MASTER AGREEMENT

CLARENCEVILLE SCHOOL DISTRICT BOARD OF EDUCATION

AND THE

CLARENCEVILLE EDUCATION ASSOCIATION

MEA/NEA

2024- 2027

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AGREEMENT

This Agreement made this 8th day of August, 2024, by and between the Clarenceville School District of Oakland and Wayne Counties, Michigan, hereinafter called the "district" and Clarenceville Education Association, MEA/NEA, hereinafter called the "association,"

PREAMBLE

Recognizing that providing quality education is the paramount aim of the district and the association and that the character of such education depends largely upon the quality and morale of the teaching staff, we do hereby declare:

WHEREAS, the association recognizes that the district under law, has final responsibility for establishing policies for the district; and

WHEREAS, the district recognizes that teaching is a profession; and

WHEREAS, the district has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, as amended, to negotiate with the association as the exclusive representative of its bargaining unit personnel with respect to hours, salaries, terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement,

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

ARTICLE I - RECOGNITION

A. The District hereby recognizes the Clarenceville Education Association, MEA/NEA as the exclusive bargaining representative for all certified teaching personnel now employed or hereafter employed by the District, including department chairpersons, counselors, psychologists, social workers, and athletic supervisor(s), but excluding adult education employees, continuation school employees, all administrative and/or supervisory personnel, and Grant Funded Intervention Specialists hired pursuant to ARTICLE – XXIII – GRANT FUNDED INTERVENTION SPECIALISTS

B. The District shall not negotiate with any other representatives of personnel described in "A" so long as the Association shall be certified as the exclusive bargaining agent for personnel, however, any individual covered by this Agreement may at any time present grievances to the District and have the grievances adjusted without the intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement provided the Association has been given the opportunity to be present at such adjustment.

C. This contract is subject to the Michigan Revised School Code, as amended, and any successor statute thereto, together with the Teachers' Tenure Act and the rights, duties, obligations and responsibilities of the parties hereunder shall be in addition to those

provided by the applicable statutes. In the event of conflict between any portion of this Agreement and the statutes of the State of Michigan the latter shall control.

D. The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined whose employment is subject to the Teachers' Tenure Act. The term "ancillary staff" shall include all employees in the bargaining unit who are not subject to the Michigan Teachers' Tenure Act.

E. The parties agree that the District shall post a copy of this Agreement on the District's website and provide a copy of this Agreement in each building. The probationary employees will receive a written contract subject to changes in this Agreement. Returning tenure employees shall be given a breakdown of their salaries.

ARTICLE II - ASSOCIATION AND EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. The Association and its members and/or the designated Association building representative(s) shall have the privilege to use school building facilities for meetings after notifying the building principal providing the building is used during regular custodial hours or additional custodial charges are paid by the Association. The Association may also use District email, the school service and mail boxes for official Association business. No employee shall be required to or prevented from wearing insignia, pins, or other identifications of membership in the Association on school premises. Bulletin boards will be made available for the Association's use and placed in areas where employees normally congregate. All posted material must be authenticated by a recognized official of the Association and shall be classified as Association business.

B. 1. Each employee shall have the right, upon request; to review the contents of his/her own personnel file, except credentials and other communications relative to the employee's employment outside the District. Such request to review said file shall be submitted in writing to the superintendent and permission shall be granted within five school days of receipt of the notice. The review shall be held in the presence of the superintendent or his/her designee, and if the employee requests, an association representative, not later than five school days after permission has been granted. The review shall be limited to a time during the normal school attendance day without disruption of the employee's regular assignment.

2. No record of false or unconfirmed charges against an employee will be placed in the employee's personnel file.

3. No written material of a negative nature directed toward an employee shall be placed in the employee's personnel file without the employee's knowledge.

4. Employees may respond in writing to material placed in their files and said response shall become part of the employee's file.

5. Freedom of Information Act (FOIA) Requests

In the event the District receives a FOIA request for personnel file information about a member of the bargaining unit, the District agrees to:

a. Immediately notify both the individual(s) and the MEA UniServ Director, advise the individual(s) to contact the CEA, and provide both with copies of the request;

b. Provide only such documentation as the District's legal counsel advises are required pursuant to the request; provide copies of such documents to the affected bargaining unit member(s) as promptly as possible, and in advance of complying with the FOIA request.

This provision shall not apply to generic FOIA requests. The district will send a copy of any such requests to the CEA president.

C. The parties agree it is unprofessional and unethical to involve students in disputes between employees, administration, or the Board of Education. The employees, administration, Association, and the Board shall refrain from expressing feelings or discussing with students, disputes that pertain to employee-employee, employee-supervisor, Board-employee, or the Association except at an official hearing.

D. 1. Employees recognize that their primary responsibility is teaching students and evaluating their progress in the subject matter they are assigned to teach, in such a manner that all sides of controversial issues are presented fairly and their topics and materials used will be appropriate to the maturity level and intellectual ability of the students.

2. Employees realize they shall not seek to advance their own personal views of controversial issues to students while acting in any school connected capacity and further realize that an employee's position is not privileged as to his/her responsibility for statements which are libelous, slanderous, or in any way violate the civil rights of others.

3. Employees acknowledge that punctuality and attendance are extremely important factors in adequately executing their teaching duties and that sick leave abuses, tardiness, or unjustified absenteeism cannot be tolerated.

4. Verification of an employee's failure to carry out any of the above responsibilities shall be deemed reason for disciplinary action.

5. The Association will use its best efforts to correct and will not condone breach of professional behavior of its membership.

E. It is recognized by both parties that an employee's rights of tenure and continuing contract apply only to his/her position as a classroom teacher.

F. Discipline

1. The standard for any disciplinary decision will be the standard set forth in Article IV, Section 1 of the Teachers' Tenure Act. Discipline, as used in this section, refers to

written reprimands included in the employee's personnel file, suspensions without pay, or discharge/termination of employment.

2. A situation concerning a teacher which an administrator feels needs correction or improvement shall be called to the teacher's attention as soon as is practicable. This may be done verbally and/or in writing.

3. Any oral warnings or reprimands of an employee should be done in private.

4. Discipline within the jurisdiction of the Michigan State Tenure Commission will not be subject to the Grievance Procedure (Article XVI)

5. An employee shall be entitled to have present a representative of the Association when a formal discipline conference is held.

6. The evaluation of an employee is not considered disciplinary.

7. The termination or non-renewal of a probationary teacher is not subject to the grievance procedure.

G. Duly authorized representatives of the Association shall have the right to transact Association business on school property at all times provided that this shall not interfere with or interrupt normal school operations or absent a employee from his/her classroom without advance notice and approval of the building principal. The school office will be notified of absences from the assigned building.

H. The employer shall provide information pursuant to Section 11a of the Public Employees Relations Act.

I. The employer shall provide the Association a maximum of twenty (20) released days for Association business provided:

1. The Superintendent and building principal are notified at least 48 hours in advance, except in case of emergency.

2. The Association reimburses the employer for the costs of the substitutes for these employees.

In addition, subject to the provisions above, a member, in good standing, of the Association who also serves as a member of the MEA Board of Directors may use up to eight (8) days per year to attend meetings of that Board.

ARTICLE III - BOARD RIGHTS AND RESPONSIBILITY

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations either as to the taking of action under such rights or with respect to the

consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:

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

2. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify, or change any work or business or school hours or days.

3. The right to direct the working forces, including the right to hire, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees, but not in conflict with the provisions of this Agreement.

4. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation or contracting thereof, or changes therein, the institution of new and/or improved methods or changes therein.

5. Adopt reasonable rules and regulations.

6. Determine the qualifications of employees, including physical health.

7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

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

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

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

11. Determine the policy affecting the selection and training of employees providing that such selection shall be based upon lawful criteria.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and Public Act 379, and then only to the extent such specific and express terms thereof, are in conformance with the Constitution

and the laws of the State of Michigan and the Constitution and the laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education including the Elementary and Secondary Education Act.

ARTICLE IV - PROFESSIONAL COMPENSATION

A. The salaries of personnel covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement. All personnel will be required to be paid through direct deposit with up to two designations.

B. The salary schedule is based upon the required employee attendance days as listed in the appropriate schedule.

C. The employee shall be paid compensation, in addition to this base salary for all assignments beyond the regular school day as set forth in Schedule B, which is attached to and incorporated in this Agreement.

D. If an employee is requested and agrees to teach a course in addition to their normal assigned duties (forgoing their prep period for the duration of the assignment), their rate of pay shall be the percentage of that employee's current salary step.

E. Compensation for class size in excess of contractual maximums as provided in Article VIII, Section B, as follows:

Elementary $5 per student per day scheduled over the maximum times the percentage of the teaching day over the maximum. In accordance with Article VIII.

Secondary teachers will receive a $1 per student per day for those courses whose average is in excess of the maximum class sizes per Article VIII. Class exceptions apply.

i.e. If a teacher teaches 3 sections of one course and 2 sections of a different course, each course will be considered separately.

ARTICLE V – CALENDAR

A. The school calendar for each year of this contract is printed as Schedule D and incorporated into this Agreement.

B. Parent-teacher conferences will be held in accordance with the established calendar.

Teachers whose schedules are split between two (2) or more buildings will mutually agree with the principal(s) which building's conference schedule they will follow.

C. Conferences

Fall Conferences
In the Fall, parent/teacher conferences will be held in-person on the third Thursday and Friday in October. Each day will have a three (3) hour session. Thursday will be in the evening (5-8) and Friday in the morning (9-12).

Elementary teachers unable to schedule a conference in the fall for each parent(s) of the students assigned to them on conference day will schedule an in person or virtual (e.g., Zoom, Google, etc.). conference with parent(s) during their conference period or outside the student school day within the week of officially designated conferences.

Second Semester Conferences
In the Spring, parent/teacher conferences will be held in-person on the second Thursday in March from 4-8:00 pm. Conferences are to be held for students that are at risk of failing, falling below grade level and/or those that have significant social emotional needs. It is the teachers discretion if they wish to meet with students that are not classified as at risk of failing, falling below grade level and/or those that have significant social emotional needs.

NOTE: Record of contacts will be maintained for both Fall and Spring conferences..

D. Curriculum Night

Curriculum night will be held the third Thursday of the school year for no more than 90 minutes.

E. Conference / Curriculum Night

If a teacher is unable to attend Conferences and/or Curriculum Night, documentation and discussion with building administration must occur and must be made-up by the teacher within one week of the event.

ARTICLE VI - TEACHING HOURS

A. The District recognizes that professional assignments and work schedules should be arranged within a 37 1/2 hour week. The workday for the regular classroom teacher normally consists of student instruction, conference/planning time, and a duty-free lunch period.

The duty-free lunch period for employees, which may include passing time and noon recess, shall be the same length as the lunch/noon recess period for students in the major assigned building. Should an employee accept supervisory duty in lunch rooms for recess periods which fall outside the scope of their regular assignments as established by the administration, the employee will be given additional remuneration at a rate negotiated by the Board of Education and the Association.

All secondary employees shall be guaranteed a minimum of one conference/planning period within the regular student day equal in length to a class period in the major assigned building unless an emergency necessitates, the principal requiring an employee to substitute in an unsupervised classroom. This provision may be modified by mutual agreement of the principal and employee provided conference/planning time is not reduced.

Elementary conference/planning time shall be scheduled daily as provided above whenever possible, but shall in no event be less than two hundred (200) minutes per week, scheduled at least four days per week.

Conference planning time is not duty-free time and is intended to be used for the following types of activities; planning, IEP's, parent conferences/meetings, parent contacts, common planning, grade level meetings, emergency drills, meetings with building administration, meetings with instructional coaches, etc.

The preceding list is meant to provide examples of those activities that could be done during conference planning time and is not an exhaustive list.

Unless approved by building administration, staff shall remain in the building during their conference/planning time.

During the term of this Agreement, the District will work with the Association in an effort to increase elementary planning time.

If school is closed on a double preparation day for an elementary teacher, the District will provide a make-up preparation period agreed upon by the bargaining unit employee and building administrator.

