MASTER AGREEMENT

Between the

Clinton County Regional Educational Service Agency Board of Education

And the

Ingham Clinton Education Association, MEA/NEA

2026-2027
2027-2028
2028-2029

Board approved: June 15, 2026

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It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Director of Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989-224-6831.

AGREEMENT BETWEEN

CLINTON COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

BOARD OF EDUCATION

AND

THE INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

This Agreement commencing July 1, 2026 and ending June 30, 2029 by and between the Board of Education of the Regional Educational Service Agency in the County of Clinton, Michigan hereinafter called the "Board," and the Clinton Ingham Education Association, MEA/NEA, hereinafter called the "Association":

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing quality education and specialized services for the children of the constituent school districts in the Clinton County Regional Education Service Agency is their mutual aim and that the effectiveness of such education and service depends upon professional and cooperative planning, implementation with constituent districts, to familiarize constituent school districts with RESA programs and services, through visitations, in-services, workshops and staff presentations, and

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

WHEREAS, the Board functions within the powers and duties delegated by state law and is solely responsible for the adoption of policy, and

WHEREAS, the Board and Association have statutory obligations, pursuant to the Michigan Public Employment Relations Act (“PERA”), MCL 423.201 et seq., to bargain in good faith 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:

IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I - RECOGNITION

A. The Board recognizes the Association as the exclusive bargaining representative, pursuant to PERA for:

The Staff positions covered by this Agreement are State approved certified and licensed professional staff such as: Behavioral Mental Health Specialists, Speech and Language Pathologists, School Social Workers, School Psychologist, Teacher Consultants, Physical Therapists, Occupational Therapists, Nurse, Transition Coordinator, Certified Vocational Education Teachers and Special Education Teachers as in the Teachers' Tenure Act. This Agreement also includes professional staff in positions such as Engagement Assistants and Recreational Therapist where state-approved certification and/or licensure may not be required. The agreement excludes administrative and supervisory personnel, clerical, secretarial, licensed or certified persons employed as aides, custodial staff and all non-regular part time employees and all other such employees.

B. "Specialists" refer to those members of the bargaining unit who are not covered by the Teachers' Tenure Act (e.g., social workers, psychologists, occupational therapists, speech and language pathologists).

"Teachers" refer to those members of the bargaining unit (both probationary and tenured) who are covered by the terms of the Teachers' Tenure Act.

"Engagement Assistant" refers to a position that assists staff in working with students in this area. This position does not need to be a state approved certified and licensed professional.

"Employees" or "bargaining unit members" refer collectively to all members of the bargaining unit (i.e., including both "Specialists" and "Teachers".)

C. The Board of Education and/or its designated agents shall hereafter be referred to as "The Board."

D. Disputes arising concerning the bargaining unit classification of a professional position will be resolved by the Michigan Employment Relations Commission.

E. The term "Local Association" when used in this Agreement shall refer to the local unit of the Association whose members are employees of the Board.

ARTICLE II - EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. The Agency and Association agree to abide with PERA as amended, and to all applicable laws related to employee's rights and responsibilities.

B. The Association agrees that bargaining unit members shall have the right to join (or refrain from joining) a professional organization, but membership in a professional organization shall not be required as a condition of employment.

C. The Local Association (and its members) shall have the right to use facilities for meetings upon the approval of the Superintendent or designee as long as the use does not interfere or interrupt school activities. Such use of the buildings shall be without charge during the school days. Requests for evening or weekend use will be subject to the approval of the Superintendent or designee when requested in writing two (2) days in advance. When such evening or weekend use results in added cost to the District, such cost will be billed to and paid by the Association.

D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on RESA property with the approval of the Superintendent or designee, provided that this shall not interfere with or interrupt normal operations.

E. The Local Association shall have the right to use Board designated computers, printers, calculating machines and audio-visual equipment subject to Agency acceptable use policies and user agreements. The use of the copy machine will be permitted provided costs of operations are met by the Association. Arrangements for use of designated equipment shall not interfere with the normal operation of the District.

F. The Association shall have the right to post notices of activities and matters of Association concern on a bulletin board, which shall be provided in the Agency owned or leased buildings. The Association may use staff mailboxes for communications to employees.

G. The private lives of employees shall not be the concern of the Board unless their conduct shall adversely affect their relationship with students or the discharge of their professional duties.

H. The Association shall be responsible to notify the Board, in writing, the elected officers of the Association.

I. The provisions of this Agreement shall be applied without regard to gender, gender identity, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations or beliefs, or any other status covered by federal, state, or local law.

ARTICLE III - BOARD RIGHTS AND RESPONSIBILITIES

A. The Board, hereby, retains and reserves unto itself, without limitations, 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. The Board's judgment and discretion in connection therewith shall be limited only to the specific and expressed terms of this Agreement and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and the laws of the State of Michigan and the Constitution and the laws of the United States.

The Board, as in the past, will continue to have such rights, which will include, by way of illustration and not by way of limitation the right to:

1. Establish policies, manage and control the Regional Educational Service Agency, its equipment, and its operations and to direct its working forces and affairs.

2. Continue its policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all foregoing, and the right to establish, modify or change any work or business or school hours or days.

3. Hire all employees and, subject to the provisions of the law, to determine their job descriptions, have the right to modify job descriptions after consultation with employees, to determine their qualifications and the conditions of their continued employment or their dismissal or demotions and to promote, transfer and lay off of employees.

4. Adopt reasonable rules and regulations.

5. Determine the size of the administrative organization, its functions, authority, amount of supervision and organization, provided that the Board shall not abridge any rights from employees as specifically provided for in the Agreement.

6. Determine the number and location or relocation of its facilities.

7. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

The foregoing is not to be interpreted as abridging or conflicting with any specific provision in this Agreement.

B. The matters contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement, except by written mutual consent.

ARTICLE IV - PAYROLL DEDUCTIONS

A. Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs approved by the Board.

ARTICLE V - WORKING CONDITIONS

A. Any employee who feels that existing facilities are inadequate may file a written statement with the Program Director or designee specifically outlining needed improvements. Any employee who feels the facility is hazardous to one's health

and safety should notify Program Director or designee as soon as possible. The Program Director or designee and/or the Superintendent agrees to confer with the RESA/Local Superintendents and/or local principals regarding any reported deficiencies that may exist. Such conference should be held within ten (10) working days or as soon as practical. Written copies of a summary of this conference shall be submitted to the employee, the Local Association, and the Local School Superintendent and/or Local School Principal and Program Director or designee.

B. The parties recognize the importance of the use of professional reference materials by the employees. The Board therefore agrees to provide and maintain agreed upon professional reference materials and the employees agree to use reasonable care in handling and using such materials.

C. The district shall provide each teacher with an annual supply budget of $1,000 per fiscal year to support educational success for students. Allowable expenses may include consumable supplies, activities, sensory items, resource subscriptions, adaptive equipment, and other items directly related to the needs of the students in that program/classroom.

All purchases must be pre-approved by the Supervisor or Director. Unused funds do not carry over to subsequent fiscal years unless expressly authorized by the District.

D. In addition to testing materials, the District shall provide each specialist with an annual professional supply budget of $500 per fiscal year to support service delivery to students. Allowable expenses may include therapy materials, consumable supplies, activities, resources subscriptions, adaptive equipment, and other items directly related to the specialist's assigned duties.

All purchases must be pre-approved by the Supervisor or Director. Unused funds do not carry over to subsequent fiscal years unless expressly authorized by the District.

E. The Board at its discretion agrees to make available reasonable services with the assistance of educational support and administrative personnel.

F. Except in emergencies, the Board shall not require the employee present to supervise another employee's class(es), without the employee's consent.

G. Each March, the staff will have the opportunity to submit budgetary recommendations to their respective supervisors. These recommendations shall be considered by the Superintendent or designee.

H. An employee shall not be required to perform any duties that are not of the nature performed by an employee in the employee's position, without the consent of the employee. Employee will assist the administration in on-going efforts to keep job descriptions accurate and updated.

I. Employees may be permitted to visit other programs in their specialty areas with administrative consent.

J. The parties recognize the importance of protecting employees from abuse by students and also protecting students from abuse by employees. In this regard, any employee shall report any instance of abuse by or upon a student to his/her immediate supervisor. The supervisor will request a meeting with the employee and any other person(s) deemed appropriate to address the substance of the report.

K. The employee shall be informed and instructed as to emergency measures, which may be necessary on occasion due to the student's disability. Employees shall receive appropriate training and medical consultation regarding medical factors of students, and the employee will be provided appropriate liability coverage.

