2026-2030

MASTER CONTRACT

ALMA EDUCATION ASSOCIATION

and

ALMA BOARD OF EDUCATION

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MASTER AGREEMENT – ALMA PUBLIC SCHOOLS & AEA 2026-2030

ARTICLE 1 – RECOGNITION

A. The Board recognizes the Association as the exclusive and sole bargaining representative for all regular and part-time certified teachers, Annual Career Authorization (ACA) CTE uncertified teachers, instructional coaches, MTSS coordinators, social workers, and counselors employed by the Board, excluding the superintendent, principals, assistant principals, director of finance, director of community education, human resources, grant writer, school nurse, athletic director, vocational director, temporary employees, substitute employees and other supervisor or administrative positions as set forth by the Board.

1. The term "Board" as used in this Agreement will mean the Alma Board of Education.

2. The term "association" as used in this Agreement will mean the Alma Education Association.

3. The term "teacher" when used hereafter in the Agreement will refer to all employees represented by the association in the bargaining unit as above defined. "Teacher" and "bargaining unit member" are synonymous.

4. The term "school district" and/or "Alma Public Schools" as used in this Agreement will mean the Alma Public Schools, Alma, Michigan.

B. The Board agrees not to negotiate with any teachers' organization other than the association for the duration of this Agreement.

ARTICLE 2 - TEACHER RIGHTS AND RESPONSIBILITIES

A. Nothing contained herein will be construed to deny or restrict a tenured teacher any rights they may have under the Michigan General School Laws or applicable laws and regulations. The rights granted to teachers in this contract will be deemed to be in addition to those provided by the laws of the State of Michigan and the written policy of the Board.

B. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board will have the right to freely organize, join and support the Association for the purpose of engaging in negotiation. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board with the Association undertakes and agrees that it will neither directly nor indirectly discourage, coerce or deprive any teacher of the enjoyment of any rights conferred by Act 379 or other laws of Michigan or by the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of membership or non-membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement or any written Board policy.

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

D. Each teacher will have the right, upon request, to review the contents of their own personnel file other than credentials and recommendations from previous employers. A representative of the Association may, at the teacher's request, be present at the review.

E. All teachers will assume responsibility for discipline in all school areas and when acting in any school sponsored function.

F. A teacher will be entitled, at the teacher's request, to have present a representative of the Association when being reprimanded, disciplined, reduced in rank or compensation.

ARTICLE 3 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Association and its members will have the right to use school buildings at all hours agreed upon by the Association and superintendent or his/her designee for meetings. Bulletin Boards in teachers' lounges and/or other established media of communication will be made available to Association members. Official Association materials to be posted will be signed by the appropriate Association officer.

B. The Board agrees to make available to the Association, upon request, copies of such reports as it may have concerning the financial resources of the district.

C. The Association may use its agents to give advice and counsel concerning any articles of this Agreement.

ARTICLE 4 - BOARD RIGHTS AND RESPONSIBILITIES

A. Nothing contained herein will be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other laws or regulations. It is expressly agreed that all rights, powers and authority which ordinarily vest in and have been or will be exercised by the Board of Education, except those which are clearly and expressly relinquished herein by the Board, will continue to vest exclusively in and be exercised exclusively by the Board and its agents. Such rights will include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the schools' business.
2. Continue its rights of assignment and direction of work of all its personnel.
3. The right to direct the working forces, including the right to hire, promote, suspend, discharge, transfer, and lay off employees, and determine the size of the work force.
4. Determine services, supplies, and equipment necessary.
5. Adopt rules and policies and regulations.
6. Determine qualifications of employees.
7. Determine the number and locations or re-locations of its facilities.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its function, and authority.

B. The exercise of the foregoing rights will be limited only by the specific and express terms of the Agreement and then only to the extent such terms hereof are in accordance with the Laws and Constitution of the State of Michigan and the Law and Constitution of the United States.

ARTICLE 5 - ACADEMIC FREEDOM

A. The Board of Education by law is responsible for establishing the school curriculum and program of

instruction. All course offerings will be taught on the basis of Board approved objectives. Teachers are encouraged to make recommendations regarding objectives, materials and methods used for instruction of student.

B. The Board gives the teaching staff reasonable latitude to develop lesson plans and instructional strategies to accomplish course objectives, provided they align with Board-approved curriculum, district policies, and applicable laws.

C. The Board and Association recognize that to maximize student academic achievement, the home and school must work cooperatively together.

ARTICLE 6 - ASSOCIATION MEMBERSHIP

A. The name of the bargaining unit member will be provided electronically to the association within (10) ten calendar days of Board approval.

Teachers who elect to join the Association may authorize voluntary payroll deductions for contributions such as, but not limited to, United Way, tax sheltered annuities, association dues, etc. Changes to paycheck deductions for W-2 or financial institutions, association dues, etc., can be made at any time during the year. For the automatic deduction of association dues and/or PAC contributions, teachers must provide a written request on or before August 1 for the initial deduction from the first payroll in September. The deduction will continue until/unless the employee revokes such a request. The amount of payroll deduction will be provided by the Michigan Education Association annually. Payroll deductions made pursuant to this provision will be made in equal amounts, as nearly as may be, from the September - June paychecks for each teacher. Monies so deducted will be remitted to the Michigan Education Association monthly.

ARTICLE 7 - TEACHING HOURS AND CLASS LOAD

A. Teacher Work Day/Work Year
It is recognized that the teacher's work obligation goes significantly beyond the time spent in actual classroom instruction. In addition to and in support of their classroom obligations, teachers: grade student assignments and exams; meet with parents, students, and others in addressing particular needs; participate in various planning activities in their buildings; and perform other tasks which may be necessary to effective delivery of instruction. Flexibility is given to teachers in meeting these obligations.

It is understood that the best decision making process at the building and district levels is through a broad base of participation to create a high level of collaboration. Failure to participate will not inhibit the opportunity or responsibility of the Board and/or administration to make policy, program, or operational decisions.

Within this framework, the following specific provisions apply:

1. The teacher's work day will be seven (7) hours and twenty (20) minutes, which will include a thirty (30) minute duty free lunch period. Preschool teachers will eat breakfast, lunch, and snack Monday-Thursday with their students, and their meals and snacks will be provided by the District through its Food Service Program. This lunch period will be offset by a 120-minute duty-free period on Fridays, per building schedule. Off-site Professional Development days may be up to eight (8) hours to include travel time. The work year is outlined in Article 31 of this contract.

2. In establishing building and individual work schedules, the following considerations will apply:
   a. Daily schedules will allow a minimum duty free break of thirty minutes for lunch except as described above for GSRP preschool teachers.

b. Weekly schedules will allow for a minimum of two hundred twenty-five (225) minutes for conference, planning, and preparation. In addition to the daily fifteen (15) minute recess period each elementary classroom teacher will receive a minimum of five (5) thirty-five (35) minute specials each week for planning time. Every effort will be made to schedule the specials at one per day, however, it is understood that this is not always possible. GSRP preschool teachers' weekly schedules will allow for a minimum of two hundred twenty-five (225) minutes for conference, planning, and preparation on Fridays, per building schedule.

c. Planning time will be scheduled in blocks no less than (15) fifteen minutes and will not include travel between buildings or supervision duties.

d. Employees will not be assigned to teach Virtual Learning and Face-to-Face simultaneously. For purposes of this section, "Virtual Learning" shall mean any course which consists of direct online instruction being delivered to students, not in a physical classroom. This does not exclude the possibility of face-to-face instruction becoming remote at times. For purposes of this section, "Remote Learning" shall mean instruction delivered to students who are considered face-to-face however, due to extenuating circumstances, are required to learn from home.

e. Teachers who must travel between buildings as a part of their assigned duties will be given a minimum of 15-minutes travel time, not to be counted as prep time or duty-free lunch break.

3. Any teacher desiring to leave their assigned building prior to the completion of their daily schedule, will first secure permission of their immediate supervisor or designee.

4. Teachers and other professional staff shall attend parent conferences and I.E.P.'s scheduled by their supervisor(s). I.E.P.'s will begin no later than 2:00 p.m.

5. Non-teaching professional personnel covered by this contract will have professional obligations comparable in scope to those of classroom teachers. However, due to the nature of those positions, no defined prep time will be assigned.

B. Elementary teachers are not responsible for recess supervision during that one (1) fifteen (15) minute recess. Should a teacher agree to supervise a recess during that planning time, they will be paid at their per diem rate for the time worked. Kindergarten teachers may have one (1) additional fifteen (15) minute recess but will be responsible for supervising that recess at no additional compensation.

C. The principal will have the authority to designate an appropriate substitute teacher if a need arises within the regular working day. Whenever reasonable, an established rotation will be utilized.

D. Assignments in addition to teaching a normal teaching schedule during the regular school year, including extra duties enumerated in Schedule B, will not be obligatory but will be with the consent of the teacher. Although these positions will normally be filled with bargaining unit members on an annual basis, the Board, however, reserves the right to hire outside candidates over internal candidates where the Board deems this may be in the best interest of the School District. If a person is hired by the Board outside the bargaining unit, they will hold the position until they are terminated by the Board, at which time that position will be re-established as a Schedule B item. It is understood that compensation for these positions will not exceed that established in Schedule B.

E. All teachers will receive a pass which will admit the teacher and one other person to all athletic events

sponsored by Alma Public Schools.

ARTICLE 8 - CLASS SIZE

A. The average pupil teacher ratio in a classroom is:
GSRP Preschool 1-10: 1 Lead Teacher, and 11-20 1 Lead Teacher with one Associate Teacher.