B. All employees shall attend the meetings listed in Schedule C as a regular part of their teaching assignment unless otherwise excused by the administration.

C. The Superintendent will invite the Association President or his/her designee, K-12 Content Area Specialists, and Building Representatives to meet with the building principals prior to the opening of the school year, and as needed, to review elementary specials, middle school and high school assignments to determine if there are ways to effectively reduce the number of preparations assigned to each employee. The Superintendent shall review and consider recommendations made by the Association President.

D. The parties recognize that any changes in state regulations regarding hours/days must be met.

E. The Board and the Association recognize that the primary responsibility of the classroom teacher is to teach, and that his/her professional priority should be in the classroom with the students.

It is also recognized that employee involvement on District and building level committees is desirable and necessary if the District is to provide improved instructional and educational opportunities for students.

The following steps should be taken to reduce the number of employee release days from the classroom to serve on District and building level committee:

1. Teachers will be required to serve on one of the following building committees – PBIS/Culture, MTSS ~~and~~ or Career Committee. Additionally, employees may volunteer for additional committee work. It is further understood that district curriculum work shall not count as committee work.

2. During the first committee meeting of the school year, the chairperson will ask the committee members to reach a consensus regarding their preference of meeting time, after school, after the work day, during the summer (if appropriate) or a combination of the three.

    a. Members of district curriculum/assessment/instruction committees which meet after the workday or during the summer would use the meeting time to satisfy professional learning time requirements.

    b. When a committee receives permission from the superintendent in writing to meet during the summer when school is not in session, the employee committee shall receive the workshop rate as found in Schedule B, excluding lunchtime.

3. The District and the Association agree that employee input is desirable in curriculum development. Employees will be encouraged to participate in curriculum study on a voluntary basis.

ARTICLE VII - TEACHING ASSIGNMENTS

A. 1. Employees transferred to an administrative or supervisory position who shall later return to employee status shall be entitled to a vacant position which the administrator is certified and qualified to fill.

2. Any employee who takes an administrative position within the district and returns to the bargaining unit within one calendar year from the date the employee assumes the administrative position shall maintain all seniority accrued as a bargaining unit member.

B. If an employee is assigned or reassigned to a new position after the 60th day prior to the opening of the school year, the employee may resign without penalty, or request a leave of absence without pay for the balance of the school year; said leave shall be granted by the Board of Education. The request for leave without pay or resignation must be in writing in the Superintendent's office not later than ten (10) calendar days after the employee has been notified of his/her new assignment. The leave option is limited to each employee to one time only. The leave option is not available to a laid-off employee.

C. Shared Teaching

1. Two employees may request to share one teaching position including a written plan to implement the shared position. Such request should be presented to their

respective principals and the superintendent for approval. The decision of the superintendent is final.

2. Each employee sharing a position shall receive a pro-rated portion of his/her salary, sick leave, and personal business days.

3. The District shall pay a pro-rated premium for health benefits or the option in lieu of health benefits for all shared time employees. Premiums for all other benefits as stated in this Agreement shall be paid by the District if the carrier will permit the coverage.

4. Each employee participating in a shared teaching position will receive seniority pro-rated on the same basis as other employees who take a voluntary part time assignment, as set forth in Article IX.

5. Shared time request approval is for one year at a time. All requests must be submitted annually.

6. All requests for shared teaching must be submitted in writing to the principal on or before April 1 of the current year.

7. All shared time employees will be expected to attend scheduled staff meetings. No shared time position can be for less than one-third of a day or one semester.

D. When an employee initiates a request for an assignment that is less than full time, and when said request is granted by the District, that employee shall receive a pro-rated share of fringe benefits paid by the Board. Should an employee laid off from a full time position for one year or more accept recall to a less than full time position, his/her fringe benefits will also be pro-rated. Should the District initiate the assignment of a an employee to a position that is less than full time, the District agrees to provide the affected employee(s) with fully paid insurance benefits. The parties agree that a pro-rated share of fringe benefits shall be paid by the Board for the following two plans: Plan 1 -a pro-rated share of the premium for the health insurance programs listed in Article XIII, Section A.1, or Plan 2 - consisting of a pro-rated share of the annuity program set forth in Article XIII Section B.

F. In the event it is necessary for the District to seek "emergency certification" for an employee, The District shall provide copies of such authorizations(s) to the CEA and the affected employee.

ARTICLE VIII - TEACHING CONDITIONS

A. The parties recognize that the availability of adequate school facilities for both students and employees is desirable to insure the high quality of education that is the goal of both employees and the District. It is also acknowledged that the primary duty and responsibility of the employee is to teach, and that the organization of the school and the school day should be directed at insuring that the energy of the employee is primarily utilized to this end.

B. 1. Because the pupil-teacher ratio is an important part of an effective educational program, the District will strive to maintain a District ratio of twenty-seven (27) elementary students per classroom teacher and in no case exceed a ratio of thirty-two (32) students per elementary classroom teacher except physical education, vocal and instrumental music, art, library and information technology.

2. The District will strive to maintain a District ratio of twenty-seven (27) secondary students per classroom teacher. The total daily student load of a secondary classroom shall not exceed a total of thirty-two (32) students multiplied by the number of classes taught excluding the areas of physical education, and vocal and instrumental music.

3. Recognizing that enrollment is variable through the fall count date, the District will make every reasonable effort to adjust class sizes and as the need arises will have until the fifth Friday to make all adjustments regarding the above ratios for the first semester and two (2) weeks following the starting date of the second semester, for secondary only.

4. In the event of a financial emergency created by an extreme loss of state aid or the loss of an operational millage renewal, the above stated ratios will be rendered null and void and the ratio of forty (40) professional non-administrative employee personnel per 1,000 students will go into effect.

C. The District recognizes the importance and need of providing adequate materials and supplies. The parties may confer from time to time for the purpose of improving the selection and use of such educational tools; provided, however, that the final decision with respect to such matters rests solely with the Board of Education of the District as subject to state law.

D. In the event that school is closed because of snow, ice, or other such conditions beyond normal control, no bargaining unit member will be expected to report. Should the number of actual student attendance days fall below the minimum number of such days and/or hours required by law in order to qualify for full state aid reimbursement, then sufficient number of student instruction days will be added to the calendar to meet the minimum number of student instruction days as required by law. Such days shall be scheduled on consecutive weekdays beginning on the last scheduled Records Day in June, with the date of scheduled Records Day adjusted to the weekday after the last student instruction day. Such rescheduling shall not affect, or otherwise require, an adjustment of salary, compensation, or other benefits provided within this collective bargaining agreement.

E. When pupils are not required to report to school or are dismissed from school due to an emergency situation such as loss of heat, water, or power, the employees will not be required to remain in the affected building, however, the employees may be directed to report for assignment elsewhere at the discretion of the administrator.

F. It is mutually agreed that the primary function of the general education teacher is to provide instruction and "general care" to all students in the school environment. When health care needs or custodial needs of certified special education students routinely require adult assistance, the IEP/504 form shall designate an appropriate adult other than

the general education employee to fulfill these tasks. This does not preclude the need for general education employees to carry out these responsibilities in emergency situations. When the district convenes an IEP/504 to determine options in placement for a medically fragile student, the receiving classroom teacher and/or appropriate staff who shall be involved with the student shall have the opportunity to attend the IEP/504 meeting.

ARTICLE IX – SENIORITY

A. Seniority

1. Seniority shall be defined as total years of service to the District computed from the first day the employee reported to work as an employee in the bargaining unit. Sabbatical and Military leaves should not be considered an interruption of years of service. All other leaves shall not count as years of service, but seniority is computed from the first day of work excluding time on leave. However, those employees going on long term disability shall be credited with a full year of service for the school year in which the disability occurs and the following year. If a person resigns or leaves the employ of the District, other than on approved leave of absence and subsequently returns, seniority is computed from the first day after the employee returned to the employ of the District.

2. When a bargaining unit employee initiates a request for an assignment that is less than full time and when said request is granted by the District, that employee shall earn pro-rated seniority. Should the District initiate the assignment of an employee to a position that is .5 or greater, the employee shall earn full time seniority.

   During the time of acknowledged layoff, the following will apply for tenure teachers only. For employees requesting voluntary leave, seniority will continue to accrue for a period of not more than two (2) years. For employees who are laid off, seniority will continue to accrue without interruption.

3. Six (6) copies of the annual certified seniority list shall be forwarded by the Board to the Association. The seniority list, constructed from the most senior employee to the least, shall include the first day of work, total number of years experience in the District, total number of years experience outside of the District, degree levels, current assignment and certification for each employee. This list shall be in accordance with Section E I of this Article and the list will be available prior to September 30.

ARTICLE X – LAYOFF AND RECALL, VACANCIES, PROMOTIONS, AND TRANSFERS

A. Layoff Procedure

Should conditions make necessary a reduction in the number of teachers employed by the District, the order or reduction shall be determined on the following considerations:

1. Any employee who is to be laid off shall be notified in writing at least sixty (60) days prior to the effective layoff date.

2. In the event of a layoff, bargaining unit members with the highest final evaluation rating and possessing the proper certification/license for the position(s) being reduced will be retained and those with the lowest final evaluation rating within that certification/license will be subject to layoff. The District will review evaluations over the previous three (3) school years for the purpose of this review.

3. Preference will be given to bargaining unit members possessing certification in areas of special need within the given level – areas of special need is defined as certification in math, science, all special education certifications, and English language learning;

4. If the above criteria are the same, layoff will be by seniority, however, if seniority year is the same, preference will be given to any bargaining unit employee that has no formal discipline during the previous three (3) school years.

B. Recall Procedure

A teacher whose service is terminated because of necessary reduction in staff shall be appointed to the first vacancy in the school district for which the employee is certified and qualified, and recalled in reverse order of layoff as outlined in Section A above.

1. In the event of recall, the Board shall notify a teacher of recall by certified letter, return receipt requested, at his/her last known address as reflected in the records of the payroll office. A teacher shall have five (5) calendar days from receipt of the letter to notify the Board of his/her intent to return and must be able to return within ten (10) calendar days of said receipt. The notice of recall from the Board shall contain a statement of the employee's rights and obligations should s/he elect to refuse recall or request a leave of absence and the time limits for his/her reply.

2. It is understood that failure of the teacher to meet the time limits above shall be considered the resignation of said teacher.

3. Each teacher on layoff must notify the Superintendent's office, in writing, by June 30 of each school year of the teacher's then current address and any change of address thereafter. If after two failed attempts by certified mail to contact any teacher on layoff, the District may either recall the next teacher on the recall list or post the position as a vacancy. Any teacher on layoff who fails to maintain a current mailing address on file, as evidenced by failure to respond to a certified letter from the District shall, after June 30 of the third (3rd) school year following layoff, lose all recall rights.

4. The Board shall have no obligation to recall any teacher if said teacher has not been recalled within three (3) school years from the end of the school year in which the teacher was notified of layoff.

5. Refusal of recall shall be deemed job abandonment, and shall result in termination of all employment rights, unless the refusal is based upon one of the following four reasons: a legal obligation of employment with another Michigan public school district; a written contract of employment which cannot be terminated; refusal of recall to a less than comparable position to the one from which the employee was laid off (e.g., less hours, less pay, or less fringe benefits); or the employee qualifies for a leave of absence for disability, child care, military service, or hardship under the terms of Article XIII. An employee refusing recall shall state the reasons in writing, or shall apply for a leave in writing within five (5) calendar days of receipt of the letter of recall. If the District does not agree that the employee has a basis for refusal of recall or the leave request is denied, the employee shall be notified and given an opportunity to accept recall.

   An employee who refuses recall because of employment obligations shall remain on the recall list with recall rights as outlined in this Article after the term of the conflicting employment. Employees who refuse recall to less than comparable positions shall remain on the recall list with recall rights as outlined in this Article to the first comparable vacancy for which no other laid off employee has a superior right. The rights of employees who apply for a leave of absence are controlled by Article XIII.

