

Charlevoix Public Schools

Learning Success for All

Master Contract

The Charlevoix Board of Education

and

Northern Michigan Education Association of Charlevoix

September 1, 2026 - August 31, 2028

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PREAMBLE

Recognizing that providing a high quality of education for the children of Charlevoix is the paramount aim of this School District, and that good morale in the teaching staff is necessary for the best education of the children, we do hereby declare that:

A. The Board of Education, under law, has the final responsibility of establishing policies for the district.

B. The Superintendent and his staff have the responsibility of carrying out the policies established.

C. The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

NORTHERN MICHIGAN EDUCATION ASSOCIATION OF CHARLEVOIX
AGREEMENT

PREAMBLE

This Agreement entered into this 1st day of September 2024 and ending the 31st day of August 2026, by and between the School District of Charlevoix in the City of Charlevoix, Michigan, hereinafter called the "Board", and the Northern Michigan Education Association of Charlevoix, hereinafter called the "Association".

W I T N E S S E T H

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Charlevoix School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

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

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

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Northern Michigan Education Association of Charlevoix as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel on tenure, probation, classroom teachers, school librarians, counselors, advisors, curriculum facilitators, or critic teachers employed or to be employed by the Board (whether or not assigned to a public school building) but excluding supervisory and executive personnel, per diem substitutes, office and clerical employees, community education, and other personnel who may incidentally hold a teaching certificate but for which a certificate is not required in their position. The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Northern Michigan Education Association of Charlevoix in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teacher's organization other than the Northern Michigan Education Association of Charlevoix for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Northern Michigan Education Association of Charlevoix, if the adjustment is consistent with the terms of this agreement provided that the Northern Michigan Education Association of Charlevoix has been given the opportunity to be present at such adjustment.

ARTICLE II
ASSOCIATION AND TEACHER RIGHTS

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every 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 his membership in the Association or collective professional negotiations with the Board, or his 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 provided elsewhere.

C. The Association and its members have the right to use school building facilities at any

reasonable hours for Association meetings, provided the Building Principal or central office has been notified forty-eight (48) hours in advance of the meeting.

No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin board space shall be made available to the Association in each building. The Association agrees to reimburse the Board for the actual cost of paper supplies and use of copying machines used for Association business.

D. The Board agrees to make available to the Association in response to reasonable requests from time to time available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, 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. It is expressly understood that information contained within an individual's personnel file may only be released by written permission of the individual.

E. The Board shall consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration, and the Association shall be given opportunity to make recommendations to the Board with respect to said matters prior to their adoption and/or general publication.

F. The provisions of this Agreement and the wages, hours, and terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex or marital status.

G. No religious or political activities of any teachers or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher provided the same does not occur during the hours of duty. The private and personal life of any teacher shall not be subject to any disciplinary action by the Board or its agents as long as it does not affect his teaching effectiveness.

ARTICLE III
RIGHTS OF THE BOARD

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 by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

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

2. 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;

3. 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;

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

5. 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 conditions of employment;

6. To establish reasonable rules and regulations.

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

ARTICLE IV
PAYROLL DEDUCTIONS

A. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for salary deferrals through the district's 403(b) plan as stipulated in Article XV(M), direct deposit of pay, annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board . The Board shall be held harmless for such payroll deductions.

ARTICLE V
TEACHING LOAD AND ASSIGNMENTS

- A teacher's working day including lunch period shall be 7 3/4 consecutive hours. A teacher's working day shall start no earlier than 7:30 A.M. and shall end no later than 3:55 P.M. unless mutually agreed upon by the Board and Association. A duty free, uninterrupted lunch period of at least 45 minutes for elementary teachers and at least 35 minutes for high school teachers and middle school teachers shall be scheduled as near the middle of the teacher's working day as possible. On Fridays, elementary school teachers may report at 8:10 A.M. and middle/high school teachers may leave after the buses have departed. In the event the district reverts back to three buildings, the middle school would resume a 45 minute lunch.

  All teachers shall be in their classrooms or other areas performing school business during the teacher's working day except during the lunch period or relief period. Conference periods may be spent in the teachers' lounge and/or work facilities available to the teachers.

  All teachers shall accept assignment for the supervision of students equally throughout the year during those duty hours, which are not assigned for instruction, conference, lunch or relief; provided that a maximum of four (4) teachers per building may be assigned to supervising students at any given time.

  Teachers shall be scheduled for supervision assignment a minimum of 15 days in advance. Teachers may arrange substitutes from amongst faculty members and give notice to the Principal for scheduled student supervision assignments.

- Teachers are encouraged to remain for a sufficient period after a normal workday to attend to those matters, which properly require attention at that time, including consultations with parents, when scheduled directly with the teacher. On days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.

- Requests may be made to the Building Principal or his designated representative if the

Principal is out of the building by a teacher to leave his assigned buildings prior to the time stated above. These requests should be made as early as possible. Listed below are areas which will be considered an important nature:

1. Medical appointments;
2. Dental appointments;
3. One regularly scheduled Association membership meeting per month, such schedule to be submitted to the Superintendent at the beginning of each semester, and such other Association meetings, which are approved by the Administration;
4. School connected business;
5. Emergencies.

- The weekly teaching load in the high school will be no more than 25 teaching periods and no less than five unassigned preparation periods. A supervised study period shall be considered a teaching period for purposes of this Article. The normal teaching load in the elementary school shall not exceed 25 hours of pupil contact per week.

- Elementary teachers will be provided a minimum of one, fifteen-minute, relief period each day during recess with half the teachers of the group at recess supervising students during recess period. In addition, elementary teachers may use, for preparation, all the time during which their classes are receiving instruction from various teaching specialists. The building Administrator will work with the various teaching specialists in designing a schedule with comparable blocks of preparation time. When such specialists are absent, the Administration shall make a reasonable effort to secure substitutes for them. Afternoon recess for elementary students will be at the discretion of the grade levels. A grade level teacher must provide supervision for recess.

- A teacher may be required to attend individual, group or building meetings when called by the Administration during his working day unless excused because a conflict exists with a teacher's other school business which cannot be postponed. It is recognized that teachers and Administrators should use sound professional judgment with respect to attendance of meetings after the teacher's working day.

- If school is closed due to weather after the beginning of the teacher workday, all teachers will be free to leave after the students leave.

- The provisions of this article pertaining to the working day and teaching load shall be negotiated if it is necessary to do so in order to satisfy state requirements pertaining to student instruction time and receipt of full state aid. If additional student contact time is added to the total teacher duty day to meet the requirements as provided herein, the salary schedule shall be increased by one-tenth percent (.1%) for each hour of time added per year**.**

- School Schedules

1. No changes shall be made in this agreement without mutual consent and participation of the parties. Either party may make a demand to bargain during the term of this contract. However, such demands shall be under the same rules and practices as would apply to other areas of this agreement.
2. Current contract language regarding working conditions shall remain in effect unless specifically changed by negotiations and ratified by the Board and Union.
3. A teacher's schedule shall include one conference period per day in equal duration to the length of the classes.
4. The following shall apply for teachers who have a split assignment between buildings:
   a. The teacher shall have approximately twenty (20) minutes travel time allotted for travel between buildings.
   b. The teacher shall have planning time equal to the planning time in the building in which they spend most of their time.
   c. In order to avoid disruptions with changing schedules, whenever possible, the teacher shall not be assigned a high school seminar or middle school home room.

ARTICLE VI
TEACHING CONDITIONS

The Parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.

A. The Board agrees insofar as possible to make available in each school adequate computers, copying and technology to aid teachers in the preparation of instructional material.

