Agreement

between

Kalamazoo County Education Association/ Comstock Education Association

and

Comstock Public Schools

2025-2027



Table of Contents

Article	Description	Page #
Article 1	Recognition	4
Article 2	Rights of the Board of Education	5
Article 3	Association Rights and Responsibilities	5
Article 4	Member Rights and Responsibilities	6
	Evaluation	6
	Discipline	12
Article 5	Professional Services	13
	School Year	13
	Professional Duties	13
	Professional Development	17
	School Closings	18
	Professional Assignments	19
	Vacancies	20
	Layoff and Recall	21
Article 6	Physical Facilities & Educational Opportunities	23
	School Vehicle Prohibition	23
	Physical Facilities	23
	Educational Opportunities	23
Article 7	Compensation and Benefits	24
	Wages	24
	Tuition Reimbursement	25
	Insurance	25
Article 8	Leaves	26
	Sick Leave	26

	Earned Sick Time for Schedule B	26
	Family and Medical Leave (FMLA)	27
	Personal Leave	29
	Sick Day Buy Back	30
	Court Leave	30
	Parental Leave	30
	Bereavement Leave	30
	Health and Hardship Leave	31
	Professional Growth Leaves	31
	Military Reserve Leave	32
	Administrative Leaves	32
Article 9	Miscellaneous Contract Provisions	32
	Board Policies	32
	Medical Examinations	32
	Future Bargaining	33
	Elementary Secondary Act	33
Article 10	Contract Administration	33
	Definition	33
	Grievance Procedure	33
	Policies and Other Agreements	36
	Interpretations	36
	Notices	36
	Grade Changes	37
	Scope	37
	Distribution	37
	Term	37
Schedule A	Salary Schedule	38
	Longevity	39
	Early Notice Incentive for Retirement	39
Schedule B	Section 1	39
	Section 2	40

	Section 3: Starting a Club	40
	Schedule B Extra Curricular	41
	Schedule B Athletic	42
	Curriculum Projects During Non-Contractual Periods	43
Schedule C	Insurance Plan A	43
	Insurance Plan B	44
Letter of Agreement	Employment of Teachers for Parochial Schools	47
Appendix A	School Calendars	48
Index		52

A G R E E M E N T

THIS AGREEMENT made by and between COMSTOCK PUBLIC SCHOOLS, Kalamazoo County, Michigan (hereinafter called the "Board"), and the KALAMAZOO COUNTY EDUCATION ASSOCIATION, (hereinafter called the "Association);

W I T N E S S E T H:

ARTICLE 1 - RECOGNITION AND DEFINITIONS

The Board recognizes the Association as the sole and exclusive collective bargaining representative for all full–time, part–time under contract, regularly employed, certified teachers and non-teaching certified employees including Social Workers, Speech Pathologists, School Counselors, School Psychologists expressly excluding the Superintendent, Assistant Superintendent, Assistant to the Superintendent, Director of Curriculum, Director of Vocational Education, Director of Special Education, Director of Adult Education, Principals, Assistant Principals, Dean of Students, Athletic Directors, Department Heads while functioning in that capacity, and casual or per diem substitutes for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, or other conditions of employment.

A. **Definitions.** Except as otherwise expressly provided in this Agreement, the words and phrases, hereinafter set forth shall have the following meanings:

1. **Bargaining Unit Member** (hereinafter called the "member") means any employee covered under this contract. (Section will need to be renumbered to account for the new definiton 1)

1. **Bargaining Unit Member** (hereinafter called the "member") means any employee covered under this contract.
2. **Part–Time Teacher** means a certified teacher regularly employed under contract for less than a full work week or a full work day. The fringe and leave benefits of a part–time teacher shall be proportionate to the number of hours employed per week.

3. **Teacher** shall mean a certified teacher, expressly excluding the Superintendent, assistant superintendents, assistant to the Superintendent, principals, assistant principals, dean of students and athletic directors, and department heads while functioning in that capacity.

4. **Non-teaching Certified Employee** shall mean those bargaining unit members who hold an appropriate certification or licensure and whose employment is not regulated by the Michigan Teachers' Tenure Act.

5. **Student–Teacher Ratio** shall mean all teachers except librarians, counselors, psychologists, speech therapists, special education teachers, social workers, elementary reading teachers, and teacher consultants.

ARTICLE 2 – RIGHTS OF THE BOARD OF EDUCATION

The Association recognizes that except as specifically limited or abrogated by the terms and provisions of this Agreement and to the extent authorized by law, all rights to manage and direct the operations and activities of the School District and to supervise the members are vested solely and exclusively in the Board.

ARTICLE 3 – ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. **Association Rights** The Association shall have, in addition to other rights expressly set forth herein or provided by law, the following rights:

1. **Facilities and Equipment** The use of school buildings, at reasonable hours for meetings, bulletin board space for the posting of notices in staff lounges, and the use of school equipment in accordance with applicable School Board policies, provided that it shall pay the reasonable cost of any required labor, materials, or supplies, and for any damage, and provided further, that such use shall not interfere with the primary educational use of such facilities or equipment.

2. **Notification** The Board agrees to advise the Association of all additions, deletions or change in status of members of the bargaining unit on no less than a monthly basis.

3. **Association Day** Wednesdays are reserved for Association meetings/events. Except in the case of an emergency, the district shall not schedule any required meetings/events that occur outside of contract hours. If a secondary level member (6-12) wishes to sponsor an event that does not require other members to attend, that event may occur on Wednesdays. No PK-5 events shall be scheduled on Wednesdays.

4. **Association Leaves** The Superintendent shall grant leaves of absence to Association members upon the request of the Association in accordance with the following guidelines, namely:

a. The member will assure that adequate provision has been made to discharge classroom responsibilities properly.

b. Except for good cause, request for a leave day shall be made in writing to the District not less than forty–eight (48) hours prior to the leave.

c. The District shall not be required to grant leave for more than twelve (12) teaching days during each school year.

d. The Association shall reimburse the Board of the cost of substitutes or MPSERS costs, whichever is greater.

B. **Association Responsibilities.** The Association, having been recognized as the exclusive bargaining agent for the members, agrees that:

1. It will not discriminate against any member by reason of race, national origin, religion, sex, marital status, or age.

2. It will not during the life of this Agreement, directly or indirectly, encourage or cause any concerted work stoppage, slow–down, strike or other interference with the day–to–day operations of the school or the educational opportunities afforded its students.

ARTICLE 4 – BARGAINING UNIT MEMBER RIGHTS AND RESPONSIBILITIES

A. **Bargaining Unit Member Rights** Each member shall have, in addition to all other rights expressly set forth herein, the following rights. The listing of the following is not intended to limit any rights or responsibilities that members may have as provided for by law.

1. **Evaluation** Members will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act.
    a. Evaluations: Beginning with the 2024-2025 school year, the negotiated performance evaluation system shall include:
    i. Specific performance goals identified by the evaluator in consultation with the member to improve their effectiveness in the upcoming school year.
    ii. Feedback will be provided as outlined in this Article.
    iii. The use of student growth and assessment data metrics (e.g. NWEA, pre/post tests, IEP goals, TS Gold, CLA-MEISR, or any growth measure that is mutually agreed upon by both members and administration) as 20% of the year-end evaluation determination.
    iv. A negotiated year-end evaluation tool based on objective criteria for 80% of the year-end evaluation determination.

v. The negotiated performance evaluation system shall be available on the District website.

vi. An individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the member and recommended training, coaching, professional development, or resources designed to improve the member's effectiveness for:

1. all probationary members;
2. Members rated developing, needs support; or
3. at the evaluator's discretion when performance deficiencies are noted
4. A mentor will be provided for members rated developing or needing support or for members as required by law.

b. Process:

i. Observations are intended to assist in the year-end performance evaluation for members and will be conducted as follows:

1. Training on the evaluation tool will be provided during the first year of employment to all new hires.
2. In the event the evaluation tool is changed, all members subject to the changed tool will be provided with an overview of the new evaluation tool during the back-to-school PD days of the school year in which the new tool will be implemented. All members subject to the changed tool will be trained by the end of the first year of implementation.
3. The member shall be notified in writing no later than five (5) weeks after the first student report day or no later than five (5) weeks after the start date for a member hired after the start of the school year, who the administrator is that will be conducting their year-end evaluation.
4. If an evaluator is unable to complete the evaluation, the District will assign another evaluator and inform the impacted members within (five) 5 weeks of the administrative change.
5. The administration may use, or the member may request, that another trained observer(s) conduct one or more member observations;
6. The observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard used in the lesson. The lesson plan to review for the observation shall be available to the administrator within 48 hours before or after the observation.
7. Unless identified as a deficiency in performance within an existing IDP/PGP, members will not be required to submit weekly lesson plans to administrators but must have them available for review upon request.
8. The observation shall be no less than fifteen (15) minutes.
9. Administrators will perform a minimum of two observations, at least one observation will be scheduled and one observation may be unscheduled. Scheduled observations shall be during a mutually agreed upon time, but

shall not be unduly delayed. No observations shall occur on the day before or after Winter Break and Spring Break, on Halloween and Valentine's Day, unless requested by the ~~teacher~~ member. Unscheduled observations shall not occur within three (3) days of returning from an approved leave of 5 days or more.

10. The first observation shall not occur until the evaluator and member have met to discuss and finalize the member's growth plan.
11. Feedback will be discussed during the post-observation meeting between the administrator conducting the observation and the member. The post-observation meeting shall be held no later than ten (10) working days after the observation occurred or at another mutually agreed upon time. Member or administrator absence will extend the timeline for the post-observation meeting. At the post-observation meeting, feedback from the administrator and member will be reviewed.
12. If the administrator observes a member's performance deficiencies, the administrator may provide the member with an IDP identifying the deficiencies or update the member's existing IDP that includes performance goals for improvement. An Association representative may be present at the conference at the member's request.
13. At least one observation shall occur before winter break and at least one observation after winter break unless extenuating circumstances apply (i.e. the member is a mid-year hire or on a leave of absence). Observations must be at least twenty (20) working days apart. All observations must be completed before Memorial Day.
14. A mid-year progress report, if required by law, which aligns with the member's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluation.

