MASTER AGREEMENT

between the

PICKFORD PUBLIC SCHOOLS
and the

PICKFORD EDUCATION ASSOCIATION

September 1, 2025 – August 31, 2027

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This Master Contract, entered into this September 1, 2025 by and between the Pickford Education Association, hereinafter called the "Association" and the Board of Education of the Pickford Public Schools, hereinafter called the "Board."

ARTICLE 1 – RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all teaching personnel whether under contract, either verbal or written, on leave, or on a per diem, hourly or class rate basis, employed by the Board. Such representation shall exclude Superintendent and principals, and any other person engaged at least 50% of the time in the direct administration and supervision of professional personnel.

ARTICLE 2 – ASSOCIATION AND TEACHER RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any teacher rights her may have under Federal or Michigan laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

B. The Association and its members shall have the right to use school facilities at all reasonable hours for meetings in accordance with board policy. Such meetings are not to interfere with other regularly scheduled activities. No meetings will be held on holidays or Sundays unless Board permission is obtained.

C. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

D. The Association shall have the right to use computers, copiers, and all type of audio-visual equipment at reasonable times, when such equipment is not otherwise in use at school. Available supplies may be purchased by the Association at cost. No equipment shall be removed from the site without prior permission of the Board or its designee.

   The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in the lounge of each school building. The Association may use teacher mailboxes for communications to teachers. It shall be clearly understood that none of the above facilities shall be used for posting or transmitting materials of a political nature, supporting a political party or candidate, or a political issue. No teacher shall be prevented from wearing insignias, pins or other identification of membership in the Association either on or off school premises.

   All Association business conducted or meetings attending during the regular school day must be recorded and tracked in the District's attendance system.

E. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available compiled information concerning the financial resources of the district, tentative budgetary requirements, and allocations 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. The Board may assess a reasonable fee for providing such materials.

F. The Association President will be provided the contents of the Board packet that will be discussed in open session at the time the packets are sent to the Board members. In the event items are exempted by the Superintendent from the packet, the Association President and Superintendent may confer on the reasons.

G. The Board shall provide access to its policy and district guidelines online.

H. The exercise of any religious or political rights outside of times of employment shall not be grounds for any discipline or discrimination with respect to a teacher's employment.

I. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status, or membership in the Association or with the activities of any employee organization.

J. No material originating after original employment will be placed in his/her personnel file unless the teacher has had an opportunity to review the material.

K. Any written complaint made against a teacher will be promptly brought to the teacher's attention by the administration to the maximum extent permitted by law. The merits of a complaint shall not be useable for the purposes of an annual teacher performance evaluation unless the complaint has been substantiated.

L. A bargaining unit employee shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the district. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until the representative of the Association is present. The meeting will not be delayed for more than two work days without agreement between the Association and Administration.

M. If the teacher believes that material placed in his/her file is inappropriate or in error, he may receive adjustment, provided cause is shown, through the Grievance Procedure. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

N. The district supports to the concept of progressive discipline. Progressive discipline may include utilizing:

i. Oral and/or written coaching,

ii. Oral and/or written reprimand,

iii. One-day suspension without pay,

iv. Further suspensions without pay,

v. Discharge.

The parties recognize that the severity of an offense may provide cause for the acceleration of the above progression of discipline.

No suspension without pay for less than thirty (30) shall adversely affect any other rights or benefits under this Agreement.

ARTICLE 3 – BOARD RIGHTS

A. 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 limited the generality of the foregoing, the right:

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

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

iii. 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;

iv. 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;

v. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect to administrative and non-teaching activities, and the terms and conditions of employment.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, and 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 thereof 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 4 – TEACHING HOURS

A. The teacher's normal teaching hours in the elementary and secondary schools shall be as follows:

   i. Teachers shall be at school by 8:05 a.m. each day and may leave at 3:15 p.m. To leave earlier a teacher will secure permission from the principal.

   ii. In order to insure maximum teaching performance, each teacher shall have a minimum of 210 minutes per week for preparation.

   iii. All teachers shall be assigned a continuous duty-free lunch period at least thirty (30) minutes in length.

   iv. Teaching hours and student contact hours will be sufficient to meet the State of Michigan "days and hours of instruction."

B. Nothing in this agreement shall require the Board to keep schools open in the event of inclement weather, technical failures, or when otherwise prevented by an Act of God. When schools are closed to students due to an order of the Superintendent or other governmental authority, teachers shall be excused from reporting for duty, for duty without loss of pay. Teachers who have scheduled personal business days or sick days shall not be charged for them, provided school was closed for the entire day. If any of the above conditions occur after the beginning of the school day, teachers may leave as soon as the students in their charge have left the school grounds or an administrator releases them from that responsibility. In the event schools are closed to students, if necessary in extenuating circumstances as decided by the Superintendent or designee, teachers shall report for, or remain at their duty stations until excused by an administrator.

