# 2025-2028

# Lake Fenton Community Schools




Master Agreement
Between The
BOARD OF EDUCATION
Lake Fenton School District

AND

LAKE FENTON ASSOCIATION OF
SUPPORT PERSONNEL

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This Agreement is made and entered into this July 1, 2025 and between the Lake Fenton Board of Education, Fenton, Michigan, hereinafter called the "Board" and the Lake Fenton Association of Support Personnel, hereinafter called the “LFASP.”

## ARTICLE I - RECOGNITION

A. The School Board recognizes the LFASP as the exclusive bargaining representative for all members of the unit, which includes all regularly employed full and part-time support personnel.

B. The position of Aide will include the following duties:

1. To supervise groups of students during the school day, as assigned by the building principal.

2. To assist teachers and office staff with clerical tasks.

3. To assist with other school operations as assigned by the building principal.

C. The employer will not aide, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the LFASP during the term of the agreement.

D. Job Descriptions:

- Recess Aide: Supervise students and maintain a cooperative atmosphere during recess. Circulate among students and attempt to resolve minor problems as they arise. Assist in organizing various play activities and games as provided by building administration and/or PE teachers. Supervise the dismissal of students from the playground.

- Lunch Aide: To provide a safe and appropriate environment for students on the playground and/or in the cafeteria during outside and/or inside recess; monitor hallways; monitor cafeteria during lunch times; aid in the safe and orderly functioning of the school.

- Paraprofessional: Paraprofessional is a person who works with small groups of children or on a one-to-one basis in the classroom under the direction of a teacher. He/She may be assigned to other areas of work if training, experience, qualifications, etc., meet the needs of the task. He/She must have additional training and/or several years’ experience working in the area assigned.

- Health Care Aide: A Health Care Aide assists the school nurse by providing care to students for general health, injury, or illness. As a school Health Care Aide, your responsibilities include helping the school nurse manage routine screenings, document health room data and reports, and monitor and inventory supplies.

- Building Support including Supervision: Building Support including Supervision includes but not limited to day-to-day guidance of all education operations, coordination of the detailed work and cultivation of good working relationship among all the people involved in the teaching-learning process.

- Media Clerk/Technology Aide: A Media Clerk is a person who works under supervision (sometimes with groups of children) doing a job that requires duties described in original performance responsibilities.

## ARTICLE II - RIGHTS OF THE ASSOCIATION

A. The LFASP shall have the right to use school buildings but shall make requests through normal channels for room clearance and permission.

B. The LFASP shall have the right to post notices of its activities and matters of LFASP concern on school bulletin boards.

C. The LFASP may use the district's inter-school mail service and mailboxes for communication to its members, provided distribution of the LFASP mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.

D. Upon the written request of the LFASP, the Board shall provide a copy of the adopted school budget.

E. The Board will not discriminate against any Aide on the basis of race, creed, color, sex, national origin, marital status or age.

## ARTICLE III - WORK HOURS AND CONDITIONS

A. When school is in session, the normal workday for all Aides shall be according to need as set forth by the Building Principal.

B. For any mandated professional development workshops by the employer, the employee will receive their regular hourly rate for each hour they attend.

C. Every effort will be made to have two (2) adult supervisors on the playground at all times.

D. Recess Aides Dress Code: All Recess Aides who are outside supervising students may be allowed to wear shorts of a mid-thigh, fingertip length.

## ARTICLE IV - VACANCIES AND PROMOTIONS

When a vacancy is created in the bargaining unit, the administration shall utilize the following procedure:

A. In the event of a vacancy or a new position in the aide, clerical, paraprofessional or secretarial area, the Superintendent's Office will post the position for seven (7) business days. In addition, the L.F.A.A. Chairperson will be notified in writing of the vacancy or new clerical position. Any employee covered by this Agreement may apply in writing for the position and have a personal interview upon request. Consideration will be given to each applicant. If, in the judgment of the Administration, a qualified candidate is not available in the system, the Administration reserves the right to hire from outside the system.

B. The administration shall give first consideration to those employees in the bargaining unit who are presently employed and are fully qualified to perform such duties for vacancies and newly created positions that are covered by this contract. The final decision on filling all vacancies rests with the Board of Education, after evaluating employee qualifications and seniority.

C. Any and all applications for vacancies or newly created positions must be made in writing. Employees not selected may inquire as to the reasons, therefore.

