Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

AGREEMENT
BETWEEN
PARCHMENT SCHOOL DISTRICT
AND
KALAMAZOO COUNTY EDUCATION ASSOCIATION
JULY 1, 2024 - JUNE 30, 2027

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

TABLE OF CONTENTS/INDEX

Headings in the first column which are in all capital letters represent main article headings. All others are Article Subsections.

	Article	Page
Absences	10, 11	17, 21
AGREEMENT		5
Assault	13B	21-22
ASSOCIATION	2A, 4	6-7
Association Days	4E	7
Business Leave	11C2	19-21
Calendar	6F, 6H, Appendix A	8-9, 47
Child Care Leave	11E	19-21
Class Size	9B	15-17
Complaints	1B, 13C, 13D	5, 22
Consortia	16E	25
Contracts	4C	7
Coursework Reimbursement	17J	26
Critical Need	10H	19
CURRICULUM	15	24
Dental Insurance	18	28
Discipline (Student)	13A, 13C	21-22
Discipline (Teacher)	20	32
Duplication of Agreement	16A	24
DURATION OF AGREEMENT	23	34
EMERGENCY MANAGER	22	34
Evaluation of Classroom Teacher	19	28-32
Experience Credit	17E	25
Extra Duty Agreements	17A, Schedule B,C	25, 37-43
Family and Medical Leave Act (FMLA)	11A, 11E	19-21
Funeral Leave	11B, 11C1	19
GRIEVANCE PROCEDURE	14	22-24
GRIEVANCE FORM		44-45
Increments	17I	26
INSURANCE	18	27-28
Jury Duty	11C3	20
Just Cause	17F	25
Kindergarten Enrollment	6J	9

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

	Article	Page
Layoff/Recall	8C	12-14
LEAVE PAY	10	19-21
LEAVES OF ABSENCE	11	17-19
Long Term Disability	18	27
Lunch Periods	6D	8
MA + 30 Advancement	17I	26
Medical Insurance	18	27-28
Medical, Psychological or Psychiatric Exams	16C	24
Mentor to teachers	9C	16
Merit Pay	17O	27
MISCELLANEOUS PROVISIONS	16	24-25
NEGOTIATING PROCEDURES	1B, 2A, 5	7-8
Overnight Trips	17K	26
Parking Facilities	9H	16
Personal Business Leave	11C2	20
Personnel File	16D	25
Planning Time	6E	8-9
PROFESSIONAL COMPENSATION	17	25-27
PROFESSIONAL REQUIREMENT	12	21
PROTECTION OF TEACHERS	13	21-22
Pupil/Teacher Average	9B	15-16
RECOGNITION	1	5
Resignations	4D	7
Retirement	10B, 17G4, 17M	17, 26
RIGHTS OF BOARD	3	6
RIGHTS OF TEACHERS	2	5-6
Salary Accruals	17D	25
Schedule A		35-36
Schedule B		37-38
Schedule C		39-43
School Visitation Leave	11C5	20
SENIORITY	7	9-10
Severance	10C, 10D	18
Sick Leave	10A, 10E	17-18
Sick Leave Bank	10F, 10G	17-18
Snow Days	9I	16
Staff Rooms	9F	16
Storage Space	9K	16
Strikes	4B	6

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

	Article	Page
Student Teachers	9J, 17G1	17, 26
SUBSTANCE ABUSE	21	33
Substitute Teachers	9J, 17G	17, 26
Substitutes for Administrators	9L	17
Supplies and Equipment	9D	16
T.B. Tests	16C	24
Teacher Contracts	4C	7
Transfers	8B	11
Teacher Discipline	20	32-33
TEACHING CONDITIONS	9	15-16
TEACHING HOURS	6	8-9
Telephone Facilities	9G	16
Transfer of Coaches	17H	26
Transfer of Teachers	9A	15
Tuition Reimbursement	17J	26
Unemployment	17M, 17N	26
Unpaid Leaves of Absence	11D, 11E	19-21
Use of Buildings	2E	6
Vacancies, Transfers and Layoff	8A	10-14
Vision Insurance	18	28
Volunteers	13F	22
Work Days	16F	25
Workers' Compensation	10E	17-18
Appendix A - School Calendar		47
Appendix B – Teacher Evaluation Quick Guide		48-51
Appendix C – Individual Development Plan		51-52
Appendix D – Professional Growth Plan		53

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

A G R E E M E N T

THIS AGREEMENT entered into by and between the PARCHMENT SCHOOL DISTRICT, Kalamazoo County, Michigan, hereinafter called the "Board," and the KALAMAZOO COUNTY EDUCATION ASSOCIATION, hereinafter called the "Association," an affiliate of the MEA. The signatories shall be the sole parties of this Agreement.

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Parchment School District is their mutual aim and that the character of such education depends significantly upon the quality and morale of the teaching service.

In consideration of the following mutual covenants and agreements herein contained, it is agreed:

ARTICLE 1 - RECOGNITION

Section A: The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 336 of the Public Acts of 1947, as amended, for all full-time and regularly scheduled part-time certified professional teaching personnel or those with a temporary teaching certificate administered through Michigan Department of Education, and media specialist/librarians, including certified teachers at the Parchment Innovation Center, and also excluding substitute teachers and student teachers on tenure or probation, together with the school social workers and school guidance counselors (unless employed by the School District, before November 1, 2008), temporary teaching employees under contract, but excluding supervisory and executive personnel, per diem substitutes, teacher aides, and any other person engaged at least 50% of the time in direct administration and supervision of professional personnel and employees of any other employer. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined.

Section B: The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a complaint, and having the complaint adjusted without intervention of the Association, not inconsistent with the terms of this Agreement. The teacher may, however, at any time, request the assistance of the Association.

Section C: Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE 2 - RIGHTS OF TEACHERS

Section A: Pursuant to Act 336 of the Public Acts of 1947, as amended, the Board hereby agrees that every employee of the Board in the appropriate unit shall have the right freely to organize, join, and/or support the Association for the purpose of engaging in collective bargaining and other lawful concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the law of the State of Michigan, the Board agrees that it will not directly or indirectly deprive, coerce or discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any Association activities

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

(which do not interfere with any educational program) or collective professional negotiations with the Board, or his/her institution of any grievance, complaint, or proceeding under this Agreement with respect to any terms or conditions of employment.

Section B: Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or lack thereof shall be grounds for discrimination.

Section C: The provisions of the Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, disability or marital status or any other protected group as defined by the Elliot-Larson Civil Rights Act.

Section D: The Board and the Association recognize the right of either party appropriately to invoke the assistance of the State Labor Mediation Board.

Section E: The Association and its members shall have the right to use school building facilities at all reasonable (not interfering with any educational programs) hours for meetings. Staff room bulletin boards and other established media of communication shall be made available to the Association and its members.

Section F: The Board agrees to furnish to the Association in response to reasonable requests from time to time such information as may be available concerning the financial resources of the District, tentative budgetary requirements, allocations, agendas, and such other information as will assist the Association to bargain collectively. The Board agrees to furnish such other information as will assist the Association in developing intelligent, accurate, informed, and constructive educational programs on behalf of the teachers and their students.

ARTICLE 3 - RIGHTS OF BOARD

Section A: The Board recognizes the importance of the teacher and committee opinions and recommendations in the effective operation of the educational processes.

Section B: The Association recognizes certain rights and responsibilities of the Board among which are the following: to operate its schools, to maintain order and efficiency; to hire; to direct the teaching force; to determine the number of teachers; to discipline, suspend, demote and discharge; to require teachers to observe rules and regulations; to determine the number and location of schools; to approve the curriculum to be taught within the school system including interactive telecommunications instruction and experimental or pilot programs; to use volunteers and to exercise all powers and authorities granted to schools by the Constitution or laws of this State.

ARTICLE 4 - ASSOCIATION

Section A: The Association recognizes the responsibility and right of the Administrative staff to evaluate teachers. The Association also recognizes the responsibility and right of Administrative staff to visit classrooms for purposes of evaluation and promoting the educational program.

Section B: The Association agrees that it will not directly or indirectly engage in or assist in any strike affecting the Parchment School District, as said term is defined by the Public Employees Relations Act.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section C: The Association agrees that after the master contract has been executed by the Board and the Association covering the contract year it will cause to be delivered to the Board within ten (10) days from the date of tender [which shall be within twenty (20) days after signing of the master contract, or in case of multi-year contract, fifteen (15) work days prior to the first scheduled teacher work day] the individual signed teacher's contracts provided that by mutual agreement between the teacher and the Board a teacher may be given additional time, in special cases, to sign his/her contract on condition that the Board may at once start looking for a replacement.

Section D: A teacher who intends to resign is expected to file a written notice of resignation with the School District at least sixty (60) days prior to September 1.

Section E: At the beginning of every school year, the Association shall be credited with seventeen (17) days to be used by teachers who are officers or agents of the Association; provided, however, that the Association shall reimburse the Board for substitutes, if needed, at the current substitute rate for days used over eight (8). In addition, the Association President shall receive twelve (12) days to conduct Association business; provided, however, that the Association shall reimburse the Board for substitutes, if needed, at the current substitute rate for days used over two (2). The Association President agrees to notify the Board in writing no less than seventy-two (72) hours in advance of taking such leave identifying the individual to be on leave.

Section F: If the Superintendent chooses to meet with the PEA president for purposes of contract administration or employee relationships, released time will be provided.

Section G: The Association agrees that it will encourage teachers to fulfill the provisions of this Contract.

ARTICLE 5 - NEGOTIATING PROCEDURES

Section A: It is contemplated that matters of common concern not discussed prior to the execution of and not specifically covered by this Agreement shall be subject to professional negotiations between the parties from time to time during the period of this Agreement. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussion, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

Section B: In the event the salary schedule is reopened for negotiation by mutual agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board except prohibited subjects of bargaining which will be covered in Board policy.

Section C: In any negotiations described in this Article, neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification of the majority of the Board of Education of the School, and by a majority of the membership of the bargaining unit as described in Article 1, Section A, of this Agreement, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section D: Upon ratification by both parties, the contract shall be signed by representatives of the Board of Education and by representatives of the Association and the bargaining unit as described in Article 1, Section A, of this Agreement.

ARTICLE 6 - TEACHING HOURS

Section A: Unless it is necessary to satisfy laws or State regulations related to hours of student instruction, the teacher's normal working day shall be seven and three-fourths (7.75) hours including lunch.

Unless it is necessary to satisfy laws or State regulations related to hours of student instruction, assigned supervisory and formal instructional pupil-teacher contacts shall not exceed 32 hours 10 minutes for all K-12 teachers. Unless necessary to satisfy laws or State regulations related to hours of, staff work will be limited to ***up to*** one (1) after-school period (one hour) per week ***starting 10 minutes after student dismissal***, and up to one (1) evening, not to exceed one and half (1.5) hours, per school year. Teachers will be assigned by the District to teach and/or supervise students throughout the scheduled students' school day with the exception of a duty- free lunch period of not less than 30 minutes.

Teachers assigned to a full year, 7.75 hour per day schedule, will be considered full-time employees - all others will be considered part-time.

