MASTER AGREEMENT

between

ALLENDALE PUBLIC SCHOOL BOARD OF EDUCATION

and

ALLENDALE EDUCATION ASSOCIATION, MEA-NEA

July 1, 2026 through June 30, 2029

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MASTER AGREEMENT

between

ALLENDALE PUBLIC SCHOOL BOARD OF EDUCATION

and

ALLENDALE EDUCATION ASSOCIATION, MEA-NEA

This Agreement, entered into by and between the BOARD OF EDUCATION (the "Board") of the ALLENDALE PUBLIC SCHOOL, OTTAWA COUNTY, MICHIGAN (the "District") and the ALLENDALE EDUCATION ASSOCIATION, MEA-NEA (the "Association"), covers the period hereinafter prescribed in the Duration of Agreement provisions.

ARTICLE 1
Purpose and Intent

1.01 The District and the Association recognize: That their joint objective is to provide a quality education to the students of the District, and that the quality of the education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the School Board and Administration. The provisions of this Master Agreement set forth specific rights and obligations of the parties to this Agreement in attempting to work toward the goals stated in this section.

1.02 The District and the Association herein set forth their Agreement with respect to rates of pay, wages, hours, and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Article II who are covered hereby.

ARTICLE 2
Recognition

2.01 **Collective Bargaining Unit**

a. The Board hereby recognizes the Association as the exclusive bargaining agent, for purposes of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment, for employees in the following described bargaining unit:

All certified professional teaching personnel employed by the Board of Education in positions which require a teaching certificate, including counselors, speech and language pathologists, behavior coaches, reading coaches, math coaches, reading specialists, math specialists, lead teachers and media specialists who possess teaching certificates (teachers); and the following professional staff not required to possess teaching certificates: school psychologists, social workers, occupational therapists, physical therapists, speech and language pathologists, behavior coaches, Family Community Accessibility Resource Engagement (C.A.R.E.) social workers and counselors not possessing teaching certificates (ancillary staff) but excluding all administrators and supervisors, such as principals, assistant principals, directors, assistant directors, business manager, substitute teachers, Great Start Readiness Teachers, community education/adult education teachers who work less than 10 hours per week for less than 10 weeks per year, individuals employed by a consortium, leisure/enrichment class teachers, nurses, aides, paraprofessionals, Interventionists (even if teaching certificate is required), and all other employees of the Board. (Also excluded are community education/adult education teachers who teach only one class.)

b. In addition to the foregoing bargaining unit description, school social workers who are employed by the District shall be in the bargaining unit as well; provided, however, that such school social workers shall be subject to the special terms and conditions contained in the subsequent Article of this Agreement entitled "School Social Workers."

2.02 **Teacher Defined**. The term "teacher," when used in this Agreement (unless otherwise stated), shall refer to all personnel represented by the Association in the bargaining unit defined above.

2.03 **Prohibited Bargaining**. In recognition of the Association's status as exclusive bargaining agent, the Board agrees not to recognize or negotiate with any other labor organization in contravention of the Association's rights.

2.04 **Legal Rights**. Nothing contained herein shall be construed to deny or restrict to any teacher or the Board the rights he/she/they may have under any state or federal laws or regulations. The rights granted to teachers or the Board hereunder shall be deemed to be in addition to those provided by law.

ARTICLE 3
Board Rights

3.01 The Board, on its own behalf and on behalf of the electors of the District, retains and reserves onto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon or vested in it by the rules, regulations, laws and/or constitution of the State of Michigan and/or United States, or which have been properly exercised by it, except where limited by the provisions of this Agreement.

3.02 By way of illustration, but not of limitation, the Board retains the right to establish and enforce rules, regulations and policies; to manage and control school property and facilities; to hire teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment; to establish grades and courses of instruction, including special programs, and to determine the athletic, recreational or other programs to be offered; to decide upon the means and methods of instruction; and to determine class schedules, the hours of instruction, and the assignments of teachers with respect thereto.

3.03 As used in this Agreement, the term "Board" shall include the District's authorized administrators.

ARTICLE 4
Association Rights

4.01 **School Facilities**. The Association shall have the right to use the District's office and meeting facilities, and to use its audio-visual and business equipment in the school buildings, at reasonable times when such facilities and equipment are not otherwise in use. The Association shall furnish or pay for the reasonable cost of all materials and supplies incidental to such use. The Association shall be responsible for the cost of any repairs, damage or loss directly attributable to inappropriate or improper use; provided such repairs, damage or loss are not covered by insurance, warranty, and/or service agreements.