Young 5's	18-1
K-1	24-1
2-3	26-1
4-5	28-1
6-12	30-1
P.E.	35-1
Band & Music	75-1 (Grades 7-12 only)
Vocational classes with a parapro	33-1
Drama	35-1

*Advisory (home room) class will not be included in a teacher's calculated average class size.

For teachers with a self-contained class on a single roster per day, the pupil/teacher ratio will be defined as the number of pupils on the class roster: to teacher.

For teachers assigned multiple rosters per day, the average pupil/teacher ratio will be decided by adding the total number of students in each section and dividing by the number of periods taught per day (see formula and example below).

Due to fluctuating class lists at the beginning of each trimester, the determination of pupil/teacher ratio will be made as of the fall and spring count day and enrollment records for the 3rd Wednesday in session for the last trimester. The teacher will submit the overload payment request form to the building administrator or his/her designated representative and they will inform the Business Office. The Business Office will issue a contract within (10) ten business days of the student count, to any impacted teachers showing the calculation used to determine the overload and subsequent pay increase.

B. In the event the average pupil/teacher ratio exceeds those limits, the teacher will be paid an extra five (20) twenty dollars per pupil per day. Pay for overload numbers will be based on the number of scheduled working days in the grading period, either semester or trimester. If student enrollment drops before the end of the grading period, the teacher will be paid the overload rate through the end of the grading period. Should new enrollment or other circumstances cause a teacher's roster to increase beyond the pupil/teacher ratio after the official determination date, the teacher is responsible to notify Human Resources within 10 business days of the overload roster. The teacher will be paid the increased rate from the first day of student enrollment that exceeds the contractual limit through the end of the grading period.

Formula for Pupil Overload:

Total # of students on class lists over a full day
÷ Number of class periods taught per day
Average Class Size per day
− Contract maximum class size per day
Per Pupil Overload pay rate

Example of overload on count day:

152 students total all day

5 classes per day (not including prep time)
30.4 students
– 30 students (contract max)
.4 students x $20.00 per day x number of days in term

Example of overload occurring after count day:
152 students total all day
5 classes per day (not including prep time)
30.4 students
– 30 students (contract max)
.4 students x $20.00 per day
x number of days from actual start of overload to the end of the term

ARTICLE 9 - TEACHING CONDITIONS

A. Teachers in instructional areas that require special uniforms or protective garments may request in writing to the principal, not more than two suitable garments, to be paid for and cleaned when needed by the Board.

1. Undergarments, footwear, head or hand gear are not deemed essential parts of the uniform.

2. The garments will be replaced upon presentation of evidence to principal that the garment has been worn out or destroyed. All remain property of Alma Public Schools.

3. These garments will be worn only on the job.

4. Exceptions will be made with the recommendation of the building principal and approval of the superintendent.

B. The Board will make available in each school building a rest room and lavatory facilities and a lounge for staff use. No smoking will be permitted in these facilities and lounges.

C. Adequate off-street parking facilities will be provided, properly maintained and identified for staff and visitor use.

D. Upon request of the individual building teachers to their building principals, vending machines may be installed in teacher lounges or other designated areas upon being approved by the building principals. The profits from all such machines will be remitted to a designated teacher at each building. It will be the teachers' responsibility to properly account for the funds, and see that the area is kept in a neat and orderly fashion.

E. It will be the responsibility of the district to purchase board approved curriculum materials for scheduled courses.

F. Each teacher will be given a classroom budget of $200 for other classroom materials and supplies needed for functioning within the scope of their duties.

ARTICLE 10 - STUDENT DISCIPLINE AND TEACHER PROTECTION

A. The Board recognizes its responsibility to support and assist teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the assistance of special counselors, social workers, special education staff, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to support the teacher with respect to such pupil.

It is the responsibility of the teacher to inform the building principal of such needs.

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained; however, when acting in the scope of their duties, and consistent with MDE policy, the Board directs all district personnel to use positive behavior interventions and supports to enhance the academic and social behavior outcomes of all students.

In accordance with state law and MDE policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk to the safety of the student or others and an immediate intervention is required. Any use of emergency seclusion or emergency physical restraint must be consistent with state law, MDE policy, and MDE guidelines.

C. It will be the teacher's responsibility to follow established building procedures and policy, including state law, for the handling of student discipline.

D. Individual records will be maintained on student discipline and will be available to teachers as an aid in determining disciplinary recommendations concerning particular pupils.

E. Any case of assault or legal action upon a teacher while acting within the scope of their duties will be promptly reported to the Board or its designated representative. The Board will render all reasonable assistance to the teacher in connection with the incident by law enforcement and judicial authority.

F. The Board will reimburse a teacher for any loss, damage or destruction of personal effects (including clothing) that results from assault upon the teacher while acting within the scope of their duties, provided the teacher has not acted negligently. In case of other losses, the Board will cooperate whenever possible with authorities in an effort to aid teachers in the recovery of losses while the teachers are acting within the scope of their duties without negligence.

1. Any teacher who is a victim of physical or verbal assault or intimidation by a student shall have the right to request a meeting within two (2) school days to include the building principal, a guidance counselor and/or social worker, the teacher, and other personnel as is relevant to the incident. The purpose of the meeting will be to determine antecedent behavior, responses, and future supports which may be needed. At no point will any member of the team be compelled to violate FERPA and/or to discipline any member of the team.

G. Time lost by a teacher in connection with any incident in Section A through E above will be handled as follows:

1. Time for appearance before a judicial body or legal authority will result in no loss of wages or reduction in accumulated leave.

2. In case of disability, the teacher's wages and benefits will continue in full up to six months, without reduction in accumulated leave, until worker's compensation payments begin.

3. In the event of total disability due to incidents in connection with this article, the Board will pay up to six months, to the teacher, the difference between the compensation payment and the contractual salary of the teacher without reduction of accumulated leave.

4. It is agreed that where a teacher is finally adjudged guilty of a criminal charge or has a judgment entered against him/her in a civil case as related to the incident, the Board has no further responsibility for pay or loss of accumulated leave.

ARTICLE 11 - PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

A. Any teacher who is employed by the Board must meet certification requirements for the State of Michigan.

B. Prior to the end of the school year teachers will receive tentative written notice of their schedules for the forthcoming year. If changes in assignment become necessary due to transfers or recalls, teachers will be promptly notified of the subsequent change.

C. Seniority: Teachers on the seniority list as of June 30, 1990, will maintain their seniority date and placement on the list as previously established. Beginning with July 1, 1990, seniority will be determined by the total length of service in Alma Public Schools and will begin on the teacher's first work day.

1. During the probationary period as defined by the Teacher Tenure Act, a teacher will not accrue seniority. However, upon completion of the probationary period, a seniority date will be established to the original date of employment.

2. Seniority will accumulate during periods of approved leave and layoff.

3. Beginning on July 1, 1990, in the case where two or more teachers have the same seniority date, the tie will be broken in the following order:
   (a) The teacher with the greatest number of years of teaching experience in Alma Public Schools will be given preference.

   (b) The teacher with the greatest number of years of regular teaching experience in other K-12 public school districts.

   (c) The teacher with the earliest date of hire by Board action.

   (d) For ties thereafter, a lottery will be held to determine the priority of position on the seniority list.

4. In September and May of each year, the Board will provide to the Association president the complete seniority list of bargaining unit members. The list will show the teacher's name and seniority date.

5. Seniority will be lost when a teacher is discharged for cause or terminated for any reason.

6. Teachers will lose their seniority if they have been laid off and are recalled to work but fail to notify their immediate supervisor ten (10) working days from the date of receiving notification of such vacancy by certified mail at their last known address. To protect their seniority, it is the teacher's responsibility to keep the personnel office informed of their current address and telephone number.

7. Teachers on less than full day contracts will be given the same seniority rights as those on full day contracts.

D. Administrators will not be able to enter into the bargaining unit work without permission (written) of the association.

ARTICLE 12 - (LEAVE AS PLACEHOLDER- No Content)

ARTICLE 13 - OPEN POSITIONS AND VACANCIES

A. For purposes of this Agreement, a vacancy will be defined as follows:
1. The Board has determined a position exists that it wishes to fill.
2. A position exists that is in excess of the total number of teachers employed (including teachers on lay-off and leave).
3. A position exists that was previously held by a bargaining unit member whose employment with the Board has been severed.
4. A newly created position in the bargaining unit exists.

B. Vacancies will be posted on a designated bulletin Board in each building along with a copy of such posting e-mailed to all certified professional staff. Teachers may apply by submitting a resume to the Superintendent or his/her designee and may be interviewed for the position.

1. In order to retain quality teaching staff in their areas of expertise and experience, the District will avoid involuntary transfers whenever possible. Whenever an involuntary transfer must be made at any time, the District will provide written justification to the teacher(s) impacted. Whenever possible, an in-person meeting will be the method of notification.

2. In the event the District needs to change a teacher's assignment during the school year, this will be considered an emergency involuntary transfer. With Superintendent approval, the District will provide all material support to the teacher for the transfer (work time, custodial assistance, mentoring, training, etc.).

C. Resignations. A copy of a teacher's resignation, will be sent to the Association, with the superintendent's notation as to disposition, within 10 days of its being presented to the Board.

ARTICLE 14 - CONTINUITY OF OPERATIONS

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

B. Nothing in this article will require the District to keep schools open in the event of severe and inclement weather or other conditions not within the control of the school authorities. Teachers will not be required to report to work under such circumstances unless the district would incur a financial loss due to scheduled Professional Development (PD) arrangements. The preferred method of PD in this instance shall be virtual. Should a closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to meet the annual minimum days of instruction required by law so as to qualify the Employer for full state aid, such instructional additional days will be rescheduled as provided for in the calendar and at the end of the student school year if necessary.