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

1. The year-end evaluation shall be delivered at a meeting with the evaluator and the member no later than the last day of school unless extenuating circumstances apply (i.e. mid-year hire or member on a leave of absence). In the event that the member does not receive an evaluation for that school year, the member shall be deemed "effective" or "unevaluated" as defined under MCL 380.1249. If a tenured member receives an unevaluated rating, the member's rating from the school year immediately before the designation must be used for consecutive purposes.
2. A member must not be assigned an evaluation rating and must be designated as unevaluated for a school year if any of the following apply to the member:
    a. The member worked less than 60 days in that school year.

b. The member's evaluation results were vacated through the grievance procedure

c. There are extenuating circumstances and the member and the school district agree to designate the member as unevaluated because of the extenuating circumstances.

3. If the Revised School Code Section 1249(1)(g, h) is amended, the language above is not enforceable and the parties will follow the amended language.

iii. Tenured members rated as highly effective or effective on the 3 (three) most recent consecutive year-end evaluations may be evaluated triennially, but if the member is not rated as effective on one of the triennial year-end evaluations, the member must receive year-end evaluations. If a member on the triennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the member to annual evaluations.

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

c. Rights of Bargaining Unit Members: Members who have been employed by the District and received two consecutive evaluations may challenge their evaluation as provided in this paragraph.

i. If the Revised School Code Section 1249(1)(l) is amended, the language below is not enforceable and the parties will follow the amended language.

ii. A member who is rated as "needing support" or “developing” shall have the following due process rights to challenge said rating:

1. The member may request a review meeting of the evaluation and the rating to the district's superintendent. Such a request must be made in writing within 30 calendar days after the member is informed of the rating and a meeting with the superintendent shall be held no later than five (5) calendar days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the member within thirty (30) calendar days after the meeting.

2. If the written response does not resolve the matter, the member or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.

a. The request must be submitted in writing within thirty (30) calendar days after the member receives the written response from the superintendent.

b. Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the member and the association confirming the mediation will be scheduled as appropriate.

iii. A member member who receives two (2) consecutive ratings of "needing support" or “developing” may demand to use the grievance procedure as outlined in Article 10.

d. Probationary member nonrenewal will be governed using the process established under the Teachers' Tenure Act-MCL 38.71 et seq.

2. **Personnel Files** The Board shall cause an official personnel file to be established and maintained for each member in accordance with the following guidelines:
   a. Members shall have the right, upon reasonable prior request, to review the contents of their personnel file. A representative of the Association may accompany the member at the request of the member. The file shall be reviewed in the presence of an administrator responsible for the safekeeping of the file. The credentials and references of the member shall not be subject to review.

3. **Conferences** A member shall be reasonably available for consultation with students, parents, and members of the professional staff and others.

4. **Parent–Teacher Conferences** Parent–Teacher conferences shall be included in the school calendar.

5. **Student Evaluations** Each member shall hold high expectations for all students and shall evaluate each student fairly and impartially in accordance with the evaluation scales established by the Board of Education in consultation with the Association.

6. **Rules and Regulations** The responsibility of a member for the enforcement of the rules and regulations of the District is not limited to the member's classroom.

7. **Professional Conduct** Members shall:
   a) Refrain from the use of their professional relationships with students for private advantage.

   b) Refrain from holding outside employment or engaging in activities which materially interfere with the performance of their professional assignments.

   c) Accept no gratuities, gifts or favors that might impair, or appear to impair, their professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

   d) Not knowingly withhold or misrepresent information concerning their professional qualifications.

8. **Safety of Students and Bargaining Unit Members** Every reasonable effort shall be made to protect students and bargaining unit members from conditions harmful to learning, health, or safety. Every reasonable effort shall be made to protect students and members from conditions harmful

to learning in health, or safety. A member has the right to receive reasonable support and assistance in maintaining control and discipline of students on the school premises. A member has the right to use physical force in conformance with Section 1307 (Restraint and Seclusion), 1307 a-h, (Restraint and Seclusion), 1312 (Corporal Punishment) of the Revised School Code (or its successor provision) and the Employer's policies. If a member is absent due to an injury at work, the Association and District will meet to discuss the member's absence and coordination of benefits.

9. **Suspension from Class, Subject or Activity by ~~Teacher~~ Member.** A member may suspend a student from any class, subject, or activity for up to one full school day if the member has good reason to believe that the student:

a. intentionally disrupted the class, subject, or activity;
b. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
c. was insubordinate during the class subject or activity

Any member who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any member who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the member or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

10. **Student Assault** If a member is assaulted by a student during the course of their employment, the resulting loss of work (up to a maximum of ten (10) working days per incident, plus days lost as a result of hospitalization or surgery and resulting recuperative time) shall not be deducted from the member's sick leave, and shall instead, be fully covered by the District. An employee who is injured from a student assault shall consult and treat with the District's designated health care providers. If there are any questions, the employee should contact the Human Resources department.

If MCL 380.1309 is amended or repealed, the Board and Association will

follow the revised law.

11. **Probationary Period** Bargaining unit employees who are not subject to the Teacher's Tenure Act shall serve a probationary period of 3 years with Comstock Public Schools. The District may extend a probationary employee's contract for one year if the employee's performance is minimally effective or ineffective in their third year of probation. The District may nonrenew a probationary employee's contract during the probationary period by providing notice of nonrenewal 15 days before the end of the school year.

12. **Employee Discipline/Protection**

a. **Purpose.** Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by professional staff is a critical component in furthering an effective educational environment and in providing quality educational services to scholars.

b. **Definition**. Discipline is defined as written warnings/reprimands, suspension without pay, and/or termination of employment for misconduct, insubordination, incompetence/poor performance, dereliction of duties, or other non-arbitrary or capricious reasons. Nonrenewal of a probationary teacher's contract in accordance with the Teachers' Tenure Act is not discipline.

c. **Complaints**. The District may, in its discretion, investigate complaints submitted against a member. If the matter is investigated, the member will receive notice of the allegations against them and an opportunity to respond to the allegations. If disciplinary action is taken and retained in the member's personnel file, the member may submit a rebuttal statement as provided by law.

d. **Discipline Standard**.Members who are subject to the Teachers' Tenure Act will not be disciplined for a reason that is arbitrary or capricious. Members who have served a probationary period under Article 4.A.10 and are not subject to the Teachers' Tenure Act shall not be disciplined without just cause.

e. **Representation**. Members maintain full *Weingarten* rights to Association representation. An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting an Association representative. The employee will be notified in a written invitation that they may bring an Association representative to the meeting. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be unreasonably delayed and may proceed with another representative present. When a request for such representation is made, no action shall be taken with respect to the member until such representative of the Association is present. The District will notify the Association if a member is placed on administrative leave.

f. **Personnel File.** If disciplinary action is taken and retained in the employee's personnel file, the employee may submit a rebuttal statement as provided by law.

g. **Procedure.** The District will implement discipline that is proportionate to the seriousness of the member's actions or inactions. A disciplinary decision must be supported by a preponderance of evidence, the member must be given a meaningful opportunity to respond to allegations, and the discipline must recognize the concept of progression as required by law. The District reserves the right to apply disciplinary measures consistent with the severity of the infraction. The progressive steps listed below shall serve as a guide in the disciplinary process. It is acknowledged by both parties that some infractions will warrant the need to be disciplined at a higher step on the first offense.

Generally, progressive discipline shall include one or more of the following actions: verbal or written warning, written reprimand, unpaid suspension, or discharge. The District may also direct the employee to make restitution or take other action in response to the misconduct. Disciplinary action will be provided in writing and included in the personnel file.

13. **Right to Representation** A member has the right to representation by the Association as provided under the Public Employment Relations Act. Employees who are not subject to the Teachers' Tenure Act have the right to representation by the Association during an investigatory interview. This right must be asserted by the employee and the District shall have no obligation to advise the employee of this right. Nothing in this paragraph shall be construed to expand or contract the rights or obligations of the employee, Association or District established by the Supreme Court in 1975 in the *Weingarten* decision.

ARTICLE 5 – PROFESSIONAL SERVICES

A. **School Year** The number of student days and member days shall be established by the Board**.** The school calendar shall be as set out in Appendix A.

B. **Professional Duties** The parties recognize that the commitment of a member cannot be measured merely by time and that all of the provisions hereinafter set forth are conditioned by the responsibility of each member to fully and completely discharge their professional responsibilities. The compensation set forth in Schedule "A" for regular professional duties is based on the assumption that on average a member will be on the school premises or at an approved duty connected facility for thirty-eight (38) hours during each regular school week. The scheduling of the thirty-eight (38) hours for each school will vary due to the differences in arrival and departure time of students. The

amount of student contact time required to receive full state aid shall be established by the Board.

1. **Planning Time and Lunch Periods** All members shall receive during each full week of instruction:

   a. Two and one–half hours of duty–free lunch time thirty (30) consecutive minutes per day.

   b. Five (5) preparation, conference periods of not less than forty (40) minutes each, one per day as set forth in a schedule provided by administration.

   c. The Association shall bring to the District's attention within 10 work days after the school schedule is distributed to members any concerns regarding members who are required to travel between school buildings. The Association, the district, and the member agree to meet and discuss adjustments to the member's schedule to account for travel, set up, and tear down time or, in the District's discretion, provide additional compensation. Travel time shall be considered as separate from the member's planning time.

   d. If a member experiences an involuntary loss of planning time, the building principal or designee and member will meet to discuss the issue and attempt to reach a mutual agreement.

   e. Every effort shall be made to ensure that members receive their daily duty-free lunch. When a member loses their scheduled lunch time, the building principal or designee and member will meet to discuss the issue and attempt to reach a mutual agreement to provide a suitable alternative lunchtime that will occur on the affected day. If it is not possible to provide a 30 minute duty-free lunch, the member will be compensated at a rate of fifty dollars ($50) per occurrence.

2. **Substitution for Other Teachers on Planning Time** Whenever an administrator requests that a member substitute for another on planning time, such member shall be paid fifty dollars ($50) for each block/class period taught. No member shall be required to substitute for another during planning time more than once per week, but may agree to do so. This provision shall not apply when members agree to substitute for each other on their planning time.t

   Itinerant Staff: Whenever an administrator requests that an itinerant staff member substitute for a teacher for forty (40) minutes or more, such staff member will be paid fifty dollars ($50) for each block/class period taught. No staff member shall be required to substitute for another member during the workday more than once per week, but may agree to do so.