ARTICLE VI - WORKING HOURS, CASELOADS AND ASSIGNMENTS

A. Working Hours:

1. All employees shall be required to perform professional services, for at least 7 hours per day exclusive of lunch period for the total number of days agreed to by The Board and the Association. It is understood that the calendar year and/or the daily schedule may be different for individual employees. For example, employees assigned to twelve-month programs shall vary from a traditional school-year schedule to accommodate the year-round nature of their work. Employees assigned to the Educational Center will schedule their 7 hour day to ensure that they are in the building 15 minutes before school starts and 15 minutes after school is dismissed. Workdays shall end at the end of the pupil's day on Fridays and days preceding holidays provided students are not left unsupervised. Teachers assigned to the Educational Center may have a 30 minute duty-free lunch period. If lunch period is not duty-free, said 30 minutes will apply towards the 7 hour work day, if approved by his/her supervisor. Any deviation from the required days and/or hours scheduled for an employee must be with prior approval of the employee's supervisor.

2. Generally, employees are required to attend to those matters, which require attention during their scheduled work time, including consultations with parents when scheduled directly with the employees, scheduled staff meetings, Open House or Parent-Teacher Conferences. Normally, staff meetings, IEPs and other functions will be scheduled during the workday. Scheduling of staff meetings, IEPs and other functions before or after the normal working day shall be kept to a minimum, and shall require advance notification to the employees. When a meeting is called with less than two weeks notice, employees will be notified by email or phone. When an employee misses a meeting, the employee shall be responsible for contacting the supervisor in an effort to be apprised of the content of the meeting.

3. Any deviation from the required days and/or hours scheduled for an employee must be with prior approval of the employee's supervisor. Employees, who by nature of their work, must make parent contacts, attend meetings, or otherwise perform duties that cannot be accomplished during regular school hours, shall be allowed and encouraged to rearrange their daily schedules with administrative approval if the time involved in such

duties warrant such a rearrangement. If an employee routinely and consistently has these requirements in non-traditional times, a flex schedule will be encouraged and allowed.

4. If an employee's work requirements regularly require more than the 7 hours per day and attempts by the administration and the employee to flex their hours or adjust their work schedules have been unsuccessful, the district shall compensate specialists for work exceeding 7 hours per day at their hourly rate of pay. It is understood that pre-approval from the Program Director is required. A pre-approval process shall be established and if needed a reporting procedure in order to notify the specialist, superintendent or designee, and the business office. No specialist shall be required to work over forty (40) hours per week, unless they are compensated at 1.5 pay after forty (40) hours worked in a week. Under certain circumstances, the administration and the specialist may mutually agree to flex the specialist's hours/days.

5. Employees assigned to one or more constituent school district, shall consult with their supervisor at the beginning of the school year to establish the individual work calendar including assigned holiday/spring break periods for the school year, in consideration of the following items; assessment of caseloads by district, coordination of constituent district calendars, and compliance with the required instructional hours.

6. The "tentative schedule" of the working day for employees associated with classroom programs not housed in constituent school districts including ECSE and programs housed at the Clinton County Educational Center, will be set by the administration prior to the beginning of each school year. It is understood that the school year calendar for programs housed at the Clinton County Educational Center will begin in the second half of August and end in the first half of June. The schedule for the Clinton County Education Center will include four (4) full days (1.5 of these four (4) days shall be used for appropriate professional development) for the purpose of collaborative planning, interstaff consultation regarding specific students, interagency consultations, planning IEPs, holding IEPs, home visits and visiting other programs. Such half-days and such activities will be jointly planned with the administration. One (1) half-day may be reserved for CPR training. The scheduling of the half-days and activities must be approved by the administration. Necessary deviation will be worked out jointly by the staff and the administrator.

7. Planning Time:

    a. In addition to the 30 minutes daily of non-student time, teachers assigned to the Clinton County Educational Center shall have an average of 1 additional planning hour per week. This may be provided via existing non-student days in the calendar, while students are attending specials, or other means established with supervisor approval. If not afforded the average additional planning time as outlined above, individuals will be compensated per their hourly rate

at the end of the school year. It shall be the responsibility of the teachers to document and submit a district-provided planning time log to their supervisor at the end of each trimester in order to be eligible for compensation for any missed planning time.

b. Specialists shall have no less than 3 ¼ hours each week for planning and records, such planning time determined at the beginning of each school year by the Program Director or supervisor.

B. Caseloads for specialists and class size for the teachers shall not exceed the maximum limits established in the Michigan Administrative Rules for Special Education promulgated by the MDE-Office of Special Education or the limits established by the ISD Plan approved by the State Superintendent. The only exceptions to these limits would be via a State approved flexibility waiver or deviation. The Administration shall consult with those specialists or teachers involved in the specific situation and shall provide notice to the Association upon application for a waiver or deviation impacting caseload/class size limits. Such notice shall include a copy of the waiver or deviation request that is presented to the State Department.

C. Each employee shall be responsible for maintaining the proper records of services rendered, including time spent in constituent school districts and such other permanent reports as are required by the Board of Education.

D. No employee shall be assigned outside their certification, license, State approval (as applicable) or discipline, except in emergency situations or State-approved flexibilities or waivers.

E. When a change in assignment is made, employees affected will be informed of the reasons for making the change.

F. An employee who works a school-year calendar is considered a continuing employee eligible for reemployment in the ensuing school year unless otherwise notified in writing.

G. The employee shall be required to comply with the scheduling and informing policies as established by the Program Director or designee. Designated office staff shall be kept informed of each employee's schedule during their workweek.

H. Each employee must report illnesses to the CCRESA designated person not later than one (1) hour prior to their first assignment.

I. Additional Work Days: Work beyond the employee's scheduled work year shall not be obligatory. A notification will be sent to all teachers and specialists no later than April 1 of each year to assess interest in additional work days. Individuals who are available and interested in being considered for additional work days will be required to respond expressing interest no later than April 15. Employees working in programs during the school year that also operate during the summer will be given the first choice of accepting summer employment. Priority will be given to individuals who commit to working the full calendar of additional work days. In

years where there are 9 or more summer session days, additional personal leave may be earned by teachers as described below:

1. A half-day of additional personal leave will be earned by teachers working the additional summer work days IF they work more than half of the scheduled summer days.

2. One full day of additional personal leave will be earned by teachers working the additional summer work days IF they work all of the scheduled summer days.

In the event a summer teaching position remains unfilled and a CCRESA paraprofessional holds valid teacher credentials and is interested in the position, the paraprofessional will be given the opportunity to assume the lead teacher role for summer sessions. This includes all preparation and planning. Any paraprofessional with valid teacher credentials assigned to the lead teacher role will be compensated at the BA Step 1 rate for this summer work.

J. When an employee provides homebound instruction pursuant to an IEP or other educational plan for a student, such services shall not be considered part of the employee's regular instructional duties if performed outside of the contractual workday. The employee shall be compensated at their contractual hourly rate for all time worked, including instruction, preparation, documentation, and travel. The amount of preparation time needed for the individual situation will be mutually determined in consultation with the employee's supervisor.

K. Any employee with a core assignment such as Speech & Language Pathologist, Occupational Therapist or any other assignment shall be kept on the seniority list in their original assigned area.

ARTICLE VII - VACANCIES AND TRANSFERS AND TEACHER PLACEMENT

A. Definitions:

Vacancy: A specialist's bargaining unit position which is open due to the death, retirement, resignation, transfer, or discharge of a specialist member (unless such position will be discontinued) or a new specialist within the bargaining unit.

Transfer: A change of assignment for a specialist.

B. Requests by specialists for a change in assignment shall be made in writing by March 15 of each school year. The request shall set forth the reasons for the transfer and the specialist's area of State approval certification or licensure, and qualifications. The request shall be filed with the Superintendent.

C. A change of specialist's assignment will only be made during the school year to prevent undue disruption of the instructional program. In the event that a change of assignment becomes necessary during the school year, qualified specialists will be informed of the needs of the agency. Volunteers will be requested. If no qualified

specialist volunteers, a change of assignment will be based upon the following: the specialist with qualifications, certification, licensure, and/or State approval, with final determination by the Superintendent.

D. When a specialist vacancy occurs, a notice containing the job description and State approved qualifications will be posted on the bulletin board in the Administration Offices. Specialists who are State approved, certified, licensed, qualified and experienced will receive a copy of the via email. This email will include any specialist on leave of absence or layoff. Vacancies shall not be filled until after such vacancy has been posted for a period of one (1) week from the date of the email.

E. In filling specialist vacancies within the bargaining unit, only present specialists in the CCRESA will be given preference.

F. Classroom Teacher Placement

1. Decisions about placement of a classroom teacher shall comply with Revised School Code Section 1248. Involuntary transfers may be made. The Superintendent or designee may discuss involuntary transfers with the Association.