D. At the time of employment each employee shall be given a copy of this Agreement.

E. Current employees and employees on layoff will be given preference over substitutes when possible.

F. Usage of co-op students, building students, TA's, Cadet Teacher's W.A.V.E. (school volunteers) and Health non-mandate aides is not intended to displace aides.

## ARTICLE V – SENIORITY

A. All new employees shall serve a probationary period of sixty (60) workdays during which school is scheduled. All subbing time within two (2) fiscal years would serve as probationary period. The purpose of the probationary period is to enable the Board to decide whether or not these employees shall be permitted to obtain seniority and to, therefore, be covered by the provisions of this Contract other than wages.

B. Seniority shall be tabulated as of the first day of employment as a full time Aide after completion of the probationary period. All Aides hired prior to this Contract shall maintain their original employment date for seniority accumulations.

C. During the probationary period, probationary employees shall not be eligible for any fringe benefits other than negotiated wages and working conditions, nor shall they be eligible for any other rights under this contract. Fringe benefits will commence on the 61$^{st}$ day of employment. Substitutes are to have no fringe benefits in this contract. If hired in a full-time position, a substitute having worked 60 school days will be considered to have served the probationary period.

D. The seniority roster shall be updated by the Board each year, and a copy sent to the LFASP in January.

E. Any additional time to be worked throughout the school year, in a particular building, shall be scheduled by the building administrator in charge. Each Administrator shall assign the additional time to the Aides employed in his/her building offered on a seniority basis.

F. Freezing of Seniority:

1. If an Aide accepts a position covered by a different contract, the said Aide's seniority would be frozen at the level at time of change.

2. In the event that a new position is terminated, the employee may bump back into the Aide work force on the basis of the length of seniority frozen at the time of change of position.

G. When possible, association members shall be used as substitutes for other association positions. Satisfactory performance will be a factor in further opportunity of such. Such substitutions will not involve the use of employees between buildings.

H. When requested, aides may work as substitutes for secretarial, clerk, paraprofessional employees and non-mandated health employees. When the aide works as a substitute in a secretarial position, the aide will be paid the substitute rate (95% of Step 1 Secretarial wage). Aides may substitute in another position as long as the time does not conflict with their current position at the discretion of the building administrator. When the aide works as a substitute in a clerk / paraprofessional position, the aide will be paid the first step of the clerk / paraprofessional Step I (Secretarial Contract) wage.

I. Seniority will continue to accumulate only in the event of layoff.

J. Seniority between all buildings will be recognized in the event of lay-off.

## ARTICLE VI - SICK LEAVE

A. Personal Leave - Leaves of absence without pay may be granted by the Board for good cause for a period of thirty-five (35) days during which the employee shall continue to accumulate seniority. These leaves may be renewed or extended by mutual agreement of the Board and the LFASP. Personal leave will not be granted to enable an employee to actively seek other employment or perform a trial period with another employer.

B. Sickness - Unpaid leaves of absence for sickness or injury of an employee will be granted, upon receipt of notice from the doctor, by the Board and may be for indefinite duration, not to exceed more than one (1) year. However, most leave will be for a fixed period with the obligation on the employee to report any change of condition or request a continuation. Seniority shall accumulate up to 90 days during such leaves. Employees requesting such leaves or continuation of same within the reasonable limits may be required to present a supporting certificate of a physician. An employee returning from such leave may be required to present a doctor's written release.

When returning from an unpaid leave of absence, the employee will return to the same, or similar, position, if possible.

C. Paid Sick Leave
   1. Any employee who is absent because of injury or disease commensurable under Michigan Worker's Compensation law shall receive Worker's Compensation benefits only.
   2. All aides will be given eleven (11) sick days during the duration of the contract. Four (4) may be used as personal days. Sick days may accumulate up to eighty (80) days. Employees who have a shared position will be awarded sick days based on the hours they work on a regular day and the number of days they work per week.

   3. ACT OF GOD DAYS – Employees shall be allowed the first six (6) Act of God days off with pay. Employees will only receive "Act of God" pay when school is canceled, and they were scheduled to work on that day.

   4. In the event of death in the immediate family of employee, the employee may use up to three (3) leave days as funeral not to be deducted from employee's sick leave. Immediate family shall be defined as spouse, child, parents, brothers, sisters, grandchildren, stepchild, in-laws and grandparent of the employee. One (1) day subtracted from sick leave may be used for the death of a relative outside the immediate family.