3. **General Duties** In addition to the regular professional duties performed during the regular school week, a full-time member may be required to attend up to eight (8) hours of school meetings each month. Part-time member's hours shall be prorated according to their scheduled work days/hours. Those meetings shall include IEP's, 504's, Student Success Team, Grade Group, Department meetings, school improvement meetings, open house, orientations, parent-teacher conferences and staff meetings. When possible, members shall be given one (1) week notice of any required meetings and shall be supplied with a proposed agenda specifying starting and ending times for the meeting. Members will be required to attend legally mandated meetings even if those meetings would cause them to exceed the eight (8) hour limit for any particular month.

4. Meetings generally will not be scheduled on Fridays after a member's normal workday. One week's notice will be given if it is anticipated that they will extend more than one hour beyond the working day.

5. **Student Teachers** The acceptance of a student teacher supervisory assignment shall be voluntary. Any funds received by the District for placing of student teachers shall be used for classroom enhancements.

6. **Mentor/Mentee** Administration shall notify the Association president or designee, on a timely basis when a mentor/mentee are matched. Mentors serve voluntarily and are selected by the Administration. Mentors shall be available to provide professional support, guidelines, and instructional leadership.

A mentor should not be called as a witness in grievances involving the mentees classroom teaching abilities.

a. **Mentoring Requirements:**

Michigan School Code Section 1526 states: *For the first 3 years of their employment in classroom teaching, a teacher shall be assigned by the school in which they teach to 1 or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher.*

Members who are new to the district and have already completed three years of certified employment are required to have a mentor for one year.

New Teacher (First three years) Professional Development Requirements:

In addition to being assigned a mentor, a new teacher must also complete 15 days (90 hours) of professional development across the first three years of their employment, (aligned with the individual development plan and mentor's advice) per Section 380.1526 of Michigan's Revised School Code.

Here is a list of what can be used to meet the requirement of 90 hours/3 years for new teachers:

- New Teachers' First Day (Mentor/Mentee Training in AM/ Building Training in PM) (6 hours each year)
- New Teachers' Curriculum Training (Some schools require new teachers to attend a 2nd day of training on curriculum) (6 hours each year)
- Mentor/Mentee Meeting Time (Year 1: 4 mtgs/month=36 hours; Year 2: 2 mtgs/month=18 hours; Year 3: 1 mtg/month=9 hours)
- Any after school professional development schools may offer.

Members need to be sure to complete the PD Google Form for each of the above so the district can upload it to MOECS.

7. **Work Load.** It is the goal of the parties that members in the same classification shall have substantially equal workloads and productivity. However, it is recognized that the professional workload and effort of each teacher cannot be precisely measured. The parties recognize, however, that at least the following factors should be considered, namely:

a. **Class Size Criteria.** The establishment of student–teacher ratios is recognized as a useful reference point when used in conjunction with at least the other guidelines hereinafter set forth. The student–teacher ratio for the average classroom computed on a building basis is as follows:

Grade levels	Student–Teacher–Ratio
Kindergarten	24 to 1
1–2	25 to 1
3–5	26 to 1
6-12	27 to 1

Class sizes shall continue to be limited by the number of workstations.
Early childhood programs shall follow state guidelines regarding class size.

b. **Remedies for Class Overload** In the event a classroom exceeds the student/teacher ratio as defined in Section A above, at the request of the affected teacher(s), the Association representative, the affected teacher(s), and the appropriate Administrator(s) shall meet in an effort to remedy the overload. An adjustment in teacher's workloads will include hiring a paraprofessional with the teacher's approval, and if funding is available,

when Kindergarten sections reach an enrollment of 25 or more; first and second grade enrollments reach 26 or more; and third through fifth grades reach 27 or more.

Other Guidelines. In addition to the student–teacher ratio, it is recognized that any accurate measure of the professional effort required, the quality of the instruction given, or of the results obtained should also consider the following factors, namely:

1) The subject matter.
2) The teaching strategy.
3) The distribution, maturation, and ability level of the students.
4) The training and experience of the teacher.
5) The quantity, quality, and type of physical facilities and teaching aides available.

8. Once the District creates a split–grade classroom, the District will not add additional students to such classroom unless other classrooms at the affected level are becoming overcrowded. The District will consult with the affected members prior to any additions to a split grade and will consider the student's education development when composing split grade classrooms.

C. **Professional Development** The State Department of Education requirement for thirty (30) hours of Professional Development will be fulfilled through a combination of district Professional Development days and hours as described below. The content for these events will be developed through the school improvement planning process.

1. The thirty (30) hour Professional Development requirement will be fulfilled as follows:
    a. 27 hours will be built into the calendar
    b. The Safe Schools Training modules will count for the number of hours as it takes to complete, rounded to the whole or half hour without going over.
    c. Remaining Professional Development to get to the 30 hours will be scheduled at the building level by the end of April. These scheduled hours will be communicated to the members at the beginning of the school year (for example, but not limited to, after school meeting(s), or available half-days).

2. Two (2) professional development days will be at the beginning of the school year and non-consecutive, however the parties will follow pupil accounting rule for District Provided Professional Development that counts as instructional time.

3. A member who agrees to make a Professional Development presentation shall be compensated for making a Professional Development presentation at the following rate:
    a. 1 hour presentation = $50.00
    b. 2 hour presentation = $75.00

c. 3 hour presentation = $100.00

4. Each member will be responsible for keeping track of all Professional Development hours. The member must record the hours and turn in the Annual Record of Professional Development to the Building Principal by May 1st.

5. When a member is unable to attend a scheduled professional development session, make-up professional development will be approved by the member's supervisor and the hosting building's administrator, if applicable.

6. When a member wishes to acquire professional development in addition to legally-required hours, the member may use one or more of the following:
   a. Online professional development offerings (e.g. MEA online learning portal, Michigan LearnPort, etc.)
   b. Professional development offerings at other buildings.
   c. Other professional development offerings approved by the member's supervisor.

D. **School Closings** If adverse weather or other conditions beyond the control of the Board make it advisable to close school, the following guidelines shall apply, namely:

1. Except as hereinafter provided, members shall report for duty as usual with reasonable allowance for tardiness if conditions warrant. Each member shall make every reasonable effort to comply with the reporting provision; however, in the event a member is unable to report and notifies their building administrator of such prior to the scheduled reporting time, the absence shall be charged against the member's available personal business leave or sick leave, the preference of which to be determined by the member. If a member anticipates a late arrival, the member shall notify the building administrator.

2. Dismissal for members will be at the normal time unless weather conditions worsen.

3. In the event of mechanical failure or other circumstances requiring the closing of a building facility, members may be assigned to assist in other buildings. Members should only be assigned to assist in other buildings at levels wherein they are certified to teach.

4. In conditions of unusual severity, members will be advised by telephone not to report.

5. The Board will endeavor to have included in radio and television announcements to the fact that members are required to report.

6. The parties recognize that the Employer has the right to determine the duties to be performed by the members but mutually agree that every reasonable effort will be made to ensure that each member will have the opportunity to perform

useful services or participate in meaningful activities which will ‘ contribute to the quality of the educational program. Except as each building shall otherwise determine, the first snow day shall not be used for in–service training.

7. When a school day is canceled or dismissed and state law requires that such day be made up at a later date to obtain full state funding, members need not report for duty or remain on school premises. Each additional day will be made up at the end of the school year by extending the existing end-of-year calendar schedule to accommodate the additional day(s).

E. **Professional Assignments** Decisions about placement, layoff/recall, and evaluation of a "member" or individual who is assigned to students in any grades Pre-K to 12 as a member of record (hereinafter referred to as "member") will be made as stated below. The procedures established constitute clear and transparent procedures as required under Revised School Code Section 1248.

Member placement decisions will be made by the Superintendent or designee based on the following clear and transparent factors:

1. Staffing the curriculum with effective and qualified members to instruct the applicable courses, grades, and school schedules. All members shall be given written notice of their tentative assignment for the forthcoming school year no later than the last teacher report day. At the secondary level, Semester 2 tentative assignments should be communicated two weeks before winter break.

2. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, District criteria and job descriptions, and other applicable statutes and regulations.

3. Each member shall be placed to the extent practicable in a position that will most effectively use the member's skills and experiences while providing for the present and future staff needs of the district. Members must be fully qualified for all aspects of their assignments, based on documentation on file with the Superintendent's office, including:

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

   b. Credentials needed for District, school, or program accreditation;

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

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

e. Length of service in a grade level(s) or subject area(s) and the member's ability to work with students at the particular grade level in question;

f. Recency of relevant and comparable teaching assignments;

g. Previous District effectiveness ratings from the last 3 years, if applicable

h. Attendance and disciplinary record, if any

i. Ability to withstand the strain of teaching;

j. The building class schedule.

k. The assignment and workload of other members in the building.

4. Bargaining Unit Seniority will be considered as a tiebreaker if a member placement decision involves 2 or more members and all other factors distinguishing those members from each other are equal.

5. If a member petitions for nullification of their teaching certificate or any endorsement, the member must promptly provide written notice of that petition to the Superintendent's office.

6. The master schedule permitting, members shall not have their assignment changed from year to year unless they request a change or unless the Administration changes assignment for a non-arbitrary or capricious reason. If subject matter changes within a course title or grade level, it shall not constitute a change in assignment.

Nothing in this provision shall preclude a building or department staff from cooperatively scheduling classes among members with the consent of the administration.

A member who is involuntarily transferred may apply for a vacant bargaining unit position during a subsequent school year and the District will assign the member in accordance with this Section.

F. <u>Vacancies</u>

1. A vacancy is an unassigned, open position, or a newly created or modified position that the District intends to permanently fill. A modified position requires significant and material changes to the job duties and responsibilities. Changes made to a job description related to federal or state funding do not constitute a modified position.

2. If a classroom vacancy occurs after the beginning of the school year, the position will be posted. The District will consider internal transfers during the school year and the transfer's impact on

students.