2. The Superintendent or designee has discretion to place or transfer a bargaining unit member into a position for which they are certified for, for a reason that is not arbitrary or capricious including, but not limited to, the following clear and transparent factors:

   i. Compliance with state and federal laws, regulatory standards, and state grant, and categorical funding requirements.

   ii. Qualifications determined by the district, including but not limited to credentials necessary for school or program accreditation.

   iii. Disciplinary record.

   iv. Length of service in the grade level or subject area (including outside the district)

      1. Public school years will be used

      2. Years within the district would count one and half times over the years outside of the district

   v. Relevant special training, other than professional development or continuing education as required by state or federal law;

   vi. Effectiveness based on previous evaluations.

   vii. Alleged violations of this classroom teacher placement language may only be grieved through mediation

3. Decision-making will also center around what is best for students and also include the following information:

   i. The time of year

   ii. Voluntary movement/offer

   iii. Previous displacement

   iv. Least disruption to educational programming

G. Should the Board delay the transfer of a teacher to fill a vacancy until the beginning of the next semester or the beginning of the next school year in order to avoid disruption, the vacancy shall be filled in the interim with a temporary employee.

H. The foregoing shall not be construed in such a way as to prohibit the Board of Education and the Clinton County Regional Educational Service Agency from being an Equal Opportunity Employer.

I. The Board shall consider any qualified employee for an administrative vacancy. The decision of the Board in filling vacancies shall be final.

ARTICLE VIII - PROFESSIONAL IMPROVEMENT

A. The parties encourage professional improvement and conference attendance by employees in the area of their specialization. The Board of Education may endorse, after consideration of the merits in each individual case, employee participation in certain educational projects, conferences, study and other outside activities, which will benefit the employee and the Agency. Determination by the Board that such participation would be in the best interests of the Agency shall not be considered a precedent.

B. Employees who are involved in in-service activities within the RESA shall be allowed release time from normal professional duties to plan and carry out in-service activities.

C. An employee desiring to attend a professional development activity must submit a request in writing and receive prior approval of the Program Director or designee. Employees shall submit a detailed estimate of expenses to the Program Director or designee normally two (2) weeks in advance. The Board shall limit its financial obligation to five hundred dollars ($500) for professional development activities per employee per year. If the employee is requested to attend a professional development activity, all expenses will be paid. Up to $100 shall be applied to dues in professional organizations related to an employee's discipline.

D. A statement of actual costs, accompanied by itemized receipts, shall be submitted so that any difference between the estimated cost advance and actual expenditure can be corrected.

ARTICLE IX - PROFESSIONAL BEHAVIOR/DISCIPLINE

A. Employees are expected to comply with the rules, regulations and directions of the Board of Education and administrative staff. It is expressly understood that such rules, regulations and directions shall not abrogate the expressed provisions of this Agreement.

B. For employees, abuses of sick leave or other leaves of absence, chronic tardiness or absence, deficiencies in professional performance or unethical conduct will result in disciplinary action.

C. For employees, the Board of Education and administration (adhere) to the concept of progressive discipline; however, it is expressly understood that in some infractions, termination of employment may be warranted without progressive discipline.

D. Employees are entitled to have a representative of the Association present when being questioned, warned, or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no disciplinary action shall be taken with respect to the employee until such representative of the Association is present.

It is understood that the employee and the member's representative will meet with the administrator within five (5) workdays of the date the employee is advised that a meeting is desired unless said time period is extended by mutual consent of the parties. A paid non-disciplinary suspension may be imposed until the meeting with the association member and the association member's representative is held.

E. Specialists who have completed their probationary period of three (3) years shall not be disciplined, reprimanded or reduced in compensation without just cause. All information forming the basis of disciplinary action will be made available to the involved parties.

F. Classroom Teacher Discipline

i. A tenured teacher may only be discharged or otherwise disciplined for any reason that is not arbitrary and capricious. Probationary teachers are at-will employees and may be disciplined or discharged for any reason at any time.

ii. The Board agrees to implement the concept of progressive discipline for disciplinary decisions. Progressive discipline may include verbal warnings, written warnings, written reprimands, unpaid suspensions, and discharge as appropriate to the disciplinary infraction.

iii. Additionally, nothing in this Article limits the Agency's right to take other appropriate action, such as placing a teacher on administrative leave during an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

iv. The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

1. Discharge of a tenured or probationary teacher

2. Demotion of a tenured teacher (which includes suspension of fifteen (15) or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty (30) days compensation in one (1) school year);

3. Non-renewal of a probationary teacher

G. The employer agrees that any written documentation pertaining to discipline of the employee, the written documentation (including directive, warning, reprimand, suspension, or discharge) will be entered into the employee's personnel file within thirty (30) calendar days after its composition.

H. The employee is responsible for having earned all certificates, endorsements, licenses and/or State approvals required by law and Michigan Department of Education regulation to serve in the position assigned. Further, it is the employee's responsibility to file such certificates, endorsements, licenses, and/or approvals with the Board. 'Certified', for the purposes of this Agreement, shall also include position specifications issued by governmental agencies or authorities in connection with receipt of full categorical, membership or grant funding for a particular program operated by the Board.

The employee shall provide written notice to the Board and Association of any change to his/her certificates, endorsements, licenses or approvals after the original filing of same with the Board. This shall include notice of any additional endorsements, certificates, renewals, approvals, as well as expirations, revocations and any limitations thereon. The employee shall further notify the Board and the Association in writing, in the event that he/she petitions the State Board of Education or any other regulatory authority for nullification or limitation of his/her certificate, license, approval or endorsement."

ARTICLE X - CIVIC AND ASSOCIATION DAYS

A. An employee called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact finding, shall be paid their full salary for such time spent on jury duty or giving testimony. Legal duty compensation shall become the property of the Board.

B. At the beginning of every school year, the Association shall be credited with four (4) total days, such use to be at the discretion of the Association. Such days may accumulate up to eight (8) total days if any are unused during any given year. The Association agrees to notify the Superintendent no less than forty-eight (48) hours in advance, providing there is no conflict, and the Association agrees to pay for necessary substitute at the prevailing substitute rate of pay.

ARTICLE XI - SPECIALIST EVALUATION, TEACHER EVALUATION AND PROGRESS

Formal evaluations shall be conducted by the specialist's immediate supervisor in accordance to state guidelines.

A. The evaluation of the performance of each specialist is the responsibility of the administration. The administrator will meet with the specialist to discuss criteria for the evaluation prior to the evaluation. All monitoring or observations of the work of a specialist shall be conducted openly and with the full knowledge of the specialist. Specialists shall be informed of which week their formal evaluation observation will occur. In the event that the evaluation of a non-probationary specialist is not completed, the specialist may assume that his/her performance is satisfactory.

B. It is the intent of the Ingham-Clinton Education Association, MEA/NEA and the Clinton County Regional Education Service Agency Board of Education/Administration to fully comply with all requirements established by state law and the Michigan Department of Education.

C. The performance of all specialists will be evaluated in writing in accordance with the following:

1. Probationary specialists will be evaluated in writing at least once each year.

2. For contractual purposes, this is a three-year interval.

3. Non-probationary specialists will be evaluated at least once every three (3) years.

D. When a specialist's evaluation includes areas, which are designated "Needing Support", the evaluator shall provide the specialist with observable evidence to substantiate the "Needing Support" areas and make written recommendations or suggestions as to how the specialist's performance may be corrected.

1. If a probationary specialist receives an overall evaluation rating of "Developing" or "Needing Support", their Individualized Development Plan (IDP) will be reviewed and, if necessary, amended with the objective of performance remediation. The probationary specialist shall be jointly consulted in any amendment or modification of the IDP and shall sign a statement attesting to that involvement and acknowledging receipt of the modified IDP. The evaluating administrator and probationary specialist shall be jointly responsible for implementing the IDP. The IDP shall specify a time interval for desired performance remediation, not to exceed one semester.

2. If a non-probationary specialist receives an overall rating of "Needing Support", the specialist shall be placed on an IDP with the objective of performance remediation. The non-probationary specialist shall be consulted in the formulation of the IDP and shall sign a statement on the IDP attesting to that involvement and acknowledging receipt of the IDP.

The IDP will contain performance objectives, suggestions for improvement and a designation of the forms of assistance to be provided by the administration or other sources. The evaluating administrator and non-probationary specialist shall be jointly responsible for implementing the IDP. The IDP shall specify a time interval for desired performance remediation, not to exceed one (1) school year.