4.02 **Access to Records**. The Board agrees to furnish the Association Executive Board members, in response to reasonable requests, all normally available financial information which is not legally exempt from disclosure. Also, the Board agrees to furnish personnel information which is not legally classified as confidential. This information will be provided to the Association at a reasonable cost, not exceeding that allowed by the Michigan Freedom of Information Act.

4.03 **Association Leave**. Up to but not exceeding eight (8) paid days per school year (with each teacher being paid to be counted against the total of eight) shall be granted as Association Leave for the purpose of conducting official Association business; provided, however, that such leave shall be subject to the following terms and conditions: (a) advance notification of not less than forty-eight (48) hours must be provided; (b) not more than three (3) teachers shall be absent at any one time; and (c) not more than two (2) of these teachers shall be from any one area (e.g. elementary, secondary or community education). Up to but not exceeding five (5) additional days per school year shall be allowed, subject to the above terms and conditions, upon the Association's payment for the substitutes.

4.04 **Association Security**. Teachers either: (a) become a member of, and pay dues to, the Association; or (b) not become a member of the Association and not pay dues or initiation fees.

4.05 **Bulletin Boards**. The Board shall provide a bulletin board in the faculty lounge at each school level (i.e. elementary, middle school, senior high, and community education). The Association may, upon prior approval (not to be unreasonably withheld) of the Superintendent, use such bulletin boards to post notices of activities and matters of Association concern.

ARTICLE 5
Staff Rights

5.01 **Rights Under the Law**

The Board and the Association further agree that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of rights granted to him/her under the law.

5.02 **Complaint Against A Staff Member**

a. Complaints and/or criticisms pertaining to staff which are in writing and/or considered by the administrator to merit further consideration shall be promptly brought to the staff member's attention, unless the matter requires an investigation by law enforcement officials. If they are to be placed in the staff member's personnel file, any such complaints and/or criticisms shall be in writing, with names of the complainants, date and administrative action taken. Staff members shall have an opportunity to respond to such complaints and/or criticisms, verbally and/or in writing, and any written response shall be kept with the complaint and/or criticism in the staff member's personnel file.

b. When dealing with such complaints and/or such criticisms pertaining to a teacher, the District or its administrators shall also:

(1) Encourage the complainant to discuss his/her concern directly with the staff member, whenever the administrator believes it is appropriate to do so;

(2) Conduct, or cause to be conducted, such investigation of the complaint or criticism as the administrator determines is required to determine its accuracy;

(3) Refrain from placing in a staff member's personnel file any complaint or criticism which is found and determined to be inaccurate, and provide such correction or elimination of complaints or criticisms as may be required to render them accurate; and

(4) Consider the nature and severity of the complaint or criticism, together with the staff member's prior record of conduct and performance, when determining the disciplinary action (if any) to be taken.

5.03 **Association Representation During Discipline**
Any staff member being disciplined shall be allowed to have an Association representative present at the time.

5.04 **Just Cause for Discipline**
No staff member shall be disciplined without just cause. As used in this paragraph, however, the term "discipline" or "disciplined" shall not include the non-renewal of any probationary teacher. A bargaining unit member whose employment is not regulated by the Michigan Teachers' Tenure Act who has completed his/her probationary period and who has no right of appeal to the State Tenure Commission will not be demoted or discharged without just cause.

5.05 **Teachers' Files and FOIA**. In addition to Paragraph 5.02 (above), the following provisions shall also apply:

a. Commencing with the 1992-93 school year, the District will establish and maintain a central office (i.e. under the Superintendent's control) personnel file for each teacher, to be considered the teacher's official personnel file.

b. A teacher, upon request and with or without an Association representative, may review the contents of his/her personnel file**,** including (upon request) his/her supplemental personnel records maintained by the building administrator or other District officials. Copies of a teacher's personnel file and/or other personnel records shall be provided to the teacher upon request**.**

c. If a teacher and the Board agree that material in the teacher's personnel file is erroneous, such material shall be corrected or removed.

d. A teacher shall be notified in writing when any material which is adverse to or critical of the teacher is to be placed in his/her personnel file beginning with the 2004-05 school year.