C. Should a closing because of conditions not within the control of school authorities require the scheduling of additional days or hours necessary to be in compliance with state pupil instructional hour requirements, such additional days or hours will be rescheduled to be worked without additional compensation. The Administration will meet with the Association to develop a mutually agreeable revised calendar. If the parties cannot agree on a revised calendar, additional days will be added at the end of the school calendar.

ARTICLE 5 – TEACHING LOADS AND ASSIGNMENTS

A. The normal weekly teaching load in the junior and senior high schools will be thirty (30) teaching periods and five (5) unassigned preparation periods. Without his/her consent, no teacher shall be assigned to more than thirty (30) hours of pupil contacts per week. Assignment to a supervised study period shall be considered a contact period for purposes of this Article, but is not to be considered a teacher preparation.
The normal teaching load in the elementary schools shall not exceed thirty (30) hours of pupil contact per week.

B. The Administration reserves the right to schedule special faculty meetings beyond those scheduled in the calendar. As much prior notification as possible will be given the teachers. If a teacher already has a prior commitment, he shall notify the Administration. In no case shall the number of special meetings exceed two (2) per month.

C. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists.

D. Parental requests for meetings with individual teachers may be honored and the meeting held during the teacher's conference preparation period where this is possible.

E. All teachers shall be informed of their tentative teaching assignments for the forthcoming year not later than July 31. If a change in assignment arises due to an emergency after July 31, every effort shall be made by the Board to notify teacher of the changes.

F. Any extra duty assignments not contained in Schedule B, and not including internal substituting, which are made available to EA bargaining unit members will be offered to interested EA staff members.

    i. Participation in any said extra duty assignments will be voluntary and on a semester basis.

G. No departure from these norms, except in case of emergency, shall be made without mutual consent between the Board and the Association.

ARTICLE 6 – CLASS SIZE AND TEACHING CONDITIONS

A. If a kindergarten classroom has more than twenty-eight (28) pupils of record, or an elementary school classroom 1st through 5th grade has more than thirty (30) pupils of record, based on the district count days in October and February, the district shall pay the classroom teacher and additional $1,000 per pupil over the limit, per semester.

   The extra compensation will be paid during the last pay period of the semester.

B. In the Middle School and High School (grades 6-12) classrooms where students change classes each period, the teaching load shall be:

GENERAL CLASSROOM: 180 students per day. An overload of three (3) students above the recommended thirty (30) students is agreed to.

The additional overload of three (3) students will only be acceptable in two (2) of six (6) classes daily. In no instance will the 180 student contact limit be exceeded per day.

Lab Classes will be limited to 24.

MUSIC: 200 students daily; class size to be determined by the activity.

PHYSICAL EDUCATION: 38 students per class period.

The above stated class size limits must be achieved no later than four (4) weeks after the opening of school, and the start of the second semester. Administration will attempt to correct overloads before that time, in order to prevent disruption in the educational process for students.

C. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained to the maximum extent allowed by district finances.

D. The Board shall make available in each school, a restroom, and lavatory facilities for teacher use and at least one room which shall be reserved for use as a faculty lounge.

E. Parking facilities shall be provided for teacher use.

F. Teachers are expected to be at their duty stations on time and prepared to fulfill their contractual responsibilities.

G. Blended Learning – Teachers shall not be required to provide instruction via video or audio streaming to unsupervised remote students while concurrently teaching students in person. Virtual instruction may be mandated if the district switches to virtual instruction for a period of time and teachers are not required to teach in person concurrently.

ARTICLE 7 – VACANCIES, PROMOTIONS, TRANSFERS, LAYOFF AND RECALL

A. Whenever any vacancy in any certificated teaching position or in any extra-curricular position in the district shall occur, the Board shall publicize the same by providing appropriate posting via email to each bargaining unit member. No such vacancy shall be filled, except in the case of an emergency on a temporary basis, until such vacancy has been posted for at least five (5) calendar days. A vacancy shall be defined for the purposes of this agreement as a position within the bargaining unit presently unfilled, including newly created positions, as well as such positions currently filled but anticipated to be open. Transfers are not a vacancy.

B. Any teacher may apply for a vacancy in the bargaining unit. The Board agrees to consider each applicant's teaching qualifications for any such vacancy. The Board supports a policy of filling bargaining unit vacancies from within its existing staff, however, the filling of any vacancy is solely the responsibility of the Board.

C. Any teacher desiring a transfer must place the request and the reason(s) for the request in writing to the Superintendent. Such requests shall be valid for one (1) school year. The Board is not obligated to create a new position to satisfy a request for transfer.

D. Involuntary transfers may not be made for reasons that are arbitrary or capricious. For transfers during the school year, five (5) workdays' notice will be given before the transfer to the new position occurs.

E. Any teacher who is transferred to a full-time or part-time supervisory position and who shall later return to teacher status, shall be entitled to retain such rights as he/she may have had under this Agreement prior to the transfer. A person in a full-time supervisory position shall not accrue seniority in teaching. A person in a part-time teaching position shall accrue seniority in teaching commensurate to actual teaching hours.