E. All teachers will be evaluated pursuant to the Charlotte Danielson performance evaluation system. The annual performance evaluation system will assign a year-end rating of "effective," "developing" or "needing support." If a non-probationary teacher has been rated "effective" for the three (3) most recent consecutive year-end evaluations, they shall be evaluated at least every third year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

a. A personal evaluation conference between the evaluator and the employee shall be held within thirty (30) school days of the evaluation

b. For scheduled and unscheduled observations, the evaluator shall avoid the week immediately before or immediately after breaks and holidays unless invited by the teacher.

F. The Agency will measure student growth as Twenty Percent (20%) of the evaluation for teachers. For the 2026-2027 school year and beyond, student growth will be administered as it was in the 2025-2026 school year excluding the state assessments unless otherwise agreed.

G. Prior to classroom observations, the teacher shall be provided with a copy of the Agency evaluation form and an explanation of how the observation process works.

H. All employees shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

I. The content of the evaluation of the specialist or teacher is not subject to the grievance and arbitration procedures. Probationary teachers cannot grieve any aspect of this Article.

J. Should a probationary specialist be denied a contract for the ensuing year, the specialist shall receive written notice no later than May 15.

K. Each employee shall have the right upon request to review the contents of their own personnel file, in accordance with the provisions of the Bullard-Plawecki Employee Right to Know Act, Act 397 of 1978. A representative of the Association may, at the employee's request, accompany the employee in this review. The employee may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question.

L. If an employee is asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material, unless the material is an agreement in and of itself.

No material, which will be used for disciplinary or evaluative purposes, shall be placed in the specialist's personnel file without knowledge of the specialist. A copy of any such material shall be given to the specialist who shall have the right to attach written comments.

M. In the event a specialist is given an evaluation rating of "Needing Support", the specialist, upon request, shall be evaluated by another supervisory employee of the District. Prior to completion of the second evaluation, written statements of expected conduct or written directives related to the original evaluation will not be impeded by this request.

N. The Board, in recognition of the Freedom of Information Act (FOIA), agrees that all personnel file materials shall not be shown or released to the third parties absent written consent of the employee or as required or permitted by law.

ARTICLE XII - ILLNESS - DISABILITY AND PERSONAL LEAVE

A. At the beginning of each school year each employee shall be credited with twelve (12) days of leave (8 sick and 4 personal business) the unused portion of which shall accumulate from year to year to one hundred and twelve (112) days. Employees will be allowed to use sick days for any purpose listed in the Michigan Earned Sick Time Act (ESTA). The first seventy-two (72) hours of PTO that qualifies for ESTA may be used as long as ESTA remains in effect.

These days will be prorated to employees who do not work a full school year. When the maximum numbers of leave days (112) have been accumulated, the employees will be compensated on an annual basis for unused days (maximum 10 days per year) at the current daily rate for a substitute teacher. Such payment shall be made on the First payroll following the determination of sick day allotment and accumulation.

Leave days may be taken by an employee for the following reasons and subject to the following conditions:

1. Illness – An employee may use all or any portion of his/her leaves to recover from his/her own illness. An employee may be permitted to use UP TO SIXTY (60) sick leave days during a serious illness of his/her immediate family. Immediate family shall be defined as: spouse, children, stepchildren, parents, in-laws, brothers, sisters, grandparents, legal dependents, and family members of the immediate household, causing grave concern to the employee. This limit of sixty (60) days may be increased upon joint approval of the Association and the superintendent.

2. Temporary Disability –

   a. Employees anticipating the possible usage of leave for purposes of temporary disability shall notify the Superintendent, when possible, at least thirty (30) days prior to the proposed commencement of such leave.
   b. Employees may be required to furnish medical certification of continued ability to perform regular duties upon request of the Board.
   c. To be eligible to receive temporary disability payments under this Article, the employee must remain at work until no longer able to perform the essential functions of his/her position (with or without reasonable accommodation for eligible disabilities) and must return to service as soon as physically able to resume successful performance of his/her essential job functions, (with or without reasonable accommodation for eligible disabilities.) Medical verification may be required in either instance.

   d. For purposes of the Family and Medical Leave Act (P.L. 103-3) sick leave allowed and which is taken under this article shall be charged against the employee's leave entitlement under the Family and Medical Leave Act, at the election of either the Board or the employee. The employee may choose to keep up to five (5) paid sick days in their accrued bank while on a leave under FMLA. This shall apply to:

      1. Sick leave which is utilized to care for a family member (child, spouse, or parent) with a serious health condition, including where an employee must make arrangements for necessary medical and/or nursing care.

      2. Sick leave, which is utilized due to a serious health condition, which renders the employee unable to perform the functions of his/her job.

3. Bereavement Leave Days – The employee will be granted up to (6) days per year and such days shall not be deducted from accrued sick or personal days nor shall any deduction be made from the employee's salary. Bereavement leave days shall include the death of: spouse or significant other, child, parent, sister, brother, grandparents, grandchildren, aunt, uncle, first cousin, niece, nephew, or close friend or any of the preceding named individuals on an in-law or step-basis. Additional days will be at the discretion of the Superintendent.

4. Personal Business Days – Four (4) personal business days may be taken each year but if not used, will accumulate as sick leave in the following year.

B. Leave before or after a holiday or recess:

   1. Personal business days may be granted immediately before or after a holiday or recess as determined by the Superintendent.

2. Unpaid leaves before or after a holiday or recess may be granted by the Superintendent if arrangements are made well in advance, two (2) weeks of the time to be absent.

C. The Board shall ensure that a schedule of total sick credit is available for each employee and that can be accessed by employees at the start of the school year.

D. An employee who is unable to provide services because of personal illness or temporary or long-term disability and who has exhausted all sick leave available may be granted a leave of absence without pay for the duration of such illness or disability up to one year. The leave may be renewed each year upon written request by an employee consistent with the provision of Article XIII.

E. In cases where the Board has reasonable concern over abuse of sick leave, temporary disability, and personal business leave days, verification of use may be required by the Board at the Board's expense.

F. An employee may purchase District health insurance benefits for up to one year while on leave of absence. CCRESA will remit the health insurance premiums to the carrier on the employee's behalf in order to continue the enrollment of the employee in the health insurance program. For the purposes of Family Medical Leave Act, time allowed is inclusive within the one year.

G. An employee who is absent because of an injury or diseases under the workers' disability compensation act shall make a written election of one of the following options at the time he/she becomes eligible for workers' compensation benefits:

1. The employee may utilize his/her accumulated sick leave for each day absent provided that he/she reimburses the District for the amount of workers' compensation benefits received for the corresponding pay period. Employee shall only be eligible to access this alternative if they have sufficient sick leave accumulation.

2. The employee may elect to receive workers' compensation benefits only.

3. The employee may elect to receive the difference between his/her regular salary and the amount received as workers' compensation benefits. Such difference in salary shall be computed on a percentage basis, and this percentage shall be deducted from the employee's sick leave accumulation. (For example: if workers' compensation pays sixty percent (60%) of full pay, sick leave will only pay forty percent (40%) and the sick leave accumulation shall be charged .4 of a day for each day so used). Employee shall only be eligible to access this alternative if they have sufficient sick leave accumulation.

H. The Clinton County RESA sponsors a Sick Leave Donation program as approved by the Board of Education on November 7, 2022.

I. Employees may be allowed days without pay. These days may be granted at the discretion of the Superintendent.

J. When an employee is absent as a result of physical aggression by a student, an incident report has been filed, and the employee has been seen by the employer's workman's compensation physician, up to five (5) days may be granted per incident when approved by the Superintendent or designee. Additional time off from work for the purpose of recovery beyond days granted above will be deducted from the employee's accumulated leave time.
Upon qualification for long term disability and/or workers' compensation benefits as a result of physical aggression by a student, the Board agrees to continue to remit premium payments, on behalf of the employee, for health insurance benefits for up to one year following the qualification of LTD and/or Workers' compensation.

ARTICLE XIII - LEAVES OF ABSENCE WITHOUT PAY

A. Leaves of absence up to a maximum of one (1) year may be granted upon application for the following purposes:

1. Advanced study related to the employee's field to be called a sabbatical.

2. Study to meet eligibility requirements for a degree, State approval certification or licensure, other than that held by the employee.

3. To serve as an officer within the profession.

4. Family care leave, as defined by the FMLA, to care for a family member of the employee with a serious health condition.

5. Adoption or foster care placement.

The leaves identified in subsections (5) and (6) of this section shall be granted to an eligible specialist and tenured specialist employee to the extent required by the family and medical leave act.

An unpaid leave of absence taken for the purpose of caring for a child with a serious health condition or because of the birth of a child (and in order to care for that child) or due to placement for adoption or foster care, as defined by the Family and Medical Leave Act, shall be taken concurrently with the foregoing leave provisions to the extent of the employee's eligibility under the Family and Medical Leave Act.