C. During the term of this Agreement, neither the Association nor any persons acting in its behalf will cause, authorize or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of the teacher from their position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever.

D. When an individual school building is closed because of emergency conditions (i.e., boiler failure, electrical failure, etc.), the superintendent of schools or their designated representative may require any or all of the teachers of the building to report for duty as the needs of the school system dictate. This includes:

professional development, staff work time, instructional coaching, systems work or other related tasks. Teachers with normally scheduled planning time will be given 90 minutes at the start of this day as their planning time. The remainder of the day will be decided by building and/or district administration.

When an emergency situation occurs during the regular school day resulting in the closure or evacuation of a school building, the superintendent of schools or their designated representative may authorize the release of staff from duty for the remainder of the workday, when such release is determined to be appropriate based on the nature of the emergency and the operational needs of the District.

E. If teachers work on a day which cannot be counted for state aid due to low student attendance, the teachers will be paid at their daily rate for each day that has to be made up if the actual work days exceed the contract maximum.

F. Michigan law allows an emergency financial manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the Collective Bargaining Agreement as provided in the local government and school district fiscal accountability act. Provisions required by this subsection are prohibited subjects of bargaining under this act.

ARTICLE 15 - LEAVES - GENERAL PROVISIONS

A. It is agreed that the use of leave days will be strictly confined to the legitimate purposes specified in this Agreement.

B. The Board recognizes the right of employees to take unpaid leave in accordance with the Family and Medical Leave Act of 1993, and regulations thereunder.

ARTICLE 16 - MEDICAL LEAVE

A. Teachers will be credited with ten (10) medical leave days at the beginning of each school year. Medical leave, remaining at the end of the school year, will be accumulated to a maximum of not more than 75 days. Only sixty (60) accumulated medical days may be used in any one-year period. Any teacher who fails to complete ten (10) months of teaching will lose accumulated medical days at the rate of one (1) day per month for those months not taught. If, for any reason, a teacher does not complete his/her contract, adjustments will be made in the teacher's last pay to reimburse the district for any days used in excess of medical days earned.

1. Medical leave may be used for personal or family medical care. For all absences the teacher is required to notify the school administration, or his/her designee, upon first knowledge of the necessity for the absence but not later than 6:30 a.m. Proper verification shall be presented at the request of the Board.

2. Medical leave may be used at a minimum increment of one-half day. Up to 12 hours may be used in one (1) hour increments.

B. A teacher, out of medical days, may make a request to the Superintendent to receive a donation of medical days. The Association may make the request on behalf of a teacher who is unable to make that request by him or herself. Teachers, with Superintendent approval, may voluntarily give up to a maximum of three (3) days of their accumulated medical leave each school year. The identity of donor and recipient will remain anonymous except to Central Office staff.

C. Maternity/Paternity/Adoption Leave – With the addition of a child to the teacher's family by birth or

adoption, the teacher may elect to take up to 60 consecutive calendar days as medical time from the date of the birth of the child or date of adoption, even if the pregnancy and birth have no complications for the mother or child. Use of leave provisions under the Family and Medical Leave Act (FMLA) apply and will be enforced according to law.

D. A teacher requesting Maternity/Paternity/Adoption leave shall make application thirty calendar (30) days prior to commencement of that leave. The application shall state date of commencement of leave, number of school days to be included and date of expiration. Should leave begin over the summer months, the teacher shall give sixty (60) calendar days' notice of intent to return, with medical time beginning from the date of the birth of the child or date of adoption.

E. Failure to return from Maternity/Paternity/Adoption leave on the date specified in said leave or application by the above mentioned date may constitute termination of employment.

ARTICLE 17 - FUNERAL LEAVE

A. A teacher will be allowed up to five (**5**) working days as funeral leave days not to be deducted from medical or personal leave in the case of death of a teacher's father, mother, father-in-law, mother-in-law, spouse or domestic partner, children, grandchildren, brother, sister, grandmother,~~-or~~ grandfather or any household member. The amount of days which will be approved will depend upon the travel and circumstances involved.

B. If the teacher is responsible for planning, legal, and other related needs in the event of the death of a person listed in 17A, they will be allowed up to ten (10) additional working days, not to be deducted from medical or personal leave. These days do not need to be consecutive. Additional days, and/or bereavement leave for significant loss other than those listed in this clause, may be requested from the superintendent. The Association may make the request on behalf of the teacher who is unable to make the request by him/herself.

C. The superintendent, assistant superintendent, or building principal may allow leave for funerals of persons other than immediate family, not to be deducted from medical leave. A decision made by a building principal regarding leave for funerals of persons other than immediate family can be appealed to the superintendent. The superintendent's decision is final.

ARTICLE 18 - PERSONAL LEAVE

A. Teachers will be credited with four (4) personal leave days at the beginning of each school year. Such leave will require at least two (2) days' written notice to the principal or immediate supervisor, but this stipulation may be waived in cases of emergency. Also, such leave will not be used immediately prior to or following a vacation. These stipulations may be waived by the superintendent. Personal leave days are not to be used for any purpose that one could construe to be a failure to accept one's professional responsibility and/or failure to conduct one's self in a professional or ethical manner.

B. Unused personal leave days remaining at the end of the school year will roll over into the employee's medical leave bank.

C. Up to two (2) medical days may be approved by the superintendent for use as additional personal leave.

D. Personal leave to be used in one (1) hour minimum increments and in no more than two-day blocks so as not to interrupt the educational continuity of the school district.The use of 3 or more consecutive days may be requested from the building principal. Personal leave may be denied if more than 10% of the cohort staff

(elementary vs. secondary) make a request for the same day. Requests are approved on a first-come basis except that requests on the same day for the same day off will be granted on a seniority basis. Once approved, personal leave cannot be revoked.

E. The Association will be allowed ten (10) days per year compensable leave for association business. The superintendent will be notified in writing two (2) days in advance of the persons designated by the Association.

ARTICLE 19 - COORDINATED LEAVES

A. Worker's Compensation -- A teacher who is absent due to an injury which is compensable under Worker's Compensation may use their accumulated medical leave on a proportional basis, to supplement the benefit received from Worker's Compensation, such that the amount of expendable income the teacher receives from Worker's Compensation and medical leave does not exceed the amount of expendable income the teacher would have received from their regular salary amount according to their placement on the salary schedule at the time of the injury. The obligation of the employer is only for the proportional amount necessary to supplement the maximum benefit provided to the teacher from Worker's Compensation until the teacher's accumulated medical leave is exhausted or the teacher is able to return to work, whichever happens first. Should this supplemental pay be found to be subject to the coordination requirements of Worker's Compensation, such that the amount of the Worker's Compensation benefit is reduced, the teacher will not be allowed the use of medical leave and will receive only the Worker's Compensation benefit provided by that statute.

B. Upon proper application by the teacher, and in compliance with the requirements of the insurance carriers, the Board agrees to pay premiums for health, dental, and vision insurance as provided in this Agreement on behalf of the teacher during the first two years of disability covered by the worker's compensation insurance program.

ARTICLE 20 - MILITARY SERVICE

A. Military leaves will be granted and re-employment will be governed by the provisions of the "Universal Military Training Act."

B. If National Guard or Reserve encampment should occur during the school year, the teacher required to participate will be granted a temporary leave of absence. The teacher will receive their regular salary less the amount received from the government for each school day spent in emergency domestic service.

ARTICLE 21 - UNPAID LEAVES

A. Unpaid leave time may be provided as described below. Except in cases of disabilities, the leave will be a specific term. However, should the term expire before the need for the leave ends, the Board may grant a continuance of the leave. The maximum allowed leave will be two (2) years.

B. Teachers, upon request may be granted unpaid leaves of absence for continuing education, physical or mental disabilities, or child care. Unpaid leave shall not be granted for paid employment opportunities, except for continuing education, internships, association representation, or research related to the field of education or the teacher's subject area speciality. Unpaid leave may be granted at any time but shall remain in effect through the end of the school year. Teachers granted an unpaid leave of absence acknowledge that the position they vacate may be considered vacant and posted accordingly.

The Superintendent has the authority to authorize unpaid short-term leaves that would not be in effect for the

remainder of the year.

C. Those persons on leave due to disabilities covered under Workmen's Compensation or the district's long term disability programs will be handled as follows:

1. Teachers will be carried as "active" during the contract year in which they begin receiving disability benefits. They will have the right to immediate return when physically able. All contract benefits except salary will accrue as if the teacher were on the job, working. Salary will be in accordance with the salary payment provisions of the insurance carrier.

2. Teachers remaining on disability for a second and/or third contract years will be placed on medical leave of absence. No contractual financial benefits will accrue except for benefits as provided by Article 19-B or Article 27-B. It is recognized by both parties to this Agreement that an employee's rights to continue participation in group insurance plans on a self-pay basis are governed by various federal statutes, rules, and regulations which are commonly known as the "COBRA Rules."

3. A teacher remaining on disability for a fourth contract year may lose all reemployment rights at the discretion of the Board.

D. Return from leave - The teacher is responsible to notify the superintendent on or before April 1 of the year they are on leave that they will be returning from the leave to assume active status as a teacher. Failure to give notice may result in termination.

ARTICLE 22 - SPECIAL LEAVES

A. Special Leaves of Absence

1. Special leaves of absence for periods of one year each may be granted by the Board for tenure teachers. Special leaves are to be granted primarily to compensate for over staffing caused by decline in student enrollments or for other financial conditions in the district.

