MASTER AGREEMENT

between the

COLEMAN COMMUNITY SCHOOLS

and the

COLEMAN EDUCATION ASSOCIATION

2025-2028

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WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Coleman Community Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the parties have reached certain understandings which desire to confirm in this Agreement.

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

ARTICLE I- RECOGNITION

The board hereby recognizes the Coleman Education Association MEA-NEA as the sole and exclusive bargaining representative for all professional and/or certified, non-supervisory personnel whether under contract, either verbal or written, employed by the Board; including teachers, therapists, psychologists, and social workers. Such representation shall cover all personnel assigned to newly created positions unless the Association and the District agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, business manager, (and the titles of any other positions which are "supervisory" within the meaning of PERA). The term "employer" when used hereinafter in the Agreement shall refer to all employees represented by the Coleman Education Association/MEA-NEA in the bargaining or negotiating unit as above defined.

ARTICLE II- RIGHTS OF THE BOARD

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the Coleman School District.

2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement.

3. To hire, promote, suspend and discharge employees, determine the size of the work force and to lay off employees, but not conflict with the provisions of this Agreement.

4. Adopt reasonable rules and regulations.

5. Determine the qualifications of employees, including physical conditions providing such selection shall be based on lawful criteria.

6. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or

sub-divisions thereof and the relocation or closing of offices, departments, divisions or sub-divisions, buildings or other facilities.

7. Determine the placement of operations, production, service, maintenance, or distribution of work, and the source of materials and supplies.

8. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.

9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.

10. Determine the policy affecting the selection, or training of employees providing that such selection shall be based upon lawful criteria.

B. The listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of or a waiver of any rights of management not listed and specifically surrendered.

ARTICLE III- ELIGIBLE EMPLOYEE'S RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any employee, or the Association, rights they individually or collectively have under the law.

B. Employees shall be entitled to full rights of citizenship.

C. The parties agree that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious, or discriminatory in regard to race, creed, disability, religion, color, national origin, age, sex, or marital status.

D. As stated in Weingarten Rights, an employee shall only be entitled to have present representatives of the Association when he/she is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance or whenever a conversation may lead to the above.

1. When a request for such representation is made, no action shall be taken with respect to the employee until such representation of the Association is present.

2. In the event an employee exercises his/her right to have representatives present, the employee and the representatives must appear within one (1) school day.

E. After 24 months, an employee may petition the Superintendent to remove negative material from his/her personnel file. The request for the removal of documents should be in writing stating the reasons for removal. The Superintendent may approve or deny the request at his/her discretion. If the Superintendent denies the request, the reason for denial shall be communicated in writing.

ARTICLE IV- ASSOCIATION RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to the Association, rights it has under the law.

B. The Association is entitled to the same rights and privileges as a community organization regarding the use of school facilities.

C. Authorized representatives, acting in official capacity for the Association, shall be permitted to transact official Association business on school property, outside of the classroom, providing that this shall not interfere with their teaching responsibilities or interrupt normal school operations. The authorized representative shall check in at the principal's office in the building he/she is visiting. Association members, Board Members or their agents shall make every effort to avoid discussing Board, Association, or personal views on matters relating to supervisory/employee or Board/Association relationships in the presence of students.

D. The Association shall be allowed to use bulletin boards in faculty areas, school mail services, school email, fax machines, and copy machines for materials relating to its official business. The Association shall reimburse the District related costs. All such materials must designate the person circulating it.

E. The Board agrees to furnish to the Association a current copy of each of the following when the materials are made available to the Board in final form, either in printed format or digitally at least 24 hours prior to each board meeting:

- Superintendent's Annual Report
- Proposed Budget
- List of certified/licensed employees with their salary, degree, experience
- Board Agenda
- Board Minutes
- Audit

F. The Coleman Education Association will have one hour on the first work day of school each year to conduct Association business. The first employee work day each school year will follow the scheduled professional development days unless prior agreement is reached between the Association and the Board.

G. All new hires at the beginning of the school year will attend a full work day for New Teacher Orientation that will be scheduled on the yearly calendar. Those hired after the start of the school year will attend the following school year.

ARTICLE V- PAYROLL DEDUCTIONS

A. Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee 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.

B. HSA pre tax: Barring any unforeseen circumstances, or family status, employees will be able to change the amount they choose to deposit into their HSA account twice each school year.

ARTICLE VI- TEACHING YEAR, HOURS AND CLASS LOAD

A. The employee's year shall consist of a contractual period of a maximum of 185 days (a minimum of 1098 scheduled student contact hours), made up of no less than 180 full days of pupil instruction, and up to three (3) days for employee work day/recording grades, one (1) day parent/teacher conferences and minimum state required hours for professional development.

The Board and the Association recognize the 40 hour work week for all professional personnel. The normal employee's day shall be from 8:00 a.m. until 3:30 p.m., including lunch. Instruction and/or professional activities and monitoring of students on the school premises shall begin at the start of the employee's normal day.

The time after student dismissal shall be used by employees for professional activities on the school premises (including any responsibility duly assigned by the Administration) but not to include Association business.

The Association and the Board recognize that the success of an employee in fulfilling their duties to Coleman Community Schools and the profession is dependent upon, among other things, the devotion of reasonable extra time to self-improvement and out-of-school time for preparation of unit/lesson plans, scoring/grading/feedback, and collaborating with families.

B. Upon mutual agreement of the Board and the Association, the starting time of an individual employee's workday may vary from year to year. A format, as established by the administration, will be implemented in a manner deemed by the administration to be appropriate for the student instruction. The regularly scheduled duty day for classroom employees (including classroom instruction time, preparation periods and non-instructional student supervision time such as student 'passing periods', duty-free lunch periods, but excluding staff meetings called under the auspices of section C of this article) shall not exceed a continuous seven hours and thirty minutes per day.

Conferences requested by a student, parent, or administrator to be held during a bargaining unit employee's preparation period, will require the employee's voluntary permission to use their scheduled preparation time for such purpose. If the employee is unavailable during the school day for such a conference, an alternative before or after school accommodation will be made by the employee for the conference at a mutually agreeable time within a three (3) school day period unless both parties agree to other dates and times.

Conference requests shall be considered differently than preparation time which includes time for creating and organizing for lessons, grade level meetings, data analysis meetings and student support meetings such as ACE cases.

C. Wednesdays shall be reserved by all employees for professional meetings to be called by the Superintendent or Principals and are not to exceed one and a half hours in duration unless set as a half or full day professional development in the school calendar. Additional meetings are possible by mutual agreement with the Association. At some time during the school year with ten (10) school days notice to the staff, the Superintendent may schedule up to two (2) additional hours of professional development. These meetings will follow immediately after school dismissal. Employees may not be excused from staff meetings for extra curricular assignments without prior approval from a building administrator.

Early Release days will typically be assigned on Wednesdays, unless mutually agreed upon between the Superintendent and the Association to be on a different day of the week. There will be no student supervision, instruction or extra-curricular assignment work required or performed during Early Release time. Early Release Time will be for the purpose of professional development and school improvement. On Early Release days, no required staff meetings or training will be scheduled that run after normal contracted time unless it meets the above criteria.

D. All employees shall have a duty free uninterrupted lunch period of at least 30 minutes in length.

E. The salary schedule is based on a five day week devoted to scheduled student instruction in the format(s) adopted by the Board for any given grade level(s) and/or building(s). In addition, at the Junior/Senior High School, all classroom teachers will have as part of their regularly scheduled duty day one continuous unassigned block of preparation time during the student day equal in length to the majority of instructional class periods being offered at that level (except in accordance with Section G of this Article).

In the event a format is adopted that would increase the number of daily student instructional periods to seven or more, a letter of understanding affirming the number of instructional periods must be approved by the Administration and the teachers assigned to the building(s) affected. The approval process for the affected building(s) will consist of a secret ballot having the support of more than a simple majority of the teachers assigned to the building.

F. All elementary teachers will receive at least 150 minutes per week of preparation time, in increments of not less than 25 minutes each, during the student's day, and at least 30 minutes of preparation time before or after the student day. Every attempt will be made to offer teachers a preparation period each day.

Each teacher may be assigned one (1) 15-minute recess duty per week (with the exception of inclement weather) on a consistent basis. Each teacher may be assigned a second 15-minute recess duty in a week, if necessary, on a rotating basis based on recess time. No teacher will be assigned more than a total of two (2) 15-minute recesses weekly. AGREE

G. The Board may, with the employee's permission, assign an employee to an additional instructional period during the student's day (in lieu of a preparation period) with additional compensation computed as a pro-rata fraction of the length of the preparation period to the length of the employee's duty day.

H. Three employees may engage during the school day in negotiations on behalf of the Association with any representative of the Board, or two may participate in any professional grievance negotiations, and shall be released from their regular duties without loss of salary, but only if such meeting is scheduled during the employees duty day by the Board.

I. Every effort will be made to secure a qualified substitute teacher when a classroom teacher is absent for one-half day or more. If an employee works as a substitute teacher during his/her scheduled preparation period, he/she shall receive compensation of $15.00 per half hour.

J. Release time for assessments, evaluation/grading, and travel time between buildings are as follows:

1. Two (2) sub days shall be provided to each teacher in grades K-6 for the evaluation/grading of assessments. This release time may be taken in increments as small as two hours at a time. Teachers may use this time in conjunction with other teachers who are assessing, i.e., Teacher 1 has a sub from 8:00-10:00, Teacher 2 has the same sub from 10:00-12:30 (lunch taken out) and Teacher 3 has the same sub from 12:30-2:30.