B. Insofar as possible the Board shall provide:

1. A separate desk for each teacher in the district with lockable drawer space;
2. Suitable closet space for each teacher to store coats, overshoes and personal articles;
3. Adequate space in each room;
4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he or she is to teach as well as other supplementary materials used for each course;
5. Adequate storage space in each classroom for instructional materials;
6. Adequate attendance books, computer programs, projectors**,** paper, pencils, pens, erasers and other material required in daily teaching responsibility.

C. The Board shall work to make available in each school adequate restroom and lavatory facilities exclusively for adult use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge. It is understood that Charlevoix Schools are smoke-free campuses.

D. Because the pupil-teacher ratio is an important aspect of an effective educational program,

the parties agree that an ideal class size should not exceed 25 pupils in the upper elementary and middle schools, and 21 pupils in grades K-3, and the Board agrees to continue working toward this goal. The maximum student load in the secondary school will meet North Central requirements. The ratio of pupils to teachers and other professional staff members of the school shall not exceed 24 to 1. Only a staff member's time actually devoted to teaching duties in the high school may be counted in determining the pupil-teacher ratio. Any teacher whose professional judgment concludes that he/she has been or may be assigned a given number of pupils in any given class, the total number or unusual circumstances of which may deter from the goal of providing quality education, may report to the EA leadership and building administrator in an attempt to reach a cooperative solution. If a solution cannot be found a meeting will be scheduled with the superintendent.

E. In order to maintain the most effective and nurturing learning environment possible for special education students, special education class sizes must follow state laws.

ARTICLE VII
QUALIFICATIONS

A. No new teacher shall be employed prior to July 1st by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university and a provisional or permanent certificate.

B. All teachers shall be given written notice of their tentative teaching assignment for the forthcoming year no later than the last day of the school year. In the event that changes in such assignments are proposed, all teachers affected shall be notified promptly and consulted.

C. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education 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.

At the secondary level teaching assignments in instrumental music carry an obligation to conduct the co-curricular activities associated with the assignment which are specified in Appendix D. The acceptance of this obligation is inherent in the acceptance of the regular class assignment.

D. Any teacher who is required to teach in more than one building in the course of their normal working day and loses conference or lunchtime or adds additional teaching time to their workload shall be compensated. All such time shall be compensated at the hourly rate as provided in Article XV(C).

ARTICLE VIII
TEACHER EVALUATION

A. Beginning with the 2024 – 2025 school year, a negotiated performance evaluation system shall be rigorous, transparent, and fair, including:

1. specific performance goals identified by the teacher to improve their effectiveness in the upcoming school year;
2. an evaluation of the teacher's job performance with timely and constructive feedback;
3. clear approaches to measuring student growth with relevant data;
4. multiple rating categories that consider student growth and assessment data or student learning objective metrics that have been negotiated with the Association;
5. the use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination:
   a. The student growth and assessment data or student learning objectives shall consist of measurable, long-term academic goals set for all students that utilize data as determined annually by the appropriate grade level/departmental teachers;
   b. In conjunction with administration, teachers shall be allowed to eliminate data attributable to students who have excessive absences, are partial-year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data;
   c. The data used in this section must be attributable to the actual teaching responsibilities of individual teachers;
6. a negotiated year-end evaluation form that utilizes other objective criteria for 80% of the year-end evaluation determination and which is on the approved list of such tools of the Michigan Department of Education. For the duration of this agreement, the form shall be the 5D+/Pivot system.

B. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

1. The teacher shall be notified no later than September 30 of each year who the administrator will be that conducts their year-end evaluation. If no notification is provided by September 30, that teacher shall not be evaluated.
2. Reasonable effort will be made to inform the teacher in advance of the observation.
3. Within fifteen (15) days following the observation, the teacher will receive a finalized report from the observing administrator.
4. The teacher will have the opportunity to respond to elements of the observation using features embedded in the evaluation tool and/or in a written statement provided to the administrator who conducted the observation.
5. Upon receipt of the finalized observation, the teacher may request to meet in person with the observing administrator within a reasonable amount of time.
6. There shall be at least two (2) classroom observations of a teacher in each school year the teacher is evaluated. The first observation shall occur no later than December 15; the second observation shall occur no later than May 15.
7. Reasonable effort will be made for the two required observations to be conducted at least sixty (60) calendar days apart.

C. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of “effective,” “developing,” or “needing support.”

D. The finalized year-end evaluation determination and form shall be furnished to the teacher by May 31 of each year, either electronically or in writing. Upon receipt of the finalized evaluation, the teacher may request to meet in person with the observing administrator within a reasonable amount of time.

E. In the event there is no year-end evaluation completed and furnished to the teacher as described above, the teacher shall be deemed “effective” for that year.

F. If a tenured teacher has been rated “effective” for three (3) consecutive year-end evaluations, they shall be evaluated every other year thereafter, or, at the discretion of administration, every third year thereafter. Should administration decide to formally evaluate a teacher who would otherwise be in an off-year, the teacher shall be informed of this decision and of the evaluating administrator by September 30, consistent with section B-1 above.

G. Should a teacher being evaluated every second or third year as a result of three previous consecutive “effective” ratings subsequently receive a rating below “effective,” the teacher shall be evaluated annually until receiving an “effective” rating for an additional three (3) consecutive years.

H. In addition to the above procedures, teachers who are evaluated with an IDP (received a “minimally effective” or “ineffective” rating prior to July 1, 2024, or “needing support” or “developing” thereafter) shall be provided the following:

1. specific performance goals that will be used in improving effectiveness for the next school year developed in consultation with the teacher;
2. training to be provided by the district to assist the teacher in meeting the goals of the IDP;
3. a mid-year progress report, supported with at least two (2) classroom observations conducted consistent with the above procedures and completed no later than February 1, that is used as a supplemental tool to gauge a teacher’s improvement from the preceding school year and to assist in any additional improvement that is aligned with the existing IDP;
4. a mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee in the described performance goals of the IDP.

J. Any non-compliance with the evaluation process as described above shall be subject to the grievance process as outlined in Article XVII of the master agreement.

K. Any teacher shall have the right to submit a rebuttal to their evaluation which will be attached to the year-end evaluation and included in their personnel file.

L. Administration shall provide annual opportunities appropriate for both new and returning teachers to be trained on the current evaluation tool, forms, and procedures during contracted work time and/or as paid additional work time.

M. Each administrator who is assigned to evaluate teachers shall have demonstrated expertise in the system and tools used by the district which shall include a rater reliability training every three (3) years as approved by MDE. Such training shall be documented by administration and furnished to the Association upon request

ARTICLE IX
VACANCIES, PROMOTIONS AND TRANSFERS

A. Whenever a vacancy arises, the superintendent shall post notice for a minimum of five (5) business days.

B. Any teacher who shall be transferred to a supervisory or executive position and shall later return to the teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status. The administrator or supervisor shall be given credit on the salary schedule while serving as an administrator or supervisor if they return as a classroom teacher in the school system.

ARTICLE X
ILLNESS, DISABILITY AND PERSONAL BUSINESS

A. At the beginning of each school year, each teacher shall be credited with a twelve (12) days sick leave allowance to be used for absences caused by illness or physical disability of the teacher or illness of an immediate family member. The unused portion of such allowance shall accumulate in the teacher's sick bank to a maximum of 180 days. A teacher who is hired after the beginning of the school year shall be credited on a prorated basis. Teachers shall be allowed to utilize ten (10) family illness leave days per year out of their allotment that can be used for illness in the immediate family as defined under section E below. In the case of serious surgery, terminal illness, etc. for parents, children, or other close family members, the Administration could grant approval for additional use of the teacher's sick days.

B. No teacher, absent from school due to illness or personal leave, shall have time charged against his accumulated sick leave when school is closed on the day of absence.