Leave taken under this section in connection with the birth of a child or due to placement for adoption or foster care must be concluded at the end of the twelve (12) month period beginning on the date of birth or placement, as is applicable.

7. The employee shall have the option to remit medical benefit plan costs to the CCRESA for the remainder of the specialist's leave of absence to continue their health care benefits.

B. Family and Medical Leave Act

This is an addition to the existing leave of absence policy and implements requirements of the Family and Medical Leave Act of 1993 (FMLA). This policy is not all-inclusive. It highlights the provisions of the FMLA and implementation procedures. If there is any inconsistency between this policy and FMLA or the implementation procedures, FMLA and its regulations will control.

Family and Medical Leave Act

1. Pursuant to the Family and Medical Leave Act as amended, an employee with more than one (1) year of experience and 1,250 hours over the previous twelve (12) month period, is eligible for one or more of the FMLA Benefits.

2. An employee must ordinarily provide thirty (30) days advance notice when the leave is "foreseeable". Leave requests must be in writing where practical and must set forth the reasons, anticipated duration, and anticipated start of the leave with medical certification attached. Medical treatment must be scheduled so as to minimize loss of work time.

3. Upon return from such leave, the employee shall be placed in his/her original or an equivalent position. The Board and the employee agree to cooperate in scheduling return from leave pursuant to the Federal Family and Medical Leave Act at a time which minimizes disruption to the continuity of educational programming and service delivery and consistent with the provisions of the act and its regulations.

4. The Board of Education will continue medical benefit plan cost contributions, to the extent specified in Appendix A, for eligible employees, for health care benefits up to twelve (12) weeks for an employee who has been granted a leave for his/her own illness, to care for a seriously ill family member, or for the birth of adoption of a child pursuant to the Federal Family and Medical Leave Act. If the employee voluntarily terminates employment, the Board shall have the right to recover all medical benefit plan cost contributions made by the Board during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the board within ninety (90) days of demand.

5. The employee shall first use accrued paid leave (ex. Personal days, sick leave, vacation days). The specialist may keep up to five (5) paid leave days in their accrual balance while on leave designated as FMLA. The remainder of any leave time will be unpaid. Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement.

6. Upon request, the employee shall present a clearance certificate signed by a physician prior to returning to work. The superintendent shall also have the right to have the employee examined by a physician of the District's selection at District expense.

C. Unless expressly provided herein, the Board shall have no obligation to continue contribution of medical benefits plan costs or premiums or to grant increment advancement for any employee who is on a leave of absence.

The Board of Education will continue medical benefit plan costs and premium payments for health care benefits (medical, dental, vision) up to twelve (12) weeks for an employee on an unpaid leave of absence for serious personal illness or disability as otherwise under the Family and Medical Leave Act. The employee may continue to purchase health benefits for the remainder of the leave by remitting payments to the CCRESA to cover the cost of said health benefits.

If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee's family member or other circumstances beyond the employee's control) the Board shall have the right to recover all medical benefit costs and premium payments made during the unpaid leave interval. These amounts may be deducted from any wage or other payments due the employee with any deficiency to be remitted by the employee to the Board within five (5) calendar days of demand.

D. No employee on leave under this Article may engage in any employment for another public or private educational institution without prior expressed written consent of the Board.

ARTICLE XIV - REDUCTIONS IN PERSONNEL

A. Specialists in positions not regulated by the Tenure Act shall be subject to the layoff and recall provisions of board policy and procedures, which is subject to grievance procedures.

B. If a reduction in staffing becomes necessary due to financial limitations, declining enrollment, program changes or other operational needs, the Board may implement a reduction in force. The Board shall notify the Association as soon as practicable when such reductions are being considered and may meet with the Association to review the reasons for the reduction and the positions affected. Prior to implementing layoffs, the District shall consider voluntary transfers, retirements, resignations, and other natural attrition to minimize the number of layoffs. Layoff and recall decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

1. Compliance with state or federal laws, regulatory standards, and state grant and categorical funding requirements;

2. 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;

3. Qualifications and certification, including but not limited to credentials necessary for school or program accreditation;

4. Disciplinary record;

5. Previous effectiveness ratings;

6. Seniority.

C. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249.

D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.

E. A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified and which is equivalent to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall.

F. If for any reason the Board anticipates a reduction in staff for the next school year, each employee to be laid off shall receive no less than sixty (60) calendar day's written notice.

If during the course of the current school year a loss of students or executive order from the Governor will result in a reduction in staff prior to January 1, said employee shall receive no less than sixty (60) calendar days written notice, if a reduction in staff is necessary after January 1, said employee shall receive no less than thirty (30) calendar days written notice.

In the event of a recall, employees shall be recalled in inverse order of layoff for a position opening for which they are State approved, certified, licensed and qualified. Such employee shall retain accumulated sick days earned before the layoff. Recall notices shall be mailed certified, return receipt requested. A three (3) year period of recall eligibility for non-probationary specialists shall be observed. Probationary employees shall lose recall rights if they are not recalled eighteen (18) months following the date of layoff. Recall of probationary employees shall be at the discretion of the Board and not subject to the grievance procedure.

G. If an employee takes another position in another school district or in other employment and receives a notice of recall, the employee must either:

1. Return to the District within 30 calendar days, or

2. Submit a certified letter to the District verifying the employee is under a conflicting employment contract with another Michigan K-12 or RESA with a statement of intent to return at the beginning of the next school year.

If these conditions are not met, the employee forfeits his/her rights to any future recall.

H. Not later than November 1 of each year, the Board will publish a seniority list and deliver same to the Association. The Association will have not more than thirty (30) calendar days to verify the accuracy of said published list. Any discrepancies will be resolved by the Association and the Administration. If the Association fails to

verify the published seniority list within the thirty (30) calendar days, the list will be the official seniority list.

I. If two or more employees have the same date of hire and the same years of service, those employees shall be ranked in order by the highest four digit number determined by the last four digits of their respective social security numbers, the higher numbers being given the higher seniority rank.

J. Bargaining unit members who transfer out of the unit into an administrative position within the District shall have their accrued seniority frozen for up to three (3) years. If within three (3) years, the member is re-employed in the original position, the member shall return to the same placement on the salary scale and seniority would begin to accrue effective upon returning to the original position. Re-employment, whether at the request of the employee or at the request of the Program Director, would be contingent upon the availability of an open position.

ARTICLE XV - GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation of the express terms of this contract. 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), or to initial placement on the salary schedule.

B. The term "days" as used herein shall mean working days in which school is in session.

C. 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 subsection of this contract alleged to have been violated;

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

6. It shall specify the relief requested;

7. It shall be submitted on the grievance form (Appendix E).

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

D. Level One - Employees believing themselves wronged by an alleged violation of the expressed provisions of this contract shall within five (5) days of its alleged occurrence orally discuss the grievance with their immediate supervisor in an attempt to resolve same.

If no resolution is obtained within three (3) days of the discussion, the employee shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

Level Two - A copy of the written grievance shall be filed with the Superintendent or their designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or their 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 their designated agent shall render their decision in writing, transmitting a copy of the same to the grievant, the Association President, the immediate supervisor, and place a copy of same in a permanent file in their 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 appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than five (5) days prior to the next regularly scheduled Board meeting.

Level Three - Upon proper application as specified in Level Two, the Board or an Ad Hoc Committee established by the Board shall allow the employee or their Association representative an opportunity to be heard under the Open Meetings Act for which the grievance was scheduled if requested, or if not requested, give such other consideration as it shall deem appropriate. Within one calendar month from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, may designate one or more of its members to hold future hearings therein or otherwise investigate the grievance.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the immediate supervisor of the grievant, the grievant, and the President of the Association.

Level Four - Individual employees shall not have the right to process a grievance at Level Four.

The following matters shall not be arbitrable:

The termination of services of or failure to re-employ any employee.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after the decision of the Board, the parties shall pursue voluntary mediation through the Michigan Employment Relations Commission. If the parties are not able to reach an agreement through the mediation process after four mediation sessions, then the matter may be referred for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance.

If the parties cannot agree upon an arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules.

2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing, pre-hearing statement alleging facts, grounds and defense which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final, conclusive and binding employees, the Board and the Association: subject to the right of the Board or the Association to judicial review. All arbitration proceedings are subject to the procedures and requirements contained in the Michigan Uniform Arbitration Act, MCL 621.1681 et seq.

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

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

   b. He/she shall have no power to establish salary scales or to change any salary schedule.

   c. He/she shall have no power to interpret state or federal law.

   d. He/she shall not hear any grievance previously barred from the scope of the grievance procedure.

5. After a case on which the arbitrator is empowered to rule hereunder has been referred to him/her, it may not be withdrawn by either party except by mutual consent.