Not included in the previously mentioned one (1) evening per year are one conference session in the fall and one in the spring which shall be scheduled during an evening in each building. In exchange, teachers shall be collectively released from duty for one afternoon per evening conference session at a mutually agreed upon time. All evening conferences shall be held between the hours of 4:30 p.m. and 7:30 p.m. unless modified by the mutual agreement of building teaching staff and the building administrator.

Supervisory and formal instructional pupil-teacher contact shall not include set up and tear down time. The student contact time of special teachers shall not exceed the hours of student contact time of regular classroom teachers.

Section B: The Board will not require teachers to work in excess of the above hours except for those receiving compensation for extra-pay items as set forth in Schedule "B" attached hereto.

Section C: Teacher participation in co-curricular activities for which no additional compensation is paid will be voluntary, recognizing that their responsibility to their students and their profession requires the performance of duties that involve the expenditure of time beyond that of the normal working day, including preparation for the supervision of co-curricular student activities and functions.

Section D: All teachers shall be entitled to a duty-free uninterrupted lunch period of not less than 30 minutes **[except those who receive compensation for lunch period supervision**].

Section E: All K-12 teachers will be guaranteed an unassigned 60-minute block per day for planning and classroom preparations. The board will provide all teachers with 300 minutes of planning per week (prorated for part-time teachers). Teachers who have assignments in two or more buildings will be provided travel time and preparation and clean up time prior to and after classes.

The administration will make every effort to schedule parent meetings, I.E.P.'s etc., during the school day. If such meetings occur outside the teacher's scheduled work-day the teacher shall be given trade time or $20.00 per hour. ***Trade time shall be granted for general education teachers attending IEPs during a***

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

teacher's plan time; trade time shall be granted the same day or on a mutually agreed upon time with building administrator. Special education teachers shall be given trade time or $20.00 per hour for IEPs scheduled during their plan time.

Section F: The Board shall establish the calendar and the workday for teachers as required by law to receive the maximum amount of State Aid as required by the Michigan School Code of 1976 as amended, and the State School Aid Act of 1979, as amended.

Section G: Teachers who are new hires to the Parchment School District may be required to report to their supervisor(s) one day (1) to three (3) days prior to the first scheduled reporting day for other teachers. The use of such time shall be at the discretion of the supervisor, except that the Association may request and will be granted one hour to meet with said employee(s), such time to be mutually scheduled between the supervisor, the Association, and the teacher(s). The day shall not be considered an addition to the regularly scheduled Contract days and shall be without additional pay or benefits.

Section H: It is the intent of the parties that negotiations on the school calendar be completed before May 1 of each year.
Except as required by law to receive the maximum amount of State Aid, successive calendars shall neither be increased nor decreased, in the following areas, during the life of this Agreement.
Student Instructional Days 180*
Teacher Preparation Days 3
Professional Development Days 3 (Additional professional development will be provided in January.
Total ***186 with implementation of MCL 388.1701 (10)***

*Current instructional days are 180 but the board reserves the right to go up to 182 student instructional days.

Should the State mandate additional instructional days beyond 182, teachers shall be compensated at their attained per diem salary for each such day.

Section I: Office support personnel shall be available to teachers in all buildings at times when students are in attendance during the regular school day.

Section J: When the District requires kindergarten teachers to report early for the purpose of kindergarten enrollment, said teachers shall receive additional pay for such duty on a per diem basis.

ARTICLE 7 - SENIORITY

Section A: Seniority shall be measured from the employee's most recent date of continuous employment in the School District. Said date shall be defined as the first scheduled work day. When two (2) or more teachers have the same seniority date, they shall be placed on the seniority list by order of lowest social security number. Seniority shall be recorded by years of continuous service rounded to three (3) decimal places and shall accrue only to the extent the employee receives compensation. Seniority for days during which a teacher receives no compensation shall be deducted on a prorated basis. Under no circumstances shall more than one (l) year of seniority accrue during a fiscal year, nor shall extra work such as Schedule B items, kindergarten round-up, extended contracts, etc. be used in lieu of or in addition to the contract year as specified in Article 7 Section H. Seniority accrual for teachers whose contract is less than full time shall be reduced proportionately. Seniority shall not accrue during a period of layoff. Upon recall, seniority accrued prior to layoff shall be restored.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section B: Prior to August 15 of each school year, the Board shall furnish the Association President with a list reflecting seniority status as of the immediately preceding June 30. Challenges to the seniority list must be submitted to the Board by the Association on or before Fourth Friday.

ARTICLE 8 – VACANCIES, TRANSFERS AND LAYOFF/RECALL OF CLASSROOM TEACHERS

Section A: Vacancies

1. Definition of Vacancy: A vacancy shall be defined for the purposes of this Agreement as a position with the bargaining unit presently unfilled, including newly created positions, as well as such positions currently filled but anticipated to be open in the future for a period of thirty (30) or more school days.

   Any vacancy that occurs after the beginning of the school year shall be posted as a Temporary Vacancy and remain posted until filled. If the position is to continue beyond the initial school year, it shall be posted and filled in accordance with provisions for filling vacancies outlined below.

2. **Notification (Posting), Application and Awarding of Vacancies:** Vacancies occurring within the bargaining unit, including newly created positions, shall be provided via e-mail to each bargaining unit employee with a copy of such posting to the Association. Positions as described above shall be posted at least five (5) school days prior to being filled, unless agreed upon by the association. Bargaining unit employees may apply for such positions by submitting an email of interest according to the posting. Said positions shall be filled in accordance with the procedure outlined in Section C below.

3. **Awarding of Vacancies:** Internal qualified applicants shall be considered for the position prior to considering external applicants. Qualified shall be determined as follows:

   a. The teacher's number of years teaching in the grade level or subject area within the district. Classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

      i. Compliance with applicable stated or federal regulatory standards, including standards established as a condition of receipt of foundation, grant, or categorical funding;

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

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

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

iv. 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;

v. Disciplinary record, if any;

vi. Length of service in a grade level(s) or subject area(s);

vii. Recency of relevant and comparable teaching assignments;

viii. Previous effectiveness ratings;

ix. Attendance and punctuality;

x. Rapport with colleagues, parents and students;

xi. Ability to withstand the strain of teaching;

xii. Compliance with state and federal law.

b. In the event that two (2) or more equally qualified internal applicants meet the qualifications determinations outlined above, consideration will be given following a formal interview process.

Section B: Transfers

1. Definition of "Transfer": A "transfer" shall be defined as either a voluntary or involuntary change in (1) a bargaining unit employee's position or assignment to another position or assignment within the bargaining unit, (2) building assignment, (3) grade level(s) included in an assignment in Developmental K-5, (4) subject area(s) included in an assignment, (5) a non-classroom assignment such as librarian, guidance counselor, itinerant personal, etc., or (6) Special Education assignment such as learning disability, emotionally impaired, etc. Transfer awarding of vacancies shall be first governed by the language in Article 8 pertaining to vacancies. Other transfers will be governed by this Section.

2. Voluntary Transfers: A request for a transfer may be made at any time in writing to the Personnel Office. To be considered for the position, the applicant must be qualified as indicated under Article 8, Section A. The Employer shall acknowledge receipt of the request for transfer within five (5) working days. No bargaining unit employee shall be discriminated against because of a request to transfer. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated. In the event of a tiebreaker, efforts to maintain the most senior qualified staff possible will be consistent with the requirement of this agreement.

3. Involuntary Transfers: Involuntary transfers may be necessary based on financial, disciplinary, or staffing reasons. When possible, thirty (30) days notice of the intention to transfer, specifying the reasons for the same and the specific position to be transferred to, shall be provided to the affected bargaining unit employee and the Association. The specifics of the use of involuntary transfer as part of staff reduction shall be outlined in Article 8, Section A. Whenever possible, time will be provided by the district for additional preparation.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section C: Layoff/Recall of Classroom Teachers

1. Acting with the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing classroom teaching staff or that a reduction in classroom teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the classroom teaching positions be reduced.

2. Reductions in force and recall decisions must be made based on classroom teacher effectiveness criteria established in the Revised School Code Section 1249 and this Agreement.

3. Decisions about the reduction and recall of teachers will be guided by the following criteria:
    a. Retaining the most effective classroom teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary classroom teacher rated as "effective" (or highly effective) on the classroom teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured classroom teacher solely because the other classroom teacher is tenured under the Teacher's Tenure Act.

    b. Classroom teachers must be properly certified, approved and authorized for all aspects of their assignments. The classroom teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Program and Services, and other applicable statutes and regulations; and based on file with the Superintendent's office.

    c. A classroom teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, authorization with the Superintendent's office in compliance with Revised School Code Section 1532.

    d. If a classroom teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of the petition to the Superintendent's office.

4. In addition, classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

    a. Compliance with applicable state or federal regulatory standards, including standards established as a condition of receipt of foundation, grant or categorical funding;
    b. Credentials 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 classroom teacher's effectiveness in that assignment and is integrated into instruction;

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

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. Disciplinary records, if any;

f. Length of service in a grade level(s) or subject area(s);

g. Recency of relevant and comparable teaching assignments;

h. Previous effectiveness ratings;

i. Attendance and punctuality;

j. Rapport with colleagues, parents, and students;

k. Ability to withstand the strain or teaching;

l. Compliance with state and federal law.

5. Classroom Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.

   a. Reduction and recall decisions will be based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.

   b. A laid off classroom teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

   c. Failure to maintain current contact information may negatively impact the teacher's recall.

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

7. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected classroom teacher and Association. The Association President will be notified of the contemplated reduction in personnel at least two (2) days before the layoff notices are distributed to the teachers. Teachers being laid off shall receive a 30-calendar day notice in writing before the effective date of layoff.

8. A classroom teacher's length of service with the District as a classroom teacher or tenure under the Teacher's Tenure Act will not be the sole factor in reduction in force and recall decisions.

9. Classroom teacher reduction in force decisions will be implemented by the following:

   a. If one (1) or more classroom teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or departments(s) affected by the reduction. Among

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

those classroom teachers who are certified, approved, authorized and qualified to instruct the remaining curriculum within the affected academic levels(s) or department(s), selection of classroom teacher(s) for reduction in force will be based on the factors set forth in this Agreement.

b. Classroom teachers within the affected academic level(s) or department(s) who are certified and qualified for the remining positions will be retained consistent with the factors set forth in this Agreement.

c. When a classroom teaching position is identified for reduction and there exists a concurrently vacant classroom teaching position for which the classroom teacher in the position to be reduced is both certified and qualified, and the classroom teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that classroom teacher may be assigned to the vacant position consistent with this Agreement unless the Superintendent or designee determines (based on due process) that the District's educational interests would not be furthered by that assignment.

d. If more than one (1) classroom teacher who position has been identified for reduction is certified and qualified for a concurrently vacant classroom teaching assignment, the Superintendent or designee will fill the vacancy, unless the Superintendent determines (based on due process) that the District's educational interests would not be furthered by that assignment.

e. If the reduction or recall decision involves more than one (1) classroom teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records will determine preference for reduction or recall.

f. At least 30 calendar days notice of reduction in force will be provided to the classroom teacher and Association, absent extenuating circumstances.