2. Special education teachers and ancillary staff will receive one day per year for the completion of Medicaid reimbursement and other special education paperwork related to students. These teachers and ancillary staff may take this time in increments as small as one hour and hours should be pre-approved with their principal or supervisor.

3. Travel time between buildings will be considered to be eight (8) minutes, unless an individual agreement is reached between Administration, the member, and the Association.

4. All CEA members will greet families and community members at a 1.0 hour Open House within the first two weeks of the start of the school year and no sooner than the first Work Day/Professional Development Day. Dates/times will be determined with input from building staff and the full CEA Executive Board. The final decision rests with the Administration. Open House attendance will take the place of one (1) one-hour staff meeting as indicated in Article VI Section C. Employees may only be excused from Open House for extracurricular assignments with prior approval from a building administrator and no more than three (3) staff members shall be approved per building. Absence due to emergency situations may be granted by Superintendent approval. To the greatest extent possible, dates for Open House at each building will be set prior to the end of school the previous June.

K. Employees may sign in at 7:30 a.m., prior to the normally scheduled work day (8:00 a.m.) on the day in which flex time is to be used, except when scheduled to attend mandatory meetings including but not limited to: IEP/504 meetings, staff meetings and district applicable professional development. This flex time may be used in lieu of using sick time for appointments. Employees must continue to sign out before leaving, but indicate that they are using flex time. Flex time may only be used after the end of the school day.

L. Any teacher leaving the building to which assigned during the contracted day, for sick or personal time, shall sign the sign-out register in the principal's office with the exception of lunch periods. This time is deducted from sick or personal time except when using flex time, as stated in Article VI(K).

ARTICLE VII- ASSIGNMENTS

A. Assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, and extra duties enumerated in Schedule B, and summer school courses shall not be obligatory; consent of the teacher is necessary.

B. Employees are encouraged to volunteer for extracurricular organizational activities which are not a part of Schedule B.

C. Each employee and his/her immediate family shall have free admission to all home regular season athletic events. The employee must be present at the event, but not necessarily as a

spectator, for the immediate family member to be admitted without charge. Although the employee must be present at the event, he/she need not accompany the immediate family member into the event.

ARTICLE VIII- TEACHING CONDITIONS

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever reasonable, but should not exceed an average pupil-teacher ratio of 30:1, except for physical education and music/band classes. If a class is over 30:1, excluding physical education and music/band classes, the teacher will be provided paraprofessional support in accordance with the CESPA contract. If paraprofessional support is not available, the Association and Administration will meet to determine an appropriate stipend.

B. Least Restrictive Environment (LRE)/Inclusive Education/Mainstreaming:

1. The Board recognizes that all students have a right to an education and may assign students with disabilities to the buildings and classrooms that the students would normally attend if the students were not disabled.

2. Prior to any LRE placement, the Board shall provide professional development to the teacher(s) regarding the instruction and behavioral management of students with disabilities in the regular education classroom setting, including, but not limited to, the differing approaches, problems, and techniques to be utilized with varying disabilities.

3. The participation of the mainstreamed students with an Individualized Educational Plan (IEP) in the regular education classroom shall not significantly disrupt or have a negative impact on the educational process for either the student(s) with disabilities or other students in the classroom. These mainstreamed students will be counted toward the teacher's ratio limit as indicated in VIII.A. at all times during the instructional day even if the student's attendance in the classroom is scheduled by minutes, hours or the whole day.

4. The Board and the C.E.A. agree that no member shall be expected to perform nor be liable for the performance of any medical or custodial procedures such as, but not limited to: catheterization, suctioning, ostomy, tracheostomies, feeding and feeding tubes, toileting, diapering bathing, lifting, dispensing of medication, postural drainage or percussion, and any other medical procedures that a parent can perform without a medical degree.

5. Should a student require or have occasional need of a procedure outlined in the above paragraph, the Board agrees to provide a paraprofessional or other professionals to address such needs.

C. Should a multi-grade class (a class in which two grade levels are taught in a self-contained classroom) be necessary, a maximum of twenty-six (26) students will be maintained.

ARTICLE IX- TEACHING FACILITIES

A. The Board shall provide:

1. A separate desk for each classroom in the district.

2. A space for employees to store coats, outerwear, and personal articles.

3. 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.

5. Storage space in every classroom for instructional material.

6. Paper, pencils, pens, whiteboard markers, erasers that are required in daily teaching responsibilities.

7. A computer with Internet access.

8. A key/or access to the building.

9. Adequate space to accommodate the number of students assigned to the classroom, taking into consideration those classrooms with the largest numbers first. Space for classrooms will take precedence whenever possible over after school/before school programs.

   A teacher who is expected to move to a different classroom due to school or student need will be paid for 7 hours' of time, to be used outside of the contractual day, at the Certified Staff rate (Schedule B).

10. To the greatest extent possible, given the facilities available in the district, rooms should have adequate ventilation and heating to be conducive to learning as well as for safety. A process will be provided to staff regarding the use of room air conditioners.

B. Telephone facilities shall be available for employees for local calls.

C. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.

D. Adequate lounge facilities will be provided with necessary equipment such as refrigerators to store personal lunches, microwave for heating lunches, lunch tables with adequate space for eating. There will be a staff use only bathroom provided in the building. Employees shall cooperate in good housekeeping practices in the lounges.

ARTICLE X- LEAVES OF ABSENCE

Non-Illness Unpaid Leave

A. A leave of absence of up to one (1) year may be granted to any teacher, upon written application, for the purpose of participating in Board approved exchange teaching programs in

other school districts, states, territories, or countries, foreign or military teaching programs, the Peace Corps, or Teacher Corps as a full time participant in such programs, or Board approved cultural travel or work program related to his/her professional responsibilities, provided said teacher states, in writing, his/her intention to return to the school system. Upon return from such leave the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for one period of military duty in any branch of the armed forces of the United States. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

C. Seniority shall continue to accrue during Leaves of Absence.

D. Temporary employees hired to replace employees who are on leaves of absence for less than a full school year shall be considered substitutes and, therefore, not bargaining unit members. Employees hired to replace employees who are on leaves of absence that equal or exceed a full school year shall be bargaining unit members entitled to all contractual rights and benefits. Service credited and reported for seniority and longevity purposes will be provided in accordance with the law.

E. All requests for leave of absence will be applied for and granted in writing. The teacher must apply for leave at least sixty (60) days prior to its commencement, except in cases of emergency.

1. Requests shall be submitted to the Superintendent. The Superintendent will present the request with his/her recommendation to the Board of Education at the next regular meeting following the application. All leaves of absences except those exempt by law are at the discretion of the Board of Education. Written notice of intention to return or resign for the following school year shall be given to the Superintendent by April 1.

2. No benefits will accrue to a teacher during a leave of absence except as otherwise stated herein. Upon return from leave, the teacher's accumulated sick leave accumulated at the time the leave commenced, will be restored. A teacher returning from a leave of absence shall be placed at the same position on the salary schedule, no experience credit to be given except as otherwise stated herein.

F. Any teacher whose personal illness extends beyond the period compensated (either through sick time or LTD) will be granted a leave of absence without pay for such time as is necessary for complete recovery for a maximum of one year. Employee insurance will only be paid if the employee qualifies for FMLA or CEA Sick Bank.

Illness or Disability Leave

G. At the beginning of each school year each teacher shall be credited with seven (7) days of leave, the unused portion of which shall accumulate from year to year to a total of 135 days. The leave days may be taken by a teacher for the following reasons and subject to the following conditions:

1. **Personal Illness or Disability:** The teacher may use all or any portion of his/her leave to recover from his/her own illness or disability. For full time employees, up to a maximum of 72 hours of sick time, depending on how many hours the employee is eligible for, may be used for Earned Sick Time Act (ESTA) purposes as provided under that law. This language is not intended to provide more benefits to employees than as is provided under ESTA and will be adjusted should

the ESTA laws change, including family members included under the law. Part-time employees will receive prorated paid leave time. At the time of drafting this contract, family members include:

a. a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;

b. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis when the employee was a minor child;

c. an individual to whom the employee is "legally married under the laws of any state; "

d. a grandparent or grandchild;

e. a biological, foster, or adopted sibling; and

f. any other individual related by blood to the employee or an individual whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited, a civil union.

2. **Child Care:** A leave of absence shall be granted to any bargaining unit member for the purpose of child care for immediate medical needs of a child or adopted child within the immediate family of a bargaining unit member after exhausting or being denied any Family Medical Leave Act (FMLA) rights and provisions for care of such child. Said leave shall commence upon request of the bargaining unit member. It is further provided that:

a. The initial leave period may be for the duration of the semester when the leave was granted plus one additional semester excluding a summer semester. The leave may be extended up to a period of one (1) school year by written request of the bargaining unit member.

b. A person beginning or returning from a leave shall request such leave at a marking period break and will return to a position unless the teacher is laid off.

c. In the event of death of the object child on the leave, the leave of absence may be terminated upon request of the bargaining unit member.

d. The granting of such leave will in no way interrupt seniority and rights attendant thereto.

e. Continuation of insurance benefits will be provided for up to an eight (8) week period concurrent with FMLA, and the bargaining unit member's sick, personal and sick bank leaves.

f. A member of the bargaining unit adopting a child shall be eligible to receive child care leave under the same provisions outlined above.

3. **Medical or Nursing Care:** With approval of the building principal, the teacher may take three (3) days per year to make arrangements for medical or nursing care for a member of his/her immediate family. Immediate AGREE family shall be interpreted as those relationships included in Article X.G.1.a-e.These days shall be deducted from sick leave.