6. If either party disputes the procedural arbitrability of any grievance under the terms of this Agreement, the arbitrator shall rule upon arbitrability prior to hearing the case on the merits. In the event that a case is appealed to the arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

7. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.

8. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.

E. Should an employee fail to institute a grievance within the time limits specified, the grievance will not be processed. Should an employee fail to appeal a decision within the limits specified, or leave the employ of the Board, (except a claim involving a

remedy directly benefiting the Grievant regardless of his/her employment), all further proceedings on a previously instituted grievance shall be barred. Time limits specified herein may be extended upon mutual consent.

F. The Association shall have no right to initiate a grievance involving the right of an employee or group of employees without his/her or their express approval in writing.

G. All preparation, filing, presentation or consideration of grievances shall be held at a time other than when an Employee or a participating Association representative are to be at their assigned duty stations.

H. Where no monetary 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.

I. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date of which the grievance is filed.

ARTICLE XVI - MISCELLANEOUS PROVISIONS

A. This Agreement shall supersede any rules, regulations or practices of the Board with respect to mandatory subjects of bargaining which shall be contrary to or inconsistent with the terms contained in any individual's contract issued to bargaining unit members. All future individual contracts issued to bargaining unit members shall be made expressly subject to the terms of this Agreement pertaining to mandatory subjects of bargaining.

B. If any provision of this Agreement, or any application thereof to any bargaining unit member shall become unlawful due to legislative enactment or shall be found contrary to law by an unappealed and final order of a court of competent jurisdiction, such provision(s) or application(s) shall be deemed null and void except to the extent permitted by law, but all remaining provisions or applications of this Agreement shall otherwise continue in full force and effect.

C. The Association shall not engage in a strike against the employer during the duration of this contract.

D. In the event that this Agency shall be combined with one or more intermediate school districts, the Board will strive to assure continued employment of its employees in such consolidated district

E. If the Board assumes any new ongoing programs, the hours, wages, working conditions, and other relevant issues concerning the employees involved, shall be subject to negotiations. Such negotiations shall be conducted with a team appointed by the Association.

F. In the event the Superintendent determines that the Clinton County Educational Center shall not operate, then such notification will be made via local radio/news stations, social media platforms, or ~~an~~other electronic means. Staff will have the opportunity to indicate preferences for school closure notification from a select group of communication options.

1. If a local school in which an employee serves is open and the employee is scheduled for that school on that day, then the employee shall report for work.
2. If a local school in which an employee serves is closed and the employee is scheduled for that school on that day, the employee will not be expected to report for work.
3. Leave day accumulation accounts will not be charged for any employee who was scheduled to use a leave day on any day when school has been canceled, and no substitute cost has been incurred.

4. Employees are obligated to follow the make-up schedule of lost school days of instruction or services to local school districts.

G. Inclusion of an Emergency Manager Clause is required by Section 15(7) of PERA. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

H. In the event of extended school closings related to extreme and unforeseeable circumstances, including but not limited to a pandemic, natural disaster, act of war, or damage to facilities, either party may request the Agreement be renegotiated and/or modified.

ARTICLE XVII - PROFESSIONAL COMPENSATION

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

B. The degree schedule categories are defined below. In order to be recognized for graduate level educational credentials, they must be in the field of specialization or be educationally related to the services provided by the agency.

a. Engagement Team Assistant – The individual is employed in the position of Engagement Team Assistant.

b. Career/Tech Ed – Annually authorized vocational education teachers shall be paid on the annually authorized vocational education column on Appendix B. If an employee possesses a full vocational authorization certificate valid for the course(s) they are teaching, they will be paid according to the regular salary schedule.

c. BA – To qualify for a BA, an employee must present evidence of having attained a Bachelor's degree from a four-year accredited college or university.

d. BA+20 - To qualify for BA+20, an employee must present evidence of having completed a minimum of 20 graduate-level credits from an accredited four-year college or university following the attainment of a Bachelor's Degree.

e. MA - To qualify for MA, an employee must present evidence of a Master's degree requiring at least 30 graduate-level credits.

f. MA+15 - To qualify for MA+15, an employee must present evidence of a Master's degree requiring at least 30 graduate-level credit hours plus sufficient graduate-level credit hours after completing the Master's degree to attain a total of 45 graduate-level credits **OR** the employee must present evidence of a 45 graduate credit or higher Master's degree.

g. MA+30 - To qualify for MA+30, an employee must present evidence of a Master's degree requiring at least 30 graduate-level credit hours plus sufficient graduate-level credit hours after completing the Master's degree to attain a total of 60 graduate-level credits **OR** the employee must present evidence of a 60 graduate credit or higher Master's degree.

C. New employee placement on salary schedule:

1. Degree Schedule Category – New employees shall be placed on the degree schedule based solely upon educational credentials earned in the field of specialization or educationally related to the services provided by the agency. The superintendent has the discretion to determine 1) if credits are related to the field of specialization or to the area of services and 2) how individuals participating in unique educational programs, such as those that offer a Bachelor's degree and a Master's degree simultaneously, are classified on the degree schedule.

2. New employees may be given credit on the salary schedule set forth in Appendix B for years of experience in other school districts and/or experience related to the position of employment up to a maximum of five (5) years. Additional years of experience may be granted upon the Superintendent's recommendation and approval of the Board.

D. Current employees accumulating enough credit hours to advance on the degree schedule shall receive an adjustment in pay. The adjustment in pay shall be calculated effective the date the employee presents proof of credits earned to their immediate supervisor. Educational credits for such adjustment must be:

1. Graduate semester hours or their quarterly equivalent;

2. In the field of specialization, or educationally related to the services provided by CCRESA;

3. Listed on an official transcript(s) of an accredited university or college and the credits of "C" or better, or if no grade is given "passed." If there is a dispute concerning (1-3), then the Superintendent can reject the employee's request to advance on the degree schedule until the parties discuss the matter in a subsequent meeting.

E. Salaries will be paid semi-monthly beginning in August and shall be paid in twenty-four (24) equal installments unless, prior to August 1, written request is made for twenty (20) equal payments. The above salary payment arrangement is subject to approval and processing through the payroll-processing center.

F. The salary schedule is based upon the school calendar as determined jointly by Administration and Association and the normal professional responsibility and duties as defined in this Agreement.

G. When an employee has a minimum of six (6) consecutive years with CCRESA and has attained the maximum step in his/her classification and has remained at the maximum step for (1) contract year, they will receive the additional longevity value as stated in Appendix B.

H. Fringe benefits shall be provided as set forth in Appendix A.

I. Travel – Employees shall be reimbursed for approved business-related travel expenses in alignment with IRS guidelines and subject to maximum amounts for meals and lodging. Reimbursement may include mileage reimbursement when employees are required to furnish their own transportation for travel necessary to the performance of their job responsibilities. Employees will not be reimbursed for commute mileage.

1. **Mileage claims** for each preceding recording period are to be submitted by the employee to the program director or designee by the 5th day of the following month.

2. **The rate of reimbursement for mileage** shall be at a flat rate equal to the maximum allowed per the IRS code act effective upon the same date as effected by the IRS.

3. **Calculation of reimbursable mileage** amounts shall be based upon approved business mileage. Business mileage is defined as miles driven between one business location and another business location.

4. **Commute miles** are miles between home and the otherwise scheduled first work stop of the day and between home and the otherwise scheduled last work stop of the day.

5. **In the case of conferences** or other temporary work assignments where the employee starts and/or ends the travel at their home, the claim for mileage should be based on the shorter of the distance from home to the event/temporary work assignment or from CCRESA to the event/temporary work assignment. A temporary work assignment is defined as an assignment that is irregular and realistically expected to last less than a school year.

6. **The immediate supervisor** shall maintain the right to approve the employee's scheduling.

7. **Transportation of others:** If an employee shall be required to transport others in their personal vehicle or an employee volunteers to transport others in their personal vehicle while performing work activities, the employee shall be covered by the district's automobile insurance on an excess basis.

J. Severance

Each employee who has worked for the CCRESA for at least fifteen (15) years in a state approved, licensed and/or certified capacity shall be eligible to receive a severance benefit as follows:

1. If the eligible employee provides written notice of severance by May 1st prior to the end of the then current school year of severance or has been notified of severance by the District due to discontinuation of position or program, and

2. If the eligible employee submits their written resignation to be effective at the conclusion of that school year, then he/she shall be paid:

   a. 15 through 20 years of service $60 per accumulated sick day at end of school year.

   b. 21 through 26 years of service $65 per accumulated sick day at end of school year.

   c. 27-years and over $80 per accumulated sick day at end of school year.

