MASTER AGREEMENT

BETWEEN

MONTAGUE AREA PUBLIC SCHOOLS

AND

THE MONTAGUE TEACHER'S EDUCATION ASSOCIATION

EXPIRES
June 30, 2027

IT IS THE MISSION OF MONTAGUE AREA PUBLIC SCHOOLS TO EDUCATE AND INSPIRE ALL STUDENTS TO BECOME MOTIVATED, ARTICULATE, PRODUCTIVE, AND SUCCESSFUL CITIZENS FOR TODAY, TOMORROW, AND FOREVER.

Table of Contents

Table of Contents 2
ARTICLE I RECOGNITION 3
ARTICLE II ASSOCIATION/TEACHER RIGHTS 4
ARTICLE III DISTRICT RIGHTS 6
ARTICLE IV TEACHING DUTIES AND RESPONSIBILITIES 7
ARTICLE V TEACHING CONDITIONS 11
ARTICLE VI RETIREMENT POLICY 14
ARTICLE VII POSTINGS, VACANCIES, AND TRANSFERS 15
ARTICLE VIII PAID LEAVES OF ABSENCE 17
ARTICLE IX UNPAID LEAVES OF ABSENCE 20
ARTICLE X REDUCTION IN FORCE 22
ARTICLE XI CERTIFICATION 24
ARTICLE XII CALCULATION OF YEARS OF SERVICE AND SENIORITY 25
ARTICLE XIII ACADEMIC FREEDOM 26
ARTICLE XIV TEACHER EVALUATION 26
ARTICLE XV PROFESSIONAL BEHAVIOR 30
ARTICLE XVI PROFESSIONAL IMPROVEMENT 31
ARTICLE XVII CONTINUITY OF OPERATIONS 32
ARTICLE XVIII TEACHER PROTECTION 33
ARTICLE XIX GRIEVANCE PROCEDURE 34
ARTICLE XX EMPLOYEE BENEFITS 37
ARTICLE XXI POLICY RELATING TO SCHEDULE A 39
SCHEDULE A COMPENSATION 41
ARTICLE XXI POLICY RELATING TO SCHEDULE B 42
SCHEDULE B COMPENSATION 43
POLICY RELATING TO DISTRICT PAID ANNUITY 49
ARTICLE XXII GENERAL 50
ARTICLE XXIII NEGOTIATIONS PROCEDURES 51
ARTICLE XXIV DURATION OF AGREEMENT 52
APPENDIX I PERFORMANCE EVALUATION SYSTEM 53
APPENDIX II GRIEVANCE REPORT FORM 61
2024-25 SCHOOL CALENDAR 64

ARTICLE I
RECOGNITION

A. The Board recognizes the Montague Teachers Education Association, MEA-NEA hereafter referred to as the "Association", as the exclusive bargaining representative for the entire certified and/or approved professional teaching staff hereafter referred to as the teacher(s), including the position of:

Classroom Teachers	Librarians
Support Teachers	Vocational Education Teachers
Counselors	Special Education Teachers
Speech Therapist	Special Education Consultants
School Social Workers	

B. Excluded from this contract are supervisory and executive personnel, office, clerical, aides, transportation, maintenance and operating personnel, per-diem substitutes, community education and alternative education teachers, and any other non-teaching position.

C. The term "Board" shall include its officers and designated representatives.

D. Any new teaching position created during the life of this Agreement will be added to the unit providing it is similar to any position heretofore recognized.

E. Long Term Substitute is defined as anyone who is employed as a substitute more than fifteen consecutive days for the same bargaining unit member. Long term substitutes will be employed under the guidelines described under Temporary Vacancies in Article VII.

ARTICLE II
ASSOCIATION/TEACHER RIGHTS

It is agreed that all rights guaranteed under the law to the Association, except those which are clearly relinquished herein by the Association shall be by way of illustration and not limitation as follows:

A. School facilities or equipment may be used by the Association under the same policies in effect for other local organizations. This use may not interfere with the operation of the school district. The Board may charge such costs as may be incurred from necessary custodial services, materials and/or damages to any such facilities or equipment used by the Association.

B. The following provisions shall be applied to all requests for information regarding a bargaining unit member under the Freedom of Information Act.
   1. All requests forwarded to the office of the superintendent will be promptly shared with the teacher and Association. A copy of the request shall be provided to the teacher and Association.

   2. If requested by the teacher, and as soon as possible, the superintendent will meet with the affected teacher (and MTEA representatives if the teacher requests such representation) to review the FOIA request and the documents requested.

   3. The district and Association shall comply with all provisions specified under the Freedom of Information Act. Unless mutually agreed to, the district will not provide any information that is not specifically required under the act.

C. Duly authorized representatives of the Association, shall be permitted to transact official Association business on school property, provided that this shall not interfere with any teacher's work responsibilities or interrupt normal school operations.

D. The Board agrees to make available to the Association public information as required by the Freedom of Information Act. Names and addresses of all teacher(s), and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the students and their teachers, together with information which may be necessary for the Association to process any grievance shall also be made available for immediate duplication on the premises. At the Board's discretion, costs for material and for labor will be borne by the Association. Excluded shall be items related to Board negotiating strategy or an individual's personnel file without his consent.

E. No teacher shall be disciplined for reasons that are arbitrary or capricious. The term "discipline" as used in this Agreement includes warning; reprimands; suspensions with or without pay; reductions in rank or compensation; discharges; nonrenewal of probationary bargaining unit members, including bargaining unit members deemed to be in a period of probation under the Michigan Teachers' tenure act; or other actions of disciplinary nature.

   For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure act shall apply. This paragraph does not limit any rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

A program of progressive discipline shall be followed. The following progression of discipline for each unrelated issue shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Written warning, then
3. Oral reprimand, then
4. Written reprimand, then
5. One-day suspension without pay, then
6. Three days suspension without pay, then
7. Further suspensions without pay, then
8. Discharge

All parties recognize that the severity of an offense may justify the acceleration of the above progression of discipline.

No suspension shall adversely affect any other rights or benefits under this Agreement.

Discipline that is four (4) years or older can be expunged from the personnel file by request of the teacher as limited by any existing laws.

F. Bargaining unit members are encouraged to confer and make recommendations to their immediate supervisors on all aspects of the educational process. When the supervisor receives a recommendation or proposal the teacher may schedule a meeting, if requested, to discuss the matter with individuals submitting such recommendations.

G. Tenure shall not accrue in non-classroom positions within the bargaining unit.

H. Cameras will be used for the sole purpose of monitoring student behavior.

I. The School Board agrees to supply each teacher, upon the request of the teacher, with a pass for all Montague Area Public Schools events occurring on Montague Area Public Schools property. This pass shall be good for the teacher and guest. Such pass shall not be transferable.

ARTICLE III
DISTRICT RIGHTS

The Association recognizes that the Board on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities particularly conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, except as otherwise provided in this Agreement, including by way of illustration and not limitation, the right:

A. To the executive management and administrative control of the school system, its properties and facilities and the activities of its employees during the working day.

B. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions of their continued employment, demotion, promotion and/or transfer.

C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary and advisable by the Board.

D. To decide upon the means and methods of instruction, the selection of textbooks and other teacher materials and the use of teaching aids of every kind and nature.

E. To determine class schedules, hours of instruction, duties, responsibilities, length of workday, and assignments of bargaining unit members.

F. To hold staff meetings to promulgate information relative to the above.

ARTICLE IV
TEACHING DUTIES AND RESPONSIBILITIES

A. The student-day shall be defined as:
   1. The Board and Association will work together to establish days and hours of instruction as required by state law during the term of this agreement.

   2. All full-time bargaining unit members K-12 shall be asked to be at their workstations 20 minutes before classes begin and remain a reasonable time after school.

B. Bargaining unit members shall have a base work year of 182 days, with the exception of first year bargaining unit members who shall work 183 days. 180 of these days shall be student days. The district will provide 30 hours of professional development for bargaining unit members.

C. The Board shall give each teacher a duty-free lunch period of at least one-half (1/2) hour. Conference and planning time shall be in addition to the 30-minute duty-free lunch period.

D. Bargaining unit members recognize that certain additional activities are an integral part of the instructional program and exist for the benefit of the students. Such duties and responsibilities include but are not limited to:
   1. Careful preparation of lesson plans. Normally, preparations will be made outside of hours when bargaining unit members are meeting with students.

   2. If the district adopts an early release schedule, school administrators may have up to two (2) regular staff meeting(s) per month.

      If the district does not adopt an early release schedule, school administrators may have up to two (3) regular staff meetings per month.

      In both of the above, the administration shall give careful consideration to advanced notice of at least two (2) days whenever possible. In the event of a valid emergency an additional meeting9s) may be called which staff members shall attend.

   3. Bargaining unit member's assignments for participation in such activities as open houses, OPC or PTAB meetings, rallies, musical, social and other after-school and evening events shall in most cases be serving functions in their own grade level areas, i.e. K-5, 6-8, 9-12. All bargaining unit members shall share the responsibility to cover these activities. Bargaining unit members will be given the opportunity to volunteer for activities in which they have a particular interest. Supervisors shall assign after school or evening activities as equally as possible to those bargaining unit members who do not volunteer for an activity. Bargaining unit members who are ill on the day of an activity for which they have been assigned or for which they have volunteered shall cover another activity for the one they missed as agreed between the supervisor and bargaining unit member.

E. Planning and conference time shall exist for the benefit of the instructional program and shall be governed by the following conditions:
   1. Bargaining unit members, such as librarians, physical education, guidance, music, and remedial teachers shall have commensurate planning and conference time as other bargaining unit

members. This may vary according to assignment. The before and after school responsibilities of these bargaining unit members may be considered as part of their preparation time.

2. Each full-time bargaining unit member shall be provided with no less than fifty (50) uninterrupted minutes per day for conference and planning. Elementary teachers may use for preparation, the time during which their classes are receiving instruction from various teaching specialists. No block of time less than fifty (50) minutes will be considered planning time. Conference and planning time for part time bargaining unit members shall be pro-rated.

3. It is understood that the use of such time is to be used for those activities that will enhance the instructional program and benefit students. It is further understood that from time to time it may be necessary for the immediate supervisor to require teachers to use such time for activities that the supervisor may deem necessary for the operation of the instructional program. However, supervisors should make a reasonable effort to limit those activities during the teachers' conference and planning time.

4. No departure from these norms shall be made without prior consultation with the Association (except in the case of an emergency). In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure herein set forth.

F. The faculty and administration will cooperate in covering the classes of absent teachers where the District is unable to secure the services of a per diem substitute teacher.
   1. Teachers interested in voluntarily performing substitute service during their planning period shall notify the building principal at the beginning of the academic year.
      a. Where feasible, such substitutions will be allocated on a rotational basis and among those volunteer teachers having a common planning period.

      b. If there is an insufficient number of volunteers in a given building or if volunteers are not readily available at a time when a substitute is required, the administration has the right to assign needed coverage and shall attempt to do so on a rotational basis in inverse order of years of service among all teachers in a particular building having a common planning period. Teachers employed in a contained classroom (R.R.O and MACC), may agree to add students to their classroom for the day and will be compensated by multiplying the R&D rate by 5 and dividing by the number of teachers who will be splitting the students.

   2. In the event that a teacher is asked, or required, to cover the responsibilities of fellow teachers (cover an hour or a period for a teacher who must be gone for that period or class) the teacher who provides the substitute service shall be given the option of receiving the R&D rate for each hour covered, or 1-hour compensatory time in lieu of wages.

   3. Upon accumulating five hours of compensatory time the teacher shall be accorded one (1) compensatory leave day.
      a. Compensatory days shall be considered as annual leave days and are subject to the same restrictions.

b. Any days or parts of days granted as compensatory annual leave days shall not be eligible when calculating severance pay nor may they accumulate from one year to the next.

c. Compensatory time not used prior to the end of May shall be paid at the R & D rate for each hour of substitution.

d. It is understood that "one hour" is equal to one scheduled class or period.

G. If a teacher is requested to teach on a continuing basis more than the normal teaching load as set forth in this article, the teacher shall receive additional compensation as provided in Article XXI section D. No teacher shall be required to teach on a continuing basis more than the normal teaching load.