C. 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 be renewed each year upon written request by the teacher.

D. Each teacher may use five (5) days per year to transact personal business. Elementary teachers shall be granted an additional day annually due to the extra time spent on parent teacher conferences. Building Administrators will approve or deny personal business leave request(s) within 48 hours of receipt of the personal business day request, ensuring a response at least 24 hours prior to your leave. Applications for such leave shall be filed with the principal as far in advance as practicable and at least 24 hours prior to the date of the expected absence, except in the case of an emergency. Not more than eight (8) teachers

may be absent for personal business on any one day, unless substitute teachers are available, or in cases of emergency. One personal day may be used either prior to or at the end of a holiday, vacation or break, but not both.

1. Sick Leave Accumulation: Unused Personal Days may be added to the teacher's total sick day accumulation.
2. By June 1st of each school year, a teacher may elect to receive a cash payout for any or all of their unused personal business days in lieu of having them added to their accumulated sick leave.
3. The Payout Formula: Unused days shall be compensated at a rate of half of the teacher's daily base rate (calculated as annual base salary divided by the number of contracted days)
4. Payment Timeline: This elective payment shall be made in the final payroll of June and is subject to standard tax withholdings Once a day is paid out it is permanently deducted from the teacher's leave balance and may not be added to the sick bank.

E. A teacher shall be granted up to five (5) days of uncharged leave with pay when death occurs in his or her immediate family. The Superintendent may approve additional leave days to be deducted from personal or sick days. Immediate family includes spouse, parents, grandparents, children, grandchildren, other close family members or members of the teacher's household not otherwise listed as well as the same members of the spouse's family. Additionally, no more than ten (10) teachers shall be granted up to one (1) day of uncharged leave to attend the funeral of a fellow teaching staff member. Additional teachers may be released for such purpose at the discretion of the Administration. If a member of a teacher's family passes away, up to five (5) teachers may be allowed to use one (1) uncharged day to attend the funeral as representatives of the school district.

F. A teacher called for jury duty or to give testimony pertaining to the district or to the teacher's employment with same before any Judicial or Administrative tribunal or in arbitration, negotiations, mediation, or fact-finding proceedings shall be compensated for the difference in the individual teacher's pay and the pay received for the performance of such obligations.

G. Officers or designated agents of the Association shall be granted leave to attend meetings sponsored by state or national Associations outside the district or to represent the Association at arbitration proceedings. The Association agrees to notify the Superintendent no later than forty-eight (48) hours before the intended use of said leave. No more than six (6) teachers shall be absent on any given day for said purpose without the agreement of the Administration. The total days used during the school year shall not exceed fifteen (15).

H. A sick bank for Bargaining Unit Members facing personal long term illness or for the long term illness or death of an immediate family member will be established. Donations may be made at the beginning of each semester, except in case of emergency. A Bargaining Unit Member who has a reason to believe he will exhaust his personal sick bank must submit a written request to the Association Executive Board to borrow sick days from the district sick bank. Usage of the district sick bank days will not begin until all of the employee's personal sick bank days are exhausted. Requested days may not exceed the number of days

remaining in the current school year.

Bargaining Unit Members must repay the sick bank three days per year until the borrowed days are repaid.

Bargaining Unit Members who leave employment with the district must repay any outstanding sick days with days in their personal sick bank prior to their last day of work. The Association Executive Board may modify the repayment schedule in special circumstances.

I. A teacher on paid or unpaid medical leave for more than five consecutive working days shall be entitled to return to service with the Charlevoix Public Schools upon expiration of the leave upon certification of fitness for duty by a physician. The Board may require certification of fitness for duty from a physician selected by the Board at Board expense.

ARTICLE XI
UNPAID LEAVES OF ABSENCE

A. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries, foreign or military teaching programs, the Peace Corps, teacher's cultural travel or work program related to his or her professional responsibilities, provided said teacher states his intention to return to the school system.

B. 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 on the salary schedule as he or she would have been had they taught in the district during such period.

C. A leave of absence of up to one (1) year may be granted to any teacher, upon application, for the purpose of serving as an officer of the Association or on its staff.

D. A leave of absence of not less than one (1) year nor more than four (4) years may be granted to any teacher, upon application, for the purpose of campaigning for, or serving in, a public office provided, however, that a leave of absence shall not be granted for the purpose of serving as a member of the Michigan Legislature.

E. The Board may grant a leave of absence without pay for the purpose of working on an advanced degree or pursuing special studies or participating in community educational projects.

F. A leave of absence without pay shall be granted for one (1) year, and may be renewable upon application by the board, to any teacher for the purpose of maternity or adoption. A request in case of adoption shall be filed upon notification that the child will be placed for adoption.

G. Bargaining Unit Members on unpaid leave, excepting military leave, shall not earn credit towards district seniority for purposes of salary.

ARTICLE XII
PROFESSIONAL BEHAVIOR

A. Teachers shall comply with all rules, regulations, directives and policies adopted from time to time by the Board or its representatives, which are not inconsistent with the provisions of this Agreement.

B. No teacher shall be disciplined for reasons that are arbitrary or capricious. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. The Association agrees to provide such representative within a reasonable length of time. This section does not apply to the nonrenewal of a probationary teacher pursuant to the Michigan Teachers Tenure Act.

ARTICLE XIII
PROFESSIONAL IMPROVEMENT

A. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

B. Upon request by a teacher and if recommended by the Superintendent, a teacher may attend selected professional conferences and Michigan Department of Education curriculum committee meetings with expenses to be reimbursed in accordance with Board policy. Teachers attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation.

C. Reimbursements shall be made to teachers for tuition for each undergraduate or graduate course taken beyond the hours required for obtaining a professional certificate; however, such courses shall be approved by the Superintendent. Maximum reimbursement shall be six (6) semester hours per five years. Semester hour cost shall be reimbursed at the average of CMU, WMU, and MSU graduate tuition rates. Members must fill out appropriate forms for approval by the superintendent.

D. Professional employees are encouraged to attend at least one mutually agreed upon conference per school year with all expenses paid. The appropriateness of the requested conference shall be mutually agreed upon between the teacher and the building Administrator.

All teachers in the Bargaining Unit shall be treated as equally as possible regarding conference expenditures.

ARTICLE XIV
REDUCTIONS IN PERSONNEL

A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.

B. In the event this district shall be combined with one or more districts, to the extent permitted by law, the Board agrees it will take no action to discontinue recognition of the Association.

C. In the event of a necessary reduction in the number of teachers employed by the Board, a reduction of personnel will be made according to the following:
1. Non-certified teachers, then probationary certified teachers, will be laid off first, provided there are adequately certified and qualified teachers to replace them as allowed by law.

2. Consideration for layoff and recall shall be given to certification, qualification, evaluations, seniority, and the teacher's other assigned duties. Seniority for the purposes of reduction layoff and recall shall be defined as non terminated years of employment in the school district in positions that require teacher certification. Leaves of absences shall not be considered termination; however, time spent on unpaid leaves shall not count toward seniority.

D. If a position exists within the school district for which a laid off teacher is certified and qualified, and the Board decides to recall the teacher, the teacher shall be notified by certified mail. Within five (5) calendar days of the receipt of a written offer to return to employment, the teacher shall accept the position by replying in writing and the failure to do so shall constitute the teacher's resignation from employment, unless 1) the teacher is under contract with another public school district for the school year he is being recalled, or 2) the teacher was full-time at the time of his layoff and the recall is to a less than full-time position. It is the teacher's responsibility to keep his address current with the Administration.

ARTICLE XV
CONTINUITY OF OPERATIONS

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes, which threaten to interfere with such operations. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike as defined by Section I of the Public Employment Relations Act.

B. The Board and Teachers agree that they will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

ARTICLE XVI
PROFESSIONAL COMPENSATION

A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the designated periods.