2. Positions held by teachers on special leaves will not be "vacant" as defined in this contract.

ARTICLE 23 - PROFESSIONAL COMPENSATION

A. Placement and movement on Schedule A will be as follows:

1. Each newly hired teacher will be placed on Step 0 BA rail, with the following exceptions:
   a. A teacher being hired with past experience may be given one step on the index for each successive year of certified teaching experience up to eight (8) years. This placement will be optional between the teacher and the Board and not subject to the grievance procedure.

   b. Up to three (3) steps on the index may be given for other experience at the discretion of the Board.

   c. A step placement up to eight (8) years may be offered based on years of experience, in order to attract candidates in certain specialty areas. If a teacher receiving such a step placement requests a transfer to another position before serving four (4) years in the position for which they were hired, that teacher may be frozen at their then current step for the balance of their initial four years of service.

   d. A step placement above eight (8) years, with approval of the Association, may be offered in extenuating circumstances.

e. A teacher being hired with a BA+40 or MA education will only be placed on that rail if the original BA degree and post-graduate studies were in the field of education and/or the area of expertise needed for the subject area(s) to be taught. This placement is at the discretion of the Superintendent and the Board of Education.

f. If a new teacher is hired after the first board meeting in October, but before January 1st, that teacher will move a step on Schedule A on January 1st the next year.

2. All full-time teachers will be paid according to their placement on Schedule A. All teachers receiving a summative rating of 1.50 or greater on their evaluation at year end or meets annual evaluation exempt status with more than a half-time load will advance one step on the index for each year they teach with the exception for years that steps were frozen (2011-12, 2012-13); all teachers receiving a summative rating of 1.50 or greater on their evaluation at year end or meets annual evaluation exempt status with a teaching load of half-time or less will advance one step for every two years of such assignment.

   In order to comply with Section 164h(1)(d) of PA 108 of 2017, the Board shall adopt policies to comply with this provision and communicate the details of those policies no later than October 1 of each year.

3. A maximum of two (2) index steps will be given for military service if service within the system was interrupted.

4. After completion of 16, 20, 24 and 27 years of service to Alma Public Schools, a teacher will be given an additional step on the index that their education level indicates with the exception for years that longevity steps were frozen (2011-12). Longevity steps are stated in Schedule A as part of this contract.

5. It will be the teacher's responsibility to see that a record of credits or courses to count towards movement on Schedule A is placed in their personnel file in the superintendent's office prior to September 15th to move at the beginning of the school year or prior to January 15th to move with an effective date of January 15th.

6. Courses applying toward the MA+15 and MA+30 levels that are not on a degree program may be approved by the teacher's supervising principal. Upon request, the teacher will give a written report to their principal stating new ideas, concepts, methods, etc. that they have learned from the course and explaining how they plan to incorporate these ideas into their classroom teaching. Schedule A salary column BA+20 is no longer open for placement after the 2014-15 contract year. Teachers on this column will remain in place or move to the next appropriate column upon reaching the required degree.

7. Teachers at the High School will be paid on the basis of the Board approved class schedule of either block, modified block or periods which will determine a full schedule. Planning time will be included to meet the minimum requirement of 225 minutes per week. Middle School teachers will be paid on the basis of the Board approved class schedule which will include one unassigned prep period per day equivalent to a normal teaching period. Elementary teachers will be paid based on the Board approved class schedule.

   Planning time is not included in the calculation for compensation.

B. Schedule A will reflect following increases:
2026-27 1% increase on schedule, 2027-2028 2% increase on schedule, 2028-29 3% increase on schedule,

2029-30 4% increase on schedule

C. Additional Teaching Load. An effort will be made to limit assignments beyond the normal teaching loads. However, if a teacher is assigned by the building principal to teach more than the normal teaching load established for the grade level, they will receive additional compensation for contact time in excess of such norms. The principal may make this assignment to the teacher if it does not exceed four preparations in any given trimester. Assignments beyond this point will be by the consent of the teacher. The compensation per period for additional contact time will be determined by the following formula:

$$\frac{\text{Teacher's Schedule A Salary}}{\text{Normal Load at Teacher's Grade Level}} \times \text{Annual Hours Above Normal Load}$$

Daily & Hourly Rate Calculations:

$$\text{Daily Rate} = \frac{\text{Teacher Schedule A Salary}}{\text{Days of Contractual Obligation (Article 29, Section A)}}$$

$$\text{Hourly Rate} = \frac{\text{Daily Rate}}{\text{Teacher Work Day (Article 7, Section A1)}}$$

D. Schedule A Salaries will be paid in installments according to the teacher's choice using one of the following methods:

1. Twenty-one (21) equal bi-weekly installments.

2. Twenty-six (26) equal bi-weekly installments.

3. Twenty + one (20) bi-weekly installments of 1/26 each and one (1) installment of 6/26, payable on the twenty-first (21) pay.

If choosing option #1 or #3, all employee health, dental, vision, and LTD premiums will be deducted from the 21st pay.

It is also recognized from time to time, that it will be necessary to schedule 27 pays rather than 26 pays for the upcoming year. In such instances, the Central Office will notify the Association President by April 1st.

E. Payments for Schedules B or other stipends or payments (other than direct reimbursements) will be paid as a lump sum according to the teacher's choice (including submission of applicable forms as required for #2 and #3) using one of the following methods:

1. Included as part of a regular payroll and deposited into accounts designated by the employee.
2. Paid directly to the employee's chosen Health Savings Account (HSA).
3. Paid directly to the employee's chosen private retirement plan if already used for regular payroll deductions.

F. Any errors in payroll, stipends, payments on behalf of or to a teacher which are made in error shall be rectified within the same payroll year. Mones to be repaid to the district or other accounts by the teacher shall be taken in increments of up to $250 per payroll whenever possible.

G. Absences, including the absence of an elementary special teacher, requiring coverage, or which the administration has received adequate notice, will be covered by substitutes, except where none can be obtained and the lack is beyond the control of the administration. In such cases, the teacher assigned the responsibility will receive $30.00 per class period (one-half period to full period) and $15.00 for up to a half a class period covered to compensate for missed planning time. This compensation will be in addition to said teacher's contracted salary.

H. Teachers attending more than two (3+) IEP and/or 504 meetings during their prep time within the same school week will receive $30.00 per period (one-half period to full period) and $15.00 for up to a half a class period for each occurrence beyond two (2).

I. The rate for teachers servicing homebound students will be $30.00 per hour.

J. The Board agrees to reimburse those teachers required to use their car in the normal course of the day to perform their assigned responsibilities and those teachers who are on periodic assignments, a mileage allotment at the IRS standard rate per mile.

K. Expenses incurred by teachers approved to attend conferences, workshops, and conventions will be paid by the Board. Covered expenses will include registration fees, cost of lodging as substantiated by receipts, per diem rates for meals, and mileage at the IRS standard rate per mile The per diem rates for meals will be $10 for breakfast, $15 for lunch, and $25.00 for dinner. No per diem will be paid for any meal included in or purchased with a conference registration.

L. Schedule B (Appendix B)

1. Schedule B is to be based on a 0-10 step system. Credit for experience will be determined on the same basis as teaching experience in Article 23, Section A. Coaches/Advisors continuing positions from 2012-13, will be grandfathered at their existing salary until the pay from the new tiered schedule is higher. They will then be placed on the tiered schedule. All new coaching/advisor position hires will be placed on the 0-10 step system.

2. Schedule B positions will be reviewed annually by representatives of the AEA and Administration to determine the desirability of employing a person in a Schedule B position. Enrollment of students, financial conditions of the school or other factors germane to the situation may be considered in determining whether or not the position should be filled.

3. If there are losses in the number of student participants and/or decline in funding sources and/or reduction in activities, the parties to this contract will meet to make adjustments in compensation levels of Schedule B.

4. Additional positions in Schedule B may be added by mutual Agreement of the Board and Association.

M. The Board of Education agrees to pay each teacher's Basic Retirement contribution to the State Retirement Fund for the duration of this contract in accordance with the Michigan School Retirement Act and subsequent implementation regulations and directives. All payments for Schedule B will be reported to the MI-ORS as employee compensation, to the extent permissible by MI-ORS regulations.

N. The Board will make available any presently Board-approved tax sheltered annuity program(s) to all teachers desiring to participate on a voluntary basis.

O. If a teacher receives unemployment compensation during a regular school break and returns without loss of pay, the teacher will reimburse the district the unemployment compensation received through a lump sum payment or by reduction of compensation otherwise payable under this Agreement. Any reduction of compensation may be spread over the number of pay periods remaining for the fiscal year.

ARTICLE 24 - HEALTH BENEFITS

A. The Board agrees to offer health insurance plan coverage for teachers under the terms set forth in this article.

1. Participation will require proper application by the teacher.

2. The benefit levels set forth are for full-time teachers and will be pro-rated for teachers with less than full-time assignments.

3. Board paid monthly health insurance rates will be at the state hard-cap amount beginning on January 1st of each calendar year. If the state removes hard-cap amounts, the district will continue at the most recent current board-paid contribution amount until January 1st, and then increase board-paid amounts by 3% until/unless a new agreement between the AEA and Board is reached. Negotiations for this purpose will begin within 30-days of the date of effectiveness.

4. Benefit plan options will be selected by mutual agreement between the Association and the Board. It is understood that MESSA or other vendors may change and/or eliminate healthcare plan titles and/or benefits.

   Employees will be responsible for premiums in excess of these amounts through payroll deduction.

B. The Board will establish, pursuant to Section 125 of the Internal Revenue Code and any other applicable statutes, rules, and/or regulations, a "cafeteria" benefit plan which will offer eligible teachers a choice of benefits as follows:

1. Teachers not electing health coverage will be allowed three-thousand six hundred dollars ($3600.00) per year, paid as one lump sum in February, to apply to the purchase of options available from the health insurance carrier, or to withdraw as additional cash compensation.

2. If a teacher selects a health coverage options the cost of which exceeds the amount contributed by the Board, the teacher will be responsible for the additional cost. The teacher may make payment of such additional cost through a salary reduction Agreement.