A teachers refusing an offer of recall to a position for which the teacher is adequately certified and most qualified per Article 8, Section A, and which is equivalent to the one from which they were laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall. Should the teacher refuse that option, they shall be deemed to have voluntarily quit as set forth above.

Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions of Article 18 until at least the end of the following month of the notice of layoff or August 31st, if layoff occurs at the end of the school year. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefits continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

Before or in lieu of initiating the recall of a laid-off classroom teacher, the Superintendent may reassign teacher to fill vacancies in accordance with this Agreement.

An alleged violation of this layoff language is not subject to arbitration in the grievance process.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

ARTICLE 9 - TEACHING CONDITIONS

Section A: Requests by a teacher for transfer to a different class, building, or position or to an extra-pay assignment shall be made in writing, on forms furnished by the Board, one (1) copy of which shall be filed with the Superintendent after consultation with the building principal. Requests by teachers for transfers shall be considered along with all candidates being considered in such selection. Transfer request forms received on or before May 1 of any school year will be considered for the subsequent school year.

Section B: Class Size:

1. Elementary class size shall not exceed eighteen (18) pupils in Developmental Kindergarten, twenty-seven (27) pupils in kindergarten; and shall not exceed thirty (30) students in grades 1-5. The administration will attempt to equalize kindergarten classes throughout the District. Other students may be transferred to another building to facilitate the balancing of class sizes between classes; however, such bussing of students shall not be made for the purpose of eliminating a teaching position or a class.

    a. Whenever the class size exceeds nine (9) pupils for more than ten (10) consecutive days in Developmental Kindergarten, the teacher may elect to have a teacher aide for the class, or be compensated $1,010 for 10-12 pupils, $1,515 for 13-15 pupils, and $2,020 for 16-18 pupils.

    b. Whenever the class size exceeds twenty-four (24) pupils for more than ten (10) consecutive days in kindergarten, the teacher and administrator will collaborate and determine if a teacher aide will be provided for the class, or if the teacher will be compensated $1,010 for 25 pupils, $1,515 for 26 pupils, and $2,020 for 27 pupils.

    c. Whenever the class size exceeds twenty-seven (27) pupils for more than ten (10) consecutive days in grades 1-5, the teacher and administrator will collaborate and determine if a one-half (1/2) time teacher aide will be provided, or if the teacher will be compensated $1,010 for 28 pupils.

    d. Whenever the class size exceeds twenty-nine (29) pupils for more than ten (10) consecutive days in grades 1-5, the teacher and administrator will collaborate and determine if a full-time teacher aide will be provided, or if the teacher will be compensated $1,515 for 30 pupils, and $2,020 for 31 pupils.

    e. The Administration will provide substitutes for teacher aides who are absent for more than one day.

    f. Class size limitations and the provisions for teacher aides or additional compensation shall not be applicable to elementary integrated arts (IA). No IA class shall exceed maximum class size in regular education class sizes.

    g. Other solutions mutually agreeable with the teacher shall not be considered a violation of a - e above.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

2. Secondary (6-12) class size shall not exceed thirty-one (31) pupils except for traditionally larger classes (such as physical education, vocal and instrumental music), except as may be mutually agreeable with the teacher. Teachers teaching AP math, AP English, TAG, trigonometry, calculus, physics, and honors courses whose classes exceed thirty-one (31) pupils must elect to have a half-time teacher's aide or additional compensation based upon the following schedule:

32 pupils	=	$1,010
33 pupils	=	$1,515
34 pupils	=	$2,020

Additional compensation prorated based upon instructional days (Article 6H).

Section C: State law mandates that "for the first three years of employment in classroom teaching a teacher shall be assigned by the school to one or more master teachers, college professors, or retired master teachers, who shall act as a mentor to the teacher."

1. Qualified staff will submit their intentions to become Mentor Teachers by June 1 of each school year. The list of names will be maintained until the teacher requests removal from said list.

2. Mentor and mentee communications shall be confidential.

3. Training of Mentors shall be provided by the District as necessary. State Professional Development funding may be utilized. However, no funding will be utilized by a Mentor Teacher on sabbatical leave.
4. Compensation for Mentor Teachers who are members of the bargaining unit shall be as set forth in Schedule B. Compensation for Mentor Teachers who are not members of the bargaining unit shall be as established by the Board.

Section D: The Board recognizes that appropriate supplies and equipment are the tools of the teaching profession which the Board agrees to supply within the means of the budget on the basis of staff member or committee recommendations and the requisitioning procedure administratively established.

Section E: Under no conditions shall a teacher be required to drive a school bus or work in the lunchroom as part of his/her regular assignment, except by mutual agreement.

Section F: The Board shall make available in each classroom building a staff room.

Section G: Telephone facilities shall be made available to teachers for their reasonable use. No personal toll calls shall be charged to the school number. A telephone shall be available for private teacher-parent consultation in each building.

Section H: Adequate off-street parking facilities shall be provided and properly maintained, and reserved exclusively for staff use.

Section I: Student instruction days / hours canceled due to "Acts of God" in excess of the number allowed by State Law shall be rescheduled as student instruction days / hours following the last scheduled student instructional day.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

The above notwithstanding, should one or more buildings be closed due to a power outage, loss of water, etc., but classes are held in the rest of the District such that the day in question is counted as an instructional day for State Aid purposes, the teaching staff assigned to said building(s) may be asked to report to a designated building for purposes as determined by central office.

Section J: A student teacher shall not be used as a substitute for an absent teacher except to teach the classes he/she is regularly conducting. A regular teacher shall be available to assist at all times.

Section K: The Board will provide each teacher a lockable storage space for storage of personal articles.

Section L: The District will ask another administrator, teacher, or staff member to become a substitute administrator in a building any time the regular administrator (Principal, Assistant Principal or Dean of Students) is out of the District for the majority of the day. If said appointed administrator is a teacher, the District will provide a substitute for said teacher.

Section M: For Secondary (6-12) teachers, a maximum number of students per trimester, per teacher, shall not exceed one hundred sixty (160) pupils. If unavoidable, the teacher will receive additional compensation of $100 per student per trimester. No Secondary (6-12) teacher shall teach more than four preps without mutual agreement and compensation of $500 per course, per prep. If an individual teacher is compensated for voluntarily teaching on their plan period, they do not qualify for Section M (Refer to Article 16 Section C).

Section N: Certified Special Education teachers may receive $10 per IEP written to be capped at 25 IEPs per year.

ARTICLE 10 - LEAVE PAY

Section A: All teachers absent from duty on account of approved reasons shall be allowed full pay for a total of ten (10) days absence in any school year, the unused portion of which shall accumulate year to year without limit. Annual sick leave shall accrue to the teacher on the first contract day of the school term. In the event a first-year teacher terminates employment, the annual ten (10) days shall be prorated to the time employed. (Use of sick leave time cumulative to half-day minimums).

Sick leave pay shall be allowed when used as follows:

1. Personal illness or injury of the teacher.

2. Critical illness in the immediate (husband-wife-child-parent) family or household occupant.

3. Emergency illness in the family or household which requires a teacher to make arrangements for necessary medical or nursing care.

4. Time necessary for doctor or dental appointments.

Section B: A teacher who qualifies under the State Retirement Act and has completed ten (10) or more years of service in the Parchment School District, will be paid for one-half (1/2) of all accumulated unused sick days up to a maximum of ninety-five (95) days at a rate of .0025 of the BA base per day if he/she terminates employment under any of the following circumstances:

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

1. Voluntary retirement under the provision of the State Retirement Act.

2. Disability retirement under the provisions of the State Retirement Act prior to regular retirement age.

Section C: After twenty (20) years of service as a teacher or an administrator within the Parchment School District, a teacher shall receive $150.00 for each year of service as a teacher upon severance from the District as a teacher. This provision includes disability; in the event of death, the beneficiary shall receive this pay.

Section D: If, after receiving a payment under this provision, a former employee resumes employment with the Board and again becomes eligible for payment hereunder, payments previously made will be deducted from any subsequent payments to which he/she is entitled.

Section E: If a teacher loses time due to injury on the job and does not receive workers' compensation, he/she will receive fringe benefits and will be paid (including Schedule "B") by the Board and any loss of time will not be chargeable to sick leave, with a maximum time limit of five (5) working days for any single occurrence.

If a teacher loses time due to an injury on the job resulting from an assault by a student and the injury results in lost time greater than five (5) working days, and the injury is deemed compensable by the worker's compensation act, the board will make up the difference between his/her regular pay and the worker's compensation benefits received by the teacher for additional fifteen (15) working days and those days will not be chargeable to sick leave, for a maximum time limit of twenty (20) working days.

If a teacher receives workers' compensation and has accrued sick leave benefits available, the sick leave shall be paid to the teacher on a proportionate basis so as to make up the difference between his/her regular pay and the workers' compensation benefits received by the teacher until his/her sick leave is exhausted. Sick leave days shall be charged proportionately in such cases.

Section F: When an employee's sick leave benefits have been exhausted, he/she may utilize up to an additional five (5) sick leave days per year, such days to be drawn from a Sick Loan Bank. This loan bank will utilize days in the existing Sick Leave Bank (see below, Section F). Teachers borrowing from the Sick Loan Bank will be expected to repay the days used by contributing the number of days used at the beginning of the next school year, at the rate of one to one for each day used. In cases of resignation or termination, teachers will repay the monetary value of borrowed days at their per diem salary at the time of the use of Sick Loan Bank days.

First through third year teachers with the Parchment School District may utilize Section F.

Section G: Except as restricted below, when an employee's sick leave benefits have been exhausted, and he/she has received an approved absence (per provisions in Article 10 Section E), he/she may utilize up to an additional twelve (12) sick leave days per year, such days to be drawn from a Sick Leave Bank. The Sick Leave Bank shall be maintained as a result of each employee contributing one (l) of their accumulated sick leave days. For each sick leave day contributed, the Sick Leave Bank shall be credited with one (1) day of Sick Leave Bank time. The Employer shall be responsible for the administration of the Sick Leave Bank. The Association shall be provided a written monthly report concerning the use of the Sick Leave Bank.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

At any time, the Sick Leave Bank is reduced through use to twelve (12) days, each employee shall contribute an additional day, provided, however, that no employee shall be required to contribute more than two (2) days per year. Employees working less than full time shall contribute to and use the bank on a pro-rata basis.

1. A teacher may not draw from the bank prior to the fourth year of employment with the District.

2. Each teacher will contribute one day to the bank beginning with his/her third year of employment.

Section H: The above notwithstanding, an employee may voluntarily contribute sick leave to a PEA Member to be used for critical need. Such contribution, except as otherwise defined below, is entirely independent from and unrelated to the sick leave bank described in Article 9G. Each day contributed shall equate to 1 FULL day for the recipient. The Association shall be responsible for the approval and administration of critical need sick time but agrees to notify the Employer of such use.

First through third year PEA Members with the Parchment School District may apply for and may receive critical need sick leave under this provision.

