Master Agreement
between the
Richmond Board of Education
and
MEA-NEA Local 1, Richmond Education Association
2025-26 | 2026-27 | 2027-28

NON-DISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062 (586) 727-3565.

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AGREEMENT

This Agreement by and between the Board of Education of the Richmond Community School District, Macomb and St. Clair Counties, Michigan, hereinafter called the Board and MEA-NEA Local I (Michigan Education Association and National Education Association), hereinafter called the 'Association is entered into on this 9th day of June 2025.

WHEREAS the Board and the Association recognize and declare that providing a quality education for children of the Richmond Community School system is their mutual aim and that the character of such education depends on many factors which include quality, morale, cooperativeness and dedication of the teaching staff, administrators, and the community, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative for all regular certificated professional employees employed under annual contract, teachers, counselors, licensed counselors, social workers, speech and language therapists, and annually authorized vocational education teachers under contract with the Richmond Community School District, whether under contract, on leave, or employed by the Board excluding: Superintendent, Assistant Superintendent, Principals, Assistant Principals, Dean of Students, Administrative Assistants, Business Managers, Directors, Full Time Coordinators and Supervisors, Adult Education Instructors, Administrative Interns, Summer School Employees, Athletic Directors, Daily Substitutes, and Student Teachers. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement unless otherwise required by law.

B. The term "teacher', when used hereinafter in this Agreement, shall refer to all employees represented by the appropriate unit described in Article I, Section A.

C. Any individual contract between the Board and an individual teacher, heretofore executed shall be expressly subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Included in each teacher's individual contract shall be a statement indicating the teacher's annual salary, amount to be paid, placement on the appropriate salary schedule and total benefit cost to the District. Extra pay will be issued on an adjusting memorandum, which will be a rider to the teaching contract.

ARTICLE II
ASSOCIATION AND TEACHER RIGHTS

A. Pursuant to the Michigan Public Employees Relations Act, the Board hereby agrees that every bargaining unit member shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising government power under color of law of the State of Michigan, the Board is duly bound by the Act and other laws of Michigan and the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint, or proceedings with respect to any terms or conditions of employment under this Agreement.

   The Association agrees to maintain its eligibility to represent all employees by continuing to admit such employees to membership without discrimination on the basis of race, creed, color, age, national origin, sex, marital status, or any other participation in, or association with the activities of any employee organization. The Board agrees to continue its policy of non-discrimination against any employee on the basis of race, creed, color, age, national origin, sex, marital status, or any other participation in, or association with the activities of any employee organization.

B. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

C. The Association and its representatives shall have the right to use school buildings for meetings upon request to the appropriate administrator.

D. The Association and its representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt school operations. Persons not employed by Richmond Community Schools will report their presence in any building to the school or department office during school hours.

E. The Association shall have the right to use school facilities and equipment, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.

F. The Association shall have the right to post notice of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the teacher mailboxes for communications to teachers and shall be allowed the use of the district internal mail service.

G. The Board agrees to furnish to the Association, in response to requests, all available information concerning the financial resources of the district for collective bargaining together with information which may be necessary for the Association to process any grievance or complaint.

H. Teachers shall be entitled to full rights of citizenship and no political or religious activities, or lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teachers. The private and personal life of a teacher may result in discredit to the teaching profession and to the school system of which he is a part: such conduct shall be a concern of both parties to this agreement.

I. The parties recognize that the Michigan Employment Relationship Commission has adopted the *Weingarten* rule allowing requested union representation at any investigatory meeting at which the employee reasonably believes may result in discipline.

J. Supervisory teachers of student teachers/interns shall be tenured teachers, whenever possible, and who voluntarily accept the assignment, with the approval of the Superintendent or designee.

ARTICLE III
BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the Laws and the Constitutions of the State of Michigan and of the United States.

B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this agreement and then only to the extent such terms hereof are in conformance with the Constitution and Laws of the State of Michigan, and the Constitution and Laws of the United States.

ARTICLE IV
EVALUATION

Teacher Evaluation

1. The performance evaluation system shall include a rigorous, transparent, and fair performance evaluation system that includes:

    a) An evaluation of the teacher's job performance with providing timely and constructive feedback.

    b) Establish clear approaches to measuring student growth and provide teachers with relevant data on student growth.

    c) Evaluates a teacher's job performance, using multiple rating categories that take into account student growth and assessment data or student learning objective metrics.

    d) Uses the evaluation, at a minimum, to inform decisions regarding both of the following:

        i. The effectiveness of teachers, ensuring that they are given ample opportunities for improvement.

        ii. Development of teachers, including providing relevant coaching, instruction support, or professional development.

2. The performance evaluation system for teachers meets all of the following:

    a) Except as otherwise allowed under MCL 380.1249, the performance evaluation system must include at least a year-end evaluation for all teachers. The year-end evaluation must meet all of the following:

        i. Beginning in the 2024-25 school year, 20% of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. The 20% of the year-end evaluation shall be defined as:

            A. 10% - The percentage of all K-12 students that met or exceeded their NWEA growth target from Fall to Spring in Reading, Language Use, and Mathematics, as applicable to specific grade level.

B. 5% - The percentage of students within the teachers assigned building(s) that met or exceeded their NWEA growth target from Fall to Spring in Reading, Language Use, and Mathematics, as applicable to specific grade level.

C. 5% - Two (2) teacher/administrative agreed upon goals aligned to the evaluation instrument.

ii. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objectives metrics, must be based primarily on a teacher's performance as measured by objective criteria (i.e., Charlotte Danielson's *Framework for Teaching*).

The weighting of Charlotte Danielson's *Framework for Teaching* Domains on the final evaluation shall be 15% for Domain 1, 25% for Domain 2, 25% for Domain 3 and 15% for Domain 4.

b) The year-end evaluation must include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the administrator conducting the evaluation, in consultation with the teacher, and any recommended training identified by the administrator, in consultation with the teacher, that would assist the teacher in meeting these goals.

c) The performance evaluation system must include a midyear progress report for a teacher who is in the first year of the probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, or who received a rating of minimally effective, ineffective, needing support, or developing in the teacher's most recent year-end evaluation. The midyear progress report must be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve. All of the following apply to the midyear progress report:

i. The midyear progress report must be aligned with the teacher's individualized development plan.

ii. The midyear progress report must include specific performance goals for the remainder of the school year that are developed by the administrator conducting the year-end evaluation and any recommended training identified by the administrator that would assist the teacher in meeting these goals. At the midyear progress report, the administrator shall develop, in consultation with the teacher, a written improvement plan that includes these goals and training and is designed to assist the teacher to improve the teacher's rating.

iii. The midyear progress report must not take the place of a year-end evaluation.

d) The performance evaluation system must include classroom observations and walkthroughs to assist in the performance evaluations. All of the following apply to these classroom observations and walkthroughs:

i. Classroom walkthroughs are brief visits to classrooms, less than 15 minutes, throughout the school year. Walkthroughs are designed to collect patterns of data that can help members of the professional learning community. Walkthroughs may be conducted by administrators who are trained in the use of the evaluation tool that is used.

Positive walkthroughs may be used in the teacher's final evaluation. However, areas of concerns identified during a walkthrough shall be communicated to the teacher in writing and may only be utilized in the final evaluation if observed and not addressed in future walkthrough or observations.

ii. A classroom observation must include a review of the teacher's lesson plan and the state curriculum standard being used in the lesson and a review of pupil engagement in the lesson. The items described in this subparagraph must be discussed during a post-observation meeting between the administrator conducting the observation and the teacher.

iii. A classroom observation must be not less than 15 minutes but does not have to be for an entire class period.

iv. There must be at least two (2) classroom observations of a teacher in each school year that the teacher is evaluated. One observation may be unscheduled. Scheduled observations shall be agreed upon by the teacher and administrator at least (7) calendar days prior to the observation.

v. All teachers may be assigned a "primary" and "secondary" evaluator responsible for walkthroughs, observations, and the year-end evaluation. Prior to September 30th, teachers shall be notified of their evaluator(s), or within thirty (30) calendar days if hired after the start of the school year. The administrator responsible for the teacher's performance evaluation (i.e., "primary") shall conduct at least one (1) of the observations. Other observations may be conducted by other administrators who are trained in the use of the evaluation tool that is used.

vi. The district shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation during a post-observation conference. The scheduling of this

post-observation conference must occur within ten (10) calendar days after the observation.

vii. Individual observations and walkthroughs are not subject to the grievance procedure. However, final evaluation ratings are subject to the grievance procedure outlined in section 2(l) and 2(m) of this agreement.

e) The evaluation tools must be used consistently among the schools operated by the district so that all similarly situated teachers are evaluated using the same evaluation tool.

f) Beginning July 1, 2024, the performance evaluation system must assign a rating to each teacher of effective, developing, or needing support based on the teacher's year-end evaluation. An evaluation and feedback concerning the evaluation must be provided, in writing, to the teacher being evaluated at least two (2) weeks prior to the teacher's last workday. However, if a written evaluation is not provided, the teacher is deemed effective.

g) A teacher must not be assigned an evaluation rating and must be designated as "unevaluated" for a school year if any of the following apply to the teacher:

i. The teacher worked less than sixty (60) days in that school year.

ii. The teacher's evaluation results were vacated through the grievance procedure.

iii. There are extenuating circumstances and both the teacher, and the Superintendent or designee agree to designate the teacher as unevaluated because of the extenuating circumstances.

h) If a teacher receives an unevaluated designation, the teacher's rating from the school year immediately before that designation must be used for consecutive purposes under this section.

i) As part of the performance evaluation system, and in addition to the requirements of section 1526, the district shall assign a mentor and/or coach to each teacher who received a rating of minimally effective, ineffective, needing support, or developing in the teacher's most recent year-end evaluation.

j) The performance evaluation system must provide that, if a teacher is rated as ineffective or needing support on three (3) consecutive year-end evaluations, the district shall, subject to 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191, dismiss the teacher from the teacher's employment. Subject to 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191, this does not affect the ability of the district to dismiss a teacher

from the teacher's employment regardless of whether the teacher is rated as ineffective or needing support on three (3) consecutive year-end evaluations.

k) The performance evaluation system must provide that, if a teacher who is not in a probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, is rated as highly effective or effective on the three (3) most recent consecutive year-end evaluations, the district may conduct a year-end evaluation triennially instead of annually. However, if a teacher who is not in a probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, is not rated as effective on one (1) of these triennial year-end evaluations, the teacher must again be provided with year-end evaluations.

The staggered schedule, agreed upon by the District and Association, is created beginning in the 2024-25 school year, if a tenure teacher has been rated the highest possible rating for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

School Year	Rating	Rating	Rating
2021-22	HE		
2022-23	HE	HE	
2023-24	HE	HE	HE
2024-25	Not Evaluated	E	E
2025-26	Not Evaluated	Not Evaluated	E
2026-27	Evaluated	Not Evaluated	Not Evaluated
2027-28		Evaluated	Not Evaluated
2028-29			Evaluated

l) "Teacher" means that term as defined in section 1 of article I of 1937 (Ex Sess) PA 4, MCL 38.71. The performance evaluation system must provide that, for a teacher who is not in a probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, and is rated as needing support on a year-end evaluation, the following options must be made available to the teacher:

i. The teacher may request a review of the evaluation and the rating by the superintendent. The request for a review must be submitted in writing within thirty (30) calendar days after the teacher is informed of the rating. Upon receipt of the request, the superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the superintendent's review. A written response regarding the superintendent's findings must be provided to the teacher who requested the review by not

later than thirty (30) calendar days after receipt of the request for a review and before making any modifications under this section.

ii. If the written response from the superintendent's review does not resolve the matter, the teacher or collective bargaining representative may request mediation as provided for in 1947 PA 336, 423.201 to 423.217. The request for mediation must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent. Within fifteen (15) days of receipt of the request, the superintendent must provide a written response to the teacher or collective bargaining representative stating that the mediation will be scheduled as appropriate.

iii. If a teacher receives two (2) consecutive ratings of needing support, the teacher may demand to use Level 3 (Superintendent), and then if unresolved, Level 5 (Arbitration) of the grievance procedure of the collective bargaining agreement. The teacher may request binding arbitration by filing a demand for arbitration with the American Arbitration Association within thirty (30) calendar days after the teacher receives the written response from the superintendent. The arbitration is subject to the uniform arbitration act, 2012 PA 371, MCL 691.1681 to 691.1713. The arbitration described in this subparagraph must adhere to both of the following:

A. The arbitrator must be selected through procedures administered by the American Arbitration Association in accordance with its rules.

B. The arbitrator must have the authority to issue any appropriate remedy.

m) A teacher who is not in a probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, and is rated as developing on one (1) year-end evaluation, the teacher may request a review of the evaluation and the rating by the superintendent. The request for a review must be submitted in writing within thirty (30) calendar days after the teacher is informed of the final evaluation rating. Upon receipt of the request, the superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the superintendent's review. A written response regarding the superintendent's findings must be provided to the teacher who requested the review by not later than thirty (30) calendar days after receipt of the request for a review and before making any modifications under this section. The Superintendent's decision is final.

A teacher who is not in a probationary period under section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, and is rated as developing on two (2) consecutive year-end evaluation, the teacher may request a review of the evaluation and the rating by the superintendent. The request for a review must be submitted in writing within thirty (30) calendar days after the teacher is informed of the final evaluation rating. Upon receipt of the request, the superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the superintendent's review. A written response regarding the superintendent's findings must be provided to the teacher who requested the review by not later than thirty (30) calendar days after receipt of the request for a review and before making any modifications under this section.

If the written response from the superintendent's review does not resolve the matter, the teacher or collective bargaining representative may request mediation as provided for in 1947 PA 336, 423.201 to 423.217. The request for mediation must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent. Within fifteen (15) days of receipt of the request, the superintendent must provide a written response to the teacher or collective bargaining representative stating that the mediation will be scheduled as appropriate.

n) The district shall provide training to teachers on the evaluation tool used by the district in its performance evaluation system. This training may be provided by the district or intermediate school district or others knowledgeable of the evaluation instrument.

o) The district shall ensure that training is provided to administrators responsible for the teacher's performance evaluation. The training must be provided by an individual who has expertise in the evaluation tool used by the district that may include either a consultant on that evaluation tool or an individual who has been trained to train others in the use of the evaluation tool.

3. The district shall post on its public website all of the following information about the evaluation tool it uses for its performance evaluation system for teachers:

a) The research base for the evaluation tool.
b) The identity and qualifications of the author or authors
c) Either evidence of reliability, validity, and efficacy or a plan for developing that evidence.
d) The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
e) A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
f) A description of the plan for providing evaluators and observers with training.

4. By not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete a rater-reliability training provided by the district. The training must include at least all of the following:

    a) A clear and consistent set of evaluation criteria that all evaluators can use when assessing teacher performance.

    b) Clear expectations for what evaluators should look for when assessing teacher performance, including identifying key behaviors and practices that are associated with effective teaching.

    c) Training on the evaluation process itself, including how to conduct classroom observations, collect data, and analyze results.

    d) Calibration exercises that help evaluators practice using the evaluation criteria and establish consistency in the evaluator's evaluations.

    e) Ongoing support for evaluators, including feedback and coaching to help the evaluators improve their skills and ensure they are consistently applying the evaluation criteria.

    f) The Superintendent or designee shall notify the REA President and Local 1 representative (1) the date evaluation/calibration training occurred, (2) who provided the evaluation/calibration training, and (3) the names of the administrators who completed the evaluation/calibration training.

5. The evaluation system shall be reviewed by the District and the Association leadership annually and amended as necessary.

ARTICLE V
TEACHING HOURS AND CLASS LOAD

A. A teacher's workday, including an uninterrupted lunch period, shall consist of seven (7) clock hours. An uninterrupted lunch period will consist of no less than thirty (30) minutes.

   A teacher shall report to his/her teaching station and/or its adjacent hall area, as outlined by the building administrator, not later than five (5) minutes before the beginning of the school day and for the five (5) minutes at the end of the school day.

B. Elementary (Grade K-5) teachers shall have a weekly preparation time of 250 minutes. During the daily preparation time for teachers, special instruction for students shall be provided.

Secondary (Grade 6-12) teachers will have six (6) class periods of teaching time and one (1) period of preparation time each day.

A teacher's preparation period is a designated time during the school day for educators to focus on essential professional responsibilities outside of direct classroom instruction. This time is utilized for a variety of tasks that support effective teaching and student learning such as but not limited to:

- Lesson Planning: Developing engaging and standards-aligned lesson plans to meet the diverse needs of students.
- Grading and Assessment: Reviewing and providing feedback on student work to monitor progress and inform instruction.
- Communication: Responding to emails, making phone calls, or preparing materials for parental communication or holding parental meetings.
- Classroom Organization: Arranging instructional materials, setting up classroom activities, or creating a welcoming and effective learning environment.
- Data Analysis: Reviewing student performance data to identify trends, adjust instruction, and provide targeted support for learners.
- Collaborative Engagement:
    - Participation in meetings with instructional coaches shall be related to the above-mentioned bullets or other teacher-initiated topics.
    - Meeting established by the administrators. These meetings shall not exceed two preparation periods per month.