H. After the sixth IEP, 504, or Formal Behavior Meeting held outside the regular school day, employees required to attend these meetings are eligible to receive one (1) hour of comp time for each additional IEP, 504, or Formal Behavior Meeting held outside of the regular school day. At the end of each semester, the employee will document the meetings on the Additional Meetings form, which they will submit to their building principal for approval. Once approved, this form is to be submitted to HR for documentation of earned Comp Time.

Upon accumulating 5 hours of comp time, the employee shall be accorded one (1) comp leave day.

Any comp time not used prior to the end of May shall be paid out at the R & D Rate for each comp hour earned.

I. During the school day, a teacher will be released from regular duty without loss of salary when directly engaged in professional negotiations called for by the Board. A teacher required to participate in any grievance, including arbitration, shall be released from regular duty without loss of salary.

J. Mentors:
1. In accordance with Michigan Revised School Code, mentor teachers shall be assigned to probationary teachers during the period of their probationary status. Mentor teachers should be tenured teachers. Recent retirees (2 years or less) mutually agreed to by the Board and Association may serve as mentors. Bargaining unit members have the right to decline this assignment. The association will help facilitate in areas of shortages. Mentor teachers shall fulfill the following responsibilities:
    a. The mentor shall meet weekly with the probationary teacher for the first six (6) weeks and then monthly until the end of the first semester. The mentor shall meet quarterly with the probationary teacher during the second semester.

    b. The mentor shall meet quarterly during each of the second and third years of a probationary teacher's employment in MAPS.

    c. During the probationary teacher's first school year, the mentor shall provide assistance in orientation to the district and school, lesson planning, goal setting, classroom management and other areas of identified need. In addition, the mentor shall, in the first year of the

probationary teacher's service, conduct two (2) visitations of the teacher's classroom instruction and provide appropriate feedback.

d. The Mentor shall, in the second year of the Probationary Teacher's service, conduct one (1) visitation of the teacher's classroom instruction and provide appropriate feedback.

e. Compensation shall be provided in Schedule B.

K. Parent Teacher Conferences: Building administration, along with association leadership, will determine the best modes of conferencing, including phone conferences.

ARTICLE V
TEACHING CONDITIONS

A. The parties recognize that good and adequate school facilities for both student and teacher are needed to insure the high quality of education. It is also acknowledged that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to educate children.

B. The Board, reflecting the sentiments of its citizens, has long recognized that pupil-teacher ratio is an important aspect of an effective educational program and has endeavored to keep class loads moderate.

C. Class Size

1. In all subject areas (Junior and Senior High), which are of the same instruction, and all grades (Elementary: including special classes), the comparative size of these classes shall not vary by five (5) or more pupils from the average. Said average to be computed by dividing the number of students by the number of classes. Class sizes, K-2 will not exceed 26 (K-2 will not exceed 25 starting 2025-26), 3-5 will not exceed 28, 6-12 will not exceed 31. (Exceptions may be made at the request of the teacher or in traditional large group instruction, where the Association has agreed to exceed these class sizes.) Overload Pay will be paid at a rate of 5 dollars per student, per hour, per day. After 3 weeks, the teacher will get paid for those students who are over the limit from the start of the class (quarter/semester/year). Payouts for overages will be made at the end of each Quarter.

2. The Board recognizes the importance of reducing class size whenever possible, particularly in the elementary grades, and agrees to review class size problems brought to it by the administration, teachers or parents. Teachers concerned with class sizes should first attempt to resolve the issue by working directly with the administration. The Board agrees to review unresolved specific concerns of the Association or staff members by providing a place on its regular agenda as soon as practical following a request.

3. If a teacher reasonably believes that the needs of the students are not being met because of class size, the teacher may request relief pursuant to the following procedure:
   a. The teacher, along with an Association representative, if the teacher so desires, shall attempt to resolve the matter with the building principal. The principal shall consider 1) the size of the classroom, 2) the number of students in each class, 3) the number of classes being taught by the teacher, 4) the nature of the subject and skills taught and 5) availability of instructional support staff.

   b. Based upon these factors, the principal shall determine the legitimacy of the teacher's concerns and possible alternatives to resolve the matter.

   c. In the event that the teacher is not satisfied with the principal's suggestion, he/she may request within five (5) days, a review of the dispute by the Superintendent or his designee. The Superintendent shall consider the factors specified in Step (a) to determine alternatives for resolving the matter. The teacher may appear with an Association representative if he/she so desires.

d. If the teacher remains dissatisfied with the Superintendent's suggested alternatives within ten (10) days a committee consisting of 1) the building principal, 2) the Teacher, 3) a teacher designated by the Administration, 4) an administrator designated by the Association and 5) the Association president or his/her designee shall be convened. The committee shall propose a resolution of the dispute.

e. The Superintendent may accept or reject the committees proposed resolution. He/she shall notify the teacher and committee of his/her determination within five (5) days.

f. If the teacher is not satisfied with the Superintendent's determination, the teacher may seek recourse before the Board of Education. An Association representative may assist the teacher. The Board shall review this matter.

D. The parties recognize that the presence of children in regular classrooms who have special physical, psychological, or emotional problems may interfere with the normal instructional program. The parties, accordingly, will cooperate to remedy the situation including, but not limited to, transfer of classrooms, assignment to Special Education rooms, or other solutions suggested by qualified personnel.
   1. Teachers will be notified at least two (2) working days in advance of any meeting called for the purpose of discussing a student's individual educational planning program, (including but not limited to IEP, IEPC, and TAT meetings) in which the student's teacher(s) are required to attend either by request of the special education department or administration.

E. The Board agrees to provide the following as basic to any approved course of study: textbooks and teacher manuals or guides when available. Library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar material also are recognized tools of the teaching profession and every effort will be made to provide these as deemed appropriate and within budgetary constraints as determined by the Board.

F. The Board will provide meeting time throughout the year to hear recommendations of study committees concerning these matters.

G. The Board agrees to make available in each school adequate computers.

H. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.

I. The Board shall make available in each school, adequate restroom and lavatory facilities for employee use.

J. Classroom telephones will be provided for teachers.

K. Adequate off-street parking facilities shall be provided.

L. Teachers shall not be required to work under unsafe or hazardous conditions, or to perform tasks, which endanger their health or safety. Teachers shall report any unsafe or hazardous working conditions.

M. All teachers shall be given written notice of their tentative assignment for the forthcoming year by May 15th. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly. Only unavoidable changes in teacher's assignment will be made after this notification.

N. New teachers shall be employed in accordance with the Teacher Tenure Act/Revised School Code.

O. Teachers will have access to a color copier for appropriate copies needed for instruction.

P. Virtual Instruction
   1. Guidelines will be established in a LOA regarding virtual instruction of M.A.P.S. students choosing that option.

   2. Teachers will not be required to teach in-person and virtual students at the same time, unless mutually agreed upon by the Association and the Board.

ARTICLE VI
RETIREMENT POLICY

A. Retirement of Teachers shall be in conformance with Federal and State laws. It is agreed that the Board's obligation for retirement contributions shall be defined by the Public School Employees Retirement System.

B. Severance Payment – The Employer shall, provided that a bargaining unit member has notified the Board in writing by April 15th of his/her intention to leave the district, provide a severance payment to the employee who meets the criteria that follows. In recognition of service to the district, severance payments shall be calculated using the table below:

Accumulated Days		Severance Rate	Max for Level
30	59	25	1475
60	89	35	3115
90	129	45	5805
130	159	55	8745
160	189	65	12285
190	200	75	15000
Unlimited	For staff with 15 years of service with the District will be unlimited	75	For staff with 15 years of service with the District will be unlimited

1. The bargaining unit member shall be paid upon termination (except terminations for cause), retirement, or upon the bargaining unit member's death to the estate, provided such bargaining unit member shall have been employed by the school district for not less than ten (10) years of continuous service.

2. In no event shall the severance pay be paid to a teacher more than once.

3. Administration has the right to waive the April 15th deadline in the event of extenuating circumstances.

C. All employees electing retirement and meeting the eligibility requirements of Article VI, Paragraph B, will receive severance pay under the following conditions:

1. Employees shall have the option to receive severance payment in cash at no additional cost to the employer. All costs associated with compensation of this form will be assumed by the employee.

2. The employer will make the total severance payment into the employee's 403(b) account no later than June 30 of the retirement year.

3. The employee will notify the District by June 1 of the retirement year to designate the company and the 403(b) plan into which the severance amount is to be deposited.

4. The payments to employees by the District will constitute employer contributions under 403(b) of the Internal Revenue Code.

ARTICLE VII
POSTINGS, VACANCIES, AND TRANSFERS

A. **Postings.** A posting shall be made for all permanent vacant positions within the bargaining unit. Positions to be posted are those created after transfers or by retirement, resignation, dismissal, death or the addition of course of study or classroom at a particular grade level.

Vacant positions shall be posted for five (5) working days on the official bulletin Boards of the school district in the teachers' work room in each building with an additional copy delivered to the Association president or his designee.

B. **Vacancies.** Teachers interested in applying for posted positions shall notify the appropriate immediate supervisor in writing within the posting period. Such application should include their interest, experience, and special training relative to the qualification of the position.

The Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the district, and other relevant factors. However, the Board declares its support of a policy of filling vacancies, excluding vacancies in supervisory positions, from within its own teaching staff. Therefore, when the professional backgrounds of applicants from within and outside the system are equal, preference shall be given to the employee. All candidates will be notified when the position has been filled.

C. **Temporary Vacancies.** If a position becomes vacant on or after the beginning of any school year, the District shall have the right to fill that position on a temporary basis with a temporary substitute(s) for a period not to exceed ninety (90) working days. After 90 days, the assignment shall be posted in accordance with paragraph A of this Article unless mutually agreed to by the association.
   1. Long term substitutes will be paid on a tiered scale determined by the district.
   2. Long Term Substitutes will not have rights to join the bargaining unit.
   3. Long Term Substitutes will be not eligible for the benefit package as covered in Article XX.

D. **Voluntary Transfers.** Teachers may request a transfer to another building, subject area, or grade level for the ensuing school year beginning April 1 and all transfer requests shall expire on the last day of school. In addition to the above, teachers may request a transfer into a non-classroom assignment or into special education. The teacher will make such a request in writing to his supervisor, setting forth the reason for such transfer request, and outlining his qualifications for the position. The immediate supervisor will discuss the request with the principal of the school to which the teacher desires transfer and the teacher will arrange for an interview with the receiving principal within ten (10) school days. Upon recommendation of the receiving principal and the approval of the Board, the transfer may be consummated.

The teacher will be notified in writing of the decision. If the request for transfer is denied, the teacher may request and will receive reasons for the denial in writing.

E. **Involuntary Transfers.**
   1. Both parties recognize that involuntary transfers are not desirable, but may be made to prevent undue disruption of the instructional program or to improve the instructional program. The Board will not, in any case, assign or transfer a teacher without prior discussion with said

teacher. Such transfers or changes of assignment shall be on a voluntary basis whenever possible. In making involuntary assignments in transfers, conveniences and wishes of the individual teacher will be taken into consideration to the extent that they do not conflict with the instructional requirements and best interest of the school system and its pupils. However, should an involuntary transfer be necessary, the teacher will be given first consideration to his or her prior assignment, should it become available. If any vacancy opens that the involuntarily transferred teacher is qualified to teach, according to state and federal regulations, that individual will also be given first consideration for the placement providing favorable prior evaluations have been documented. Within ten (10) work days of a posted vacancy, the staff member who was involuntarily placed will notify their building administrator of their intent to accept or decline the vacancy. Once the notice has been received by the administrator, the district will act accordingly.

2. In the event the involuntary transferred teacher turns down reassignment to the original position, that teacher will no longer be considered as an involuntary transfer.

3. Any teacher who is transferred to a supervisory or executive position, for a time period of one calendar year or less, shall continue to accrue seniority and will be granted the next step in pay. Said temporary administrator shall not be directly responsible for teacher evaluations, teacher discipline, or the hiring of instructional or support personnel, and shall, therefore, not be subject to the grievance procedure as outlined in Article XVII of this contract.

4. Any teacher who will not accept an involuntary transfer may request in writing an unpaid leave of absence of up to one year. In these cases only, teachers will not lose seniority rights or recall rights for the first available position for which they area certified and qualified. If at time of recall no position is open/available, the teacher shall remain on the recall list for an additional school year.