PEA Members with four or more years in the Parchment School District must exhaust their twelve (12) days from the Sick Leave Bank as described in Article 9F and 9G prior to being considered for critical need sick leave.

ARTICLE 11 - LEAVES OF ABSENCE

Section A: Any teacher whose absence from duty on account of approved reasons as set forth in this Article extends beyond the period compensated under Article 11 shall be granted a leave of absence without pay for a period not to exceed one (l) year to be extended according to law. Leave granted pursuant to this section shall count toward leave to which the teacher may be entitled under the Family and Medical Leave Act (FMLA).

Section B: Leave of absence with pay chargeable against the teacher's Leave Pay shall be granted for the time necessary for attendance at the funeral services of persons whose relationships, at the discretion of the teacher, warrant his/her attendance.

Section C: Leave of absence with pay not chargeable against the teacher's Leave Pay shall be granted for the following reasons (do not use sick leave days):

1. A maximum of five (5) days for the death of a teacher's immediate family. “Immediate family” shall be defined as spouse, partner, son, daughter, son-in-law, daughter-in-law, mother, father, sister, sister-in-law, brother, brother-in-law, step-parent, step-child, parent-in-law, grandparent, grandchild. Immediate family shall also include those persons who maintained common legal residence with the teacher at the time of death and one (l) day for an extended family member other than the above. The district may grant one (1) additional day for the death of other people who had a significant impact on the teacher’s life through a close personal relationship.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

2. Three (3) school days per year - accumulation to five (5) for the conduct of personal business affairs, which cannot normally be handled outside school hours, provided at least twenty-four (24) hours advance notice is given. Except as noted below, no justification shall be required of the teacher; however, such days shall not be taken if, in the teacher's professional judgment, the delivery of instruction to students will be impaired. Unused personal days beyond (5) will convert to accumulated sick days.

   The following days require justification and administrative approval:
   - Inservice or orientation days.
   - The day immediately preceding or following a holiday or vacation period.
   - The first or last week of school for students.

3. Absence when a teacher is called for jury service on condition that the teacher will give the Board immediate notice of such a jury call. Remuneration for jury duty service shall be submitted to the District. If such remuneration includes reimbursement of expenses, the District shall return such amount to the employee.

4. Court appearance as a witness whenever the teacher is subpoenaed. Remuneration so earned will be deducted from the employee's paycheck except for reimbursed expenses.

5. One (l) day approved visitation at other schools and, upon request, attendance at administratively approved educational conferences, conventions, or Association meetings.

6. Time lost due to situations covered under Article 13.

Section D: Leaves of absence without pay may be granted to tenure teachers at the discretion of the Board for the following purposes:

1. Study related to the teacher's license field.

2. Study to meet eligibility requirements for a license other than that held by the teacher.

3. Study, research, or special teaching assignment involving probable advantages to the School System.
4. Running for political office.

The regular salary increment occurring during such period shall be allowed upon return.

Section E: An unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to any bargaining unit member in accordance with the Family and Medical Leave Act (FMLA) for any of the following purposes:

1. The birth or placement for adoption or foster care of a child (up to one year from the date of birth or placement);

2. Because of a serious health condition of a bargaining unit member's spouse, child or parent;

3. Because of the bargaining unit member's own serious health condition.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

To be eligible for a leave of absence, the bargaining unit member must meet the eligibility requirements set forth in the FMLA and FMLA regulations.

Where permitted by the FMLA, an employee shall have the option to take FMLA leave on an intermittent or reduced schedule. Where permitted by the FMLA, an employee may choose to substitute paid vacation leave, personal leave and/or sick leave for FMLA unpaid leave.

In accordance with the FMLA, the Board shall continue group health plan benefits during a FMLA leave. This shall not be construed as a waiver of the Board's right to recoup premium payments from employees where permitted by the FMLA or as an agreement to provide benefits greater than what would have been provided if the employee was not on FMLA leave.

FMLA leaves of absence shall be subject to and administered in accordance with the FMLA and FMLA regulations. Limitations found under section 108 of the FMLA--"Special Rules Concerning Employees of Local Educational Agencies"--shall apply. The Board reserves all rights granted to school districts under the FMLA, such as, but not limited to, the right to substitute paid leave for unpaid FMLA leave, to require medical verification of illness, to require a certificate of fitness as a condition for the bargaining unit member's return to work and to require the twelve (12) weeks of FMLA leave to be aggregated in accordance with the FMLA for bargaining unit members who are married.

If the reason for the FMLA leave is foreseeable, the teacher must provide at least thirty (30) days advance notice of the FMLA leave. All other notice must be provided as soon as it becomes practical.

All other provisions of the FMLA shall apply. This section shall be interpreted consistently with the definitions contained in the FMLA. This section shall not provide employees with any greater rights or benefits than required by the FMLA. Furthermore, the Board reserves all rights granted by the FMLA even if not specifically set forth above.

ARTICLE 12 - PROFESSIONAL REQUIREMENTS

Section A: Teachers are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.

ARTICLE 13 - PROTECTION OF TEACHERS

Section A: The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline on the school premises or while chaperoning school-sponsored activities. The District will outline discipline procedures which will be distributed to students, staff, and parents at the commencement of each school year. When it appears to the Board that a particular student requires special attention, the Board will take reasonable steps based upon teacher referral to see that such student is given necessary help.

Section B: Any case of assault upon a teacher arising from his/her teaching duties (within the guidelines established by the Board) shall be promptly reported to the Board's designated representative. Upon

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

request of the teacher, the Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault.

Section C: If any teacher is complained against or sued by reason of justifiable disciplinary action taken by the teacher against a student, the Board will, upon the request of the teacher, provide legal counsel.

Section D: Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention at the discretion of the Board. Notification of the teacher in writing shall be mandatory if a record of a complaint is placed in the teacher's file.

Section E: A teacher shall have the right to submit a written statement or reply regarding any material including complaints and the same shall be attached to the file copy of the material in question. Said written statement or reply shall be submitted to the Superintendent's office no later than ten (10) working days following receipt of the material to be placed in the file. If the action results in a grievance, a new, amended, or additional notation may be placed in the file within ten (10) days after the resolution of any grievance resulting from the administration's action.

Section F: To the extent possible, volunteers used in classrooms will be under the direction of the classroom teachers. If there is a disagreement with respect to the placement or duties of the volunteers, the teacher, volunteer, and the building administrator will meet to resolve the problem. If the teacher is not satisfied with the administrative decision, the teacher may pursue the grievance procedure up to the School Board level.

Section G: Any student in any grade level accused of verbal or physical assault of a staff member shall be removed from the classroom setting pending investigation, engagement of the threat assessment process, and disposition of the allegation. If and when a student who is found to have committed an assault returns to the classroom setting, the student will do so under conditions articulated in a safety plan.

Section H: The District will reimburse staff members the full replacement value, per incident, for property documented loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school, on the school premises, or while performing supervision of students on school sponsored trips. The reimbursement will not be paid if the loss is covered by insurance or involves the teacher's automobile.

ARTICLE 14 - GRIEVANCE PROCEDURE

It is the objective of the parties to resolve disputes at the earliest possible time through normal administrative procedures. Accordingly, an Employee grievance shall not be deemed to exist until such Employee has discussed the subject matter of the possible grievance with the supervisor designated by the Employer. Such discussion must take place either no later than ten (10) ***teacher work*** days after the event which the employee alleges gave rise to the possible grievance or no later than ten (10**)** ***teacher work*** days after the Employee had or should reasonably have had knowledge of the event. The Employee shall inform the supervisor that the discussion relates to an alleged contract violation and that the potential for a subsequent grievance exists. The immediate supervisor shall be afforded up to five (5) ***teacher work*** days after the discussion to resolve the Employee's complaint.

Step I

If the complaint is unresolved by the disposition of the supervisor, the Employee must, within ten (10) ***teacher work*** days of the response of the immediate supervisor, but no later than twenty (20)

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

teacher work days following the event, file a written grievance with the supervisor on the form appended to this Agreement. At a minimum, the grievance must contain the section(s) of the contract allegedly violated, the remedy sought, and the signature of the grievant. The supervisor shall respond in writing within five (5) ***teacher work*** days and return the form to the grievant.

Step II

If the grievance is unresolved by the disposition at Step I, the grievant must, within five (5) ***teacher work*** days of the response in Step I, advance the grievance to the Superintendent or his designee. At the request of the Employee the Superintendent or his designee will schedule a formal conference with the grievant and/or union representatives in an attempt to resolve the dispute. Within five (5) ***teacher work*** days following such conference, or within five (5) ***teacher work*** days following receipt of the grievance, if no conference is requested, the Superintendent or his designee shall respond in writing and return the form to the grievant.

Step III

If the grievance is unresolved by the disposition at Step II, the grievant must, within five (5) ***teacher work*** days from the response at Step II, advance the grievance to Step III by filing the grievance form with the office of the Superintendent. At the time of such filing the grievant shall elect to process the grievance by means of either A or B below.

A. Within ten (10) ***teacher work*** days following such filing, the grievance committee of the Board of Education shall meet with the grievant and, at his or her discretion union representatives, in an attempt to resolve the dispute. Within five (5) ***teacher work*** days following such conference, the Board shall respond in writing and return the form to the grievant.

B. The grievance shall be submitted to a mediator appointed by the state mediation service. If the Employer and the grievant are unable to reach an amicable settlement within five (5) ***teacher work*** days of a mediation hearing, unless extended by mutual agreement, proceedings pursuant to Step III shall be terminated.

Step IV

If the grievance is unresolved by the disposition at Step III, the Association may, within fifteen (15) ***teacher work*** days from the response at Step III A, or within twenty (20) days following the mediation hearing at Step III B, advance the grievance to arbitration by filing the grievance form with the office of the Superintendent. The following protocol shall apply:

A. An arbitrator may, within fifteen (15) ***teacher work*** days of filing be appointed by mutual agreement of the parties.

B. In the event the parties do not agree to an arbitrator, the grievance shall be submitted to the American Arbitration Association.

C. The decision of the Arbitrator shall be final and binding, provided that, within ten (10) ***teacher work*** days following receipt of the award, neither party applies to a court of competent jurisdiction for determination of the grievance de novo.

D. Fees charged by the Arbitrator and/or the Arbitrator's organization (if applicable) shall be shared equally by the parties unless the Arbitrator for cause shall determine otherwise. Each party shall be responsible for its own costs.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Power of the Arbitrator

1. The Arbitrator shall have no power to vary from the terms of this Agreement or to determine that any provision is contrary to any constitution, statute, or regulation, it being expressly understood that such determination shall be made by the appropriate court of law. The Arbitrator's decision must be drawn from the essence of the Agreement rather than on his or her personal idea of equity.

2. No evidence shall be introduced during the Arbitration Hearing which has not been disclosed to the other party at least five (5) ***teacher work*** days prior to the hearing.

3. The Arbitrator shall have no power to rule on disputes pending before any administrative tribunal, agency, or court of law.

Miscellaneous Provisions

A. The parties agree that timelines are of the essence, and they therefore shall be strictly followed unless mutually extended by the parties.