3. Maximum severance benefit to be paid cannot exceed eight thousand, nine hundred sixty dollars ($8,960).

ARTICLE XVIII - SUBCONTRACTING

The Agency may subcontract the duties of bargaining unit employees whenever there is a need to reduce a backlog of referrals within mandated time limits or there is an insufficient number of qualified professionals on staff to perform those duties. Such subcontracting may occur even though regular staff are on layoff, particularly if such backlogs would not be eliminated in a timely manner by recall of laid off staff member. However, in the event the Agency determined that there is a need to employ a qualified specialist at least 1/2 time for a specific period of ninety (90) consecutive days of work, the Agency shall first offer such a position to qualified and eligible laid-off specialists in accordance with Article XIV, Section C of the Agreement. The provision of Article XIV, Paragraph B shall not apply to specialists who are recalled pursuant to Article XVIII and later laid-off. Laid-off specialists shall be eligible for subcontracts provided they give notice of their availability to the Superintendent or his designee. A specialist shall have one (1) day to respond to any such offer.

1. If the RESA subcontracts therapy or evaluation services, and there are available laid-off specialists who are qualified to perform these services, the RESA shall offer said specialists the subcontract prior to subcontracting with any other person or organization. The rate of payment for services subcontracted to specialists while they are laid off shall be at the specialist's per diem rate, unless the Board has been able to secure outside services for less.

2. Nothing herein shall limit the Agency's right to subcontract outside of the bargaining unit for in-service training and consultation with the administration and staff of the Agency, or if such services are recommended for a student by an IEPT.

3. Subcontracts for psychological evaluation or re-evaluation which are scheduled by the District to be performed during the summer break shall be offered as follows:

    a. Employees who would normally be assigned said evaluations during the regular school year shall be given first opportunity to receive said subcontract provided they inform this Agency of their availability by the last work day of the regular school year.

    b. Qualified employees who by the last work day of the regular school year indicate their availability to perform such services shall then be given the opportunity to receive said contract in order of seniority.

    c. The Agency may then subcontract the services pursuant to the provisions of Section 2, above.

    Employees receiving a subcontract as provided above shall be paid at the same rate as would be offered an outside subcontractor for the same work or their per diem rate, whichever is less. The Association shall be notified of any such work subcontracted.

4. In addition to the subcontracting referred to above, the agency shall have the right, without restriction, to subcontract for career and vocational/technical education services. An example of the type of subcontract contemplated for career and vocational/technical education would be a contract between the agency and another educational institution, such as Lansing Community College, pursuant to which the other educational institution provides the needed educational services.

ARTICLE XIX - DURATION

All articles of this agreement shall be effective upon ratification and signature by both parties from July 1, 2026 through June 30, 2029. This agreement shall terminate on July 1, 2029. Either party may initiate negotiations for a successor Agreement by giving written notice to the other party on or after March 1, 2029.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative the day and year written above.

BY	Ken Armbrustmacher (Jul 14, 2026 14:16:55 EDT)	Jul 14, 2026
	PRESIDENT OF THE BOARD	DATE
BY	Scott Koenigsknecht (Jul 15, 2026 15:49:35 EDT)	Jul 15, 2026
	SUPERINTENDENT	DATE
BY	Lauren Austin (Jul 14, 2026 14:20:22 EDT)	Jul 14, 2026
	PRESIDENT OF THE ASSOCIATION	DATE
BY	Valerie Hall (Jul 14, 2026 15:12:12 EDT)	Jul 14, 2026
	TEAM MEMBER OF THE ASSOCIATION	DATE

APPENDIX A - INSURANCE PROTECTION

A. Effective July 1, 2026, the Board's contribution to the employee's medical benefit plan costs shall be no more than $7,942.09 for employees with single person coverage, $16,609.38 for employees with two-person coverage, or $21,660.30 for employees with family coverage.

Effective January 1, 2027, the Board's contribution to the employee's medical benefit plan costs shall be no more than the hard cap numbers identified by the Michigan Department of Treasury for employees with single person coverage, employees with the two-person coverage and employees with family coverage.

If no hard caps exist or if PA 152 is amended for the 2025-26 school year, the base dollar contribution increase shall equal the percentage increase in insurance costs from the previous year, up to 3%. If no hard caps exist or if PA 152 is amended for the 2026-27 school year, the base dollar contribution increase shall equal the percentage increase in insurance costs from the previous year, up to 3%.

The amounts for which the employee is responsible shall be paid by deduction from the employee's salary monthly or through the execution of a salary reduction agreement and paid through the flexible benefits plan.

B. Every eligible employee may elect either Plan I (full) or Plan II (vision/dental), but not both. Part-time employees employed effective June 19, 2000 shall continue to receive the level of benefits in effect for them at the time of this Agreement. All part-time employees hired after the aforementioned date shall receive the Board's contribution toward insurance coverage(s) (Plan I, Plan II) on a prorated basis according to the number of full days worked as a percentage of the established school year at the center, or at their assigned school district, if applicable. (Example: Two days worked at 3.25 hours per day equals one full day) Such coverage will be granted provided employees are working at least one half (1/2) time.

C. Employees working less than half time may elect to be insured through the health insurance plan(s) offered by the Board. The employees will be responsible for the full cost of the health insurance plan offered and selected.

D. The Board is not responsible for benefits available under said insurance coverage for any period when a specialist is not covered by the carrier.

E. Employees who have Board provided term life insurance have a thirty-one (31) day conversion right upon termination of employment. Any employee electing his/her right of conversion in order to keep their life insurance in force must contact the insurance carrier within thirty-one (31) days of their last day of employment.

F. An employee who terminates employment and leaves the school system for reasons other than illness or injury during the school year shall have their benefits terminated on the last day of the month following termination of their employment.

G. When necessary, (and if permitted by the carrier) premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

Clinton County Regional Educational Service Agency
Employment Insurance Benefits

Two (2) members of the association are participants in the CCRESA Insurance Committee that meets at least once a year to review and come to consensus on the employee insurance benefits and plans offered. Open enrollment for employee benefits is offered each year in November and December with changes to be effective January 1.

Plan I:
All eligible employees will be offered a Health, Dental, and Vision Insurance plan that is competitive and offers reasonable and customary benefits. Efforts are made to offer a variety of health insurance plans to accommodate the individual needs of employees.

Employees will also be offered:

- Term Life Insurance with a benefit of $50,000. This insurance includes accidental death and dismemberment coverages.
- Long Term Disability: After the elimination period, the monthly benefit is an amount equal to 60% of covered monthly earnings with a maximum benefit of $5,000.

Plan II:
Employees wishing to opt out of CCRESA health insurance plan will receive $500 per month as cash in lieu of health benefits. In order to receive this monthly payment cash in lieu payment, the following conditions must be met: (a) the employee voluntarily and in writing opts out of the available medical health care plan; and (b) provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Patient Protection and Affordable Care Act. These employees will be offered a Dental and Vision Insurance plan that is competitive and offers reasonable and customary benefits.

Employees will also be offered:

- Term Life Insurance with a benefit of $50,000. This insurance includes accidental death and dismemberment coverages.
- Long Term Disability: After the elimination period, the monthly benefit is an amount equal to 60% of covered monthly earnings with a maximum benefit of $5,000.

APPENDIX B – SALARY SCHEDULES

Clinton County Regional Educational Service Agency
Teacher/Specialist Salary Schedule
2026-2027

Projected increase from previous year:				3.00%	ON SCHEDULE	$1250	OFF SCHEDULE
STEP	**CTE Tech Ed.**	**ASD**	**BA**	**BA+20**	**MA**	**MA+15**	**MA+30**
1.0	41,420	41,435	48,729	50,867	53,002	55,521	58,045
2.0	43,417	43,092	51,079	53,391	55,778	58,309	60,844
3.0	45,414	44,749	53,429	55,915	58,554	61,097	63,643
4.0	47,411	46,406	55,779	58,439	61,330	63,885	66,442
5.0	49,408	48,063	58,129	60,963	64,106	66,673	69,241
6.0	51,405	49,720	60,479	63,487	66,882	69,461	72,040
7.0	53,402	49,720	62,829	66,011	69,658	72,249	74,839
8.0	55,399	49,720	65,179	68,535	72,434	75,037	77,638
9.0	57,396	49,720	67,529	71,059	75,210	77,825	80,437
10.0	59,393	49,720	69,879	73,583	77,986	80,613	83,236
11.0	61,390	49,720	72,229	76,107	80,762	83,401	86,035
12.0	63,387	49,720	74,579	78,631	83,538	86,189	88,834
13.0	65,387	49,720	76,927	81,150	86,314	88,976	91,632

Longevity Value 4,450.00

Clinton County Regional Educational Service Agency
Teacher/Specialist Salary Schedule
2027-2028