3. Posting

   a. No bargaining unit position shall be posted until it has been offered to members on layoff in accordance with Article 5 Section E.

   b. All vacancies shall be posted for a period of five (5) calendar days. The Board shall publicize the vacancies by posting the vacancy on the district website and sending the posting, by email, to all bargaining unit employees. Internal candidates will be interviewed and given priority based on the criteria listed in Article 5, Section E for positions before external candidates. If the posting is for a newly created position, the posting will include a job description.

   c. No bargaining unit position shall be permanently filled until the expiration of the posting period.

4. Application for Vacancies

   a. A member who wishes to apply for a posted vacancy shall apply within the posting period using the procedure set forth in the posting (Note: An internal candidate only needs to check the box in Applitrack instead of completing the entire application).

   b. Administration will notify the internal applicant verbally if the applicant is selected or not selected for the position. The employee may request a meeting with the administration to discuss the reason for the denial.

G. Layoff and Recall

1. Acting within the approved budget, the Superintendent will establish the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing staff or that a reduction in staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the Teaching positions to be reduced. The Superintendent or designee shall determine the positions to be eliminated and shall notify the Association President at least five (5) calendar days before the meeting at which the Board will consider proposed layoffs. Members being laid off shall receive a thirty (30) calendar day notice in writing before the effective date of layoff.

2. Order of Reduction - In the event of layoff the order of reduction for bargaining unit employees shall be as follows:

   a. Non-certified members, in positions that require certification, and temporary employees will be laid off first, provided there are certified and qualified bargaining unit employees to replace them as allowed by law.

b. Decisions about the reduction of members will be guided by the criteria set forth below. A probationary teacher rated at least "effective" on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.

i. Credentials needed for District, school, or program accreditation;

ii. Previous District effectiveness ratings from the last 3 years, if applicable;

iii. Length of service in a grade level(s) or subject area(s) and the member's ability to work with students at the particular grade level in question;

iv. Recency of relevant and comparable teaching assignments;

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

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

vii. The building class schedule;

viii. Ability to withstand the strain of teaching;

ix. The assignment and workload of other members in the building;

x. Attendance and disciplinary record, if any;

c. Bargaining unit seniority will be considered as a tiebreaker if a member placement decision involves 2 or more members and all other factors distinguishing those members from each other are equal.

3. Member reductions and recalls are by formal Board action. The Board shall give written notice of layoff to the member, hand-delivered or sent a registered letter or certified letter to their last known address. It shall be the responsibility of the member to notify the District of any change in address and certification. Reduction and recall decisions will be based on the member's certification and qualifications in the District's records at the time of the decision. Failure to maintain current contact information may negatively affect the member's recall.

4. Before the Board authorizes a member reduction, the Superintendent or designee will notify, in writing, the affected member of an opportunity to respond, either in person or in writing, to the proposed reduction.

5. Members, on the district insurance, who are laid off shall have insurance benefits continued and paid by the Board throughout the summer recess (August 31st) for layoffs that occur at the end of the school year. For layoffs that occur during the school year, members shall have insurance benefits continued and paid for by the Board until the end of the month that follows the date of layoff. After that, a laid-off member may continue their insurance benefits in accordance with the

Carrier's layoff/benefit continuation policy inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

6. Recall Procedure -The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists. Before initiating the recall of a laid-off member, the Superintendent may reassign members to fill vacancies in accordance with this Section E. After reassigning existing Teachers, the Superintendent may (1) recall a laid-off member who is certified and qualified for the vacancy in accordance with Section G.2.b, then (2) If no member on layoff is certified and qualified for the vacancy, post the vacancy and consider all applicants.

   a. A member is eligible for recall for 2 years from the date the District implemented the reduction in force.

   b. Any laid-off member to whom notice of recall was sent by certified mail, return receipt requested, must notify the Board of the acceptance of the position within the timeline set forth in the letter. A laid-off member who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

   c. It is the responsibility of the laid-off member to notify the Personnel Office by certified mail, return receipt requested, of any change in their mailing address.

   d. A member who has been recalled retains their years of service and placement on the seniority list they earned prior to being laid off.

ARTICLE 6 - PHYSICAL FACILITIES AND EDUCATIONAL OPPORTUNITIES

A. **School Vehicle Prohibition** A member shall not be required to drive a school vehicle as part of their regular assignment.

B. **Physical Facilities** Adequate parking, lounge, and rest room facilities together with adequate telephones for the conduct of professional duties shall be available to members for their reasonable use at each school facility. Telephone facilities shall be made available to members for their reasonable use by the Board, provided, however, that in the event a member chooses to make a long–distance telephone call resulting in a toll charge, the member shall pay the Board for the cost of the same. At such time as local telephone charges are imposed, members shall exercise reasonable restraint in the use of the telephone and the Board may adopt a uniform policy for all employees of the District.

C. **Educational Opportunities** The parties recognize the desirability of providing within the resources and staffing needs of the School District opportunities for:

1. Visits to other classrooms, schools and school districts.
2. Conferences involving other personnel from the District, county, state, region, or nation.
3. Training in classes and workshops.
4. Membership on professional committees.
5. Opportunity for participation by members on an individual basis may be granted by the Superintendent.

ARTICLE 7—COMPENSATION AND BENEFITS

A. **Wages** Each member shall be entitled to receive wages as herein set forth:

1. **Regular Compensation** The basic compensation of each member shall be as set forth in Schedule A. The Board may pay a member wages in excess of the amount set forth on Schedule A for the performance of additional duties not included in the classification or position. The Board will pay the contribution to the state retirement fund for any member employed under the provisions of this Contract.

2. **Professional Experience** The Board may place new professional employees on such steps as professionally indicated by reason of education, experience (including military service and vocational experience) and past professional performance. All newly hired members will be placed on a level that is equal to 100% of the individual's total years of certified teaching experience (excluding substitute teaching), unless the Association agrees to a different compensation amount.

3. **Academic or Certification Advancement** Academic or certification advancement shall be made at the beginning of the first semester following advancement, provided that the member shall submit proof of such advancement not later than thirty (30) days after the beginning of the semester.

4. **Salary Levels** A member shall advance to the next salary level at the beginning of the school year if the teacher is in good standing with state certification requirements.

5. **Salary Placement** A member shall advance to the BA+15, +30, MA+15 and MA+30 based on successful completion of a college or university class(es) and/or pre-approved SCECHs (25 SCECHs equals 1 College Credit Hour) earned subsequent to being awarded a Bachelors or Masters Degree. SCECHs earned before contract ratification are approved. The parties will develop a list of pre-approved SCECHs vendors. Any vendor not on the list must be pre-approved by the administration. All professional development must be turned into the Supervisor by

May 1st. The District will submit to MDE by June 10th, The District will not input the hours into MOECS.

6. **Student Activities.** Student activity assignments described on Schedule "B" shall be compensated as therein provided.

7. **Member Work Year.** Member work year shall be comprised of 182 workdays**.** A member required to work in excess of the number of days set forth in the School Calendar shall be entitled to proportionate increase in compensation. This provision does not apply to additional days required by the State "snow day" law.

8. **Deductions** The Board shall have the right to deduct from the pay of each member such amounts as may be required by law which may be due the Board from the member, or which are expressly authorized by the member in writing for one (1) annuity, the financial institution, savings, bonds, MEA sponsored auto insurance or other Board approved auto insurance, and mutually agreed upon charitable donations. Payment of annuities shall be made twice a month. Members shall have the responsibility to inform payroll when there are any changes in deductions. New employees shall ordinarily authorize deductions within thirty (30) days of their beginning employment date.

9. **Salary Classification** All members shall be placed on the appropriate salary schedule classification. Adjustments shall be made at the beginning of each semester. (See Schedule A)

10. **Ancillary Staff** Ancillary Staff members with the titles of Social Worker, Psychologist, and Speech Pathologist will be placed at a minimum of MA 30 on Schedule A. This placement is to honor the education and credit requirements to attain the degree for these positions.

B. **Tuition Reimbursement** Employee tuition reimbursement shall be one hundred seventy-five dollars ($175), per college credit, up to eight (8) credits per year. Pre-approval from the Assistant Superintendent is required. Reimbursement for the course or class will be provided within 30 days after proof of receiving credit is received by the business office. Proof of credit must be submitted to the business office no later than 45 days following the end of the semester from which you are taking the course or class. Unofficial transcripts shall be accepted by the business office as proof of credit.

C. **Insurance** Fringe benefits shall be provided on the terms and conditions set forth in Schedule C.

ARTICLE 8 - LEAVES

A. **Sick Leave** Each member shall be credited at the beginning of the school year with ten (10) days sick leave with pay. Sick leave shall be administered in accordance with the following guidelines, namely:

1. Sick leave may be used for:

   a. Personal injury, illness, medical appointments which cannot be scheduled outside the workday, or quarantine of a member, excluding injuries to the extent compensable by Workers' Compensation and injury, illness, or quarantine resulting from other employment.

   b. Up to the first three (3) days of the illness of the spouse, child or permanent resident of the member's household. The first day of the illness of the member's parents or grandchildren. Such leave shall only be taken in the case when the presence of the teacher is required.

   c. When a spouse, child, parent, sibling, or permanent resident of the member's household is seriously or critically ill, the member may utilize additional accumulated sick leave to the extent that the presence of the teacher is reasonably required.

2. The Board may for reasonable cause, or after five (5) consecutive days' absence, require the verification of a medical condition by one or more physicians satisfactory to the Board.

3. Leaves shall be allocated in one–half (½) day increments, provided that if an authorized absence is for less than two (2) hours and no substitute is employed, sick leave shall not be deducted.

4. Sick leave shall not be earned by ~~teachers~~ members on a leave of absence, laid off, or otherwise not regularly providing services to the District. No payment for unused leave shall be made.

5. Unused sick leave shall accumulate up to 135 days for with the understanding that if long–term disability insurance is purchased by the Board, the accumulation will be reduced to the insurance waiting period selected. The Board shall not unilaterally adopt such insurance. Any accumulated sick leave shall be certified for each member on or before October 15 of each year.

B. **Earned Sick Time for Schedule B** All District Paid employees who hold a CEA Schedule B position will have Earned Sick Time front-loaded in Red Rover. The number of hours will range from 3-8 and will depend on the Schedule B position percentage as listed in the chart below.