F. In the event that 1 or more teaching positions are to be reduced, in compliance with board policies, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the following factors:

    i. Retaining the most effective teachers who are certified or otherwise approved or authorized and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.

    ii. The teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and based on documentation on file and verified by the Superintendent's office.

    iii. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding.

    iv. Credentials needed for District, school, or program accreditation.

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

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

vii. Disciplinary record.

viii. Recency of relevant and comparable teaching assignments.

ix. Previous effectiveness ratings.

x. Punctuality.

xi. Compliance with state and federal law.

G. If the reduction or recall decision involves more than 1 teacher and all other factors distinguishing those teachers from each other are equal, seniority will determine preference for reduction or recall.

H. Seniority is defined as active service time within the bargaining unit and shall be computed from the bargaining unit employee's first day of work since the most recent date of hire. If more than one individual has the same day of work, all individuals so affected will participate in a drawing in a method agreed to by the participants to determine placement on the seniority list. If the participants cannot agree on a method the superintendent shall decide.

ARTICLE 8 – SPECIAL PROBLEMS, DISCIPLINE

A. The maintenance of classroom discipline and order is a joint responsibility of the parties.

B. Whenever a particular student appears to need specialized attention or assistance which the teacher cannot provide in the classroom, the teacher will notify the Administration of the problem. The Administration agrees to investigate the problem and to recommend appropriate solutions to the Board.

C. Any student who creates disciplinary problems in the classroom will be immediately brought to the attention of the building principal. The teacher may remove the pupil from the class, subject, or activity for up to one (1) full school day.

The teacher shall immediately report the removal and the reason for the removal to the school principal or available administrator and send the pupil to the school principal or available administrator for appropriate action.

As soon as possible after a removal of this type from class, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the removal.

During a removal from class of this type, the pupil shall not be returned that school day to the class, subject, or activity from which he or she was removed without the concurrence of the teacher and the school administrator.

D. Any case of assault upon a teacher during times of employment shall be reported immediately to the building principal. The Administration will assist the teacher in notifying medical, law enforcement, and other appropriate authorities. The district shall reimburse any bargaining unit member up to $1,500 in losses during the course of one (1) school fiscal year for damages to or destruction or loss of the bargaining unit members personal property which occur in the course of employment, provided such damage, destruction or loss occurred on school premises or while on a school sponsored activity and was not the result of negligence of the bargaining unit employee. Damage, destruction, or loss of a bargaining unit employee's vehicle shall be the lesser of the $1,500 or the bargaining unit members insurance deductible established by their auto insurance policy.

E. Teachers are required to exercise care and discretion in regard to the safety of students and property.

ARTICLE 9 – EVALUATION

A. All teachers shall receive a year-end evaluation, conducted pursuant to current state law. A non-compliance issue with the evaluation process and procedures may be the subject for grievance. The results of the evaluation may be addressed under MCL 380.1249(2)(l).

B. Within the first two (2) weeks of each school year, the district shall provide, during contractually scheduled Professional Development time, training to all teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process.

C. If a tenured teacher is rated "effective" or higher for three (3) consecutive year-end evaluations, they may be evaluated every second or third year thereafter as determined by the building administrator(s). If the subsequent year-end rating is not "effective" on a biennial or triennial evaluation, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years. Teacher evaluation schedules will be communicated annually by the administration.

D. The teacher and their administrator will meet within the first two weeks of a school year to finalize mutually agreed upon Student Learning Objectives which shall account for 20% of the evaluation framework. If no agreement is reached by the end of the two-week period, student growth and assessment data from the state assessment data will be used.

E. With approval by the evaluator, data attributed to students with anomalous circumstances, including excessive absences, partial year transfers students in or out, students who have special needs that are included in the general education classroom, may be eliminated from

the student growth and assessment data attributable to the actual teaching responsibilities of the individual teacher.

F. The district shall use the Thoughtful Classroom Teacher Effectiveness Framework (Silver Strong & Associates) already in place. If an alternative system is decided upon, it must be mutually agreed upon with the district and bargaining unit.

G. Evaluation of a teacher in relation to their assignment is a continuous process. Each Observation by the Evaluator(s) shall be made in person.

H. There shall be at least two (2) classroom observations of a teacher in each school year the teacher is evaluated. One shall be scheduled with notice given to the teacher at least two (2) school days prior. Unscheduled observations included in the final evaluation will be documented as unscheduled. No observations may be held during the first ten (10) days of school. No observations will take place two (2) days prior to or two (2) days following a planned school break. All observations must be completed by May 15th.

I. The post-observation conference shall be held no later than ten (10) calendar days after the observation occurred. The Post Observation Conference will be guided and documented by the use of the Post-Observation Conference form from the TCTEF. After the post observation meeting, the teacher will be provided written feedback and suggestions for improvement on that observation on the Classroom Observation Dimension form(s) from the TCTEF. The evaluator shall inform the employee of performance area(s) that need to be improved together with recommendations for improvement. An Association representative may be present at the conference at the employee's request. This written feedback will be provided within 30 calendar days of the observation. Teachers may request an additional observation during their post-observation meeting. Any requests for an additional observation must be granted up to a total of three (3) observations in a school year.