This period is a critical component of a teacher's workday, ensuring they have the time and resources to effectively manage the multifaceted demands of their role and enhance the overall educational experience for their students.

Preparation time for less than full-time equivalent teachers shall be prorated to their FTE assignment. For example:

Teacher FTE	Prorated Preparation Time Calculation
0.1 to 0.5	0.07
0.6 to 1.0	0.14

C. K-5 Special teachers (e.g., art. music, physical education, etc.) will be scheduled so that their workday aligns with the load of a regular classroom teacher. To facilitate this provision, due consideration will be given to: (1) facilities, (2) preparation of subject, (3) transportation of supplies and materials, (4) number of students, and (5) transportation between buildings.

D. If the State requirements for minimum days and hours of pupil instruction change during the life of this Agreement, representatives of the Association and the Board shall meet for the purpose of bargaining the school calendar and hours of instruction. It is the intent of the parties that no additional days or hours of instruction will be scheduled other than the minimum required by the State.

E. Teachers shall be required to attend the following five (5) activities beyond the student day each school year. One (1) *Blue Devil Night* (e.g., Meet-the-Teacher), two (2) Fall Parent-teacher Conference, and two (2) Spring Parent-teacher Conference.

   Compensation for the required five (5) extracurricular activities is included in the teacher's salary as outline in Schedule A. Teachers who fail to attend these events shall be docked appropriately for each missed event.

F. There will be a Curriculum Committee consisting of the Superintendent, the Building Principals, the Curriculum Coordinator and relevant teachers to discuss changes/adoptions of curriculum including but not limited to course offerings, the selection of textbooks, and other resources.

G. The Association and Board agree on shared time as follows:

   1. Salary will be based upon the percentage of a full-time position worked.

   2. The percent of a full-time position worked will be awarded toward seniority.

   3. Teachers may select a benefit package equal to a dollar amount commensurate with the percentage of a full-time position held, provided the insurance carrier will also approve.

   4. Shared-time teachers are expected to attend professional development and parent/teacher conferences outlined by a mutually agreed upon plan.

If meetings are held after regular school hours, teacher members shall be reimbursed at the current staff development rate.

ARTICLE VI
TEACHING CONDITIONS

The parties recognize that optimum school facilities for both students and teachers are designed to ensure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach, and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

A. The pupil-teacher ratio, when teaching to the individual differences of the child, is an important aspect of an effective educational program. The parties agree that a class size will be maintained as follows:

1. Class size in (Grades K-5) shall not exceed 30 students per self-contained classroom.

2. Class size in (Grades 6-12) shall not exceed 180 student contacts per day. There shall be no more than 30 per class period.

3. Class size shall not exceed 50 students per teacher in physical education.

Nothing contained herein shall limit special large classes (i.e., band, choir) and experimental instruction classes jointly agreed to by the Board and the Association.

The number of special education students assigned to a teacher of record in any self-contained classroom in the elementary school shall be equalized. The number of special education students in Grade 6-12 shall not exceed eight (8) per class. The foregoing limits may be exceeded when a co-teacher, certified in special education, is assigned to the classroom or if mutually agreed, a paraprofessional may be assigned to the classroom. If a co-teacher is assigned to a classroom, neither teacher shall be eligible for overage payment so long as the class size does not exceed the class size limits outlined in Article VI, Section A, plus three (3) students.

In a co-taught classroom, a special education teacher and a general education teacher collaborate to provide high-quality instruction that meets the diverse needs of all students, including those with disabilities. Each teacher brings unique expertise to the partnership, ensuring an inclusive and supportive learning environment.

The partnership between the general education and special education teachers fosters a learning environment where all students can thrive, leveraging the strengths of both educators to achieve academic and social success.

Effort will be made to equalize the number of special education students placed in any self-contained classroom or section in the secondary grades, prior to the first student day of the school year, or if mutually agreed thereafter.

For the purposes of this Article, the official tally for class size will be the 1st official count day of the school year for 1st semester and the 2nd official count day of the school year for 2nd

semester, as determined by the State of Michigan. If the class limits for the day are exceeded at any time following the count day, the Association and the affected teacher(s) will sit down with the Administration to determine a resolution. For the purpose of class size count in self-contained classrooms, all students who appear on the regular classroom teacher's attendance roll shall be counted as full time students except for those students for which the teacher is not responsible to grade. In the case of an overage as of each count day, the average will be paid out to the teacher at a rate of $6 per day, per student over class size count for the balance of the semester that there continues to be an overage.

B. Any teacher who will be providing instructional or other services to a special education student in a regular education classroom setting shall be invited, in writing, to participate in the Individual Educational Planning Committee (IEPC) which may initially place (or continue the placement of) the student in a regular education classroom. Whenever possible, such written notification will be made seven (7) calendar days prior to the IEPC. Individual teachers may need to attend the IEPC at different times so that one substitute can be utilized for the release time necessary for each teacher to attend.

   At the time of the IEPC meeting at which the disabled or medically fragile student is placed in a classroom, there shall be a teacher consultant assigned to the student (if one has not already been assigned). Medically fragile students are those who are chronically ill and/or medical-technology dependent, and/or who have life-threatening conditions that require immediate medical attention. Prior to placement the teacher consultant will advise the teacher regarding the problems presented by the student's disability or medical condition and instructional and behavioral management of the student. If a teacher consultant is not assigned and the general education teacher perceives the need for training and/or assistance in dealing with the student, the teacher may communicate the need for additional training to the building administrator and the Special Education Director. Within fourteen (14) calendar days a meeting shall be held, attended by the teacher, teacher consultant, the principal (or designee) and the Director of Special Education to decide if additional training and/or assistance is required, and the manner and/or content of additional training and/or assistance to be provided.

   Teachers will not be required to administer tracheotomy suctioning, catheterization (including clean intermittent catheterization) or tube feeding to students. Prior to the classroom placement of a student who requires one or more of these procedures, the teacher will be advised in writing regarding how to handle emergencies that might arise as a result of the student's condition.

C. The Board recognizes that appropriate books, supplies, and equipment are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representatives and the Association.

D. The Board shall provide adequate reference materials which are reasonably requested by the teachers.

E. The Board agrees to make available in each school adequate technology for use in the preparation of instructional materials.

F. The Board shall provide:

1. A separate desk for each teacher in the district with a lockable drawer space.

2. Suitable closet space for each teacher to store personal articles in each building they are assigned.

3. Adequate technology and whiteboard space in every classroom.

4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach and a copy of the instruction manuals per building for all software programs and education related equipment the teacher is expected to use.

5. Storage space for instructional materials and equipment to hold all materials required subject to the physical limitations of the classroom.

6. Grade books, if PowerSchool is not available, paper, pencils, pens, white board markers, erasers, and other such materials required in daily teaching responsibility, the established curriculum, and its associated budget.

7. Smocks for art and culinary arts teachers, laboratory coats for laboratory science teachers, and director's uniform for high school music director. Proper laundering service for all said items shall be provided without charge to the teacher.

G. The Board shall make available in each school a lunchroom and restroom for staff use and at least one furnished room which shall exclusively be reserved for use as a faculty lounge. Provisions for such facilities will be made in all future buildings.

H. Telephone facilities shall be made available to teachers for their reasonable use.

I. The Association shall be allowed to raise funds from staff in each building to generate funds to provide scholarships for graduating seniors.

J. Adequate on-campus parking facilities shall be provided and properly maintained . Teachers shall be permitted to park in lots that are most convenient to their teaching locations, excluding designated visitor and reserved parking spots.

K. When both students and teachers are in the building, neither shall be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety or well-being. In emergency situations when students are required to stay in the building, teachers will be required to stay as long as the students need their supervision.

L. Except in cases involving the safety of students, teachers shall endeavor to respond to electronic communications (e-mail) within two (2) school days.

M. The provisions contained in this section apply to all School Improvement Plans (SIP) as provided in Section 1277 of the Revised School Code.

1. While participation in any building or district School Improvement Committee is voluntary, implementation of school improvement plans is not. At the building level, if there are more volunteers than required, the teachers in the building will elect the teacher representatives annually. If there are more volunteers than required at the district level,-the Association will select the teacher representatives. School Improvement Chairpersons are required to participate in both building and district school improvement teams.

2. Participation or non-participation on a building or district School Improvement Committee shall not be used as a criterion for negative evaluation or discipline.

3. Committee decisions that require a deviation from the Agreement will be permitted only after a properly executed Letter of Agreement between the Association and the Board.

4. Teachers who serve on the SIP Committee shall be paid in accordance with Article XVI, Professional Compensation. School Improvement Chairpersons shall be compensated as outline in Schedule B.

5. SIP Committee members shall be granted release time for committee meetings when such meetings are held during school hours.

N. If any teacher is complained against or sued as a result of action taken by the teacher while in proper performance of his/her duties for the Board of Education, to the extent that coverage therefore does not exist under the teacher's professional liability coverage, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.

O. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these values can be best transmitted in an atmosphere, which is free from censorship, indoctrination, and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

P. Academic freedom in teaching will be encouraged for all teachers who shall exercise such freedom within the framework of the curriculum and school policies. The teacher is expected to teach the students utilizing research-based instructional methods, in the best manner of which he/she is capable.

Q. In the event the District, either alone or as part of a consortium of other school districts makes an agreement to operate or cooperate in the operation of a public-school academy as defined in MCL 380.503 (4), before the said public school academy operates or before implementation of such an agreement, the district will enter into negotiations with the Association concerning the impact of same on the members of the Association.

R. The Board may offer online classes, as allowed by pupil accounting rules and regulations, at the secondary level during the regular school hours in compliance with state regulations. All students taking online courses, supported by the District, during the school year shall be assigned a mentor. Teachers shall only be assigned as an online mentor to students taking online courses at the same time as the preparation hour of the teacher and can mentor a student in any course. To the extent possible, the onsite mentor shall be a content area teacher in the content of the online course. Mentors shall be paid $200 per student, per semester, unless the teaching assignment is specifically for online students. In such cases, the class size for online assignments shall be the same class size limit outlined in Article VI, Section A, plus three (3) students.

The mentor teacher will be expected to complete necessary documentation for pupil accounting (see MDE Pupil Accounting Manual 5-O-D Virtual Learning Options). Furthermore, the mentor teachers shall document the student attendance, academic progress, and two-way communication in PowerSchool as well as contact the student's parent/guardian in situations where the student is not passing as expected of all teachers.

ARTICLE VII
PROFESSIONAL QUALIFICATIONS AND ASSIGNMENT NOTIFICATION

A. As a condition of employment all teachers teaching for the first time in the Richmond Community Schools or who are returning after a year's absence may be required to have a physical examination at the expense of the Board of Education by a physician designated by the Board. In the event the teacher chooses to have a physical examination performed by a physician other than the one designated by the Board, the examination shall be at the teacher's expense.

B. No new teacher shall be employed by the Board for a regular teacher assignment who:

1. Does not have a Bachelor's Degree from an accredited college and/or university, and/or a special, provisional or permanent certificate.

2. Does not have a special, provisional, continuing, permanent, professional certificate, or annual authorization. Exceptions to the above may be made if the new teacher has the appropriate authorization or license.

C. The employment of teachers whose certification is based on the Michigan full year permit is to be permitted only in case of absolute necessity or where the teacher has outstanding credentials, and the Association shall be so notified in each instance and the Board shall indicate the extent to which it has endeavored to fill the position with a fully certificated person.

D. The district will meet with REA Leadership to review and discuss the master schedule five (5) calendar days prior to the assignments being given out. All teachers shall be given written notice of their tentative assignment, via email, which shall include number of periods, number of preparations and subjects taught and/or grade level for the forthcoming year on or before their last official workday.

The District will attempt to minimize the number of daily preparation a secondary teacher is assigned to when developing the master schedule. In the event that more than four (4) daily preparation periods are assigned, the District will meet with REA leadership to review and discuss the master schedule in an effort to reduce the number of daily preparations.

In the event that changes occur in a teacher's tentative assignment, teachers affected, and the Association, shall be notified as soon as possible in writing. The following criteria shall define a change in a teacher's schedule:

a. Reassignment to a different building.
b. In the elementary, reassignment to a different grade.
c. In the secondary, reassignment of class loads in which more than one additional preparation will be required (total preparations not to exceed those as stated in ARTICLE V, paragraph G.).
d. In the secondary, reassignment to another department.
e. In middle school, reassignment to a different grade or another subject.

E. *Final Teaching Assignments* shall be made on or before seven (7) calendar days prior to the first student day. After that date, changes in assignments due to enrollment or staffing will be made after consultation with the Association.

ARTICLE VIII
PLACEMENTS, VACANCIES, AND TRANSFERS

A. The Board declares its support of a policy of filling vacancies including extra pay positions from within its own teaching staff. A vacancy shall be defined for purpose of this agreement as a position presently unfilled. A position presently filled but which will be open in the future, or a new position that is not currently in existence.

The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. By the first Friday in March, an *Assignment Interest Form* (see

example below) shall be sent to all teachers. This form must be returned to the Superintendent or designee by the end of the day on the last school day prior to spring break. The *Assignment Interest Form* shall include the reasons for any transfer request, the school, grade or position sought, and-current certification and qualifications..

Example:

Assignment Interest Form					
Name:					
Current Assignment(s):					
Choice Order	Elementary (Gr. K-5)	Middle School (Gr. 6-8)		High School (Gr. 9-12)	
	Grade/Position	Grade	Subject(s)	Dept.	Course Name
1					
2					
3					
Reason for Transfer Request:					
Current Certification and Qualifications:					

B. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the District without undue disruption to the existing instructional program. While the District shall consider internal applicants interested in filling vacancies occurring during the school year, there is no obligation by the district to fill the vacancy with an internal candidate.

C. When a vacancy occurs outside of the school year, internal qualified applicants shall be considered prior to external candidates.

If multiple internal candidates apply for a vacant position and before a qualified external candidate is considered, the district shall consider the internal candidates':

- Experience in the grade, subject, and/or course of the vacancy.
- Overall evaluations rating for the most recent two (2) evaluations.
- Domain 1, 2, 3, and 4 ratings on the most recent evaluation.
- Specialized training and/or certifications.
- When all things are equal, seniority should be used as a tiebreaker.

The district will make every effort in the best interest of students and district, to place staff in positions to minimize staff reductions and ensure programs for students.

D. Vacant positions shall be posted for seven (7) calendar days, unless mutually agreed upon by the Association and District.

E. A "transfer" shall be defined as either a voluntary or involuntary change in a teacher's current positions to another position.

Voluntary request for transfers shall be made yearly by the teacher through the *Assignment Interest Form* outlined above. Transfer consideration will be evaluated by the criteria above in Section B.

Involuntary transfer are made by administration due to enrollment and/or district needs.

ARTICLE IX
PERSONAL TIME OFF (PTO) DAYS

A. A total of thirteen (13) Personal Time Off (PTO) days shall be granted, at the beginning of each year, to each teacher

1. Up to thirteen (13) unused PTO days each year may accumulate, up to 180 days total. All accumulated days, formerly sick and personal, at the time of the signing of this contract will be combined and honored.

2. A bargaining unit member unable to work for a period of three (3) consecutive days shall be required to provide evidence on the fourth day of absence of (1) illness or (2) family or personal reasons or (3) an emergency situation.

   The Superintendent or designee may require documentation from a physician (M.D. or D.O.) to return to work. Extended compensable PTO beyond three (3) consecutive days shall require periodic medical statements at least every two (2) weeks confirming the member's inability to work. Failure to produce such documentation may result in the additional PTO time being designated as non-compensable.

PTO days for teachers in their first two years shall be prorated for leave of absences. Upon return from leave, the remaining days up to thirteen (13) shall be granted to the member.

B. No PTO days shall be granted, except for documented illness or emergency situations of the teacher or a member of his/her immediate family:

1. The day before or after holidays and school breaks.

2. The first or last day of school.

3. Exam and Records Days

4. Meet-the-Teacher night (i.e. Blue Devil Night)

5. The day of or after Parent-Teacher Conferences

6. Activities arising out of employment other than with Richmond Community Schools

7. PTO may be granted on the above days (i.e., 1-7) by the Superintendent or designee for special occasion purposes including, but not limited to, weddings, graduations, Acts of God. The denial of use of PTO on these days is not grievable.

C. Bereavement: Teachers shall be permitted to be absent from their duties without loss of pay or PTO for reasons of death as follows:

For reasons of death in the immediate family up to five (5) duty days or seven (7) calendar days, whichever comes first, for each occurrence. In cases where considerable distance of travel is involved, the Superintendent may allow additional days as needed. Upon the approval of the Superintendent or designee, bereavement days may be utilized to accommodate funeral services held at a later date.

The immediate family shall be defined as spouse, children, father or mother of either spouse, sibling of either spouse, spouse of sibling of either spouse, grandchildren, grandparent of either spouse, stepchildren or any other person acceptable as an exemption on the teacher's income tax or anyone who makes their home with the teacher and/or in the judgment of the Superintendent is emotionally dependent on the teacher.

The Superintendent has the authority to grant additional bereavement days, on a case-by-case determination, without establishing precedent or practice.