Percentage of Base	Hours of Earned Sick Time
.01 - .035	3
.036 - .055	4
.056 - .075	5
.076 - .095	6
.096 - .125	7
.125 - .14	8

These sick hours may only be utilized for Schedule B time outside of the regular work day; they are not transferable to other district positions. If an employee resigns or is terminated from their Schedule B position before the end of the required time period of the Schedule B position, the number of sick hours will be prorated based on the number of hours worked.

C. **Family and Medical Leave** The District will provide covered employees job protected leave for certain family and medical reasons. Full–time teachers and employees who have worked for the District for at least twelve (12) months and for 1,250 hours over the previous twelve (12) months of employment are eligible. In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.

1. **Purpose of Leave** Up to twelve (12) weeks of leave may be granted for any of the following reasons:

   a. To care for the employee's child after birth or placement for adoption or foster care; or,

   b. To care for the employee's spouse, son, daughter or parent who has a serious health condition.

   c. Up to eighteen (18) weeks of leave may be granted for a serious health condition that makes the employee unable to perform the employee's job.

   (Leave in excess of the time periods indicated above may be granted for up to one (1) year within the sole discretion of the Superintendent and subject to conditions as established by the Superintendent.)

2. **Notice, Duration and Certification** When the need for leave is foreseeable, employees are expected to provide thirty (30) days' advance notice. When not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. When leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the District's operations. Failure to provide appropriate notice may result in the denial of leave.

Leave for a newborn or newly placed child may be taken only within twelve (12) months from the date of birth or placement and may only be taken continuously. In order to avoid disruption to students, the duration and timing of a leave shall be subject to the limitations of the Family and Medical Leave Act (FMLA) pertaining to leaves near the end of an academic term.

When medically necessary, leave to care for a family member or for the employee's own serious health condition may be taken on an intermittent or reduced work schedule basis. If a teacher or other instructional employee requests intermittent leave for foreseeable treatment, either for a family member or for the employee, and the employee would be on leave for more than 20% of the total number of working days during the period of planned treatment, the District may require the employee to either take leave for a period or periods of a particular duration or temporarily transfer the employee to an equivalent position which is better suited to periods of intermittent or reduced schedule leave. All time taken, whether by choice or requirement, will count toward the employee's annual entitlement for family and medical leave.

The District will require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the District's expense) and a fitness for duty report to return to work. The medical certification must include the first anticipated date of absence from service to the District and the expected date of return. For leaves in excess of twelve (12) weeks, the medical certification must be from an MD/DO. The medical certification to support a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care is needed or the employee's presence would be beneficial.

When leave is required for a serious health condition, employees will normally be given fifteen (15) calendar days to obtain the necessary medical certifications to support the leave. Employees will be required, unless the District waives the requirement, to recertify the need for the leave at least every thirty (30) days and must report on a periodic basis no less often than every two (2) weeks with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work.

3. **Wages and Benefits** Leave will be unpaid except as covered by any paid leave. At the District's or the employee's option, accrued, but unused, paid personal days or sick leave may be substituted for unpaid leave. (Sick leave may be used for the employee's own serious health condition or the illness of his or her child).

For leaves of up to twelve (12) weeks under this policy, the District will maintain the employee's health coverage under any group health plan. Any employee contributions to the health plan must be maintained during the leave to maintain coverage. Employees who fail to return from a leave will be obligated to reimburse the District for the cost of such paid health coverage,

except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave or other circumstances beyond the employee's control.

4. **Return to Work** Upon return from a leave of twelve (12) weeks or less, employees will be restored to their original position with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave. (Every effort will be made to return employees on leaves in excess of twelve (12) weeks to the same or a comparable position.)

5. **Eligibility Year** For purposes of determining eligibility for a leave, the District hereby adopts a rolling twelve (12) month period whereby each time an employee takes family and medical leave, the remaining leave entitlement will be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

C. **Personal Leave** A member shall be credited with two (2) days each school year with pay for personal leave which shall be granted in accordance with the following guidelines, namely:

1. Personal leave shall be used for business or family obligations, which cannot reasonably be scheduled outside of the regular workday.

2. A request for personal leave shall be made at the earliest practical time, except in cases of emergency.

3. The procedure for the granting of personal leave shall:

   a. Consider the staffing requirements of the School District and the professional responsibilities of the teacher.

   b. Provide that the written request for personal leave shall constitute a certification by the member that the leave will be used for the purposes herein set forth. No specific description of the intended use of leave shall
   be required except for a leave requested for a day preceding or following a vacation or holiday.

   c. Require written notice of the reasons for the denial of a leave request to be given to the member with copies thereof to be sent to the Superintendent and to the president of the Association.

4. Any unused portion of a member's personal leave shall accumulate to a maximum of five (5) days. Once a member has accumulated such five (5)

personal leave days, additional personal leave days earned pursuant to Article 8, Section C shall be added to the teacher's personal sick leave accumulation.

D. **Sick Day Buy Back** A bargaining unit employee may "sell" sick days (but not personal days) back to the district at the end of a school year under the following criteria:

1. The bargaining unit employee must maintain at least sixty (60) sick days in their personal sick day bank to be eligible to participate in the sick day buy back program.
2. The bargaining unit employee must provide notification to the district administration on or before May 1st that the employee intends to "sell" back school days and how many days the employee intends to "sell" back.
3. The bargaining unit employee may "sell" back no more than ten (10) sick days per school year.
4. Sick days that are "sold" back are forfeited.
5. The District will pay $75 per sick day.
6. Those who accrue hours of leave shall convert six (6) hours to one (1) day and be given the same options.
7. Teachers who provide early notice of their intent to retire, pursuant to the guidelines laid out in Schedule A of this agreement relating to Early Notice Incentive for Retirement, shall be able to "sell" back up to 60 sick days at $75 per sick day.

E . **Court Leave** A member shall be entitled to leave for jury service or for court appearances which cannot reasonably be scheduled outside of the school day when subpoenaed as a witness in connection with any criminal proceedings or any litigation. If a member is subpoenaed as a witness in connection with any civil proceedings not arising out of the performance of the member's professional duties for the School District, the member shall be entitled to use accumulated sick leave to the extent available. In all other cases described above the member shall be entitled to receive regular compensation, without deduction of leave days, less any fees paid. The member shall return to heir duties upon completion of jury duty of less than one-half (1/2) day.

F. **Parental Leave** The Board shall follow its policy on Family Medical Leave Act.

G. **Bereavement Leave** A member shall be granted funeral leave in accordance with the following guidelines, namely:

1. The death of the spouse, child, father, mother, father–in–law, mother–in–law, brother, sister, sister–in–law, brother–in–law, grandparents (including by marriage), grandchildren, or permanent resident of a member's household. The duration of the leave shall be determined on an individual basis based upon the individual circumstances and requirements of the member. The member shall have the right to use three (3) days leave per occurrence which may be extended to five (5) days with prior approval. Additional leave may be granted under the "Administrative Leave" or "Health and Hardship Leave" provisions herein set forth.

2. Up to two (2) days funeral leave may be allowed for the attendance of the funeral of other relatives or persons where closeness of relationship would warrant such absence. These leave days shall be deducted from sick leave.

H. **Health and Hardship Leave** Upon the request of a tenured teacher, the Board may grant a leave of absence without pay for a period not to exceed one (1) year for the purpose of rest, restoration of health, or the alleviation of hardship involving the ~~teacher~~ member or their immediate family.

I. **Professional Growth Leaves** An unpaid leave of absence may be granted to a teacher for the purpose of professional growth through further education, travel, or the holding of a professional or public office. Such leaves shall be granted in accordance with the following guidelines, namely:

1. The member shall have been continuously employed by the Board for not less than four (4) full school years (except that a leave for an advanced degree may be
granted after two (2) years of continuous employment), shall not have taken a leave of absence within the preceding five (5) years and shall have received a recommendation for hiring for the preceding three (3) years.

2. A written application shall be filed with the Board not later than April 1 and shall contain at least the following information:

   a. A description of the expected benefits to be derived by the member and by the School District;

   b. The intention of the teacher to return to the School District; and,

   c. The desired time for the commencement and termination of the leave.

3. The leave of absence shall not exceed one (1) year, provided that a leave may be extended by the Board upon prior written application. The Board may further restrict the total number of members on a professional growth leave of absence at any time to not more than five (5) members. The Board shall have the right to delay the commencement of a leave for a period of not to exceed one (1) year if the member has assumed a professional responsibility or if a qualified replacement cannot reasonably be found to fill the vacancy that would be created by the absence of the applicant during the period requested. A leave of absence shall not be terminated early without the prior approval of the Board.

J. **Military Reserve Leave** A member required to attend two (2) weeks of annual training duty with any military reserve component of the state or federal government and who is unable to perform such military training outside of the regular school year shall be paid the difference between their military pay and their regular member salary.

K. **Administrative Leaves** The Superintendent may grant leaves of absence with or without pay for meritorious reasons not otherwise included in this Agreement. The Superintendent may approve the use of accumulated sick leave for any such leave of absence together with such other terms as shall be mutually agreeable to the Superintendent and the member.

1. A member who is granted a health and hardship leave, professional growth leave, child care leave or administrative leave shall normally, upon return, be restored to the position held prior to such leave.

   A member (#1) who replaces a member (#2) on leave who has been guaranteed restoration to their prior position shall relinquish all claim to that position upon the return of the member (#2) from leave. Member (#1) has the right to then return to the position held prior to being transferred.

   In cases in which the District will not guarantee restoration to prior position to a member requesting leave, the member shall be so informed and may withdraw the request for leave.

ARTICLE 9 - MISCELLANEOUS CONTRACT PROVISIONS

A. **Board Policies** Each administrative office shall have available for the use of members one or more current copies of Board Policies. A procedure shall be established to permit the removal of the Policies from the office for a reasonable period of time.

B. **Medical Examinations** Pursuant to the restrictions contained in the ADA, the Board may require a member to receive a physical and/or mental examination:

1. Upon initial employment.

2. Upon returning from a leave.

3. To determine the existence of any condition which may impair the ability of the member to properly discharge the member's professional duties.

4. To determine the existence of any condition which may be detrimental to the health of the students or other persons.

5. Examinations required by the Board shall be conducted by a physician of the Board's choosing and shall be paid for by the Board.