ARTICLE 10 – PROFESSIONAL COMPENSATION

A. The compensation of teachers covered by this Agreement is set forth in Schedule A (Salaries) and Schedule B (Extra-Curricular Salaries) which are attached to an incorporated in this Agreement.

B. The Salary Schedule is based upon a normal weekly teaching load as defined in Article V. For extra work, the teacher shall be entitled to appropriate additional compensation as defined in Schedule B.

    i. If a teacher in the middle or high school shall teach more than the normal teaching load set forth in the Article, defined as teaching seven (7) periods with no designated preparation period, as part of a regular daily teaching schedule, he/she shall receive additional compensation at one-sixth (1/6) times his/her regular teaching salary per

year. Assignment of more than six (6) teaching periods per day shall be subject to the approval of the teacher involved.

C. Salary Schedule A is based upon the regular school calendar. For teaching assignments in excess of the normal teaching load, teachers will be compensated at one (1) times their individual hourly rates. A teacher shall have the right to reject any teaching assignment in excess of the normal teaching load. The teacher's hourly rate shall be determined in the following manner:

$$\frac{\text{Teacher's Contracted Annual Salary}}{\text{Contract Days X 6 Periods/Day}} = \text{Hourly Rate}$$

Hourly Rate X Contracted Days = Yearly compensation for teaching in excess of normal load

D. Salary Schedule A is based upon a work year of 182 teacher days. Should the district need to add days to meet state guidelines/requirements, any days beyond the 182 days shall be compensated at the teacher's per diem rate. The teacher's per diem rate shall be calculated in the following manner:

$$\frac{\text{Teacher's Contracted Annual Salary}}{\text{182 Contract Days}} = \text{Per Diem Rate}$$

E. The additional semester hours for the intermediate steps of Schedule A need not be toward a Master's Degree but must be of such a nature as to contribute to the overall effectiveness of the teacher's duties. The Superintendent of Schools shall determine each case on its merits.

F. If a teacher is asked to substitute for another teacher during their preparation period the teacher will receive compensation at a rate of (.001 X BA Base) per hour or shall be given the option of accumulating such substitution time toward compensatory time, i.e., one class period equaling one-seventh (1/7) compensatory time which may be used by the teacher for personal or other reasons within the current school year.

ARTICLE 11 – LEAVES WITH PAY

A. At the beginning of each school year each teacher shall be credited with twelve (12) days of leave, the unused portion of which shall accumulate to one hundred thirty-six (136) days.

B. Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

   i. Personal illness or disability. The teacher may use all or any portion of his leave to recover from his own illness or disability.

ii. Personal medical appointments. It is understood that doctor and dental appointments will be allocated under sick leave as they relate to the illness or condition of the teacher.

iii. Illness or death in the immediate family. The term immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father- and mother-in-law, aunt and uncle, brother- and sister-in-law, daughter- and son-in-law, son- and daughter-in-law, and grandparents of member or spouse. This also includes a dependent living in the immediate household. The term household is interpreted as those who dwell under the same roof and comprise a family or a domestic establishment.

iv. Other deaths. Attendance at funerals outside the immediate family shall be charged to personal leave.

C. Personal Business – Teachers may be granted use of five (5) days per year of their leave allotment for personal business leave if requested at least twenty-four (24) hours in advance, in writing, and approved by the Administration. Personal business means an activity that requires the teacher's presence during the school day, and is of such a nature that it cannot be attended to at a time when school is not in session. Approval of personal business days will be contingent on the availability of an external substitute. No more than three (3) personal business days may be taken consecutively.

i. The use of personal leave days that district provided professional development is scheduled is discouraged. Teachers that miss two (2) or more district provided professional development days will meet with administration to discuss the reasons related to missing professional development.

ii. If personal business days are not used, they shall accrue as sick leave days.

D. Upon termination of employment and ten (10) years of service with the Pickford Public Schools, or retirement, or death after ten (10) years of service with the Pickford Public Schools, a teacher shall be entitled to reimbursement of unused sick leave according to the following:

i. Compensated at the rate of .00130 times the BA base for each accumulated sick leave day not used, up to one hundred thirty-six (136) days, and

ii. Compensated at the substitute rate for the unused sick leave days in excess of one hundred thirty-six (136) days, but not exceeding twenty (20) days.

E. Jury Duty – Teachers who are called to serve on juries or subpoenaed to serve as a witness shall be granted the difference in daily rate of pay over and above the amount paid by the court. The teacher must provide a court payment voucher. This amount shall be paid at the earliest payroll date.