D. Teachers shall be permitted to be absent from their duties without loss of pay or leave days because of mumps, scarlet fever, measles, chicken pox, head lice, or impetigo for up to fourteen (14) calendar days.

E. Teachers shall be permitted to be absent from their duties without loss of pay or leave days for taking selective service examinations.

F. When absences resulting from a major personal injury arising out of and in the course of employment with the Richmond Community Schools which entitles the injured teacher to compensation under the provisions of the Worker's Compensation Act occur, the School District shall supplement the Workers Compensation check with an amount sufficient to equal the regular salary for a period not to exceed the accumulated allowable days of absence providing all Worker's Compensation checks covering the period from the date of the injury to the expiration of the accumulated allowable days of absence are turned into the Superintendent's Office for recording.

G. Sick Leave Bank –

A sick bank has been established. It will be directed and administered by a committee of three (3) tenure teachers and the Superintendent as an ex officio member.

1. Participation in the sick bank is mandatory for all teachers. Each new participant shall contribute one (1) PTO day at the beginning of the school year.

2. A maximum number of days to be accumulated within the bank shall be a number equal to three times the number of the full teaching staff. When the bank is depleted to less than twice the number of full teaching staff, each teacher shall contribute one (1) PTO day to build it up again.

3. Additions will be made to the bank at the beginning of each fiscal year according to the above limitations.

4. A teacher must first utilize all of his/her PTO days accumulation before applying to the Sick Bank. Sick Bank use shall not exceed the number of leave days between the exhaustion of the teacher's personal sick leave days and the commencement of long-term disability coverage. If the teacher has less than twenty-five (25) days of leave accumulation, the illness or injury must be covered by absence without pay, except that when a teacher who has been on the Bank suffers a relapse, the teacher will not be subject to the waiting period. Following the twenty-fifth (25) day of absence, or the expenditure of accumulated leave days as indicated above, whichever is later, a teacher may apply for use of the Bank. A tenure teacher shall have the use of the Sick Leave Bank extended into the following school year for up to a maximum usage if the injury or illness shall make it necessary.

5. Application for withdrawals from the Bank shall be made to the Sick Bank Committee, which is selected by the teachers. The Committee shall be responsible for authenticating the claim of illness or injury, as well as the eligibility of a teacher to draw on the Bank. Each September, the teachers shall select one (1) member to the committee for a three (3) year term. Copies of the Committees decisions on applications shall be forwarded to the Superintendent or designee, President of the Association, the applicant, and a copy retained for permanent filing by the district.

6. The Association shall indemnify and hold the district harmless against any and all claims that may arise out of this section (Sick Leave Bank) of the Master Agreement as it applies to the Association's decisions, administration, and operation of the Sick Bank.

H. The Board shall grant leaves under the Family and Medical Leave during the Board defined period to eligible employees in accordance with the Family and Medical Leave Act (FMLA) of 1993.

All requests for such leave shall be made to the Superintendent or designee. When the need is foreseeable notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days' notice, the employee must give as much notice as is practicable.

Proper certification of the reason for the leave must be provided. An employee may be required to use all available personal leave time for all or part of the duration of the FMLA leave, with any balance of time being without pay. At the end of the FMLA leave, the employee will be returned to his/her position held prior to the leave.

ARTICLE X
PROFESSIONAL AND JURY DUTY LEAVE

A. The Board may grant professional leave days with pay for members of the teaching staff to attend conferences, school visitations, and meetings to improve their competency in their teaching field. Teachers will submit requests for such leave in advance, in writing, to the Superintendent or designee and accompany their request with a meeting agenda when possible. The number of leaves granted may be limited by the Superintendent or designee, when necessary, to ensure reasonable distribution among the total staff within the approved budget. Written application for such visitation is to be submitted to the Superintendent or designee at least one week in advance of the proposed visit. Such an application shall describe the place and purpose of the visit and the potential value to the school district.

B. Absence for jury service by a teacher will not be chargeable to the PTO allowance and the school district will pay the difference in salary between his/her daily salary and any fee he/she is paid for jury duty.

   Teachers shall be paid the difference between his daily salary and any fee he is paid as a witness for appearance before administrative bodies or courts only if subpoenaed on behalf of the administration, or for court appearances involving litigation arising out of the teacher's employment where the teacher has been finally adjudged not guilty of culpable conduct in his/her employment and such other cases as the Board in its discretion shall decide.

C. At the beginning of each school year the Association shall be credited with thirty (30) days to be used by the Association President and/or appointees to perform such duties as are acceptable. Such days shall be reimbursed as follows:

   - For the first fifteen school days, the Association shall pay the cost associated with the substitute teacher for absences necessitated by union leave. No more than two (2) teachers from each school shall be gone at the same time.

- For days in excess of fifteen, the Association shall pay the total cost of the individual(s) utilizing the days, inclusive of salary and fringe benefits.

The Association President shall be paid $6,800.

ARTICLE XI
SABBATICAL LEAVE

Sabbatical leaves may be granted to teachers, subject to the approval of the Board of Education upon the recommendation of the Superintendent, when in their considered judgment the professional competence of the staff member and the general welfare of the school district will be benefited.

Sabbatical leave is granted to teachers to permit them to improve their ability to render educational service to the District. Such improvement is usually achieved by formal study, research and/or writing and educational travel. Applications for other types of experience shall be considered on their merits and may be approved by the Board upon recommendation of the Superintendent. The provisions of sabbatical leave are authorized by, and shall be interpreted in accordance with 1235 of the Revised School Code and any amendments thereto as follows:

A. Board, after a teacher has been employed at least seven (7) consecutive years by said Board and at the end of each additional period of seven (7) or more consecutive years of employment, may grant said teacher a sabbatical leave for professional improvement not to exceed two (2) semesters at any one time; Provided, that the teacher holds a permanent or life certificate, or is engaged in teaching in a college maintained by the Board. During said sabbatical leave, the teacher shall be considered to be in the employ of said Board, shall have a contract, and shall be paid compensation as provided in the rules and regulations of said Board; Provided, however, that said Board shall not he held liable for death or injuries sustained by any teacher while on sabbatical leave.

B. Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the board of control of public-school employees' retirement funds.

C. A teacher upon return from a sabbatical leave shall be restored to his/her teaching position, seniority, status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the board made pursuant to law.

In addition, sabbatical leaves shall be governed by the following terms and conditions:

a. No more than two teachers may be granted leave during any fiscal year.
b. The period of the leave shall not be less than one semester.

c. A sabbatical leave once granted cannot be terminated before the date of expiration except as otherwise agreed by the Board of Education.

D. As a condition to receiving final approval, the applicant shall sign and file with the Secretary of the Board of Education a written agreement stipulating that he will remain in the employ of the Richmond Community Schools for a period of two (2) years after the expiration of said leave, or that failing to do so he shall repay within two (2) years of his date of termination of employment an amount of money which shall bear the same relation to the amount granted as the unexpired period of service bears to two (2) years. This condition does not apply in cases wherein the person becomes incapacitated to work or in cases wherein the condition is waived by the Board of Education.

E. Compensation shall be one-half (1/2) of the contract salary he would receive if on active staff status for the period in which the leave is effective.

F. Payment of salary to a teacher on sabbatical leave shall be made in accordance with provisions for payment of salary to the rest of the staff. It shall be the responsibility of said teacher to notify the bookkeeper at least one (1) week before the first pay period of the effective period of the leave as to the place to which his checks should be addressed.

G. The next regular salary increment shall be granted at the beginning of the next fall year of school following return to service.

H. Sabbatical leaves shall also serve as a leave without pay from other school activities.

I. A teacher on sabbatical leave shall furnish a progress report to determine that the employee is fulfilling the agreement and all the requirements of the said leave. In the event that the teacher is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the employee by the Board shall cease. A teacher shall not be considered as having completed the requirements of said leave until a final report has been approved by the Superintendent his discretion, the Superintendent may require proof that the approved program has been followed. When approved by the Superintendent, he shall transmit the final reports to the Board of Education.

J. Applications for sabbatical leave shall be filed with the Superintendent not later than February 15th for a leave commencing the first semester of a school year, or September 15th for a leave beginning the second semester of a school year.

K. Applicants must file with the application a detailed plan for the period of the leave.

L. Within five (5) teacher duty days following the deadline for filing, the Superintendent shall refer all applications to a review committee composed of one teacher from each building appointed by the Association and one administrator from each building appointed by the Superintendent. They shall be governed by the following:

1. The sabbatical leave committee shall make recommendations to the Superintendent concerning all applications. In re-commending approval or disapproval, they shall consider the date of application, the purpose of the leave, the seniority or service in the School District, the professional growth of the applicant, the potential benefit to the School District and any other factors deemed important.

2. The sabbatical leave committee will forward its recommendation within fifteen (15) days after receipt of the application.

M. The Superintendent shall notify all applicants as to the final disposition of the request by October 31st for the second semester or March 31st for the first semester.

N. Applicants approved for sabbatical leave shall be governed by the following:

1. Substantial changes in the approved program of said leave must be approved by the Superintendent.

2. An interim report shall be filed at the midpoint of the period for which said leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that said leave is being utilized in the approved manner.

3. Each teacher returning from sabbatical leave shall file a final written report with the Superintendent not later than one (1) month after the day on which the teacher again takes up active service with the School District. Said report shall include the transcripts and how much experience gained, the itinerary of travel or any other pertinent activity, together with the teacher's appraisal of the professional value of the activities and the manner in which the knowledge and experience gained may be applied to the benefit of the School District.

ARTICLE XII
UNPAID LEAVE OF ABSENCE

1. A leave of absence of up to two (2) years may be granted to any teacher, upon approval of the Board, for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries, foreign or military teaching program; the Peace Corps, or Teacher's Corps as a full-time participant in such programs; or work program related to his/her professional responsibilities to the Board of Education; provided said teacher states his/her intention to return to the school system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she had when the leave was granted.

2. A leave of absence of up to two (2) years may be granted to any teacher, upon approval of the Board, for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she had when the leave was granted.

3. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in lieu of induction in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she had when the leave was granted.

4. For employees with a qualifying medical condition who is in their first year of employment and does not qualify for an FMLA:

    a. The employee shall utilize all available PTO days. After exhaustion of banked days, the remaining leave shall be unpaid.

    b. The employee shall not be granted more than their disability period.

    c. The employee and their physician shall determine when the leave shall commence. The employee shall promptly furnish a doctor's letter stipulating the commencement date and indicating the employee's physical fitness to work until the commencement date.

    d. The employee shall provide the Superintendent or designee with a physician's letter stating the termination date of such leave.

5. An employee may request unpaid parental leave for the purpose of caring for any of their children. Such requests shall be submitted to, and may be granted by the Superintendent or designee. Such leaves must terminate at the end of the semester. Upon return from such leave

the teacher shall be assigned the same or equivalent teaching position as the one held at the beginning of such leave and shall be placed at the position on the salary schedule commensurate with their teaching experience prior to such leave. Written request must be received at least thirty (30) calendar days in advance.

The district shall not pay for health, dental, and vision benefits during such unpaid leave and the per day calculation shall be based on the total workdays divided into 100% of the cost of the health, dental, and vision insurance. The employee shall be required to pay the per day rate for each unpaid leave day.

A one-year extension may be granted at the discretion of the Superintendent or designee. The District shall not pay for fringe benefits during such unpaid leave extension.

6. The Superintendent or designee may grant unpaid leaves for reasons other than those previously stated. The granting of such unpaid leaves shall be based upon a written request to the Superintendent or designee. Written request must be received at least sixty (60) calendar days in advance.

   The district shall not pay for health, dental, and vision benefits during such unpaid leave and the per day calculation shall be based on the total workdays divided into 100% of the cost of the health, dental, and vision insurance. The employee shall be required to pay the per day rate for each unpaid leave day.

7. A leave of absence is not considered a break in service for seniority purposes. See Article XV.

8. Eligibility for any kind of unpaid leave shall be dependent upon at least two years of continuous employment in the Richmond Community Schools.

9. Teachers returning from leaves shall be assigned their same positions or comparable positions. Comparable shall be defined as the area of the teacher's certification.

10. Teachers on leaves who accept other positions, or extend unnecessarily their periods of military service, or in any other way abuse this section shall automatically terminate their employment with the Richmond Community Schools.

11. Accumulated allowable days of absence shall be maintained but shall not accrue during the periods of the leave.

12. Failure to return from an approved leave shall be considered a voluntary resignation.

ARTICLE XIII
NEW TEACHERS, MENTORS, AND PERSONNEL FILES

A. District-provided new teacher professional development sessions shall be offered throughout the year to meet state-mandated hours. Employees who fail to attend the district-provided new teacher training are responsible for meeting the requirement on their own.

B. The Board shall appoint a mentor teacher for every probationary teacher during his/her first three (3) years of classroom teaching. A probationary teacher shall be defined as new to the profession, not new to the District. The mentor, insofar as possible, shall be a tenure teacher with a minimum of five (5) years of teaching experience and shall be engaged in teaching within the same grade, building, or discipline as the probationary teacher. Mentor teachers shall serve on a voluntary basis. The mentor shall not be involved in the evaluation of the probationary teacher. Mentors shall be paid a stipend of $500 for a minimum of twelve (12) hours of documented mentoring activity that support the needs of the Mentee. This stipend shall be paid in the last payroll in June provided an *Employee Time Sheet* is received in Payroll by June 10th. Time sheet must include the date, time, and nature of the activity of Mentor-Mentee time and be approved by the building principal. The Mentor and Mentee shall mutually agree upon the date and time for such mentoring activity which may occur before school, during common preparation periods, at lunch, or after school. Mentor-Mentee observations may occur during student instructional time, with prior approval of the building principal.

   If mutually agreed upon by the Association and Superintendent, a mentor may be provided for teachers who are new to the District and/or new to a grade-level/subject or building. Upon approval, Mentors shall be paid a stipend of $300 for a minimum of eight (8) hours of documented mentoring activity that support the needs of the Mentee. This stipend shall be paid in the last payroll in June provided an *Employee Time Sheet* is received in Payroll by June 10th. Time sheet must include the date, time and nature of the activity of Mentor-Mentee time and be approved by the building principal. The Mentor and Mentee shall mutually agree upon the date and time for such mentoring activity which may occur before school, during common preparation periods, at lunch, or after school. Mentor-Mentee observations may occur during student instructional time, with prior approval of the building principal.

C. Each teacher shall have the right, upon request, to review the contents of his own personnel file. A representative of the Association may, at the teacher's written request, accompany the teacher in this review. A teacher shall be advised of all materials to be inserted in their personnel file regarding reprimands, discipline, and teacher evaluations and be allowed to attach a response to said items which shall become a part of the file. Each teacher's personnel file shall contain the following minimum items of information:

   1. All teacher evaluation reports
   2. Copies of annual contracts
   3. Teacher certificate

4. A transcript of academic records

Both the Association and the District understand and agree that the provisions of this section are subject to the Michigan statutes commonly known as the *Freedom of Information Act* (FOIA).

The Board agrees that upon receipt of any FOIA concerning a bargaining unit member's personnel file, it will immediately send a copy of said request to the involved member and the Association President.

D. Any complaint made against a teacher by a parent, student, or other person will be promptly called to the attention of the teacher.

E. The provisions of this article shall not be altered nor modified by any individual teacher.

ARTICLE XIV
PROFESSIONAL BEHAVIOR

A. Teachers are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representative 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 or is professionally demeaning.

B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness, or absence, willful deficiencies in professional performance by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of same shall be promptly reported to the offending teacher.

ARTICLE XV
SENIORITY – REDUCTION NOTIFICATIONS

A. A single district-wide seniority list will be prepared, at a reasonable time following ratification of this Agreement ranking all teachers in the order of their date of beginning employment in the District as full-time teachers. In the circumstances of more than one individual beginning employment on the same date, all individuals so affected will participate in a drawing, by lot, to determine positions on the seniority list. Seniority shall be defined for purposes of this agreement as the uninterrupted anniversary date of the first workday for service in the district in which students are in attendance. Seniority will continue to accumulate when teachers are on sabbatical (or military) leaves. All seniority is lost if there is a severance of employment. Verification of seniority list must be made within thirty (30) calendar days after it has been presented.

Upon the return of a teacher from a leave during which seniority is not accumulated, the teacher shall be placed in the lottery of the list of all teachers whose seniority date is the same as the new seniority date of the returning teacher.

B. The Board and the Association will meet, upon request, to verify the seniority list.

C. The Board may provide reassigned teachers with Board paid in-services, workshops, reimbursement for new college classes, or released time for visitations, in order for the reassigned teacher to become familiar with his/her new assignment.

D. In the case of the closing of a building, the Board will:

1. Provide to the Association a list of teaching assignments available sixty (60) days preceding the closing.

2. Provide a list of displaced teachers to the Association sixty (60) days preceding the closing.

ARTICLE XVI
PROFESSIONAL COMPENSATION

A. The basic salaries of teachers covered by this Agreement are set forth in the Appendix (e.g. Schedule A), which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the designated periods.

B. Teachers who earn additional semester hours in their certification areas, or toward an advanced degree in the educational field entitling them to a lane change and presents evidence thereof to the Superintendent or designee prior to October 15th of any school year shall receive the benefit of such additional credit retroactively to the first day of the contract year. Term and quarter hours shall be equated to semester hours.