6. Members may have additional examinations with a physician of their own choice and at their own expense.

7. X–rays and/or skin tests shall be provided by the Board.

C. **Future Bargaining** Negotiations for future contracts or financial re-openers will begin no later than May 1st, unless mutually agreed upon by both parties.

D. **Elementary Secondary Act** If any building's overall student performance falls below expected state/federal standards for two consecutive years, the Superintendent and Education Association President will form a joint committee by September 30th to create a plan of action. If an outside team or expert is required of the district, their purpose will be limited to advising the joint committee.

E. The parties will not unlawfully discriminate against a member on the basis of race, creed, color, national origin, religion, marital status, age, sex, pregnancy, gender, sexual orientation, or gender identity.

ARTICLE 10 – CONTRACT ADMINISTRATION

A. **Definition** Day shall mean a calendar day unless otherwise specified.

B. **Grievance Procedure**

1. Grievance Advancement, Evaluation, Probationary Nonrenewal, Placement and Layoff/Recall, and Discipline
   a. Grievance Advancement. The Association, not the member, will determine what grievances will advance to arbitration. If a grievance is not resolved after meeting with the Superintendent or designee, the parties agree to request a mediator through the Michigan Employment Relations Commission, prior to filing for arbitration.

   b. Evaluation. A member may challenge a "developing" or "needing support" evaluation rating as set forth in Article 4.

   c. Probationary Nonrenewal. The Board's decision to non-renew a probationary member is not subject to the grievance procedure.

   d. Placement and Layoff/Recall. A member may grieve placement and/or layoff/recall decisions to Step 2 of the grievance procedure (Article 10). If the grievance procedure does not satisfactorily resolve the matter, within 10 calendar days after receiving the written response from the Superintendent, a tenured teacher, upon Association approval, may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.

   e. Discipline. A Bargaining Unit Member may grieve discipline, outlined in Article 4.11, up to Level 3 of the grievance procedure unless the discipline has resulted

in more than three (3) cumulative unpaid days per school year. A suspension of more than three (3) cumulative unpaid days per school year may be grieved to arbitration. Discharge of a probationary bargaining unit member is subject to paragraph g.

f. Tenured Teachers. A tenured teacher shall not grieve a "demotion" or "discharge" within the meaning of the Teachers' Tenure Act. This limitation does not limit a tenured teacher's statutory right to appeal a demotion or discharge to the State Tenure Commission.

g. Discharge of Probationary member. The District may discharge a probationary member and the discharge is not subject to the grievance procedure.

2. **Application** The Association or a member having a grievance concerning the interpretation or application of this Agreement, or a Letter of Agreement executed by the parties to this Agreement, which has not been satisfactorily resolved by the normal administrative procedures, may file a written grievance.

Written grievances as required herein shall contain the following:

a. It shall be signed by the grievant(s) or union;

b. It shall be specific;

c. It shall contain a synopsis of the facts giving rise to the alleged violation;

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

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

f. It shall specify the relief requested.

3. **STEP ONE** A member who believes hey have ~~has~~ a grievance at the building level shall first discuss the matter with their principal personally or accompanied by an Association Representative. A member who believes they have ~~has~~ a grievance at the district level shall discuss the matter with their district level administrator personally or accompanied by an Association Representative. It shall be the objective of both parties to resolve the matter in this informal manner. A member may in writing waive attendance at the informal conference and shall have the right to have an individual representative present. If the grievance is not resolved in an informal meeting, a written grievance must be filed within fifteen (15) work days of the occurrence of the incident, or reasonable knowledge thereof, with the building principal. The building principal

or district level administrator shall reply in writing to the written grievance within ten (10) work days.

4. **STEP TWO** If the written grievance is not resolved at Step One, the grievant may request a conference with the superintendent. This request shall be made within ten (10) work days of receipt of the Step One response and the conference must be held within ten (10) work days of the request. A representative of both parties shall be present. A member may in writing waive attendance at the conference and shall have the right to have an individual representative present. The superintendent shall file a written reply with each party at the conference within ten (10) work days after the completion of the conference.

5. **STEP THREE** If the written grievance is not satisfactorily resolved at Step Two, the aggrieved party may, within twenty (20) work days or thirty (30) calendar days if it extends over summer break, request that the grievance be submitted to mediation before advancing to arbitration as set forth in Step Four. The mediator shall have no power or authority to alter, amend, add to, or subtract from the terms of this Agreement, nor shall the mediator have any authority to rule on the termination of services of a probationary teacher as defined in Article IV. The mediator shall have no authority to rule on a grievance in which a member has filed a claim or complaint in another forum arising out of the same fact situation (including, but not by way of limitation, civil rights complaints, complaints with the Michigan Department of Labor, or any matter subject to the procedure specified in the Michigan Teachers' Tenure Act.) The cost of mediation shall be shared equally by the parties unless the mediator in their sole judgment shall otherwise decide.

6. **STEP (FOUR)** If the written grievance is not satisfactorily resolved at Step Three, the aggrieved party may, within twenty (20) work days or thirty (30) calendar days if it extends over summer break, request that the grievance be submitted to arbitration before the American Arbitration Association in accordance with its rules and regulations. The arbitrator shall have no power or authority to alter, amend, add to, or subtract from the terms of this Agreement, nor shall the arbitrator have any authority to rule on the termination of services of a probationary teacher as defined in Article IV. The arbitrator shall have no authority to rule on a grievance in which a member has filed a claim or complaint in another forum arising out of the same fact situation (including, but not by way of limitation, civil rights complaints, complaints with the Michigan Department of Labor, or any matter subject to the procedure specified in the Michigan Teachers' Tenure Act.) The cost of arbitration shall be shared equally by the parties unless the arbitrator in their sole judgment shall otherwise decide.

7. **General Procedure** All grievances shall be in the form set forth in Article 10. All member grievances shall separately state the position of the Association. Any

grievance which is not appealed within the time limit specified shall be considered to be withdrawn. Any grievance not answered by the Board within the time specified may be advanced to the next step by the Association. A grievance that continues into the summer, or is initiated in the summer, will not be held to the above timelines. Although every effort will be made to adhere to established timelines, timelines will be suspended when a party to the procedure is not available. Both parties will agree to extend the timelines with a written acknowledgement of the new timelines. The processing of grievances shall normally be outside of the work day and shall not interfere with the performance of
professional duties.

C. **Policies and Other Agreements** This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

D. **Interpretations** Captions are included only for convenience of reference and shall not modify in any way the language herein. Any individual contract between the Board and an individual member, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. **Notices** Any notice given pursuant to this Agreement shall be deemed to have been received three (3) days following its deposit in the United States mail, postage prepaid, when addressed as follows:

1. Office of the Superintendent
   Comstock Public Schools
   6138 King Highway
   Kalamazoo, Michigan 49048

2. Current home address of the President of the Association as set forth on the records of the Board.

3. Member address as set forth on the records of the Board or such other address as shall hereafter be furnished in writing.

F. **Grade Changes** No grade given by a member shall be changed except by the following procedure:

1. The administrator requesting a grade change shall state the reasons for the requested change to the member. If the member concurs with the reasons given, the grade shall be changed.

2. If the member does not concur, the administrator requesting the grade change may submit the request to a review panel comprised of one (1) administrator, two (2) EA members, one (1) board member, and one (1) unbiased parent.
   - Member will not be on committee but has opportunity to present to committee
   - Building administrator will not be on committee but has opportunity to present to committee
   - Student/parent has the opportunity to present to committee
   - Superintendent and EA president agree on committee members
   - School board president appoints a board member to the committee

   If the majority of the review panel does not concur with the change, the grade shall not be changed.

3. If the review panel concurs with the change, the change shall be made unless the member who gave the grade appeals the decision of the review panel to the Board of Education within ten (10) days following notification of the decision by the review panel.

4. The Board of Education shall review the merits of the request for a grade change, and if a majority of Board members concur, the grade may be changed.

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

H. **Distribution** Copies of this Agreement shall be published on the district website.

I. **Term** This Agreement shall become effective upon ratification and signing of both parties and shall continue in force and effect until midnight of June 30, 2027.

KALAMAZOO COUNTY EDUCATION ASSOC.
COMSTOCK EDUCATION ASSOCIATION

Kim Sandefur, President

COMSTOCK PUBLIC SCHOOLS

Dr. Jeffery J. Thoenes, Superintendent

Schedule A

All CEA members will receive a step in 2025-2026 and 2026-2027

25-26 Schedule (2.0%)							
Step	BA 0	BA 15	BA 30	MA 0	MA 15	MA 30	PHD/SPEC
1	43,905.00	45,189.00	45,793.00	46,473.00	47,759.00	49,044.00	53,956.00
2	45,945.00	47,229.00	47,834.00	48,515.00	49,799.00	51,084.00	55,995.00
3	47,986.00	49,271.00	49,874.00	50,553.00	51,839.00	53,125.00	58,036.00
4	50,026.00	51,310.00	51,916.00	52,595.00	53,879.00	55,167.00	60,075.00
5	52,066.00	53,352.00	53,956.00	54,635.00	55,887.00	57,204.00	62,117.00
6	54,106.00	55,390.00	55,995.00	56,676.00	57,960.00	59,245.00	64,157.00
7	56,451.00	57,431.00	58,035.00	58,715.00	60,000.00	61,286.00	66,197.00
8	58,943.00	60,213.00	60,831.00	61,513.00	62,796.00	64,080.00	68,993.00
9	63,401.00	64,307.00	64,459.00	64,684.00	65,972.00	67,255.00	72,167.00
10	65,820.00	66,726.00	67,332.00	68,011.00	69,295.00	70,580.00	75,492.00
11	67,136.00	68,062.00	68,678.00	71,336.00	72,620.00	73,904.00	78,816.00
12	68,580.00	69,411.00	70,052.00	74,131.00	75,416.00	76,701.00	81,624.00
13	69,849.00	70,800.00	71,453.00	75,614.00	76,924.00	78,235.00	83,245.00
14				77,148.00	78,464.00	79,801.00	84,911.00
15				78,668.00	80,031.00	81,397.00	86,608.00

Financial Reopener in 2026-27 (may include wages, insurance, and other financial items).

The BA Base for Schedule B Calculations is based on BA Step 1.