3. Teachers will complete and submit the necessary documentation for Section 125 enrollment, as applicable. As such, teachers will not be required to meet with any third-party health benefit vendors.

C. No employee will be insured, either as a primary insured or as a dependent, under more than one health insurance plan sponsored by Alma Public Schools.

D. The liability of the Board with respect to any insured benefits will be limited to the payment of premiums.

E. It will be the responsibility of the teacher to inform the Board of any changes in their status that may affect their eligibility for insurance coverage.

F. A teacher who completes all contractual duties for the school year but will not be employed by Alma Public Schools for the following school year shall remain eligible for insurance and benefits through August

31. Insurance and benefits for a teacher who resigns or is terminated during the school year will cease at the conclusion of the resignation/termination month.

ARTICLE 25 - DENTAL/VISION BENEFITS

A. The Board agrees to offer dental and vision insurance plan coverage for teachers under the terms set forth in this article.

1. Participation will require proper application by the teacher.

2. The benefit levels set forth are for full-time teachers and will be pro-rated for teachers with less than full-time assignments.

3. The available plan of dental insurance will be Delta Dental or other plan agreed to by a majority of the membership with the following benefit levels (100:100:90:50)/$2,000.00.

4. The available plan of vision insurance will be MESSA Vision Preferred (No copayment)

B. For the term of this contract, the Board will pay

	Monthly Dental	Monthly Vision
Single	$34.57	$5.09
2-Person	$64.92	$10.94
Family	$113.61	$16.45

C. The liability of the Board with respect to any insured benefits will be limited to the payment of premiums.

D. It will be the responsibility of the teacher to inform the Board of any changes in their status that may affect their eligibility for insurance coverage.

E. MESSA dental/vision plans have a 100% participation requirement. Members will be able to opt **out of** dental or vision coverage only if they can provide credible proof of coverage through another source.

ARTICLE 26 - LIFE INSURANCE

A. Upon proper application by the teacher, the Board agrees to pay the premiums on a term life insurance policy of $50,000 including a matching accidental death and dismemberment coverage. Basic life and basic AD&D insurance reduces to 65% upon attainment of age 65, reduces to 50% upon attainment of age 70 and terminates at retirement.

ARTICLE 27 - LONG-TERM DISABILITY

A. The Board agrees to provide and pay for 100% of the premium for each teacher a long-term disability insurance program with the following characteristics:

1. Sixty-six and two-thirds percent (66-2/3%) of basic compensation to a maximum benefit of four thousand dollars $4,000.00 per month.

2. Elimination period of thirty (30) calendar days with modified fill.

3. Alcohol/Drug abuse disabilities limited to two years.

4. Disability from mental/nervous conditions treated the same as any other illness.

5. Freeze on offsets.

B. Upon proper application by the teacher, and in compliance with the requirements of the insurance carriers, the Board agrees to pay premiums for health, dental, and vision insurance as provided in this Agreement on behalf of the teacher during the first two years of disability covered by the long-term disability insurance program.

ARTICLE 28 - RETIREMENT/DEATH BENEFIT

A. When a teacher's employment with the Alma Public Schools reaches fifteen (15) years and retires from the district, the Board agrees to pay a cash benefit to the teacher, or to the teacher's estate consisting of the following:

1. A payment of fifty percent (50%) of up to seventy (70) unused medical days if notice of resignation is given by April 1, or forty percent (40%) of up to seventy (70) unused medical days if notice of resignation is given after April 1. The Superintendent may allow the fifty percent (50%) payout if failure to meet the April 1 deadline is due to development of unforeseen circumstances.

B. Seven (7) additional medical days will be added to the last year of employment for teachers who have submitted their retirement letter by March 1 and have completed twenty-five (25) years of employment with Alma Public Schools. The additional seven (7) days cannot increase the accumulated total of unused medical days to more than seventy (70) days. For retirement prior to the end of the year, the seven (7) days will be prorated. Deadline may be waived by Superintendent due to unforeseen circumstances.

ARTICLE 29 - SCHOOL CALENDAR AND MISCELLANEOUS

A. Calendar:

1. For the 2026-2027 school year, the calendar will require one hundred eighty- two (182) contractual days. The calendar will consist of one hundred seventy-seven (177) student days. The calendar will designate half days as identified by mutual agreement to be used as teacher work time, exams and grading. Additional calendars for 2027-2028 and 2028-2029 and 2029-2030 will not exceed one hundred eighty-five (185) contractual days and one hundred eighty (180) student days. They will be mutually agreed upon by October for the following year.

2. The calendar for GSRP preschool will be identified by mutual agreement between the Board, building principal, AEA representation, and a minimum of one GSRP certified teacher, not to exceed 185 contractual days.

3. Orientation/Open House: All teachers will participate in a student/parent orientation/open house. This will be scheduled in one (1) two-hour (2hr.) blocks. All teachers will be expected to be in their classrooms to welcome parents and students.

4. Parent/Teacher Connection: Teachers shall attend 12 hours of PTC. A list of dates, times, and activities will be mutually agreed upon by the AEA building reps and the building administration. GSRP teachers will attend 4 family engagement events to include home visits, PT conferences, and other events as scheduled, not to exceed the requirements of the GSRP program. Evening events will begin no earlier than 30 minutes from the end of the student day.

5. Kindergarten Round-Up - One (1) session, up to four (4) hours each at each teacher's per diem rate.

6. Staff Meeting: Two meetings per month of up to seventy-five (75) minutes per meeting and 2 ½ hours of meeting time in August. The months of December and spring break will only have one meeting for the superintendent of schools and principals. One meeting per year of up to seventy-five (75) minutes per meeting may be reserved for a staff meeting for the Superintendent of schools. Dates and times for principal's meetings will be agreed upon by the principal and the building representative. District superintendent meetings will be agreed upon by the Superintendent and the Association President. Special meetings may be held within the working day. Attendance will be mandatory unless the teacher is excused in advance by the person calling such meeting.

7. Should an emergency or any unforeseen incident cause a total count of less than the state mandated student days and/or hours of instruction, the teachers will work additional time necessary to guarantee the Board of Education the mandated number of count days and hours of instruction in accordance with State law and Michigan accounting directives and procedures.

8. New teacher in-service will be provided at the discretion of the Board. Teachers new to the profession must participate in a minimum of fifteen (15) professional development days in their first three years of teaching.

9. Teachers will have their classrooms and program ready for the students.

10. This calendar may be adjusted by written mutual consent of the superintendent of schools and association president.

11. The details of the school calendar will be set forth in Appendix D.

B. Special teachers will have the following considerations:
   1. Scheduled rooms for specials will take precedence over any other classes within that building. If a room is not available, the gym, auditorium, or classroom will be available if scheduled one week in advance.

   2. Custodial duties will be scheduled to avoid interference with scheduled classes for the gym as nearly as possible.

   3. Special teachers begin teaching the first full day of school with students.

   4. A total amount of planning time equal to the regular elementary classroom teachers' planning time.

   5. Secretarial services, properly equipped offices, including clock, desks, files and phone, as a minimum in a proportionate amount as other teachers in the district.

C. GSRP certified teachers will attend required training in order to maintain the standards and guidelines prescribed by the GSRP program. This may include any/all of the following: overnight or weekend travel, flights or other use of public transportation, and district-provided lodging. Meals will be reimbursed per contract language.

D. New Teacher Induction/Teacher Mentoring Process - General Understandings and Guidelines
   1. Initiation, implementation and monitoring of the mentoring process is the responsibility of the district

administration.

2. The assignment of a mentor is done by the principal in consultation with the new teacher.

3. Mentors will not be part of the district evaluation process for probationary teachers.

4. A stipend will be paid to the mentor for each mentee as follows:
   Year one - $1200
   Year two - $800
   Year three - $400

   A mentor who is assigned to a teacher who does not complete a full school year at APS, or who is assigned for less than a full year, will be paid on a pro-rated basis.

5. A teacher with three (3) or less years of previous teaching experience but is new to APS, will start at year one mentorship. A teacher with four (4) or more years of teaching experience outside of APS, will have one year of mentorship and fall into year three.

   a. It is recognized that the mentoring responsibilities are most likely to be reduced progressively in years two and three.

   b. Second and third year stipends may be maintained the same as year one with a mutual request by the mentor and mentee when additional assistance is needed.

   c. Released time will be provided at the discretion of the principal when requested by the mentor.

   d. All mentors are responsible for the following:
      - If the mentee is new to the APS building, the mentor must meet their mentee before the first day of school to familiarize them with the building and procedures.
      - One (1) observation between mentor/mentee per each trimester.
      - Meet with year one mentorship teachers once every week for the first 3 weeks of school, then at least once per month.
      - Meet once per month for year two and year three mentorship teachers.
      - Follow the guidelines as outlined in the APS Mentoring Handbook.
      - Turn in an APS Mentor/Mentee Log monthly to the Human Resource Director.

ARTICLE 30 - GRIEVANCE PROCEDURE

A. A grievance may be filed by a teacher for any alleged violation of this contract and will be presented and adjusted in accordance with the following procedures.

B. A grievance must be presented by the aggrieved teacher through the teacher's building representative to the teacher's immediate supervisor within eight (8) school days from the date the alleged grievance occurred or eight (8) school days from the time the grievant first learned, or should have learned, of the occurrence in order to be a proper matter for the grievance procedure.

Step 1 1. At the first conference with the immediate supervisor, if this grievance is resolved either by withdrawal of the same by the teacher or by Agreement of the parties, a written record will be made of the claimed grievance and its resolution and the Association and the Board will each have a copy of said record including the date of this alleged grievance and the date of disposition.