F. A sick bank for the benefit of teachers shall be established based on the following conditions:

i. To initially establish the sick leave bank, current members of the teaching staff who wish to participate shall donate two (2) leave days to the bank.

ii. Whenever the bank reaches the minimum of two (2) times the number of full-time teachers, it shall be replenished by each teacher contributing one (1) day sick leave to the bank. Such replenishment shall take place only once in a fiscal year.

iii. Whenever a teacher joins the staff, he/she shall contribute one (1) day to the sick leave bank.

iv. In the event that the bank is exhausted, teachers may donate additional days on a volunteer basis.

v. The maximum number of days that may be accumulated in the bank shall be two hundred (200). This maximum shall not apply to contribution of new teachers.

vi. The maximum number of days that any teacher shall be able to draw from the sick bank will be sixty (60) days. A teacher will apply for long term disability benefits by the 30th consecutive sick day to continue receiving benefits from the sick bank. A teacher who has been approved to collect long term disability benefits may not draw from the sick bank.

vii. A teacher may draw up to, but not exceeding, ten (10) days from the sick bank for maternity leave. This may be extended by thirty (30) days upon request for recovery from childbirth.

viii. A teacher shall not be eligible to draw from the central bank until his own personal sick leave has been expired for a period of five (5) working days. If the application is approved, the loan will be extended to cover the five- (5) day grace period.

ix. In succeeding years, a teacher who has borrowed from the bank shall replace one-half (1/2) of his/her accumulated sick leave at the end of each year into the central bank until he/she has replaced the loan.

x. Should a borrower not come back to work and pay off the loaned days he/she shall reimburse the PEA for any days owed at the going rate of substitute pay. If circumstances warrant, the committee may waive pay back provision.

xi. The sick leave bank shall be administered by a committee of five (5) persons: Two (2) persons appointed by the Superintendent of Schools and three (3) persons appointed by the Association. Teachers shall make application to this committee for a loan from the central bank.

xii. The applicant for a loan shall provide proof form a physician stating that he/she is unable to return to work before a loan shall be granted.

xiii. Decisions of the Central Bank Committee shall not be subject to the grievance procedure.

xiv. Any teacher choosing not to contribute to the bank will not be eligible to apply for days from the bank. Should a teacher who contributes to the bank decide to no longer belong to the plan, he/she will not be reimbursed for contributed days.

ARTICLE 12 – LEAVES WITHOUT PAY

A. Leaves of absence without pay, fringe benefits, advancement on the salary schedule, or accrual of seniority, for a period of up to one (1) year, may be granted under the following conditions, provided request for the leave is made thirty (30) days in advance.

   i. Military Leaves will be granted under the terms of applicable Federal Law.

   ii. A leave of absence shall be granted to any teacher for the purpose of childcare. Childcare may include but not be limited to situations of a seriously ill child, a terminally ill child, or the raising of a young child. The child may be of a natural or adopted parental relationship. The request must be accompanied by supportive evidence submitted by a recognized authority such as a social worker, psychologist, or appropriate medical personnel.

      Pregnancy related leaves shall be granted provided that the teacher notifies the Board in a reasonable length of time of the doctor's medical verification of pregnancy. The leave will commence on the date established by the teacher's doctor. The teacher may not return to work until she presents a written statement from her doctor certifying her ability to resume full teaching duties.

   iii. Educational leave may be granted to teachers for one (1) year to attend college as a fulltime student.

   iv. A teacher whose personal illness or injury extends beyond the period compensated under the Sick Days Provision of Article 10 shall be placed on a leave of absence for up to one year for the time necessary to recovery from the illness or injury.

B. Date of return from any leave under this section shall be established in advance by mutual agreement of the Board and the teacher.

C. Failure to return from an approved leave on the agreed upon date shall mean the teacher has voluntarily terminated his/her employment with the district.

D. Written request for an extension of the leave must be received by the Superintendent not later than ninety (90) days prior to the termination date of the leave.

E. Personal leaves not provided for above may be considered on a case-by-case basis.

F. Teachers who desire to maintain their medical insurance during the period of the leave may do so by paying in advance the cost of the premium to the Administration.

ARTICLE 13 – PROFESSIONAL LEAVE

A. School wide professional development days are planned with input from the school improvement team and are related toward making improvements on a school wide basis that will assist the school in meeting its annual school improvement goals. In order to make school wide progress, it is important that all staff be involved in these professional development activities identified by the school improvement team as important. The administration will attempt to schedule professional development days when they are least disruptive to the school learning atmosphere.

B. Pickford Public Schools will provide professional development opportunities to meet the state requirements for the probationary and tenured teachers. Professional development shall be planned in cooperation with the administration and align with goals established in the district school improvement plan. All staff are expected to attend scheduled school wide professional development days unless excused due to illness or other unavoidable cause. A staff member excused from professional development shall be given an opportunity to make up the missed day by participating in another professional development program mutually agreeable to the staff member and administration.

C. National Board Certification. National Board Certification (NBC) is a national voluntary system established by the National Board for Professional Teaching Standards designed to recognize teachers who meet the high and rigorous standards for what accomplished teachers should know and be able to do.

All members holding a baccalaureate degree from an accredited institution, having three (3) years' teaching experience, and holding a Michigan teaching license are eligible to earn NBC. All eligible members shall have an equal opportunity to earn NBC.