4. **Illness in the Immediate Family:** Immediate family shall be defined as in Article X.G.1.a-e. above. These days shall be deducted from sick leave. Under unusual circumstances, the maximum may be increased by the Superintendent or in accordance with eligibility of Family Medical Leave Act (FMLA).

H. Bereavement Leave

1. For the Immediate Family: The teacher may take a maximum of five (5) days per death and it does not need to be taken consecutively, but within a two-month period after the death. Immediate family shall be interpreted the same as Article X.G.1.a-c. above, equivalent step-family or others living in the same household; these days are not deductible from sick leave.

   The employee may take a maximum of three (3) days per death for any relationships covered in Article X.G.1.d-e.These days are not deductible from sick leave.

2. Other Deaths: The teacher may take one (1) day per death to attend the funeral of any person. This day shall be deducted from sick leave.

3. Employees must provide the number of bereavement days requested and relationship to the deceased when reporting their absence in writing to determine how many bereavement days are provided under this section.

I. The Board shall furnish each teacher with a statement at the beginning of each school year setting forth his/her total sick leave credit.

J. Each teacher shall contribute one (1) day each year of their annual leave toward a sick leave bank until the bank accumulates 200 days. When the bank accumulates 200 days, there shall be no further deduction from the individual teacher's sick leave until such time as the bank reaches a level of 180 days. Upon reaching this level, the above procedure shall again be followed. In no event shall the sick leave bank exceed an accumulation of more than 300 days.

1. If a member uses days deducted from the sick leave bank and then their employment with Coleman Community Schools is terminated during repayment of such sick days, any remaining unspent sick/personal days in their account will revert to the CEA sick leave bank, not to exceed the total days owed to the bank.

2. The sick leave bank shall be administered by the Executive Board of the Coleman Education Association who will meet with the District Payroll/Benefit Specialist at least one time per academic calendar to review the sick bank processes and number of days.

K. Any employee who is absent because of an injury or disease compensated by Michigan Workers Compensation Act, shall receive from the Board the difference between the Workers Compensation payment prescribed by law and his/her regular salary for a period of up to twelve

(12) months. Workers Compensation will run concurrently with the Family Medical Leave Act (FMLA).

L. No charge shall be made against any sick leave account for any day on which schools are closed due to weather or other unforeseen circumstances.

M. Employees are encouraged to save sick days for unforeseen emergencies. When a teacher has reached the maximum of 135 sick days, they will be paid eighty-five ($85) dollars per day for each unused sick day. This pay will be calculated yearly, and paid in June.

N. Employees shall be eligible for (Family Medical Leave Act) FMLA consistent with the Act and its regulations. If the employee, on his/her own volition, fails to return from FMLA, the employee may be requested to repay the District the insurance premiums paid by the District. FMLA eligible absences will run concurrently with paid sick leave usage with the required annual 12-week eligibility resetting on a rolling 12-month period per Board Policy.

ARTICLE XI- PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

A. Employees may be granted a leave of absence with pay for Administration approved visitation at other schools, or attending meetings or conferences of an educational nature. The number of employees allowed to leave at any one time will be within the discretion of the Administration.

These days may be granted by Administration to chaperone Coleman school-related trips and events to attend their own child's field trip or event during a regular school day. It is understood, however, that the bargaining unit member will be assigned and expected to perform chaperone/teacher duties to supervise all students/adults attending and not just be accompanying their own child or children. There will be a maximum of three (3) CEA staff members allowed per event/trip and a maximum of two events (2) per staff member per year. At the discretion of Administration, additional staff members may be included or additional days given, while considering the impact of students in that teacher's classroom.

B. At the beginning of every school year each employee shall be credited with five (5) personal paid days to be used at the teacher's discretion.

1. It is understood such leave shall not be granted for the first or last day of the school year. A limit of two (2) days may be used on the first working days preceding or following a vacation period.

2. Use of four (4) or more days consecutively during the school calendar will be limited to one (1) occurrence per the life of the Master Bargaining Agreement.

3. An employee planning to use a personal leave day or days shall notify his/her principal in writing at least three (3) school days in advance, except in cases of emergency.

4. Personal hours or sick days not used shall be credited to the employee's accumulated sick leave the following school year.

5. The employee shall be allowed to cancel his/her application for personal leave by 3:30 p.m. of the preceding day. No more than three people per building per day may be allowed on personal leave unless more are permitted by the superintendent.

C. A leave of absence shall be granted to an employee called for jury service or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding if the employee provides the District with a copy of the jury summons or other court document. The Employer shall pay an amount equal to the difference between the employee's daily salary and the daily jury duty fee paid by the court (not including travel allowance for reimbursement for expenses) for each day in which the employee reports for or performs jury duty on which he/she otherwise would have been scheduled to work, provided that the employee cooperates with the administration in seeking to be excused from work. If an employee is released from jury duty during the school day, the employee is expected to report to work for the remainder of the work day.

D. An employee may use up to one (1) personal day per year for the purpose of working as an Election Inspector during a local or national election assuming they provide proof to the payroll specialist with a document signed by election officials indicating their service date and start and stop times. With the use of these personal days, the teacher will not be harmed in his/her receipt of the Merit Pay requirements by serving in such capacity.

E. At the beginning of every school year, the Association shall be credited with ten (10) days to be used by employees who are officers or agents of the Association. An additional five (5) days shall be granted the Association provided the Association shall reimburse the Coleman School District for the substitute teacher's pay. The Association agrees to notify the Board or its designee and the building principal in writing no less than forty-eight (48) hours in advance of taking such leave. Not more than three (3) shall be allowed to be gone on any one day under this provision.

F. No charge shall be made against any personal or Association leave account for any day on which schools are closed due to weather or other unforeseen circumstances.

ARTICLE XII- NEGOTIATION PROCEDURES

A. Negotiations will begin no later than the first Monday of May of the calendar year in which this Agreement expires unless a later start date is mutually agreed upon by the Association and the Board. The Association and the Board agree to negotiate a successor Agreement in accordance with the procedures set forth herein and a good faith effort to reach an agreement concerning wages, hours, terms, and conditions of employment. Any agreement so negotiated shall apply to all eligible employees and shall be reduced in writing and signed by the Board and the Association.

B. Neither party in any negotiation shall have control over the selection of the negotiation or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

C. If parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Employment Relations Commission or take other lawful measures.

D. Three (3) eligible employees may engage during the school day in negotiations on behalf of the Association with any representative of the Board.

ARTICLE XIII- PROFESSIONAL GRIEVANCE PROCEDURE

A. A grievance is defined as an alleged violation of a specific article or section of this Agreement. Grievant shall be defined as the local Association, employee or employees. Prohibited subjects of bargaining are not subject to the grievance procedure, including evaluation, layoff and recall, merit pay, assignment and transfer, discipline and discharge.

1. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievances; but such grievance shall be submitted to the following grievance procedures stated below.

2. LEVEL 1: Before a grievance can be filed, however, both parties involved shall informally discuss the situation to be certain there has been a violation of any provision of this contract, or to ascertain if there is a disagreement as to a violation of any provision of this contract.

3. Any grievance filed without this initial informal conference shall be considered by all parties as null and void. Informal concerns shall be brought to the parties involved within five (5) work days of when the issues occurred or when the parties should have known of the occurrence. An informal conference shall be held within five (5) work days of notification in writing of the need for such a meeting and a decision rendered five (5) work days after the informal conference is held.

B. LEVEL 2: The grievant wishing to invoke formal grievance procedure must do so on the form set forth in the Appendix, signed by the grievant and the representative of the Association, and it must be filed within five (5) work days of the decision at the informal conference. A copy of the form shall be delivered to the principal of the building involved and to the Association. If the grievance involves more than one building, it may be filed with the Superintendent or a representative designated by him/her.

C. Within ten (10) work days of receipt of the grievance, the principal or supervisor shall meet with the Association President, Grievance Chairperson, or his/her designee in an effort to resolve the grievance. The principal or supervisor shall indicate his/her disposition of the grievance in writing within five (5)work days of such meeting, and shall furnish a copy thereof to the Association and to the grievant.

D. LEVEL 3: If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) work days of such meeting, the grievance may be transmitted to the superintendent.

1. If the Association does not transmit the grievance on to the Superintendent within five (5) working days after receiving the disposition of the grievance from the Principal or after the expiration of time if no disposition is made, the grievance shall be considered settled.

2. If the Association does pass the grievance on to the Superintendent within the time limits prescribed, there shall be a written report signed by the President of the

Association stating exactly why the Principal's disposition of the grievance was not satisfactory together with any and all information the Association has connected with the grievance.

3. Within ten (10) work days the Superintendent or his/her designee will meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) work days of such meeting and shall furnish a copy thereof together with any and all information the Superintendent has connected with the grievance to the Association.

E. LEVEL 4: If the Association is not satisfied with the disposition of the grievance, the grievance may be transmitted to the Board of Education within five (5) work days. Within ten (10) work days, the Board will meet with the Association on the grievance. The Board shall indicate a disposition of the grievance in writing within ten (10) work days of such meeting and shall furnish a copy thereof to the Association.

1. If the Association does not transmit the grievance on to the Board of Education within five (5) work days after receiving the disposition of the grievance from the Superintendent the grievance shall be considered settled.

F. If a satisfactory disposition of the grievance is not made as a result of Paragraph E, the Association may, by written notice to the Board, submit the grievance to arbitration within ten (10) work days from the last date provided for in Paragraph E.

