENDIX D
GRIEVANCE REPORT FORM

Grievance # _____Tekonsha School District Distribution of Form
1. Superintendent
2. Principal
3. Association
4. Teacher

GRIEVANCE FORM

_____
Building Assignment Name of Grievant Date Filed

_____/_____/_____/_____

Step I

A. Date Cause of Grievance occurred _____

B. 1. Statement of Grievance _____

_____

_____

C. Relief Sought _____

_____

_____

_____
Signature Date

1. Disposition by Principal _____

_____

_____

_____
Signature Date

D. Position of grievant and/or Association _____

_____

_____

_____

_____

Signature Date

If additional space is needed in reporting Sections B 1 & 2 of Step I, attach an additional sheet.

Step II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

_____

_____

_____

Signature Date

C. Position of grievant and/or Association_____

_____

_____

_____

Signature Date

Step III

A. Date Received by Board of Education or Designee _____

B. Disposition by Board _____

_____

_____

_____
Signature Date

C. Position of Grievant and/or Association _____

_____

_____

_____
Signature Date

Step IV

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

_____

_____

_____
Signature of Arbitrator/Date of Decision

APPENDIX E

College Class Reimbursement Request
Approval for reimbursement must be obtained prior to the end of the class.

Name: _____ Date: _____

Class: _____

College/University: _____

Code
A – Employee completes
B – Employee completes
C – Superintendent/Principal completes

A **Class Name**	**B** **Class Date**	**B** **Class Level Grad/Undergrad**	**B** **Anticipated Cost***	**C** **Reimbursable Amount**

Preapproved: _____ Date: _____
Superintendent/Principal

Approved for Reimbursement: _____ Date: _____
Superintendent

Comments: _____
_____
_____

Copies to: Business office, Superintendent, Principal, Employee
*Course cost required for undergraduate courses.
** Proof of passing grade required to receive reimbursement for all classes.