C. Vacancies

1. A vacancy shall be defined as an unfilled bargaining unit position which the Board intends to fill including newly created or additional positions, and positions held by employees from whom the district has received written notice of retirement or other severance of employment, or for whom a leave of absence of ninety (90) school days or more has been granted (one semester is agreed to be the equivalent of ninety school days). Situations of known short term (i.e., less than ninety school days) shall not be considered to be a vacancy.

2. Whenever a vacancy in any bargaining unit position in the District shall occur, the District shall publicize the same by giving written notice of such vacancy to the C.E.A. President and providing for appropriate posting in every school building. The District will also post vacancies on its web site. No vacancy shall be filled, except on a temporary basis, until such vacancy shall have been posted for at least fourteen (14) calendar days. The parties agree to waive the posting timeline in the event of a late resignation, less than fourteen (14) calendar days prior to the beginning of the school year.

3. Known vacancies for a succeeding school year will be posted in all buildings prior to the end of the school year for at least fourteen (14) calendar days. Before such vacancies are posted reassignments within the building will be made. Vacancies will be filled by certified and qualified internal candidates before hiring outside candidates. In the event that there will be layoffs, the layoff language in Article X will take precedent.

4. Prior to posting vacancies for a succeeding school year, the Personnel Department shall review all known vacancies and the list of laid off employees eligible for recall. S/he shall attempt to place laid off personnel in appropriate vacancies.

5. When the Personnel Department has determined the vacancies to be posted, s/he shall notify the Superintendent, the CEA President, principals of buildings with vacancies, and secondary department heads, who shall meet as promptly as possible to review assignments within buildings and planned recalls of laid off employees. The Superintendent shall consider concerns, suggestions, objections, etc. from the CEA President, department heads and principals, and shall make adjustments in placement as s/he deems appropriate. Subsequent to the Superintendent's decision, remaining vacancies for the succeeding school year shall be posted.

6. Any vacancy created by this transfer process during the school year will be filled by the recall of a laid-off teacher. If no such certified and qualified staff member on layoff exists, the District shall involuntarily transfer a current employee to allow for recall of the most senior teacher on layoff.

7. In the event that no bargaining unit members are on layoff when a vacancy occurs during the school year, vacancies shall be posted, applications taken, and vacancies shall be filled as prescribed herein at the mid-year semester break, and prior to the beginning of the new school year. The District may temporarily fill a mid-semester vacancy with a substitute teacher for up to ninety (90) school days. Vacancies shall be filled no later than at the beginning of a new semester.

D.1. Promotions Within the Bargaining Unit

The District declares its support for a policy of promotion from within its own teaching staff and will consider all District applicants for promotion. A promotion is defined as a change in position which results in additional compensation for additional duties and/or responsibilities being conducted during the regular school day. Promotions are not meant to include the taking on of additional duties in connection with extra curricular or extra-contractual activities. The posting provisions for vacancies described above apply to promotions.

2. Promotions Outside the Bargaining Unit

The District shall publicize a non-bargaining unit promotion by posting and by mailed notice to the CEA President.

E. Transfers

1. Voluntary Transfers

Transfer requests by two teachers to switch positions will be honored if agreeable to the two (2) affected principals and the Superintendent.

2. Involuntary Transfers

a. The District will endeavor to inform all affected teachers as early as possible.

b. Whenever possible, the teachers so affected will be given an opportunity to

express their preference for assignment and the District will consider the teacher's identified preference when making involuntary transfers.

c. Information regarding the District's staffing needs, as it relates to involuntary transfers, will be made available to the Association, upon request.

ARTICLE XI - LEAVE WITH PAY

A. At the beginning of each school year, each bargaining unit employee employed by the District shall be credited with a ten (10) day sick leave allowance to be used for absences from duty because of personal illness or temporary physical disability, or illness in the immediate family, or quarantine. The immediate family shall be interpreted as husband or wife, mother, father, sister, brother, son, daughter, or grandparents and the same relatives of the spouse.

In the event a person leaves the employment of the school District prior to the end of the school year, for reasons other than illness, the above ten (10) days shall be pro-rated. based on a one (1) sick day per month formula. In the event a person is employed for any period of time less than the full contract year, the ten (10) days shall be pro-rated on a one (1) sick day per full month worked formula.

The unused portion of each year's leave shall be allowed to accumulate without limit. The purpose of accumulated sick leave is for the financial protection of the bargaining unit employee in the event of and during his/her extended personal illness, or illness in the immediate family as defined above. A medical statement showing a bargaining unit employee's fitness to resume his/her duties may be required following the granting of sick leave pay for days used from accumulated sick leave.

Leave time taken under this Article must be taken in half or full-day increments.

B. Should a death occur in the immediate family, the bargaining unit employee may be allowed (5) days at the time of funeral or memorial service without loss of pay. These days shall be in addition to the regular authorized leave with pay but shall in no event accumulate. The immediate family in this instance shall be interpreted as husband, wife, mother, father, brother, sister, son, daughter, grandparents, and the same relatives of the spouse

C. The parties agree to establish a sick leave bank which will be administered by the Association. The following is the procedure for the sick bank:

1. At the beginning of each school year, each new bargaining unit employee or bargaining unit employee returning from leave shall contribute one day of sick leave allowance to a common bank and will become a member of the sick bank.

   a. All current employees will have the option of contributing one (1) day to the sick bank during an open enrollment period each fall.

   b. All members of the sick bank will remain members until the sick bank is exhausted. At this time there will be a new open enrollment period available to

all bargaining unit employees.

c. The bank shall be limited to an accumulation of not more than twice the number of bargaining unit employees.

d. Only bargaining unit employees who contribute to the sick bank are eligible to make withdrawals from the sick bank.

2. Bargaining unit employees who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals from the sick bank for absences in excess of three (3) consecutive days or more, as determined by the association, provided there are sufficient days available.

   a. Withdrawals will be limited to no more than 30 days in any school year per individual sick bank member.

   b. The use of days from the sick bank shall be closely regulated and use granted only after approval by ~~a~~ committee composed of members from each building

   c. Before approval of days from the sick bank the following criteria must be met.

      1. Application must be made in writing to the Sick Bank Committee.
      2. Verification must be obtained from the payroll department that all personal sick days have been used.
      3. The applicant must have a doctor's certificate attesting to the dates and general nature of the illness.

   d. Bargaining unit employees withdrawing sick leave days from the sick bank must contribute one (1) day to the sick bank during the next five (5) open enrollment periods if the number of days granted is ten (10) or more.

   e. The illness or affliction precipitating a request for days from the sick bank must be for the individual bargaining unit employee. However, the sick bank committee has the discretion to grant leave under extraordinary circumstances for the care of an immediate family member. Limited to thirty (30) days.

   f. The Sick Bank Committee also has the discretion to extend beyond the thirty (30) days limit in 2a. above under extraordinary circumstances for an individual sick bank member.

   g. Leave for elective or cosmetic surgery, surgery not covered by insurance, is not covered under this agreement.

3. Any request may be denied.

4. There is no appeal beyond the Sick Bank Committee.

5. The Association President shall provide the district payroll office a quarterly accounting of the sick leave bank.

D. Each bargaining unit employee shall be informed of the number of sick leave hours/minutes the employee has accumulated with the first payroll check of each school year in the space provided for this information.

E. All bargaining unit employees regularly employed by the District shall be granted four (4) days per year with pay, which shall be designated personal leave, to transact personal business, providing arrangements for such leaves are made at least twenty-four (24) hours in advance with the building principal. On any given day the number of employees using personal leave shall not exceed 20% in each building, except for the observance of religious holidays.

In the event that personal leave is not utilized it shall be added to the accumulated sick leave of the individual bargaining unit employee. The day immediately preceding, or the day immediately following a legal holiday or school recess, will not be recognized as a personal day.

F. Each employee will be covered by the applicable worker's disability compensation laws. For employees hired prior to September 1, 1994, the District will supplement the benefits as follows:

A bargaining unit employee who is disabled because of an injury or disease arising out of his/her employment with the school District compensable under the Michigan Workers' Disability Compensation Law, shall receive from the District the difference between the benefits under the Workers' Disability Compensation Law and his/her regular annual salary determined as of the date of disability for the duration of such disability but not to exceed one year from the date of injury with no subtraction of sick leave. For employees hired after September 1, 1994, the District will pay up to three (3) months of benefits. Seniority accumulation will continue for the duration of such disability.

G. Leaves of absence with pay not chargeable against the bargaining unit employee's allowance shall be granted for the following reasons:

1. Absence when a bargaining unit employee is called for jury service. Any bargaining unit employees shall receive the difference between jury duty and his/her regular pay.

2. Subpoena as a witness in any case connected with the bargaining unit employee's employment or the school or whenever the bargaining unit employee is subpoenaed to attend any school connected proceedings.

3. Authorized absence due to a bodily injury, inflicted by a student or injury in the line of duty not covered in Section F.

4. Bargaining unit employees who have been employed in the District for seven (7) years may apply for a sabbatical leave for one year. During said sabbatical leave, the employee shall be considered to be in the employ of the District and shall receive a salary equivalent to the B.A. base for the year during which the leave was granted, including health and insurance benefits. Upon return from leave, the bargaining unit employee shall agree to be employed a minimum of five years in the District and shall be restored to his/her former position or a like position and shall be

placed on the salary schedule without penalty. Any bargaining unit employee who does not complete the five (5) year minimum employment requirement, shall return to the District, all monies funded him/her under this Agreement as a condition of termination of employment with the District. The bargaining unit employee shall obtain a performance agreement which meets these conditions prior to final approval for said sabbatical leave. Not more than one bargaining unit employee shall be granted a sabbatical leave for any one school year. Request for sabbatical leave must be before February 15. The sabbatical leave is designed to provide an opportunity for a staff member to develop and/or improve professional competence and personal growth which consequently would serve to enhance the general welfare of the Clarenceville School District.

ARTICLE XII - LEAVE WITHOUT PAY

A. Family and Medical Leave
The U.S. Department of Labor Family and Medical Leave Act of 1993 will be adhered to.

1. Upon written request under this act, the Clarenceville School District will provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they worked for the district for at least one (1) year, and for 1,250 hours over the previous twelve (12) months. Unpaid leave must be granted for any of the following reasons:

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

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

    c. for a serious health condition that makes the employee unable to perform the employee's job.

    d. to address certain qualifying exigencies related to a covered service member or a spouse, son, daughter, or parent who is on covered active duty or on call to covered active duty status.

2. The District requires a thirty (30) day advance notice when the leave is "foreseeable." The district may require medical certification to support a request for leave because of a serious health condition and a fitness for duty report to return to work. Taking of leave may be denied if requirements are not met.

3. For the duration of FMLA leave, the Clarenceville School District will maintain its share of the employee's health coverage, and all health related benefits, under the plan in effect. The district may use whatever means necessary to recover health premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

4. Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

5. Leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

6. Under some circumstances, employees may take FMLA leave intermittently--which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. This is usually taken when medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

7. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

8. The employer will require the employee to use accrued paid leave (such as sick leave) to cover some or all of the FMLA leave.

B. Personal Leave

1. Leaves of absence without pay may be granted upon written request of an employee for a period not to exceed one (1) year, subject to renewal at the will of the Board.

2. All employees who receive a leave of absence without pay must notify the District in writing, of their desire to return, by April 1 each year except in the case of an unpaid medical leave. Failure to comply shall deem the leave terminated.

3. Employees on leave of absence shall retain their accumulated sick leave allowance. No leave of absence shall extend beyond two years unless an unusual condition exists which would allow the employee to submit a written request for an extension to the Board of Education.

4. An employee whose personal illness extends beyond the period compensated for under Article XI shall be granted a leave of absence without pay for the duration of the disability but not to exceed one year unless reapplied for. It is agreed that normally thirty (30) days notice of intent to return would be required. However, in no case would less than fourteen (14) calendar days notice be accepted for return to work.

C. Military Leave

Military leaves of absence without pay shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States, not to exceed one regular term of service. Personnel returning from military leave must request reinstatement and such request must be accompanied by proof that the employee is qualified to perform the duties of this employment with the District. The application for reinstatement must be made within ninety (90) days from the date of honorable separation from service. Employees on military leave shall be given the benefits of any increments and sick leave allowances which would have been credited to

them had they remained in active service to the school system.