1. Within ten (10) work days after such written notice and the submission to arbitration, the Board and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by the Association.
   The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. An alleged violation of Appendix D is not subject to arbitration in the grievance process. An Arbitrator, however, has jurisdiction to consider a grievance filed under the Article XIII grievance process by a tenured Teacher with two (2) consecutive overall evaluation ratings of needing support who notifies, in writing, the Board and Association within 30 work days. The arbitrator shall have no authority to review merit pay or any prohibited subject of bargaining.

2. The arbitrator so selected will hear the matter and will issue his/her decision.oral hearings have been waived, the final statements and proofs are submitted to the arbitrator. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted.

3. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

4. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be final and binding upon the Association, the Board, and the grievant.

5. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

G. Any grievance which occurred prior to the ratification date of this Agreement shall not be processed.

H. If any individual teacher has a personal complaint which he/she desires to discuss with a supervisor, he/she is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustments of a grievance be inconsistent with the terms of this Agreement.

"Days" shall be defined as school days during the school year and days when the administrative office is open during the summer.

I. Any time period in this Article may be extended by mutual agreement of parties involved.

ARTICLE XIV- STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Any case of assault upon a teacher's person or damage to his/her property which is related to his/her employment with the Board shall be reported promptly to the Board which will render assistance in handling the matter. In case the teacher suffers student damage to his/her personal property while on the school premises, the Board agrees to pay up to one hundred dollars ($100) of the deductible portion of the teacher's personal insurance, or up to a maximum of one hundred dollars ($100) toward the documented repair costs.

B. The parties mutually agree that classroom management and student discipline are important to District operations. The District's administration is responsible for disciplining students consistent with the Student Code of conduct and State and Federal law. Teachers are responsible for maintaining proper control and discipline in the classroom. If a teacher believes that additional support or guidance is needed when addressing classroom management issues, the teacher may request a meeting with the administration and an Association representative. Employees have the right to expect the Board and Administrative support in their lawful and necessary actions in maintaining discipline and working with pupils and parents; such support to include referral of pupils with deviant behavior to other persons or agencies for assistance.
A teacher also has the right to be advised and supplied a copy of any formal complaint to the Board concerning his/her work in a timely manner.

C. Time lost by a teacher in connection with an incident mentioned in this article, non-compensable under Workers Compensation, shall not be charged against the teacher unless he/she is guilty in a court of law.

D. The Association agrees that it is the responsibility of all employees to assist at all times in maintaining order in the building, on school grounds, during the normal school day.

ARTICLE XV- PROFESSIONAL BEHAVIOR

Employees are expected to comply with rules, regulations and directions adopted by the Board or its representatives which are consistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens well-being or physical safety.

Employees are expected to dress and behave in a manner that is professional and models appropriately for students and the community.

Employees shall not leave a class unattended except in an emergency. They shall be responsible for the supervision of students on the school grounds as well as in the school building except when released by other provisions of this Agreement.

Employees are to be responsible for the supervision of their assigned stations of duty at all times unless otherwise directed by the Principal or his/her designee. It shall be the Employer's responsibility to supervise students and not condone student behavior which is contrary to School policy.

An employee shall ensure that all sides of a controversial issue are presented equally. It shall be the Teacher's responsibility to determine to the best of his/her ability that the topics and materials used will be appropriate to the maturity-level and intellectual ability of the students. Employees shall be responsible for creating and maintaining conditions conducive to learning.

ARTICLE XVI- CONTINUOUS OPERATIONS

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. During the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike, as defined by Section I of the Public Employment Relations Act.

B. Both parties agree that they will not directly or indirectly engage in or assist in any unfair labor practice as defined in the Public Employment Relations Act.

C. No teacher shall be required to report for duty if the building in which he/she is regularly employed is closed by weather or other unforeseen circumstances.

ARTICLE XVII-REVIEW COMMITTEE

A. Representatives of the District and the Association shall meet informally quarterly from September through May for the purpose of reviewing the implementation of this Master Agreement and of resolving problems, which may arise. If mutually agreed upon by both the District and the Association, the meeting may be adjourned until the next scheduled meeting if there are no matters to discuss. A meeting may also be convened sooner if either party requests one.

B. Three or four teacher representatives shall be selected by the Association and three or four administrator representatives by the superintendent. The Association and Administrator representatives shall separately designate an Association chairperson and an Administrator

chairperson who shall serve concurrently as co-chairpersons. Each chairperson shall submit to the other chairperson, one week in advance of the scheduled meeting, items for discussion.

C. The meetings of the Review Committee are not intended to bypass the grievance procedure outlined in Article XV of this Agreement.

D. Agreements arrived at by the Review Committee shall be reduced to writing in the form of memoranda of understanding and submitted to the Association and the Board of Education for approval. Upon approval by the Executive Board and the Board of Education the memoranda shall become a part of the Master Agreement for the duration of the Agreement.

ARTICLE XVIII- SENIORITY

A. Seniority shall begin as of the employee's first working day and shall be defined as the total years' of continuous service to the Coleman Community School District in a position requiring certification/license. In the event of conflicting seniority dates, seniority shall be determined by the date of the individual employee contracts. Board approved leaves shall be defined as continuous employment. Full time administrators are specifically excluded from this seniority list or any other contractual provisions.

B. Any employee who assumes a full-time educational position within the district, other than an Association position, and returns to a position as a teacher within one calendar year shall be entitled to retain seniority rights and salary schedule advancement as would have accrued under this Agreement prior to taking the new position.

ARTICLE XIX- RETIREMENT

A. Staff members who announce their retirement by September 1 for the second semester of the same school year or by March 1 for the following school year will receive bonus pay (2% of their base annual salary, retroactive to the beginning of the current school year) as a bonus *NOT* subject to ORS contribution. Retiring members shall receive the additional pay beginning with the written announcement of their plan to retire, paid out over the remaining regular pay periods. Individuals who receive the bonus agree to terminate their health insurance before July 1. Staff that do not receive the bonus pay will receive their insurance until the end of the contract, provided that they fulfill their contract.

B. Upon retirement, announced after December 1, but prior to May 15th in the year it is to occur, the Board will pay for unused sick leave at the following rates:

1-50 days	$20 per day	=$1,000	
51-100 days	$35 per day	=$1,750	
101-142*	$70 per day	=$2,940	
Total		$5,690	Max (payable by January 31, the year following retirement)

*Employees retiring with more than 135 sick leave days will not be eligible for further payment under Article X.M.

ARTICLE XX- PROFESSIONAL COMPENSATION AND INSURANCE

A. The basic salaries of employees covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

B. All eligible employees in this school system as of June 30, 2025, shall be given full credit on the salary schedule set forth in Schedule A for up to and including Step 12 for years of experience in a K-12 school district in the State of Michigan only.

1. Those hired after July 1, 2025, with prior experience in a K-12 school district may be considered for Schedule A up to and including Step 12.

2. Those employed in this school system with other teaching or professional experience in other fields that show a direct connection to the area of employment or as recognized by the Michigan Department of Education may be considered for up to Step 7 in his/her first year with Coleman Community Schools. The employee is responsible for submitting documentation to the district of their total years of experience from previous employers and information will be verified with said employers.

3. At the time of initial employment, or re-employment, if a certified staff member has had a regular full time contract (excluding substitute teaching assignments) in a public school district in any of the most recent five (5) years, Administration will determine if the employee's most recent salary will be protected by the District. If granted, the salary to protect figures will be for base salary duties only and will not include any extra compensation for other duties provided. If the salary to protect figure falls between two steps on the District salary schedule, the employee may be placed at the higher of the two steps, but not to exceed Step 7. The salary to protect figures will be documented by the employee providing a copy of the most recent contract or through employer payroll records at the time of hire. In addition,said employee will remain on Step 7 of the applicable salary schedule until such time as he/she reaches the given years' of experience in the district, at which time he/she will progress through the salary schedule.

4. The Board may, at its discretion, provide a one-time signing bonus for new or re-employed staff.

5. With respect to lanes, employees who are not certified teachers and that receive their credits differently than teachers such as School Social Workers and Speech Pathologists, will be given lanes in accordance with their additional coursework or Continuing Education Units (CEUs) beyond that necessary to attain their degree to work in schools. CEUs will be calculated by hours and similar to college course credits where forty-five (45) hours equals three (3) credits. Employees must be able to provide documentation of such credits/CEUs and they must be verifiable.

C. In the event of absences not covered by paid leave the following formula shall be used to compute deductions:

Total contractual salary divided by 185 days equals the daily rate or number of days in the agreed upon calendar. This same formula shall be used in prorating salaries for teachers who do not

teach the entire year. Benefits will be prorated according to the date of hire/termination. Insurance will terminate at the end of a teacher's contract year.

D. Teachers involved in extracurricular assignments requested by the district shall be compensated as set forth in Certified Staff Hourly Rate Schedule B of this Agreement.

E. The prevailing rate in the district shall be given for prior approved use of personal cars for other business of the district.

F. Payment of salary for teachers shall be bi-weekly commencing the first payday after school starts. Each teacher will be paid in 26 equal payments, except on those years when there are 27 equal payments. Years with 27 equal pays will be mutually agreed upon by the District and the Association and teachers will be notified in writing prior to July 1 of the beginning of the next school year. Teachers will receive their contracted balance by August 31.