B. The Board of Education may grant a teacher new to the system credit for experience teaching in other public schools, community colleges, business schools, colleges and universities, parochial schools, or other institutions as determined by the Board of Education. Upon being granted a tenure contract, a teacher may receive full credit on the salary schedule for full or half years of experience in the above-mentioned institutions. Vocational teachers whose certificate requires work experience may, upon being granted a tenure contract, be given credit for full or half years of said work experience.

C. The salary schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement. If the employment of teachers in excess of the regular school calendar or the normal working load becomes necessary, compensation shall be set by mutual agreement between the Association and the Board. Whenever a teacher is requested by the Administration to substitute for another teacher during the conference period, the teacher who performs the substitution shall be: Year 1 - $37.50/Hour; Year 2 - $40.00/Hour.
per hour. Such substitution shall be voluntary except in case of an emergency. A teacher shall not be required to perform such substitution if another teacher volunteers to do it.

D. Teachers involved in extra duty assignments set forth in Appendix D, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions thereof.

E. Teachers who qualify for the next higher track on the salary schedule shall be placed on the next higher tract effective at the beginning of their contract providing the proof of completion of requirements are received in the Central Office by the fourth Friday after Labor Day. When proof of completion is received after the fourth Friday, teachers shall be placed on schedule the Monday following receipt of proof.

F. All teachers shall be compensated in accordance with the provisions of this article.

G. Teachers who achieve an Effective rating on their annual evaluation will receive a $100.00 performance award at the end of each school year.

H. Hereinafter, one half year of experience shall be defined as the completion of the teaching responsibilities of a full time teacher for one semester or one half of the normal classroom responsibilities for two semesters. Teachers may accumulate equivalent fractions of teaching assignments toward a one-half year of experience.

I. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at the IRS rate per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district.

J. When a regular payday occurs during a vacation, which begins within the two days preceding the payday, paychecks shall be available by noon of the last school day prior to the vacation.

K. Teachers assigned to less than a full-time position shall receive prorated benefits, salary, and seniority in relation to the percentage of the day they work. However, any teachers who go from part-time to full-time employment with the system and then return to a part-time status in the future will receive prorated benefits, salary, and seniority.

L. Benefits shall be pursuant to the rules of the Michigan Public School Retirement System. All Bargaining Unit Members shall automatically become members of the Retirement System. Additionally, upon retirement, resignation, or other termination of employment, other than termination for cause, with a minimum of 12 years accumulated service in the Charlevoix School System, half (1/2) of a member's accumulated sick days earned *before* September 1, 2009, upon retirement, shall be compensated at the rate of their final rate of per diem salary. Maximum accumulated days shall be 180 days. One fourth (1/4) of the member's accumulated sick days earned *after* September 1, 2009, upon retirement, shall be compensated at the rate of their final rate of per diem salary. Maximum accumulated days shall be 180 days using a combination of the above benefit.

Beginning 2010, based on the twelve (12) sick day leave allowance credited in 2009 - 2010, employees who begin a given school year with accumulated sick days from the previous year will receive additional compensation of their current year's salary step according to the following formula: Number of days at the end of the previous school year X 1/100 of 1% of current year's salary for each accumulated sick day

M. CONTRIBUTORY ANNUITY PLAN

The Board and Association recognize the importance of each teacher pursuing an active savings program to provide for a safe retirement plan. Therefore the Board agrees to establish a qualified, tax sheltered annuity or custodial account plan for the exclusive benefit of all Bargaining Unit employees of Charlevoix Public Schools and their beneficiaries. The plan shall be effective September 1, 2024. The Board agrees to match 100% of the employee's first 2% of deferral of their gross salary as determined by the teacher's position on the salary schedule. Employer contributions shall be made as of the A) first pay in December or C) first pay in May. The Board and the Association shall concur on the investment vehicles to be included in the plan. The Board reserves the right to designate a person other than the employer as the Administrator. At a minimum, MEA Financial Services shall be offered as an investment vehicle.

ARTICLE XVII
STUDENT DISCIPLINE AND TEACHER PROTECTION

A. The Board of Education recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom, on school property and during school sponsored events. The Association pledges the support of all teachers in enforcing the published rules and regulations of the school district as they apply to students. 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 will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.

B. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the Principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing.

C. Suspensions of students from school may be imposed only by a Principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted.

D. 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 his rights and obligations with respect to such assault. Provided the teacher is not in violation of any published Board policy or administrative regulations, the Board of Education and their designated representatives will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

E. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense, provided the teacher has not violated any published Board policy or any published administrative regulations.

F. Time lost by a teacher in connection with any incident mentioned in the Article shall not be charged against the teacher, provided the time lost is not due to the misconduct or negligence of the teacher.

G. Any complaint by a parent of a student or any other person(s) directed toward a teacher, or any notice thereof shall not be included in said teacher's personnel file unless such matter is promptly reported to the teacher, including the identity of the complainant(s), along with full details of the complaint to the teacher concerned, after an investigation by the Administration. Should the complaint(s) be determined to be without merit, no written record of such complaint will be placed in the personnel file.

ARTICLE XVIII
PROFESSIONAL GRIEVANCE PROCEDURE

A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

B. The term "days" as used herein shall mean days in which school is in session. During summer months "days" shall mean Monday through Friday.

C. A teacher believing there is a basis for a grievance shall as early as possible but at least within ten (10) days of its alleged occurrence discuss the alleged grievance with his building Principal either personally or accompanied by an Association representative in an attempt to resolve the problem. Days when the Principal is not available in the building shall be added to the above number of days. If the grievance involves more than one school building or if the grievance is based on the Superintendent's action or Board action, the grievance may be filed with the Superintendent or his designee. If no resolution is obtained within ten (10) days of the initial discussion, the teacher shall reduce the grievance to writing and file the same with the Principal no later than fifteen (15) days after the discussion. The Principal shall render a decision in writing and transmit the same to the grievant and the Association within ten (10) days of receipt.

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 the contract alleged to have been violated;
5. It shall contain the date of the alleged violation;
6. It shall specify the relief requested.

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

E. If the decision of the Principal is not satisfactory to the grievant, the teacher shall file within ten (10) days of receipt of the Principal’s disposition a copy of the written grievance with the Superintendent. Within ten (10) days of receipt of the grievance, the Superintendent or his designee shall arrange a meeting with the grievant and/or the Association representative. Within ten (10) days of the discussion the Superintendent or his designee shall indicate his disposition in writing to the grievant and furnish a copy to the Association.

F. If the decision is unsatisfactory to the grievant and the Association, the grievant may appeal the grievance to the Board of Education by filing a copy of the grievance along with the decision of the Superintendent with the secretary or other designee of the Board within ten (10) days of receipt of the Superintendent's disposition. The Board, no later than its next regular meeting or within ten (10) days, whichever shall be later, shall meet with the grievant

and Association on the grievance. Disposition of the grievance in writing by the Board shall be made no later than ten (10) days from the meeting and a copy given to the Association.

G. If the Association is not satisfied with the disposition of the grievance by the Board and the Association intends to submit the matter to arbitration, the Association will notify the Board of such intention within ten (10) days of receipt of the Board's disposition. If the parties cannot agree upon an impartial arbitrator within ten (10) days from the notification date that arbitration will be pursued, the Association shall, within ten (10) days from the date that the Board is notified the Association will seek arbitration, demand arbitration through the American Arbitration Association in writing in accord with its rules which shall likewise govern the selection of the arbitrator. Neither party may raise a new defense or ground at the Arbitration not previously raised or disclosed. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, and lawful decision of the arbitrator shall be forthwith placed into effect.