ARTICLE VIII
PAID LEAVES OF ABSENCE

The Board shall provide fifteen (15) annual paid leave days per year for each member. Days not used during the school year will be added to accumulated leave.

A. **Annual Leave** - Each school year absences will be deducted from the 15 annual leave days first, regardless of the reason for the absence.
   1. The 15 annual leave days each year provided by the Board may be used at the discretion of the teacher within the following guidelines.
      a. A teacher planning to use an annual leave day shall notify his/her supervisor and sign up for a substitute using Red Rover (or district approved system) at least one (1) day in advance, except in cases of emergency or sickness.

      b. No more than 3 annual leave days shall be used in succession without reason.

      c. It is understood annual leave shall not be granted for the first or last day of the school year.

      d. Annual Leave days are not intended to be used to extend or lengthen scheduled breaks. Exceptions may be made by administration for extenuating circumstances. It is understood that absences prior to or extending a break may require a doctor note.

      e. Staff may elect to participate in a lottery which would allow them to potentially extend existing breaks. The procedure for the lottery shall be as follows:
         i. **For the 2024-2025 school year**: Employees may exercise the option to use personal days immediately before/after Thanksgiving Break; before/after Christmas break, before/after Mid-Winter Break, before/after Spring Break, and before/after Memorial Day weekend, as determined by a random drawing. No more than two (2) annual leave days may be used in a school year to extend an existing break.

            To be eligible for the random drawing, an employee must submit a request to Central Office by the first Friday in September (September 6). This drawing shall be conducted by the Superintendent or his/her designee and the Association President or his/her designee by the second Friday in September (September 13). No more than five (5) employees district-wide may use annual leave to extend an existing break. If an employee withdraws their request for an eligible annual leave after the lottery is conducted, the next person on the drawing list will be contacted.

         ii. **For the 2025-2026 school year and all years following**: Employees may exercise the option to use personal days immediately before/after Labor Day, before/after Thanksgiving Break; before/after Christmas break, before/after Mid-Winter Break, before/after Spring Break, and before/after Memorial Day weekend, as determined by a random drawing. No more than two (2) annual days may be used in a school year to extend an existing break.

            To be eligible for the random drawing, an employee must submit a request to Central Office by the second Friday after Spring Break. This drawing shall be conducted by the Superintendent or his/her designee and the Association President or his/her designee by

the first Friday in May. No more than five (5) employees district-wide may use annual leave to extend an existing break. If an employee withdraws their request for an eligible annual leave after the lottery is conducted, the next person on the drawing list will be contacted.

f. No annual leave days shall be used either individually or collectively for the purpose of withholding services.

g. Members who have a minimum of 8 annual leave days remaining at the end of the school year may elect to sell up to 50% of the remaining days back to the district. Days will be reimbursed at a rate of 50 dollars per day. Members will notify the district by June 1st of their intent. The district will reimburse members before June 30th.

B. **Accumulated Leave-** If a teacher exhausts all 15 annual leave days; accumulated leave days may be used as described below. District provided leave days for non-immunized illness, funerals, jury-duty and association leave will **not** be deducted from the members accumulate or annual leave.

1. **Personal Sick Leave:** A teacher may use leave days for absence from duty for mental or physical disabilities that prohibit the teacher from effectively meeting his/her job responsibilities. Pregnancies shall be treated as any other disability. The Board may require written medical evidence for verification of any of the above.

2. **Family Care:** A teacher may use accumulated leave days as needed for care of the teacher's sick children, spouse or parents, grandparents, mother-in-law, or father-in-law. In addition, this provision shall also be applicable to any blood relative who resides in the teacher's home. The Board may require medical evidence for verification of the need for this leave. The district may grant a father a maximum of five days of accumulated leave immediately following the birth of a child.

C. **Workers Compensation:** The Board will subsidize the difference between the compensation benefit and the employee's regular pay up to fifteen (15) full-time days, after which he may continue to receive the difference by using any unused sick time.

D. **Non-immunized Illness:** A teacher absent from work because of chicken pox shall suffer no diminution of compensation and shall not be charged with sick leave.

E. **Funerals:** A teacher will be allowed a maximum of five (5) days for funerals of the following immediate family members: spouse, child, father, mother, sister, brother, grandparent, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law.

1. A teacher will be allowed a maximum of three (3) days for funerals of the following relatives: aunts, uncles, nieces, and nephews.

2. Provided, that where extenuating circumstances exist (e.g. distant travel), the teacher may request from the Superintendent or the designee up to an additional two (2) days (for a total of no more than five (5) days) for attendance at the funerals of these relatives.

F. **Jury Duty:** A teacher receiving notification of jury duty or who is subpoenaed as a witness shall immediately notify his immediate supervisor. The supervisor may seek relief from duty if in his judgment the absence of the teacher would be disruptive to the instructional program. A teacher on jury duty or a teacher who has been subpoenaed as a witness shall receive the difference between remuneration for that duty and his regular salary.

G. **Association Leave:** At the beginning of each school year the Association will be credited with twenty (20) days to be used by the teachers who are officers or agents of the Association. The Association will pay the standard substitute wage for usage beyond nine (9) days. Members will request the sub as soon as possible to ensure coverage.

H. **Termination of Employment:** If a teacher terminates employment during a school year, the leave days shall be prorated to his time of employment. Any overpayment shall be deducted from the final paycheck.

ARTICLE IX
UNPAID LEAVES OF ABSENCE

A. General Provisions

1. A leave may be granted by the Board, at its discretion, if a suitable replacement can be found.

2. Applicants returning from leave will be returned to a position for which they are qualified and certified, understanding the district reserves the right of placement.

3. Unless expressly amended by other provisions of this contract, teachers returning from leave shall not receive experience credit for salary purposes for the time encompassed by the leave.

4. Whenever practical, leaves of absence will be made to coincide with the school year.

5. A teacher returning from leave of absence shall inform the Superintendent or his designee in writing of the date of his intended return to work. Said notification shall be no later than ninety (90) days prior to the date of his return. If a teacher fails to return to work after being assigned a position, he shall be considered resigned and forfeit all rights to employment under this Agreement. The teacher may be required to submit a written waiver of employment as a condition for consideration of an unpaid leave of absence.

6. No benefits will accrue to a teacher during an unpaid absence except as otherwise stated herein. Upon return from leave, the teacher's unused sick leave benefits, and salary increments which had been accumulated at the time the leave commenced will be restored to him.

B. **Child Care Leave**: An employee may request an unpaid child-care leave of up to one (1) year for care of a newborn or newly adopted child when the employee is otherwise able to perform his or her teaching duties. When child-care leave is granted an acceptable return date will be indicated.

C. **Maternity Leave**: A maternity leave of absence without pay of up to one (1) year may be granted to a teacher upon request and such leave shall commence as recommended in writing by the teacher's physician. When maternity leave is granted, an acceptable return date will be indicated.

D. **Personal Illness**: Upon request from an employee, leave may be granted for personal illness upon recommendation from an employee's physician. The Board may ask for a physical or mental exam from a Board-appointed physician.

E. **Short-Term Unpaid Leave**: Short Term Unpaid Leave may be granted to an employee in special circumstances but not generally for vacation purposes.

1. An employee may be granted no more than 5 days per year for unpaid leave.

2. Short-Term Unpaid leave will not affect an employee's sick leave or annual leave days.

3. Annual Leave must be used prior to or in conjunction with unpaid leave. Unpaid leave will not be granted unless all Annual Leave days have been used or are used in conjunction with the Unpaid Leave.

4. Short-Term Unpaid leave does not accumulate or carry over to succeeding years.

5. Employees must apply for unpaid leave 20 calendar days prior to the first day of leave. Under extenuating circumstances, the 20-day requirement may be waived by the district.

6. No more than two teachers per building may use unpaid leave during the same time period.

F. **Sabbatical Leave**:

1. Teachers who have been employed for seven (7) consecutive years may be granted a sabbatical leave for professional improvement for up to one (1) year at any one time. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution, travel which will improve the teacher's ability to teach and other activities that would add valuable resource experience.

2. Provided there are enough people who qualify for sabbatical leaves and apply for such leaves, the Board may grant two (2) such leaves per year amongst the teachers so applying.

3. Requests for sabbatical leave must be submitted in writing to the Board on or before March 31 preceding the school year in which the leave will be taken provided, however, that the said Board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

4. Any teacher granted sabbatical leave by the Board shall notify the Superintendent, in writing, no later than April 15 of the year in which the leave was taken, stating his/her intent to return, request additional leave or terminate employment.

5. Replacement teachers will be hired on a one-year teaching contract.

6. Teachers returning from sabbatical leave are guaranteed a teaching position in the district.

ARTICLE X
REDUCTION IN FORCE

A. In the event it becomes necessary to reduce the teachers due to program elimination or reduction to reduce the number of teachers in a given subject area, field or program, or to eliminate or consolidate positions, the Board shall follow the procedure listed below:

Both parties recognize that even with the need for staff reduction it is desirable to maintain a well-balanced instructional program. Staff reduction shall take place on the following:

1. Layoffs will begin with staff in the Needs Improvement category. Teachers in this category with the least number of years of continuous teaching experience in the Montague Area Public Schools will be laid off first, provided there are fully qualified, fully certified teachers to replace and perform all the needed duties of the laid off teachers.

2. If necessary, layoffs will continue with staff in the Developing category. Teachers in this category with the least number of years of continuous teaching experience in the Montague Area Public Schools will be laid off first, provided there are fully qualified, fully certified teachers to replace and perform all the needed duties of the laid off teachers.

3. If necessary, layoffs will continue with staff in the Effective category. Teachers in this category with the least number of years of continuous teaching experience in the Montague Area Public Schools will be laid off first, provided there are fully qualified, fully certified teachers to replace and perform all the needed duties of the laid off teachers.

   If further reduction is necessary, then tenure non-teaching professionals with the least number of years of continuous teaching experience in the Montague Area Public Schools will be laid off first, provided there are fully qualified, fully certified non-teaching professionals to replace and perform all the needed duties of the laid off non-teaching professionals.

B. "Certified" shall be defined as the requirement to hold all certificates and endorsements required by law and/or Michigan Department of education administrative regulations to serve in the position assigned. Failure to hold any such certificates or endorsements shall be cause of termination. Further it is the teacher's responsibility to file such certificates and endorsements with the school district. The certification status of a teacher on file with the school district shall be considered conclusive for all purposes under this contract.

1. The teacher shall provide written notice to the school district of any change to his/her certificate of endorsements after the original filing of same with the school district. This shall include notice of any additional endorsements, certificates, renewals, approvals, as well as expirations, revocations and any limitations thereon. The teacher shall further notify the school district, in writing, in the event that he/she petitions the State Board of Education for nullification or limitation of his/her certificate, one or more endorsements thereon or a grade level certification appearing on the certificate.

2. Provided, that failure to hold proper certification or endorsements shall not be cause for termination under this Article in the event that the teacher has been administratively placed in an assignment for which he/she does not possess the requisite certification and/or

endorsement. It is understood that these types of assignments are to be minimized and are further conditioned upon proper approval by the Michigan Department of Education.

C. "Qualified" shall be based on one or more of the following criteria where applicable:
   1. A major in the particular subject to be taught.
   2. A minor in the particular subject to be taught.
   3. At least fifteen (15) semester hours (or equivalent term hours) in the particular subject to be taught.
   4. Prior successful teaching experience in Montague Area Public Schools within the last three (3) years in the particular subject to be taught.

D. Seniority shall be computed beginning with the date of hire which is defined by the date and time of signing initial paperwork with Central Office and shall be defined to mean the amount of time continuously employed as a member of the bargaining unit. Time spent on leave of absence or on a lay-off shall not be construed as a break in continuous service and seniority shall continue to accrue. No person other than a member of the bargaining unit shall possess, retain, or accrue seniority within the bargaining unit.