D. Special Leave

A leave of absence without pay may be granted for up to one semester by the Board of Education to an employee who gives detailed information indicating family or personal hardship or other extenuating circumstances. Such information shall be kept confidential. Additional leave time may be granted upon review by the Board of Education.

Upon verification of employment, employees on authorized leave to participate in the Peace Corps, Job Corps, military, or foreign exchange teaching program shall be given the benefit of any increments which would have been credited to them had they remained in active service to the school system.

E. Return from Leave

At the end of his/her leave of absence, an employee must return to employment unless the employee applies for and is granted another leave of absence. If the Board exercises its discretion to deny such a request for another leave of absence, the employee shall be notified of this fact in writing, along with notice that failure to return to active employment may constitute job abandonment and the attendant loss of employment with the District, and they shall be given a reasonable period of time to return to active employment.

ARTICLE XIII - INSURANCE PROTECTION

A. In addition to other compensation provided in this Agreement, the District shall provide the following:

1. Health Plan

   - MESSA ABC Plan 1 or
   - MESSA ABC Plan 2 or
   - MESSA Choices PPO health insurance plan with HVA 2, including:
     $500/1000 Deductible
     $20 Office Visit Copay
     Saver Rx Drug Copay

2. Life Insurance/Accidental Death and Dismemberment:

   - $30,000 term life, disability waiver will apply
   - $30,000 life volume requested for accidental death and dismemberment.

3. Long Term Disability

   Long-term disability with a sixty (60) calendar day straight waiting period, 66 2/3% of max eligible salary up to a maximum monthly benefit of $4,000 (maximum monthly salary of $6,000). COLA, mental/nervous and alcohol/drug same as illness, 5% minimum payout, pre-existing limits waived, family social security offset.

4. Dental

   MESSA dental care program for all employees of the bargaining unit and their eligible dependents, Plan E-07, (80% Class I benefits, 80% Class II benefits, 80% Class III benefits). However, any employee covered by another group dental plan shall not be eligible for MESSA dental care program, Plan E-07 above, but shall be eligible for MESSA dental care program Plan C.01 (50% Class I benefits, 50% Class II benefits, 50% Class III benefits) with both internal and external coordination of benefits.

5. Vision

   MESSA VSP-2

6. Health Insurance Contribution

   The District will pay the maximum amount toward health insurance premiums as permitted by PA 152 of 2011 for the health plans listed in section A.1 of this article.

   Open enrollment for the insurance options will be held sometime in the Fall (October/November).

   Ancillary Benefits: The District will pay the entire cost for ancillary benefits.

   If the premiums for the above benefits exceed the District's contribution, the employee will pay the difference. Such payments may be made through the District's Section 125 Plan with pre-tax funds.

   Affordable Care Act Provision: According to the Affordable Care Act employer-sponsored health coverage needs to be affordable. This coverage will generally be considered affordable if the employee's required contribution for self-only coverage does not exceed 9.5% of the employee's household income for the year. Safe harbor to be used is 9.5% of the employee's W-2 wages.

   As the ABC plan is the lowest price, the calculation will be based on this plan. If the result of the composite health calculation results in an employee having to pay more than 9.5% of their W-2 wages for self-only coverage (single), the amount the employee will have to pay will be capped at 9.5% of their W-2 wages. The portion of the employee's share of the premium in excess of 9.5% of their W-2 wages will be evenly distributed amongst all remaining bargaining unit members electing health insurance coverage that are not affected by the 9.5% limitation

   If a bargaining unit employee elects health coverage that is considered to be a high deductible plan per federal guidelines, they will be eligible to open a Health Savings Account (HSA) to which they can elect to defer compensation into. The district will not contribute to an employee's HSA. If there is an administrative cost to offer the HSA plan to employees, said cost will be shared amongst those bargaining unit employees electing to participate in the HSA

B. Any employee not enrolled in a health plan in A, 1 above will receive an annual cash payment of $1,800 paid over ten (10) months. The employee may elect to put this amount into their 403(b) account. In addition, the employee will receive Life/Accidental Death and Dismemberment, Long-Term disability, Vision and Dental in the same amounts and levels as listed above in A, 2 – 5. Members will contribute 20% of the premium cost of these ancillary benefits.

C. The District shall carry a minimum of $1,000,000 in liability insurance covering all instructional personnel.

D. Upon individual authorization, the District shall deduct a tax sheltered annuity payment for that individual not more than once each paycheck. Said deduction shall only be paid to companies selected by the CEA Executive Board not to exceed twelve (12) companies.

E. General Provision Regarding Insurance Protection

1. An employee employed prior to November 1 who fulfills his/her contract and resigns or is laid-off at the end of the students' school year, shall have the group coverage continued at District expense from June 30 - August 31.

   Employees hired after November 1 will have fringe benefits from June 30 - August 31 pro-rated for the length of service during the students' school year.

   (Example: Employee hired on February 1 and completes school year would have fringe benefits paid by the District from June 30 - July 30 (5/10 of year = 2 June 30 - August 31.)

2. The District shall have no obligation to continue payment for insurance benefits in the event that compensation is terminated for any reason; except, in the case of those employees receiving long-term disability benefits, said employees shall continue to receive all insurance coverages paid for by the Board on a continuous basis for twelve (12) months after qualifying for LTD benefits. The employee may continue the insurance benefits at their own expense, provided the policy allows them to do so.

3. The District shall have no liability for the payment of any benefits, proceeds, or other provisions of insurance plans, but shall be required only to remit the funds in accordance with the written authorization from each person and then no more often than once each month.

4. The District shall make payment of insurance premiums for all persons to assure insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31 unless otherwise provided in this Agreement. The open enrollment period shall be jointly established by the District, the Association and MESSA, including opportunities for summer pre-enrollment and fall open enrollment. The District shall be responsible for providing insurance information including applications and claim materials supplied by the carrier.

5. Payroll deductions shall be available for all MESSA and MEA Financial Services programs.

If PA 152 is amended or repealed during contract, the hard cap in place at the time of the amendment or repeal will remain in effect for the remainder of the contract and only adjusted by the percentage increase in per pupil funding in the District's foundation allowance for following years, if allowed to do so by law.

ARTICLE XIV – EVALUATION

A. Evaluations

Employees will be evaluated using a rigorous, transparent, and fair performance evaluation system that complies with law under Section 380.1249.amended

B. Process:

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 (or within two weeks for an employee hired after the start of the school year) who the administrator will be that conducts their evaluations, including their year-end.

   b. Bargaining unit employees shall not be the final evaluator of other bargaining unit employees.

   c. 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, as well as, a review of pupil engagement in the lesson. The lesson plan shall be available to the administrator no more than two days before a scheduled classroom observation.

   d. Classroom observations shall be no less than twenty (20) minutes in length, but does not have to be for an entire class period.

   e. There shall be notice of each scheduled observation date given to the teacher at least three (3) school days prior to the observation.

   f. At least one observation will be a scheduled observation.

   g. Nothing in this section will be construed to limit the ability of an administrator to walk into and observe a teacher's classroom at any time and to give feedback as to what was observed. Such

walkthrough will only be included in a year-end evaluation if all aspects of this section have been met.

h. A post-observation meeting between the administrator conducting the observation and the teacher will be held within fifteen (15) calendar days of the observation. The teacher will be provided written feedback on the observation at the Post-observation meeting.

i. There shall be at least 2 classroom observations of a teacher in each school year that the teacher is evaluated.

j. A mid-year performance update shall be provided to any teacher on an individualized development plan.

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

   The year-end evaluation determination and form shall be delivered at a meeting with the observing administrator and the teacher no later than June 1.

3. Beginning in the 2024-2025 school year, the year-end evaluation must include locally agreed-on student growth and assessment data or student learning objectives metrics. The student growth and assessment data or student learning objectives metrics must be collectively bargained, if applicable. Teachers will be able to choose data as approved through the SLO Committee or in consultation with their evaluator. Beginning in the 2024-2025 school year, 20% of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. "Student learning objectives" means measurable, long-term, academic goals, informed by available data, that a teacher or teacher team sets at the beginning of the year for all students.

4. The evaluation tool that utilizes other objective criteria for 80% of the year end evaluation will be used for all formal evaluations and observations.

5. Teachers who work less than 60 days in any school year, who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances 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.

5. Once a staggered schedule, agreed upon by the district and the Association, is created beginning in the 2024-2025 school, if a tenured

teacher has been rated "highly effective" or "effective" for three (3) consecutive year-end evaluations, they shall be evaluated every second or third year thereafter as determined by the District. If the subsequent year-end rating is not "effective" thereafter, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

6. A teacher on an individualized development plan will be provided the following:

   a. An annual year-end evaluation.

   b. Specifically identified areas that need improvement that are developed with the building administrator that is conducting the year-end evaluation or the school administrator's designee.

   c. Specific performance goals, in writing, intended to improve effectiveness for the next school year. These goals will be developed in consultation with the teacher. To the extent possible, performance goals shall be measurable and observable.

   d. Training and support recommended to assist the teacher in meeting the goals of the IDP.

   e. A mid-year progress report, supported with at least two (2) classroom observations, completed no later than February 1.

   f. A Mentor teacher that is informed of the conditions and requirements of the IDP.

7. An employee may only grieve an evaluation if it results in a less than effective final year-end rating.

8. 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. Rights of Tenured Teachers:

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:

   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. The superintendent will review the rating

and material submitted by the teacher and may, at the superintendent's discretion, conduct a meeting on the evaluation with the teacher. A written response to the review with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after receiving the request for review.

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

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

ii. Within fifteen (15) calendar days of 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.

c. The process rights described in this section are the only process rights permitted and a teacher described in this section may not file a grievance based on the evaluation rating.

2. A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in this Agreement.

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

Within the first 30 days of the school year, the district shall provide, during contractually scheduled Professional ~~Development~~ Learning time, training to all teachers on the evaluation system.

ARTICLE XV - PROTECTION OF EMPLOYEES

A. The employee has the responsibility to maintain control and discipline in the classroom. The District has the responsibility to give support and assistance to employees with respect to the maintenance of control and discipline.

B. If a teacher in a public school has good reason to believe that a pupil's conduct in a class, subject, or activity constitutes conduct for which the pupil may be suspended from a class, subject, or activity according to local policy, the teacher may cause the pupil to be suspended from the class, subject, or activity for up to 1 full school day. The teacher shall immediately report the suspension and the reason for the suspension to the school

principal and send the pupil to the school principal or the school principal's designee for appropriate action. If that action requires the continued presence of the pupil at school, the pupil shall be under appropriate supervision. As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. During a suspension under this section, the pupil shall not be returned that school day to the class, subject, or activity from which the student was suspended without written notice of return from the administrator or delegate handling the incident.

C. Employees shall exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

D. Any case of assault upon an employee arising out of the course of employment shall be reported promptly to the Board or its designated representative. If the assault was by a student, the student will immediately be excluded from the employee's class while the building administrator recommends a suitable course of action, in accordance with Board policy.

The Board or its designated representative (who may be legal counsel for the District), may investigate the matter, and shall consult with the employee concerning his/her rights with respect to such assault, if requested by the employee. Thereafter, the Board shall have no obligation to provide any further assistance of counsel except as set forth herein.

ARTICLE XVI - NEGOTIATION PROCEDURE

A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to professional negotiations between said parties from time to time during the period of this Agreement and only by mutual consent. The parties shall undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and receiving any such matters.

B. Subject to Article I.B., the parties will begin negotiations for additions, deletion or amendments to this Agreement covering wages, hours, terms, and conditions of employment of employees employed by the District, not later than 90 days prior to the expiration of this Agreement.

C. Each party shall have the right to control and select its own bargaining representatives. No amendment to this Agreement shall be effective unless ratified by the Board of Education of the District, and the Association.

The parties mutually pledge that representatives selected by each shall be clothed with all necessary responsibility to make proposals and consider proposals subject to ultimate ratification.