   5. In the event an employee retires from Lake Fenton Community Schools under this agreement, their accumulated sick days will be paid to the employee at 60% of their hourly rate.

   6. Those employees with 10 or more years of service as of July 1, 2025 shall be eligible to use five (5) sick days as paid vacation days during non-instructional student days, ie: Christmas or Spring Break.

## ARTICLE VII - GRIEVANCES

A grievance shall mean a complaint by an Aide in the bargaining unit that there has been a violation, misinterpretation or an inequitable application of a specific provision of this Agreement.

A. An Aide who feels that he/she has a grievance shall first take the matter up verbally with the principal or designated administrative representative within five (5) working days following the act or condition, which he/she feels, is the basis for the grievance.

B. If the matter is not resolved within five (5) working days, the Aide shall reduce the grievance to writing, specifying the section of the contract he/she alleges is violated and the events that caused the alleged violation and the remedy sought. The written grievance will be presented to the principal within five (5) working days following the date the Aide became aware of the act or condition, which he/she feels, is the basis for the grievance.

C. Within five (5) working days of the receipt of the written grievance, the principal will attempt to arrange a conference. If the principal fails to answer within five (5) working days, the grievance may be submitted to the Superintendent of Schools within an additional three (3) working days.

D. The Superintendent shall answer the grievance within five (5) workdays of receipt of the appeal. If the Superintendent's answer does not settle the grievance, the employee may, within five (5) working days of the receipt of the Superintendent's answer, appeal the grievance to the Board of Education. The grievance shall be placed on the next regularly scheduled Board of Education meeting agenda. The grievance shall be settled within thirty (30) days from the date of appeal to the Board of Education.

## ARTICLE VIII - INSURANCE

Effective upon agreement of this contract, each regularly employed full-time Aide (reports daily) will receive $7,500 of term life insurance with AD & D and subject to the terms of the carrier. Full time is defined as someone who works 5 or more hours per day.

## ARTICLE IX - MISCELLANEOUS PROVISIONS

A. This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary or inconsistent with its terms. Past practices shall not be recognized.

B. A copy of this agreement will be made available to all aides electronically.

C. This contract may be amended during its duration only by mutual consent of the Board of Education and the LFASP.

D. Employees to be laid off for an indefinite period of time shall receive two (2) weeks' notice of layoff, in writing by the Board, whenever possible. The Association committee shall receive a list from the Board containing the names of employees to be laid off on the same date that the employee is notified. When an employee is on layoff, he/she will remain on the recall list equal to the length of active employment or up to the maximum of one (1) year.

E. In the event of recall of personnel occurs:

1. Employees in a lower classification or on layoff because of the reduction in personnel will be offered a recall to their former classification.

2. Employees who are laid off will then be offered a recall to their former classification.

F. Notice of recall shall be sent to the employee at his/her last known address by certified mail. Every employee shall be required to notify the board of his/her intent to return to work within the two (2) working days after receipt of the recall notice. If the employee fails to report for work within ten (10) working days from the date of the notice of recall, he/she shall be considered

terminated. Under extenuating circumstances, exceptions shall be made by mutual agreement, such as a phone call etc., to expedite acceptance of recall.

## ARTICLE X - COMPENSATION

**JOB CLASSIFICATION RATE**

Salary Schedule – Aides/Special Ed. -Paraprofessionals

| | **2025-26** | **2026-27** | **2027-28** |
|---|---|---|---|
| Step I | $16.25 | $16.75 | $17.25 |
| Step II | $16.50 | $17.00 | $17.50 |
| Step III | $16.75 | $17.25 | $17.75 |
| Step IV | $17.25 | $17.75 | $18.25 |
| Step V | $17.50 | $18.00 | $18.50 |

Proposed Salary Increase of $0.75 for 2025-26 and $0.50 per year for 2026-2027, and 2027-2028.

Salary Schedule – Media & Technology Clerks

| | **2025-26** | **2026-27** | **2027-28** |
|---|---|---|---|
| Step I | $16.77 | $17.27 | $17.77 |
| Step II | $17.23 | $17.73 | $18.23 |
| Step III | $17.57 | $18.07 | $18.57 |
| Step IV | $17.89 | $18.39 | $18.89 |
| Step V | $18.24 | $18.74 | $19.24 |

Proposed Salary Increase of $0.75 for 2025-26 and $0.50 per year for 2026-2027, and 2027-2028.