E. In the event of layoff, the Board will institute a recall procedure which will be in reverse order of layoff, as long as the teacher is qualified and certified for the position available. Employees involved by the recall shall be notified as soon as the position is available. A copy of the letter will also be sent to the Association president.
   1. A teacher who was full-time prior to layoff shall have the right to accept or reject a position that is less than full-time without loss of the right of recall to the first full-time position for which the teacher is certified. No teacher shall be terminated, lose recall rights or seniority if the teacher at the time of recall is under contract with another employer during that school year. However, if the employee is eligible to return in the ensuing year and fails to do so, they shall be considered resigned. The teacher must at all times keep the Board informed in writing of their current contact information.

F. No new teachers shall be employed by the Board to fill specific positions for which there are certified and qualified teachers of the District who are laid off or have less than a full-time assignment.

G. Seniority rights shall be lost by the teacher if the teacher does not notify the Superintendent within fifteen (15) calendar days after receipt of notification that he will return from layoff. Teachers who accepted recall and fail to return to work on the appointed date shall be considered resigned and shall forfeit all employment rights under this contract.

H. Any layoff pursuant to this agreement shall automatically terminate the individual's employment contract. All or a portion of benefits under this master agreement shall be reinstated upon a return to employment.

I. The Board shall give no less than thirty (30) calendar days' notice to the non-teaching professionals being laid off.

J. It is intended that this article takes precedent over and governs the individual teaching contract; and that the individual teaching contract is expressly conditioned by this article.

K. Teachers who have not been recalled within two years of layoff shall be removed from the years of service list.

ARTICLE XI
CERTIFICATION

A. "Certified" shall be defined, as the requirement to hold all certificates and endorsements required by law and/or Michigan Department of education administrative regulations to serve in the position assigned. Failure to hold any such certificates or endorsements shall be cause of termination. Further it is the teacher's responsibility to file such certificates and endorsements with the school district. The certification status of a teacher on file with the school district shall be considered conclusive for all purposes under this contract.

1. The teacher shall provide written notice to the school district of any change to his/her certificate of endorsements after the original filing of same with the school district. This shall include notice of any additional endorsements, certificates, renewals, approvals, as well as expirations, revocations and any limitations thereon. The teacher shall further notify the school district, in writing, in the event that he/she petitions the State Board of Education for nullification or limitation of his/her certificate, one or more endorsements thereon or a grade level certification appearing on the certificate.

2. Provided, that failure to hold proper certification or endorsements shall not be cause for termination under this Article in the event that the teacher has been administratively placed in an assignment for which he/she does not possess the requisite certification and/or endorsement. It is understood that these types of assignments are to be minimized and are further conditioned upon proper approval by the Michigan Department of Education.

B. "Highly Qualified" shall be defined by the State of Michigan where applicable.

ARTICLE XII
CALCULATION OF YEARS OF SERVICE AND SENIORITY

A. Years of service shall be computed beginning with the first date of work and shall be defined to mean the amount of time continuously employed as a member of the bargaining unit. Time spent on leave of absence or on a lay-off shall not be construed as a break in continuous service and years of service shall continue to accrue. No person, other than a member of the bargaining unit, shall possess, retain, or accrue years of service within the bargaining unit.
   1. The district shall prepare and present to the Association a current years of service list of all teachers by the end of October each year.

B. Seniority shall be computed beginning with the bargaining unit employee's date of hire, which is defined by the date and time of signing initial paperwork with Central Office, and shall be defined to mean the length of unbroken service within the bargaining unit. All bargaining unit employees shall be ranked on the list in the order of their date of hire.
   1. No later than thirty (30) days following the ratification of this agreement, and by every September 30 thereafter, the employer shall prepare a seniority list.

   2. The seniority list shall be made available to each bargaining unit employee by October 1 of each school year. Challenges or revisions to the list must be filed by November 1 of that same year; Otherwise, the seniority list will be considered final for that school year. Should there be disagreement by November 1 of the school year, the Board and Association shall refer to the grievance procedure for determination of the final seniority list.

   3. All seniority is lost when employment is severed by resignation, retirement, discharge for cause, or transfer to a non-bargaining unit position for more than one (1) year. However, until recall rights expire or are otherwise terminated by the employee, seniority shall continue to accrue if severance of employment is due to layoff.

   4. Seniority shall continue to accumulate when bargaining unit employees are on approved unpaid leaves of absence of one (1) year or less, or for the full duration of a leave of absence due to Military Duty leave.

   5. The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year as prescribed in Article X.

ARTICLE XIII
ACADEMIC FREEDOM

A. It is recognized that knowledge can best be transmitted in an atmosphere which is free from censorship and artificial restraints, upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

B. Academic freedom shall be guaranteed to teachers, and no special limitations except as stipulated in Article III shall be placed upon study, or investigation, or presenting and interpreting facts and ideas concerning man, human society, and the physical and biological world and other branches of learning, subject only to accepted standards

ARTICLE XIV
TEACHER EVALUATION

A. Beginning with the 2024-25 school year, the negotiated performance evaluation system shall include a rigorous, transparent, and fair performance evaluation system that includes:
   1. specific performance goals identified by the teacher to improve their effectiveness in the upcoming school year.

   2. an evaluation of the teacher's job performance with timely and constructive feedback.

   3. clear approaches to measuring student growth with relevant data on student growth.

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

   5. the use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination.
      a. The student growth and assessment data or student learning objectives shall consist of measurable, long-term academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers and are subject to approval by building administration.

      b. The teacher shall be allowed to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data. The teacher will provide growth data to administration both with and without these students.

      c. That data used in this section must be attributable to the actual teaching responsibilities of the individual teacher.

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

B. Process: The negotiated Performance Evaluation system, "Post-Observation Feedback Form", "Year-End Evaluation Reporting Form", and "Individual Development Plan (IDP) Form" are attached and included in this Agreement in Appendix 1.
   1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:
      a. The teacher shall be notified no later than September 30 of each year who the administrator will be that conducts their year-end evaluation. If no notification is provided by September 30 of each year, that teacher shall not be formally evaluated and will receive the prior year's effectiveness rating.

      b. The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.

      c. The observation shall include a review of pupil engagement in the lesson that is observed.

      d. In order to ensure 1.b and 1.c above, the observation shall be no less than fifteen (15) minutes.

      e. There shall be at least one (1) planned/scheduled evaluation. There shall be notice of each planned/scheduled observation date given to the teacher at least two (2) school days prior to the observation. Upon such notice, the teacher will provide information relative to 1.b and 1.c before the classroom observation occurs.

      f. Feedback will be provided by the administrator conducting the evaluation no later than ten (10) school days after the observation occurred.

      g. There shall be at least one (1) classroom observation of a teacher each semester. Teacher evaluations will be conducted at least 30 days apart. The first observation shall occur no later than December 15 of each school year.

   2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of "effective", "developing," or "needing support".
      a. The year-end evaluation determination and form shall be delivered at a meeting with the observing administrator and the teacher no later than May 30 of each year. In the event there is no year-end evaluation as described above, the teacher shall be deemed "effective" per the year-end evaluation determination.

   3. Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall not be provided an evaluation for that year. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.

4. If a tenured teacher has been rated "highly effective" for three (3) consecutive year-end evaluations prior to July 1, 2024, "effective" for three (3) consecutive year-end evaluations after July 1, 2024, or a consecutive three (3) year combination of these two, they shall be evaluated every third year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

5. In addition to the above procedures (Sections B. 1-4), teachers who are evaluated with an IDP (received a "minimally effective", "ineffective" prior to July 1, 2024, or "needing support", or "developing" rating thereafter, and/or 1st year teachers) shall be provided the following:
   a. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed collaboratively with the teacher.

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

   c. A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above and completed no later than February 1, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.

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

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

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

C. <u>Rights of Tenured Teachers:</u>

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
   a. The teacher may request a review meeting of the evaluation and the rating to the district's superintendent. Such request must be made in writing within 30 calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no later than 10 school days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after the meeting.

   b. If the written response does not resolve the matter, the teacher or the Association may request mediation though the Michigan Employment Relations Commission and provide a copy of that request to the administration.
      i. The request must be submitted in writing with thirty (30) calendar days after the teacher receives the written response from the superintendent.

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

2. A tenured teacher who receives two (2) consecutive ratings of “needing support” may use the grievance procedure as outlined in Article XIX.

D. **Training on evaluation system, tools, and reporting forms:**

1. Within the first 30 school days of each school year, the district shall provide, during contractually scheduled Professional Development time, training to all teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process. Unless there are changes to the evaluation system, tools, or reporting forms this training would only be required of new staff to the district each year.

2. Each administrator who is assigned to evaluate teachers shall have demonstrated expertise in the systems and tools used by the district which shall include a "rater reliability" training as required by current state statue.

ARTICLE XV
PROFESSIONAL BEHAVIOR

A. No teacher shall be disciplined for reasons that are not arbitrary or capricious. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank or compensation; discharges; nonrenewal of probationary bargaining unit members, including bargaining unit members deemed to be in a period of probation under the Michigan Teachers' Tenure Act; or other actions of disciplinary nature.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act shall apply. This paragraph does not limit any rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

A program of progressive discipline shall be followed. The following progression of discipline for each unrelated issue shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Written warning, then
3. Oral reprimand, then
4. Written reprimand, then
5. One-day suspension without pay, then
6. Three days suspension without pay, then
7. Further suspensions without pay, then
8. Discharge

All parties recognize that the severity of an offense may justify the acceleration of the above progression of discipline. No suspension shall adversely affect any other rights or benefits under this Agreement. Discipline that is four (4) years or older can be expunged from the personnel file by request of the teacher as limited by any existing laws.

B. Bargaining unit members have the right to review their personnel file in the presence of the HR coordinator following Board Policy 8320.

C. Bargaining unit members, who are covered under the Teacher Tenure Act, shall not be reprimanded, disciplined, discharged, or reduced in rank or compensation for any reason that is arbitrary or capricious.

Arbitrary or Capricious- This standard signifies that a disciplinary decision must be supported by results of a disciplinary investigation and that any resulting disciplinary action must result from a deliberate, principled, reasonable process supported by the evidence.

Any corrective action taken by an administrator toward a bargaining unit member shall be done in private to the extent possible. The bargaining unit member that is corrected has the right to association representation.

ARTICLE XVI
PROFESSIONAL IMPROVEMENT

A. At the request of the Association, or on the Board's initiative, arrangements may be made for courses, workshops, conferences, and programs designed to improve the quality of instruction.

B. Any bargaining unit member enrolled in courses related to their current instructional assignment, or to future potential assignments, shall be reimbursed for tuition paid for graduate level courses taken provided the member has completed one (1) full year of teaching in MAPS with at least an effective evaluation; and:

1. Agrees to remain a teacher in MAPS for a period of not less than two (2) years following completion of the coursework. Should the teacher fail for any reason to remain in MAPS for two (2) full years, the teacher will be required to reimburse the district for all such expenses.

2. A bargaining unit member will be reimbursed at a rate not to exceed $750 per year for credits earned towards their professional certificate (up to 18 hours).

3. A bargaining unit member who no longer holds a provisional certificate will be reimbursed at a rate not to exceed $1000 per year for credits earned.

4. Teachers can also be reimbursed for textbooks that are required for the course(s), however, total reimbursement will not exceed the above limits.

5. Administrative approval must be obtained in advance and payment will be made upon proof of upon proof of successful completion of such courses and receipts for eligible expenses. The Board will not duplicate monies received in grants or from income tax credit.

C. Teachers shall be encouraged to learn from each other through consultations, conferences, sectional conference, educational conferences, and school visitations and planned observations within our district and others.

D. The Board will continue to encourage teachers to attend selected conferences that are an integral part of their in-service training. This will be subject to budgetary limitations. A teacher with at least a minimum of three (3) years teaching in Montague may be selected, by a department, to attend a national level conference once every five (5) years, with all expenses paid by the Board. If two (2) from each department wish to attend, the Board will pay one-half the expenses of each. Meetings related primarily to salary or MEA leadership problems will not be reimbursed by the Board.

ARTICLE XVII
CONTINUITY OF 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. A comprehensive Grievance Procedure removes the basic cause of work interruptions. Therefore, the Association agrees that it will not, during the period of the Agreement, directly or indirectly, engage in, or assist in any strike which is illegal or the result of a dispute over any issue subject to the grievance procedure.