If a teacher earns additional semester hours in their certification areas, or toward an advanced degree in the educational field entitling them to a lane change after the start of the school year and present evidence thereof to the Superintendent prior to February 15th of any school year shall receive the benefit of such additional credit retroactively to the first day of the second semester.

In either case, the retroactive pay is spread over the remaining pay periods elected.

Beginning July 1, 2022, teachers taking advanced coursework from an accredited college or university may apply earned credits towards a Lane change from a BA to BA+15 or MA (formerly BA+30/MA) to MA+15. Credits earned do not need to be in a Masters or

Educational Specialist degree granting program but must be educational courses relevant for a K-12 school district.

Teachers who earned credits in a recognized Masters or Educational Specialist program from an accredited college or university shall be eligible for a Lane change from BA+15 to MA or MA+15 to MA+30/EDSP. Credits earned must be recognized in an advanced degree program for a Masters or Educational Specialist degree.

C. Each teacher shall receive, starting at the end of their 8th year of service as a teacher with Richmond Community Schools, on the last pay period in June:

8-9 years	$ 250.00
10-14 years	$ 500.00
15-19 years	$ 750.00
20-24 years	$ 1,500.00
25-29 years	$ 2,500.00
30+ years	$ 3,500.00

D. If a teacher accepts a permanent teaching assignment during his/her preparation period or outside the normally scheduled school day, the teacher will be paid at a rate based on one-seventh (1/7) of his/her regular teacher's salary.

A teacher's daily rate will be determined by dividing his/her annual wage by the teacher's duty days. The daily rate will be divided by 1/7 to determine the hourly rate.

E. The District and the Association recognize that emergency situations occur in which substitute teachers may be in short supply. Positions shall be filled by available members on a rotating schedule. Teachers shall be paid $40.00 per missed preparation period.

F. Teachers required in the course of their work to drive personal automobiles from one school building to another school will receive the IRS rate per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district, if preapproved. The Board shall provide liability insurance protection for teachers when their personal automobiles are used as provided in this section. Mileage shall be calculated from the teacher's assigned building for the day to the approved destination.

G. Teachers retiring will receive a terminal leave payment of sixty dollars ($60) per year of accumulated seniority. A teacher must have a minimum of ten (10) years seniority to qualify. Seniority is defined in Article XV.

In lieu of the above, a teacher may choose to participate in the terminal pay program.

1. After ten (10) years of continuous service, the Board will match up to a maximum of $60 per fiscal year deductions for tax sheltered annuities.

2. After twenty (20) years of continuous service the Board will match up to a maximum of $120 per fiscal year deductions for tax sheltered annuities.

3. After thirty (30) years of continuous service the Board will match up to a maximum of $180 per fiscal year deductions for tax sheltered annuities.

	Option 1	Option 2	
	Terminal Leave Payment	Employee contribution to Tax Shelter Annuity	District contribution to Tax Shelter Annuity (Match)
10+-20 Years	$60 per year	Up to $60 per year	Up to $60 per year
20+-30 Years	$60 per year	Up to $120 per year	Up to $120 per year
30+ Years	$60 per year	$180.00 per year	$180.00 per year

H. Teachers may elect to receive their salary on one of two (2) plans as follows:

1. Twenty-four (24) equal payments including checks during July and August (i.e., September 10th through August 25th).

2. Twenty (20) equal payments during the months of the school year (i.e., September 10th through June 25th).

When a regular pay date falls during a school recess period, Employees shall be paid on their regularly scheduled pay date. If a regular pay date falls on a weekend, then the employee shall be paid the Friday before the regular pay date. Each employee shall be provided with an itemized statement of his earnings and of all deductions made for any purpose.

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

I. Pay for unused PTO days at retirement – Teachers who notify the District prior to Spring Break of their retirement at the end of the school year, shall be entitled to 50% of their accumulated unused PTO days at a rate of 30% of their daily wage at retirement. Unused PTO day pay-out shall be deposited into a District-approved annuity provided on or before June 25th.

A teacher retiring at the end of a quarter or semester grading period and gives the district a four (4) month notice, will be eligible for the retirement payout.

Example	Base Salary	Daily Rate (184 Days)	30% of Daily Rate	# of Sick Days	50% of Sick Days	Payout
BA	$79,580	$432.50	$129.75	180	90	$11,677.50
BA+15	$83,084	$451.54	$135.46	180	90	$12,191.67
MA	$86,577	$470.53	$141.16	180	90	$12,704.23
MA+15	$91,667	$498.19	$149.46	180	90	$13,451.14
MA+30/Ed.S.	$96,897	$526.61	$157.98	180	90	$14,218.58

Teachers who utilize no more than two (2) PTO days in the 365 calendar days prior to their retirement date shall receive an additional $10 per day for 50% of unused PTO days.

50% of 180 sick days equals 90 PTO days
90 sick days x $10 equals $900

J. If any salary/wage or benefit provisions of this Agreement is nullified or modified by an action of any government agency, as a result of the institution or reinstitution of any form of wage and benefit controls, the parties hereto shall meet to negotiate those provisions of the Agreement affected by such government action.

K. A joint committee will review making possible additions/deletions to the present annuity (403b) carriers as needed. The committee shall consist of no more than five (5) members appointed by the Association President and no more than five (5) members appointed by the Board. It is understood that members who are presently participating in a district annuity program may not contribute additional funds to a carrier if the committee eliminates it from the list of carriers. The Business Manager and Association President (or their designees) shall co-chair the committee and mutually agree to the committee's recommendations.

L. Teachers attending extra school sponsored in-service or curriculum development programs, including School Improvement Committee meetings, approved in advance by the Superintendent or designee, outside of the regular school workday, Saturday, or summer will be compensated at $30.00 per hour. Such activities will be voluntary.

ARTICLE XVII
INSURANCE PROTECTION

The Board of Education shall solicit bids on insurance programs, as required by law.

The Board shall provide all insurance benefits listed in Section A for a full twelve-month period of each school year for all teachers in the bargaining unit, except for those teachers electing benefits under Section B. below.

Section A.

The District shall pay the premium for Health Insurance, up to the legislative "Hard Cap," and 100% of the premium of Dental, Vision, Life Insurance, AD&D, and LTD Benefit for *Option 1, Option 2,* or *Option 3* below.

OPTION 1 - MESSA Choices (EG)

Medical:

In Network Deductible:	$500/$1000
IN Coinsurance:	0%
OON Deductible:	$1000/$2000
IN Copay (OV/SV/UC/ER)	$20/$20/$25/$50
RX Coverage:	5-Tier Rx
Rider Included:	None
Life Insurance	$5,000
AD&D Insurance	$5,000

Dental:

Class I:	80% (e.g. Diagnosis/Preventative)
Class II:	80% (e.g. X-Rays)
Class III:	80% (e.g. Major Services)
Annual maximum:	$1200
Class IV:	80% (e.g. Orthodontics)
Lifetime Maximum:	$1200
Rider Included:	2 Cleanings

Enhanced dental benefits for impaired dependents

Vision:	VSP 2 S
Term Life Insurance:	$60,000
AD&D Insurance:	$60,000

OPTION 2 - MESSA ABC PLAN 1 (7V)

Medical:

In Network Deductible*:	$1650/$3300
IN Coinsurance:	0%
OON Deductible*:	$3300/$6600
IN Copay (OV/SV/UC/ER)	N/A
RX Coverage:	ABC RX**
Rider Included:	HEQ
Life Insurance	$5,000
AD&D Insurance	$5,000

*Deductible is subject to change each Jan. 1 according to IRS rules governing.

**Effective January 1, 2026, ABC RX will change to 3-Tier Rx

Dental:

Class I:	80% (e.g. Diagnosis/Preventative)
Class II:	80% (e.g. X-Rays)
Class III:	80% (e.g. Major Services)
Annual maximum:	$1200
Class IV:	80% (e.g. Orthodontics)
Lifetime Maximum:	$1200
Rider Included:	2 Cleanings

Enhanced dental benefits for impaired dependents

Vision:	VSP 2 S
Term Life Insurance:	$60,000
AD&D Insurance:	$60,000

OPTION 3 - MESSA ABC PLAN 1 with 20% Coinsurance (FB)

Medical:

In Network Deductible*:	$1650/$3300
IN Coinsurance:	20%
OON Deductible*:	$3300/$6600
IN Copay (OV/SV/UC/ER)	N/A
RX Coverage:	5-Tier Rx
Rider Included:	HEQ
Life Insurance	$5,000
AD&D Insurance	$5,000

*Deductible is subject to change each Jan. 1 according to IRS rules governing

Dental:

Class I:	80% (e.g. Diagnosis/Preventative)
Class II:	80% (e.g. X-Rays)
Class III:	80% (e.g. Major Services)
Annual maximum:	$1200
Class IV:	80% (e.g. Orthodontics)
Lifetime Maximum:	$1200
Rider Included:	2 Cleanings

Enhanced dental benefits for impaired dependents

Vision:	VSP 2 S
Term Life Insurance:	$60,000
AD&D Insurance:	$60,000

Section B

Teachers not electing insurance benefits as described in Section A above shall be provided by the Board with the following insurance benefits, for a full twelve-month period of each

school year. The District shall pay 90% of the premium for Dental and Vision Insurance and 100% of AD&D and Life Insurance.

OPTION 4 – MESSA PAK B

Medical: Notwithstanding any other provision of the contract in the contrary, the Richmond Community Schools shall provide a cash option in lieu of health insurance. The cash amount shall be 55% of the cost of PAK B per month. The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. Said plan document shall be approved by the Association.

The amount of the cash received may be applied by the bargaining unit member to a Tax-Deferred Annuity. To elect a Tax-Deferred Annuity, the bargaining unit member shall enter into a salary reduction agreement.

Dental:

Class I:	80% (e.g. Diagnosis/Preventative)
Class II:	80% (e.g. X-Rays)
Class III:	80% (e.g. Major Services)
Annual maximum:	$1500
Class IV:	80% (e.g. Orthodontics)
Lifetime Maximum:	$1500
Rider Included:	2 Cleanings
Enhanced dental benefits for impaired dependents	

Vision:	VSP 3 G
Term Life Insurance:	$75,000
AD&D Insurance:	$75,000

Section C

The Board shall provide, without cost to the Association member the following:

LTD Benefit:	66 2/3% Max of $5,000
Waiting Period:	90 CDMF
Alcohol/Drug:	Same as any other illness
Mental/Nervous:	Same as any other illness
Soc. Sec. Offset:	Family
Own Occupation	2 Years
Pre-Existing Condition:	Yes
COLA:	No
SS Freeze:	Yes

Section D.

The Board may bid coverage annually on identical MESSA-PAC specifications. and may choose another insurance carrier if the total savings between the packages exceeds 2%.

Section E.
Fringe benefits for teachers working less than full-time shall be pro-rated, i.e., a half-time teacher will receive one-half of the benefits.

Section F.
If a national health insurance program is instituted by action of Congress or any government agency during the life of this Agreement, the parties hereto shall meet to renegotiate this Article.

In all times above, the provisions of the group policy and the rules and regulations of the carrier will be governed to the commencement and duration of benefits, nature and amount of benefits, and all other aspects of coverage.

ARTICLE XVIII
SPECIAL ASSIGNMENTS

A. Teachers involved in voluntary extra duty assignments as set forth in Schedule B shall receive as additional remuneration.

B. Assignments and re-assignment to Extra Duty Assignments shall be made annually. Continuing tenure shall not apply to these assignments.

C. If a varsity head coaching position is vacated, all assistant high school coaches are terminated at the end of the season. A newly hired varsity head coach may participate to provide input in the selection of assistant coaches, based upon qualifications set by the Board. All former assistants who apply for the positions may be interviewed by the new head coach and the Superintendent or designee.

D. A teacher in an extra pay position may be granted a leave from that position for up to one school year for reasons of emergency upon written request to the Superintendent or designee.

ARTICLE XIX
SUBSTITUTE CALLS AND EMERGENCY SCHOOL CLOSINGS

The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call to report unavailability for work. Such report shall take place at least one (1) hour prior to the teacher's regular reporting time. Once a teacher has reported unavailability, it shall be the responsibility of the building administration to arrange for a substitute teacher.

In cases of emergency school closing, the Board shall endeavor to notify radio stations no later than one (1) hour prior to the time the first teachers are due to report for work and use the teacher

fan-out system. In such cases, when students are not required to attend school, teachers may report for work at their discretion. Teachers will be paid for such day at their regular rate of pay if the teacher is at home or at school. Such days will be made up in accordance with Article XX.

The parties agree that should there be a need to close school during the examination days the Union and Superintendent or designee shall meet to develop a mutually agreed upon schedule that reflects the instructional best interest of the students.

ARTICLE XX
CALENDAR

In case of emergency school closing, the Board shall endeavor to notify radio stations not later than one (1) hour prior to the time the first teachers are due to report for work and use the teacher fan-out system. In the event that pupil instructional days have been cancelled due to conditions not within the control of the Board, instructional days shall be rescheduled to comply with MCL388.1701.

The Superintendent or his designee will endeavor to delay the start of the school day when possible. The Superintendent or his/her designee will determine, at his/her discretion, when a delayed start is warranted. Class schedules and duration of classes will be determined by the Administration. In no event will classes end later than 3:45 p.m.

Any scheduled PTO days in the absences management system shall be applied to the teacher's available leave if students and staff are in session, but the instructional day did not count due to attendance.

If MCL388.1701 as amended, is modified, or repealed so as not to require rescheduling of student days, this article shall be null and void.

The Middle School Counselor shall work five (5) days prior to the start of the contractual teacher start day and three (3) days after the end of the contractual teacher end day. Any additional days before or after the school year shall be paid at the Counselor's per diem rate. The Counselor may not utilize available leave time for these eight days unless there is an emergency.

The High School Counselor shall work seven (7) days prior to the start of the contractual teacher start day and five (5) days after the end of the contractual teacher end day. Any additional days before or after the school year shall be paid at the Counselor's per diem rate. The Counselor may not utilize available leave time for these twelve days unless there is an emergency.

Compensation for these additional days shall be:

- 50% of the days paid at the counselor's per diem rate and
- 50% of the days as compensatory days.

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Compensation for these additional days shall be:

- 50% of the days paid at the counselor's per diem rate and
- 50% of the days as compensatory days.

Compensatory days shall be mutually agreed upon by the counselor and Superintendent or designee by September 10th of each school year and entered into the district's absence management system (i.e. Red Rover) as "Compensatory Day". Changes to compensation days may be made with mutually agreement.

Compensatory days shall not be taken on any days listed in Article 9, Personal Time Off (PTO), and shall not be taken after May 1 of a given school year. Furthermore, compensatory days shall not be taken:

- the first two (2) weeks of school.
- the first week of second semester.
- the last week of either semester.
- on final exam days.
- on National or State (i.e. M-STEP, SAT, WorkKeys, PSAT, NMSQT, etc.) testing days.
- on Advanced Placement (AP) testing days.

A maximum of two (2) compensatory days may be taken consecutively.

ARTICLE XXI
STUDENT DISCIPLINE AND TEACHER PROTECTION

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

B. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary action and methods invoked by them shall be reasonable and just.

C. A teacher may exclude a pupil from one class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing. The administrator shall provide to the teacher a written explanation of the action taken by the principal and of any follow-up the principal may expect from the teacher.

D. The employer recognizes the need to have reasonable rules established for student conduct. At the beginning of each school year, the district will publish to all students and staff of the district a copy of all rules of conduct for students as shall be in effect at the time. Any change in the rules during the school year shall be similarly published before said rules shall become effective. Students enrolling after the beginning of the year will be provided a copy of the rules by the administration on or before the student's first day of attendance. In addition to the rules set forth above, subject to prior approval of the administration, each teacher may establish additional rules for students during the time said students are in his/her charge. Such teacher-imposed rules shall be published to the students with an indication of penalty for violation of each such rule.

E. Teachers may use such reasonable physical force as may be necessary to:

1. Protect himself/herself, pupils or others from physical injury.
2. Obtain possession of a weapon or other dangerous objects upon or within the control of a pupil.
3. Protect property from physical damage.

F. Teachers may use reasonable physical force for the purposes set forth in Section E above but shall not be obligated to risk his/her safety to perform such function.

G. Teachers shall not inflict, threaten to inflict or cause to be inflicted corporal punishment. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.

H. Any case of assault upon a teacher which has its inception in a school centered problem shall be reported immediately in writing to the Superintendent or his designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher and judicial authorities. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.

I. If a civil law suit is filed against a teacher as a result of disciplinary action taken by a teacher with a pupil while the teacher is acting in proper performance of his/her duties for the Board of Education, to the extent that coverage therefore does not exist under the teacher's professional liability coverage, the Board or its insurer will provide legal counsel for the defense of any such suit or complaint and the Board of Education will render all reasonably necessary assistance to the teacher in his/her defense such as but not by way of limitation, granting leave to the teacher for court appearances, payment of court costs in cases where the defense prevails, excusing the absence of pupils who may be called as witnesses.

J. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

K. The Board will reimburse teachers, not to exceed the teacher's deductible, for any loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises, if caused by a deliberate act of vandalism or malicious mischief, which has its inception in discipline of a student or as a result of rendering assistance in emergencies. If no deductible, then the Board shall use *"rule of reason"*.

L. No complaint by a parent of a student directed toward a teacher shall be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

M. Procedure for suspension of students from school shall be distributed to students, teachers and parents each year. School authorities will endeavor to achieve correction of students' misbehavior through counseling and interview with the child and his parents when warranted. Transfer of the student to another teacher or other measures, short of suspension, will first be exhausted.

ARTICLE XXII
CONTRACT ADMINISTRATION AND CONSULTATION ON POLICY

A. A time on the last Wednesday school is in session each month shall be reserved for a meeting of central office representatives of the Board and representatives of the Association to discuss district-wide matters of mutual concern, including administration of the contract. The Association and Board representatives will provide the agenda they wish to discuss on the Friday preceding the Wednesday meeting. If, by mutual consent, a meeting is not necessary, such meeting will be cancelled. These meetings are not intended to bypass the grievance procedure; however, if mutually agreeable to representatives of both parties, items discussed and agreed to in such session that would form the basis of an appropriate provision in the Master Agreement may be processed through the normal ratification process and made a part of the Master Agreement.

B. The Association shall designate at least one (1) teacher in each school as Association Building Representative (A.R.). The Principal and the Association Building Representative shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. A summary shall be provided to the Association President and Superintendent or designee within seven (7) calendar days of each meeting. These meetings are not intended to bypass the grievance procedure.

C. The Administration shall keep the Association informed by using these meetings to discuss anticipated changes in areas of educational programs, construction, or fiscal affairs.

D. Nothing in this Article is construed to prevent emergency meetings when called by mutual consent.

ARTICLE XXIII
PROFESSIONAL GRIEVANCE PROCEDURE

A. DEFINITION OF GRIEVANCE

A "grievance" is a dispute or difference of opinion raised by an employee or Union, which is believed to be a violation or misinterpretation of any of the provisions of this Agreement. The "grievant" is the employee(s) or Union making the claim. The term "employee" shall also mean a group of employees having the same grievance. If the grievance is filed by the Union or group of employees, all communication regarding the grievance, including responses, shall be shared with the Union and employees named in the grievance.

B. Most grievances arise from instances of misunderstanding or problems that should be settled promptly and satisfactorily on an informal basis at the work level before they become a formal grievance. It is mutually agreed that all grievances arising under and during the terms of this Agreement shall be settled in accordance with the following procedure.

C. STEP 1 – VERBAL (IMMEDIATE SUPERVISOR):

Within seven (7) calendar days of the possible grievance occurring, or knowledge thereof, the employee, and if requested the Union, will discuss the concern with the immediate supervisor with the objective of resolving the matter informally.

Settlements reached must not be inconsistent with the terms and conditions of this Agreement.

STEP 2 – WRITTEN (IMMEDIATE SUPERVISOR):

In the event a grievance is not resolved by oral discussion with the employee's immediate supervisor, then the Grievant or Grievance Chair shall submit the grievance in writing to their immediate supervisor within seven (7) calendar days after Step 1.

Written grievances shall contain the following:

- It shall be signed by the grievant or grievants;
- It shall be specific;
- It shall contain a synopsis of the facts giving rise to the alleged violation;
- It shall cite the section or subsections of this contract alleged to have been violated;
- It shall contain the date of the alleged violation;
- It shall specify the relief requested.

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

The supervisor shall email their decision to the employee and Grievance Chair, cc: the Director of Human Resources, within seven (7) calendar days after the grievance has been presented to them.

STEP 3 – DIRECTOR OF HUMAN RESOURCES AND UNION

If the grievance has not been settled, it shall be presented by the Union in writing to the Director of Human Resources within seven (7) calendar days after the supervisor's response is received.

A meeting shall be scheduled within seven (7) calendar days between the Union, grievant(s), and Director of Human Resources in an attempt to resolve the issue.

The Director of Human Resources shall render a decision in writing within fourteen (14) calendar days of the meeting the Grievant(s) and Grievance Chair.

STEP 4 – MEDIATION

If a disposition is not rendered within the above time limits or is not satisfactory to the grievant(s), the grievance may be processed, within seven (7) calendar days, to mediation with a Michigan Employment Relations Commission appointed mediator. The mediation meeting shall occur within thirty (30) days of Step 3 notification unless this time frame is mutually extended by the parties. If the grievance is resolved at Step 4, the disposition shall be reduced to writing.

STEP 5 – ARBITRATION

If the grievance remains unresolved at the conclusion of Step 4, it may be submitted for arbitration at the request of the Union, provided written notice of the request for submission to arbitration is delivered to the Superintendent/designee within fourteen (14) calendar days of the date of the written decision of Step Four. The arbitrator shall then be selected according to the rules of the American Arbitration Association. The rules of the AAA shall govern the proceedings, and the process shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681, et. seq. The arbitrator shall be selected in accordance with AAA's rules.

Each party shall bear its own legal costs, however the filing fee shall be paid by the Union and the arbitrator's bill shall be paid by the losing party. If the arbitrator's decision does not award all of requested relief by the Union, the arbitrator shall apportion the parties' fees and expenses within the AAA guidance rules.

1. Arbitrator's Powers and Authority:

a. The arbitrator shall be empowered, except as his/her powers are limited below, to make a decision in cases of alleged violation, misinterpretations, or misapplication of the specific articles and/or sections of this agreement. The arbitrator shall also have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement. The arbitrator shall also have no power to establish salary scales, change any salary figures in this agreement or increase or change staffing requirements as established by the district.

b. The arbitrator's power shall be limited to deciding whether the district has violated an article(s) and/or section(s) of this agreement. It is agreed the arbitrator shall have no power to change any policy or rule of the district through substituting his/her judgment for that of the district as to the reasonableness of any policy, rule or any action taken by the district.

c. The arbitrator shall have the power to render a monetary award that provides to a grievant(s) compensation he/she would have received under this agreement. However, the arbitrator shall have no power to make a monetary award that provides for compensation not specifically provided for in this agreement. The arbitrator shall have no power to award consequential or other damages, interest, or attorney fees.

d. In rendering the decision of the grievance, the arbitrator shall give full recognition to the management rights from Article 3 and the arbitrator shall have no power to overturn any management decisions based on those rights.

e. The arbitrator's decision shall be submitted in writing and shall set forth their findings as to the acts and their interpretation of the agreement.

f. If an arbitrator in rendering an award exceeds the authority specifically delegated by this agreement, the award shall be unenforceable if so determined by a court of competent jurisdiction.

g. The decision of the arbitrator, if within the scope of their authority, as set forth above, shall be final and binding.

D. Rights of Employee to Representation

1. Any party of interest maybe represented by the Union at all meetings and hearings at any level of the grievance procedure.

2. The Union shall have the right to be present and to state its views at the adjustment of the grievance.

E. Miscellaneous

1. A grievance may be withdrawn at any level. Withdrawal of the grievance shall terminate the grievance.

2. Decisions rendered at all levels shall be in writing and shall be promptly transmitted to the grievant, Union and Director of Human Resources.

3. No reprisals of any kind shall be taken by or against any party in interest or any participant in the grievance procedure by reason of such participation.

4. No document, communication, or record dealing with a grievance shall be filed in the personnel file of the grievant. Except in disciplinary matters, the documentation of the discipline may be filed until such time as it has been deemed unwarranted through the grievance process.

5. Upon written request, all information and records pertaining to the grievance shall be made available to the District and the Union.

6. Failure of the aggrieved person or Union to comply with the foregoing procedures cancels the grievance. More specifically, failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and bar any further appeal.

7. Grievances shall be processed outside of regular student school day, when possible, and may be processed during lunch and preparation periods.

8. The time limits provided in this Article shall be strictly observed unless extended by written agreement of these parties. The grievance timelines shall not include the December Holiday Break, Spring Break or the month of July.

9. Forms for filing and processing grievances shall be developed by the Union and District, and published under the Human Resources section of the district website. If the agreed upon form is routable, then the Superintendent and Executive Director for the Union shall be added to the grievance notification process.

10. The parties agree to exchange all information and documentation, cite all article violations, and identify all potential witnesses.

F. Expiration of Agreement

Notwithstanding the expiration of this Agreement, any claim or grievance which arose during the term of this Agreement shall be processed through the grievance procedure until resolution.

ARTICLE XXIV
MISCELLANEOUS PROVISIONS

A. This Agreement shall constitute the full and complete contractual commitments between both parties and may be altered, changed, added, to, deleted from or modified only through the voluntary, mutual consent of the parties in writing and signed amendments to this Agreement.

B. This Agreement shall supersede any rules, regulations or practices of the board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain rights should they be copyrighted or sold by the District. However, the district shall have unlimited access and use of all materials without cost to the District.

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

E. The cost of publication of this contract will be shared equally by the Board and the Association. Copies of this contract will be distributed to all members of the Association within thirty (30) calendar days of ratification and one (1) electronic copy will be supplied to the Association for Local 1 use.

F. Pursuant to the Local Government and School District Fiscal Accountability Act, being Public Act 4 of 2011, an emergency financial manager may be appointed to the district if the district is considered to be in financial stress for a reason delineated in Section 13 (30 of Public Act 4 of 2011).

   If an emergency financial manager is appointed to the district, the emergency financial manager shall have the authority to reject, modify, or terminate this CBA. An emergency manager's decision to reject, modify or terminate this agreement is a prohibited subject of bargaining.

G. Bargaining unit members shall be required to submit weekly lesson plans to their building principal(S). The template and/or format of lesson plans shall be determined by the building principal with input from the Association building representatives. All lesson plans shall contain the state curriculum standard being taught and the student engagement activity (Section 380.1249) for each subject at the elementary level and each assigned class at the secondary level.

ARTICLE XXV
TEACHER DISCIPLINE

A. Probationary teachers are at-will employees.

B. Tenured teachers may be disciplined for reasons that are not arbitrary or capricious. The District reserves the right to apply disciplinary measures that are proportionate to the nature and seriousness of the infraction.

   While not all situations require each step to be followed in order, the District agrees to implement the concept of progressive discipline for disciplinary decisions. Progressive discipline, as appropriate to the disciplinary infraction, may include:

   - Verbal warning
   - Written warning
   - Written reprimand
   - Unpaid suspension
   - Discharge

C. All discipline will be in writing and placed in an individual's personnel file and the teacher will be forwarded a copy. Non-disciplinary directives will not be placed in an individual's personnel file.

D. While all employees will have Weingarten rights, Tenured teachers will have Loudermill and Weingarten rights.

E. Tenured teachers can pursue all available remedies under the Michigan Teachers' Tenure Act.

F. The discipline, discharge, or non-renewal of a probationary teacher shall not be subject to the grievance procedure.

G. Tenured teachers may only grieve discipline up to Level 4 (Mediation Level). However, tenured teachers may grieve discipline up to arbitration for suspensions without pay for more than three (3) days.

ARTICLE XXVI
DURATION OF AGREEMENT

This Agreement shall be effective September 1, 2025 and continue in effect until August 31, 2028. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year written below:

Dated this 23 day of June 2025.

BOARD OF EDUCATION
RICHMOND COMMUNITY SCHOOLS

BY _____
Brian J. Walmsley, Ed.S.
Superintendent

BY _____
Billie Sczepaniak
Director of Curriculum and
Educational Services

MEA-NEA LOCAL 1 - RICHMOND
EDUCATION ASSOCIATION

BY _____
Timothy Couto, Ed.S.
Local I Chief Negotiator

BY _____
Cheryl Jahr
President
Richmond Education Association

BY _____
Kristie Cramton
Vice President
Richmond Education Association

Schedule A – Salary

2025-26 School Year

- Add STEP 14.0
- One Full STEP (i.e., 1.0)
- Three percent (3%) on-schedule, as outlined below

STEP	BA	BA+15	MA	MA+15	MA+30/EDSP
1.0	$42,814	$44,505	$46,179	$48,002	$50,236
1.5	$43,789	$45,538	$47,287	$49,238	$51,389
2.0	$44,766	$46,577	$48,397	$50,472	$52,544
2.5	$45,802	$47,684	$49,562	$51,768	$53,974
3.0	$46,835	$48,786	$50,733	$53,065	$55,400
3.5	$47,939	$49,950	$51,884	$54,424	$56,893
4.0	$49,041	$51,116	$53,197	$55,785	$58,389
4.5	$50,214	$52,347	$54,489	$57,212	$59,944
5.0	$51,383	$53,579	$55,785	$58,642	$61,493
5.5	$52,614	$54,877	$57,149	$60,141	$63,113
6.0	$53,847	$56,172	$58,514	$61,636	$64,736
6.5	$55,144	$57,537	$59,946	$63,193	$66,424
7.0	$56,443	$58,895	$61,370	$64,747	$68,109
7.5	$57,799	$60,330	$62,863	$66,369	$69,867
8.0	$59,159	$61,761	$64,355	$67,993	$71,621
8.5	$60,584	$63,254	$65,910	$69,678	$73,439
9.0	$62,012	$64,747	$67,464	$71,357	$75,259
9.5	$63,464	$66,303	$69,089	$73,117	$77,201
10.0	$64,998	$67,861	$70,713	$74,871	$79,142
10.5	$66,948	$69,896	$72,834	$77,116	$81,516
11.0	$68,622	$71,644	$74,655	$79,044	$83,555
11.5	$70,338	$73,434	$76,522	$81,020	$85,643
12.0	$72,096	$75,270	$78,435	$83,046	$87,784
12.5	$73,898	$77,152	$80,396	$85,121	$89,979
13.0	$75,745	$79,080	$82,405	$87,250	$92,228
13.5	$77,639	$81,058	$84,465	$89,431	$94,533
14.0	$79,580	$83,084	$86,577	$91,667	$96,897

2026-27 School Year

- Remove STEP 1.0
- Add STEP 14.5 and STEP 15.0
- One Full STEP (i.e., 1.0)
- Two-and-a-half percent (2.5%) on-schedule, as outlined below

STEP	BA	BA+15	MA	MA+15	MA+30/EDSP
~~1.0~~					
1.5	$44,884	$46,677	$48,469	$50,469	$52,673
2.0	$45,885	$47,741	$49,607	$51,734	$53,858
2.5	$46,947	$48,876	$50,801	$53,062	$55,323
3.0	$48,006	$50,006	$52,001	$54,391	$56,785
3.5	$49,138	$51,199	$53,181	$55,785	$58,315
4.0	$50,267	$52,394	$54,527	$57,179	$59,848
4.5	$51,469	$53,655	$55,851	$58,643	$61,443
5.0	$52,667	$54,918	$57,179	$60,108	$63,030
5.5	$53,930	$56,249	$58,577	$61,644	$64,691
6.0	$55,194	$57,576	$59,977	$63,177	$66,354
6.5	$56,523	$58,975	$61,445	$64,772	$68,084
7.0	$57,854	$60,368	$62,905	$66,366	$69,811
7.5	$59,244	$61,838	$64,435	$68,028	$71,614
8.0	$60,638	$63,305	$65,964	$69,693	$73,412
8.5	$62,098	$64,836	$67,557	$71,420	$75,275
9.0	$63,562	$66,366	$69,151	$73,141	$77,140
9.5	$65,051	$67,961	$70,817	$74,945	$79,131
10.0	$66,623	$69,557	$72,480	$76,742	$81,121
10.5	$68,622	$71,643	$74,655	$79,044	$83,554
11.0	$70,337	$73,435	$76,522	$81,020	$85,643
11.5	$72,096	$75,270	$78,435	$83,045	$87,785
12.0	$73,898	$77,152	$80,395	$85,122	$89,978
12.5	$75,746	$79,081	$82,406	$87,249	$92,228
13.0	$77,639	$81,057	$84,465	$89,432	$94,534
13.5	$79,580	$83,084	$86,577	$91,667	$96,897
14.0	$81,570	$85,161	$88,741	$93,958	$99,319
14.5	$83,609	$87,291	$90,960	$96,307	$101,802
15.0	$85,699	$89,473	$93,234	$98,715	$104,347

2027-28 School Year

- Remove STEP 1.5 and STEP 2.0
- Add STEP 15.5 and STEP 16.0
- One Full STEP (i.e., 1.0)
- Two-and-a-half percent (2.5%) on-schedule, as outlined below

STEP	BA	BA+15	MA	MA+15	MA+30/EDSP
~~1.0~~					
~~1.5~~					
~~2.0~~					
2.5	$48,121	$50,098	$52,071	$54,389	$56,706
3.0	$49,206	$51,256	$53,301	$55,751	$58,204
3.5	$50,366	$52,479	$54,511	$57,179	$59,773
4.0	$51,524	$53,704	$55,891	$58,609	$61,345
4.5	$52,756	$54,997	$57,248	$60,109	$62,979
5.0	$53,984	$56,291	$58,609	$61,611	$64,606
5.5	$55,278	$57,656	$60,042	$63,185	$66,308
6.0	$56,573	$59,016	$61,477	$64,757	$68,013
6.5	$57,936	$60,450	$62,981	$66,392	$69,786
7.0	$59,300	$61,877	$64,477	$68,025	$71,557
7.5	$60,726	$63,384	$66,045	$69,729	$73,404
8.0	$62,154	$64,888	$67,613	$71,436	$75,247
8.5	$63,651	$66,457	$69,246	$73,206	$77,157
9.0	$65,152	$68,025	$70,879	$74,970	$79,069
9.5	$66,677	$69,660	$72,587	$76,818	$81,109
10.0	$68,289	$71,296	$74,292	$78,661	$83,149
10.5	$70,337	$73,434	$76,522	$81,020	$85,643
11.0	$72,096	$75,271	$78,435	$83,046	$87,785
11.5	$73,899	$77,151	$80,396	$85,121	$89,979
12.0	$75,746	$79,081	$82,405	$87,250	$92,228
12.5	$77,639	$81,058	$84,466	$89,431	$94,534
13.0	$79,580	$83,084	$86,577	$91,667	$96,897
13.5	$81,570	$85,161	$88,741	$93,958	$99,319
14.0	$83,609	$87,291	$90,960	$96,307	$101,802
14.5	$85,699	$89,473	$93,234	$98,715	$104,347
15.0	$87,842	$91,710	$95,565	$101,183	$106,956
15.5	$90,038	$94,002	$97,954	$103,712	$109,630
16.0	$92,289	$96,352	$100,403	$106,305	$112,371

Upon the expiration of the contract no STEP may occur unless a successor agreement is negotiated.