Any activity of a teacher related to NBC shall be voluntary. Members pursuing NBC may choose to terminate their involvement at any time without penalty or fear of retribution. It is the responsibility of the member to notify and receive concurrence from the Superintendent of their intent to apply for NBC by October 1 of each school year.

Up to three (3) days' paid leave (in addition to other leave granted in this document) will be provided to prepare and complete NBC activities. These days must be approved a minimum of three (3) days in advance by the building principal.

The district shall recognize the accomplishment of each member receiving NBC by paying an additional $1,000 stipend in annual compensation for each year the certificate is valid. All materials prepared for the NBC assessment, including videotapes, audiotapes, portfolios, documents, computer media, etc. shall be provided by the members, and remain the sole property of the member.

D. All Association Members: All Association Members will be excused to attend the regional MEA In-service Education Day when sure a day is scheduled.

E. Local Association Officers: Local Association Officers will be excused from teaching duties to attend official Association meetings called specifically for officers of local Associations.

ARTICLE 14 – MASTER TEACHER PRESENTATION PAY (MTPP)

A. Master Teacher Presentation Pay (MTPP) will be available for one (1) year to teachers with ten (10) or more years of service to the Pickford Public Schools and calculated as below. The Master Teacher may not repeat MTPP. and retirement is not required upon completion of MTPP.

Years of Service X .00375 X BA Base Salary

Example – Teacher A has 30 years of service, BA Base Salary $32,057

Teacher A also coaches and is a class advisor

MTPP = 30 X .00375 X $32,057 = $3,606 in Reportable Wages

The Master Teacher will prepare and present an after school professional development session on an educational topic related to their content area and student achievement. The duration shall be limited to one (1) to three (3) hours and shall be scheduled through the Superintendent's office. Teachers are required to attend at least two (2) Master Teacher Presentations per year when available.

MTPP will be added to the teacher's annual salary.

To be considered for MTPP, the teacher must have worked as a classroom teacher for the Pickford Public Schools for a minimum of ten (10) years. The teacher shall request to be placed on MTPP in writing prior to the end of the first semester. The MTPP placement shall be for one (1) year and is not renewable.

MTPP will be spread over remaining pays in the school year. MTPP will not be considered a part of the Step system.

B. The Board of Education will remit the appropriate amount for each teacher to the Michigan Public School Employees' Retirement System each pay period.

ARTICLE 15 – GRIEVANCE PROCEDURE

A. A grievance shall be defined to be a misinterpretation or application resulting in an alleged violation of the terms and conditions of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

   i. The termination of services of or failure to re-employ any probationary teacher;

   ii. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule;

   iii. Any matter involving teacher evaluation where the evaluation rating is "effective";

   iv. It is expressly understood that the Grievance Procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

B. The Association shall designate one (1) representative per building to handle grievances when requested by the grievant.

C. The term "days" as used herein shall mean days in which school is in session, except the summer when "days" shall mean days of the week (Monday-Friday).

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

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

   ii. It shall contain the facts giving rise to the alleged violation;

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

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

   v. It shall specify the relief requested.

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

E. The levels of the Grievance Process shall be as follows:

   Level One – A teacher alleging a violation of the provisions of this contract shall within five (5) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within three (3) days of said discussion to Level Two.

   Level Two – A copy of the written grievance shall be filed with the Superintendent or his designated agent. Within three (3) days of receipt of the grievance, the Superintendent or

his designated agent shall arrange a meeting with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association secretary, the building principal in which the grievance arose, and place a copy of same in a permanent file in his office. If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may proceed to Level Three.

Level Three – Within five (5) days of receipt of the Superintendent or their designee's decision or non-response, the grievant may file a written demand for arbitration with the American Arbitration Association and the Superintendent. A neutral third party will be assigned by the rules developed by the American Arbitration Association. The parties are responsible for their own costs, however, the costs of the Arbitrator shall be shared equally by the parties. The Board and the Association will be bound by the decision of the arbitrator.

F. 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 the strict adherence to the time limits may result in hardship of any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

G. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE 16 – INSURANCE PROTECTION

The Board will make payments of medical insurance premiums, up to the state mandated hard cap under Public Act 152 of 2011, as amended. Vision, dental, negotiated life insurance, and long term disability benefits listed below will be fully paid by the Board.

For those selecting a Health Savings Account (HSA) the HSA will be pre-funded as follows: January 6 months; July 2 months; September 4 months (6-2-4).

If the teacher separates from employment prior to the reimbursement of the Board's HSA payments, any remaining funds owed to the Board will be deducted from any monies owed to the teacher.

If medical premiums fall below the hard cap, the difference remaining, if any, will be equally disbursed to respective employee Health Savings Accounts.

Medical Insurance will be provided through the Upper Peninsula Area Purchase Agreement.

Medical insurance may be reviewed annually by the group and the Board upon expiration of the Upper Peninsula Area Purchasing Agreement letter of agreement.