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

C. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God or a labor dispute with employees outside of the bargaining unit and nothing shall require teachers to report for work in such circumstances.
   1. On days when school is not operating at full capacity due to acts of God, teachers prevented from attendance due to the acts of God shall not lose any days from their paid leave days as described in Section A of Article IX. No remote instruction will be required unless agreed upon by the association and board and in the event that total instruction days, per MDE/legislative requirements, are in jeopardy.

   2. If days need to be made up in order to receive full state financial support, all days will be added to the end of the year, unless mutually agreed to by the Board and Association. If an individual building is required to add minutes, they will be added to the end of the year unless mutually agreed to by the Association and the administration.

ARTICLE XVIII
TEACHER PROTECTION

A. Conduct of students is determined by Board Policy, and in enforcing these rules and policies, the Administration and Board will support efforts of the Faculty. While the administration bears the primary responsibility for setting the overall student environment in each building, both parties recognize that each teacher is also responsible for discipline in the classroom and other school related environments.

B. Any case of assault upon a teacher shall be promptly reported to the Administration. The teacher shall provide a written report of such incidents immediately following the event. Subject to the limits of the legal liability insurance provided by the Board, the Board will provide legal counsel to advise the teacher of his/her rights and obligations, with respect to such assault, and will render all reasonable assistance to the teacher in connection with handling the incident by law enforcement and judicial authorities in all cases where teachers have acted within the scope of their professional duties and responsibilities. Time lost in such instances will not be charged against the teacher.

C. A student/person who makes any type of assault on a teacher shall be removed from the classroom and will not be returned to that classroom without consultation with the teacher.

ARTICLE XIX
GRIEVANCE PROCEDURE

The Grievance form is attached as Appendix A.

A. Both parties recognize that it is desirable to solve disputes in an amicable manner without recourse to the formal Grievance Procedure whenever possible. If an individual teacher or the Association has a complaint to discuss with the Supervisor, they will first meet with that Supervisor to discuss the complaint before resorting to the Grievance Procedure.

B. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or Board Policy referenced in this agreement shall be processed as a grievance as hereinafter provided. Any action that might constitute an unfair labor practice is subject to the formal Grievance Procedure until such time as either the teacher or the Association files an unfair labor practice charge with MERC.

C. The time limits provided in this Article shall be strictly observed. Failure of the grievant or the Association to move the grievance to the next step in a timely fashion shall indicate the grievance has been satisfied and/or waived. Time constraints may be extended by written agreement of the parties. For the purposes of this Article, unless otherwise indicated, "days" shall be days when the administration offices are open. Day 1 shall commence at 12:01 a.m. of the day immediately following the action initiating time constraints and shall conclude at the next midnight. Subsequent days shall be computed in like manner.

D. If a teacher or the Association does not file a grievance in writing with the principal or other designated Board representative within twenty-five (25) days after the occurrence giving rise to the grievance, then the grievance shall be considered waived.

E. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.
   1. The termination of services of, or failure to re-employ any probationary teacher.
   2. The placing of a non-tenure teacher on an additional period of probation.
   3. Any claim or complaint for which there is another required procedure or forum established by law or by regulation having the force of law.

F. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his rights hereunder, will be pursuant to the Grievance Procedure; provided, however, that nothing contained herein when the grievance has not been waived or adjusted will deprive any teacher of any legal right which he presently has, provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further provision of this Article.

G. Any teacher at any time may present grievances in accordance with this Grievance Procedure to seek adjustment. Upon the teacher filing a written acceptance of any determination at any level, any Grievance Procedure shall be halted and the grievance shall be deemed to be fully resolved. An Association representative shall be given opportunity to be present at the settlement of any such grievances.

H. It shall be the general practice of all parties to process grievances during times which do not interfere with assigned duties. In the event proceedings are held during regular working hours, teachers directly participating in such proceedings shall be released from assigned duties without loss of salary.

Grievance Procedure

STEP I:

A. All grievances shall be in writing and shall be processed as indicated by the Chart of Organization and Responsibility. All grievances shall plainly and fully state the nature of the grievance, the particulars thereof, the Article and section of the Agreement allegedly violated and the remedy requested, and shall be signed by the grieving teacher and the Association.

B. Within five (5) days of receipt of the grievance, the principal or supervisor shall meet with the Association and/or grievant at the request of either party in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three (3) days of such meeting, or eight (8) days of receipt and shall furnish a copy thereof to the Association.

STEP II:

A. If the grievant or Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) days of such meeting or eight (8) days from the date of filing, (whichever shall be later), the grievance shall be transmitted to the Superintendent within five (5) days. Within five (5) days, the Superintendent or his designee shall meet with the Association and/or the grievant at the request of either party and shall indicate his disposition of the grievance in writing within three (3) days of such meeting or eight (8) days of the receipt and shall furnish a copy thereof to the Association.

STEP III:

A. If the Association or the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within three (3) days of such meeting (or sixteen (16) days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board via the Superintendent within five (5) days.

B. Upon proper notification by the grievant or the Association, the Board no later than its next regular meeting or within three (3) weeks after said notification may hold a hearing on the grievance, review such grievance or give such consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the grievant and the Association.

C. (OPTIONAL STEP) The Board may designate a committee which shall hold a hearing on the grievance within eleven (11) days of the receipt of the grievance. Such committee will give a written disposition within six (6) days of the hearing to the Association and the Board.

D. Subsequent to the disposition, the Board at its next regular meeting may hold a hearing on the grievance, review such grievance or give such consideration as it shall deem appropriate.
   1. Failure of the Board to take action on the Board Committee's finding shall constitute acceptance of the committee's finding.

2. If the grievant or the Association is dissatisfied with the Board action on the committee's finding, they shall within six (6) days indicate same to the Board as specified in Step III (A) above.

3. If a Board hearing is required, it shall be held at a mutually agreeable time but not later than two weeks after the Board disposition in Step III (D). The Board shall make its final determination no later than seven (7) days after the hearing, a copy of which shall be furnished to the grievant and the Association.

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration. Such appeal to arbitration must be taken within twenty (20) days of a Board decision deemed to be unsatisfactory. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern proceedings.

STEP IV:

A. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

B. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make decisions in cases of alleged violation of this Agreement.
   1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

   2. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent.

   3. He shall have no authority to award punitive damages.

   4. He shall have no power to rule on any of the following:
      a. The termination of services of or failure to re-employ any probationary teacher.
      b. The placing of a non-tenure teacher on an additional year of probation.
      c. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.

   5. The fees and expenses of the arbitrator shall be equally shared by the Board and the Association.

   6. There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved, and the Board.

ARTICLE XX
EMPLOYEE BENEFITS

The Employer shall provide to each bargaining unit member who works at least a three-fourths assignment the choice between the plans listed below for a full twelve-month period for the bargaining unit member and his/her entire eligible family. The Employer shall sign an Employer participation agreement.

A. Employees Electing Health Insurance Coverage

For the duration of this contract, the district elects to become a "hard cap" district unless both parties agree to switch to an 80/20 calculation. The district will contribute 100% of the published hard cap rate for that year to the premium rate. Any deductible, premium, taxes or fees not covered by the hard cap rate will be the responsibility of the member.

For the 2023-2024 medical benefit plan coverage year, employees shall have the following MESSA medical plans available in MESSA Packages:

i. MESSA ABC Plan 1 $1600/$3200, ABC Rx
ii. MESSA ABC Plan 2 $2000/$4000, ABC Rx
iii. MESSA ABC Plan 2 $2000/$4000, ABC Rx, 10% Co-Insurance

Each of the above medical plans include $5,000 of Basic Term Life with Medical.

B. Employees Not Electing Health Insurance Coverage

Members who elect to waive medical coverage will receive 80% of the current year's single subscriber monthly rate for MESSA ABC Plan 2 times 12. This total will be divided equally over pays to be applied to the employee cafeteria plan. Cafeteria options shall be chosen from among those carriers identified by the Board**.** Cash in lieu may be used for cafeteria options, taken as cash or deferred to a district approved 403B account.

1. All teachers who, at the end of each school year of scheduled duties resign, retire, or are laid off, shall be afforded credit as above until the end of the contract.

2. Cafeteria options shall include MEA Financial Services and those carriers currently identified by the district. If a carrier remains inactive (no member participation) for more than two years that carrier may be removed if the Association is notified. MEAFS will be exempt from the removal clause.

3. Members may use the cafeteria plan or payroll deduction to purchase the MEA endorsed Financial Services Long Term Care.

C. Non-Medical MESSA Ancillary Benefits

All non-medical benefits describe below shall be fully employer-paid and provided to all employees in the bargaining unit.

Dental:		Delta Dental
Benefits		
Class I	(Diagnostic/Prevention)	100%
Class II	(Basic Services/X-Rays)	80%
Class III	(Bridgework/Dentures)	80%
Class IV	(Orthodontics)	80%
Annual Maximum Class I, II, III		$3,000
Annual Maximum Class IV		$2,400
Adult Orthodontics:		Yes

Vision: VSP-3 Plus Platinum

Negotiated Life: $50,000 with AD& D

Negotiated LTD @ 66 2/3%

- $5,000 Maximum Monthly Benefit
- $7,500 Eligible Monthly Salary
- 90 Calendar Days Modified Fill
- Maternity Coverage
- Pre-Existing Condition Waiver
- Freeze on Offsets
- Alcoholism/Drug Addiction--2-year limitation
- Mental/Nervous Condition--2-year limitation
- Two Year Own Occupation

ARTICLE XXI
POLICY RELATING TO SCHEDULE A

In 2024-25, 4% will be added to Schedule A, and step 29 will be eliminated. In 2025-2026, 3% will be added to Schedule A, and steps 21 and 25 will be eliminated. In 2026-2027, 3% will be added to Schedule A, and steps 21 and 24(previously step 22 and 26) will be eliminated.

A. Semester hours of course work for the MA + 30 scales shall be approved on the basis of the following criteria:
   1. The completion date of the work must be subsequent to date of the degree and also the date of the first issued certificate, which would have certified or does certify the teacher as assigned. The date of an equivalent out-of-state certificate will be honored under this Section. Equivalency will be determined by State policy.

   2. Course work shall be from an accredited institution of higher learning in one or more of the following areas. Further, all credits except where allowed in d. below shall be graduate hours.
      a. All courses which constitute in full or in part a planned program of study for an advanced degree, or the attainment of a permanent or continuing certificate shall be allowed.

      b. Credits earned in the teachers' area(s) of certification and/or area(s) of assignment and/or in a related field shall be allowed.

      c. Where the above criteria would not apply, approval of the Superintendent or his designee shall constitute acceptance of course work.

      d. All credits presented shall be supported by an official transcript.

B. Any teacher who changes salary schedule status by completing additional course work, shall be placed at the appropriate step on the salary schedule at the beginning of the semester following the completion of course work upon receipt by the Administration of official transcripts or proof of successful course completion verifying the course work. The teacher shall not delay past thirty (30) calendar days after the beginning of the semester (according to the school calendar) to obtain verification from the Institutions before being placed on the next salary schedule.

C. Teachers who teach more than a normal teaching load as set forth in Article V shall receive additional compensation at the rate of 1/6 of their daily rate for each teaching period in excess of such norms.

D. Part-time teachers:
   1. Teachers under contract for a full school year at less than a full teaching load will be given experience credit at the following rates:
      a. Less than one-half (.5) – 0
      b. One-half (.5) through full load (1) - 1 year

   2. Teachers teaching a full load for less than a full year will be given experience credit at the following rates:
      a. Less than ninety (90) student days – 0

b. Ninety (90) student days or more - 1 year

3. Teachers teaching less than a full teaching load will have their salary and annual leave days prorated, including credit for a prorated portion of preparation time.

E. **Counselor Days:** School counselor shall be given additional days to perform necessary scheduling duties prior to the start of the school year and after the year is over. It is the determination of the counselor, with approval from the building administrator, to decide how many of the days they need to work. Counselors will be paid at their salary per diem rate for the days worked.

High School: Up to 10 days (5 days at the end of the calendar year and 5 days preceding teacher reporting days).

Middle School and Elementary: Up to 5 days total.

F. Merit Pay: All teachers (K-12) in the District will be awarded merit pay based on the percentage of students deemed as Career and College Ready by the SAT scores recorded from the Spring SAT test. The percentage of students deemed Career and College ready will be the dollar amount that each teacher will receive to be paid in July of the calendar year the students are tested.