Projected increase from previous year:				3.00%	ON SCHEDULE	$ -	OFF SCHEDULE
STEP	**CTE Tech Ed.**	**ASD**	**BA**	**BA+20**	**MA**	**MA+15**	**MA+30**
1.0	42,663	42,678	50,191	52,393	54,592	57,187	59,786
2.0	44,720	44,385	52,611	54,992	57,451	60,059	62,669
3.0	46,777	46,092	55,031	57,591	60,310	62,931	65,552
4.0	48,834	47,799	57,451	60,190	63,169	65,803	68,435
5.0	50,891	49,506	59,871	62,789	66,028	68,675	71,318
6.0	52,948	51,212	62,291	65,388	68,887	71,547	74,201
7.0	55,005	51,212	64,711	67,987	71,746	74,419	77,084
8.0	57,062	51,212	67,131	70,586	74,605	77,291	79,967
9.0	59,119	51,212	69,551	73,185	77,464	80,163	82,850
10.0	61,176	51,212	71,971	75,784	80,323	83,035	85,733
11.0	63,233	51,212	74,391	78,383	83,182	85,907	88,616
12.0	65,290	51,212	76,811	80,982	86,041	88,779	91,499
13.0	67,349	51,212	79,235	83,585	88,903	91,645	94,381

Longevity Value 4,600.00

Clinton County Regional Educational Service Agency
Teacher/Specialist Salary Schedule
2028-2029

Projected increase from previous year: 3.00% ON SCHEDULE $ - OFF SCHEDULE

STEP	CTE Tech Ed.	ASD	BA	BA+20	MA	MA+15	MA+30
1.0	43,943	43,958	51,697	53,965	56,230	58,903	61,580
2.0	46,062	45,716	54,190	56,642	59,175	61,861	64,549
3.0	48,181	47,474	56,683	59,319	62,120	64,819	67,518
4.0	50,300	49,232	59,176	61,996	65,065	67,777	70,487
5.0	52,419	50,990	61,669	64,673	68,010	70,735	73,456
6.0	54,538	52,748	64,162	67,350	70,955	73,693	76,425
7.0	56,657	52,748	66,655	70,027	73,900	76,651	79,394
8.0	58,776	52,748	69,148	72,704	76,845	79,609	82,363
9.0	60,895	52,748	71,641	75,381	79,790	82,567	85,332
10.0	63,014	52,748	74,134	78,058	82,735	85,525	88,301
11.0	65,133	52,748	76,627	80,735	85,680	88,483	91,270
12.0	67,252	52,748	79,120	83,412	88,625	91,441	94,239
13.0	69,369	52,748	81,612	86,093	91,570	94,394	97,212

Longevity Value 4,750.00

Longevity - When an employee has a minimum of six (6) consecutive years with CCRESA and has attained the maximum step in the classification and has remained at the maximum step for over one (1) contract year, the employee will receive the additional longevity value.

Please refer to ARTICLE XVII – PROFESSIONAL COMPENSATION for column information/definitions.

APPENDIX C – ADDITIONAL DUTIES

The District recognizes the time commitment outside of the regular work day that is associated with additional duties. Upon timely submission of the required end of year documentation, the following additional duties will each be recognized with a $500 stipend per commitment.

A. Department Chairperson

1. Specific work within each department is vital to the organization for reasons such as professional development alignment, focus on department goals, and supporting CCRESA's vision and mission. Each department will have a chairperson who provides leadership for the Department and also serves as a liaison in order to streamline communication between CCRESA administration and each individual department. An administrative representative shall oversee each department and will be identified to the Association by the last Friday in August. The administrative representative will work in conjunction with each assigned Department Chairperson and will develop a system of communication in order to offer appropriate support for each department.

2. Department Chairperson positions shall be posted in the Spring. Interested members of the Department shall submit their interest to the Special Education Director no later than May 15. Department Chairperson assignments will be awarded at the discretion of the Special Education Director in collaboration with the administrative representatives. In the event that multiple people are interested, letters of recommendation from colleagues (currently employed with CCRESA) with at least one letter from a member of your department, will be considered in the selection process. In the event there are no applications, the Special Education Director will appoint the Department Chairperson. Department Chairperson will be appointed by June 1

3. Responsibilities of the Department Chairperson are collaborative with the administrative representative and include the following:

    a. Coordination of additional or group professional development efforts beyond individual needs

    b. Serve as a liaison between CCRESA administration and each individual department

    c. Plan, facilitate, and lead a minimum of three department meetings to take place during the school year during regular school hours with the schedule to be determined by the Department Chairperson and the Special Education Director

    d. Provide written summary of meetings to administrative representatives

    e. Provide input on CCRESA planned professional development activities

    f. Meet with CCRESA administrative representatives 1 time per year to analyze additional training needs for the Department

4. Department Chairpersons shall be represented as follows:

    a. Speech & Language Pathologists

    b. Occupational Therapists/Physical Therapists

    c. School Psychologists

    d. School Social Workers

    e. Consultants

f. Educational Center Teachers

1. Early Childhood

2. School Aged

3. Transition

B. Mentoring - The purpose of the mentor-mentee relationship is to provide new teachers and specialists with support and assistance in the introduction to their profession as well as providing those with experience in the field but that are new to CCRESA with support and assistance in their acclimation to the organization.

1. New to their profession:

a. Teachers may serve, on a voluntary basis and with administrative approval, as mentors for teachers in their first three (3) years of employment as a classroom teacher, as is required by section 1526 of the Revised School Code.

b. Specialists may serve, on a voluntary basis and with administrative approval, as mentors for specialists in their first two (2) years of employment in their area of specialty.

2. Experience in the profession but new to CCRESA:

Teachers and specialists may serve, on a voluntary basis and with administrative approval, as one (1) year mentors for teachers or specialists that are new to CCRESA but have 3 or more years of experience as a teacher or 2 or more years of experience as a specialist in another district.

C. School/District Leadership Team - School and/or district wide leadership teams are integral in ensuring adherence to CCRESA's vision and mission through a process of continuous improvement. School/district leadership team members must have a mindset of thinking about continuous improvement as constant with the whole child, systems, and equity at the forefront. The scheduled meetings and/or activities of the leadership team happen primarily outside of the regular work day. Leadership team members engage in the following components of the continuous improvement process:

- Assess Needs
- Plan
- Implement
- Monitor/Adjust
- Evaluate

School/District Administrators will identify key perspectives (by role) needed on the School/District Leadership Team. Available positions shall be posted in the Spring. Interested members shall submit their interest to the appropriate School/District Leader

no later than May 15. Assignments will be awarded at the discretion of the School/District Leader. In the event that multiple people are interested in the same position, letters of recommendation from colleagues (currently employed with CCRESA), will be considered in the selection process. Final selections will be made by June 1. In order to be eligible for the stipend, School/District Leadership Team members must attend a minimum of 75% of the scheduled meetings.

APPENDIX D – CALENDAR

Calendar for each of the three (3) school years (2026-2027, 2027-2028, 2028-2029) as follows, with specific calendar set prior to July 1 of each year.

a) Opening day for CCRESA similar 2026-2027 school year (August 18, 2026), depending upon opening day for our local Clinton County Schools.

b) The Educational Center Calendar, the ECSE Preschool Calendar, and the Administration Building Transition Calendars shall include five (5) whole days, implementing Professional Development as Instructional Time pursuant to State Aid Act Section 101(10).

The Educational Center Calendar will include the following breakdown of days:

Whole Student Days	173	Whole Days without Students	10
Half Student Days	2	Half Day without Students	2
FTE Total Student Days	174	FTE Total Student Days without Students	11

FTE Total Teacher Days for each school year is 185.

The calendar complies with the State School Aid Act.

APPENDIX E - GRIEVANCE FORM

Grievance Number_____
Date of Violation_____

School_____
STATEMENT OF GRIEVANCE: (Attached)

REMEDY REQUESTED: (Attached)
Approved for processing:

_____ _____
Signature of EA Representative — Signature of Grievant (use reverse side for additional signatures if more than one (Grievant)

Date:_____

DIRECTOR'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action:_____ — Signature of Director

ASSOCIATION'S RESPONSE:
Satisfactory _____ — Unsatisfactory _____ (Reasons Attached)

Date:_____

SUPERINTENDENT'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action:_____ — Signature of Superintendent

ASSOCIATION'S RESPONSE:
Satisfactory _____ — Unsatisfactory _____ (Reasons Attached)

Date:_____

BOARD'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action_____ — Signature of Board President

ASSOCIATION'S RESPONSE:
Satisfactory _____ — Unsatisfactory _____ (Reasons Attached)

Date:_____ — Arbitration Indicated_____