B. Any grievance or request for advancement to the next step which is not made within the prescribed time shall be considered withdrawn and any further proceedings shall automatically terminate. Failure by the administration to respond at any step within the timeline shall be deemed a denial of the grievance.

C. The parties may agree to waive certain steps of the grievance procedure.

ARTICLE 15 - CURRICULUM

Section A: The teachers recognize their responsibility to review and recommend curriculum revisions and textbook selections and the Board recognizes its responsibility to act upon such recommendations and give a written reply. Curriculum revisions and textbook selections which are submitted prior to April 1 will receive a written reply by the end of the school year.

ARTICLE 16 - MISCELLANEOUS PROVISIONS

Section A: Copies of this Agreement shall be duplicated by other means than ditto at the expense of the Board for presentation to teachers employed by the Board.

Section B: If any provision of this Agreement or any application of the Agreement to the Board, the Association, or teachers shall be determined by a Court of competent jurisdiction to be contrary to law, then the provision or application shall be deemed invalid, but all other provisions or applications shall continue in full force and effect. If any subsequent court or legislative action shall reverse a previous ruling, the latter shall prevail.

Section C: Aside from a tuberculosis test or X-ray, the Board will pay for any medical, psychological or psychiatric examinations requested by the Board.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section D: Each teacher shall have the right upon reasonable request to review the content of his/her own personnel file as maintained in the Superintendent's office. An Association representative may be requested by the teacher to accompany him/her in such review.

Section E: Before the District enters into an agreement with other school districts for the purpose of establishing consortia or shared-time programs in K-12 education that would be administered by the District, the District will consult with the Association to establish an agreement regarding wages, hours, and working conditions for affected employees.

Section F: Wherever applicable in this Master Agreement, the term "working days" or "work days" shall be defined as regularly scheduled teacher work days during the school year and days that school is in session.

ARTICLE 17 - PROFESSIONAL COMPENSATION

Section A: The salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement. Any voluntary extra duty assignments not included in Schedule B shall receive compensation as established by the Board at the time the activity is approved after consultation and agreement with the Association. Appearance of certain jobs on the extra-pay schedule does not make their existence mandatory.

Section B: The teacher shall notify the Board three (3) weeks prior to the first payroll date of the school year whether the teacher wishes to receive his/her salary prorated on a ten (10) month basis or prorated on a twelve (12) month basis.

Section C: A teacher assigned to an extra class on a regular basis during their assigned preparation/planning period will be paid the appropriate proportional compensation (1/6 per diem) based on their total teaching contract in an additional extra contract. Members of the teaching staff who are asked to supervise a virtual classroom are to receive $58.00 per hour (prorated accordingly for longer class periods) provided in so doing they give up time that is normally unassigned their planning period.

Section D: Salary accruals disbursed during July and August are based upon the salary schedule of the previous fiscal year.

Section E: Teachers are awarded levels on the salary schedule upon initial hire; the district will make every attempt to compensate fairly.

Section F: A teacher who is dismissed or transferred from an extra-pay position may file a grievance; however, the grievance may not proceed past Step 2 of the grievance procedure. No such dismissal or transfer shall be made without just cause. Should a teacher be unable to fulfill a Schedule B position for whatever reason, including termination, said teacher shall be compensated proportionately to the contracted amount.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section G: Substitute teachers:

1. Substitute teachers are to be hired for all absent teachers, except as in Article 9, Section J.

2. Members of the teaching staff who are asked to substitute for other teachers are to receive $45.00 per hour (prorated accordingly for longer class periods) provided in so doing they give up time that is normally unassigned.

3. Part-time members of the teaching staff who are asked to substitute outside their normally scheduled workday will receive $45.00 for their first hour of teaching per day, and $17.09 for each subsequent hour per day.

4. Retirees may elect to provide substitute teacher services to the District in the areas of their qualifications. Substitute pay for teachers in the early retirement program shall be.003 of the BA base per day or the same as the board approved amounts under Substitute Teachers Long Term and Substitute Teachers - per day, whichever is more.

Section H: If a coach, currently employed by the Board, is transferred from one level of coaching to another in the same activity (all athletic coaching is considered one activity) he/she is to be credited with his/her years of service in that activity. A head coach in any activity shall receive no less extra duty pay in that sport than any of his/her assistants.

Section I: As of August 31, 2012 all teachers on the MA + 30 pay scale during the 2011/2012 school year and prior years will remain on that salary scale. From September 1, 2012 and forward, members will not be granted MA + 30 pay regardless of their reaching continuing education beyond 30 + hours.

Section J: The Board agrees to reimburse teachers for administratively approved graduate coursework up to 50% or $250 per semester hour, whichever is less, that is successfully completed after the Master's Degree has been earned. Successful completion shall be interpreted as a 2.5 or better, or its equivalent on a 4.0 scale, or a "pass" grade for a class graded on a pass/failure basis. The reimbursement amount will be determined at the contractual rate in effect coincident with commencement of the first scheduled day of the class and an annual maximum of 12 semester hours per contract year also coincident with the commencement of the first scheduled day of class.

Section K: Teachers required to participate in overnight trips that are adopted as a required component of the curriculum shall be paid an additional $75.00 per night not to exceed five nights in any school year.

Section L: Any non-degree teacher hired by the Board shall not receive a salary higher than Step One on the Bachelor Degree Schedule.

Section M: Retirees must agree not to file for unemployment benefits from the School District.

Section N: A teacher who is laid off and who is paid unemployment compensation benefits (associated with his/her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to a teaching position at the beginning of the next school year will be paid according to a reduced annual salary rate, such that 90% of his/her unemployment compensation plus the reduced annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off, subject to the following conditions:

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

1. The total of unemployment compensation plus salary earned by employment in the District shall not be below that which the employee would have received had he/she been employed the entire school year.

2. The District will ensure that no teacher subject to the provisions of this Section shall incur increased tax liability as a result of the enforcement of this section.

Section O: Merit Pay

- The Board will establish Board Policy regarding Merit Pay as required by law.

ARTICLE 18 - INSURANCE

Subject to the provisions hereinafter set forth, and contingent upon written notice to the Board including the submission of properly executed forms, each teacher shall have the right to select one of the following plans, namely:

MESSA-Medical Insurance Benefit Plan plus Ancillary Benefit Plans - For employees needing health insurance the Board agrees to pay on behalf of each full-time teacher the following premium payments for MESSA medical insurance coverage per month up to the following for the purchase of the following MESSA medical insurance benefits for a full 12-month period for the teacher and his/her family:

Choice of one of the following MESSA Medical Insurance Benefit Plan:

MESSA Choices $1000/$2000	
Self	$643.19
2 Person	$1345.11
Full Family	$1754.15

MESSA Choices $2000/$4000	
Self	$643.19
2 person	$1345.11
Full Family	$1754.15

ABC Plan 1 $1650/$3300	
Self	$643.19
2 Person	$1345.11
Full Family	$1754.15

ABC Plan 2 $2000/$4000	
Self	$643.19
2 Person	$1345.11
Full Family	$1754.15

PLUS MESSA – Ancillary Benefits Plans

Delta Dental (100/90/90: $2500 ;/90: $4000 lifetime Max; two cleanings per year; Sealants – Yes; No adult ortho)

Vision VSP III Plus – Platinum

Negotiated Life Ins $40,000

Negotiated AD & D $40,000

Long Term Disability - 66 2/3 % $5,000 per mo. Maximum

90 calendar days – modified fill

Freeze on offsets

Alcoholism/drug addiction and mental/nervous – same as any other illness

Calendar Year: 2025 Only.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

MESSA-Ancillary Benefit Plan Package - For employees not needing medical insurance the Board agrees to pay on behalf of each full-time teacher the full-time payments for MESSA Ancillary Benefit Plan Package coverage per month for the following ancillary benefits:

Delta Dental	(100/90/90: $2500; /90: $4000 lifetime Max; two cleanings per year; Sealants – Yes; No adult ortho)
Vision VSP III Plus - Platinum	
Negotiated Life	$40,000
Negotiated AD & D	$40,000
Long Term Disability	66 2/3 %
	$5,000 per mo. Maximum
	90 calendar days – modified fill
	Freeze on offsets
	Alcoholism/drug addiction and mental/nervous – same as any other illness

In addition, the Board agrees to contribute $416.66 per month ($5,000/year) to any member who waives enrollment into any of the above medical insurance plans as cash-in-lieu of medical insurance benefits.

The Board agrees to provide a pro rata contribution to part-time teachers electing MESSA-PAK Plan A or MESSA Ancillary Benefit Package in proportion to the number of hours employed per week.

Teachers shall be responsible for all premium amounts in excess of the Board's premium contributions as designated in this article. All teacher premium contributions will be payroll deducted.

The aforesaid insurance benefits shall be subject to the following limitations and conditions, namely:

1. Husband and Wife Coverage. If a husband and wife are both employed by the Board, one spouse may elect a MESSA-Medical Insurance Benefit and the other may elect MESSA full Ancillary Benefits .

2. Duration of Coverage. If a teacher provides professional services for the entire school year, the Board's insurance contribution shall extend for twelve (12) calendar months for the period beginning September 1 and terminating August 31. If a teacher provides professional services for less than a full school year, the Board's insurance contributions shall end at the end of the month in which their resignation is effective. Employees may continue their insurance benefits in accordance with the carrier's benefit continuation policy, inclusive of paying the subscribers group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). .

ARTICLE 19: EVALUATION OF CLASSROOM TEACHERS

Section A: Beginning with the 2024-25 school year, Classroom teachers will be evaluated pursuant to a negotiated, rigorous, transparent and fair performance evaluation system consistent with Revised School Code Section 1249 and the Teacher's Tenure Act. This performance evaluation system will include, as appropriate, the following:

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

1. A year-end evaluation process that meets statutory standards; unless otherwise notified by September 30, year-end evaluations will be conducted by the building principal.

2. An evaluation tool that incorporates components required by laws, including:

    a. Specific performance goals identified by the teacher, in collaboration with administration, to improve their effectiveness in the upcoming school year.
    b. An evaluation of the teacher's job performance with timely and constructive feedback.

    c. Multiple rating categories that take into account student growth and assessment data or student learning objective metrics that have been negotiated with the Association.

    d. The use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination.

        i. The student growth and assessment data shall consist of measurable long-term academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers in collaboration with administration.

        ii. The teacher, in collaboration with administration, shall be allowed to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data.

        iii. The data used in this section should be attributable to the teaching responsibilities of the individual teacher.

    e. A negotiated year-end evaluation form that utilizes other objective criteria for 80% of the year-end evaluation determination.

Section B: Process

The negotiated Performance Evaluation system, "Post-observation Feedback Tool", "Year-End Evaluation Reporting Tool" and "Individual Development Plan (IDP) Form" are attached and noted in the Appendix.