SCHEDULE A COMPENSATION

SCHEDULE A	2024-2025		
STEP	BA	MA	MA+30
0	41,910	48,897	52,389
1	43,618	50,604	54,096
2	45,325	52,311	55,803
3	47,033	54,019	57,511
4	48,741	55,727	59,219
5	50,448	57,434	60,926
6	52,155	59,142	62,634
7	53,863	60,849	64,341
8	55,570	62,556	66,048
9	57,278	64,264	67,756
10	58,986	65,972	69,464
11	60,693	67,679	71,171
12	62,401	69,387	72,879
13	64,108	71,095	74,587
14	65,815	72,801	76,293
15	67,523	74,509	78,000
16	69,961	77,016	80,544
17	70,550	77,604	81,131
18	71,138	78,192	81,719
19	71,725	78,780	82,308
20	72,312	79,368	82,896
21	72,312	79,368	82,896
22	72,312	79,368	82,896
23	72,312	79,368	82,896
24	72,900	79,956	83,483
25	72,900	79,956	83,483
26	72,900	79,956	83,483
27	72,900	79,956	83,483
28	73,490	80,544	84,071
29	74,077	81,131	84,659

SCHEDULE A	2025-2026		
STEP	BA	MA	MA+30
0	43,167	50,364	53,961
1	44,927	52,122	55,719
2	46,685	53,880	57,477
3	48,444	55,640	59,236
4	50,203	57,399	60,996
5	51,961	59,157	62,754
6	53,720	60,916	64,513
7	55,479	62,674	66,271
8	57,237	64,433	68,029
9	58,996	66,192	69,789
10	60,756	67,951	71,548
11	62,514	69,709	73,306
12	64,273	71,469	75,065
13	66,031	73,228	76,825
14	67,789	74,985	78,582
15	69,549	76,744	80,340
16	72,060	79,326	82,960
17	72,667	79,932	83,565
18	73,272	80,538	84,171
19	73,877	81,143	84,777
20	74,481	81,749	85,383
21	74,481	81,749	85,383
22	74,481	81,749	85,383
23	75,087	82,355	85,987
24	75,087	82,355	85,987
25	75,087	82,355	85,987
26	75,695	82,960	86,593
27	76,299	83,565	87,199

SCHEDULE A	2026-2027		
STEP	BA	MA	MA+30
0	44,462	51,875	55,580
1	46,275	53,686	57,391
2	48,086	55,496	59,201
3	49,897	57,309	61,013
4	51,709	59,121	62,826
5	53,520	60,932	64,637
6	55,332	62,743	66,448
7	57,143	64,554	68,259
8	58,954	66,366	70,070
9	60,766	68,178	71,883
10	62,579	69,990	73,694
11	64,389	71,800	75,505
12	66,201	73,613	77,317
13	68,012	75,425	79,130
14	69,823	77,235	80,939
15	71,635	79,046	82,750
16	74,222	81,706	85,449
17	74,847	82,330	86,072
18	75,470	82,954	86,696
19	76,093	83,577	87,320
20	76,715	84,201	87,944
21	76,715	84,201	87,944
22	77,340	84,826	88,567
23	77,340	84,826	88,567
24	77,966	85,449	89,191
25	78,588	86,072	89,815

ARTICLE XXI
POLICY RELATING TO SCHEDULE B

1. Whenever boys' and girls' activities are the same, the pay will be the same.

2. The Board will determine wages of new positions subject to bargaining in new contracts.

3. It is expressly understood that tenure is not granted in any of these assignments and the Board has power to drop any of these activities.

4. Any extra duty assignments beyond the normal teaching schedule shall not be obligatory, but shall be with the consent of the teacher. Preference in making such assignments will be made based on first, best qualified person; second, present staff; and third, other qualified personnel.

5. Research and Development rates apply to special committees or projects that take place outside the negotiated calendar year. Training programs that take place outside the negotiated teacher calendar, requested by the administration, will be paid at a daily rate of $100. This rate does not apply to normal teaching responsibilities.

6. If assistants are hired; the total pay for all assistants will not exceed the dollar value listed in Schedule B. Central Office Administrative approval is needed to add assistants; even if within budgetary constraints.

7. Coaches must have prior approval from the administration to hold practices on weekends or holidays.

8. On staff coaches will not participate in practice when teachers are required to be on duty. (Including but not limited to Parent Teacher Conferences, Faculty Meetings and Professional Development)

9. Bargaining Unit members will be given priority consideration for all Schedule B positions.

10. Schedule B will remain unchanged until such time as the BA base increases beyond $36,806 which is used to calculate the schedule B pay currently.

11. Schedule B steps, which have been earned, will be awarded to all coaches.

MHS SCHEDULE B 2024-2025

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Academic Award	1.00%	419								
Band	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Baseball - V Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Baseball - JV Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Basketball - V Coach	14.00%	5,867	14.50%	6,077	15.00%	6,287	15.50%	6,496	16.00%	6,706
Basketball - JV Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Basketball - FR Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Bowling - HC	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Bowling - Asst	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Cheer - Competitive Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Cheer - Competitive Asst	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Cheer Sideline - V Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Cheer Sideline - JV Coach	6.00%	2,515	6.50%	2,724	7.00%	2,934	7.50%	3,143	8.00%	3,353
Chess Club Advisor	2.30%	964								
Chorus	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772	9.50%	3,981
Class Advisor - SR	1.00%	419	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257
Class Advisor - JR	0.50%	210	1.00%	419	1.50%	629				
Class Advisor - SM	0.50%	210	1.00%	419	1.50%	629				
Class Advisor - FR	0.50%	210	1.00%	419	1.50%	629				
Close Up	2.50%	1,048								
Cross Country - Head Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Cross Country - Asst Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Debate/Forensics	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
DECA	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Drama	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Drum Line	2.00%	838	2.50%	1,048	3.00%	1,257				
ELA Competitions	2.30%	964								
FFA School Year	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
FFA-Summ	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Football - V Head Coach	14.00%	5,867	14.50%	6,077	15.00%	6,287	15.50%	6,496	16.00%	6,706
Football - V Asst Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Football - JV Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Golf - V Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Golf - JV Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Hope Squad Advisor	2.00%	838								
Journalism	2.00%	838	2.50%	1,048	3.00%	1,257	3.50%	1,467	4.00%	1,676
Mentor – 1st Year Prob.	2.00%	838								
Mentor – 2nd Year Prob.	1.00%	419								
Mentor – 3rd year Prob.	0.50%	210								
NHS	2.50%	1,048	3.00%	1,257	3.50%	1,467	4.00%	1,676	4.50%	1,886
Prom Advisor	1.00%	419	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257
Quiz Bowl	2.30%	964								
Robotics	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
SADD	2.50%	1,048	3.00%	1,257	3.50%	1,467				
Science Olympics	2.30%	964								
Soccer - V Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Soccer - JV Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Social Media		1,500								
Softball - V Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448

MHS SCHEDULE B 2024-2025

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Softball - JV Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Student Senate	3.00%	1,257	3.50%	1,467	4.00%	1,676	4.50%	1,886	5.00%	2,096
Summer Ag	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Tennis Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Ticket Manager - Fall		1,500								
Ticket Manager - Winter		1,500								
Track - Head Coach	11.00%	4,610	11.50%	4,820	12.00%	5,029	12.50%	5,239	13.00%	5,448
Track - Asst Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Volleyball - V Coach	14.00%	5,867	14.50%	6,077	15.00%	6,287	15.50%	6,496	16.00%	6,706
Volleyball - JV Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Volleyball - FR Coach	7.00%	2,934	7.50%	3,143	8.00%	3,353	8.50%	3,562	9.00%	3,772
Wrestling - Head Coach	14.00%	5,867	14.50%	6,077	15.00%	6,287	15.50%	6,496	16.00%	6,706
Wrestling - Asst Coach	9.00%	3,772	9.50%	3,981	10.00%	4,191	10.50%	4,401	11.00%	4,610
Yearbook w/o class	8.00%	3,353	8.50%	3,562	9.00%	3,772	9.50%	3,981	10.00%	4,191
Yearbook-with class	3.00%	1,257	3.50%	1,467	4.00%	1,676	4.50%	1,886	5.00%	2,096

NBC SCHEDULE B 2024-2025

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Band	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Band - Asst	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257	3.50%	1,467
Basketball 8th Grade Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Basketball 7th Grade Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Cheer - Competitive Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Chorus	2.00%	838	2.50%	1,048	3.00%	1,257	3.50%	1,467	4.00%	1,676
Cross Country - Head Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Cross Country - Asst Coach	4.00%	1,676	4.50%	1,886	5.00%	2,096	5.50%	2,305	6.00%	2,515
Drama	1.00%	419								
Football - Head Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Football - Asst Coach	4.00%	1,676	4.50%	1,886	5.00%	2,096	5.50%	2,305	6.00%	2,515
Intramurals	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Math Counts	1.00%	419								
Mentor – 1st Year Prob.	2.00%	838								
Mentor – 2nd Year Prob.	1.00%	419								
Mentor – 3rd year Prob.	0.50%	210								
Project Citizen	1.00%	419								
Robotics	1.00%	419								
Science Olympics	2.30%	964								
Social Media		500								
Student Activities	2.00%	838	2.50%	1,048	3.00%	1,257	3.50%	1,467	4.00%	1,676
Student Council	1.00%	419	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257
Track - Head Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Track - Asst Coach	4.00%	1,676	4.50%	1,886	5.00%	2,096	5.50%	2,305	6.00%	2,515
Volleyball 8th Grade Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Volleyball 7th Grade Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Wrestling - Head Coach	5.00%	2,096	5.50%	2,305	6.00%	2,515	6.50%	2,724	7.00%	2,934
Wrestling - Asst Coach	4.00%	1,676	4.50%	1,886	5.00%	2,096	5.50%	2,305	6.00%	2,515
Yearbook	1.00%	419	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257

MACC / RRO SCHEDULE B 2024-2025

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Elementary Vocal	1.00%	419	1.50%	629	2.00%	838	2.50%	1,048	3.00%	1,257
Grade Level Coordinator	1.50%	629	2.00%	838	2.50%	1,048				
Mentor – 1st Year Prob.	2.00%	838								
Mentor – 2nd Year Prob.	1.00%	419								
Mentor – 3rd year Prob.	0.50%	210								
RRO News Postion 1	3.00%	1,257								
RRO News Postion 2	3.00%	1,257								
Safety Patrol	1.50%	629	2.00%	838	2.50%	1,048				
Teach Split Classes		5,000								

SCHEDULE B HOURLY RATES

RESEARCH AND DEVELOPMENT	0.00065	OF BASE	$27.24
SCOREKEEPER-BOOKER-TIMER	0.00050	OF BASE	$20.96
HOMEBOUND TEACHER	0.00065	OF BASE	$27.24
SUMMER SCHOOL TEACHER	0.00078	OF BASE	$32.69

MHS SCHEDULE B 2025-2026

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Academic Award	1.00%	432								
Band	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Baseball - V Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Baseball - JV Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Basketball - V Coach	14.00%	6,043	14.50%	6,259	15.00%	6,475	15.50%	6,691	16.00%	6,907
Basketball - JV Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Basketball - FR Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Bowling - HC	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Bowling - Asst	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Cheer - Competitive Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Cheer - Competitive Asst	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Cheer Sideline - V Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Cheer Sideline - JV Coach	6.00%	2,590	6.50%	2,806	7.00%	3,022	7.50%	3,238	8.00%	3,453
Chess Club Advisor	2.30%	993								
Chorus	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885	9.50%	4,101
Class Advisor - SR	1.00%	432	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295
Class Advisor - JR	0.50%	216	1.00%	432	1.50%	648				
Class Advisor - SM	0.50%	216	1.00%	432	1.50%	648				
Class Advisor - FR	0.50%	216	1.00%	432	1.50%	648				
Close Up	2.50%	1,079								
Cross Country - Head Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Cross Country - Asst Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Debate/Forensics	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
DECA	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Drama	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Drum Line	2.00%	863	2.50%	1,079	3.00%	1,295				
ELA Competitions	2.30%	993								
FFA School Year	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
FFA-Summ	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Football - V Head Coach	14.00%	6,043	14.50%	6,259	15.00%	6,475	15.50%	6,691	16.00%	6,907
Football - V Asst Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Football - JV Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Golf - V Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Golf - JV Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Hope Squad Advisor	2.00%	863								
Journalism	2.00%	863	2.50%	1,079	3.00%	1,295	3.50%	1,511	4.00%	1,727
Mentor – 1st Year Prob.	2.00%	863								
Mentor – 2nd Year Prob.	1.00%	432								
Mentor – 3rd year Prob.	0.50%	216								
NHS	2.50%	1,079	3.00%	1,295	3.50%	1,511	4.00%	1,727	4.50%	1,943
Prom Advisor	1.00%	432	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295
Quiz Bowl	2.30%	993								
Robotics	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
SADD	2.50%	1,079	3.00%	1,295	3.50%	1,511				
Science Olympics	2.30%	993								
Soccer - V Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Soccer - JV Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Social Media		1,500								
Softball - V Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612