H. Powers of the arbitrator are subject to the following limitations:

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 change any practice, policy, or rule of the Board nor substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board when not in violation of this contract.

3. He shall have no power to interpret state or federal law.

I. The fees and expenses of the Arbitrator shall be shared equally by the parties.

J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Should the Board or Administration fail to timely present a disposition, the grievance shall be deemed denied and the Association may timely proceed to the next step of the grievance procedure.

K. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

L. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the first occurrence or nonoccurrence of the event upon which the grievance is based.

ARTICLE XIX
NEGOTIATION PROCEDURES

A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties, which have not been fully or adequately negotiated, between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. At a reasonable time, but not later than March 1, of the year in which this Agreement expires, upon request of either party, negotiations will be undertaken for an Agreement covering the next school year(s).

C. Neither party in any negotiations shall have any control over the selection of the negotiating or Bargaining Representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

ARTICLE XX
SCHOOL IMPROVEMENT AND SITE BASED MANAGEMENT

A. The parties recognize that teachers can make a significant contribution to the improvement of the educational programs of the District through participation in the processes of school improvement and site-based decision-making. It is recognized that such participation promotes professional improvement and should be considered part of the professional responsibilities of each teacher. The parties hereby express their mutual desire that teachers will participate in such activities consistent with the professional objectives specified.

1. Committee participation by the employee is voluntary.

2. Non-participation shall not be used as criteria for evaluation, discharge or discipline.

3. In the event that any provision(s) of a School Improvement Plan or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail.

B. The School improvement and site-based decision-making process is designed for the District as follows:

1. Staff meetings. Teachers are expected to attend all staff meetings through contact time unless absent that day. If a conflict arises wherein the teacher cannot attend, the teacher must make arrangements with the administrator. Once per month, administrators have the right to hold meetings that extend beyond contract time. These meetings shall not exceed one (1) hour per session and shall commence no later than ten (10) minutes following student dismissal. A tentative schedule of these meetings shall be provided at the start of each marking period.

2. Building Improvement Team (BIT). Participation on BIT is voluntary and all building staff members are invited to join. Members will be paid at 1% base salary, BIT Core Chairs will be paid at 5% of base salary. Any task force member shall be paid: Year 1 - $37.50/Hour; Year 2 - $40.00/Hour.

3. District Improvement Team (DIT) is made up of the BIT Core Chairs and a DIT Chairperson. The Chairperson will receive 10% of their current salary.

4. Payment of positions under this subsection shall be prorated on the basis of the number of meetings attended as related to the number of meetings scheduled. However, teachers shall not be penalized under this paragraph if the absence is due to serving in another capacity in the district..

5. It is understood by both parties that the duties and responsibilities of the former Professional Study Committee (PSC) are now a part of this School Improvement and Site-Based Management process. Subject of study include, but shall not be limited to issues which arise in each building or district-wide meetings such as in-service, trainings, curriculum development, technology implementation or school environment.

ARTICLE XXI
MISCELLANEOUS PROVISIONS

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

B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. This Agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary to or inconsistent with its terms.

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

E. The Board of Education or the Superintendent acting as its representative may require a physical or psychiatric examination of a teacher. The Board of Education or the Superintendent shall determine the physician or psychiatrist to be employed and shall pay the full expenses of the required examination. In addition teachers who are required to submit to an examination under the terms of this provision shall be allowed released time for the examination and shall be reimbursed for mileage and other incurred expenses in accordance with the current board policy.

F. Copies of this Agreement shall be reproduced at the expense of the Board and electronically distributed to all teachers employed by the Board.

G. The Board and the Association agree that Association members who presently live outside the Charlevoix Public School District may enroll their children in the Charlevoix Public Schools.

H. Scheduled days or hours of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county or state health authorities, may be rescheduled at mutually agreed upon time by the Board and the Association so the District is in compliance with the hours of student instruction necessary to meet state mandates, as referenced under Article V, Section H. Teachers will receive their regular pay for days, which are canceled, but shall work on any rescheduled days/hours with no additional compensation.

I. The parties agree to continue discussion regarding the possibility of adding time to the school day in exchange for a reduction of an equal number of student/teacher days as pro-rated. This may involve changes in the manner in which Professional Development Days are scheduled and conducted. The parties will mutually agree to such changes if this change in calendar is implemented.

J. Teachers who achieve an Effective or Highly Effective rating on their annual evaluation will receive a $100.00 performance award at the end of each school year.

ARTICLE XXII
LEAST RESTRICTIVE ENVIRONMENT

The Board and the Association acknowledge least restrictive environment mainstreaming special education students is legally mandated and intended in the best educational interest of the student. For the purpose of this section, such students shall be referred to as "Mainstreamed Students."

A. If any teacher, in writing, advises the Administration and reasonably believes that a Mainstreamed student assigned to the teacher has a current IEPC report that is not meeting the student's unique needs as required by law, the Administration shall call a case study meeting which shall include the teacher.

B. Recognizing periodic changes in student status and enrollment subsequent to the start of the school year, to the extent possible, the Administration will strive to equalize Mainstreamed students across general education grade levels within each elementary location and across course sections within the middle and senior high school. This section will not apply if the teacher volunteers to take additional Mainstreamed students. In such situations, the Administration will reduce class size by an equivalent number of students. Such changes shall be made at the next available natural break in the schedule. (such as marking period, semester break, or vacation, etc), taking into account the needs of all students involved.

C. In general education classrooms:

1. Any teacher who will be providing instructional or other services to a Mainstreamed student in a regular education class may be invited to participate in the student's IEPC. If the teacher is not identified prior to the IEPC, a meeting will be convened with the teacher to review the IEPC. Such a meeting will be arranged in consultation with the teacher as soon as possible.

2. The Mainstreamed student's placement shall be determined to the extent permissible by law and through the IEPC in such a way to minimize any negative impact on the classroom.

3. The Administration shall provide, upon the teacher's request, prior to such placement whenever possible, in-service training on instruction and behavioral management of such Mainstreamed students. Similar awareness programs may be provided for classmates upon the teacher's request. If such prior training is not possible, the training will be provided as early as can be arranged after the placement has occurred. If such training is not readily or reasonably available, the Administration and the Association will meet with the affected teacher(s) to discuss possible alternatives.

D. If delivery of related school services is necessary to provide a student with a free appropriate public education, as mandated by the Individuals with Disabilities Education Act, those functions shall be performed by a qualified person. Where clean intermittent catheterization, nasal suctioning, tracheotomy care and similar procedures are necessary to maintain a student in the classroom, appropriate training will be provided to each teacher prior to the placement of that special education pupil in the teacher's room. Except in life threatening or extenuating circumstances, and/or unless the teacher volunteers, teachers shall not be

required to perform medical, hygienic, or other non-instructional specialized medical procedures for or on Mainstreamed students.

This training shall include an explanation of procedure(s) for delivery of the school health service, identification of the appropriate persons to whom performance of that function may be permissibly delegated, the extent and availability of supervision for performance of the procedures and the authority for alteration, modification or termination of the procedures.

The Board shall indemnify and hold harmless any teacher who provides such specialized services from liability for the performance of such service to the extent permitted by law provided the teacher's actions were reasonable.

ARTICLE XXIII
MENTOR TEACHER

A. Mentor Teacher positions shall be developed on an as-needed basis to function as an advisor/resource person to teachers defined in MSA 15.41526 by the employer according to the following guidelines:

1. Such mentor teachers shall be experienced tenure teachers.

2. A Bargaining Unit Mentor Teacher shall serve on a voluntary basis and shall work with mentees from a related area of expertise, responsibility or experience.

3. A Mentor Teacher may have released time as approved by his Principal to use to observe or otherwise be available to the mentee assigned.