Course-related Responsibilities

Teachers assigned to course-related responsibilities that extend beyond their regular contractual work schedule shall receive additional compensation as specified herein. This compensation is provided in addition to their Schedule A salary, which shall be disbursed over twenty (20) or twenty-four (24) pays, as elected by the employee.

Eligible duties for additional compensation include, but are not limited to: planning, organizing, and supervising concerts, performances, parades, art exhibitions, Career and Technical Education (CTE) Advisory Committee meetings and competitions, and other events directly tied to the curriculum of the courses assigned to the teacher.

This supplemental compensation is intended to acknowledge the additional time, effort, and responsibilities required to coordinate and oversee these curricular activities outside of the teacher's standard workday.

Elementary (Grades K-5)	
Art Teacher. • At least one (1) art show AND related art exhibitions and/or competitions, if applicable.	$1,000.00
Choir/Music Teacher. • If K-5 Specials model is scheduled to be "yearlong courses", at least one (1) concert shall be scheduled each semester for each grade. With the administrator's approval, up to two (2) grade levels may be combined. • If K-5 Specials model is scheduled as "mini courses," i.e. 6–8-week courses, at least one (1) concert shall be scheduled prior to the last day of each "mini". • If the music concerts are scheduled during the day, no stipend is paid.	$150.00 per Grade Level for a maximum of $1,800
Middle School (Grades 6-8)	
Art Teacher. • At least one (1) art show AND related art exhibitions and/or competitions.	$1,500.00
Band Teacher. • At least one (1) concert shall be scheduled each semester AND participation in Michigan School Band and Orchestra Association (MSBOA), or an equivalent organization, individual and group events.	$1,500.00

Choir/Music Teacher. • At least one (1) concert shall be scheduled each semester AND participation in Michigan School Vocal Music Association (MSVMA), or an equivalent organization, individual and group events.	$1,500.00

High School (Grades 9-12)

Art Teacher. • At least one (1) art show AND related art exhibitions and/or competitions.	$2,000.00
Band Teacher. • At least one (1) concert shall be scheduled each semester AND participation in Michigan School Band and Orchestra Association (MSBOA), or an equivalent organization individual and group events..	$2,000.00
Choir/Music Teacher. • At least one (1) concert shall be scheduled each semester AND participation in Michigan School Vocal Music Association (MSVMA), or an equivalent organization, individual and group events. In addition, participation in local, state, and/or national events.	$2,000.00
Marching Band Teacher. • Pre-game and half-time performances at home football games AND participation in local, state, and/or national parades.	$2,000,00
CTE Teachers. • At least two (2) advisor meetings AND participation in student leadership and/or competitions.	$1,000.00

Failure to fulfill assigned course-related duties may result in disciplinary action in accordance with the provisions of this Agreement and applicable District policies.

The District and the Union acknowledge that the assignment of course-related duties is non-precedent setting. While such duties may remain consistent from year to year, the parties recognize that they may also vary based on curricular needs, program changes, or other relevant factors.

Schedule B– Compensation for Co-Curricular Assignments

At the District's discretion to run, the Schedule B Co-Curricular Assignments shall be paid as follows:

Elementary School	Step 1	Step 2	Step 3	Step 4	Step 5
Additional Club, not listed below	$578	$693	$809	$924	$1,040
District Newsletter Liaison	$578	$693	$809	$924	$1,040
FIRST Lego League, Jr.	$1,733	$1,733	$1,733	$1,733	$1,733
FIRST Lego League	$1,733	$1,733	$1,733	$1,733	$1,733
Geography Bee	$578	$693	$809	$924	$1,040
Green Club	$578	$693	$809	$924	$1,040
K-Club	$578	$693	$809	$924	$1,040
Lego Club	$578	$693	$809	$924	$1,040
Lego Club, Assistant	$578	$693	$809	$924	$1,040
March is Reading Month Chairperson	$275	$303	$330	$358	$385
School Improvement Chairperson	$2,310	$2,599	$2,888	$3,177	$3,465
Science Olympiad	$578	$693	$809	$924	$1,040
Social Studies Olympiad	$578	$693	$809	$924	$1,040
Spanish Club	$578	$693	$809	$924	$1,040
Spelling Bee	$578	$693	$809	$924	$1,040
Student and Staff Health & Wellness Chairperson	$578	$693	$809	$924	$1,040
Student Council/Government	$578	$693	$809	$924	$1,040
Website and Social Media Coordinator	$578	$693	$809	$924	$1,040
Middle School	Step 1	Step 2	Step 3	Step 4	Step 5
Additional Club, not listed below	$578	$693	$809	$924	$1,040
Basketball, 7th Gr. Coach (Boys)	$1,334	$1,455	$1,564	$1,698	$1,819
Basketball, 7th Gr. Coach (Girls)	$1,334	$1,455	$1,564	$1,698	$1,819
Basketball, Gr. 7/8 Coach (Boys)	$1,334	$1,455	$1,564	$1,698	$1,819
Basketball, Gr. 7/8 Coach (Girls)	$1,334	$1,455	$1,564	$1,698	$1,819
Basketball, 8th Gr. Coach (Boys)	$1,334	$1,455	$1,564	$1,698	$1,819
Basketball, 8th Gr. Coach (Girls)	$1,334	$1,455	$1,564	$1,698	$1,819
Cheerleading, 7th Gr. Coach (Fall)	$1,091	$1,213	$1,334	$1,455	$1,576
Cheerleading, 8th Gr. Coach (Fall)	$1,091	$1,213	$1,334	$1,455	$1,576
Chess Club	$578	$693	$809	$924	$1,040
District Newsletter Liaison	$578	$693	$809	$924	$1,040

Competitive Cheer, 7th Gr. Coach (Winter)	$1,091	$1,213	$1,334	$1,455	$1,576
Competitive Cheer, 8th Gr. Coach (Winter)	$1,091	$1,213	$1,334	$1,455	$1,576
Farmer's Club	$578	$693	$809	$924	$1,040
FIRST Tech Challenge	$1,733	$1,733	$1,733	$1,733	$1,733
Follies	$1,040	$1,155	$1,271	$1,386	$1,502
Football, 7th Gr. Asst. Coach	$1,091	$1,213	$1,334	$1,455	$1,576
Football, 7th Gr. Head Coach	$1,334	$1,455	$1,564	$1,698	$1,819
Football, 8th Gr. Asst. Coach	$1,091	$1,213	$1,334	$1,455	$1,576
Football, 8th Gr. Head Coach	$1,334	$1,455	$1,564	$1,698	$1,819
Geography Bee	$578	$693	$809	$924	$1,040
Green Club	$578	$693	$809	$924	$1,040
Knitting's Club	$578	$693	$809	$924	$1,040
March is Reading Month Chairperson	$275	$303	$330	$358	$385
National Junior Honor Society (NJHS)	$578	$693	$809	$924	$1,040
School Improvement Chairperson	$2,310	$2,599	$2,888	$3,177	$3,465
Science Olympiad	$578	$693	$809	$924	$1,040
Social Studies Olympiad	$578	$693	$809	$924	$1,040
Spanish Club	$578	$693	$809	$924	$1,040
Spelling Bee	$578	$693	$809	$924	$1,040
Student and Staff Health & Wellness Chairperson	$578	$693	$809	$924	$1,040
Student Council/Government	$1,040	$1,155	$1,271	$1,386	$1,502
Track, Coach (Boys)	$1,334	$1,455	$1,564	$1,698	$1,819
Track, Coach (Girls)	$1,334	$1,455	$1,564	$1,698	$1,819
Volleyball, 7th Gr. Coach	$1,334	$1,455	$1,564	$1,698	$1,819
Volleyball, 8th Gr. Coach	$1,334	$1,455	$1,564	$1,698	$1,819
Where Everyone Belong (W.E.B.)	$578	$693	$809	$924	$1,040
Website and Social Media Coordinator	$578	$693	$809	$924	$1,040
Wrestling, Head Coach	$1,334	$1,455	$1,564	$1,698	$1,819
Wrestling, Assistant Coach	$1,091	$1,213	$1,334	$1,455	$1,576
Writer's Club	$578	$693	$809	$924	$1,040
Yearbook	$1,617	$1,848	$2,079	$2,310	$2,541
High School	Step 1	Step 2	Step 3	Step 4	Step 5
Additional Club, not listed below	$578	$693	$809	$924	$1,040
Baseball, Freshman Head Coach	$1,940	$2,123	$2,305	$2,487	$2,669
Baseball, JV Head Coach	$2,426	$2,729	$3,032	$3,335	$3,639
Baseball, Varsity Head Coach	$3,760	$4,184	$4,609	$5,034	$5,457

Basketball, Freshman Head Coach (Boys)	$1,698	$1,940	$2,184	$2,426	$2,669
Basketball, Freshman Head Coach (Girls)	$1,698	$1,940	$2,184	$2,426	$2,669
Basketball, JV Head Coach (Boys)	$2,426	$2,729	$3,032	$3,335	$3,639
Basketball, JV Head Coach (Girls)	$2,426	$2,729	$3,032	$3,335	$3,639
Basketball, Varsity Head Coach (Boys)	$3,760	$4,184	$4,609	$5,034	$5,457
Basketball, Varsity Head Coach (Girls)	$3,760	$4,184	$4,609	$5,034	$5,457
Bowling, Head Coach (Club Sport)	$1,940	$2,123	$2,305	$2,487	$2,669
Cheerleading, Assistant Coach (Fall)	$1,455	$1,638	$1,819	$2,002	$2,184
Cheerleading, Head Coach (Fall)	$1,940	$2,123	$2,305	$2,487	$2,669
Class Sponsor – Freshman					$1,100
Class Sponsor – Sophomore					$1,320
Class Sponsor – Junior					$1,540
Class Sponsor – Senior					$1,760
Competitive Cheer, Assist. Coach (Winter)	$1,455	$1,638	$1,819	$2,002	$2,184
Competitive Cheer, Head Coach (Winter)	$3,760	$4,200	$4,609	$5,034	$5,457
Cross Country Coach	$2,426	$2,729	$3,032	$3,335	$3,639
DECA	$578	$693	$809	$924	$1,040
District Newsletter Liaison	$578	$693	$809	$924	$1,040
Esports	$3,760	$4,200	$4,609	$5,034	$5,457
FIRST Robotics	$3,581	$3,985	$4,389	$4,794	$5,198
Football, Freshman Assistant Coach	$1,698	$1,940	$2,184	$2,426	$2,669
Football, Freshman Head Coach	$1,940	$2,123	$2,305	$2,487	$2,669
Football, JV Assistant Coach	$2,184	$2,487	$2,790	$3,093	$3,396
Football, JV Head Coach	$2,426	$2,729	$3,032	$3,335	$3,639
Football, Varsity Assistant Coach	$2,669	$2,972	$3,275	$3,578	$3,881
Football, Varsity Head Coach	$3,760	$4,184	$4,609	$5,034	$5,457
French Club	$578	$693	$809	$924	$1,040
German Club	$578	$693	$809	$924	$1,040
Golf, Varsity Coach (Boys)	$2,669	$2,911	$3,154	$3,396	$3,639
Golf, Varsity Coach (Girls)	$2,669	$2,911	$3,154	$3,396	$3,639
Green Club (AC)	$578	$693	$809	$924	$1,040
Interact (Junior Rotary)	$578	$693	$809	$924	$1,040
Lions Club	$578	$693	$809	$924	$1,040
March is Reading Month Chairperson	$275	$303	$330	$358	$385
National Honor Society (NHS)	$578	$693	$809	$924	$1,040
Students Against Driving Drunk (SADD)	$578	$693	$809	$924	$1,040
School Improvement Chairperson	$2,310	$2,599	$2,888	$3,177	$3,465
Science Olympiad	$578	$693	$809	$924	$1,040

Soccer, Assistant Coach (Boys)	$1,940	$2,123	$2,305	$2,487	$2,669
Soccer, Head Coach (Boys)	$3,760	$4,200	$4,609	$5,034	$5,457
Soccer, Assistant Coach (Girls)	$1,940	$2,123	$2,305	$2,487	$2,669
Soccer, Head Coach (Girls)	$3,760	$4,184	$4,609	$5,034	$5,457
Social Studies Olympiad	$924	$1,040	$1,155	$1,271	$1,386
Softball, Freshman Head Coach	$1,940	$2,123	$2,305	$2,487	$2,669
Softball, JV Head Coach	$2,426	$2,729	$3,032	$3,335	$3,639
Softball, Varsity Head Coach	$3,760	$4,184	$4,609	$5,034	$5,457
Spanish Club	$578	$693	$809	$924	$1,040
Student and Staff Health & Wellness Chairperson	$578	$693	$809	$924	$1,040
Student Council/Government	$1,386	$1,560	$1,733	$1,906	$2,079
Tennis, Junior Varsity Coach (Boys)	$1,698	$1,880	$2,061	$2,244	$2,426
Tennis, Varsity Coach (Boys)	$2,669	$2,911	$3,154	$3,396	$3,639
Tennis, Junior Varsity Coach (Girls)	$1,698	$1,880	$2,061	$2,244	$2,426
Tennis, Varsity Coach (Girls)	$2,669	$2,911	$3,154	$3,396	$3,639
Track, Assistant Coach (Co-Ed)	$1,940	$2,123	$2,305	$2,487	$2,669
Track, Varsity Coach (Boys)	$3,760	$4,184	$4,609	$5,034	$5,457
Track, Varsity Coach (Girls)	$3,760	$4,184	$4,609	$5,034	$5,457
Volleyball, Freshman Coach	$1,940	$2,123	$2,305	$2,487	$2,669
Volleyball, Junior Varsity Coach	$2,669	$2,911	$3,154	$3,396	$3,639
Volleyball, Varsity Coach	$3,760	$4,184	$4,609	$5,034	$5,457
Website and Social Media Coordinator	$578	$693	$809	$924	$1,040
Wrestling, Junior Varsity Coach	$2,669	$2,911	$3,154	$3,396	$3,639
Wrestling, Varsity Coach	$3,760	$4,184	$4,609	$5,034	$5,457
Elementary, Middle School or K-8 Theater Program					
Director					$2,750
Assistant/Music Director					$1,375
Set Designer and Builder					$825
Costumer Designer					$550
High School Theater Program (Play)					
Director					$3,300
Assistant/Music Director					$1,650
Set Designer and Builder					$1,100
Costumer Designer					$550
High School Theater Program (Musical)					
Director					$3,300

Assistant/Music Director					$1,375
Music Director					$1,375
Set Designer and Builder					$1,100
Costumer Designer					$550
Choreographer					$550

Schedule B's shall be reviewed by the District and the Association leadership annually and amended as necessary.

Scheduled B Advisor/Coach positions shall be posted yearly unless the Advisor/Coach receives an overall Effective or higher rating on the current school year's Schedule B evaluation. In such cases, the Advisor/Coach shall be awarded the position for the next school year.

Schedule B Advisors/Coaches shall receive their evaluation no later than the date of their scheduled stipend pay date.

When a coaching position becomes available, Association members will have seven (7) calendar days in which to respond. Qualifications for this position will be established by the Board. The Board shall choose the most qualified candidate for the position.

If a Schedule B Advisor/Coach resigns or is not renewed for a Schedule B position and the individual reapplies and is appointed to the position in the future, the individual shall be placed on Step 1 of the corresponding Schedule B position. At the time of signing the *Extra-curricular Agreement* form, if the individual provides documentation to the Superintendent or designee (i.e. Dean of Students or Director of Athletics) that they have held the position or similar within the last three (3) years, the individual shall be placed on the next appropriate "Step." The documentation to prove the previously held position shall be the responsibility of the individual advisor and/or coach.

Pay for extra assignments shall be paid as follow:

A. For the Schedule B positions that finish between October 1st and November 30th, payment of full stipend shall be the first pay in December.

B. For the Schedule B positions that finish between December 1st prior March 31st, payment of full stipend shall be the first pay in April.