MHS SCHEDULE B 2025-2026

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Softball - JV Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Student Senate	3.00%	1,295	3.50%	1,511	4.00%	1,727	4.50%	1,943	5.00%	2,158
Summer Ag	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Tennis Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Ticket Manager - Fall		1,500								
Ticket Manager - Winter		1,500								
Track - Head Coach	11.00%	4,748	11.50%	4,964	12.00%	5,180	12.50%	5,396	13.00%	5,612
Track - Asst Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Volleyball - V Coach	14.00%	6,043	14.50%	6,259	15.00%	6,475	15.50%	6,691	16.00%	6,907
Volleyball - JV Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Volleyball - FR Coach	7.00%	3,022	7.50%	3,238	8.00%	3,453	8.50%	3,669	9.00%	3,885
Wrestling - Head Coach	14.00%	6,043	14.50%	6,259	15.00%	6,475	15.50%	6,691	16.00%	6,907
Wrestling - Asst Coach	9.00%	3,885	9.50%	4,101	10.00%	4,317	10.50%	4,533	11.00%	4,748
Yearbook w/o class	8.00%	3,453	8.50%	3,669	9.00%	3,885	9.50%	4,101	10.00%	4,317
Yearbook-with class	3.00%	1,295	3.50%	1,511	4.00%	1,727	4.50%	1,943	5.00%	2,158

NBC SCHEDULE B 2025-2026

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Band	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Band - Asst	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295	3.50%	1,511
Basketball 8th Grade Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Basketball 7th Grade Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Cheer - Competitive Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Chorus	2.00%	863	2.50%	1,079	3.00%	1,295	3.50%	1,511	4.00%	1,727
Cross Country - Head Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Cross Country - Asst Coach	4.00%	1,727	4.50%	1,943	5.00%	2,158	5.50%	2,374	6.00%	2,590
Drama	1.00%	432								
Football - Head Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Football - Asst Coach	4.00%	1,727	4.50%	1,943	5.00%	2,158	5.50%	2,374	6.00%	2,590
Intramurals	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Math Counts	1.00%	432								
Mentor – 1st Year Prob.	2.00%	863								
Mentor – 2nd Year Prob.	1.00%	432								
Mentor – 3rd year Prob.	0.50%	216								
Project Citizen	1.00%	432								
Robotics	1.00%	432								
Science Olympics	2.30%	993								
Social Media		500								
Student Activities	2.00%	863	2.50%	1,079	3.00%	1,295	3.50%	1,511	4.00%	1,727
Student Council	1.00%	432	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295
Track - Head Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Track - Asst Coach	4.00%	1,727	4.50%	1,943	5.00%	2,158	5.50%	2,374	6.00%	2,590
Volleyball 8th Grade Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Volleyball 7th Grade Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Wrestling - Head Coach	5.00%	2,158	5.50%	2,374	6.00%	2,590	6.50%	2,806	7.00%	3,022
Wrestling - Asst Coach	4.00%	1,727	4.50%	1,943	5.00%	2,158	5.50%	2,374	6.00%	2,590
Yearbook	1.00%	432	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295

MACC / RRO SCHEDULE B 2025-2026

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Elementary Vocal	1.00%	432	1.50%	648	2.00%	863	2.50%	1,079	3.00%	1,295
Grade Level Coordinator	1.50%	648	2.00%	863	2.50%	1,079				
Mentor – 1st Year Prob.	2.00%	863								
Mentor – 2nd Year Prob.	1.00%	432								
Mentor – 3rd year Prob.	0.50%	216								
RRO News Postion 1	3.00%	1,295								
RRO News Postion 2	3.00%	1,295								
Safety Patrol	1.50%	648	2.00%	863	2.50%	1,079				
Teach Split Classes		5,000								

SCHEDULE B HOURLY RATES

RESEARCH AND DEVELOPMENT	0.00065	OF BASE	$28.06
SCOREKEEPER-BOOKER-TIMER	0.00050	OF BASE	$21.58
HOMEBOUND TEACHER	0.00065	OF BASE	$28.06
SUMMER SCHOOL TEACHER	0.00078	OF BASE	$33.67

MHS SCHEDULE B 2026-2027

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Academic Award	1.00%	445								
Band	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Baseball - V Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Baseball - JV Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Basketball - V Coach	14.00%	6,225	14.50%	6,447	15.00%	6,669	15.50%	6,892	16.00%	7,114
Basketball - JV Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Basketball - FR Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Bowling - HC	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Bowling - Asst	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Cheer - Competitive Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Cheer - Competitive Asst	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Cheer Sideline - V Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Cheer Sideline - JV Coach	6.00%	2,668	6.50%	2,890	7.00%	3,112	7.50%	3,335	8.00%	3,557
Chess Club Advisor	2.30%	1,023								
Chorus	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002	9.50%	4,224
Class Advisor - SR	1.00%	445	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334
Class Advisor - JR	0.50%	222	1.00%	445	1.50%	667				
Class Advisor - SM	0.50%	222	1.00%	445	1.50%	667				
Class Advisor - FR	0.50%	222	1.00%	445	1.50%	667				
Close Up	2.50%	1,112								
Cross Country - Head Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Cross Country - Asst Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Debate/Forensics	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
DECA	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Drama	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Drum Line	2.00%	889	2.50%	1,112	3.00%	1,334				
ELA Competitions	2.30%	1,023								
FFA School Year	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
FFA-Summ	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Football - V Head Coach	14.00%	6,225	14.50%	6,447	15.00%	6,669	15.50%	6,892	16.00%	7,114
Football - V Asst Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Football - JV Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Golf - V Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Golf - JV Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Hope Squad Advisor	2.00%	889								
Journalism	2.00%	889	2.50%	1,112	3.00%	1,334	3.50%	1,556	4.00%	1,778
Mentor – 1st Year Prob.	2.00%	889								
Mentor – 2nd Year Prob.	1.00%	445								
Mentor – 3rd year Prob.	0.50%	222								
NHS	2.50%	1,112	3.00%	1,334	3.50%	1,556	4.00%	1,778	4.50%	2,001
Prom Advisor	1.00%	445	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334
Quiz Bowl	2.30%	1,023								
Robotics	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
SADD	2.50%	1,112	3.00%	1,334	3.50%	1,556				
Science Olympics	2.30%	1,023								
Soccer - V Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Soccer - JV Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Social Media		1,500								
Softball - V Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780

MHS SCHEDULE B 2026-2027

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Softball - JV Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Student Senate	3.00%	1,334	3.50%	1,556	4.00%	1,778	4.50%	2,001	5.00%	2,223
Summer Ag	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Tennis Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Ticket Manager - Fall		1,500								
Ticket Manager - Winter		1,500								
Track - Head Coach	11.00%	4,891	11.50%	5,113	12.00%	5,335	12.50%	5,558	13.00%	5,780
Track - Asst Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Volleyball - V Coach	14.00%	6,225	14.50%	6,447	15.00%	6,669	15.50%	6,892	16.00%	7,114
Volleyball - JV Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Volleyball - FR Coach	7.00%	3,112	7.50%	3,335	8.00%	3,557	8.50%	3,779	9.00%	4,002
Wrestling - Head Coach	14.00%	6,225	14.50%	6,447	15.00%	6,669	15.50%	6,892	16.00%	7,114
Wrestling - Asst Coach	9.00%	4,002	9.50%	4,224	10.00%	4,446	10.50%	4,669	11.00%	4,891
Yearbook w/o class	8.00%	3,557	8.50%	3,779	9.00%	4,002	9.50%	4,224	10.00%	4,446
Yearbook-with class	3.00%	1,334	3.50%	1,556	4.00%	1,778	4.50%	2,001	5.00%	2,223

NBC SCHEDULE B 2026-2027

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Band	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Band - Asst	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334	3.50%	1,556
Basketball 8th Grade Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Basketball 7th Grade Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Cheer - Competitive Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Chorus	2.00%	889	2.50%	1,112	3.00%	1,334	3.50%	1,556	4.00%	1,779
Cross Country - Head Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Cross Country - Asst Coach	4.00%	1,779	4.50%	2,001	5.00%	2,223	5.50%	2,445	6.00%	2,668
Drama	1.00%	445								
Football - Head Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Football - Asst Coach	4.00%	1,779	4.50%	2,001	5.00%	2,223	5.50%	2,445	6.00%	2,668
Intramurals	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Math Counts	1.00%	445								
Mentor – 1st Year Prob.	2.00%	889								
Mentor – 2nd Year Prob.	1.00%	445								
Mentor – 3rd year Prob.	0.50%	222								
Project Citizen	1.00%	445								
Robotics	1.00%	445								
Science Olympics	2.30%	1,023								
Social Media		500								
Student Activities	2.00%	889	2.50%	1,112	3.00%	1,334	3.50%	1,556	4.00%	1,779
Student Council	1.00%	445	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334
Track - Head Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Track - Asst Coach	4.00%	1,779	4.50%	2,001	5.00%	2,223	5.50%	2,445	6.00%	2,668
Volleyball 8th Grade Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Volleyball 7th Grade Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Wrestling - Head Coach	5.00%	2,223	5.50%	2,445	6.00%	2,668	6.50%	2,890	7.00%	3,112
Wrestling - Asst Coach	4.00%	1,779	4.50%	2,001	5.00%	2,223	5.50%	2,445	6.00%	2,668
Yearbook	1.00%	445	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334

MACC / RRO SCHEDULE B 2026-2027

STEPS	1		2		3		4		5	
Assignments	%	AMT	%	AMT	%	AMT	%	AMT	%	AMT
Elementary Vocal	1.00%	445	1.50%	667	2.00%	889	2.50%	1,112	3.00%	1,334
Grade Level Coordinator	1.50%	667	2.00%	889	2.50%	1,112				
Mentor – 1st Year Prob.	2.00%	889								
Mentor – 2nd Year Prob.	1.00%	445								
Mentor – 3rd year Prob.	0.50%	222								
RRO News Postion 1	3.00%	1,334								
RRO News Postion 2	3.00%	1,334								
Safety Patrol	1.50%	667	2.00%	889	2.50%	1,112				
Teach Split Classes		5,000								

SCHEDULE B HOURLY RATES

RESEARCH AND DEVELOPMENT	0.00065	OF BASE	$28.90
SCOREKEEPER-BOOKER-TIMER	0.00050	OF BASE	$22.23
HOMEBOUND TEACHER	0.00065	OF BASE	$28.90
SUMMER SCHOOL TEACHER	0.00078	OF BASE	$34.68

POLICY RELATING TO DISTRICT PAID ANNUITY

A. The Board and the Association recognize the importance of each employee pursuing an active retirement savings program and in providing sound investment alternatives to assist them in achieving their retirement savings goal.

B. The parties agree that the district will utilize a neutral third-party administrator (TPA) for the school district's 403(b) Tax Sheltered Deferred Retirement Plan.

   Approved vendors for the 403(b) plans recognized by the district are: MEA Financial Services and current district vendors who agree to comply with the new IRS regulations. In addition, any new vendors will be added to the TPA who would meet the current requirements of district policy (at least [3] MTEA members) and IRS regulations.

C. The parties further understand and agree that the regulations regarding the administration of 403 (b) plans continue to evolve, and it is the intent of the parties to comply with all legal requirements. Accordingly, the parties agree that:
   1. A plan document, consistent with all legal requirements has been adopted by the Board, including acceptance of contributions to the plan from monies generated by liquidation of another plan (i.e. "rollover"); and, any monies taken under a salary reduction agreement shall be remitted to the appropriate approved vendor under the plan within fourteen (14) business days following the act of reduction of salary for the purpose.