ARTICLE XVII - GRIEVANCE PROCEDURES

A. Definitions:

A Grievance shall mean a claim by the Association, or bargaining unit employee, that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement. Any such claim shall be resolved through the procedures set forth herein.

An Aggrieved Person is the person or persons making the claim.

The term Days when used in this section shall, except where otherwise indicated, mean working school days.

The term Days shall mean calendar days if the grievance is filed on or about May 15 of the then current school year. The time limits shall be reduced in order to effect a solution prior to the end of the school year or as soon thereafter as is practicable.

B. General Principles:

1. Nothing herein contained in the terms and conditions of this grievance procedure shall be construed to deny any employee or the District of any rights afforded under the laws of the State of Michigan or the United States of America.

2. It shall be the purpose of the parties to encourage the prompt and informal resolution of the employee complaints as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of complaints. The aggrieved may be represented at all meetings and all hearings at all steps and stages of the grievance procedure by the Association. If in the judgment of the Association a grievance affects a group or class of employees, the Association may process the grievance through all levels of the grievance procedure, or submit such grievance in writing to the Superintendent directly, and the processing of such a grievance shall be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

   Failure at any step of this procedure to communicate the decision of a grievance within the specified time limit shall permit the Association to proceed to the next step of the procedure. Failure to appeal a decision within a specified time limit shall be deemed an acceptance of the decision.

3. Failure to file a complaint or grievance within the period specified shall bar the filing of the grievance.

4. It shall be the general practice to process grievance procedures during such time as to not interfere with regularly assigned duties. Provided, however, in the event it is deemed necessary or it is requested as a matter of convenience by the District representative to hold proceedings during the regular hours, a employee engaged during the school day in negotiating in his/her own behalf or on behalf of the

Association with any representative of the District or participating in any grievance procedure, shall be released from regular duties without loss of salary or any other leave.

5. Time limits may be extended when mutually agreed upon in writing.

C. Procedure

Level One - Informal Level

The employee with a complaint shall first discuss the matter with his/her immediate supervisor or principal, whoever is directly concerned with the particular complaint, either individually, or with, or through the Association's representative, with the objective of resolving the matter informally.

The employee having a complaint shall bring the matter to the attention of his/her immediate supervisor and request an informal meeting to discuss the problem not later than ten (10) school days after the employee becomes aware of the event or occurrence which is the basis of the complaint. The immediate supervisor shall make arrangements to hold such meetings within five (5) school days after receipt of the employee's request.

Level Two - Immediate Supervisor

In the event the complaint is not satisfactorily resolved informally within five (5) days of meeting with the supervisor and the complainant desires that further action be taken, the complainant shall, within ten (10) days give written notice to his/her immediate supervisor that the grievance procedure is being invoked by providing the immediate supervisor with a statement of the grievance.

Within five (5) days of the receipt of the written grievance, the immediate supervisor or principal, whichever is most directly concerned, shall state his/her decision relative to the grievance in writing, together with the supporting reasons for his/her decision, and furnish one copy to the employee, if any, who lodged the grievance, and two copies to the Association's representatives.

Level Three - Superintendent's Level

1. In the event the grievance is not satisfactorily resolved at Level Two within five (5) days, and the grievant desires that further action be taken, the grievant shall, within five (5) days of receipt of the Level Two response, file the grievance with the Association.

2. The Association shall within ten (10) days make a judgment in the merits of the grievance. If the Association decides that the grievance lacks merit, it shall so notify the grievant and the Association's representative that the matter, insofar as the Association is concerned is closed, based on the interpretation that it is not a violation of the contract. Within five (5) days of the Association's decision, the grievant shall have the right to continue the grievance on his/her own behalf.

   If the Association decides that the grievance is a violation of the contract, it shall refer such grievance in writing to the Superintendent of Schools. Within ten (10)

days after the receipt of the written grievance by the Superintendent of Schools, or their designee, the employee and/or their representatives shall meet with the Association to consider the problem and to resolve it.

In an effort to improve communications, the following considerations may be given: if the Association has determined that the issue is not a grievance, however, in their opinion the issue does merit special consideration, the standing grievance committee may submit the issue to the Superintendent of Schools and the Board of Education.

Level Four - Arbitration

1. If the grievance is not settled at Level Four, the Board or the Association may, within ten (10) days after the date of the Board's written decision at Level Four, request that the grievance be submitted to arbitration. The request for submission to arbitration shall be made by written notice delivered to the other party.

2. Within ten (10) school days after the date of a written request for arbitration, a committee of the Board, or its designated representative, and the Association shall make a reasonable effort to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator within the ten (10) day period herein provided, either the District or the Association may, within twenty (20) school days after the date of the written request for arbitration, request the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected according to the rules of the American Arbitration Association.

3. The arbitrator shall confine his/her decision to the particular case submitted to him/her. 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.

2. The arbitrator shall have no authority except to pass upon alleged violation of the express provisions of this Agreement and to determine disputes involving the application or interpretation of the express provisions of this Agreement. The arbitrator shall construe this Agreement in a manner which does not interfere with the exercise of the District's rights and responsibilities, except to the extent that such rights and responsibilities may be expressly limited by the terms of this Agreement.

5. The arbitrator shall conduct a hearing, prepare a written decision and notify the parties of such decision within thirty (30) calendar days of the conclusion of the hearing. The arbitrator shall be limited by the following provisions:

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

   b. The employee shall have no power to rule on any of the following:
      (1) the termination of services of or failure to re-employ a tenured employee,
      (2) the termination of a non-tenured, probationary employee
      (3) the termination of services or failure to re-employ any employee to a position on the extra-curricular schedule,
      (4) "a matter involving the content of evaluation and reasons for promotion or demotion,"
      (5) any claim or complaint for which there is another remedial procedure or forum established in this Agreement and including any matter subject to

the procedures specified in the Employee Tenure Act, (Act IV Public Acts, extra session, of 1937 of Michigan, as amended).

c. If requested by the Association, the employee shall have the power to rule on the psychologist and social worker who after having completed not less than a two year probationary period could, after exhausting all prior levels of the grievance procedure, call for arbitration if the District terminated service or failed to re-employ them for reasons other than staff reduction by seniority.

6. In the event that a case is appealed to an arbitrator on which the employee has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

7. The arbitrator's fee and expenses shall be shared equally by the Board and the Association. The expense and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant. The Board shall release employees as determined by the Association for up to one day to participate in the arbitration hearing. The Association shall reimburse the Board for one-half of the substitute costs for any employee witness it uses up to three (3). Thereafter, the Association shall reimburse the total cost of substitutes for witnesses to the District.

8. A grievance which was initiated during said contract shall be continued to be processed even though said contract may have expired. It is expressly understood that should a grievance continue beyond the contract expiration date, said grievance must be restricted to the contract under which it was initiated.

ARTICLE XVIII - STRIKES AND SANCTIONS

The Association will in no way encourage strike action of any type during the life of this Agreement against the Clarenceville School District.

ARTICLE XIV - PROFESSIONAL STUDY/PROFESSIONAL LEARNING

A. The parties recognize that in our rapidly changing society employees must constantly review curriculum contents, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. Employees shall take advantage of the various workshop conferences, etc., designed to improve the quality of instruction.

B. Probationary Teachers' Professional Learning Requirements

Probationary teachers in their first three (3) years of employment shall receive intensive professional learning induction into teaching, consisting of at least fifteen (15) days of professional learning, based upon a professional learning plan which includes classroom management and instructional delivery activities. The Michigan Department of Education considers a professional learning day to consist of six (6) hours of instructional time. Probationary employees should consult their *Probationary Employee Requirements* packet (provided by the District) for more information.

Probationary teachers' induction activities are in addition to the professional learning hours provided below for all employees.

C. Professional Learning for All District Employees

1. To satisfy Michigan's provisions for professional learning, the Board shall provide for five (5) days of professional learning. A "day" shall be defined as six (6) clock hours.

2. As a part of his/her annual professional learning plan, each employee will be expected to participate five (5) days [thirty (30) hours], as provided in section 1527 of the Michigan School Code. The activities are the categories identified by the State.

3. Each employee will be provided with a Professional Learning Survey that is emailed from administration after each professional learning day to be used to document annual professional learning hours. It is up to the employee to complete the survey and the survey only stays open for four business days. Completed surveys will be uploaded, by the district, into the state MOECS system.

4. Employees who attend workshops that meet after the workday or during the summer would have the option of either:

   a. using the meeting time to satisfy professional learning time requirements, or;

   b. receiving the workshop hourly rate specified in Schedule B.

3. Staff members attending approved professional learning activities will be reimbursed for their registration fees, mileage, and other expenses following the district guidelines outlined in the *Procedures for Attending Professional Learning Activities* packet, which is incorporated herein by reference.

D. Time Frame for Professional Learning Activities

   a. Employees who work less than full time will be expected to attend district and building professional learning days.

   b. Documented professional learning hours are to be completed by the employee within four business days after the form was emailed to the employees. Completion of professional learning surveys ends at the end of each school year.

E. Professional Meetings

1. One (1) day per year may be allowed each instructional staff member having a special interest in a specific subject area, meeting or conference related to district or building instructional goals. Such a day may be allowed for attendance at a conference or meeting involving student groups of which the instructor is an advisor.

2. In case of several meetings of the same department or activity, employees will attend the meeting nearest to the District.

3. Employees desiring to attend such meetings shall make application to the building principal not less than one week prior to the meeting date.

4. A brief resume or outline of the sessions attended may be turned in at the building principal's request not later than one week after the meetings.

5. Requests for payment of expenses incurred by an individual shall be presented to the Board of Education. Bills and an itemized statement shall accompany all such requests. A copy of the report referred to in No. 4 shall be attached to the bills and itemized statement.

6. Annually each building shall be budgeted a specific amount of money for all conference expenses including the cost of substitutes. It shall be the responsibility of the building administrator to manage the funds so allocated.

7. An individual school's request for professional staff learning funding is dependent on total funds received from the state, other building's requests and funds for probationary employees.

F. Mentor Employees

1. A mentor teacher shall perform the duties as specified in Section 1526 of the School Code. Section 1526 states: "For the first 3 years of his or her employment in classroom teaching, a teacher shall be assigned by the school in which the employee teaches to 1 or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher." A mentor teacher should be a master teacher who has demonstrated excellence in teaching, excellence in working with adults and has participated in professional learning to remain current and maintain a high level of expertise. If possible, a mentor teacher should be a practitioner in the same certification and located in the same building as the new teacher.

2. Preference will be given to members of the bargaining unit in appointing mentor teachers.

3. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a mentor teacher by the Association and the District. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening, collegial fashion.

4. A mentor teacher shall be assigned in accordance with the following:

   a. The mentor teacher shall possess tenure and meet the qualifications described in section F.1 above.

   b. Participation as a teacher employee shall be voluntary.

c. The District shall immediately notify the Association of those new teachers requiring a mentor assignment or of any affected new teacher whose classroom assignment has changed.

d. The Association and the District will make every effort to assign a mentor to each new teacher at least one week prior to the opening of school each year or within one week of the hiring of the new teacher, should that take place after the opening of school.

e. The Association and the District will notify personnel by mail, telephone or e-mail as soon as the mentor has been assigned. The assignment of the mentor teacher shall be finalized by the administration within twenty (20) work days after the notification. If no mentor teacher can be matched with a new teacher by the Association and the District, the administration will seek teacher mentors from other sources, concurrent with Section 1526 of the State Code.

f. The new teacher shall only be assigned to one (1) mentor teacher at a time.

g. The mentor teacher assignment shall be for one (1) year subject to review by the mentor teacher and the new teacher at the end of each semester. The appointment may be renewed in succeeding years. The Association will notify personnel of any mentor changes within one week of the change.

5. The mentor teacher assigned to each new teacher is expected to:

a. Meet with the new teacher prior to the beginning of the school year, preferably during the new teacher orientation program. Mentors of teachers hired after the opening of school will meet with the new teacher within one week of the hiring date.

b. Use the Clarenceville Education Association Mentor Teacher Program handbook and complete the checklist on pages 8 – 10. This completed checklist will be sent to personnel with the request for first semester payment.

c. Use the Mentor/Mentee Contact Log in the Clarenceville Education Association Mentor Teacher Program handbook to keep records of contacts with the new teacher. The Contact Log for each semester will be sent to personnel with the request for payment.