C. For the Schedule B positions that finish between April 1st and June 30th, payment of full stipend shall be the last pay in June.

D. For a year-long Schedule B position activity one-half of the stipend shall be paid on the last pay in January and one half shall be paid on the last pay in June.

The last payment for any Schedule B activity shall be authorized by the Superintendent or designee.

Schedule C– Calendar

2025-26 Calendar

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 | (586) 727-3565

2025-26 School Year Calendar

SUN	MON	TUE	WED	THU	FRI	SAT
		07/01/25	07/02/25	07/03/25	07/04/25	07/05/25
07/06/25	07/07/25	07/08/25	07/09/25	07/10/25	07/11/25	07/12/25
07/13/25	07/14/25	07/15/25	07/16/25	07/17/25	07/18/25	07/19/25
07/20/25	07/21/25	07/22/25	07/23/25	07/24/25	07/25/25	07/26/25
07/27/25	07/28/25	07/29/25	07/30/25	07/31/25	08/01/25	08/02/25
08/03/25	08/04/25	08/05/25	08/06/25	08/07/25	08/08/25	08/09/25
08/10/25	08/11/25	08/12/25	08/13/25	08/14/25	08/15/25	08/16/25
08/17/25	08/18/25	08/19/25	08/20/25	08/21/25	08/22/25	08/23/25
08/24/25	08/25/25	08/26/25	08/27/25	08/28/25	08/29/25	08/30/25
08/31/25	09/01/25	09/02/25	09/03/25	09/04/25	09/05/25	09/06/25
09/07/25	09/08/25	09/09/25	09/10/25	09/11/25	09/12/25	09/13/25
09/14/25	09/15/25	09/16/25	09/17/25	09/18/25	09/19/25	09/20/25
09/21/25	09/22/25	09/23/25	09/24/25	09/25/25	09/26/25	09/27/25
09/28/25	09/29/25	09/30/25	10/01/25	10/02/25	10/03/25	10/04/25
10/05/25	10/06/25	10/07/25	10/08/25	10/09/25	10/10/25	10/11/25
10/12/25	10/13/25	10/14/25	10/15/25	10/16/25	10/17/25	10/18/25
10/19/25	10/20/25	10/21/25	10/22/25	10/23/25	10/24/25	10/25/25
10/26/25	10/27/25	10/28/25	10/29/25	10/30/25	10/31/25	11/01/25
11/02/25	11/03/25	11/04/25	11/05/25	11/06/25	11/07/25	11/08/25
11/09/25	11/10/25	11/11/25	11/12/25	11/13/25	11/14/25	11/15/25
11/16/25	11/17/25	11/18/25	11/19/25	11/20/25	11/21/25	11/22/25
11/23/25	11/24/25	11/25/25	11/26/25	11/27/25	11/28/25	11/29/25
11/30/25	12/01/25	12/02/25	12/03/25	12/04/25	12/05/25	12/06/25
12/07/25	12/08/25	12/09/25	12/10/25	12/11/25	12/12/25	12/13/25
12/14/25	12/15/25	12/16/25	12/17/25	12/18/25	12/19/25	12/20/25
12/21/25	12/22/25	12/23/25	12/24/25	12/25/25	12/26/25	12/27/25
12/28/25	12/29/25	12/30/25	12/31/25	01/01/26	01/02/26	01/03/26
01/04/26	01/05/26	01/06/26	01/07/26	01/08/26	01/09/26	01/10/26
01/11/26	01/12/26	01/13/26	01/14/26	01/15/26	01/16/26	01/17/26
01/18/26	01/19/26	01/20/26	01/21/26	01/22/26	01/23/26	01/24/26
01/25/26	01/26/26	01/27/26	01/28/26	01/29/26	01/30/26	01/31/26
02/01/26	02/02/26	02/03/26	02/04/26	02/05/26	02/06/26	02/07/26
02/08/26	02/09/26	02/10/26	02/11/26	02/12/26	02/13/26	02/14/26
02/15/26	02/16/26	02/17/26	02/18/26	02/19/26	02/20/26	02/21/26
02/22/26	02/23/26	02/24/26	02/25/26	02/26/26	02/27/26	02/28/26
03/01/26	03/02/26	03/03/26	03/04/26	03/05/26	03/06/26	03/07/26
03/08/26	03/09/26	03/10/26	03/11/26	03/12/26	03/13/26	03/14/26
03/15/26	03/16/26	03/17/26	03/18/26	03/19/26	03/20/26	03/21/26
03/22/26	03/23/26	03/24/26	03/25/26	03/26/26	03/27/26	03/28/26
03/29/26	03/30/26	03/31/26	04/01/26	04/02/26	04/03/26	04/04/26
04/05/26	04/06/26	04/07/26	04/08/26	04/09/26	04/10/26	04/11/26
04/12/26	04/13/26	04/14/26	04/15/26	04/16/26	04/17/26	04/18/26
04/19/26	04/20/26	04/21/26	04/22/26	04/23/26	04/24/26	04/25/26
04/26/26	04/27/26	04/28/26	04/29/26	04/30/26	05/01/26	05/02/26
05/03/26	05/04/26	05/05/26	05/06/26	05/07/26	05/08/26	05/09/26
05/10/26	05/11/26	05/12/26	05/13/26	05/14/26	05/15/26	05/16/26
05/17/26	05/18/26	05/19/26	05/20/26	05/21/26	05/22/26	05/23/26
05/24/26	05/25/26	05/26/26	05/27/26	05/28/26	05/29/26	05/30/26
05/31/26	06/01/26	06/02/26	06/03/26	06/04/26	06/05/26	06/06/26
06/07/26	06/08/26	06/09/26	06/10/26	06/11/26	06/12/26	06/13/26
06/14/26	06/15/26	06/16/26	06/17/26	06/18/26	06/19/26	06/20/26
06/21/26	06/22/26	06/23/26	06/24/26	06/25/26	06/26/26	06/27/26
06/28/26	06/29/26	06/30/26				

8/11 School Offices Open

8/26 Blue Devil Night, 5-8pm

9/2 First Day of School | Half Day of School

10/8 & 10/9 Parent-Teacher Conferences

10/10 Half Day of School

10/31 Half Day of School | 1st Quarter Records Day

11/4 No School | Prof. Development Day for Staff

11/26 to 11/28 No School - Thanksgiving Break

12/17-12/19 Half Day of School | 1st Semester Exams

12/22 to 1/2 No School - Holiday Break

1/19 No School | Prof. Development Day for Staff

2/13 No School | Prof. Development Day for Staff

2/16 No School - Winter Break

2/25 & 2/26 Parent-Teacher Conferences

2/27 Half Day of School

3/20 Half Day of School | 3rd Quarter Records Day

3/30 to 4/3 No School - Spring Break

4/6 No School | Prof. Development Day for Staff

5/22 Half Day of School

5/25 No School - Memorial Day

6/3 to 6/5 Half Day of School - 2nd Semester Exams

6/15 School Offices Closed for Summer Break

2026-27 Calendar – Negotiated but not yet finalized.

2027-28 Calendar – Negotiated but not yet finalized.

Schedule D – Grievance Report Form

Grievance # _____ Richmond School District

Distribution of Form
1. **Superintendent**
2. **Principal**
3. **Principal**
4. **Teacher**

GRIEVANCE REPORT
Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed

STEP 1 – VERBAL (IMMEDIATE SUPERVISOR). *Within seven (7) calendar days of the possible grievance occurring, or knowledge thereof, the employee, and if requested the Union, will discuss the concern with the immediate supervisor with the objective of resolving the matter informally.*

Date of Discussion with Immediate Supervisor: _____.

Summary of Immediate Supervisor's Disposition:
_____
_____
_____
_____

STEP 2 – WRITTEN (IMMEDIATE SUPERVISOR). *In the event a grievance is not resolved by oral discussion with the employee's immediate supervisor, then the Grievant or Grievance Chair shall submit the grievance in writing to their immediate supervisor within seven (7) calendar days after Step 1.*

Date of the alleged violation: _____.

_____

Article or Articles of Contract Alleged To Have Been Violated.

_____
_____
_____
_____

Statement of Grievance.

Relief requested.

Signature of Grievant or Grievants and Date

If additional space is needed, attach additional sheet.

Disposition of Immediate Supervisor. *The supervisor shall email their decision to the employee and Grievance Chair, cc: the Director of Human Resources, within seven (7) calendar days after the grievance has been presented to them.*

Signature of Immediate Supervisor and Date

Date STEP 2 Position sent to Union: _____.

STEP 3 – DIRECTOR OF HUMAN RESOURCES AND UNION. *If the grievance has not been settled, it shall be presented by the Union in writing to the Director of Human Resources within seven (7) calendar days after the supervisor's response is received. A meeting shall be scheduled within seven (7) calendar days between the Union, grievant(s), and the Director of Human Resources in an attempt to resolve the issue.*

Date STEP 3 Received by Director of Human Resources: _____.

Position of Union.

Signature of Union and Date

Disposition of Director of Human Resources. *The Director of Human Resources shall render a decision in writing within fourteen (14) calendar days of meeting with the Grievant(s) and Grievance Chair.*

Signature of Director of Human Resources and Date

Date STEP 3 Position sent to Union: _____.

STEP 4 – MEDIATION. *If a disposition is not rendered within the above time limits or is not satisfactory to the grievant(s), the grievance may be processed, within seven (7) calendar days, to mediation with a Michigan Employment Relations Commission appointed mediator. The mediation meeting shall occur within thirty (30) days of Step 3 notification unless this time frame is mutually extended by the parties. If the grievance is resolved at Step 4, the disposition shall be reduced to writing.*

Date STEP 3 Disposition Received by Union: _____.

Position of Union.

_____

_____

_____

_____

_____
Signature of Union and Date

Date STEP 4 Position sent to Director of Human Resources: _____.

STEP 5 – ARBITRATION

Date STEP 5 submitted to Arbitration: _____.

NOTE: All provisions of Article XXIII of the Agreement will be strictly observed in the settlement of grievances.

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

<INSERT YEAR> COUNSELOR EVALUATION

Last Name
First Name

SECTION 1 – GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*
GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

SECTION 2 – CHARLOTTE DANIELSON'S FRAMEWORK FOR TEACHING

Detailed rubrics are available on the District's website under the **SCHOOL BOARD** tab.

15%	**Domain 1 - Planning and Preparation**	U	B	P	D
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
1a	*Demonstrating knowledge of counseling theory and techniques*	U	B	P	D
1b	*Demonstrating knowledge of child and adolescent.*	U	B	P	D
1c	*Establishing goals for the counseling program appropriate to the setting and the students served.*	U	B	P	D
1d	*Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district.*	U	B	P	D
1e	*Planning the counseling program, integrated with the regular school program.*	U	B	P	D
1f	*Developing a plan to evaluate the counseling program.*	U	B	P	D
25%	**Domain 2 – The Classroom Environment**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
2a	*Creating an environment of respect and rapport.*	U	B	P	D
2b	*Establishing a culture for productive communication.*	U	B	P	D
2c	*Managing routines and procedures.*	U	B	P	D
2d	*Establishing standards of conduct and contributing to the culture for student behavior throughout the school.*	U	B	P	D
2e	*Organizing physical space.*	U	B	P	D
25%	**Domain 3 – Instruction**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
3a	*Assessing student needs.*	U	B	P	D
3b	*Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs.*	U	B	P	D
3c	*Using counseling techniques in individual and classroom programs.*	U	B	P	D
3d	*Brokering resources to meet needs.*	U	B	P	D
3e	*Demonstrating flexibility and responsiveness.*	U	B	P	D

<INSERT YEAR> COUNSELOR EVALUATION

Last Name
First Name

15%	Domain 4 – Professional Responsibility	U	B	P	D
D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory					
4a	*Reflecting on practice.*	U	B	P	D
4b	*Maintaining records and submitting them in a timely fashion.*	U	B	P	D
4c	*Communicating with families.*	U	B	P	D
4d	*Participating in the professional community.*	U	B	P	D
4e	*Engaging in professional development.*	U	B	P	D
4f	*Showing professionalism.*	U	B	P	D

SECTION 3 – STUDENT GROWTH AND ASSESSMENT DATA

10%	Domain 5a – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **DISTRICT** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

5%	Domain 5b – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **BUILDING** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

2.5%	Domain 5c – Student Growth and Assessment Data	1	2	3	4
4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal 1 = Did Not Meet Goal					
Goal 1	*Insert Goal*				

2.5%	Domain 5d – Student Growth and Assessment Data	1	2	3	4
4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal | 1 = Did Not Meet Goal					
Goal 2	*Insert Goal*				

OVERALL COMMENTS

Insert Comment:

<INSERT YEAR> COUNSELOR EVALUATION

Last Name
First Name

SUMMARY CALCULATION		
SECTION 2		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
15%	**Domain 1 – Planning and Preparation**	4
25%	**Domain 2 – The Classroom Environment**	4
25%	**Domain 3 – Instruction**	3
15%	**Domain 4 – Professional Responsibility**	3
SECTION 3		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
10%	**Domain 5a – District NWEA Data**	3
5%	**Domain 5b – Building NWEA Data**	3
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal		
2.5%	**Domain 5c – Goal 1 Data**	4
2.5%	**Domain 5d – Goal 2 Data**	4

Weighed Calculation	
2.85 to 4.00 = Effective | 2.00 to 2.84 = Developing | 1.00 to 1.99 = Needs Improving	
OVERALL RATING	

SIGNATURES

Teacher's Signature*	Date
Primary Administrator's Signature	Date
Secondary Administrator's Signature	Date
Superintendent or Designee's Signature	Date

*The signature of the REA member represents receipt of evaluation, not agreement. Any written rebuttals to the evaluation shall be received by the Superintendent or designee, no later than June 30th.

GOALS FOR NEXT SCHOOL YEAR	
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.	
GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*
GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 | (586) 727-3565

2024-25 COUNSELOR NON-EVALUATION YEAR

Last Name
First Name

GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

GOAL 2:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

SIGNATURES

Teacher's Signature* _____ Date _____

Primary Administrator's Signature _____ Date _____

Secondary Administrator's Signature _____ Date _____

Superintendent or Designee's Signature _____ Date _____

*The signature of the REA member represents receipt of goal summary, not agreement. Any written rebuttals to the goal summary shall be received by the Superintendent or designee, no later than June 30th.

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

2024-25 COUNSELOR
NON-EVALUATION YEAR

Last Name
First Name

GOALS FOR NEXT SCHOOL YEAR
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

<INSERT YEAR>
INSTRUCTIONAL SPECIALIST EVALUATION

Last Name
First Name

SECTION 1 – GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*
GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

SECTION 2 – CHARLOETTE DANIELSON'S FRAMEWORK FOR TEACHING

Detailed rubrics are available on the District's website under the **SCHOOL BOARD** tab.

15%	**Domain 1 - Planning and Preparation**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient | B = Basic | U = Unsatisfactory				
1a	*Demonstrating knowledge of current trends in specialty area and professional development.*	U	B	P	D
1b	*Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program.*	U	B	P	D
1c	*Establishing goals for the instructional support program appropriate to the setting and the teachers served.*	U	B	P	D
1d	*Demonstrating knowledge of resources, both within and beyond the school and district.*	U	B	P	D
1e	*Planning the instructional support program, integrated with the overall school program.*	U	B	P	D
1f	*Developing a plan to evaluate the instructional support program*	U	B	P	D
25%	**Domain 2 – The Classroom Environment**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient | B = Basic | U = Unsatisfactory				
2a	*Creating an environment of trust and respect.*	U	B	P	D
2b	*Establishing a culture for ongoing instructional improvement.*	U	B	P	D
2c	*Establish clear procedures for teachers to gain access to instructional support.*	U	B	P	D
2d	*Establishing and maintaining norms of behavior for professional interactions.*	U	B	P	D
2e	*Organizing physical space for workshops or training.*	U	B	P	D
25%	**Domain 3 – Instruction**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient | B = Basic | U = Unsatisfactory				
3a	*Collaborating with teachers in the design of instructional units and lessons.*	U	B	P	D
3b	*Engaging teachers in learning new instructional skills.*	U	B	P	D
3c	*Sharing expertise with staff.*	U	B	P	D

3d	*Locating resources for teachers to support instructional improvement.*	U	B	P	D
3e	*Demonstrating flexibility and responsiveness.*	U	B	P	D
15%	**Domain 4 – Professional Responsibility**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
4a	*Reflecting on practice.*	U	B	P	D
4b	*Preparing and submitting budgets and reports.*	U	B	P	D
4c	*Coordinating work with other instructional specialists.*	U	B	P	D
4d	*Participating in a professional community.*	U	B	P	D
4e	*Engaging in professional development.*	U	B	P	D
4f	*Showing professionalism, including integrity and confidentiality.*	U	B	P	D

SECTION 3 – STUDENT GROWTH AND ASSESSMENT DATA

10%	**Domain 5a – Student Growth and Assessment Data**	**D**	**P**	**B**	**U**

Percentage of students in the **DISTRICT** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

5%	**Domain 5b – Student Growth and Assessment Data**	**D**	**P**	**B**	**U**

Percentage of students in the **BUILDING** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

2.5%	**Domain 5c – Student Growth and Assessment Data**	**1**	**2**	**3**	**4**
	4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal 1 = Did Not Meet Goal				
Goal 1	*Insert Goal*				

2.5%	**Domain 5d – Student Growth and Assessment Data**	**1**	**2**	**3**	**4**
	4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal | 1 = Did Not Meet Goal				
Goal 2	*Insert Goal*				

OVERALL COMMENTS

Insert Comments

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 | (586) 727-3565

Last Name
First Name

<INSERT YEAR>
INSTRUCTIONAL SPECIALIST EVALUATION

SUMMARY CALCULATION		
SECTION 2		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
15%	**Domain 1 – Planning and Preparation**	4
25%	**Domain 2 – The Classroom Environment**	4
25%	**Domain 3 – Instruction**	3
15%	**Domain 4 – Professional Responsibility**	3
SECTION 3		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
10%	**Domain 5a – District NWEA Data**	3
5%	**Domain 5b – Building NWEA Data**	3
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal		
2.5%	**Domain 5c – Goal 1 Data**	4
2.5%	**Domain 5d – Goal 2 Data**	4

Weighed Calculation	
2.85 to 4.00 = Effective | 2.00 to 2.84 = Developing | 1.00 to 1.99 = Needs Improving	
OVERALL RATING	

SIGNATURES

Teacher's Signature*	Date
Primary Administrator's Signature	Date
Secondary Administrator's Signature	Date
Superintendent or Designee's Signature	Date

*The signature of the REA member represents receipt of evaluation, not agreement. Any written rebuttals to the evaluation shall be received by the Superintendent or designee, no later than June 30th.