Long Term Disability	70% $5,500 maximum 90 calendar days – modified fill Pre-existing condition waiver Maternity coverage Alcohol/Drug – same as any other illness Mental/Nervous – same as any other illness Freeze on offsets
Negotiated Life:	$50,000 AD&D
Vision	VSP-3
Dental	100:90/90/90: $1500 with Adult Ortho Class I & II maximums at $1000

The Board agrees to establish a qualified Section 125 Cafeteria Plan and, upon application by employees not taking health insurance, agrees to pay $5000 per year in lieu of health insurance. Said amount may be used to purchase any of the MESSA variable options and/or annuities, or may be taken as cash.

ARTICLE 17 – PART-TIME TEACHERS

A. Part-time teachers shall be advanced one (1) year on the salary schedule for every year they are employed for one-half (1/2) or more of the teaching hours per year. If a part-time teacher becomes full-time, his/her placement on the salary schedule shall be determined by the actual time in active teaching. The salary of a part-time teacher shall be:

   Number of work hours contracted per year X (salary step teacher is on)

   Number of hours in total teaching year

B. Seniority in teaching shall be computed upon actual number of work periods per school day, i.e., teacher with four (4) work periods shall be credited with 4/7-year seniority at the close of the school year.

ARTICLE 18 – MENTOR TEACHER

A. A Mentor Teacher shall be defined as a Master Teacher as identified in MCL 380.1526(1) of The Revised School Code and shall perform the duties of a Master Teacher as specified in the act.

B. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a

Mentor Teacher by the Administration after consultation with the Association. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.

C. Mentor Teachers shall serve in accordance with the following:

i. The ultimate and overriding criteria used in selecting a Mentor Teacher will be the candidate's recognition as a teacher skilled in the art and science of teaching with the capability to communicate these two areas.

ii. The Mentor Teacher shall be a tenured teacher within the bargaining unit (whenever possible) and shall have received an effective or highly effective rating on their most recent educator evaluation.

iii. Participation as a Mentor Teacher shall be voluntary.

iv. The District shall provide notification to all teachers of any mentor teacher positions as soon as they become available.

v. Mentor Teachers and Mentees shall work in the same building (elementary, middle, high school) and have the same area of certification (whenever possible).

vi. The Mentee shall be assigned to only one (1) Mentor Teacher at a time.

vii. The Mentor Teacher assignment will serve for one (1) year, subject to review by the Administration, Mentor Teacher and Mentee after three (3) months. The appointment may be renewed in succeeding years.

viii. Mentor Teachers may have up to two (2) mentees if so desired.

D. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential to the extent permitted by law.

E. Upon request, the Administration shall make available reasonable release time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular work day and school calendar year. Where possible the Mentor Teacher and Mentee shall be assigned common preparation time.

Suggested standards for release time will be the configuration of up to four (4) hours per month for the first year, up to four (4) hours every other month in the second year, and up to four (4) hours ever three (3) months in the third year. Requests for greater time spent

with the Mentee will be addressed with the building principal. It is also understood that time between the Mentor Teacher and the Mentee will necessarily take place weekly beyond the normal working day to establish this collaborative relationship. Time commitments beyond this minimum may be subject to revision due to state mandates. This provision is a suggested standard and will not be a factor in the decision to retain or dismiss a mentee.

F. Mentees shall be provided with a minimum of fifteen (15) days of professional development activities during their first three (3) years of classroom teaching. Professional development shall be scheduled within the parameters of the regular work day and work year. Such professional development activities will be chosen with the concurrence of the Mentor Teacher, Mentee and Administration.

G. Mentor Teachers shall provide a detail end log of mentoring/training activities, including dates and duration, to the building principal by June 1st of each year in order to be compensated for their service as a mentor teacher. The mentor will receive substitute teacher's pay for days outside the contract year that they attend training sessions either with or for the new teacher that they are mentoring.

ARTICLE 18 – DURATION

This agreement shall be effective through August 31, 2026. This agreement shall expire on the date indicated above and will not be extended unless by mutual agreement by both sides. Should the financial condition of the district significantly improve, either side may request to open the contract in June/July for wage discussion only.