D. The amount of the employer-paid annuity is based on 0.5% of the employee's base salary of the current school year.

E. In order to receive this amount, the employee must have an account set up that will accept employer paid pre-tax contributions no later than June 15th of the current school year.

ARTICLE XXII
GENERAL

A. Copies of this agreement shall be reproduced by the Board of Education and expenses of reproduction shall be shared equally by the Board and the Association.

B. The Agreement is the sole and entire existing Agreement between the parties and it supersedes and cancels all previous Agreements, verbal or written, or based on alleged practices between the parties. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between the District and the Association. The waiver of any term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

C. If any portion of this Agreement shall be contrary to law, then such portions shall be deemed null and void. However, all provisions not contrary to law shall remain in full force and effect.

D. All individual contracts will be consistent with this Agreement.

F. Calendars for the years included in this contract will be collaboratively developed by the Board and association during each previous year. Hours and days for students and staff will not exceed the amounts in the previous years' calendar.

ARTICLE XXIII
NEGOTIATIONS PROCEDURES

A. Because of the special nature of the public educational process, it is recognized that matters may from time to time arise of vital mutual concern to the parties which have not been fully or adequately negotiated between them. Formal or informal discussions may be arranged if mutually agreeable. Problem areas in the contract may be pin-pointed for future negotiation. If mutually agreeable, the contract may be reopened to settle a particular problem.

B. Negotiations for a successor contract shall commence at least ninety (90) days prior to the expiration date of this contract. Either party may request that negotiations commence.

C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. 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.

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission.

ARTICLE XXIV
DURATION OF AGREEMENT

"The agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

For the Association	For the Board
_____	_____
President	President
_____	_____
Chief Negotiator	Secretary

This contract was approved by the Montague Area Public Schools Board of Education at

_____ Board meeting.

Appendix 1
Performance Evaluation System

MAPS - Post-Observation Feedback Form

Evaluation Rubric	5D+™ Rubric for Instructional Growth and Teacher Evaluation v.3
Staff Member	
Evaluator	
Staff Member Digital Signature Date	
Evaluator Digital Signature Date	
School Year	
Previous Observations	
Evaluation Start Date	
Evaluation Finalized Date	
Area of Focus	
Observation Date Range	

Indicator Ratings

Dimension	Indicators	Score
Purpose		
1.P.1	Learning target(s) connected to standards	
1.P.2	Lessons connected to previous and future lessons, broader purpose and transferable skill	
1.P.3	Design of performance task	
1.P.4	Communication of learning target(s)	
1.P.5	Success criteria	
	Dimension Score:	
Student Engagement		
2.SE.1	Quality of questioning	
2.SE.2	Ownership of learning	
2.SE.3	Capitalizing on students' strengths	
2.SE.4	Opportunity and support for participation and meaning making	
2.SE.5	Student talk	
	Dimension Score:	
Curriculum & Pedagogy		
3.CP.1	Alignment of instructional materials and tasks	
3.CP.2	Teacher knowledge of content	
3.CP.3	Discipline-specific teaching approaches	
3.CP.4	Differentiated instruction for students	
3.CP.5	Use of Scaffolds	
	Dimension Score:	
Assessment for Student Learning		
4.A.1	Student self-assessment	
4.A.2	Student use of formative assessments over time	
4.A.3	Quality of formative assessment methods	
4.A.4	Teacher use of formative assessments	
4.A.5	Collection systems for formative assessment data	
	Dimension Score:	

Classroom Environment & Culture		
5.CEC.1	Classroom arrangement and resources	
5.CEC.2	Learning routines	
5.CEC.3	Use of learning time	
5.CEC.4	Student status	
5.CEC.5	Norms for learning	
	Dimension Score:	
Professional Collaboration & Communication		
6.PCC.1	Collaboration with peers and administrators to improve student learning	
6.PCC.2	Communication and collaboration with parents and guardians	
6.PCC.3	Communication within the school community about student progress	
6.PCC.4	Support of school, district and state curricula, policies and initiatives	
6.PCC.5	Ethics and advocacy	
	Dimension Score:	

Summative Results

	*	Unsatisfactory	Basic	Proficient	Distinguished
1.P. Purpose					
2.SE. Student Engagement					
3.CP. Curriculum & Pedagogy					
4.A. Assessment for Student Learning					
5.CEC. Classroom Environment & Culture					
6.PCC. Professional Collaboration & Communication					

***At least one rating must be selected to calculate a Final Rating**

Evaluation Comments:

Staff Signature:		Date:	
Evaluator Signature:		Date:	

MAPS - Year-End Evaluation Reporting Form

Evaluation Rubric 5D+™ Rubric for Instructional Growth and Teacher Evaluation v.3

Staff Member

Evaluator

Staff Member Digital Signature Date

Evaluator Digital Signature Date

School Year

Previous Observations

Evaluation Start Date

Evaluation Finalized Date

Area of Focus

Observation Date Range

Indicator Ratings

Dimension	Indicators	Score
Purpose		
1.P.1	Learning target(s) connected to standards	
1.P.2	Lessons connected to previous and future lessons, broader purpose and transferable skill	
1.P.3	Design of performance task	
1.P.4	Communication of learning target(s)	
1.P.5	Success criteria	
	Dimension Score:	
Student Engagement		
2.SE.1	Quality of questioning	
2.SE.2	Ownership of learning	
2.SE.3	Capitalizing on students' strengths	
2.SE.4	Opportunity and support for participation and meaning making	
2.SE.5	Student talk	
	Dimension Score:	
Curriculum & Pedagogy		
3.CP.1	Alignment of instructional materials and tasks	
3.CP.2	Teacher knowledge of content	
3.CP.3	Discipline-specific teaching approaches	
3.CP.4	Differentiated instruction for students	
3.CP.5	Use of Scaffolds	
	Dimension Score:	
Assessment for Student Learning		
4.A.1	Student self-assessment	
4.A.2	Student use of formative assessments over time	
4.A.3	Quality of formative assessment methods	
4.A.4	Teacher use of formative assessments	
4.A.5	Collection systems for formative assessment data	
	Dimension Score:	

Classroom Environment & Culture		
5.CEC.1	Classroom arrangement and resources	
5.CEC.2	Learning routines	
5.CEC.3	Use of learning time	
5.CEC.4	Student status	
5.CEC.5	Norms for learning	
	Dimension Score:	
Professional Collaboration & Communication		
6.PCC.1	Collaboration with peers and administrators to improve student learning	
6.PCC.2	Communication and collaboration with parents and guardians	
6.PCC.3	Communication within the school community about student progress	
6.PCC.4	Support of school, district and state curricula, policies and initiatives	
6.PCC.5	Ethics and advocacy	
	Dimension Score:	

Summative Results

	* **Unsatisfactory**	**Basic**	**Proficient**	**Distinguished**
1.P. Purpose				
2.SE. Student Engagement				
3.CP. Curriculum & Pedagogy				
4.A. Assessment for Student Learning				
5.CEC. Classroom Environment & Culture				
6.PCC. Professional Collaboration & Communication				

***At least one rating must be selected to calculate a Final Rating**

Evaluation Comments:

Staff Signature:		Date:	
Evaluator Signature:		Date:	

Staff Member

Group

Evaluator

Staff Member Digital Signature Date

Evaluator Digital Signature Date

School Year

Date Created

Status

Area of Focus

Weighted Components

	Rating	Weight	Weighted Rating
1. Student Learning Objectives	*n/a*	25.00%	0
2. 5D+ Teacher Evaluation	*n/a*	75.00%	0

Total = 0

Needs Support	Developing	Effective
1.0 - 1.49	1.5 - 2.49	2.5 - 4.0

Final Score: **- and / or -** **Final Label:**

Comments:

Staff Signature:		**Date:**	
Evaluator Signature:		**Date:**	

MAPS Individual Development Plan (IDP)

Growth Plan Information

Teacher Name:

Growth Plan Name:

School Year:

Status:

Comments:

Start Date:

End Date:

Goal

Start Date

End Date

Goal

Goal Action Steps

Action 1 -

Action 2 -

Evidence of Achievement

Area Of Focus

Rubric

Dimension

Indicator

Comments

Area Of Focus

Rubric

Dimension

Indicator

Comments

Area Of Focus

Rubric

Dimension

Indicator

Comments

Action Plan

Action Plan

MAPS – Corrective Action Plan

Staff Member: **Evaluation Administrator:**

School: **Position:** **Date:**

Areas for improvement:

Actions to be completed by staff member and dates of completion:

1.

Actions to be completed by administrator and dates of completion:

1.

Updates

_____ _____

Staff Member Administrator

APPENDIX II
GRIEVANCE REPORT FORM

(Submit to Supervisor/Principal in duplicate)

DISTRIBUTION OF FORM
1. **Superintendent**
2. **Principal/Supervisor**
3. **Association**
4. **Grievant**

Grievance #_____

School District: _____

BUILDING	ASSIGNMENT	NAME OF GRIEVANT	DATE FILED

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

_____

_____

2. Specific articles, sections, and subsections violated_____

_____

_____

3. Relief Sought _____

_____

_____ _____
Signature Date

C. Disposition of Supervisor/Principal_____

_____

_____

_____ _____
Signature of Principal/Supervisor Date

D. Disposition of Grievant and/or Union/Association _____

_____

_____

_____

_____ _____

Signature Date

If additional space is needed in reporting Section B of Step 1, attach an additional sheet.

(Continued on Reverse Side)

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

_____

_____

_____ _____
Signature Date

C. Position of Grievant and/or Union Association _____

_____

_____

_____ _____
Signature Date

STEP III

A. Date Submitted to Board of Education (If Applicable) _____

B. Disposition of Board of Education _____

_____

_____

_____ _____
Signature Date

C. Position of Grievant and/or Union Association _____

_____

_____

_____ _____
Signature Date

NOTE: All provisions of Article _____ of the Agreement dated _____, 20 ____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

Montague Area Public Schools

2024-2025

District Calendar

Full =	133	51870	min
ER =	37	12210	min
Half =	10	2100	min
TOTAL =	180	66180	min

1103 hours



Note: Open House (1 Hour) dates/times will be communicated to staff by building administration.

Events

- Early Release
- No School
- Half Day
- Parent/Teacher Conferences
- First Day - New Teachers
- Full Day PD - 8:00 to 3:00

Aug 20	First Day - New Teachers
Aug 21	PD - Full Day 8:00 to 3:00
Aug 22	PD - Full Day 8:00 to 3:00
Aug 26	**1/2 Day - First Day of School**
Aug 30	No School
Sept 2	No School - Labor Day
Oct 16	Conferences
Oct 17	1/2 Day - Conferences
Oct 18	1/2 Day
Oct 31	**End of Marking Period #1**
Nov 1	No School - Full Day PD
Nov 27-29	No School - Thanksgiving Break
Dec 23 - Jan 3	No School - Christmas Break
Jan 16	1/2 Day - Exams
Jan 17	1/2 Day - Exams; Records
Jan 20	No School - Full Day PD
Feb 14-18	No School - Mid-Winter Break
Mar 13	1/2 Day - Conferences
Mar 14	1/2 Day
Mar 28	**End of Marking Period #3**
Apr 4-11	No School - Spring Break
May 23	1/2 Day
May 26	No School - Memorial Day
June 5	1/2 Day - Exams
Jun 6	1/2 Day - Exams; Records

180 Days, 1098 Hours

Full Days =	133
ER Days =	37
Half Days =	10
Total =	180

Montague Area Public Schools
4882 Stanton Blvd – Montague, MI 49437 – Telephone: 231-893-1515 – Fax: 231-894-6586

Letter of Agreement for 2026-2027 between Montague Area Public Schools and the Montague Teachers Education Association

The parties agree to the following for the 2026-2027 school year. This agreement will expire at the end of the 2026-2027 school year unless extended by mutual written agreement.

This is a non-precedent-setting agreement.

- For the 2026-2027 school year, teacher (Phil Koops) may work from 7:00 a.m. to 2:00 p.m. in place of the normal teacher workday. The teacher will work the same total number of hours and will continue to perform all assigned duties and responsibilities.

For the Association

MTEA Negotiator
Date: 9/1/2026

For Montague Area Public Schools

Superintendent
Date: 8/28/2026