4. The mentor teacher shall assist the mentee in planning with the Administration fifteen (15) days of professional development within the first three (3) years of employment of the mentee.

   Such professional development may include the experiencing of effective practices linked in university professional development schools, ISD and regional seminars conducted by master teachers and other mentors regarding proper classroom management and instructional delivery methods.

5. A. Upon request, the Administration and the Association shall meet and make a joint determination by May 1 of each year regarding the number, kind, duration and compensation of (for) professional development leaves to be offered on a voluntary basis to prospective or continuing mentor teachers for training such teachers to aid in the professional development of mentees. Mentor professional development would depend upon the availability of funds as determined by the Board.

B. Mentor teachers shall be paid at the following percentage of BA base rate:

1st year of mentee	1.0%
2nd year of mentee	.75%
3rd year of mentee	.50%

ARTICLE XXIV
INTERNET ACCEPTABLE USE

A. To provide an intellectual atmosphere that includes access to the Internet, the parties believe that all teachers should have the opportunity to develop skills in using computer technology. Having access to the Internet will allow the teacher to access and use the Internet to transmit material, which is consistent with the educational goals of the school district, as well as allow the teacher to access and transmit appropriate material to be used in the educational environment.

B. Whereas the parties recognize the educational value of Internet access at school using district equipment, they hereby agree to the following:

1. The parties seek to educate young people in the use of the Internet as an assertive device to support student learning and achievement.

2. The parties recognize that in order to support student learning and achievement the teacher must use the Internet access in a responsible manner.

3. The parties agree that the classroom teacher(s) are released from any liability based upon information retrieved from the Internet by the student.

4. The parties agree that the use of the District's electronic resources are for the purpose of (in order of priority):

    A. Support of the academic program
    B. Telecommunications
    C. General information
    D. Recreation

5. The parties agree that the District will periodically make determinations on whether specific uses of the electronic resources are consistent with the acceptable-use practice of the school.

6. The District reserves the rights to any material stored in files that are generally accessible to others and will remove any material that the District believes to be unlawful, obscene, pornographic, or abusive. Staff members will not use their District-approved computer account to obtain, view, download, or otherwise gain access to such material.

7. All information services and features contained on District or network resources are intended for the personal and school-related use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes is expressly forbidden as stated in the acceptable use policy.

8. Allowing the use of an account by someone other than the registered account holder is forbidden.

9. The District and/or network does not warrant that the functions of the system will meet any specific requirements that the user may have, or that the network will be error free or uninterrupted; nor shall it be liable for any direct, indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

10. In consideration for the privileges contained above, the staff member hereby agrees to abide by the requirements contained therein and releases the District network and its operators and Administration from any and all claims of any nature arising from use or inability to use the district and/or network resources.

CPS District Calendar - 2026-2027

August 2026

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September 2026

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October 2026

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November 2026

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January 2027

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April 2027

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June 2027

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July 2027

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- 1/2 Day for Students and Staff
- School Not in Session
- Students Do Not Report, Staff Does Report
- 1/2 Day for Students
- Self-Selected Teacher Work Day

August 17 - 28 — Self-Selected Teacher Workday (One Day Required)
September 1 — Professional Development Day (CMHS Open House 4–6 PM)
September 2 — Professional Development / Staff Breakfast (CES Open House 4–6 PM)
September 7 — Labor Day: No School
September 8 — First Day of School: ½ Day for Students, K-12 Teacher Afternoon PD
November 4 — No School: ISD-Wide Professional Development Day
November 10 — K–6 Teacher Evening Conferences
November 12 — ½ Day Students / K–12 Afternoon & Evening Conferences
November 25–27 — Thanksgiving Break (No School)
December 23 – January 1 — Winter Break (No School)
January 14 — ½ Day Students / K–12 Teacher Work Day
January 15 — ½ Day Students / CMHS Work Day / CES Professional Development
January 18 — MLK Day: No School
February 12 — No School: Professional Development Day
February 15 — Presidents' Day: No School
March 2 — K–6 Teacher Evening Conferences
March 4 — ½ Day Students / CMHS PD & Evening Confs / CES Afternoon & Evening Confs
March 25 — ½ Day for Students & Staff
March 26 – April 5 — Spring Break (No School)
May 28 — ½ Day for Students & Staff
May 31 — Memorial Day (No School)
June 10 —½ Day for Students, Staff Luncheon / K–12 Teacher Afternoon Work Day
June 11 — Last Day of School: ½ Day for Students, K–12 Teacher Afternoon Work Day

CPS District Calendar - 2027-2028

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1/2 Day for Students and Staff
- School Not in Session
- Students Do Not Report; Staff Does Report
- 1/2 Day for Students
- Self-Selected Teacher Work Day

August 23–27 — Self-Selected Teacher Workday (One Day Required)
August 31 — Professional Development (½ Day)
September 1 — Professional Development Day (CMHS Open House 4–6 PM)
September 2 — Professional Development / Staff Breakfast (CES Open House 4–6 PM)
September 6 — Labor Day: No School
September 7 — First Day for Students: HALF DAY, Staff Afternoon PD
November 3 — No School: ISD-Wide Professional Development Day
November 9 — K–6 Teacher Evening Conferences
November 11 — ½ Day Students / K–12 Afternoon & Evening Conferences
November 24–26 — Thanksgiving Break (No School)
December 23 – January 2 — Winter Break (No School)
January 13 — ½ Day Students / K–12 Teacher Work Day
January 14 — ½ Day Students / CMHS Work Day / CES Professional Development
January 17 — MLK Day: No School
February 18 — No School: Professional Development Day
February 21 — Presidents' Day: No School
March 1 — K–6 Teacher Evening Conferences
March 2 — ½ Day Students / CMHS PD & Evening Confs / CES Afternoon & Evening Confs
March 23 — ½ Day for Students & Staff
March 24 – April 3 — Spring Break (No School)
April 14 — Good Friday: ½ Day for Students & Staff
May 26 — ½ Day for Students & Staff
May 29 — Memorial Day: No School
June 8 —½ Day for Students, Staff Luncheon / K–12 Teacher Afternoon Work Day
June 9 — Last Day of School: ½ Day Students, K–12 Teacher Afternoon Work Day

APPENDIX B

MEA Salary Scale

2026-2027 4% Increase

Step	BA	BA+20	MA	MA+15	MA+30 EDS
1	57,649	59,653	61,206	-	-
2	60,610	62,736	64,207	-	-
3	63,350	64,868	67,003	67,932	-
4	65,482	67,301	69,891	71,563	-
5	67,609	69,440	72,279	74,309	-
6	70,353	72,173	75,220	76,742	77,649
7	72,783	74,763	77,493	79,181	80,991
8	75,368	77,202	80,090	81,758	83,123
9	78,111	79,778	82,671	84,201	85,572
10	83,569	84,135	85,256	86,623	88,157
11	83,569	87,951	88,299	89,835	91,199
12	83,569	90,279	92,909	94,603	96,034
15	85,954	92,667	95,304	97,207	98,448
20	88,338	95,139	97,684	99,381	100,957
25	90,676	97,684	100,356	102,230	103,862



MEA Salary Scale

2027-2028 4% Increase

Step	BA	BA+20	MA	MA+15	MA+30 EDS
1	59,955	62,039	63,655	-	-
2	63,034	65,246	66,775	-	-
3	65,884	67,463	69,683	70,650	-
4	68,101	69,993	72,686	74,426	-
5	70,313	72,218	75,170	77,281	-
6	73,167	75,060	78,229	79,812	80,754
7	75,694	77,754	80,593	82,348	84,230
8	78,382	80,290	83,293	85,029	86,448
9	81,235	82,969	85,978	87,569	88,995
10	86,912	87,500	88,666	90,088	91,683
11	86,912	91,469	91,831	93,428	94,847
12	86,912	93,890	96,625	98,388	99,875
15	89,392	96,374	99,116	101,095	102,386
20	91,872	98,945	101,592	103,357	104,996
25	94,303	101,592	104,370	106,319	108,016

APPENDIX C INSURANCE BENEFITS

A. Upon acceptance of written application, the Board agrees to provide each employee in the Bargaining Unit with medical care protection for the employee and his immediate family.