2. In the event the matter is not resolved informally the problem stated in writing may be submitted as a grievance to the principal of the school in which the grievance arises within thirteen (13) school days following the act or condition which is the basis of the grievance. Such written grievance will be on a form to be agreed upon by the Association and the Board and it will contain among other items to be agreed upon the following:
   a. The name of the grievant, their department, their immediate supervisor and signature of the grievant or grievants.

   b. Specific statement.

   c. Synopsis of the facts giving rise to the alleged violation.

   d. The section or subsections of this Agreement alleged to have been violated.

   e. The date of alleged violation.

   f. The relief requested.

3. Within five (5) school days after receiving the grievance, the principal will state the decision in writing, together with supporting reasons, and will furnish one copy to the grievant filing the grievance and a copy to the Association.

Step 2 If the grievance is not settled in Step One (1) above, it will be turned over to the AEA president under the direction of the grievance chairman, who may present it in writing to the superintendent of schools within ten (10) school days after the last reply in Step 1 stating specifically why the disposition in Step 1 is not acceptable.

1. Within ten (10) school days after delivery of the appeal, the superintendent will investigate the grievance, including giving all persons who participated in Step 1 and representatives from the Association a reasonable opportunity to be heard. Upon request of the superintendent or the Association, all parties will meet at the same time.

2. Within ten (10) school days after the investigation and the superintendent has reviewed it with the Board, he/she will communicate in writing his/her decision, together with the supporting reasons, to the grievant, to the representative designated by the Association who participated in this step and to the principal.

Step 3 If the matter is not resolved after the foregoing steps have been taken, the Association president may refer the same to the Association executive Board.

1. If the executive Board wishes to carry the matter further, it will, within ten (10) school days after the reply of the superintendent at Step 2, make a written request for meeting with the Board to try to resolve the grievance(s) (three representatives from each group). The purpose of the meeting is to consider fairly and in good faith any other methods of settlement might be mutually agreed upon. If, after such a meeting, the matter is not resolved and the executive committee wishes to carry it further, the executive committee may file a "notice of demand" for arbitration under the rules of the American Arbitration Association within ten (10) school days after the meeting with the Board.

2. The arbitration will be conducted in accordance with the rules of the American Arbitration Association.

3. The arbitrator will make a judgment based upon the express terms of this Agreement and will have no authority to add to or subtract from any of the terms of this Agreement.

4. The expenses of the arbitrator will be shared equally between the Board and the Association.

C. In all steps of the grievance procedure, when it becomes necessary for individuals to be involved during working hours, they will be excused with pay for that purpose. Every effort will be made to carry out the steps of the grievance procedure outside the normal school hours.

No teacher at any stage of the grievance procedure will be required to meet with any administration without Association representation.

D. Time Limits:

1. Any grievance not answered by the employer within the time limits prescribed may be immediately lodged at the next higher level or taken directly to arbitration.

2. Any grievance not advanced or appealed by the Association within the time limits nullifies the grievance without future recourse.

3. The time limits specified in this procedure may be extended, in any specific instance, by mutual Agreement in writing only for sound reasons.

E. Through the grievance procedures, the same written grievance will be used and the forwarding of the same will be only by endorsement of the disposition at various levels.

F. If a grievance is not settled by the last scheduled teacher work day, the remaining review days at each step will be extended into the administrative work days of the following week(s).

G. By mutual Agreement, the parties to this Agreement may start a grievance at any step of the grievance procedure.

ARTICLE 31 - NEGOTIATION PROCEDURE

A. Negotiations for a successor Agreement will begin not less than ninety (90) days prior to the expiration of this Agreement. If the parties fail to reach an Agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate. The Association will not engage in or encourage strike action of any type.

B. During the term of this Agreement, either party may request meetings of the negotiating teams for the purpose of discussing matters of mutual interest and/or for considering possible amendments to this Agreement. If the chief negotiators or the superintendent and the president of AEA agree that such a meeting would be worthwhile, a meeting will be scheduled as soon as is practical. It is not presumed that negotiations under this provision will necessarily lead to modifications of the Agreement.

C. In any negotiations described in this article, neither party will have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course

of negotiations or bargaining, subject only to such ultimate ratification.

D. This Agreement may only be modified upon mutual consent of each party. Any such modification will be agreed to and reduced to writing by the respective negotiations teams, subject to proper ratification by the Association membership and Board of Education prior to becoming effective.

E. Nothing contained in this article will require either party to consent to re-opening any portion of this Agreement.

ARTICLE 32 - EXTENT OF AGREEMENT

A. If any provision of this Agreement or any application of the Agreement to any teacher or group or group of teachers will be found contrary to law, then such provision or application will be void except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE 33 - DURATION OF AGREEMENT

A. This Agreement will be in effect as of July 1, 2026 or date ratified by both the Board and A.E.A. and will continue until June 30, 2030.

B. For official notifications regarding this contract, the Association President and the Association's Chief Negotiator will receive such notice. When the Association is serving notification to the Board regarding this contract, the Superintendent of schools or his/her designee will be the official to be contacted.

ALMA PUBLIC SCHOOLS:

Wesley Wickes
President, Board of Education

Stacey Luberda-Criner
Superintendent

ALMA EDUCATION ASSOCIATION:

Elizabeth Campbell
Representative of A.E.A.

Christopher Sandro
Representative of A.E.A

SCHEDULE A 2026-27

BASE SALARY AT BA LEVEL FOR 2026-27 IS
(Increase of 1.0% over 2025-26 Base)

$43,652

STEP	BA		BA+20(n)		BA+40* OR MA		MA+15**(n)		MA+30***(n)	
	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT
0	1.00	43,652	1.035	45,180	1.070	46,708	1.0875	47,472	1.105	48,236
1	1.05	45,835	1.090	47,581	1.130	49,327	1.1500	50,200	1.170	51,073
2	1.10	48,017	1.145	49,982	1.190	51,946	1.2125	52,928	1.235	53,910
3	1.15	50,200	1.200	52,383	1.250	54,565	1.2750	55,657	1.300	56,748
4	1.20	52,383	1.255	54,784	1.310	57,184	1.3375	58,385	1.365	59,585
5	1.25	54,565	1.310	57,184	1.370	59,804	1.4000	61,113	1.430	62,423
6	1.30	56,748	1.365	59,585	1.430	62,423	1.4625	63,841	1.495	65,260
7	1.35	58,930	1.420	61,986	1.490	65,042	1.5250	66,570	1.560	68,097
8	1.40	61,113	1.475	64,387	1.550	67,661	1.5875	69,298	1.625	70,935
9	1.45	63,296	1.530	66,788	1.610	70,280	1.6500	72,026	1.690	73,772
10	1.50	65,478	1.585	69,189	1.670	72,899	1.7125	74,754	1.750	76,391
11	1.55	67,661	1.640	71,590	1.730	75,518	1.7750	77,483	1.820	79,447
16	1.60	69,844	1.695	73,990	1.790	78,137	1.8375	80,211	1.885	82,284
20	1.65	72,026	1.750	76,391	1.850	80,757	1.9000	82,939	1.950	85,122
24	1.70	74,209	1.805	78,792	1.910	83,376	1.9625	85,667	2.015	87,959
27	1.75	76,391	1.860	81,193	1.970	85,995	2.0250	88,396	2.080	90,797
Long.	0.05	2,183	0.055	2,401	0.060	2,619	0.0625	2,728	0.065	2,837

*Hours must be GRADUATE hours

**Or if masters required 45 credits

*** Or if masters requires 60 credits

Longevity step AFTER 16, 20, 24, AND 27 continuous years of Service. **(See Article 23.A. 4.)**

(n) Salary column BA+20 is no longer open for placement after the 2014-15 contract year.

SCHEDULE A 2027-28

BASE SALARY AT BA LEVEL FOR 2027-28 IS $44,525
(Increase of 2.0% over 2026-27 base)

STEP	BA		BA+20(n)		BA+40* OR MA		MA+15**(n)		MA+30***(n)	
	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT
0	1.00	44,525	1.035	46,084	1.070	47,642	1.0875	48,421	1.105	49,200
1	1.05	46,752	1.090	48,533	1.130	50,314	1.1500	51,204	1.170	52,095
2	1.10	48,978	1.145	50,981	1.190	52,985	1.2125	53,987	1.235	54,989
3	1.15	51,204	1.200	53,430	1.250	55,657	1.2750	56,770	1.300	57,883
4	1.20	53,430	1.255	55,879	1.310	58,328	1.3375	59,553	1.365	60,777
5	1.25	55,657	1.310	58,328	1.370	61,000	1.4000	62,335	1.430	63,671
6	1.30	57,883	1.365	60,777	1.430	63,671	1.4625	65,118	1.495	66,565
7	1.35	60,109	1.420	63,226	1.490	66,343	1.5250	67,901	1.560	69,459
8	1.40	62,335	1.475	65,675	1.550	69,014	1.5875	70,684	1.625	72,354
9	1.45	64,562	1.530	68,124	1.610	71,686	1.6500	73,467	1.690	75,248
10	1.50	66,788	1.585	70,573	1.670	74,357	1.7125	76,249	1.750	77,919
11	1.55	69,014	1.640	73,021	1.730	77,029	1.7750	79,032	1.820	81,036
16	1.60	71,240	1.695	75,470	1.790	79,700	1.8375	81,815	1.885	83,930
20	1.65	73,467	1.750	77,919	1.850	82,372	1.9000	84,598	1.950	86,824
24	1.70	75,693	1.805	80,368	1.910	85,043	1.9625	87,381	2.015	89,718
27	1.75	77,919	1.860	82,817	1.970	87,715	2.0250	90,164	2.080	92,613
Long.	0.05	2,226	0.055	2,449	0.060	2,672	0.0625	2,783	0.065	2,894

*Hours must be GRADUATE hours

**Or if masters required 45 credits

*** Or if masters requires 60 credits

Longevity step AFTER 16, 20, 24, AND 27 continuous years of Service. **(See Article 23.A. 4.)**

(n) Salary column BA+20 is no longer open for placement after the 2014-15 contract year.