G. Grant writing compensation and summer workshop compensation shall be as follows:

1. Any individual(s) who successfully write(s) a grant in excess of $1,000, pre-approved by the Superintendent or designee, which is funded by governmental or private sources, shall be entitled to an amount equivalent to ten percent (10%) of the funded grant (exclusive of District matching funds) not to exceed $5,000. All payments will be calculated as total compensation, including both salary and fringe benefits. A second year application of a similar grant shall be entitled to an amount equivalent to five percent (5%) of the funded grant not to exceed $2,500. All grant applications must be pre-approved by the Superintendent or designee and have a positive net impact on the bottom line of the district.

2. If a teacher attends a summer workshop at the request of the administration, they will be compensated at a substitute teacher's pay rate for the days in attendance.

INSURANCE

H. The Board agrees to provide, upon submission of application by the teacher and in compliance with the rules of the insurance carrier, the following protection:

OPTION 1 MEDICAL -- FOR FULL-TIME EMPLOYEES NEEDING HEALTH INSURANCE

The Board agrees to fund insurance for a full twelve (12) months, except as provided in Article XIX Paragraph A, as follows:

To provide up to three (3) MESSA Medical Insurance plans options, mutually agreed upon by the Association and Board. MESSA along with other insurance companies will be contacted in negotiation years for quotes. The Board and Association may also choose to look at other plans if an upcoming increase may substantially or negatively impact employees. Under this contract all employees will be invited to a meeting to learn about the options, including but not limited to MESSA.

District Premium Cost Share

State Hard Caps amounts and language are paid by the District and language will remain in effect through December 31, 2025 as listed below:

Single $7,718

Double $16,141
Full Family $21,049

In each medical benefit coverage plan year under this contract the District's contribution towards insurance shall not increase more than 3.3% above the previous year's District contribution.

HSA

- No prefund of HSA. Staff members will submit paperwork to designate HSA AGREE funding to be deducted from salary bi-weekly.

Additional Ancillary Participant Benefits in conjunction with Medical Plans:

- Long-Term Disability – 70%
  $5,000 Maximum monthly Salary
  $3,500 Maximum Benefit
  Waiting Period: 90 Calendar days – modified fill
  Pre-Existing Condition Waiver – Yes
  Freeze on Offsets – Yes COLA: No
  Alcoholism/Drug Waiver: Two-year Limitation
  Mental/Nervous: Two-year Limitation
  Educational Supplemental Program: No
  Survivor Income Benefit – 0 months
  Social Security Offset – Family
  Own Occupation – 2 years Minimum Benefit: 5%

- Dental- Delta Dental Plan Year: January to December
  Class I: 60%; Class II: 60%; Class III: 60%
  Annual Max for Class I, II & III: $1000
  Lifetime Max Class IV: $1000
  X-Rays paid under Class II
  Adult Orthodontics: No
  Sealants: No
  Cleanings: 2 per year

- $10,00 PAK Life
- PAK AD & D $10,000
- Vision – VSP 3-Plan Year: January to December
- Basic Term Life w/Med: $5,000

OR

OPTION 2 ONE (1) ANCILLARY PLAN – REQUIRED FOR FULL-TIME EMPLOYEES NOT TAKING MEDICAL INSURANCE

Medical None

Ancillary Plan Only Participants will receive the following benefits:

- Long-Term Disability – 70%
  $5,000 Maximum monthly Salary
  $3,500 Maximum Benefit
  Waiting Period: 90 Calendar days – modified fill
  Pre-Existing Condition Waiver – Yes

Freeze on Offsets – Yes COLA: No
Alcoholism/Drug Waiver: Two-year Limitation
Mental/Nervous: Two-year Limitation
Educational Supplemental Program: No
Survivor Income Benefit – 0 months
Social Security Offset – Family
Own Occupation – 2 years Minimum Benefit: 5%

- Dental- Delta Dental Plan Year: January to December
  Class I: 80%; Class II: 80%; Class III: 80%
  Annual Max for Class I, II & III: $1,000
  Lifetime Max Class IV: $1,300
  X-Rays paid under Class II
  Adult Orthodontics: No
  Sealants: No
  Cleanings: 2 per year

- $20,00 PAK Life
- Vision – VSP 3-Plan Year: January to December
- PAK AD & D $20,000 **and**

Cash In Lieu: Ancillary Plan participants will be paid a total of $2,000 cash in lieu per contract year. This will be paid in 26 installments beginning with the first regular check in September and ending with the last regular check in August.

I. Other insurance policies and programs may be presented by either party to replace or supplement agreed to programs. However, to implement the above, both parties must agree to the same in writing.

J. Any insurance costs paid by members will be deducted beginning with the first pay of the contract year and continue consecutively for each pay period thereafter.

SCHEDULE A (SALARY) / STEPS, LONGEVITY AND LANES

K. An additional $1,050.00 per year will be paid by the Board of Education to an employee commencing with that employee's 13th year of service in the district. This amount is to be increased to $1,890.00 per year commencing with the 16th year, $2,888.00 per year commencing with the 21st year, and $3,413.00 per year with the 28th year.

L. Employees shall receive steps and longevity and applicable lane changes in all three years of the contract.

The salary increases for all three (3) years of the contract are on-schedule increases with the caveat below for the third year of the contract:

1. In the 2027-2028, the on-schedule 1% increase for each Step and Lane over the 2026-2027 salary schedule will be given assuming at least three (3) total CEA retirements in the previous two school years (2025-2026 and 2026-2027) and enrollment is at 540 at Fall 2027 (verified) count. Increased pay would be made retroactively to first pay in September and no later than the second pay in December 2027.

2025-2026					
STEP	BA	BA+18	MA	MA+15	MA+30
1	40,913	42,521	44,752	45,815	PLUS $1000 OVER MA+15
2	41,513	43,121	45,352	46,415	PLUS $1000 OVER MA+15
3	41,831	43,463	45,728	46,807	PLUS $1000 OVER MA+15
4	43,955	45,682	48,074	49,217	PLUS $1000 OVER MA+15
5	46,083	47,901	50,424	51,628	PLUS $1000 OVER MA+15
6	48,213	50,121	52,774	54,040	PLUS $1000 OVER MA+15
7	50,340	52,345	55,125	56,452	PLUS $1000 OVER MA+15
8	52,467	54,565	57,473	58,864	PLUS $1000 OVER MA+15
9	54,591	56,787	59,825	61,275	PLUS $1000 OVER MA+15
10	56,713	59,006	62,173	63,687	PLUS $1000 OVER MA+15
11	58,760	61,119	64,372	65,927	PLUS $1000 OVER MA+15
12	60,523	62,953	66,303	67,905	PLUS $1000 OVER MA+15

2026-2027					
STEP	BA	BA+18	MA	MA+15	MA+30
1	41,737	43,377	45,653	46,737	PLUS $1000 OVER MA+15
2	42,337	43,977	46,253	47,337	PLUS $1000 OVER MA+15
3	42,668	44,333	46,642	47,743	PLUS $1000 OVER MA+15
4	44,834	46,596	49,036	50,202	PLUS $1000 OVER MA+15
5	47,005	48,859	51,433	52,661	PLUS $1000 OVER MA+15
6	49,177	51,123	53,829	55,120	PLUS $1000 OVER MA+15
7	51,347	53,391	56,227	57,581	PLUS $1000 OVER MA+15
8	53,517	55,657	58,623	60,041	PLUS $1000 OVER MA+15
9	55,683	57,923	61,022	62,500	PLUS $1000 OVER MA+15
10	57,847	60,186	63,416	64,961	PLUS $1000 OVER MA+15
11	59,936	62,342	65,659	67,246	PLUS $1000 OVER MA+15
12	61,734	64,212	67,629	69,263	PLUS $1000 OVER MA+15

2027-2028					
STEP	BA	BA+18	MA	MA+15	MA+30
1	42,158	43,814	46,113	47,208	PLUS $1000 OVER MA+15
2	42,758	44,414	46,713	47,808	PLUS $1000 OVER MA+15
3	43,094	44,776	47,109	48,220	PLUS $1000 OVER MA+15
4	45,282	47,062	49,526	50,704	PLUS $1000 OVER MA+15
5	47,475	49,348	51,947	53,187	PLUS $1000 OVER MA+15
6	49,669	51,634	54,368	55,672	PLUS $1000 OVER MA+15
7	51,860	53,925	56,789	58,157	PLUS $1000 OVER MA+15
8	54,052	56,213	59,209	60,642	PLUS $1000 OVER MA+15
9	56,239	58,502	61,632	63,125	PLUS $1000 OVER MA+15
10	58,426	60,788	64,050	65,611	PLUS $1000 OVER MA+15
11	60,535	62,965	66,316	67,918	PLUS $1000 OVER MA+15
12	62,351	64,854	68,305	69,956	PLUS $1000 OVER MA+15

RAISES/ENROLLMENT

Off-Schedule: Stipend of $300 paid in any/all years the Fall Certified Count reaches 550 FTE.

MERIT PAY

Absences attributed to Article XI.D. regarding serving as an Election Inspector shall not count toward absences, sick or personal time, with regard to Merit Pay.

Any teachers who have 0 absences for the year will receive $50 additional classroom allowance for the following school year.

On the last day of each year, teachers with 0 absences (sick, personal, deduct) for the year will receive a $500 stipend.

Also, a teacher will receive a $500 stipend with their last check of the contract year IF:

1. Has an Effective evaluation rating AND
2. Has no discipline issues AND
3. Uses 3 or less sick/personal day (21 hours) and no deduct days **AND**
4. Actively participated in at least 1 School or District-assigned committee with 80% attendance

SCHEDULE B- ADDITIONAL COMPENSATION FOR EXTRA DUTIES OUTSIDE THE SCHOOL DAY/ YEAR

Should additions to Schedule B be necessary the Board or its agent(s) shall meet with the CEA to determine salary, hours, and working conditions. Deletions are acceptable if no need exists during the school year.