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

<INSERT YEAR> INSTRUCTIONAL SPECIALIST EVALUATION

Last Name
First Name

GOALS FOR NEXT SCHOOL YEAR		
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.		
GOAL 1:	Insert SMART goal	
If applicable, Professional Development:		*Insert professional development planned*
GOAL 2:	Insert SMART goal	
If applicable, Professional Development:		*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

2024-25 INSTRUCTIONAL SPECIALIST
NON-EVALUATION YEAR

Last Name
First Name

GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

GOAL 2:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

SIGNATURES

Teacher's Signature*	Date
Primary Administrator's Signature	Date
Secondary Administrator's Signature	Date
Superintendent or Designee's Signature	Date

*The signature of the REA member represents receipt of goal summary, not agreement. Any written rebuttals to the goal summary shall be received by the Superintendent or designee, no later than June 30th.

GOALS FOR NEXT SCHOOL YEAR
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

<INSERT YEAR> TEACHER EVALUATION

Last Name
First Name

SECTION 1 – GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*
GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

SECTION 2 – CHARLOTTE DANIELSON'S FRAMEWORK FOR TEACHING

Detailed rubrics are available on the District's website under the **SCHOOL BOARD** tab.

15%	**Domain 1 - Planning and Preparation**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
1a	*Demonstrating knowledge of content and pedagogy.*	U	B	P	D
1b	*Demonstrating knowledge of students.*	U	B	P	D
1c	*Setting instructional outcomes.*	U	B	P	D
1d	*Demonstrating knowledge of resources.*	U	B	P	D
1e	*Designing coherent instruction.*	U	B	P	D
1f	*Designing student assessments.*	U	B	P	D
25%	**Domain 2 – The Classroom Environment**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
2a	*Creating an environment of respect and rapport.*	U	B	P	D
2b	*Establishing a culture for learning.*	U	B	P	D
2c	*Managing classroom procedures.*	U	B	P	D
2d	*Managing student behavior.*	U	B	P	D
2e	*Organizing physical space.*	U	B	P	D
25%	**Domain 3 – Instruction**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
3a	*Communicating with students.*	U	B	P	D
3b	*Using questioning and discussion techniques.*	U	B	P	D
3c	*Engaging students in learning.*	U	B	P	D
3d	*Using assessment in instruction.*	U	B	P	D
3e	*Demonstrating flexibility and responsiveness.*	U	B	P	D
15%	**Domain 4 – Professional Responsibility**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
4a	*Reflecting on teaching.*	U	B	P	D

4b	*Maintain accurate records.*	U	B	P	D
4c	*Communicating with families.*	U	B	P	D
4d	*Participating in a professional community.*	U	B	P	D
4e	*Growing and developing professionally.*	U	B	P	D
4f	*Showing professionalism.*	U	B	P	D

SECTION 3 – STUDENT GROWTH AND ASSESSMENT DATA

10%	Domain 5a – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **DISTRICT** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

5%	Domain 5b – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **BUILDING** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

2.5%	Domain 5c – Student Growth and Assessment Data	1	2	3	4

4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal 1 = Did Not Meet Goal

Goal 1	*Insert Goal*

2.5%	Domain 5d – Student Growth and Assessment Data	1	2	3	4

4 = Met Goal | 3 = Almost Met Goal 2 = Partially Met Goal | 1 = Did Not Meet Goal

Goal 2	*Insert Goal*

OVERALL COMMENTS

Insert Comments

<INSERT YEAR> TEACHER EVALUATION

Last Name
First Name

SUMMARY CALCULATION		
SECTION 2		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
15%	**Domain 1 – Planning and Preparation**	4
25%	**Domain 2 – The Classroom Environment**	4
25%	**Domain 3 – Instruction**	3
15%	**Domain 4 – Professional Responsibility**	3
SECTION 3		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
10%	**Domain 5a – District NWEA Data**	3
5%	**Domain 5b – Building NWEA Data**	3
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal		
2.5%	**Domain 5c – Goal 1 Data**	4
2.5%	**Domain 5d – Goal 2 Data**	4

Weighed Calculation	
2.85 to 4.00 = Effective | 2.00 to 2.84 = Developing 1.00 to 1.99 = Needs Improving	
OVERALL RATING	

SIGNATURES

Teacher's Signature* Date

Primary Administrator's Signature Date

Secondary Administrator's Signature Date

Superintendent or Designee's Signature Date

*The signature of the REA member represents receipt of evaluation, not agreement. Any written rebuttals to the evaluation shall be received by the Superintendent or designee, no later than June 30th.

GOALS FOR NEXT SCHOOL YEAR		
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.		
GOAL 1:	Insert SMART goal	
If applicable, Professional Development:	*Insert professional development planned*	
GOAL 2:	Insert SMART goal	
If applicable, Professional Development:	*Insert professional development planned*	

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

2024-25 TEACHER
NON-EVALUATION YEAR

Last Name
First Name

GOALS
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	MET GOAL:	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

GOAL 2:	MET GOAL:	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

SIGNATURES

Teacher's Signature*	Date
Primary Administrator's Signature	Date
Secondary Administrator's Signature	Date
Superintendent or Designee's Signature	Date

*The signature of the REA member represents receipt of goal summary, not agreement. Any written rebuttals to the goal summary shall be received by the Superintendent or designee, no later than June 30th.

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

2024-25 TEACHER
NON-EVALUATION YEAR

Last Name
First Name

GOALS FOR NEXT SCHOOL YEAR

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 (586) 727-3565

<INSERT YEAR> THERAPEUTIC SPECIALIST EVALUATION

Last Name
First Name

SECTION 1 – GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*
GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

SECTION 2 – CHARLOTTE DANIELSON'S FRAMEWORK FOR TEACHING

Detailed rubrics are available on the District's website under the **SCHOOL BOARD** tab.

15%	**Domain 1 - Planning and Preparation**	U	B	P	D
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
1a	*Demonstrating knowledge and skill in the specialist therapy area; holding the relevant certificate or license.*	U	B	P	D
1b	*Establishing goals for the therapy program appropriate to the setting and the students served.*	U	B	P	D
1c	*Demonstrating knowledge of district, state, and federal regulations and guidelines.*	U	B	P	D
1d	*Demonstrating knowledge of resources, both within and beyond the school and district.*	U	B	P	D
1e	*Planning the therapy program, integrated with the regular school program, to meet the needs of individual students.*	U	B	P	D
1f	*Developing a plan to evaluate the therapy program.*	U	B	P	D
25%	**Domain 2 – The Classroom Environment**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
2a	*Establishing rapport with students.*	U	B	P	D
2b	*Organizing time effectively.*	U	B	P	D
2c	*Follows established guidelines for referrals.*	U	B	P	D
2d	*Establishing standards of conduct in the treatment sessions.*	U	B	P	D
2e	*Organizing physical space for testing of students and providing therapy.*	U	B	P	D
25%	**Domain 3 – Instruction**	**U**	**B**	**P**	**D**
	D = Distinguished | P = Proficient B = Basic | U = Unsatisfactory				
3a	*Responding to referrals and evaluating student needs.*	U	B	P	D
3b	*Developing and implementing treatment plans to maximize students' success.*	U	B	P	D
3c	*Communicating with families.*	U	B	P	D
3d	*Collecting information; writing reports.*	U	B	P	D
3e	*Demonstrating flexibility and responsiveness.*	U	B	P	D

15%	Domain 4 – Professional Responsibility	U	B	P	D
D = Distinguished | P = Proficient | B = Basic | U = Unsatisfactory					
4a	*Reflecting on practice.*	U	B	P	D
4b	*Collaborating with teachers and administrators.*	U	B	P	D
4c	*Maintaining an effective data management system.*	U	B	P	D
4d	*Participating in a professional community.*	U	B	P	D
4e	*Engaging in professional development.*	U	B	P	D
4f	*Showing professionalism, including integrity and confidentiality.*	U	B	P	D

SECTION 3 – STUDENT GROWTH AND ASSESSMENT DATA

10%	Domain 5a – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **DISTRICT** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

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NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

5%	Domain 5b – Student Growth and Assessment Data	U	B	P	D

Percentage of students in the **BUILDING** who met or exceeded their Projected Growth Target, as measured by Reading (R), Language Use (LU), and Mathematics (M) NWEA from Fall to Spring.

11-12 = Distinguished | 8-10 = Proficient | 5-7 = Basic | 3-4 = Unsatisfactory

Assessment	≥ 70%	40% ≥ 69.9%	20% ≥ 39.9%	0% ≥ 19.9%
NWEA Reading	4	3	2	1
NWEA Language Use	4	3	2	1
NWEA Mathematics	4	3	2	1

2.5%	Domain 5c – Student Growth and Assessment Data	1	2	3	4
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal					
Goal 1	*Insert Goal*				

2.5%	Domain 5d – Student Growth and Assessment Data	1	2	3	4
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal					
Goal 2	*Insert Goal*				

OVERALL COMMENTS

Insert Comments

<INSERT YEAR> THERAPEUTIC SPECIALIST EVALUATION

Last Name
First Name

SUMMARY CALCULATION		
SECTION 2		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
15%	Domain 1 – Planning and Preparation	4
25%	Domain 2 – The Classroom Environment	4
25%	Domain 3 – Instruction	3
15%	Domain 4 – Professional Responsibility	3
SECTION 3		
4 = Distinguished | 3 = Proficient | 2 = Basic | 1 = Unsatisfactory		
10%	Domain 5a – District NWEA Data	3
5%	Domain 5b – Building NWEA Data	3
4 = Met Goal | 3 = Almost Met Goal | 2 = Partially Met Goal | 1 = Did Not Meet Goal		
2.5%	Domain 5c – Goal 1 Data	4
2.5%	Domain 5d – Goal 2 Data	4

Weighed Calculation	
2.85 to 4.00 = Effective | 2.00 to 2.84 = Developing | 1.00 to 1.99 = Needs Improving	
OVERALL RATING	

SIGNATURES

Teacher's Signature* _____ Date _____

Primary Administrator's Signature _____ Date _____

Secondary Administrator's Signature _____ Date _____

Superintendent or Designee's Signature _____ Date _____

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GOALS FOR NEXT SCHOOL YEAR		
The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.		
GOAL 1:	Insert SMART goal	
If applicable, Professional Development:		*Insert professional development planned*
GOAL 2:	Insert SMART goal	
If applicable, Professional Development:		*Insert professional development planned*

Richmond Community Schools
35276 Division | Richmond, Michigan 48062 | (586) 727-3565

2024-25 THERAPEUTIC SPECIALIST
NON-EVALUATION YEAR

Last Name
First Name

GOALS

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals. If no goals are available from previous school year's evaluation, goals shall be developed on or before September 30th. Goals must be written as SMART Goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound). REA members shall provide appropriate documentation of meeting goals on or before May 1st.

GOAL 1:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

GOAL 2:	**MET GOAL:**	YES OR NO
Insert SMART goal		
If applicable, Professional Development:	*Insert professional development planned*	

SIGNATURES

Teacher's Signature* _____ Date _____

Primary Administrator's Signature _____ Date _____

Secondary Administrator's Signature _____ Date _____

Superintendent or Designee's Signature _____ Date _____

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GOALS FOR NEXT SCHOOL YEAR

The year-end evaluation shall include specific performance goals that will assist in improving effectiveness for the next school year and are developed by the school administrator or administrator designee conducting the evaluation, in consultation with the teacher, and any recommended training by the school administrator designee, in consultation with the teacher, that would assist the teacher in meeting these goals.

GOAL 1:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

GOAL 2:	Insert SMART goal
If applicable, Professional Development:	*Insert professional development planned*

Schedule F– Live Synchronous Virtual Instruction

Should the District elect to offer live synchronous virtual instruction, the following shall apply:

1. Recognition that preparing, teaching, and assessing students in a live synchronous virtual instruction format is an alternative form of work from the traditional in-person classroom format, and that teachers who are assigned in-person and live synchronous virtual students are required to utilize *Schoology*, *Microsoft Teams*, *Performance Matters*, if appliable, and virtual classroom camera technology for instruction,

2. REA members assigned live synchronous virtual students shall be paid:

    a. $350 per student, per semester for Grade K-5 Classroom and Self-Contained Special Education Teachers.

    b. 1/7 of $350 per student, per semester for Grade K-5 Specials Teachers with 1-day per week or "mini-courses" (i.e. 7–8-week classes), Special Education Support Teachers (such as Resource Room, Social Worker, Speech and Language Therapist, and Teacher Consultant) and Title I Teachers.

    c. $175 per student, per semester for Grade 6-12 Classroom and Self-contained Special Education Teachers

    d. One-half (1/2) of $175 for Grade 6-12 Teachers with quarter classes or "mini courses" (i.e. 7–8-week classes), Special Education Support Teachers (such as Resource Room, Social Worker, Speech and Language Therapist, and Teacher Consultant) and Title I Teachers.

3. REA members shall be required to utilize *Schoology* to post and publish assignments, electronic resources, and/or assessments utilized in the classroom for access by either in-person and/or live synchronous virtual students.

4. REA members shall be required to take attendance for live synchronous virtual students in the same increments as they do for in-person students, unless pupil accounting rules and regulations require otherwise.

5. REA members shall accurately and timely complete all necessary state and District paperwork in order for the District to receive its full allocation of all available revenues, including but not limited to State Aid per pupil funding, Federal funding, and all other state and federal grants available to the District.

6. The District shall establish guidelines for live synchronous virtual students that includes:

    a. the length of virtual instruction to be at least one (1) semester.

b. Live synchronous virtual students failing more than two classes at the end of 1st marking period or 3rd marking period, shall be required to return to in-person learning for the 2nd marking period or 4th marking period, unless a medical note by a license physician is provided to the District indicating the student is required to remain virtual.

c. Cameras are to be on at all times. Live synchronous virtual students who do not keep their camera on during a class period shall be marked absent and the appropriate consequences related to absences shall apply.

7. REA members shall not exceed more than 25% of the class size levels, as outline by Article VI, Section A, during a normal traditional school year.

8. REA members shall establish a schedule in which live synchronous virtual students are required to log-in to participate in the instruction provided by the teacher, discussion facilitated by the teacher among live synchronous virtual and in-person students, partner and cooperative learning activities, demonstration, presentations, speakers, etc.

9. The District recognizes that some courses may not be conducive as an online/virtual option. In those cases, these courses will not be offered to online/virtual students. The final decision shall rest with the District.

10. The District will provide REA members all necessary equipment, such as laptops, internet "hotspots" when internet availability is weak or not available and access to *Schoology*, *Performance Matters*, *Microsoft Teams*, and other district-required resources or websites.

11. Furthermore, the District acknowledges that teaching is a craft that requires highly specialized training, which Richmond teachers have acquired. The District relies on the professional judgement of the teacher to determine appropriate instructional pedagogies and classroom management practices consistent with the District's evaluation instrument. The District also recognizes that live streaming automatically allows for more criticisms by individuals who may not be trained in instructional and classroom management best practices. Administration will discuss concerns of merit with the teacher.

Live Synchronous Virtual Instruction for Homebound Students.

For student who qualify and are eligible for homebound instruction, a *Student Support Team* consisting of the Director of Student Support Services, classroom teacher(s), building administrator, parent/guardian, and, if applicable the student, shall meet to determine whether live synchronous virtual instruction or an assigned tutor providing at-home in-person instruction is appropriate.

Quarantined Students.

Students who are required to be quarantined by the Macomb County Health Department (MCHD) or similar entity shall be assigned to live synchronous virtual instruction during the period of their quarantine. Quarantined students are not eligible for the Section 2 a-d stipends.