Section C: Classroom Observations

1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

    a. Classroom observations may be performed by administrators other than those conducting the year-end evaluation.

    b. The classroom observation 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 being used in the lesson. Unless identified as a deficiency in performance within an existing IDP, teachers will only be required to submit lesson plans to an administrator for the day(s) they are being observed to comply with the provisions of this Section.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

c. Classroom observations of at least 20 minutes each which include, at a minimum, a review of the classroom teacher's lesson plan, the state or national curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items (given no later than ten (10) calendar days after the observation occurred);

d. There shall be notice of each planned observation date given to the teacher at least two (2) school days prior to the observation or a mutually agreed upon date. Upon such notice, the teacher will provide information relative to 1.b and 1.c before the classroom observation occurs.

e. There shall be at least 2 classroom observations of a teacher in each school year and the teacher is evaluations are conducted at least 30 days apart. The first observation shall occur no later than December 15 of each school year. No observation shall take place on the week prior to a break, the first day returning from a break, or on a holiday, unless necessary based on the teacher's IDP or if mutually agreed upon by teacher and administrator.

f. There shall be no unscheduled formal observations, unless mutually agreed upon or warranted by an IDP.

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

   a. The year-end evaluation determination and form shall be delivered at a meeting with the observing administrator and the teacher, consistent with timelines in legislation, at least five (5) business days before the end of the year.

   b. In the event there is no year-end evaluation as described above; the teacher shall be deemed "effective" per the year-end evaluation determination.

3. Use of the evaluation tool, which has been approved by the MDE and is in compliance with Revised School Code Section 1249 and corresponding regulations.

4. Website posting of required information for the approved evaluation tool.

5. If a tenured classroom teacher is rated needing support on three (3) consecutive year-end evaluations, the classroom teacher shall be discharged consistent with due process. The District is not precluded from discharging a classroom teacher at other times as provided by the Teacher's Tenure Act.

6. Administration and teachers will by September 30 negotiation and reach consensus concerning how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation. If a consensus is not reached by September 30th, the District will use the assessment data currently utilized.

7. Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedures, or are otherwise not evaluated due to extenuating circumstances the district deems appropriate for exempting a teacher from the annual evaluation

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

process as agreed upon by the Association, may not be provided an evaluation for that year. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the District.

8. If a teacher qualifies to move to a triennial evaluation cycle based on the three (3) consecutive "highly effective"/"effective" ratings, they will be given the option to opt out of their evaluation for the qualifying year(s), and shall only be required to be evaluated every third year as follows:

    a. A teacher who qualifies to move to a triennial evaluation cycle after their 23-24 evaluation cycle, may waive their evaluation for the 24-25 and 25-26 school years.

    b. A teacher who qualifies to move to a triennial evaluation cycle after their 24-25 evaluation cycle, may waive their evaluation for 25-26 and 26-27 school years.

    c. A teacher who qualifies to move to a triennial evaluation cycle after their 25-26 evaluation cycle, may waive their evaluation for 26-27 and 27-28 school years.

9. If a classroom teacher on the triennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the classroom teacher to annual evaluations.

10. In addition to the above procedures, (Section C. 1-9), teachers who are evaluated with an IDP (received a "minimally effective", "ineffective" prior to July 1, 2024, or "needing support", or "developing" rating thereafter, and/or 1st year teachers) shall be provided the following:

    a. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.

    b. Training to be provided by the district to assist the teacher in meeting the goals of the IDP.

    c. A mid-year progress report completed no later than February 1, that is used as a supplemental tool to gauge a teacher's improvement plan from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.

    d. A Mentor teacher who is informed of the conditions and requirements of the IDP in order to assist the mentee in the described performance goals of the IDP.

11. Any non-compliance with the evaluation process as described above shall be subject to the grievance process.

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

Section D: Rights of Tenured Teachers

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating, consistent with Revised School Code Section 1249:

    a. The teacher may request a review meeting of the evaluation and the rating to the district's superintendent. Such a request must be made in writing with thirty (30) calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

later than five (5) days after the 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 teacher within thirty (30) calendar days after the meeting.

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

i. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the Superintendent.

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

2. A tenured teacher who receives two (2) consecutive ratings of "needing support" may engage in the grievance procedure as outlined in Article 14.

Section E: Training of evaluation system, tools, and reporting forms:

1. Prior to the first observation of each school year, the district will provide, during contractually scheduled time, training to all new teachers on the evaluation system.

2. Each administrator who is assigned to evaluate teachers will receive training as required by law.

ARTICLE 20: TEACHER DISCIPLINE

Section A: Due Process No bargaining unit employee shall be disciplined without reasonable and just cause. Any such discipline, or adverse evaluation of a bargaining unit employee's performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association within forty-eight (48) hours.

Section B: Discipline The District reserves the right to apply discipline measures consistent with the severity of the infraction and agrees to implement the concept of progressive discipline when warranted. The following progression of discipline for each unrelated incident shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Written warning, then
3. Written reprimand, then
4. Suspension (paid or unpaid)
5. Discharge

No suspension shall adversely affect any other rights or benefits under this Agreement. The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Section C: Association Representation The employee shall offer association representation to the bargaining unit employee in any case where an allegation has been made against the employee by a parent, student or colleague that is the subject of the offense. The Association President shall be informed of the subject matter of any meeting a bargaining unit employee is required to attend in advance of such a required meeting. The employee is entitled to the specific representative of their choice, but if that person is not immediately available, the meeting will not be unreasonably delayed. If an employee is offered representation and declines, they must sign a waiver of that right and may revoke that waiver and insist on representation at any time. (Weingarten Rights)

Section D: Personnel File A bargaining unit employee will have the right to review the contents of all records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review. Other examinations of a bargaining unit employee's file shall be limited to qualified supervisory personnel, except that an Association representative may review such files when necessary for contract administration purposes or to provide bargaining unit employee representation in other administrative or legal proceedings.

Section E: Complaints No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material. Complaints against the bargaining unit employee shall be put in writing with the names of the complainants, administrative action taken, and remedies clearly stated. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with content of the material. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit employee's personnel file.

Complaints, as defined in this Section, shall not be usable for the purposes of annual teacher performance evaluations unless the complaint is substantiated but not used as any basis of disciplinary action and a part of any additional ongoing incidences of a substantially related nature.

ARTICLE 21 - SUBSTANCE ABUSE

All staff and students deserve an environment that is safe and free from the dangers of drugs, alcohol, or other intoxicating substances. All school district employees and students will suffer the effects of a teacher whose work performance and attendance are below acceptable standards due to drug and alcohol use. Accordingly, it is agreed as follows:

Section A: If it is determined that a teacher's job performance has declined, and the Board has reasonable suspicion that such decline is attributable to or related to drug or alcohol use, the teacher may be required to submit to drug or alcohol screening at Board expense. The school district shall treat such teacher as any other teacher with a health problem. When a drug or alcohol problem is identified, the school district will attempt to help the teacher correct the problem.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

ARTICLE 22 – EMERGENCY MANAGER

An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

(Note: Inclusion of this language is required by Section 15(7) of the Public Employment Relations Act.)

ARTICLE 23 - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2024, and shall continue in effect until June 30, 2027. However, either party may elect to reopen the contract for the purpose of negotiating changes to Article 18 (Insurance) by providing the other party with thirty (30) days' advance notice of its desire to negotiate changes. The Agreement may be extended for periods beyond June 30, 2027, by a written document duly executed by both parties, but not in any other manner.

IN WITNESS WHEREOF, the parties have hereto set hands this 28th day of October.

PARCHMENT SCHOOL DISTRICT

By:
Dr. Sarah Neumann
Superintendent

KALAMAZOO COUNTY EDUCATION ASSOCIATION

Signed by:
By: Kimberly Palms
E491C7DCC4D2494...
Kimberly Palms
PEA President

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

SCHEDULE A

PEA SALARY 2024-2025

LEVEL	BA	2024-2025	MA	2024-2025	MA+	2024-2025
1	TBA-1	$ 40,310	TMA-1	$ 44,554		
2	TBA-2	$ 41,371	TMA-2	$ 45,614		
3	TBA-3	$ 42,432	TMA-3	$ 46,675		
4	TBA-4	$ 45,614	TMA-4	$ 47,736		
5	TBA-5	$ 46,675	TMA-5	$ 50,918		
6	TBA-6	$ 48,797	TMA-6	$ 53,040		
7	TBA-7	$ 50,918	TMA-7	$ 55,162		
8	TBA-8	$ 53,040	TMA-8	$ 57,283		
9	TBA-9	$ 55,162	TMA-9	$ 60,466		
10	TBA-10	$ 56,222	TMA-10	$ 62,587		
11	TBA-11	$ 57,283	TMA-11	$ 64,709		
12	TBA-12	$ 59,405	TMA-12	$ 66,830		
13	TBA-13	$ 61,526	TMA-13	$ 67,891		
14	TBA-14	$ 63,648	TMA-14	$ 70,013		
15	TBA-15	$ 65,239	TMA-15	$ 72,665		
16	TBA-16	$ 66,830	TMA-16	$ 73,726		
17	TBA-17	$ 67,891	TMA-17	$ 74,256		
18	TBA-18	$ 68,422	TMA-18	$ 74,786		
19	TBA-19	$ 68,952	TMA-19	$ 75,847		
20	TBA-20	$ 70,013	TMA-20	$ 76,378		
21	TBA-21	$ 71,604	TMA-21	$ 76,908	TM3-21	$ 76,378
22	TBA-22	$ 72,134	TMA-22	$ 77,438	TM3-22	$ 77,757
23	TBA-23	$ 73,195	TMA-23	$ 77,969	TM3-23	$ 79,136
24	TBA-24	$ 74,256	TMA-24	$ 78,499	TM3-24	$ 80,515
25	TBA-25	$ 74,786	TMA-25	$ 79,560	TM3-25	$ 81,469
26*	TBA-26	$ 75,806	TMA-26	$ 80,580	TM3-26	$ 82,489
27*	TBA-27	$ 76,826	TMA-27	$ 81,600	TM3-27	$ 83,509
28*	TBA-28	$ 77,846	TMA-28	$ 82,620	TM3-28	$ 84,529
29*	TBA-29	$ 78,866	TMA-29	$ 83,640	TM3-29	$ 85,549
30*	TBA-30	$ 79,886	TMA-30	$ 84,660	TM3-30	$ 86,569
31*	TBA-31	$ 80,906	TMA-31	$ 85,680	TM3-31	$ 87,589
32*	TBA-32	$ 81,926	TMA-32	$ 86,700	TM3-32	$ 88,609
33*	TBA-33	$ 82,946	TMA-33	$ 87,720	TM3-33	$ 89,629
34*	TBA-34	$ 83,966	TMA-34	$ 88,740	TM3-34	$ 90,649
35*	TBA-35	$ 84,986	TMA-35	$ 89,760	TM3-35	$ 91,669

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

SCHEDULE A - (Continued)

Only those teachers who were already on the MA +30 lane at the end of the 2011-2012 school year can remain on this MA +30 scale into the future. No other current or new employee on June 30, 2013, will have the MA+30 lane available to them.