All current assignments are based on the BA Scale with credit for the years of experience a person has in that activity up to seven (7) years. Payment for Schedule B non-coaching assignments shall be made on the first pay period in December and June. Athletic coach contracts will be paid out over two pays with the first pay after four (4) weeks of the season and the final payment at the end of the season, after all equipment and uniforms or uniform fees owed have been turned in or as approved by the Athletic Director.

All Schedule B positions shall be posted first to the current bargaining unit members no later than four weeks prior to any scheduled activity related to the Schedule B position. If a position is vacated or newly opened less than four weeks prior, the administration will have ten school days to post. Any member of the teaching staff who has held that position during the current year, and has not received an unsatisfactory evaluation as a coach/advisor, will be reappointed to the position for the following school year if they express an interest to the administration by May 15th. All coaches will be evaluated at least bi-annually. All other positions shall be considered vacant and filled at the Board's discretion.

Bargaining unit members interested in a Schedule B position that is vacant and has not been recently posted or are interested in creating a new Schedule B position should contact the Superintendent indicating his/her interest in writing. Position shall be posted at the Board's discretion. The establishment of compensation for new activities approved by the Board, shall be determined by the amount of responsibility and time involved outside of the regular school day. The amount of compensation subject to Board approval, will be recommended by a collaborative committee of the Association and Administration.

Schedule B Positions

Determination of sufficient student numbers to run the Schedule B position will be based on administrative review. Head Varsity Coaches will be asked to sit in on the interview team for assistant coaches.

Sport	Coach	Asst. Coach	Head Coach	Advisor
**Boys/Girls indicates 2 different teams; Just the sport name indicates 1 team*				
Football-Varsity		9.0%	12.0%	
Football- J.V.	9.0%	7.0%		
Football- Freshman	7.0%			
Boys/Girls Basketball-Varsity			12.0%	
Boys/Girls Basketball-J.V.			9.0%	
Boys/Girls Basketball- Freshman OR Assistant	7.0%			
Boys/Girls Basketball- 8th	5.5%			
Boys/Girls Basketball-7th	5.5%			
Boys/Girls Golf			4.0%	
Boy/Girls Track- J.V. & Varsity		5.0% (1 for both)	8.0%	
Boys/Girls Track- Jr. High	5.0%			
Wrestling –Varsity		5.0%	9.0%	
Wrestling- J.V.	8.0%			
Wrestling- Jr. High	5.5%			
Baseball- Varsity		5.0% (or Freshman)	8.0%	
Baseball- J.V.	5.0%			
Pom Pon or Dance- J.V. & Varsity			4.0%	
Cross Country- HS			6.0%	
Cross Country- Jr. High			3.0%	
Volleyball- Varsity			12.0%	
Volleyball- J.V.	9.0%			
Volleyball- Freshman OR Asst. HS Coach	5.0%			
Volleyball- Jr. High	5.5%			
Boys/Girls Bowling- J.V. & Varsity			7%	
Sideline/Fall Cheer-High School			6.0%	
Competitive/Winter Cheer - High School			6.0%	
Sideline/Fall Cheer Jr. High	3.0%			
Competitive/Winter Cheer- Jr. High	3.0%			
Softball- Varsity		5.0% (or freshman)	8.0%	
Softball- J.V. or Asst. Varsity	5.0%			
Powerlifting Club- High School			6%	
Band				10%
Talent Review				$650
Honors Band				$325
Jazz Band				$800

Vocal (4+ performances)				4.0%
Elementary Music				3.0%
Sport	**Coach**	**Asst. Coach**	**Head Coach**	**Advisor**
**Boys/Girls indicates 2 different teams; Just the sport name indicates 1 team*				
FFA Advisor				9.0%
Ag/STEM & Elem. Ag Support				10%
Ag I Year-Round				20%
Media Arts Advisor				5.5%
Robotics- HS				5.0%
First Tech Challenge (Robotics) – Jr. High (w/ approved grant)				2.5%
Lego League & Lego League Jr. (Robotics)- 1st-6th (w/ approved grant)				3.0%
Student Council- HS				3.0%
Student Council- Jr. High				2.0%
Student Council- Elem.				2.0%
Fresh/Soph Class				2.0%
Jr./Sr. Class				3.0%
Honor Society-HS				2.0%
Honor Society- Elem				2.0%
STAR Service Learning				2.0%
Business Professionals of America				2.0%
Forensics				Stipend TBD
Fine Arts/Public Relations				$650
Language Arts/Creative Writing				$650
United Nations Module				$650
Debate				Stipend TBD
Jr./Sr. High Dramatics				$1,000 per performance per year
Science Olympiad				Stipend TBD
E-Sports				$325
Quiz Bowl Advisor				$650
Social Worker Summer Work				3.0%
Travel Stipend for Eligible Employees Working in Both Buildings				$100
Certified Staff Hourly Rate for subbing during conference hour, before/after/summer conference pay when required				$30/hr.

ARTICLE XXI- MISCELLANEOUS PROVISIONS

A. No polygraph or lie detector device shall be required by the Board in an investigation of any teacher unless requested by the teacher.

B. Any individual contract between the Board and an individual employee, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Individual contracts for the ensuing school year shall be issued by the Board to all employees, by October 1, or thirty (30) days after ratification of the Master Agreement for that school year. Individual contracts are subject to Board of Education policies pertaining to prohibited subjects of bargaining, particularly Board of Education policy regarding layoffs and recalls.

C. This Agreement shall supersede any rules, regulations or practices of the Board or its agents, which shall be contrary to or inconsistent with its terms.

D. Copies of this Agreement shall be duplicated and presented to all employees now employed and hereafter employed. Duplication costs shall be shared equally by the Board and the Association.

E. The Board agrees to maintain a list of certified substitute teachers. Employees shall be informed of the appropriate procedure and protocol to use prior to the beginning of each school year and they shall notify the appropriate designee before 7:00 a.m. to report unavailability for work. It shall be the responsibility of the Board to obtain the substitute when considered necessary by the Administration.

F. Supervision of a student teacher shall be voluntary and no teacher shall supervise more than one such student teacher simultaneously. A teacher shall receive special compensation for such effort, such as reimbursed by the college.

G. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the Board and the Association and constitutes the entire agreement between the parties. Any amendments or agreements supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

H. "Days" shall be defined as school days during the school year and days when the administrative office is open during the summer.

I. Association maintains "Rights to Bargain" over the issues of alternative education.

ARTICLE XXII- MENTOR TEACHER PROGRAM

A. Section 1249 of the School code of 1976 as amended by PA339 (1993) requires that "As part of the performance evaluation system, and in addition to the requirements of section 1526, a school district, intermediate school district, or public school academy shall assign a mentor or

coach to [a teacher who is in the first year of the probationary period . . . or who received a rating of minimally effective, ineffective, needing support, or developing in the teacher's most recent year-end evaluation."" Section 1526 provides "For the first 3 years of his or her employment in classroom teaching, a teacher must be assigned by the school in which he or she teaches, to 1 or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher."

B. In order to formally implement a Mentor Teacher Program, the District and the Association have established the following procedure:

1. This Program shall be in place to assist Probationary Teachers who are new to the profession and teachers who are rated as indicated above.
2. It is understood that in order to implement Sections 1526 and 1249 and deal with special situations which may arise, Mentor Teachers may be selected from among professional personnel outside the District such as college professors or retired professional employees, as well as from the instructional staff. Administration may serve as Mentors if mutually agreed by the District and the Association.
3. Mentor Teachers will be appointed on a voluntary basis. Current teachers willing to serve in this capacity will submit their names to the principal or supervisor in accordance with any procedures adopted by the District. Assignments of Mentors to individual staff members will be made within two (2) weeks of the Teacher's first date of on-the-job work.
4. Selected Mentor Teachers will be required to participate in staff development programs on mentoring provided by the District or its designee and to perform other duties outlined by the District and required by the Tenure law, inclusive but not limited to a one (1)-hour meeting the first week of teacher professional development before the start of the school year, monthly mentor/mentee one (1)-hour professional learning, individual conferencing, classroom observations/feedback, and attending the District New Teacher Orientation Day. All of these activities and duties will be for the express purpose of helping Mentee Teachers become more effective instructors.
5. Those selected Mentor Teachers who are currently employed in the District shall be eligible to receive an annual stipend during any year that they serve as a Mentor Teacher. Mentor Teachers will receive a stipend of $500 during the MenteeTeacher's first year, a stipend of $300 during the Mentee Teacher's second year, and a stipend of $200 during the Mentee Teacher's third year. This amount will be prorated for less than an entire year of service. Where teachers new to the profession are assigned to more than one building, more than one Mentor may be assigned and eligible for this benefit. For teachers rated developing or needing support, the District may determine how many years the employee will be assigned a mentor.
6. The relationship between the Mentor and the Mentee Teacher shall be collaborative and confidential.
7. Further, each mentor will serve on a mentor team in each building to assist other mentors and mentees in the building throughout the year with mentee concerns that require additional input from multiple, experienced teachers. While mentors will work together, the originally assigned mentor is responsible for all responsibilities with their assigned mentee.