**Stipend for Additional Responsibilities and Exceptional Performance**

An annual stipend in the amount of $500 shall be paid to the Employee in recognition of duties performed beyond the scope of their regular assignment. This stipend is contingent upon the Employee undertaking and satisfactorily performing additional responsibilities as assigned by the building administrator, including but not limited to leading initiatives, mentoring staff, managing special projects. The Employee must demonstrate performance that exceeds standard job expectations, as determined through regular evaluations or documentation provided by the Supervisor. The stipend shall be reviewed annually and is subject to renewal based on continued fulfillment of these duties and the availability of funds.

All newly hired aides will begin on Step I of the pay scale.

Step I, 2 and 3 pay shall begin each year with an effective evaluation of work performed.
Step 4 pay shall begin after 5 years with an effective evaluation of work performed.
Step 5 pay shall begin after 10 years with an effective evaluation of work performed.

A. Substitutes will receive 90% of the Step I Aide compensation. Days worked, as a substitute, will count toward satisfying the probationary period.

B. On half days, aides will be paid for the number of hours needed as determined by the building administrator.

C. Employees will be paid for the following holidays:

| | | | |
|---|---|---|---|
| Thanksgiving Day | Day After Thanksgiving | Labor Day | |
| Christmas Eve | Christmas Day | New Year's Eve | |
| New Year's Day | President's Day | Good Friday | Memorial Day |

The following criteria must be met to receive holiday pay:

1. The employee is a seniority employee on the date of the holiday.

2. The employee is considered a full-time employee. Full-time employees work a minimum of 5 hours per day.

D. Beginning in the year 2007, and continuing through the length of this contract, the Board agrees to reimburse employees up to a maximum of $300 for successful completion of educational courses pertinent to the employees' position. The Superintendent, prior to course registration, must approve all coursework.

E. Merit Pay – Full time employees will receive $100 annually to be paid in June if they receive a highly-effective or effective rating on their year end evaluation.

F. Longevity - Full Time employees will receive the following annually to be paid in June.
- 8 – 10 years $225
- 11 – 15 years $325
- 16 – 20 years $425
- 21 years and up $525

G. An employee who has perfect attendance in both semesters shall receive an additional attendance bonus as listed below.
- 1st Semester $100
- 2nd Semester $100
- Entire Year $100

(Employee has the ability to earn a $300 attendance bonus) – For purposes of calculating attendance to be eligible for this bonus, bereavement days, jury duty days, and one personal business day shall not count against a member's attendance.

## ARTICLE XI- TERMINATION

A. This Agreement shall become effective July 1, 2025, and remain in effect until June 30, 2028.

B. At least sixty (60) days prior to the expiration date of the Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of aides employed by the Board.

C. The parties further agree to meet during the normal school year upon the call of either party to discuss any and all problems concerning wages, hours and working conditions that arise during the year.

D. In witness whereof, the parties have caused this Agreement to be executed by their authorized representatives as of the 1st day of June 2025.