All current employees will move one (1) Level for 2024-2025.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Schedule B						
	Base Salary:	$39,520.00				
DEPARTMENT	**Percentage**	**Amount**	**Percentage**	**Amount**	**Percentage**	**Amount**
FINE ARTS COACHING						
Dramatics - High School (Each Set of three one-act plays)	2.50%	**$988.00**				
Dramatics - High School (Each three-act play)	4.00%	**$1,581.00**	5.00%	**$1,976.00**	6.00%	**$2,371.00**
High School Musical (Full Responsibility)	7.00%	**$2,766.00**	8.00%	**$3,162.00**	9.00%	**$3,557.00**
High School Musical (Shared Responsibility)	6.50%	**$2,569.00**	7.50%	**$2,964.00**	8.50%	**$3,359.00**
High School Musical (Assistant)	2.50%	**$988.00**				
Dramatics - Middle School (Two one-act plays)	2.50%	**$988.00**				
MUSIC						
Band Director	20.00%	of Band Directors Current Level				
Middle School Chorus	2.00%	**$790.00**	2.50%	$988.00	3.00%	$1,186.00
Elementary Choir	2.00%	**$790.00**	2.50%	$988.00	3.00%	$1,186.00
OTHER ITEMS						
Curriculum Specialists	7.00%	**$2,766.00**	8.00%	$3,162.00	9.00%	$3,557.00
	10.00%	**$3,952.00**	11.00%	$4,347.00		
DEBATE	3.00%	**$1,186.00**	4.00%	$1,581.00	5.00%	$1,976.00
FORENSICS	2.00%	**$790.00**	3.00%	$1,186.00	4.00%	$1,581.00
NEWSPAPER			**YEARBOOK**			
High School	$1,960.00		High School			**$3,461.00**
Middle School	$690.00		Middle School			**$1,557.00**
Elementary (per bldg.)	$690.00		Elementary (per bldg.)			**$690.00**

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

SCHEDULE B CONTINUED				
STUDENT COUNCIL				
High School	$4,093.00		Honor Society	**$1,000.00**
Middle School	$2,555.00			
Elementary (per bldg.)	$690.00		Safety Patrol	**$921.00**
			Quiz Bowl	$206.00
Highschool PEP Club Advisor (2 seasons)	$3,000.00		Bus Coordinator	$1,156.00
Highschool Class Advisors (2 per class)	$1,000.00		Battle of the Books	**$206.00**
			EFA Coordinator	**$206.00**
Technology Coordinator (If not part of reg. teaching assignment)			Teacher Mentors	**$436.00**
- Secondary (per bldg)	$2,334.00		PLC Leaders	**$632.00**
- Elementary (per bldg)	$1,712.00		District Leadership Team (DLT)	**$1,000.00**
HOURLY BASIS ITEMS				
Playground Supervision	$23.13/hr		Summer School Classroom Instruction	
Lunchroom Supervision	$45.00/hr		(Regular curriculum Subject Only)	**$30.54/hr**
Parking Lot Supervision	$23.13/hr			
Intramurals	$23.13/hr		Driving Training (Classroom)	**$30.54/hr**
Industrial Arts (Administratively approved maintenance)	$23.13/hr		Driver Training (Road)	**$29.95/hr**
Saturday Detention	$23.13/hr			
Co-op (summer), Summer Library	**$25.48/hr**		Summer Committee Work	**$24.30/hr**

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Schedule C Athletics	LEVEL:	1	2	3	4	5	6	7	8	9	10
	Base Salary:	$39,520	$40,560	$41,600	$44,720	$45,760	$47,840	$49,920	$52,000	$54,080	$55,120

DEPARTMENT	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Strength & Conditioning	Seasonal	10.50%	$4,150	$4,259	$4,368	$4,696	$4,805	$5,023	$5,242	$5,460	$5,678	$5,788
Athletic Event Coordinator*	Annual	10.50%	$4,150	$4,259	$4,368	$4,696	$4,805	$5,023	$5,242	$5,460	$5,678	$5,788

*Three (3) Seasons

Parchment High School

BASEBALL	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Spring	10.50%	$4,150	$4,259	$4,368	$4,696	$4,805	$5,023	$5,242	$5,460	$5,678	$5,788
Varsity Assistant Coach	Spring	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480
JV Head Coach	Spring	5.75%	$2,272	$2,332	$2,392	$2,571	$2,631	$2,751	$2,870	$2,990	$3,110	$3,169
JV Assistant Coach	Spring	2.50%	$988	$1,014	$1,040	$1,118	$1,144	$1,196	$1,248	$1,300	$1,352	$1,378

BASKETBALL - BOYS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Winter	12.00%	$4,742	$4,867	$4,992	$5,366	$5,491	$5,741	$5,990	$6,240	$6,490	$6,614
Varsity Assistant Coach	Winter	5.00%	$1,976	$2,028	$2,080	$2,236	$2,288	$2,392	$2,496	$2,600	$2,704	$2,756
JV Head Coach	Winter	9.00%	$3,557	$3,650	$3,744	$4,025	$4,118	$4,306	$4,493	$4,680	$4,867	$4,961
Freshman Head Coach	Winter	6.00%	$2,371	$2,434	$2,496	$2,683	$2,746	$2,870	$2,995	$3,120	$3,245	$3,307

BASKETBALL - GIRLS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Winter	12.00%	$4,742	$4,867	$4,992	$5,366	$5,491	$5,741	$5,990	$6,240	$6,490	$6,614
Varsity Assistant Coach	Winter	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480
JV Head Coach	Winter	9.00%	$3,557	$3,650	$3,744	$4,025	$4,118	$4,306	$4,493	$4,680	$4,867	$4,961
Freshman Head Coach	Winter	6.00%	$2,371	$2,434	$2,496	$2,683	$2,746	$2,870	$2,995	$3,120	$3,245	$3,307

BOWLING	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach - Boys	Winter	5.75%	$2,272	$2,332	$2,392	$2,571	$2,631	$2,751	$2,870	$2,990	$3,110	$3,169
Varsity Head Coach - Girls	Winter	5.75%	$2,272	$2,332	$2,392	$2,571	$2,631	$2,751	$2,870	$2,990	$3,110	$3,169

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Bowling Assistant	Winter	1.50%	$593	$608	$624	$671	$686	$718	$749	$780	$811	$827

COMPETITIVE CHEER	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Winter	11.00%	$4,347	$4,462	$4,576	$4,919	$5,034	$5,262	$5,491	$5,720	$5,949	$6,063
Varsity Assistant Coach	Winter	7.50%	$2,964	$3,042	$3,120	$3,354	$3,432	$3,588	$3,744	$3,900	$4,056	$4,134
JV Head Coach*	Winter	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480

CROSS COUNTRY	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Fall	7.75%	$3,063	$3,143	$3,224	$3,466	$3,546	$3,708	$3,869	$4,030	$4,191	$4,272
Varsity Assistant Coach*	Fall	3.25%	$1,284	$1,318	$1,352	$1,453	$1,487	$1,555	$1,622	$1,690	$1,758	$1,791

FOOTBALL	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Fall	14.50%	$5,730	$5,881	$6,032	$6,484	$6,635	$6,937	$7,238	$7,540	$7,842	$7,992
Varsity Assistant Coach	Fall	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480
Varsity Assistant Coach	Fall	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480
JV Head Coach	Fall	9.50%	$3,754	$3,853	$3,952	$4,248	$4,347	$4,545	$4,742	$4,940	$5,138	$5,236
JV Assistant Coach	Fall	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480
JV Assistant Coach	Fall	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480

GOLF - BOYS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Spring	6.50%	$2,569	$2,636	$2,704	$2,907	$2,974	$3,110	$3,245	$3,380	$3,515	$3,583

GOLF - GIRLS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Spring	6.50%	$2,569	$2,636	$2,704	$2,907	$2,974	$3,110	$3,245	$3,380	$3,515	$3,583

SOCCER - BOYS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Fall	9.50%	$3,754	$3,853	$3,952	$4,248	$4,347	$4,545	$4,742	$4,940	$5,138	$5,236
JV Head Coach	Fall	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205

SOCCER - GIRLS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Varsity Head Coach	Spring	9.50%	$3,754	$3,853	$3,952	$4,248	$4,347	$4,545	$4,742	$4,940	$5,138	$5,236
JV Head Coach	Spring	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205

SOFTBALL	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Spring	10.50%	$4,150	$4,259	$4,368	$4,696	$4,805	$5,023	$5,242	$5,460	$5,678	$5,788
Varsity Assistant Coach	Spring	4.25%	$1,680	$1,724	$1,768	$1,901	$1,945	$2,033	$2,122	$2,210	$2,298	$2,343
JV Head Coach	Spring	5.50%	$2,174	$2,231	$2,288	$2,460	$2,517	$2,631	$2,746	$2,860	$2,974	$3,032
JV Assistant Coach	Spring	3.00%	$1,186	$1,217	$1,248	$1,342	$1,373	$1,435	$1,498	$1,560	$1,622	$1,654

TRACK & FIELD	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach - Boys	Spring	8.50%	$3,359	$3,448	$3,536	$3,801	$3,890	$4,066	$4,243	$4,420	$4,597	$4,685
Varsity Head Coach - Girls	Spring	8.50%	$3,359	$3,448	$3,536	$3,801	$3,890	$4,066	$4,243	$4,420	$4,597	$4,685
Varsity Assistant Coach	Spring	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205
Varsity Assistant Coach	Spring	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205

WRESTLING	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Winter	10.50%	$4,150	$4,259	$4,368	$4,696	$4,805	$5,023	$5,242	$5,460	$5,678	$5,788
Varsity Assistant Coach	Winter	5.00%	$1,976	$2,028	$2,080	$2,236	$2,288	$2,392	$2,496	$2,600	$2,704	$2,756
JV Head Coach	Winter	7.00%	$2,766	$2,839	$2,912	$3,130	$3,203	$3,349	$3,494	$3,640	$3,786	$3,858

VOLLEYBALL	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Fall	11.50%	$4,545	$4,664	$4,784	$5,143	$5,262	$5,502	$5,741	$5,980	$6,219	$6,339
Varsity Assistant Coach	Fall	3.50%	$1,383	$1,420	$1,456	$1,565	$1,602	$1,674	$1,747	$1,820	$1,893	$1,929
JV Head Coach	Fall	7.00%	$2,766	$2,839	$2,912	$3,130	$3,203	$3,349	$3,494	$3,640	$3,786	$3,858
Freshman Head Coach	Fall	4.50%	$1,778	$1,825	$1,872	$2,012	$2,059	$2,153	$2,246	$2,340	$2,434	$2,480

Parchment High School - Club Programs

SIDELINE CHEER	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Varsity Head Coach	Fall	5.00%	$1,976	$2,028	$2,080	$2,236	$2,288	$2,392	$2,496	$2,600	$2,704	$2,756
JV Head Coach	Fall	3.00%	$1,186	$1,217	$1,248	$1,342	$1,373	$1,435	$1,498	$1,560	$1,622	$1,654

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

POWERLIFTING	Season	Percentage	1	2	3	4	5	6	7	8	9	10
Varsity Head Coach	Winter	3.50%	$1,383	$1,420	$1,456	$1,565	$1,602	$1,674	$1,747	$1,820	$1,893	$1,929
JV Head Coach*	Winter	1.50%	$593	$608	$624	$671	$686	$718	$749	$780	$811	$827

*Middle School Assistant Coach will be active, if 15 athletes participate.