C. The purpose of a mentor is to assist, inform, and coach mentee teachers in the rights, responsibilities, and ethics of the teaching profession. The following shall apply to mentoring:

1. Regarding appointments, the following will apply:
   a. Appointment shall be for three (3) years unless the law does not require the mentor for that length of time or either party requests a change, or their building principal decides it is in the best interests of the parties.

b. Mentors will have no involvement in the evaluation process and the relationship will be collaborative and confidential. Mentors may attend evaluation meetings at the request of the mentee teacher.

2. Mentor Responsibilities:
   a. The mentor shall keep a log of the time devoted to the mentoring process for confirmation to the Administration. The log of contacts will follow the template provided by the district at https://docs.google.com/document/d/1ff358FE_YUDX-iIek7aKMzvxJDKi3YhtbicOWhd2Bbk/edit?usp=sharing . The log will be submitted to the building principal and payroll office minimally at the end of the 1st semester and by May 15th for the 2nd semester for payment of the mentor stipend. The building principal may request to review mentor/mentee logs at any time. Any time spent together before or after the normal school year shall be at the option of the mentor and mentee teacher. Time commitments may change due to revision of state mandates.
   b. The mentor will attend in-service programs designed to assist the mentor with responsibilities as determined by administration.The mentor will conduct in-service sessions for the assigned mentee teacher(s) as needed. The minimum of mentor/mentee teacher contacts should be 8 per semester with no less than 1 contact per month. The contacts will include the following activities:
      i. Individual conferencing 2-5
      ii. Classroom observations (at least 2 per year) 2-3
      iii. Group in-service involving the mentor and mentee teacher 1-2

      Research shows that the eight most common problems for beginning teachers include:
      - Classroom management
      - Time management
      - Instructional effectiveness for planning lessons and class work
      - Motivating students
      - Dealing with students' individual differences
      - Evaluating student work
      - Dealing with students' personal problems
      - Relating to parents
      - Coping with a lack of instructional resources

      It is expected that each of these topics will be reviewed with the mentee teacher during the individual conferences or in-services provided by the mentor teacher along with the monthly topics provided by administration at the start of each school year

   c. If, in the opinion of the Administration, the services of the mentor teacher shall be deemed unsatisfactory for any reason, the probationary teacher shall be reassigned to a different mentor. Pay will be prorated based on the number of days of service as a mentor.

   d. Either the mentor or the mentee employee may request to terminate the mentor-mentee employee relationship if, in either party's opinion, the relationship is not productive. The request will be given to the Building Administrator. If the request is upheld, a new mentor will be assigned to the mentee employee. Pay will be prorated based on the number of days of service as a mentor.

ARTICLE XXIII- DURATION OF AGREEMENT

This Agreement incorporates the entire understanding of the parties and all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, except the school calendar and pupil hours of instruction whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties when they negotiated or signed this Agreement.

If an emergency financial manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement at his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

This Agreement shall continue in full force and effect without change until June 30, 2028.

COLEMAN EDUCATION ASSOCIATION

Jennifer Tallman
President

Secretary

William Fromm
Negotiation Representative

Negotiation Representative

COLEMAN BOARD OF EDUCATION

Lorie Fox
President

Angela Brooks
Secretary

Jennifer McCormack
Negotiations Chairperson

Appendix A- Grievance Report Form

GRIEVANCE REPORT FORM

Building _____
Grievant _____
Grievance #_____ Date Filed _____

LEVEL 1

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

_____

_____

2. Relief Sought _____

_____

_____

_____ _____

Signature of CEA Rep. Signature of Grievant

Date:_____

C. Disposition of Principal _____

_____

_____ _____

Signature of Principal Date

D. Position of Grievant and/or Association _____

_____

_____ _____

Signature of CEA President Signature of Grievant

Date:_____

LEVEL 2

A. Date Received by Superintendent or Designee _____

_____

B. Disposition of Superintendent or Designee _____

_____

_____ _____

Signature of Superintendent Date

C. Position of Grievant and/or Association _____

_____

LEVEL 3

A. Date Received by Board President or Designee _____

B. Disposition of Board of Education_____

_____

_____ _____

Signature of Board President Date

C. Disposition of Grievant and/or Association _____

_____

LEVEL 4

A. Date Submitted to Arbitration _____

_____ _____

Signature of Arbitrator Date of Decision

Appendix B- Grant Writing Compensation Pre-approval Form

For Grants Over $1,000

Date Submitted _____

Name(s) of Grant writer(s) _____

_____

Funding Source of the Grant _____

_____

_____

Purpose of the Grant _____

_____

_____

How will this Grant benefit Coleman students? _____

_____

_____

_____

Amount of the Grant request _____

Principal Prior Approval _____

Superintendent Prior Approval _____

*Attach all grant requirements including reporting requirements

Cc:	Business Manager	Principal
	Payroll Specialist	Business Office Assistant
	Grant Writer	Superintendent

Business Office Use Only

Grant Received Date:_____ Grant Amount Received: _____

Supt. Verified Signature: _____

Cc:	Business Manager	Principal
	Payroll Specialist	Business Office Assistant
	Grant Writer	Superintendent

Appendix C- Payroll Dates

2025 / 2026		2026 / 2027		2027 / 2028	
Pay #	Pay Date	Pay #	Pay Date	Pay #	Pay Date
1	9/5/2025	1	9/4/2026	1	9/3/2027
2	9/19/2025	2	9/18/2026	2	9/17/2027
3	10/3/2025	3	10/2/2026	3	10/1/2027
4	10/17/2025	4	10/16/2026	4	10/15/2027
5	10/31/2025	5	10/30/2026	5	10/29/2027
6	11/14/2025	6	11/13/2026	6	11/12/2027
7	11/28/2025	7	11/27/2026	7	11/26/2027
8	12/12/2025	8	12/11/2026	8	12/10/2027
9	12/26/2025	9	12/25/2026	9	12/24/2027
10	1/09/2026	10	1/08/2027	10	1/07/2028
11	1/23/2026	11	1/22/2027	11	1/21/2028
12	2/06/2026	12	2/5/2027	12	2/4/2028
13	2/20/2026	13	2/19/2027	13	2/18/2028
14	3/06/2026	14	3/5/2027	14	3/3/2028
15	3/20/2026	15	3/19/2027	15	3/17/2028
16	4/3/2026	16	4/2/2027	16	3/31/2028
17	4/17/2026	17	4/16/2027	17	4/14/2028
18	5/1/2026	18	4/30/2027	18	4/28/2028
19	5/15/2026	19	5/14/2027	19	5/12/2028
20	5/29/2026	20	5/28/2027	20	5/26/2028
21	6/12/2026	21	6/11/2027	21	6/09/2028
22	6/26/2026	22	6/25/2027	22	6/23/2028
23	7/10/2026	23	7/09/2027	23	7/7/2028
24	7/24/2026	24	7/23/2027	24	7/21/2028
25	8/07/2026	25	8/6/2027	25	8/4/2028
26	8/21/2026	26	8/20/2027	26	8/18/2028

Appendix D- Evaluation, Placement, Layoff/Recall

Decisions about placement, layoff/recall, and evaluation of a "teacher" defined under Revised School Code Section 1249, or who is assigned to students in any grades K to 12 as a teacher of record (hereinafter referred to as "teacher") will be made as stated below. The procedures established in this Appendix constitute clear and transparent procedures as required under Revised School Code Section 1248.

I. ***Placement of Teachers.*** The Superintendent or designee decides teacher placement, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, teacher placement decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

A. Staffing the curriculum with the effective and qualified Teachers to instruct the applicable courses, grades, and school schedule.

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

C. Teacher placement decisions must be made based on classroom effectiveness criteria established in Revised School Code Section 1249.

D. Teachers must be fully qualified for all aspects of their assignments, as determined by the Board, in no particular order of importance will be based on documentation on file with the Superintendent's office, including:

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

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

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

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

v. Disciplinary record, if any;

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

vii. Recency of relevant and comparable teaching assignments;

viii. Previous effectiveness ratings;

ix. Attendance and punctuality;

x. Rapport with colleagues, parents, and students;

xi. Ability to withstand the strain of teaching;

xii. Compliance with state and federal law; or

xiii. Other non-arbitrary or capricious reasons.

E. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

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

G. The Superintendent or designee has discretion to involuntarily transfer a teacher into a position for which they are certified or qualified for a reason that is not arbitrary or capricious.

II. ***Layoff/Recall of Teachers.***

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

B. Reduction in force and recall decisions must be made based on Teacher effectiveness criteria established in Revised School Code Section 1249 and this Appendix.

C. Decisions about the reduction and recall of Teachers will be guided by the following criteria:

i. Retaining the effective Teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary Teacher rated as "effective" (or highly effective) on the Teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured Teacher solely because the other Teacher is tenured under the Teachers' Tenure Act.

ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The Teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, District criteria and job descriptions, and other applicable statutes and regulations; and based on documentation on file with the Superintendent's office.

iii. A Teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate,

approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.

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

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

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

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

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

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

v. Disciplinary record, if any;

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

vii. Recency of relevant and comparable teaching assignments;

viii. Previous effectiveness ratings;

ix. Attendance and punctuality;

x. Rapport with colleagues, parents, and students;

xi. Ability to withstand the strain of teaching;

xii. Compliance with state and federal law; or

xiii. Other non-arbitrary or capricious reasons.

E. Teachers must provide the District with current information and documentation supporting the Teacher's certification and qualifications.

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

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

iii. Failure to maintain current contact information may negatively affect the teacher's recall.

F. Teacher reductions and recalls are by formal Board action. Prior to informing the teacher of a layoff decision, the Superintendent will review the recommended reductions with the Association President to discuss the application of this language.