SCHEDULE A 2028-29

BASE SALARY AT BA LEVEL FOR 2028-29 IS $45,861
(Increase of 3.0% over 2027-28 base)

STEP	BA		BA+20(n)		BA+40* OR MA		MA+15**(n)		MA+30***(n)	
	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT
0	1.00	45,861	1.035	47,466	1.070	49,071	1.0875	49,874	1.105	50,676
1	1.05	48,154	1.090	49,988	1.130	51,823	1.1500	52,740	1.170	53,657
2	1.10	50,447	1.145	52,511	1.190	54,575	1.2125	55,606	1.235	56,638
3	1.15	52,740	1.200	55,033	1.250	57,326	1.2750	58,473	1.300	59,619
4	1.20	55,033	1.255	57,556	1.310	60,078	1.3375	61,339	1.365	62,600
5	1.25	57,326	1.310	60,078	1.370	62,830	1.4000	64,205	1.430	65,581
6	1.30	59,619	1.365	62,600	1.430	65,581	1.4625	67,072	1.495	68,562
7	1.35	61,912	1.420	65,123	1.490	68,333	1.5250	69,938	1.560	71,543
8	1.40	64,205	1.475	67,645	1.550	71,085	1.5875	72,804	1.625	74,524
9	1.45	66,498	1.530	70,167	1.610	73,836	1.6500	75,671	1.690	77,505
10	1.50	68,792	1.585	72,690	1.670	76,588	1.7125	78,537	1.750	80,257
11	1.55	71,085	1.640	75,212	1.730	79,340	1.7750	81,403	1.820	83,467
16	1.60	73,378	1.695	77,734	1.790	82,091	1.8375	84,270	1.885	86,448
20	1.65	75,671	1.750	80,257	1.850	84,843	1.9000	87,136	1.950	89,429
24	1.70	77,964	1.805	82,779	1.910	87,595	1.9625	90,002	2.015	92,410
27	1.75	80,257	1.860	85,301	1.970	90,346	2.0250	92,869	2.080	95,391
Long.	0.05	2,293	0.055	2,522	0.060	2,752	0.0625	2,866	0.065	2,981

*Hours must be GRADUATE hours

**Or if masters required 45 credits

*** Or if masters requires 60 credits

Longevity step AFTER 16, 20, 24, AND 27 continuous years of Service. **(See Article 23.A. 4.)**

(n) Salary column BA+20 is no longer open for placement after the 2014-15 contract year.

SCHEDULE A 2029-30

BASE SALARY AT BA LEVEL FOR 2029-30 IS $47,695
(Increase of 4.0% over 2028-29 base)

STEP	BA		BA+20(n)		BA+40* OR MA		MA+15**(n)		MA+30***(n)	
	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT
0	1.00	47,695	1.035	49,365	1.070	51,034	1.0875	51,869	1.105	52,703
1	1.05	50,080	1.090	51,988	1.130	53,896	1.1500	54,850	1.170	55,804
2	1.10	52,465	1.145	54,611	1.190	56,758	1.2125	57,831	1.235	58,904
3	1.15	54,850	1.200	57,235	1.250	59,619	1.2750	60,812	1.300	62,004
4	1.20	57,235	1.255	59,858	1.310	62,481	1.3375	63,793	1.365	65,104
5	1.25	59,619	1.310	62,481	1.370	65,343	1.4000	66,774	1.430	68,204
6	1.30	62,004	1.365	65,104	1.430	68,204	1.4625	69,755	1.495	71,305
7	1.35	64,389	1.420	67,728	1.490	71,066	1.5250	72,736	1.560	74,405
8	1.40	66,774	1.475	70,351	1.550	73,928	1.5875	75,717	1.625	77,505
9	1.45	69,158	1.530	72,974	1.610	76,790	1.6500	78,697	1.690	80,605
10	1.50	71,543	1.585	75,597	1.670	79,651	1.7125	81,678	1.750	83,467
11	1.55	73,928	1.640	78,221	1.730	82,513	1.7750	84,659	1.820	86,806
16	1.60	76,313	1.695	80,844	1.790	85,375	1.8375	87,640	1.885	89,906
20	1.65	78,697	1.750	83,467	1.850	88,237	1.9000	90,621	1.950	93,006
24	1.70	81,082	1.805	86,090	1.910	91,098	1.9625	93,602	2.015	96,106
27	1.75	83,467	1.860	88,714	1.970	93,960	2.0250	96,583	2.080	99,207
Long.	0.05	2,385	0.055	2,623	0.060	2,862	0.0625	2,981	0.065	3,100

*Hours must be GRADUATE hours

**Or if masters required 45 credits

*** Or if masters requires 60 credits

Longevity step AFTER 16, 20, 24, AND 27 continuous years of Service. **(See Article 23.A. 4.)**

(n) Salary column BA+20 is no longer open for placement after the 2014-15 contract year.

Appendix B- Schedule B Academics

STEP	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F	GROUP G
0	$3,245	$1,893	$1,622	$1,352	$1,082	$812	$271
1	3,515	2,042	1,757	1,461	1,163	879	284
2	3,785	2,190	1,893	1,569	1,244	947	298
3	4,056	2,339	2,028	1,677	1,325	1,014	311
4	4,326	2,487	2,163	1,785	1,406	1,082	324
5	4,506	2,596	2,253	1,857	1,469	1,127	342
6	4,687	2,704	2,343	1,929	1,532	1,172	361
7	4,867	2,812	2,433	2,001	1,595	1,217	379
8	5,047	2,920	2,524	2,073	1,659	1,262	397
9	5,227	3,028	2,614	2,145	1,722	1,307	415
10	5,408	3,136	2,704	2,218	1,785	1,352	433

Group A	**Group B**	**Group C**	**Group D**
Band- High	Forensics- High	Senior Class Advisor- High	Skills USA Advisor- High
FFA- High	Yearbook- High	Senior Class Advisor- High	HOSA- High
		Junior Class Advisor- High	Quiz Bowl- High
Group E	**Group F**	Vocal Music- High/MS	
Drama (Per Production)- High	Panther Press- MS	Jazz Band- MS	**Group G**
Vocal Music Coach- High	Math Team- High	Model UN- High	Family Night Coordinator- Ele (6 positions)

Group E Cont.	Group F Cont.	Group C Cont.	Group G Cont.
9th Gr Class Advisor- High	Chess Club- High	Robotics- High	Field Day Coordinator- MS
10th Gr Class Advisor- High	Student Council- MS	National Honor Society- High	Field Day Coordinator- Ele per bldg
LINKS (Host Years)- High	Music- Ele	Student Council- High	8th Gr Celebration
	Student Council- Ele per bldg	Band- MS	**Other**
	Grade Level Lead- Ele (6 positions K-5)		Skills USA Mentors $450
			Coaching Assistant (any activity) added based on student numbers $600

Appendix B- Schedule B Athletics

STEP	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F	GROUP G	GROUP H
0	$4,867	$3,785	$2,975	$2,704	$2,434	$2,163	$1,893	$1,352
1	5,042	3,960	3,150	2,879	2,584	2,313	2,043	1,452
2	5,217	4,135	3,325	3,054	2,734	2,463	2,193	1,552
3	5,392	4,310	3,500	3,229	2,884	2,613	2,343	1,652
4	5,567	4,485	3,675	3,404	3,034	2,763	2,493	1,752
5	5,742	4,660	3,850	3,579	3,184	2,913	2,643	1,852
6	5,917	4,835	4,025	3,754	3,334	3,063	2,793	1,952
7	6,092	5,010	4,200	3,929	3,484	3,213	2,943	2,052
8	6,267	5,185	4,375	4,104	3,634	3,363	3,093	2,152
9	6,442	5,360	4,550	4,279	3,784	3,513	3,243	2,252
10	6,617	5,535	4,725	4,454	3,934	3,663	3,393	2,352

Group A	Group B	Group C	Group D
Head Coach- Varsity Football	Head Coach- Varsity Boy's CC	Head Coach- Varsity Pompoms	Varsity Assistant Coach- Football
Head Coach- Varsity Boy's Basketball	Head Coach- Varsity Girls's CC	Head Coach- Varsity Sideline Cheer	Varsity Assistant Coach- Football
Head Coach- Varsity Girl's Basketball	Head Coach- Varsity Volleyball	Head Coach- Varsity Competitive Cheer	
	Head Coach- Varsity Baseball	Head Coach- Varsity Boy's Bowling	
	Head Coach- Varsity Wrestling	Head Coach- Varsity Girl's Bowling	
	Head Coach- Varsity Softball	Head Assistant Coach- Varsity Football	

	Group B Cont.		
	Head Coach- Varsity Boy's Track & Field		
	Head Coach- Varsity Girl's Track & Field		
	Head Coach- Varsity Boy's Soccer		
	Head Coach- Varsity Girl's Soccer		
	Head Coach- Varsity Boy's Tennis		
	Head Coach- Varsity Girl's Tennis		
	Head Coach- Varsity Boy's Golf		
	Head Coach- Varsity Girl's Golf		
Group E	**Group F**	**Group G**	**Group H**
JV Coach- Football	Freshman Coach- Football	Assistant Coach- Boy's Track & Field	Assistant Coach Specialist- Track & Field
JV Coach- Football	Freshman Coach- Football	Assistant Coach- Girl's Track & Field	Assistant Coach Specialist- Track & Field
JV Coach- Boy's Basketball	Freshman Coach- Boy's Basketball	JV Coach- Baseball	MS Coach- 8th Gr Volleyball
JV Coach- Girl's Basketball	Freshman Coach- Boy's Basketball	JV Coach- Softball	MS Coach- 7th Gr Volleyball
	JV Coach- Volleyball	JV Coach- Boy's Soccer	MS Coach- 8th Gr Girl's Basketball