LONGEVITY PAYMENT

Many members hired into the District have been given professional experience credit pursuant to 7.A.2 of this Agreement. When such experience credit is added to a member's years of employment within the District, the parties are able to ascertain the years of experience for the purpose of eligibility for longevity payment.

Members employed full-time by Comstock Public Schools who have completed five years with the district shall receive, in addition to the salary schedule, longevity as follows:

Years 6-10: $500
Years 11-15: $800
Years 16-20: $1200
Years 21-25: $1700
Years 26-29: $2300
Years 30+ $3000

Bargaining members currently receiving longevity more than the above rates will be grand-parented and receive the current amount until separation from the district.

Early Notice Incentive for Retirement

The District has agreed to make a one- time lump sum payment of $2,000.00 to any teacher who notifies the District of their intent to retire pursuant to the Michigan Teacher Retirement System provided the District receives such Notice of Intent to Retire on or before March 1 of the member's last year of active service. If a member chooses to retire at the end of the first semester, notification must be given by October 1st of that service year.

SCHEDULE B

Section 1: When a bargaining unit member is appointed to an extracurricular position, they shall be placed at the lowest percentage for the position and such percentage shall be applied to Step 1 of the BA Schedule.

In the second year of employment, the unit member will move to the middle percentage, which will be applied to Step 1 of the BA Schedule.

In the third year of employment, the employee will move to the highest percentage and such percentage will be applied to Step 1 of the BA Schedule.

In subsequent years, the next higher percentage will be applied to the progressive movement on the BA Schedule up to and including the 11th Step of said Schedule.

If an individual is given an assignment within the same sport or activity, they continue to accrue years-of-service without interruption.

If an individual is given a new assignment in a different sport or activity than the one they are currently coaching, placement on Schedule B will reflect one-half of their current years of experience coaching at Comstock Public Schools.

Section 2: Compensation for any and all new Schedule B positions, extra-curricular and sports, which have been approved by the Board of Education, will be negotiated with the Association.

Section 3: Starting a Club

Summary: School-sponsored clubs provide students with an opportunity to enrich their educational experience.

Instructions for Starting a School Club:

- Verify that the club or team you want to start doesn't already exist.
- All clubs must be in the interest of benefiting the student population.
- Set up a structure for your club. This must contain the club objectives, purpose, and a mission statement. Clubs will elect officers and decide who will be responsible for what role or action.
- Club sponsors will be paid based on the number of hours outside of the school calendar and the number of students that participate.
- Newly approved clubs will be considered probationary for a minimum of two years.
- The application google form will need to be completed and approved by the club sponsor to establish a club. Once completed, the application is submitted by the sponsor to the principal's office for final approval. The sponsor will be notified by the principal's office of the status of the request.

SCHEDULE B
EXTRA CURRICULAR

DESCRIPTION	STEP 1	STEP 2	STEP 3
Band Director	.11	.115	.12
Asst. Band Director	.10	.105	.11
Summer Band	.07	. 07	.07
Yearbook	.0555	.0575	.06
Newspaper	.045	.0475	.05
H.S. Play	.04	.0425	.045
Drama	.08	.0825	.085
H.S. Musicals	.10	.105	.11
Student Council/Student Lighthouse (CMS/CHS)	.04	.0425	.045
Student Lighthouse (CES)	.02	.0225	.025
Science Olympiad	.08	.0825	.085
Dungeons & Dragons Club	.02	.0225	.025
Debate	.04	.0425	.045
Forensics	.04	.0425	.045
Senior	.06	.0625	.065
Junior	.05	.0525	.055
Sophomore	.04	.0425	.045
Freshman	.04	.0425	.045
Odyssey of the Mind Coach	.04	.045	.050
Middle School Drama	.04	.0425	.045
Middle School Yearbook	.04	.0425	.045
Middle School Newspaper	.04	.0425	.045
Alternative High School Yearbook	.01	.015	.02
Alternative High School Student Council	.03	.035	.04
National Honor Society	.03	.035	.04
Mentor Teachers, School Improvement Chairs, Leader in Me Chairs, Department Heads	2% of BA Base Each Year/Mentee		

SCHEDULE B

ATHLETIC

Description	Year 1	Year 2	Year 3 and Beyond
Head Varsity Football Boys and Girls Varsity Basketball **Percentage**	.13	.135	.14
Varsity Volleyball, Varsity Wrestling 9th Grade and J.V. Basketball Assistant Varsity Football Head 9th and J.V. Football **Percentage**	.10	.105	.11
Competitive Cheer **Percentage**	.09	.095	.10
Varsity Sideline Cheer **Percentage**	.05	.055	.06
JV Sideline Cheer **Percentage**	.04	.045	.05
9th Grade and J.V. Volleyball Varsity Baseball, Cross Country, Golf Softball, Tennis, Track, Bowling, Varsity Soccer, Esports Fall, Esports Spring **Percentage**	.08	.085	.09
Assistant Varsity Track J.V. and 9th Grade Baseball J.V. Softball, Assistant Wrestling Assistant 9th Grade and J.V. Football 7th and 8th Grade Basketball Assistant Cheerleading **Percentage**	.075	.08	.085
Middle School Sideline Cheer			

Percentage	.035	.04	.045
Middle School Sports **Percentage**	.07	.075	.08
Assistant Middle School Track **Percentage**	.06	.0625	.065

CURRICULUM PROJECTS DURING NON-CONTRACTUAL PERIODS

A member who has volunteered to participate in curriculum work during non-contractual periods shall be compensated as indicated in this provision.

The member(s) shall meet with the administrator responsible for such a curriculum project, and they shall mutually determine the amount of time, which will be required to complete such work. The member shall be compensated at the rate of twenty-five dollars ($25) per hour for the amount of time so mutually pre–determined.

Summer School

Should the district choose to run a summer school program, compensation for personnel filling such positions shall be paid no less than the summer curriculum rates. Members will be paid at the same rate for administrative scheduled prep time.

The administration may provide a director for in-person summer school. The compensation for this position shall be no less than twice the summer Curriculum rate.

SCHEDULE C

PLAN A

1. For the duration of this Agreement, the Board of Education shall provide each full–time member MESSA Choices, ABC Plan 1, or MESSA Essentials utilizing PAK rates. Such insurance shall include all benefits and policy offers, other than those termed optional, for each eligible teacher and their family.
   - The prescription card will be $10.00/$20.00 co-pay.
   - The deductible will be $500 for a single subscriber and $1,000 for two person and family with the Saver R_x prescription card.
   - $20/$25/$50 copays for office visits, urgent care visits, and emergency room visits, respectively.

2. The Board of Education shall provide for each eligible member MESSA insurance. The board's contribution for each eligible member is set at the state mandated maximum annual contribution amounts. The 2023 amounts are the following:
    a. Single $7,399.47
    b. 2-Person $15,471.60
    c. Full Family $20,180.43

    The district will pay 100% of the annual contribution amount set by the Michigan Department of Treasury towards each member's medical benefit plan costs for the years of this contract.

3. The Employer shall establish and maintain an IRS approved flexible benefits plan which will allow members to pay for their premiums and any other allowable expenditures with pre-taxed wages.

4. Dental Insurance The Board shall pay the premiums toward Delta Dental Insurance at 80-80–80–80 basic, major, preventative and orthodontics coverage utilizing PAK rates.

5. Vision Insurance The District shall provide MESSA Vision Preferred insurance program utilizing PAK rates.

6. Long-Term Disability Insurance The Board shall pay the premiums towards MESSA Long-Term Disability Insurance.

7. Life Insurance The District shall provide $45,000 life insurance.

8. Health Insurance Contract Year The medical benefit plan coverage year is January 1st through December 31st. Bargaining unit employees opting to take medical insurance provided by the District or opting to take cash in lieu for medical insurance shall receive medical insurance or the cash in lieu payment for the duration of their contract (September 1 to August 31), provided the employee taking medical insurance pays the employee contribution portion of the premium, except where the employee retires, resigns, is terminated, agrees to discontinue their benefits before contract expiration, is on a non-FMLA unpaid leave of absence, or obtains insurance through another employer.

OR

PLAN B

1. Options A member may elect to receive or to waive coverage under a Health Benefits Plan for herself/himself and her/his eligible dependents.

A teacher who waives coverage in the Health Benefits Plan will have her/his compensation increased by $6,500 The teacher may use/receive the additional non-reportable compensation as follows:

A. The teacher may choose to apply all or part of the additional compensation toward the purchase of qualified benefits (options):

Supplemental term life insurance
Short term disability
Survivor income benefits
Dependent life insurance
Supplemental hospital insurance
Hospital confinement indemnity insurance
Tax sheltered annuity
Other Board–approved options may be added

B. The teacher may choose to apply all or part of the additional compensation to her/his medical reimbursement account and/or her/his dependent care reimbursement account; and/or,

C. The teacher may choose to receive all or part of the additional compensation through the employer's payroll system during the plan year to which the election relates.

2. Dental Insurance The Board shall pay the premium toward Delta Dental Insurance at 80-80–80–80 basic, major, preventative and orthodontics coverage utilizing PAK rates.

3. Vision Insurance The District shall provide MESSA Vision Preferred vision insurance program utilizing PAK rates.

4. Life Insurance The District shall provide $45,000 life insurance.

5. Long-Term Disability Insurance The Board shall pay the premiums towards MESSA Long-Term Disability Insurance.

6. Health Insurance Contract Year The medical benefit plan coverage year is January 1st through December 31st. Bargaining unit employees opting to take medical insurance provided by the District or opting to take cash in lieu for

medical insurance shall receive medical insurance or the cash in lieu payment for the duration of their contract (September 1 to August 31), provided the employee taking medical insurance pays the employee contribution portion of the premium, except where the employee retires, agrees to discontinue their benefits before contract expiration, or obtains insurance through another employer.

LETTER OF AGREEMENT

between

Comstock Public Schools

and

Kalamazoo County Education Association / Comstock Education Association

regarding

Employment of Teachers of Parochial Schools

The Parties agree that the special area teachers who have been hired to teach at area parochial schools will not become members of the Comstock Education Association (CEA). Thus, these teachers will not have rights normally provided to Association members nor will the terms and conditions of their employment be governed by Parties' collective bargaining agreement.