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

H. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected Teacher and Association.

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

J. Teacher reduction in force decisions will be implemented by the following:

   i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of Teacher(s) for reduction in force will be based on the factors set forth in this Appendix.

   ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Appendix.

   iii. When a Teaching position is identified for reduction and there exists a concurrently vacant Teaching position for which the Teacher in the position to be reduced is both certified and qualified, and the Teacher has received an overall rating of at least effective on that Teacher's most recent year-end performance evaluation, that Teacher may be assigned to the vacant position consistent with this Appendix unless the Superintendent or designee determines that the District's educational interests are not furthered by that assignment.

   iv. If more than 1 Teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant Teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Appendix, unless the Superintendent determines that the District's educational interests are not furthered by that assignment.

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

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

K. Teacher Recall Process

i. A Teacher is eligible for recall under this Appendix for 12 months from the date the District implemented the reduction in force.

ii. The Superintendent will first identify the academic level(s) or department(s) for which a teaching vacancy exists. The District will inform the Association of the vacancy and the teacher it intends to recall into the position at the same time it notifies the teacher.

iii. Before or in lieu of initiating the recall of a laid-off Teacher, the Superintendent may reassign teachers to fill vacancies in accordance with this Appendix.

iv. After or in lieu of any reassignment of existing Teaching staff, the Superintendent may take either of the following actions to fill a vacancy:

a) Recall the laid-off Teacher who is certified and qualified for the vacancy, provided the Teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Appendix; or

b) Post the vacancy and consider all applicants if the Superintendent determines that the District's educational interests would be served and no Teacher on layoff meets the certification and qualification requirements of the position.

v. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled Teachers and will establish the time within which a Teacher must accept recall to preserve the Teacher's employment rights.

vi. A laid-off Teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.

vii. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

III. ***Evaluation of Teachers.*** Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code (RSC) Section 1249 and the Teachers' Tenure Act. The performance evaluation system will include, as appropriate, the following:

A. a year-end evaluation process that meets statutory standards;

B. an evaluation tool that incorporates components required by law, including:

i. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249 and the District Evaluation Student Growth Committee comprised of no less

than three (3) K-12 teachers, including no less than one (1) teacher from each building and administration; and

ii. the Teacher's performance.

C. an individualized development plan (IDP) with all areas of concerns at the development of the plan included and up to three (3) performance goals developed by the evaluator in consultation with the teacher and recommended training, coaching, professional development or resources designed to improve the teacher's effectiveness. If additional concerns arise that were not in the original IDP, a new IDP will be written to include the additional concerns along with all other elements of an IDP. This will be done for:

i. all probationary teachers;

ii. teachers rated developing, needs support; or

iii. at the evaluator's discretion when performance deficiencies are noted.

D. at least 2 classroom observations with at least 1 in the first semester and at least 1 in the second semester will be held, for at least 15 minutes each which includes, at a minimum, a review of the Teacher's lesson plan, the state curriculum standard used in the lesson, and student engagement, with appropriate written feedback within 30 calendar days and a post-observation meeting between the Teacher and the school administrator conducting the observation to discuss those items;

E. a mid-year progress report, if required by law, which aligns with the Teacher's individualized development plan, includes specific performance goals developed by the evaluator in consultation with the teacher, and any recommended training, coaching, professional development, or resources identified by the evaluator in consultation with the teacher; Teacher shall be given opportunity to provide evidence of meeting necessary criteria.

F. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;

G. tenured Teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the Teacher is not rated as effective on one of the biennial year-end evaluations, the Teacher must receive year-end evaluations. If a Teacher on the biennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the Teacher to annual evaluations;

H. a mentor for Teachers rated developing or needing support or for Teachers as required by law;

I. opportunity for a tenured Teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;

J. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;

K. website posting of required information for the evaluation tool;

L. training on the evaluation tool for Teachers and evaluators as required by law.

M. If a tenured Teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the Teacher shall be discharged consistent with due process. The District is not precluded from discharging a Teacher at other times as provided by the Teachers' Tenure Act.

N. If a Teacher receives an unevaluated rating, the Teacher's rating from the school year immediately before the designation must be used for consecutive purposes.

O. District Evaluation Student Growth Committee has determined the evaluation tool to be used starting with the 2024-2025 school year which amounts to 80% of the evaluation, and how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation. The District Evaluation Student Growth Committee's recommendations will be accessible to all teachers in an online platform that includes all evaluation forms, spreadsheets, rubrics, teacher evaluation/student growth document and evaluation tools. A probationary teacher cannot challenge any aspect of the negotiated evaluation process, including observation, the IDP, the mid-year performance review, or assigned rating.

IV. ***Grievance Procedure.*** An alleged violation of this Appendix is not subject to arbitration in the grievance process. An Arbitrator, however, has jurisdiction to consider a grievance filed under the Article XIII grievance process by a tenured Teacher with two (2) consecutive overall evaluation ratings of needing support who notifies, in writing, the Board and Association within 30 work days.

Appendix E- Coleman Community Schools

2025-2026 School Year School Starts at 8:00 a.m.

August 2025

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	WD	NT	16
17	18	FD	20	21	22	23
24	25	26	27	28	29	30
31						

T-11 S-8

September 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T-21/32 S-21/29

October 2025

Su	M	Tu	W	Th	F	S
			1	C	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T-23/55 S-23/52

November 2025

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T-17.5/72.5 S-18/70

December 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	WD	20
21	22	23	24	25	26	27
28	29	30	31			

T-15/87.5 S-14/84

January 2026

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T-20/107.5 S-20/104

February 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

T-18/125.5 S-18/122

March 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-20/145.5 S-20/142

April 2026

4	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T-18/163.5 S-18/160

May 2026

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
G	18	19	20	21	22	23
24	25	26	27	28	LD	30
31						

T- 19.5/183 S-20/180

June 2026

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Closed/ Holidays	Half Day student & staff	Early Release Students (Elem. 2:00; Jr/Sr High 1:50) / Staff PD
WD- Teacher Work Day/ No School	NT- New Teacher/Mentor Orientation	Half Day students/Staff PD in p.m.
Professional Development (PD) Day	Half Day students/Staff WD in p.m. 5.28 & 5.29 staff can leave at 1:30 p.m.	HD/C- Half Day Students/Conferences 12:00-4/4:30-7:30
FD- First Day	LD- Last Day	G- Graduation
Open House August 18th Elem. 5:30-6:30 p.m.; Jr/Sr High 6-7:00 p.m.		Tentative Make-Up Day June 1st
Marking Periods End Oct. 17; Dec. 18; Mar. 6; May 29		

Coleman Community Schools

2026-2027 School Year School Starts at 8:00 a.m.

August 2026

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	NT	29
30	31					

T- 2

September 2026

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	WD	FD	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-17/19 S-16/16

October 2026

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	C	23	24
25	26	27	28	29	30	31

T-22/41 S-22/38

November 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-18.5/59.5 S-19/57

December 2026

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-17/76.5 S-17/74

January 2027

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-18/94.5 S-18/92

February 2027

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

T-19.5/114 S-20/112

March 2027

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T-19/133 S-19/131

April 2027

4	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-20/153 S-20/151

May 2027

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T- 20/173 S-20/171

June 2027

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	LD	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-8.5/181.5 S-9/180

July 2027

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Closed/ Holidays	Half Day student & staff	Early Release Students (Elem. 2:00; Jr/Sr High 1:50) / Staff PD
WD- Teacher Work Day/ No School	NT- New Teacher/Mentor Orientation	Half Day students/Staff PD in p.m.
Professional Development (PD) Day	Half Day students/Staff WD in p.m.; 5.10 & 5.11 staff leave at 1:30 p.m. 1.5.2027 WD option	HD/C- Half Day Students/Conferences 12:00-4/4:30-7:30
FD- First Day	LD- Last Day	G- Graduation
Open House September 8th Elem. 5:30-6:30 p.m.; Jr/Sr High 6-7:00 p.m.		Tentative Make-Up Day June 14th
Marking Periods Oct. 30; Dec. 22; Mar. 19; June 11		

Coleman Community Schools

2027-2028 School Year School Starts at 8:00 a.m.

August 2027

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	WD	13	14
15	NT	17	FD	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-13 S-10

September 2027

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T-20/33 S-20/30

October 2027

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	C	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-21/54 S-21/51

November 2027

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T-18.5/72.5 S-19/70

December 2027

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	WD	23	24	25
26	27	28	29	30	31	

T-16/88.5 S-15/85

January 2028

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-19/107.5 S-19/104

February 2028

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

T-19.5/127 S-20/124

March 2028

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T-18/145 S-18/142

April 2028

4	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T-19/164 S-19/161

May 2028

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	LD	26	27
28	29	30	31			

T- 18.5/182.5 S-19/180

June 2028

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2028

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Closed/ Holidays	Half Day student & staff	Early Release Students (Elem. 2:00; Jr/Sr High 1:50) / Staff PD
WD- Teacher Work Day/ No School	NT- New Teacher/Mentor Orientation	Half Day students/Staff PD in p.m.
Professional Development (PD) Day	Half Day students/Staff WD in p.m. 5.24 & 5.25 staff can leave at 1:30 p.m.	HD/C- Half Day Students/Conferences 12:00-4/4:30-7:30
FD- First Day	LD- Last Day	G- Graduation
Open House August 17th Elem. 5:30-6:30 p.m.; Jr/Sr High 6-7:00 p.m.		Tentative Make-Up Day May 26th
Marking Periods: Oct. 15; Dec. 21; Mar. 10; May 25		

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