ARTICLE 19 – CERTIFICATE OF RATIFICATION

FOR THE PICKFORD EDCUATION ASSOCIATION

_____ Date _____

FOR THE PICKFORD BOARD OF EDUCATION

_____ Date _____

APPENDIX A: SCHEDULE A – SALARY SCHEDULE

2025-2026

$ Increase

700

	FY26			
	BA	BA30	MA	MA15
3	$41,032.49	$44,976.71	$46,948.82	$48,309.57
4	$42,626.11	$46,729.68	$48,781.47	$50,197.21
5	$44,219.73	$48,482.66	$50,614.14	$52,084.85
6	$45,813.34	$50,235.64	$52,446.79	$53,972.48
7	$47,443.18	$52,028.47	$54,321.11	$55,903.02
8	$49,036.79	$53,781.42	$56,153.76	$57,790.66
9	$50,630.41	$55,534.42	$57,985.29	$59,678.29
10	$52,260.25	$57,327.24	$59,860.73	$61,608.83
11	$53,853.85	$59,080.21	$61,693.39	$63,496.48
12	$55,447.48	$60,833.19	$63,526.05	$65,384.11
13	$57,041.09	$62,606.09	$65,358.73	$67,271.77
14	$58,670.93	$64,378.98	$67,242.41	$69,211.96
15	$60,264.54	$66,131.96	$69,065.69	$71,089.95
16	$61,853.70	$67,884.92	$70,888.96	$72,967.94
17	$63,082.89	$69,235.34	$72,299.76	$74,420.53
18	$64,336.78	$70,612.90	$73,738.91	$75,902.31
19	$65,615.88	$72,018.15	$75,206.99	$77,413.88
20	$66,920.69	$73,451.64	$76,704.58	$78,955.83
21	$67,917.73	$74,547.01	$77,848.93	$80,331.18
22	$68,929.78	$75,658.87	$79,010.50	$81,530.12

FY 26 - $1,000 stipend
$500 - 1st pay December
$500 - 1st pay March

2026-2027

% Increase

1.02

	FY27		
	BA	BA30	MA
3	$41,853.14	$45,876.25	$47,887.80
4	$43,478.64	$47,664.27	$49,757.10
5	$45,104.12	$49,452.31	$51,626.42
6	$46,729.60	$51,240.36	$53,495.73
7	$48,392.04	$53,069.04	$55,407.53
8	$50,017.53	$54,857.05	$57,276.84
9	$51,643.02	$56,645.11	$59,145.00
10	$53,305.46	$58,473.78	$61,057.95
11	$54,930.93	$60,261.82	$62,927.26
12	$56,556.43	$62,049.85	$64,796.57
13	$58,181.91	$63,858.21	$66,665.90
14	$59,844.35	$65,666.56	$68,587.25
15	$61,469.83	$67,454.60	$70,447.00
16	$63,090.77	$69,242.62	$72,306.74
17	$64,344.55	$70,620.05	$73,745.75
18	$65,623.52	$72,025.16	$75,213.69
19	$66,928.20	$73,458.51	$76,711.13
20	$68,259.11	$74,920.68	$78,238.68
21	$69,276.08	$76,037.95	$79,405.91
22	$70,308.37	$77,172.05	$80,590.71

FY 27 - $750 stipend
$500 - 1st pay December
$250 - 1st pay March

The parties agree to abide by all aspects of PA 4, which as of the effective date of this Agreement, includes the provision for an emergency financial manager who may reject, modify, or terminate this agreement as provided by law.

APPENDIX A – SCHEDULE B

In addition to the basic teacher salary as provided in the foregoing, there shall be paid the following sums listed below. Up to a maximum of six (6) years' experience will be granted in each activity with the salaries computed on the following salary schedule:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
$37,109	$38,702	$40,332	$41,926	$43,519	$45,113

If a coach moves within an activity (i.e., basketball to basketball) he/she will take his/her step with them. If a coach moves to a new activity (i.e., basketball to volleyball) coach will be paid at Step 1 for the new activity.

All duty salaries shall be paid upon the completion of that duty in a single check separate from the payroll check.

A. Schedule B assignments are annual appointments and shall be posted annually as such. If a teacher wishes to retain a Schedule B assignment, he/she shall have first consideration for that position.

B. In filling vacancies under Schedule B assignments, teachers in the district shall be given primary consideration.

C. All vacancies will be posted in accordance with Article 7 unless the person who most recently held that position is being retained.

D. Though listed in Schedule B, the Board retains the authority to determine whether or not a particular position is warranted. If a person begins a Schedule B position but does not complete the school year, the pay shall be prorated provided discernible duties have been performed. A general job description including duties, responsibilities, and expectations will be provided to Schedule B position appointees.

E. Payment made for any newly created Schedule B position shall be established based on competitive, comparative rates within our Schedule B positions.

SCHEDULE B

Position	%	Other Amount
Sixth Grade Advisor	1%	
Seventh Grade Advisor	1%	
Eighth Grade Advisor	1%	
Freshman Class Advisor	1%	
Sophomore Class Advisor	1%	
Junior Class Advisor	1%	
Senior Class Advisor	4%	
FCCLA Advisor	--	$500 stipend
Yearbook Staff Advisor	7% (2% if in-house classroom)	
Student Council Advisor	3%	
Elementary Student Council Advisor	3%	
MS Student Council Advisor	3%	
Band Directorship – Extra Curricular	6%	
HS Quiz Bowl	3%	
MS Quiz Bowl	3%	
Mentor Teacher	2%	
National Honor Society Advisor	3%	
HS Debate	--	$500.00 stipend
Kinder Coordinator	--	$750.00 stipend
Head Varsity Football, Basketball, Track	12%	
Head Varsity Volleyball	12%	
JV Volleyball	7%	
Assistant Varsity Football	8%	
Head JV Football & Basketball	8%	
Assistant JV Football	6%	
Head Varsity Softball & Baseball	10%	
Cross Country	4%	
Golf	4%	
JH Basketball & Volleyball	3%	
JH Track	4%	
Junior High Football	3%	
E-Sports	--	$500