Rates for the above

Single
Employee and spouse
Employee and children
Full family

The Board shall contribute the state mandated hard cap amounts each year for employee's medical costs.

Bargaining Unit Members not electing health insurance coverage may take the cash in lieu amount. For the employees electing cash in lieu of insurance, the employer shall provide a cash option in lieu of health benefits equal to the amount of the single subscriber mandated hard cap with the annual increases per PA 152. (Members currently receiving the single subscriber rate of $616.37 per month shall have this rate frozen. Any new members or any member switching from receiving insurance benefits to Cash in Lieu shall receive the single rate specified above). according to the following:

1. The employer shall formally adopt a qualified plan document, which complies with Section 125 of the Internal Revenue Code.

2. The amount of cash payment received may be applied by the Bargaining Unit Member to an MEA Financial Services Tax-Deferred Annuity. To elect a tax-deferred annuity, the Bargaining Unit Member shall enter into a salary reduction agreement.

3. The program will become effective not more than ninety (90) calendar days from the ratification of this agreement. Benefits currently being provided to Bargaining Unit Member employees shall continue as is until the newly negotiated benefits program is in effect. All costs relating to the implementation and administration of benefits under this program shall be borne by the employer.

4. Any amounts exceeding the employer subsidy share may be payroll deducted

5. The Association shall review the cost and services of the selected carrier annually. Nothing in this letter, in the other sections of APPENDIX C, or the remainder of the existing agreement prohibits the Association from exploring different plans from different carriers in the future.

Proper filing of insurance applications shall be the responsibility of the individual teacher. New employees will receive insurance benefits upon qualification after their employment. Board insurance contributions will continue each month through August of each school year for which the teachers have fulfilled the terms of their contracts with the Board and are not in violation with the provisions of the Master Agreement.

B. The Board shall provide the MESSA Dental Care Program, 100:90/90/90 and an annual max. of $2,000: with a $1500 orthodontic rider in a MESSA-PAK for all employees of the Bargaining Unit and their eligible dependents.

C. Beginning with the 1990-91 school year a $50,000 AD&D negotiated life insurance policy will be in effect for each teacher employed in the school system. The term life insurance will be part of a MESSA-PAK.

D. The Board shall provide the MESSA Vision VSP Plus P program in a MESSA-PAK for all employees of the Bargaining Unit and their eligible dependents.

E. The Board shall provide Long Term Disability for all eligible employees of the Bargaining Unit. Benefits shall be paid at 66 2/3% of employee's salary Max $6,000. The LTD will be part of a MESSA-PAK.

APPENDIX D
ADDITIONAL COMPENSATION & ATHLETIC COACHES

The following shall be the schedule for teachers performing duties as indicated:

I. Athletics

Head Varsity Football	12
Assistant Football	8
Head Varsity Basketball	12
J.V. Basketball	8
Freshman Basketball	8
Head Track	8
Assistant Track	6
Cross Country	8
Ski	8
Golf	8
Wrestling	10
Volleyball	8
JV Volleyball	6
Tennis	8
Baseball	8
Softball	8
Soccer	8
Strength and Athleticism Coach…	5

Middle School Sports	6% one team, 9% two teams
8th Grade Basketball	
7th Grade Basketball	
Cross Country	
8th Grade Volleyball	
7th Grade Volleyball	
Track and Field	(2 positions)
Football	(2 positions)
Middle School Rayder Teams	$ 1,000.00
Middle School Cheerleading…	2%

A. Percentages are based upon the number of consecutive years of coaching experience in that sport, in Charlevoix, capped at five (5) years of experience, and to be applied to that level of the B.A. track.

B. Anyone receiving payment under Appendix D shall have the option of receiving one lump sum or having the payment distributed evenly throughout the remainder of their pay schedule for that year. Anyone involved with ongoing, year around activities shall have the option of receiving one lump sum or have their payment prorated and distributed evenly throughout the calendar year in their bi-weekly checks. Where applicable, payments will be made after inventory is made, equipment stored, and the material requisition for the following season is filed with the athletic director.

C. In the event the Board hires assistant coaches for these sports where no assistant coach salary is listed above, the rate of pay shall be set at 2/3 the percent stipulated above for the head coach in that sport.

II. Special Duties

Approved Club Sponsors	$ 500.00
District Newsletter (Insider)	$ 500.00
High School Newspaper/ Social Media Sponsor	$ 550.00
High School Yearbook Sponsor	$1,000.00
Middle School Yearbook Sponsor	$ 700.00
CES Social Media	$ 600.00
CMHS Social Media	$ 600.00
Band Director (Marching & Concert Bands)	12% of BA Track
Performing Arts Director	12% of BA Track
Assistant Performing Arts Director	$1,000.00
Future Problem Solving	$ 600.00
Senior Class Sponsors (2) (total)	$ 700.00
Junior Class Sponsors (2) "	$ 800.00
Sophomore Class Sponsors (2) "	$ 600.00
Freshman Class Sponsors (2) "	$ 600.00
Spanish Club	$ 500.00
Fine Arts (4 positions)	$ 600.00
High School Student Council (2) (total)	$1,600.00
Model UN Sponsor	$ 600.00
MHSAA Broadcasting Supervisor	$ 600.00
Quiz Bowl	$ 700.00
8th Grade D.C. Trip Coordinator (2) (total)	$1,000.00
Social Media Coordinator (1 per Bldg)	$2,000.00
CES Student Council	$1,600.00
Summer Pay Rate	$37.50/hour
Summer School Director	$50.00/hour

A. One half to be paid at the end of each semester for yearbook, marching band and concert band.

B. Marching band and concert band duties to include regular school activities such as athletic contests, concerts, festivals, baccalaureate and graduation. Twenty dollars per day will be paid to the director each time he accompanies his band to a parade or other event in addition to regular school activities.

C. Upon prior approval by the Principal and Superintendent, the Yearbook Supervisor shall be compensated at the rate of $35.00/hour for up to 12 hours per summer. The Yearbook Supervisor shall submit an estimate of and rationale for required extra hours for a given summer by May 1 of the concluding school year.

D. The Vocational Director shall receive 1/10 and the Athletic Director shall receive 1/8 of their regular teaching salary. This will apply to both high school and middle school.

E. The assistant performing arts director shall receive $500 from the Fine Arts Stipend immediately following the Fall Show and $500 from the general fund immediately following the Spring Show.

F. All other special duty positions will be paid at the end of the second semester.

G. Experienced Educator applicants must have completed twelve (12) years of teaching service in Charlevoix Public Schools, excluding years of unpaid leave, completed at least twenty-five (25) years of teaching in the state of Michigan **(inclusive of purchased service credit)**, and be a full-time employee. The teacher must inform the superintendent by formal application no later than August 15th of any given school year. A teacher who satisfies the requirements for an Experienced Educator as set forth in Appendix D, shall be paid $5,000 per year for up to three consecutive years in total. Prior to acceptance of an Experienced Educator position, the teacher, his/her immediate supervisor (or superintendent), and Association shall agree to specific educational duties in addition to the teacher's normal teaching day that accumulates to at least sixty (60) hours over the course of each school year. The teacher shall be responsible for documenting his/her duties as they are completed. Priorities for these duties will be in areas related to curriculum development, instructional coaching, and district support roles. A teacher shall only be eligible for the Experienced Educator position one time during their tenure with Charlevoix Public Schools.