Teachers hired to teach at area parochial schools will be allowed to progress on the salary schedule through BA step 7.

If the special area teacher is currently employed with the district, all contractual rights will apply.

This Agreement is made on a non-precedent setting basis.

Wendy Miller, CEA President	Dr. Jeffrey J. Thoenes, Superintendent
Date: _____	Date: _____

2025-26 Calendar			
August 18, 2025	New Teacher Orientation	8:00-3:00	No Students
August 19, 2025	DPPD	8:00-3:00	No Students
August 20, 2025	Work Day & Teacher Breakfast	8:00-3:00	No Students
August 21, 2025	DPPD	8:00-3:00	No Students
August 22, 2025	No Students/Teachers		No Students/Teachers
August 25, 2025	First Student Day		Half Day Students
Aug 29-Sept 1, 2025	Labor Day Observance-No Students/Teachers		No Students/Teachers
October 31, 2025	DPPD	8:00-3:00	No Students
November 11, 2025	Comstock Middle School & High School Conferences	3:00-7:00	
November 13, 2025	Comstock Middle School & High School Conferences	3:00-7:00	
November 18, 2025	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
November 20, 2025	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
November 21, 2025	Half Day Students K-12		Half Day Students/Teachers
November 26-28, 2025	Thanksgiving Recess		No Students/Teachers
Dec 22, 2025 - Jan 2, 2026	Winter Recess		No Students/Teachers
January 20-22, 2026	Half Day Students K-12 (High School Exams)		Half Day Students/Teachers
January 23, 2026	PD AM/K-12-Records Day PM (End of 1st Sem.)		No Students
February 26-27, 2026	Mid-Winter Break		No Students/Teachers
March 3, 2026	Comstock Middle School & High School Conferences	3:00-7:00	
March 5, 2026	Comstock Middle School & High School Conferences	3:00-7:00	
March 10, 2026	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
March 12, 2026	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
March 13, 2026	DPPD	8:00-3:00	No Students
March 27- April 3, 2026	Spring Break		No Students/ No Teachers
May 25, 2026	Memorial Day		No Students/No Staff
June 1-3, 2026	Half Day Students K-12 (High School Exams)		Half Day Students and Teachers
June 3, 2026	Last Day for Students/Records Day PM		Half Day Students AM/ Staff Records Day PM

2025-26 CELA Calendar	
August 18, 2025	New Teacher Orientation
August 19, 2025	Work Day & Teacher Breakfast at CELA
August 20, 2025	DPPD-Early Childhood Institute at KVCC 8:30-4:00
August 21, 2025	Teacher PD Day
August 22, 2025	No Teachers/No Students
August 25-28, 2025	GSRP Staff Conduct Home Visits (Counts as 4 student days)
Aug. 29-Sept. 1, 2025	Labor day Observance, No Students/Teachers
September 2, 2025	First Day for Students (Half Day)ECSE AM Session
October 1, 2025	Student Count Day
November 14, 2025	DPPD-GSRP EC Data Day KRESA & 3 HRS of bldg PD
November 18 & 20, 2025	Half Day for Students P/T Conf. (1:00-7:00) ECSE18-AM;20-PM
November 21, 2025	Half Day, AM only Students/Teachers ECSE PM session
November 26-28, 2025	Thanksgiving, No Students/Teachers
December 22, 2025-January 2, 2026	Winter Recess
January 21-23, 2026	Half Days, AM only for Students/Teachers ECSE 21-AM; 22-PM; 23-NO ECSE
February 11, 2026	Student Count Day
February 20, 2026	DPPD-GSRP EC Data Day KRESA & Records Day PM
February 26-27, 2026	Mid-Winter Break, No Students/Teachers
March 3 & 5, 2026	Half Day for Students, P/T Conf. (1:00-7:00) ECSE 3 AM: ECSE 5 PM
March 27-April 3, 2026	Spring Break, No Students/Teachers
May 15, 2026	DPPD-GSRP EC Data Day KRESA & 3 HRS of bldg PD
May 25, 2026	Memorial Day, No Students/Teachers
May 28, 2026	Last Student Day (Half Day)-Staff Conduct Home Visits in PMMay 29- June 3
May 29-June 3, 2026	GSRP Staff Conduct Home Visits (Counts as 4 student days) (5/29:
	Full Day HVs, 6/1-6/2: Half Days-AM HVs/PM off, 6/3: AM HVs/PM
	Records Day)

2026-27 Calendar			
August 24, 2026	New Teacher Orientation	8:00-3:00	No Students
August 25, 2026	DPPD	8:00-3:00	No Students
August 26, 2026	Work Day & Teacher Breakfast	8:00-3:00	No Students
August 27, 2026	DPPD	8:00-3:00	No Students
August 28, 2026	No Students/Teachers		No Students/Teachers
August 31, 2026	First Student Day		Half Day Students
September 4-7, 2026	Labor Day Observance-No Students/Teachers		No Students/Teachers
October 30, 2026	DPPD	8:00-3:00	No Students
November 10, 2026	Comstock Middle School & High School Conferences	3:00-7:00	
November 12, 2026	Comstock Middle School & High School Conferences	3:00-7:00	
November 17, 2026	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
November 19	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
November 20, 2026	Half Day Students K-12		Half Day Students/Teachers
November 25-27, 2027	Thanksgiving Recess		No Students/Teachers
Dec 21, 2026 - Jan 1, 2027	Winter Recess		No Students/Teachers
January 19-21, 2027	Half Day Students K-12 (High School Exams)		Half Day Students/Teachers
January 22, 2027	PD AM/K-12-Records Day PM (End of 1st Sem.)		No Students
February 25-26, 2027	Mid-Winter Break		No Students/Teachers
March 2, 2027	Comstock Middle School & High School Conferences	3:00-7:00	
March 4, 2027	Comstock Middle School & High School Conferences	3:00-7:00	
March 9, 2027	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
March 11, 2027	Comstock Elementary & STEM Conferences	4:00-8:00 (CES) & 3:00-7:00 (STEM)	
March 12, 2027	DPPD	8:00-3:00	No Students
March 26 - April 2, 2027	Spring Break		No Students/ No Teachers
May 31, 2027	Memorial Day		No Students/No Staff
June 7-9, 2027	Half Day Students K-12 (High School Exams)		Half Day Students and Teachers
June 9, 2027	Last Day for Students/Records Day PM		Half Day Students AM/ Staff Records Day PM

2026-27 CELA Calendar	
August 24, 2026	New Teacher Orientation
August 25, 2026	Work Day & Teacher Breakfast at CELA
August 26, 2026	DPPD – Early Childhood Institute at KVCC 8:30–4:00
August 27, 2026	Teacher PD Day
August 28, 2026	No Teachers/No Students
August 31-September 3, 2026	GSRP Staff Conduct Home Visits (Counts as 4 student days)
September 4-7, 2026	Labor Day Observance, No Students/Teachers
September 8, 2026	First Day for Students (Half Day) – ECSE AM Session
October 7, 2026	Student Count Day
November 13, 2026	DPPD – GSRP EC Data Day KRESA & 3 HRS of Building PD
November 17 & 19, 2026	Half Day for Students, P/T Conferences (1:00–7:00) – ECSE 17–AM; 19–PM
November 20, 2026	Half Day, AM Only Students/Teachers – ECSE PM Session
November 25–27, 2026	Thanksgiving Break, No Students/Teachers
December 21, 2026 – January 1, 2027	Winter Recess
January 20–22, 2027	Half Days, AM Only for Students/Teachers – ECSE 20–AM; 21–PM; 22–NO ECSE
February 11, 2027	Student Count Day
February 19, 2027	DPPD – GSRP EC Data Day KRESA & Records Day PM
February 25–26, 2027	Mid-Winter Break, No Students/Teachers
March 2, & 4, 2027	Half Day for Students, P/T Conferences (1:00–7:00) – ECSE 2–AM; ECSE 4–PM
March 26 – April 2, 2027	Spring Break, No Students/Teachers
May 14, 2027	DPPD – GSRP EC Data Day KRESA & 3 HRS of Building PD
May 31, 2027	Memorial Day, No Students/Teachers
June 3, 2027	Last Student Day (Half Day) – Staff Conduct Home Visits in PM
June 4-9	GSRP Staff Conduct Home Visits (Counts as 4 student days) (6/4:
	Full Day HVs, 6/7-6/8: Half Days-AM HVs/PM off, 6/9: AM HVs/PM
	Records Day)

Index

A

Academic or certification advancement, 24
Administrative Leaves, 32
Arbitration, 33
Association Day, 5
Association Leaves, 5
Association Representation - Discipline, 12

B

Bereavement Leave, 30

C

Calendar, 48-51
Class Size, 16
Court Leave, 30

D

Deductions, 25
Definitions, 4, 12, 33
Dental Insurance, 44

Discipline - Teacher, 12

E

Early Retirement Notification Incentive, 39

Earned Sick Time, 26

Evaluations - Teacher, 6

F

Facilities and Equipment, 5
Family and Medical Leave (FMLA), 27

G

General Duties, 15
Grade Changes, 37
Grievance Procedure, 3

H

Health and Hardship Leave, 31
Health Insurance, 43

L

Layoff and Recall, 21
Leaves, 26
Letter of Agreement - Parochial Schools, 47
Life Insurance, 44
Longevity Payment, 39
Lunch Periods, 14

M

Medical Examinations, 32
Meetings - After School, 15
Member Work Year, 25
Mentor/Mentee, 15
Military Reserve Leave, 31

P

Parent-Teacher Conferences, 10
Part-Time Teachers, 15
Parental Leave, 30
Personal Leave, 29
Personnel Files, 9, 13
Planning Time, 14
Professional Development, 17
Professional Conduct, 10
Professional Growth Leaves, 231

S

Safety, 10
Schedule A, 38
Schedule B, 39
Schedule B - Extra Curricular, 41
Schedule B - Athletic, 42
Schedule C - Insurance, 43
School Closings, 18
School Year, 13
Sick day buy back, 30
Sick Leave, 11
Student Teachers, 15
Substitution for Other Teachers, 14

T

Term - Contract, 37
Tuition Reimbursement, 25

V

Vacancies, 20
Vision Insurance, 44

W

Wages, 24
Work Load, 16