6. Because the purpose of the mentor/new teacher match is to acclimate the new teacher and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential.

7. Upon request, the administration may make available release time so the mentor teacher may work with the new teacher in his/her assignment during the work day. When possible, the mentor teacher and new teacher shall be assigned common preparation time.

8. At the end of each semester, the mentor teacher must send the completed

Mentor/Mentee Contact Log (from the Clarenceville Education Association Mentor Teacher Program handbook) to personnel. The checklist from the handbook should accompany the first semester log. Upon receipt of the above, a stipend of $150 per semester will be provided to mentor teachers.

ARTICLE XX - MISCELLANEOUS PROVISIONS

A. The District shall strive to maintain an adequate list of substitute employees. Employees shall be informed of a telephone number to call to report unavailability for duty. Employees are encouraged to utilize the on-line reporting system maintained by the district. Employees shall inform the District of their unavailability to report for duty before 6:00 a.m. for secondary buildings and before 6:45 a.m. for elementary buildings on the day of their unavailability. Once an employee has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute employee. Failure to report unavailability shall result in loss of pay for that day.

B. If no substitute employee is available, employees in that building shall be paid for substituting in those "enrichment periods" not covered by the regularly assigned employee. A reasonable effort will be made to offer the subject matter which would normally have been taught.

C. This Agreement shall supersede any rules and/or regulations of the District which are contrary to or inconsistent with the terms herein. It shall likewise supersede any contrary or inconsistent terms contained in any individual employee contracts heretofore in effect. The provisions of this Agreement shall be incorporated into and be considered a part of the established policies of the District.

D. The parties agree that the District shall post a copy of the Agreement on the District's website and provide a copy of the Agreement in each building.

E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid; but all other provisions or applications shall continue in full force and effect in accordance with this written Agreement. In such instances, the parties shall meet to negotiate appropriate provision(s) to replace that (those) deemed invalid. Such meeting(s) may be called by either party and meeting dates and times mutually arranged.

F. Employees are normally paid on a twenty-one pay basis. Those however, who desire, may elect to be paid on a twenty-six pay (12 month) basis. Anyone desiring the extended payment program should complete the appropriate form with the payroll office prior to the first pay period. Once the selection is made it cannot be changed during that year. If a person terminates their employment with the District, the employee may, upon a three week notice, receive the monies due him/her in a lump sum payment; however, severance and/or sick pay benefits shall be paid within ninety (90) days unless mutually agreed to by the District and the employee.

G. In the event that the district is considering annexation or consolidation with another district(s), it will notify the CEA of same and allow the Association to provide input to the Board.

H. The District and the Association agree that employee input is desirable in curriculum development. Employees will be encouraged to participate in curriculum study on a voluntary basis.

I. Parties will meet November, January, March and May each year to discuss budget.

J. The Association recognizes that it must abide by any directive associated with a duly appointed Emergency Financial Manager.

ARTICLE XXI - RETIREMENT SEVERANCE PAY

Any employee who was employed by the District prior to September 30, 1986, who severs his/her employment from the District shall be entitled to receive one-half (1/2) of his/her accumulated sick days, not to exceed 100 days, paid at his/her current daily rate.

Any employee employed by the District after September 30, 1986, who severs his/her employment prior to retirement from the District, shall be entitled to receive one-half (1/2) of his/her unused accumulated sick days, not to exceed 100 days, paid at a rate of sixty dollars ($60.00) per day. If that employee should retire from the District, the employee shall be entitled to receive one-half (1/2) of his/her unused accumulated sick days, not to exceed 100 days, paid at his/her current daily rate. (Retirement is defined as an individual who is eligible for and received a pension from the Michigan Public School Employees Retirement Fund.)

Current daily rate per diem shall be based on a 184-day work year. This provision is a grandfathering for the length of this contract only.

Any employee employed after October 1, 1994, shall not be entitled to any benefits under this Article. The severance pay shall be paid through the District's special pay plan up to the maximum allowed by law.

ARTICLE XXII - LONGEVITY

A. An employee who has earned twenty-five (25) years of service credit, of which at least ten (10) years must be in the Clarenceville School District will receive a $1,500 longevity stipend added to the calculated BA or MA Maximum each year.

The longevity step is found in Schedule A and will be pro-rated throughout the regular pay periods. If there is a dispute as to the number of years of service credit an employee has earned, the employee must furnish a statement from the Michigan Public School Retirement System indicating the number of years of service credit the employee has earned.

B. For employees employed after October 1, 1994, a longevity step will begin after a employee has earned fifteen (15) years of service credit and after an employee has earned twenty (20) years of service credit. The monetary figures do not compound from one year to the next.

16th year through 20th year	=	$750
21st year through 25th year	=	$1,500
More than 25 years	=	$2,500

ARTICLE XXIII – PRESIDENT'S RELEASE

The Association President shall be released the equivalent of ten (10) days per year at Board expense for the performance of Association business. Scheduling of such days shall be done by the Association President and his/her immediate supervisor.

ARTICLE XXIV – GRANT FUNDED INTERVENTION

Individuals hired into grant funded teaching positions after January 1, 2015 will be excluded from the bargaining unit. Subject to applicable law, the District will not displace a CEA bargaining unit employee with an excluded grant funded intervention employee.

ARTICLE XXV – ANCILLARY STAFF – SUPPLEMENTAL CONDITIONS

A. Layoff Notification

1. Any ancillary staff who is to be laid-off shall be notified at least sixty (60) days prior to the effective lay-off date.

2. The Board of Education will invite the Association President or designee to meet in April for the purpose of providing information concerning annual ancillary staff reduction by lay-off, and in June for the purpose of providing information concerning the possible recall of staff.

B. Recall Procedure

1. In the event of recall, the Board shall notify ancillary staff of recall by certified letter, return receipt requested, at his/her last known address as reflected in the records of the payroll office. Ancillary staff shall have five (5) calendar days from receipt of the letter to notify the Board of his/her intent to return and must be able to return within ten (10) calendar days of said receipt. The notice of recall from the Board shall contain a statement of the employee's rights and obligations should s/he elect to refuse recall or request a leave of absence and the time limits for his/her reply.

2. It is understood that failure of the ancillary staff to meet the time limits above shall be considered the resignation of said ancillary staff.

3. Each ancillary staff on layoff must notify the Superintendent's office, in writing, by June 30 of each school year of the ancillary staff's then current address and any change of address thereafter. If after two failed attempts by certified mail to contact any ancillary staff on layoff, the District may either recall the next ancillary staff on the recall list or post the position as a vacancy. Any ancillary staff on layoff who fails

to maintain a current mailing address on file, as evidenced by failure to respond to a certified letter from the District shall, after June 30 of the third (3rd) school year following layoff, lose all recall rights.

4. The Board shall have no obligation to recall any probationary ancillary staff if said ancillary staff has not been recalled within two (2) school years from the end of the school year in which the ancillary staff was notified of layoff.

5. Refusal of recall shall be deemed job abandonment, and shall result in termination of all employment rights, unless the refusal is based upon one of the following four reasons: a legal obligation of employment with another Michigan public school district; a written contract of employment which cannot be terminated; refusal of recall to a less than comparable position to the one from which the ancillary staff was laid off (e.g., less hours, less pay, or less fringe benefits); or the ancillary staff qualifies for a leave of absence for disability, child care, military service, or hardship under the terms of Article XIII. Ancillary staff refusing recall shall state the reasons in writing, or shall apply for a leave in writing within five (5) calendar days of receipt of the letter of recall. If the District does not agree that the ancillary staff has a basis for refusal of recall or the leave request is denied, the ancillary staff shall be notified and given an opportunity to accept recall.

   Ancillary staff who refuse recall because of employment obligations shall remain on the recall list with recall rights as outlined in this Article after the term of the conflicting employment. Ancillary staff who refuse recall to less than comparable positions shall remain on the recall list with recall rights as outlined in this Article to the first comparable vacancy for which no other laid off ancillary staff has a superior right. The rights of ancillary staff who apply for a leave of absence are controlled by Article XIII.

C. Seniority

1. Seniority shall be defined as total years of service to the District computed from the first day the employee reported to work except employees hired after August 29, 1983, who will accrue seniority only for the time in the bargaining unit. Sabbatical and military leaves should not be considered an interruption of years of service. All other leaves shall not count as years of service, but seniority is computed from the first day of work excluding time on leave. However, those employees going on long term disability shall be credited with a full year of service for the school year in which the disability occurs and the following year. If a person resigns or leaves the employ of the District, other than on approved leave of absence and subsequently returns, seniority is computed from the first day after the employee returned to the employ of the District.

2. Effective with the 1988-89 school year, when an employee initiates a request for an assignment that is less than full time and when said request is granted by the District, that employee shall earn pro-rated seniority. Should the District initiate the assignment of a employee to a position that is .5 or greater, the employee shall earn full time seniority.

During the time of acknowledged layoff, the following will apply for tenure employees only. For employees requesting voluntary leave, seniority will continue to accrue for a period of not more than two (2) years. For employees who are laid off, seniority will continue to accrue without interruption.

D. The parties hereby agree that in the event that a vacancy remains for which no laid off Clarenceville ancillary staff is certified and qualified, the District will give serious consideration to filling said vacancies from the ranks of the pink slipped ancillary staff in the Detroit Metropolitan Area (Wayne, Oakland, and Macomb Counties) provided said ancillary staff have made application for employment and have been interviewed by the District. The final decision regarding employment will rest with the District.

E. Ancillary Staff Performance Review

Performance review process for ancillary staff will be performed using the Framework for Professional Practice for Related Services Professionals.

F. Discipline

1. Refer to Article II, F.

G. Involuntary Transfers

1. The District will endeavor to inform all affected ancillary staff as early as possible.

2. Whenever possible, the ancillary staff so affected will be given an opportunity to express their preference for assignment and the District will consider the employee's identified preference when making involuntary transfers.

3. Information regarding the District's ancillary staffing needs, as it relates to involuntary transfers, will be made available to the Association, upon request.

ARTICLE XXVI - DURATION OF AGREEMENT

This Agreement shall be effective as of August 24, 2024 through August 25, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire as indicated above.

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.

President

Secretary

Superintendent of Schools

Clarenceville Board of Education
20210 Middlebelt Road
Livonia, Michigan 48152

12/19/2024
Date

President

Amy Mahoney
Secretary

12/19/2024
Date

Clarenceville Education Association
MEA / NEA

CONTRACT ADDENDUM
SCHEDULE A

1. The Board of Education shall pay the premium to the Michigan Public Employees Retirement Fund for all rates of pay outlined in Schedule A Parts I and II, except reimbursements, i.e., travel.

2. The Board reserves the right, based upon district needs, to establish the beginning salary for a new employee from Step One to an unlimited amount of years based upon previous teaching experience or comparable experience gained outside of the district.

3. In addition to the salaries for Bachelor's or Master's degree, the salary schedule (Schedule A) will reflect additional salary amounts to be paid in accordance with the following minimum number of credits earned:

   B.A. +10, B.A. +20, B.A. +30
   M.A. +10, M.A. +20, M.A. +30

   Salary adjustments for a degree change (B.A. to M.A.) will be made at the beginning of the first and second semesters. Verification of degree change must be received by the central office by September 1, or by January 20 for second semester salary adjustment. In addition to the January 20 deadline, an employee who wishes to qualify for second semester salary adjustment must notify the personnel office, in writing, prior to December 1, that s/he plans to complete all course requirements before the end of the District's first semester. Payments at the new (adjusted) rate shall begin at the first pay period after the beginning of the second semester, and shall not be retroactive.

   Salary adjustments for credits earned in the above categories will be made at the beginning of the first and second semesters, and will not be retroactive. Verification of such credits must be received by the personnel office by September 1 for first semester adjustment, or by January 20 for second semester adjustment. Payments at the new (adjusted) rate shall begin at the first pay period after the beginning of the second semester, and shall not be retroactive. Credits to be counted for such adjustment must be graduate hours (or undergraduate hours taken at the recommendation of the Superintendent of Schools. Said recommendation to be in writing.)