III. The Board reserves the right to determine if positions are to be filled. During the term of this contract the Board also reserves the right to determine if additional positions are to be added to Appendix D and, with mutual agreement with the Association, to determine the remuneration for each position added.

IV. Any teacher who is required by the Board of Education to perform activities not compensated for under the salary schedule or other schedules in this Agreement shall be paid accordingly as provided under Article XV(C).

V. Each employee shall be allowed to complete 24 hours of professional development over Summer Break. 12 of those hours must be completed as part of an approved summer study program and the other 12 hours must be personal professional development. Such hours shall have the approval of the Building Principal and shall be paid at the rate of: Year 1 - $37.50/Hour; Year 2 - $40.00/Hour as provided in Article XVI Section C.

APPENDIX E

GRIEVANCE REPORT FORM

Distribution of Form:
1.
2.
3.
Superintendent
Principal Association

Grievance #_____School District _____

GRIEVANCE REPORT
Submit to Principal in Duplicate

Building _____ _____Date Filed _____
Assignment_____
Name of Grievant_____

STEP I

A. Date Cause of Grievance Occurred _____

B.1. Statement of Grievance _____

_____

_____

2. Relief Sought

_____

_____

_____
Signature Date

C. Disposition by Principal _____

_____

_____

_____
Signature of Principal Date

D. Position of Grievant and/or Association _____

_____

_____

Signature Date

STEP II

A. Date received by Superintendent or Designee _____

If additional space is needed in reporting Sections B1 & 2 or Step I, attach an additional sheet. (Note: continued on next page)

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 the Board _____

_____

_____
Signature Date

C. Position of Grievant and/or Association _____

_____

_____
Signature Date

STEP IV

A. Date submitted to Arbitration_____

B. Disposition of Arbitrator _____

_____

_____

_____

Signature of Arbitrator

Date of Decision

NOTE: All provisions of Article XVII of the Agreement dated 9-1-78 will be strictly observed in this settlement of grievance.

CODE OF ETHICS OF THE EDUCATION PROFESSION

Adopted by the
NEA Representative Assembly, July 1975

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive, and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPLE I
COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly:
   a. Exclude any student from participation in any program;
   b. Deny benefits to any student;
   c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II
COMMITMENT TO THE PROFESSION

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosures serve a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PROVISIONS FOR NATIONAL ENFORCEMENT
CONSTITUTION,
NATIONAL EDUCATION ASSOCIATION

ARTICLE VII, Section 2, a. The Review Board shall have original jurisdiction in the following cases:

1. Impeachment of an officer who is a member of the Executive Committee;
2. Alleged violations of the Code of Ethics of the Education Profession.

ARTICLE VII, Section 2, b. The Review Board shall have the following powers subject to the conditions as herein outlined:

1. To impeach an officer. The officer shall have the right to appeal to the Board of Directors;
2. To censure, suspend, or expel a member for violation of the Code of Ethics of the Education Profession . . . The member shall have the right to appeal to the Executive Committee on procedural grounds only.
3. To vacate censure, lift suspension, or reinstate a member.

ARTICLE VII, Section 4. The Review Board shall establish its rules of procedure with the approval of the Board of Directors. Due process must be guaranteed in all its proceedings.

ADHERENCE TO THE CODE
CONSTITUTION, NATIONAL
EDUCATION ASSOCIATION

ARTICLE II, Section 2, b. Members engaged in teaching or in other educational work shall adhere to the Code of Ethics of the Education Profession.

ARTICLE IV, Section 6. Executive officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, . . .

ARTICLE VI, Section 4. Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, . . .

ARTICLE VII, Section 5, a. Members of the Review Board may be impeached (by the Executive Committee) for violation of the Code of Ethics of the Education Profession . .

PROFESSIONAL APPRAISAL RUBRIC CHARLEVOIX PUBLIC SCHOOLS

CENTER for EDUCATIONAL LEADERSHIP
UNIVERSITY OF WASHINGTON • COLLEGE OF EDUCATION

An Overview of the
5D+™ Rubric for Instructional Growth and Teacher Evaluation, Version 3

Code	Indicator
PURPOSE dimension	
P1	Learning target(s) connected to standards
P2	Lessons connected to previous and future lessons, broader purpose and transferable skill
P3	Design of performance task
P4	Communication of learning target(s)
P5	Success criteria
STUDENT ENGAGEMENT dimension	
SE1	Quality of questioning
SE2	Ownership of learning
SE3	Capitalizing on students' strengths
SE4	Opportunity and support for participation and meaning making
SE5	Student talk
CURRICULUM & PEDAGOGY dimension	
CP1	Alignment of instructional materials and tasks
CP2	Teacher knowledge of content
CP3	Discipline-specific teaching approaches
CP4	Differentiated instruction for students
CP5	Use of scaffolds
ASSESSMENT FOR STUDENT LEARNING dimension	
A1	Student self-assessment
A2	Student use of formative assessments over time
A3	Quality of formative assessment methods
A4	Teacher use of formative assessments
A5	Collection systems for formative assessment data
CLASSROOM ENVIRONMENT & CULTURE dimension	
CEC1	Classroom arrangement and resources
CEC2	Learning routines
CEC3	Use of learning time
CEC4	Student status
CEC5	Norms for learning
PROFESSIONAL COLLABORATION & COMMUNICATION dimension	
PCC1	Collaboration with peers and administrators to improve student learning
PCC2	Communication and collaboration with parents and guardians
PCC3	Communication within the school community about student progress
PCC4	Support of school, district and state curricula, policies and initiatives
PCC5	Ethics and advocacy

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Contractual Agreement Between Charlevoix Public Schools Board of Education and Charlevoix Education Association

This Contractual Agreement is entered into between the Charlevoix Board of Education (the "District") and the Charlevoix Education Association (the "Association") and shall be in effect until August 31, 2028.

The parties have negotiated in good faith for the best interests of both the Board and the Association. The contract complies with all current, applicable state laws.

It is the agreement of the Board and the Association that:

1) Duration

The following 2-year agreement will be in effect from September 1, 2026, to August 31, 2028.

2) Compensation

2026–2027 (Year 1)

- Full advancement on steps and lanes.
- The salary scale increase will be 4% of the current salary.
- One-time, off-scale payment of $3,000
- Hourly Rate - Increase for substituting, extra duties, and summer PD to $37.50
- Summer School Rate to $45.00 and Summer School Director to $50.00
- BIT Chair Pay Increase to 5% of base salary.

2027–2028 (Year 2)

- Full advancement on steps and lanes.
- The salary scale increase will be 4% of the current salary.
- One-time, off-scale payment of $2,500
- Hourly Rate - Increase for substituting, extra duties, and summer PD to $40.00

3) Other

- Calendar for 2026–2027 & 2027–2028.
- Agreed Upon Language Updates

FOR THE DISTRICT:

Signed by:
4E641F1FCFAB45C...
Jennifer Cunningham, Board President

Signed by:
Benjamin Muladore
5E32844790954E4...
Ben Muladore, Board Secretary

DocuSigned by:
Mike Ritter
38ADF43808154478...
Mike Ritter, Superintendent

August 17, 2026 Date

FOR THE ASSOCIATION:

DocuSigned by:
Eric Wrzesinski
08C2C948933142B...
Eric Wrzesinski, CEA President

DocuSigned by:
Nick Vuillemot
C710B50C9A334E8...
Nick Vuillemot, CEA Chief Bargainer

DocuSigned by:
B01B184A203F44C...
Nathan Fleshman, NMEA President

DocuSigned by:
Deb Larson
A790021818 1C468...
Deb Larson, NMEA Staff Liaison

August 17, 2026 Date