Parchment Middle School

BASKETBALL - BOYS	Season	Percentage	1	2	3	4	5	6	7	8	9	10
8th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
7th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
6th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574

BASKETBALL - GIRLS	Season	Percentage	1	2	3	4	5	6	7	8	9	10
8th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
7th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
6th Grade Head Coach	Winter	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574

COMPETITIVE CHEER	Season	Percentage	1	2	3	4	5	6	7	8	9	10
Middle School Head Coach	Winter	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205
Middle School Assistant Coach	Winter	2.00%	$790	$811	$832	$894	$915	$957	$998	$1,040	$1,082	$1,102

CROSS COUNTRY	Season	Percentage	1	2	3	4	5	6	7	8	9	10
Middle School Head Coach	Fall	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205
Middle School Assistant Coach*	Fall	2.00%	$790	$811	$832	$894	$915	$957	$998	$1,040	$1,082	$1,102

FOOTBALL	Season	Percentage	1	2	3	4	5	6	7	8	9	10
Middle School Head Coach	Fall	6.75%	$2,668	$2,738	$2,808	$3,019	$3,089	$3,229	$3,370	$3,510	$3,650	$3,721
Middle School Assistant Coach	Fall	3.00%	$1,186	$1,217	$1,248	$1,342	$1,373	$1,435	$1,498	$1,560	$1,622	$1,654
Middle School Assistant Coach	Fall	3.00%	$1,186	$1,217	$1,248	$1,342	$1,373	$1,435	$1,498	$1,560	$1,622	$1,654

SOCCER - BOYS	Season	Percentage	1	2	3	4	5	6	7	8	9	10

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Middle School Head Coach	Fall	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205
Middle School Assistant Coach*	Fall	2.00%	$790	$811	$832	$894	$915	$957	$998	$1,040	$1,082	$1,102

SOCCER - GIRLS	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Middle School Head Coach	Fall	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205
Middle School Assistant Coach*	Fall	2.00%	$790	$811	$832	$894	$915	$957	$998	$1,040	$1,082	$1,102

TRACK & FIELD	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Middle School Head Coach - Boys	Spring	5.50%	$2,174	$2,231	$2,288	$2,460	$2,517	$2,631	$2,746	$2,860	$2,974	$3,032
Middle School Head Coach - Girls	Spring	5.50%	$2,174	$2,231	$2,288	$2,460	$2,517	$2,631	$2,746	$2,860	$2,974	$3,032
Middle School Assistant Coach	Spring	4.00%	$1,581	$1,622	$1,664	$1,789	$1,830	$1,914	$1,997	$2,080	$2,163	$2,205

VOLLEYBALL	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
8th Grade Head Coach	Fall	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
7th Grade Head Coach	Fall	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574
6th Grade Head Coach	Fall	4.67%	$1,846	$1,894	$1,943	$2,088	$2,137	$2,234	$2,331	$2,428	$2,526	$2,574

WRESTLING	**Season**	**Percentage**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Middle School Head Coach	Winter	5.00%	$1,976	$2,028	$2,080	$2,236	$2,288	$2,392	$2,496	$2,600	$2,704	$2,756
Middle School Assistant Coach*	Winter	3.00%	$1,186	$1,217	$1,248	$1,342	$1,373	$1,435	$1,498	$1,560	$1,622	$1,654

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

GRIEVANCE REPORT FORM

_____ _____ _____

Building Assignment Name of Grievant

Pre-Grievance Resolution Information
(to be completed by grievant)

A conference was held on _____ to discuss a possible infraction of the Master Agreement. Present were _____

As a consequence of the conference, a grievance is hereby filed for formal processing.

_____ _____ _____

Date of Filing Date cause of grievance occurred Signature of grievant

STEP I - Immediate Supervisor

Statement of grievance:

_____

_____

_____

Section of the contract allegedly violated:

_____

_____

_____

Relief Sought:

_____

_____

_____

Response of immediate supervisor:

_____

_____

_____

_____

Signature of immediate supervisor Date

Advance the grievance to STEP II (check box if a conference is requested): ☐

_____

Signature of Grievant Date

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

STEP II - Superintendent or Designee

Response of Superintendent or Designee:

_____

_____

_____

_____

_____ _____ _____

Date of Conference (If requested) | Date of response | Signature of Superintendent or Designee

Advance the grievance to STEP IIIA (Board of Education or its Committee) : ☐

OR

Advance the grievance to STEP IIIB (Mediation): ☐

_____ _____

Signature of grievant | Date

STEP IIIA - Board of Education (Committee)

Board of Education (Committee) Response:

_____

_____

_____

_____ _____ _____

Date of Meeting | Signature of Board of Education Representative | Date

Advance the Grievance to STEP IV - Arbitration

_____ _____

Signature of Association | Date

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Appendix B

Calendar – The Parties will meet no later than April 1, 2025 to negotiate and agree on the 2025-2026 school calendar.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Appendix B

Teacher Evaluation Quick Guide

Performance Evaluations:

Teachers must be evaluated each school year. If they have been highly effective in the past three years, they can be evaluated every three years. Teachers who are eligible to opt out of their evaluation will receive an email from administration by September 30th.

Observations:

There must be at least 2 classroom observations of a teacher in each school year that the teacher is evaluated. One observation will be scheduled. This observation requires a lesson plan to be submitted to the observer prior to the observation. An observation must be at least 20 minutes, but does not have to be for an entire class period.

Administrators may also conduct periodic walkthrough observations. The purpose of a walkthrough is to capture instructional strategies that may not be observed during a 20 minute observation.

Are pre and post-observation meetings required between the school administrator and the teacher?
A post observation meeting is required for a scheduled observation. A scheduled observation must include a review of the following between the administrator conducting the observation and the teacher

- teacher's lesson plan
- the state curriculum standard
- pupil engagement in the lesson

What are the requirements for feedback after the classroom observation?
Within 30 calendar days after each observation, the teacher is provided with written feedback from the observation. The Marzano platform can be used to provide feedback and the other post-observation requirements.

Who may conduct observations of teachers?
Your evaluator will complete the scheduled observation. There are times when the Special Education Director or other administrators may also observe.

What does the lesson plan need to include?

- Standard
- Learning Objective
- Engagement Strategies Used
- Formative Assessment of Student Learning
- Any other relevant information

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Professional Growth Plans:

All teachers will fill out a growth plan connecting their goals with two elements used in the teacher evaluation tool, including teachers who are not on the evaluation schedule that year. One of these goals will be considered an individual goal and the other will be a building goal (aligned with our district goals - Using Engagement Strategies). The individual goal will be mutually agreed upon by the building administrator and the teacher.

Where do I document my growth plan?
Teachers will use the growth plan template to complete their growth plans before their first observation. Teachers will then share them with their building administrator.

Individualized Development Plan (IDP):

Individualized development plans are used for new teachers and teachers who are identified as needing to improve. This includes: first-year probationary teachers and teachers who are given a minimally effective rating (ineffective, needing support, developing). Building administrators also have the discretion to identify a teacher in need of an IDP. If a teacher has an IDP, it replaces the need for a Growth Plan.

How often does a teacher on an IDP need to meet with their administrator?
Teachers on an IDP will meet with their building administrator at least once a month. Coaching support will also be offered.

Growth Measures:

20% of the year-end evaluation must be based on locally agreed-on student growth and assessment data. 80% of the year-end evaluation must be based on observations.

What is an example of student growth and assessment data?
Teachers can use local assessments (Acadience & NWEA) or teacher generated pre/post tests. If the teacher is using pre/post assessments it must be approved by the building administrator.

Mid-Year Meetings:

Teachers on an IDP must have a mid-year review using the IDP Template. This meeting must be held before the end of January.

Are mid-year progress reports required?
The mid-year progress report must be used as a supplemental tool to gauge a teacher's improvement from the preceding school year. The progress report must be aligned with the teacher's IDP. The mid-year progress report must include specific performance goals for the remainder of the school year. The goals should be developed by the school administrator conducting the year-end evaluation or a designee that would assist the teacher in meeting these goals. At the mid-year progress meeting, the school administrator or designee will update their IDP. This includes goals, training and other support that is designed to assist the teacher in improving the teacher's rating.

End of Year Evaluation:

Teachers who are on the evaluation schedule will have an end of year evaluation. During the end of year evaluation, teachers must present their student growth data and evidence of progress towards the goals identified in their professional growth plan. End of year evaluations must take place prior to the last day of school.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

MDE Guidance for Teacher/ Administrator Evaluations:

Additional resources include frequently asked questions (FAQs), student growth and student learning objectives resources, and the lists of state-approved evaluation tools for teachers and administrators at www.michigan.gov/mde-edevals.

Definitions:

- **Probationary Teacher** - Any teacher in their first five years as a teacher of any school employment.
- **Mentor Teacher** - For the first 3 years of his or her employment in classroom teaching, a teacher must be assigned by the school in which he or she teaches to 1 or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher. Preference will be given to PEA members to act as mentors, whenever appropriate.

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Appendix C

Parchment School District
Individual Professional Development Plan

Teacher:	***Administrator:***
Building: ***School Year:***	***Start Date:*** ***End Date:***
Previous Year Rating (if applicable:)	
Date:	***Draft Date:***
Date(s) of	

Professional Development Plan: Goals
EXAMPLE: Goal #1 - Using Engagement Strategies - *Teacher uses engagement strategies to cognitively engage or re-engage students with the content. The desired effect is displayed in the majority of students.* ***Purpose of Goal or Area of Concern:***
Teacher Evidence of Achievement: ● Take action or use specific strategies to re-engage students ● Use academic games ● Use physical movement ● Use crisp transitions from one activity to another ● Use opportunities for students to talk about themselves as it relates to the content **Student Evidence of Achievement:** ● Behaviors show awareness that teacher is noticing students' level of engagement ● Talk with groups or in response to questions is focused on critical content ● Engage in the critical content with enthusiasm ● Self-regulate engagement and engagement of peers ● Multiple students or the entire class respond to questions posed by the teacher
Goal #2 -
Teacher Evidence of Achievement: ● ● ● **Student Evidence of Achievement:** ● ● ●

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

Goal #3 -

Supports put in place by Administration
●

Additional Supports Needed by (Teacher)
●

Teacher's Signature:	**Date:**
Administrator's Signature:	**Date:**

Docusign Envelope ID: 8C5F7C0E-9D7A-4144-9EAC-712CBE2A211C

APPENDIX C

Parchment School District
Professional Growth Plan (PGP)

Teacher:	**Principal:**
Building:	**Start Date:**
School Year:	**End Date:**

SMART GOAL - Individual:
Marzano Element:

Goal Statement	
Measurable	
Attainable	
Relevance	
Time-Bound	

SMART GOAL - Building:
Marzano Element: Use Engagement Strategies

Goal Statement	
Measurable	
Attainable	
Relevance	
Time-Bound	