**LAKE FENTON BOARD OF EDUCATION**

Chris Fletcher, President

Michael Peraino, Vice President

Heidi Howieson, Secretary

Shannon Elenbaas, Treasurer

**LAKE FENTON AIDES ASSOCIATION**

Kari Schweigert, Negotiation Committee

Teresa Galbraith, Negotiation Committee

# AIDE – SENIORITY LIST

*(updated June 30, 2025)*

| NAME | | SENIORITY DATE | YEARS OF SERVICE AS OF 6/30/2025 | | | LOCATION |
|---|---|---|---|---|---|---|
| | | | Years | Months | | |
| Jenio | Kandy | 4/20/2015 | 10 | 2 | | Torrey Hill |
| Morris | Jennifer | 10/13/2016 | 8 | 9 | | Torrey Hill |
| Galbraith | Teresa | 11/18/2016 | 7 (1) | | | Middle School |
| Schweigert | Kari | 12/12/2016 | 8 | 7 | | Middle School |
| Castiglione | Tanya | 1/5/2017 | 8 | 6 | | West Shore |
| Legg | Heather | 10/26/2017 | 7 | 8 | | Torrey Hill |
| Broecker | June | 12/8/2017 | 7 | 7 | | Middle School |
| Kitson | Emily | 8/29/2018 | 7 | | | High School |
| Fry | Roni | 11/15/2018 | 6 | 8 | | Torrey Hill |
| Hull | Nancy | 8/24/2021 | 4 | | | High School |
| Daunt | Jeanne | 11/23/2021 | 3 | 7 | | West Shore |
| Strauss | Heidi | 11/25/2021 | 3 | 7 | | West Shore |
| Balbaugh | Shanna | 3/14/2022 | 3 | 4 | | West Shore |
| Knight | Richard | 3/18/2022 | 3 | 3 | | West Shore |
| Anderson | Kendall | 4/19/2022 | 3 | 2 | | Middle School |
| Haney | Misty | 5/28/2022 | 3 | 1 | | West Shore |
| Wiley | Sophie | 9/20/2022 | 2 | 9 | | Torrey Hill |
| Durga | Ashlyn | 11/29/2022 | 2 | 7 | | West Shore |
| Fry (Reynolds) | April | 12/1/2022 | 2 | 7 | | High School |
| Gutierrez | Janean | 3/22/2023 | 2 | 3 | | Torrey Hill |
| Schultz | Tamara | 4/18/2023 | 2 | 2 | | Middle School |
| Miller | Paige | 4/28/2023 | 2 | 2 | | Middle School |
| Williams | D'Arcy | 8/28/2023 | 2 | | | High School |
| Pettit | Amber | 9/7/2023 | 2 | | | Torrey Hill |
| Story | Christy | 11/29/2023 | 1 | 7 | | West Shore |
| Smith | Karrie | 11/30/2023 | 1 | 7 | | West Shore |
| Wolverton | Kayla | 11/30/2023 | 1 | 7 | | West Shore |

# AIDE – SENIORITY LIST

*(updated June 30, 2025)*

| NAME | | SENIORITY DATE | YEARS OF SERVICE AS OF 6/30/2025 | | | LOCATION |
|---|---|---|---|---|---|---|
| | | | Years | Months | | |
| Lueckeman | Heather | 12/8/2023 | 1 | 7 | | West Shore |
| Desheles | Allison | 12/11/2023 | 1 | 7 | | Torrey Hill |
| Bown | Michelle | 12/11/2023 | 1 | 7 | | West Shore |
| Burnett | Elizabeth | 1/9/2024 | 1 | 6 | | West Shore |
| Sather | Rachel | 2/22/2024 | 1 | 4 | | Torrey Hill |
| Whelan | Deana | 3/18/2024 | 1 | 3 | | West Shore |
| Labrie | Katherine | 4/12/2024 | 1 | 3 | | West Shore |
| Calleja | Mary | 4/23/2024 | 1 | 2 | | High School |
| Phegley | Anneliese | 8/19/2024 | 1 | | | Torrey Hill |
| Hubbard | Barbara | 12/4/2024 | | 7 | | West Shore |
| Briggs | Pamela | 12/5/2024 | | 7 | | Torrey Hill |
| Vogel | Jennifer | 12/11/2024 | | 7 | | Middle School |
| Reid | Deborah | 01/09/2025 | | 6 | | High School |

## EMPLOYEES WITH FROZEN SENIORITY AS AN AIDE

| NAME | | SENIORITY DATE | YEARS OF SERVICE AS OF 6/30/2025 Years | Months | LOCATION |
|---|---|---|---|---|---|
| Zalewski | Terry | 2/22/2007 | | 9 | Aide seniority from 2/22/07 to 1/11/08 is frozen, hired as Clerk 1/14/08 |
| Harmon | Alexis | 4/3/2017 | | 3 | Aide seniority from 4/03/17 to 6/30/17 is frozen, hired as Clerk 8/16/17 |
| Martello | Tawna | 8/31/2010 | 2 | 4 | Transferred to Academic Interventionist 1/14/2013, then transferred to Admin Asst Assoc 10/5/2020 |
| Borski | Martin | 8/31/2017 | 1 | | Transferred to Admin Assistant Assoc 7/18/18 |
| Arnold | Velvet | 9/16/2013 | 7 | 3 | Transferred to Food Service 11/29/2021 |
| Ferrara | Lori | 5/10/2021 | | 7 | Transferred to Academic Interventionist 12/06/2021 |
| Brokoff | Joshua | 10/17/2018 | 2 | 8 | Transferred to Academic Interventionist 11/22/2021 |
| Mathies | Stacy | 1/11/2016 | 4 | 6 | Transferred to Food Service 8/22/2022 |
| Galbraith | Teresa | 11/18/2016 | 4 | 7 | Transferred to Food Service 8/12/2022 |