4. College credit shall be based upon its recognition by a standard college, fully accredited by the North Central Association or by the American Association toward a standard curriculum or degree or as directed by the Superintendent of Schools and shall be in semester hours, as shown by official transcript.

5. No employee's contract in Michigan is legal in the absence of proper Michigan certificates. Certificate, transcripts of credits, and verified statement of experience must be on file in the office of the Board of Education during the tenure of the employee.

6. Mileage Rate

The following allowances will be paid in accordance with the following schedule:

1 trip per week is $25.00 per school year
2 trips per week is $50.00 per school year
3 trips per week is $75.00 per school year
4 trips per week is $100.00 per school year
1 trip per day is $125.00 per school year
2 trips per day is $175.00 per school year
3 trips per day is $225.00 per school year

The definition of a trip is based on one trip being automobile travel from one building to another within one day except between the Middle School and the High School buildings and between the High School and Grandview, as determined by the assigned scheduling. Monetary allowance will become an addition to the contract at the time of the assignment.

7. Should the administration determine an educational need which requires an individual to render temporary services in excess of a employee's duties, the administration will meet with an Association (C.E.A.) committee representing the employees to work out an acceptable remuneration. Should the position be given permanent status at a later date, the reimbursement will be set during negotiations as provided elsewhere in the contract.

8. The Board of Education may require each employee to provide a certificate of condition of health from a reputable physician in accordance with applicable legal requirements. The certificate shall be filed by the employee in the office of the Superintendent before the employee shall be permitted to perform any services in the school District for the then current school year.

The District may require any employee to undergo medical examinations during the school year as the District deems necessary. Such additional examinations may provide information which could serve as the basis to terminate the service of any employee whose conditions of physical or mental health may constitute a hazard to him/her as well as personnel or children of the District.

9. All staff members who accept student teachers shall receive whatever remuneration the District receives from the university for the student teacher.

10. An employee who has completed a Master's degree program which requires a minimum of sixty (60) graduate semester hours, shall receive reimbursement equal to a Master's degree plus thirty (30) graduate hours.

2024-2025, Salary Schedule

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	46,888	47,262	47,630	48,000	52,178	52,551	52,918	53,286
2	48,618	48,994	49,364	49,735	54,549	54,925	55,296	55,666
3	50,348	50,726	51,097	51,470	56,921	57,300	57,673	58,046
4	52,078	52,458	52,831	53,205	59,293	59,675	60,051	60,426
5	53,808	54,190	54,564	54,941	61,665	62,049	62,428	62,806
6	55,537	55,922	56,296	56,676	64,037	64,424	64,805	65,186
7	57,267	57,654	58,031	58,411	66,409	66,799	67,183	67,566
8	58,997	59,386	59,765	60,146	68,780	69,174	69,560	69,746
9	60,727	61,118	61,498	61,881	71,152	71,548	71,938	72,326
10	62,457	62,850	63,232	63,616	73,524	73,923	74,315	74,706
11	64,187	64,582	64,966	65,352	75,896	76,298	76,693	77,086
12	65,917	66,314	66,699	67,087	78,268	78,672	79,070	79,466
13	66,646	68,046	68,433	68,822	80,639	81,047	81,447	81,846
14	69,376	69,777	70,166	70,557	83,011	83,422	83,825	84,226
15	71,106	71,509	71,900	72,292	85,383	85,796	86,202	86,606
16	72,836	73,241	73,633	74,027	87,755	88,178	88,580	88,986
16-20	750	750	750	750	750	750	750	750
21-25	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
+26	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500

2024-25: All members will be placed on new salary schedule on current step. Members hired prior to 2011 will be placed on top step of new salary schedule. One step advancement for eligible bargaining unit employees on salary schedule only, if rated Effective or Highly Effective on their most recent final year end evaluation. Lane advancement recognized. All bargaining unit employees hired prior to 2011-12 school year will receive 3% off schedule payment. Bargaining unit employees hired during or after the 2011-12 school year but before the 2021-22 school year will receive a 2% off schedule payment. These payments are part of wages and considered remuneration for services provided and are considered compensation for retirement purposes. Off schedule payments will be paid as a lump sum and made in October of the school year.

2025-2026, Salary Schedule

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	48,295	48,680	49,059	49,440	53,743	54,127	54,506	54,885
2	50,077	50,464	50,845	51,227	56,186	56,573	56,955	57,336
3	51,858	52,248	52,630	53,014	58,629	59,019	59,403	59,787
4	53,640	54,032	54,416	54,802	61,072	61,465	61,852	62,239
5	55,422	55,816	56,201	56,589	63,515	63,911	64,301	64,690
6	57,204	57,600	57,987	58,376	65,958	66,357	66,750	67,142
7	58,985	59,384	59,772	60,163	68,401	68,803	69,198	69,593
8	60,767	61,167	61,558	61,950	70,844	71,249	71,647	72,044
9	62,549	62,951	63,343	63,738	73,287	73,695	74,096	74,496
10	64,331	64,735	65,129	65,525	75,730	76,141	76,545	76,947
11	66,112	66,519	66,914	67,312	78,173	78,587	78,993	79,399
12	67,894	68,303	68,700	69,099	80,616	81,033	81,442	81,850
13	69,676	70,087	70,486	70,887	83,059	83,478	83,891	84,301
14	71,458	71,871	72,271	72,674	85,502	85,924	86,340	86,753
15	73,239	73,655	74,057	74,461	87,945	88,370	88,788	89,204
16	75,021	75,439	75,842	76,248	90,388	90,816	91,237	91,655
16-20	750	750	750	750	750	750	750	750
21-25	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
+26	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500

2025-26: The salary schedule will be increased by 3% at all steps and lanes. One step advancement for eligible bargaining unit employees on salary schedule only, if rated Effective or Developing on their most recent final year end evaluation. Lane advancement recognized. All bargaining unit employees hired prior to 2011-12 school year will receive 2% off schedule payment. Bargaining unit employees hired during or after the 2011-12 school year but before the 2021-22 school year will receive a 2% off schedule payment. These payments are part of wages and considered remuneration for services provided and are considered compensation for retirement purposes. Off schedule payments will be paid as a lump sum and made in October of the school year.

2026-2027, Salary Schedule

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	49,744	50,141	50,531	50,923	55,355	55,751	56,141	56,531
2	51,579	51,978	52,370	52,764	57,871	58,270	58,663	59,056
3	53,414	53,816	54,209	54,605	60,388	60,790	61,185	61,581
4	55,249	55,653	56,048	56,446	62,904	63,309	63,708	64,106
5	57,085	57,490	57,887	58,286	65,420	65,828	66,230	66,631
6	58,920	59,328	59,726	60,127	67,937	68,348	68,752	69,156
7	60,755	61,165	61,565	61,968	70,453	70,867	71,274	71,681
8	62,590	63,003	63,405	63,809	72,969	73,386	73,797	74,206
9	64,425	64,840	65,244	65,650	75,485	75,906	76,319	76,731
10	66,261	66,677	67,083	67,491	78,002	78,425	78,841	79,256
11	68,096	68,515	68,922	69,331	80,518	80,944	81,363	81,780
12	69,931	70,352	70,761	71,172	83,034	83,464	83,885	84,305
13	71,766	72,190	72,600	73,013	85,550	85,983	86,408	86,830
14	73,601	74,027	74,439	74,854	88,067	88,502	88,930	89,355
15	75,437	75,864	76,278	76,695	90,583	91,021	91,452	91,880
16	77,272	77,702	78,118	78,536	93,099	93,541	93,974	94,405
16-20	750	750	750	750	750	750	750	750
21-25	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
+26	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500

2026-27: The salary schedule will be increased by 3% at all steps and lanes. One step advancement for eligible bargaining unit employees on salary schedule only, if rated Effective or Developing on their most recent final year end evaluation. Lane advancement recognized. All bargaining unit employees hired prior to 2011-12 school year will receive 1% off schedule payment. Bargaining unit employees hired during or after the 2011-12 school year but before the 2021-22 school year will receive a 1% off schedule payment. These payments are part of wages and considered remuneration for services provided and are considered compensation for retirement purposes. Off schedule payments will be paid as a lump sum and made in October of the school year.

In the event that top step staff are rated Needing Support for two consecutive years, they shall be reduced one-half step. The dollar cost of the half step reduction shall be placed into a professional learning account to be allocated amongst the unit. District administration shall work with the CEA to develop the professional learning program funded with these dollars. In subsequent years, should an employee who moved back on the pay scale a half step receive an effective or highly effective rating, they will advance to the top step of the applicable salary schedule.

It is agreed that in order to provide for the financial stability of the District so that it may continue providing a high quality educational program for students as well as appropriate and sustainable compensation for the employees' bargaining unit, the parties intend for the District to maintain a minimum fund balance of 10% (ten percent), defined as the audited General Fund Equity balance of at least 10% (ten percent) of each school/fiscal year's total expenditures and other uses determined by "the June 30 audit" (Minimum Fund Balance). If the Minimum Fund Balance as of the June 30 audit of each year is less than 10% according to the audit, the dollar amount necessary to restore the Minimum Fund Balance to 10% will be calculated by November 30 following "the June 30 audit" (the "Deficiency"). This amount – the Deficiency – shall be multiplied by 65% and this amount (the "Contribution") shall be the amount of savings that will then be shared by a reduction in the bargaining unit employees' compensation, which shall occur by reducing the base salaries of all actively employed bargaining unit employees by an equal percentage through an off-schedule reduction over the remaining pays of the school year, beginning with the first payroll period in the January following "the June 30 audit", taking into account Base Retirement Rate (not including the UAAL rate that is funded under separate categorical(s)) and FICA.

It is further agreed that if the Fund Balance (determined in the same manner as the Minimum Fund Balance) as of "the June 30 audit," is more than 12% (twelve percent) according to the audit, then all bargaining unit employees shall receive a .5% staff retention bonus paid with the final payroll of the school year. Additionally, this paragraph will be suspended for the duration of this Agreement, but will be effective upon expiration of this Agreement.

SCHEDULE B
EXTRA-CURRICULAR ACTIVITIES

The following activities shall be paid at the base rate indicated. Schedule B shall be improved at the same rate agreed upon as the factor to improve the salary schedule which appears in Schedule A of this Agreement. The District will determine whether an activity or position will take place and/or be funded within any given year.

Payment for seasonal activities shall be made in two equal pays - one halfway through the activity and the remainder at the completion of the activity. Annual activities shall be paid on a pro-rated annual basis. The District shall review the initial enrollment to determine whether or not there are sufficient numbers to warrant the activity. If, during the course of the activity, the enrollment drops below a determined number, the District shall have the right to terminate the activity and pay a pro-rated amount of remuneration. A report form regarding the activity shall accompany the request for payment.

The parties agree to convene a committee during the 2024-25 school year to agree on any necessary modifications to Schedule B, including applicable percentages and the creation of position descriptions.