		Group G Cont.	Group H Cont.
		JV Coach- Girl's Soccer	MS Coach- 7th Gr Girl's Basketball
		JV Coach- Boy's Golf	MS Coach- Wrestling
		JV Coach- Girl's Golf	MS Coach- 8th Gr Boy's Basketball
		Freshman Coach- Volleyball	MS Coach- 7th Gr Boy's Basketball
			MS Coach- Cheerleading
			MS Coach- Girl's Track
Other			MS Coach- Boy's Track
Weight Room Supervisor (Winter) $600	Coaching Assistant (any sport) added based on athlete numbers $600		MS Coach- Boy's Cross Country
			MS Coach- Girl's Cross Country

APPENDIX C- **GRIEVANCE FORM** Grievance No. _____

STEP 1

NAME OF GRIEVANT _____ TIME & DATE OF SUBMISSION _____

BUILDING/DEPT. _____ IMMEDIATE SUPERVISOR _____

CONTRACT PROVISION(S) VIOLATED:
ARTICLE _____ SECTION _____ ARTICLE _____ SECTION _____
ARTICLE _____ SECTION _____ ARTICLE _____ SECTION _____

TIME AND DATE OF ALLEGED CONTRACTUAL VIOLATION: TIME _____ DATE _____

EMPLOYEE(S) INVOLVED IN GRIEVANCE:

STATEMENT OF ISSUE:

SYNOPSIS OF FACTS GIVING RISE TO THE ALLEGED VIOLATION:

ACTION OR RELIEF SOUGHT:

AGGRIEVED EMPLOYEE(S) SIGNATURE:

_____

Note: Use extra sheets of paper, if needed, for any areas of form.

THIS SECTION TO BE FILLED IN BY IMMEDIATE SUPERVISOR

ORAL GRIEVANCE RECEIVED BY: _____
(Immediate Supervisor)

TIME AND DATE GRIEVANCE WAS ORALLY SUBMITTED TO YOU:

_____:_____ _____, 20___.

TIME AND DATE ORAL ANSWER TO GRIEVANCE WAS SUBMITTED TO ASSOCIATION:

_____:_____ _____, 20___.

PLACE IN WRITING BELOW, ORAL ANSWER THAT WAS SUBMITTED TO THE ASSOCIATION:

WRITTEN GRIEVANCE RECEIVED BY: _____
(Immediate Supervisor)

TIME AND DATE WRITTEN GRIEVANCE WAS SUBMITTED TO YOU:

_____:_____ _____, 20___.

PLACE WRITTEN ANSWER HERE:

SIGNATURE: _____ TIME & DATE _____ _____, 20
(Immediate Supervisor)

RECEIPT ACKNOWLEDGED BY:
ASSOCIATION REPRESENTATIVE/GRIEVANT

TIME & DATE _____ _____, 20___.

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE IMMEDIATE SUPERVISOR: _____ SATISFACTORY

_____ UNSATISFACTORY

POSITION OF ASSOCIATION:

SIGNATURE

(Association Representative)

TIME & DATE _____ _____ , 20___

RECEIPT ACKNOWLEDGED BY:

(Supervisor at STEP 2)
TIME & DATE _____ _____ , 20___

STEP 2

THIS SECTION TO BE FILLED IN BY THE SUPERINTENDENT OF SCHOOLS

PLACE WRITTEN ANSWER HERE:

SIGNATURE: _____ TIME & DATE _____ _____, 20___
(Superintendent)

RECEIPT ACKNOWLEDGED BY:
(Association Representative)

TIME & DATE _____ _____, 20___

* *

STEP 3

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE SUPERINTENDENT: _____ SATISFACTORY

_____ UNSATISFACTORY

POSITION OF ASSOCIATION:

THE ASSOCIATION _____ DOES _____ DOES NOT REQUEST A MEETING WITH THE BOARD TO TRY TO RESOLVE THE GRIEVANCE.

SIGNATURE: _____ TIME & DATE _____ _____, 20__
(Association Representative)

RECEIPT ACKNOWLEDGED BY:
(Superintendent of Schools)

TIME & DATE _____ _____, 20__

STEP 4

THIS SECTION TO BE FILLED IN BY THE BOARD REPRESENTATIVE

PLACE WRITTEN ANSWER HERE:

SIGNATURE: ______________________________ TIME & DATE _______ ________________ , 20__

(Board Representative)

RECEIPT ACKNOWLEDGED BY:

(Association Representative)

TIME & DATE _______ ________________ , 20__

* *

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE BOARD: _______ SATISFACTORY

_______ UNSATISFACTORY

POSITION OF ASSOCIATION:

THE ASSOCIATION ______ DOES ______ DOES NOT INTEND TO PROCESS THE GRIEVANCE THROUGH ARBITRATION.

SIGNATURE

(Association Representative)

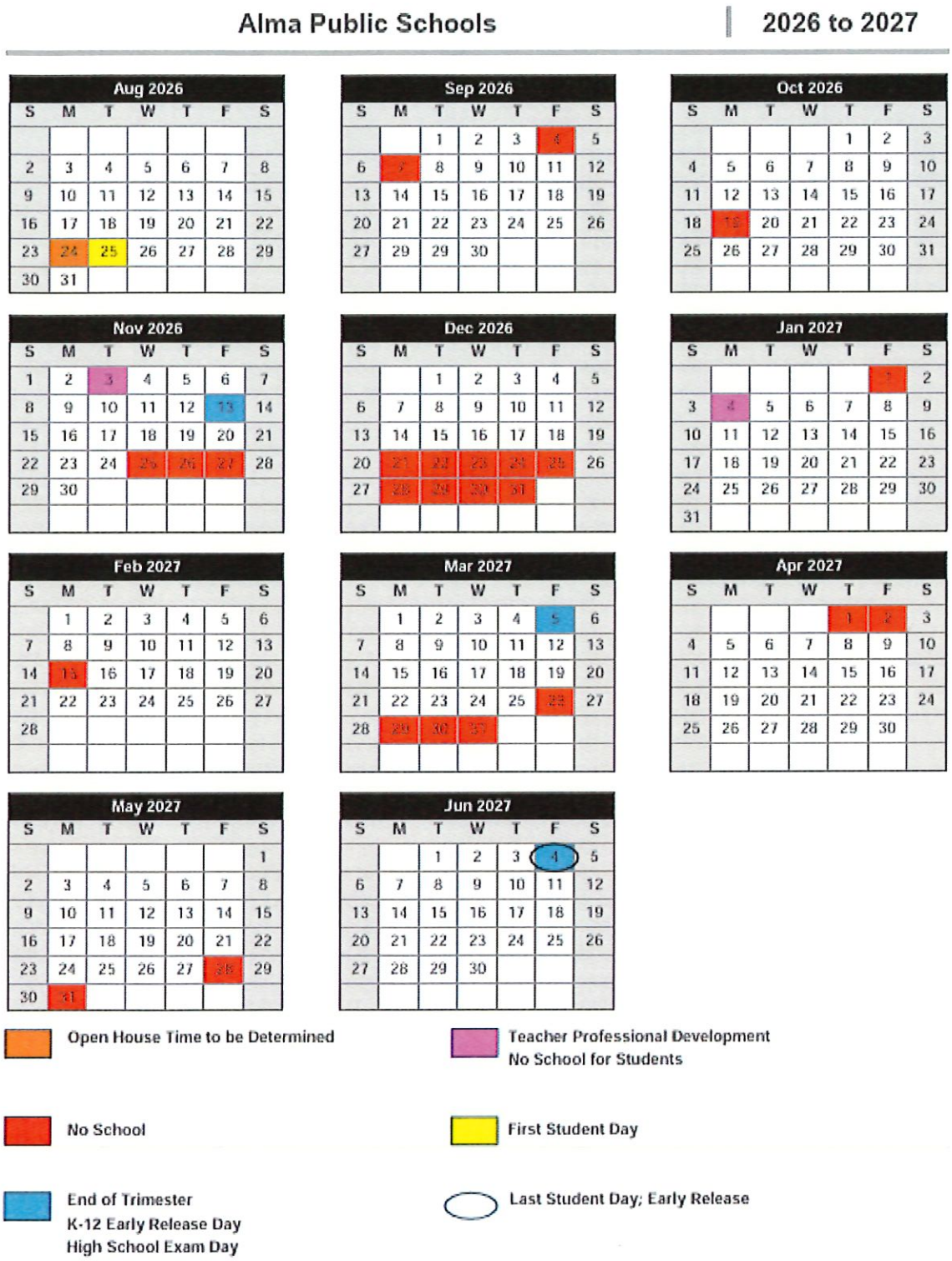
TIME & DATE _______ __________________ , 20__

RECEIPT ACKNOWLEDGED BY:

(Superintendent of Schools)

TIME & DATE _______ __________________ , 20__

APPENDIX D –


Alma Public Schools
2026 to 2027
Aug 2026
Sep 2026
Oct 2026
Nov 2026
Dec 2026
Jan 2027
Feb 2027
Mar 2027
Apr 2027
May 2027
Jun 2027
Open House Time to be Determined
Teacher Professional Development
No School for Students
No School
First Student Day
End of Trimester
K-12 Early Release Day
High School Exam Day
Last Student Day; Early Release