The following percentages are based on the numbers for the year indicated:

2024-2027		
	$47,500	

Athletic Coordinator - High School	
Fall	7% - 6% with a prep period
Winter	7% - 6% with a prep period
Spring	7% - 6% with a prep period

FOOTBALL	
Varsity Head Coach	14%
Varsity Assistant #1	9%
Junior Varsity Head Coach	8%
JV Assistant	6%

BASKETBALL	
Varsity Head Coach	14%
Varsity Assistant	9%
Junior Varsity Head Coach	9%
9th Grade	7%

WRESTLING	
Head Coach	13%
Assistant Coach	9%

SOCCER	
Head Coach	10%
Assistant Coach	7%

Baseball	
Varsity Head Coach	10%
Varsity Assistant Coach	7%
JV Head Coach	7%

Baseball	
Varsity Head Coach	10%
Varsity Assistant Coach	7%
JV Head Coach	7%

SOFTBALL	
Varsity Head Coach	10%
Varsity Assistant	7%
JV Head Coach	7%

TRACK	
Head Coach	10%
Assistant	7%

TENNIS	
Head Coach	10%

VOLLEYBALL	
Varsity Head Coach	13%
Varsity Assistant	9%
Junior Varsity Coach	9%

CHEERLEADING	
Varsity Head Coach - Per Season	8%
JV Coach - Per Season	6%

BOWLING	10%

CROSS COUNTRY	7%

DRAMATICS	
Director - Per approved show	7%
Assistant - Per approved show	4%
Orchestra director - Per approved show	3%
Business manager - Per approved show	3%
Choreographer - Per approved show	3%
Drama Club - Per approved show	2%
Instrumental Marching Band - Includes Marching Band	12%
Vocal Music	5%
National Honor Society	5%
BPA	3.5%
School Paper	3%
Yearbook - With a class	24-25 - 5.5% 25-26 - 5% 26-27 - 4.5%
Yearbook - without a class	7%

Secondary Arts Coordinator	1%
Student Congress	5%
SADD/SLS	2%
POM PON	6%

CLASS SPONSOR	
Senior	3%
Junior	2%

Prom	2%
Sophomore	2%
Freshman	2%
Guidance Counselor	5%
Senior Class Business Manager	2%
Youth and Government	1.5%
Chaperone	$60/event

VOCATIONAL CERTIFICATION*

5.0% of the BA base will be paid to those employees hired prior to September 5, 1973 and who are currently teaching in the program.

1.0% of the BA base will be paid per annual CTE class hour to the teachers who are currently running State Approved CTE funded curriculums as defined below. Teachers must also meet certification guidelines stated below to qualify for the Career Tech Education stipend.
In order to receive a percentage of the BA base for CTE funded curriculum, it must meet the Career and Technical Education Funding through the State School Aid Act Section 61a(1) (Added Cost) and maintain the requirements of this program through the required testing, Segment preparation, Curriculum uploads, maintain Advisory Groups, out of classroom experiences, and maintain a competitive group.

The Michigan Department of education administers these funds, commonly referred to as "Added Cost," through the Office of Career and Technical Education (OTCE). The State Board of Education has approved the allocation and distribution policies. A career and technical education (CTE) program must meet certain state standards to be eligible for Section 61a(1) funding.

Further, in order to maintain CTE state-approved program status and remain eligible for State School Aid Act, Section 61a(1) funding, the program's teacher(s) must possess one of the following current and valid credentials:

1. State secondary provisional certificate with a vocational endorsement(s)
2. State secondary or continuing or professional education certification with a vocational requirement.
3. Interim occupational certificate (formerly known as temporary vocational authorization document).
4. Occupational education certificate.
5. Full vocational authorization document.

Middle School	
Activities Coordinator - without prep time	9% - Longevity held harmless.
Activities Coordinator - with a prep time	6%

FOOTBALL	
8th Grade	5% - Longevity held harmless. Increase to 5.5% when position changes hands.
7th Grade	5% - Longevity held harmless. Increase to 5.5% when position changes hands.
Assistant	3.5%

BASKETBALL	
8th Grade - Boys	5% Longevity held harmless. Increase to 5.5% when position changes hands.
8th Grade - Girls	5.5%
7th Grade - Boys	5.5%
7th Grade - Girls	5.5%

Volleyball	
8th Grade	5.5%
7th Grade	5.5%

Track	
Head Coach	5.5%
Assistant Coach	4.5%

Cheerleader Coach	5.5%

Instrumental Music	5%
Vocal Music	5%
National Honor Society	3% Longevity held harmless.
Yearbook	4% Longevity held harmless.
Student Council	3%
6th Grade Intramurals	5%
Science Club	3%
8th Grade Trip Organizer	2%
Guidance Counselor	5%

Elementary	
Music	3%
Intramurals	5%
Student Council	3%
Safety Patrol	3%
Service Squad	2.5%
Yearbook	2.5%
Science Fair Sponsor	1%
Art Fair Sponsor	1%
5th Grade Camp Organizer	2%

The following activities shall be paid at the indicated rates:

	2024-27
Additional Instructional Time (non-sub)	35.00/hour
Substitute - High School	34.32/full 60 MIN class*
Substitute - Middle School	33.18/full 58 MIN class*
Substitute - Elementary (including enrichment classes)	22.88/full 40 MIN class*
Workshop Rate	22.88/hour
Mentor Employees	300/year
Principal Designee	1,300/year

A. Posting for all extra-curricular vacancies and selection of candidates shall be in accordance with Article X.

B. All anticipated extra-curricular vacancies for the forthcoming school year shall be posted at least one week prior to the end of the school year. Any extra-curricular position vacancy which occurs prior to July 1 shall follow the posting procedures outlined in Article X by being posted at the Board of Education office. Additional copies of all these postings will be forwarded to the Association President.

C. The parties recognize that from time to time the creation of additional extra-duty positions is desirable. Therefore, the Board agrees to inform the Association President of the creation of all new extra-curricular positions and further agrees that the rates of pay shall be subject to negotiation before implementation if the position becomes final.

D. The parties recognize that it is desirable to have assistant coaches added to the extra-curricular schedule when student interest and participation mandates such additions. The creation of assistant coaching positions and negotiations regarding rates of pay for said position shall follow the procedures outlined in paragraph C.

E. If two or more extra curricular positions are shared, the base pay for the affected position will be combined and divided at the rate specified by the sponsors/coaches. Experience factors will be added on an individual basis. If one position is shared, the base pay will be divided at the rate specified by the sponsors/coaches. The experience factor for each sponsor/coach will then be applied using the same rate specified by the coaches/sponsors.

F. Longevity held harmless - The individual holding the identified position during the 23-24 school year shall retain the longevity bonus at the 23-24 level. If the position changes hands, the position is no longer eligible for the longevity bonus.

SCHEDULE C
PROFESSIONAL LEARNING

August Professional Learning

All bargaining unit employees will work four days prior to the start of the school year. One day will be an employee work day and three days will be professional learning. Two days of professional learning in August will count toward student instruction / days and are indicated on the district calendar in Schedule D with an asterix *.

Early Release Professional Learning Meetings (Wednesdays)

Early release meetings start 20 minutes after the final bell
The last two weeks of the school year, there will not be meetings on Wednesdays.

Meetings will be for one of the following purposes:

- Building Business
- Committee work
- District Initiative
- Grade Level / Content Area Meeting

Total hours: All early release meetings will all be 1.5 hours

Professional Learning

- 18 hours after school
- 3 days in August (DI/BB)

The Building PD meetings will begin 20 minutes after the final bell. Teachers not present at meetings must be excused by the building principal by written notice at least 24 hours in advance of the meeting and are responsible for all learning. Teachers attending professional learning outside of the district on the day of any meeting must return to school for the meeting unless approved in writing by Assistant Superintendent of Learning Services. Athletic Coaches are not approved for absence from meetings except on game days but must still provide written notice.

Schedule D
2024-2025 School Year Calendar
Clarenceville School District

August 14th	New Teacher Orientation (Full Day)
August 15th	New Teacher Orientation (Full Day)
August 19th	Teachers Report Professional Learning (Full Day)
August 20th*	Teachers Report Professional Learning (Full Day)
August 21st*	Teachers Report Professional Learning (Full Day)
August 22nd	Teacher Work Day (Full Day)
August 22nd	Open House 1-3pm (All Buildings)
August 26th	First Day ½ Day Staff and Students
August 30th-Sept. 2nd	Labor Day Holiday- No School Staff and Students
Sept. 12th	Curriculum Night 5:30-7pm (All Buildings)
Oct. 17th	Parent Teacher Conferences 5-8pm
Oct. 18th	Parent Teacher Conferences 9-12am; No School Students, No School for staff after 12.
Nov. 5th	Election Day- No School Staff and Students
Nov. 27th-29th	Thanksgiving Break- No School Staff and Students
Dec. 23rd-Jan.3rd	Winter Break- No School Staff and Students
Jan. 6th	Classes Resume (Full day)
Jan. 20th	MLK Day- No School Staff and Students
Jan. 22nd-24th	High School Final Exams; ½ Day for High School Students Only
Feb. 17th	Presidents' Day- No School Staff and Students
March 13th	Spring Conferences from 4-8pm
March 24th-28th	Spring Break- No School Staff and Students
April 18th	Spring Recess- No School Staff and Students
May 26th	Memorial Day- No School Staff and Students
June 4th-6th	High School Final Exams; ½ Day for High School Students Only
June 6th	Last Day- Half Day Staff and Students

* Professional Learning days that count as student days.

2025-2026 School Year Calendar
Clarenceville School District

August 13th	New Teacher Orientation (Full Day)
August 14th	New Teacher Orientation (Full Day)
August 18th	Teacher's Report Professional Learning (Full day)
August 19th*	Teacher's Report Professional Learning (Full day)
August 20th*	Teacher's Report Professional Learning (Full day)
August 21st	Teacher Work day (Full day)
August 21st	Open House from 1-3pm (All Buildings)
August 25th	First Day ½ Day Staff and Students
August 29th-Sept. 1st	Labor Day Holiday- No School Staff and Students
Sept. 11th	Curriculum Night from 5:30-7pm (All Buildings)
Oct. 16th	Parent Teacher Conferences 5-8pm
Oct. 17th	Parent Teacher Conferences 9-12am; No School Students No School for staff after 12.
Nov. 4th	Election Day- No School Staff and Students
Nov. 26th-28th	Thanksgiving Break- No School Staff and Students
Dec. 22nd-Jan.2nd	Winter Break- No School Staff and Students
Jan. 5th	Classes Resume (Full day)
Jan. 19th	MLK day- No School Staff and Students
Jan. 21st-23rd	High School Final Exams; ½ Day for High School Students Only
Feb. 13th	Winter Break- No School Staff and Students
Feb. 16th	Presidents' Day- No School Staff and Students
March 12th	Spring Conferences from 4-8pm
March 30th-April 3rd	Spring Break- No School Staff and Students
May 25th	Memorial Day- No School Staff and Students
June 3rd-5th	High School Final Exams; ½ Day for High School Students Only
June 5th	Last Day- Half Day Staff and Students

* Professional Learning days that count as student days.

2026-2027 School Year Calendar
Clarenceville School District

August 12th	New Teacher Orientation (Full Day)
August 13th	New Teacher Orientation (Full Day)
August 17th	Teacher's Report Professional Learning(Full Day)
August 18th*	Teacher's Report Professional Learning (Full Day)
August 19th*	Teacher's Report Professional Learning (Full Day)
August 20th	Teacher's Work Day (Full Day)
August 20th	Open House from 1-3pm (All Buildings)
August 24th	First Day ½ for Staff and Students
Sept. 4th-Sept. 7th	Labor Day Holiday- No School Staff and Students
Sept. 10th	Curriculum Night from 5:30-7pm (All Buildings)
Oct. 15th	Parent Teacher Conferences 5-8pm
Oct. 16th	Parent Teacher Conferences 9-12am; No School Students No School for staff after 12.
Nov. 3th	Election Day- No School Staff and Students
Nov. 25th-27th	Thanksgiving Break- No School Staff and Students
Dec. 21-Jan.1st	Winter Break- No School Staff and Students
Jan. 4th	Classes Resume (Full day)
Jan. 18th	MLK Day- No School Staff and Students
Jan. 20th-22nd	High School Final Exams; ½ day for High School Students Only
Feb. 15th	Presidents' Day- No School Staff and Students
March 11th	Spring Conferences from 4-8pm
March 26th	Spring Recess- No School Staff and Students
March 29th-April 2nd	Spring Break- No School Staff and Students
May 31st	Memorial Day- No School Staff and Students
June 2nd-4th	High School Final Exams; ½ day for High School Students Only
June 4th	Last Day- Half Day Staff and Students

* Professional Learning days that count as student days.

Schedule E - Letter of Understanding

Upon expiration of the 2024-2027 collective bargaining agreement, bargaining unit members will pay 20% of the cost toward ancillary benefits.

Schedule F - Letter of Understanding

For the 2024-2027 calendar in Schedule D, if Oakland Schools makes changes to the common calendar regarding dates for Spring Break then the parties will meet to discuss the change.