e. The teacher may submit a written response to any disciplinary record or other material placed in his/her file. The response shall be attached to the disciplinary record or other material to which it applies, and if the disciplinary record or other material is released to a third party, the attached response shall be released with it.

f. In the event the District receives a Freedom of Information Act (FOIA) request for the personnel file(s), or any portion thereof, of any teacher(s), the District shall promptly so notify the teacher(s) (or in his/her/their absence an Association representative). The District shall provide the teacher(s) (or the Association representative as the case may be) with a copy of the FOIA request before responding to the same.

g. If the District determines to release any material from a teacher's personnel file in response to a FOIA request, the teacher (or Association representative) shall be so

notified and shall, upon timely request, be given (1) an opportunity to review the material the District has determined to release (prior to its release); and (2) a copy of the material to be released.

h. When responding to FOIA requests involving a teacher's personnel records, the District shall (unless the parties otherwise agree):

(1) Take the maximum time allowed by law to respond to the FOIA request to allow the teacher and/or Association an opportunity to take whatever legal action is available to prevent disclosure of such records; and

(2) Divulge only such records as it determines it is legally obligated to disclose.

5.06 **Job Sharing**

a. Job sharing shall refer to two (2) employees sharing one (1) full-time position.

b. The job sharing arrangement for teachers must be split by 50%. Each job sharing employee must attend each building staff meeting and their assigned department/committee meeting.

c. Responsibilities of an assignment by two (2) job sharing employees may be divided and/or allocated according to a plan designed by the job sharing employees with the approval of their immediate supervisor. As much as possible, planning time should be scheduled to ensure some time for collaboration between the two employees.

d. Job sharing assignments shall be filled only by employees who have jointly agreed to work together. If one of the two employees in the assignment decides to end the job-sharing arrangement, the other employee will either be placed in a part-time position (if available) or may apply for any full-time positions for which s/he is certified and qualified.

e. As of July 1, 2015, no new job sharing arrangements will be approved by the District.

ARTICLE 6
Teaching Conditions

6.01 **Class Size**. The parties recognize that class size and pupil-teacher ratios are important considerations for instruction and efficient operation of the District. Although the following guidelines are believed to be generally desirable or appropriate, the need for reasonable flexibility (depending upon student course selection, staff availability and scheduling, financial considerations, and other relevant factors) is recognized. Subject to such flexibility, therefore, the class size guidelines are as follows:

a. In grades Y5-5, twenty-five (25) pupils per teacher, per session.

b. In grades 7-12, thirty (30) pupils per teacher, per session

c. Grade 6 shall be included in (a) above if it operates on a self-contained classroom basis as part of the elementary school program. Grade 6 shall be included in (b) above if it becomes part of a middle school program.

d. The above guidelines do not apply to traditional large group instruction (e.g. band, choir, physical education, adult education, etc.). It is understood that elementary Art, Music and Physical Education teachers may have large class sizes due to the nature of their position. Every effort will be made to avoid 'split' classes without providing additional support.

If the above guidelines are exceeded per teacher per session, based on official enrollments (i.e. determined on the count day each semester), then the teacher(s) affected by such excess shall receive either (in the Board's discretion): a part-time instructional aide or additional compensation at the rate of Three Hundred Dollars ($300) per student (per semester) in excess of twenty five (25) in grades Y5-2 and twenty seven (27) in grades 3-5 (or 6 if applicable), or Seventy-five Dollars ($75) per student (per semester) in excess of thirty-two (32) in grades 7 (or 6 if applicable) - 12.

e. It is understood that Special Education Ancillary members do not have the same caseload number maximums as classroom teacher maximums. Special Education Ancillary members may have more or less students on their caseload then there are students within one classroom depending on varying factors. It is recognized that the best practice guidelines for each therapy area should always be considered in relation to caseload numbers. It is agreed that administration will consider factors such as staff member's employment status (part-time, full-time), specific student needs related to their IEP, varying diagnoses within one member's caseload, and workload obligations. If necessary, in order to meet the best practices guidelines and the needs of students as identified by their IEPs, administration will contract for or hire temporary, part-time or full-time staffing.

6.02 **Hours**.

a. Teachers are to be in their respective buildings at least 20 minutes beyond the student day. These minutes can be before school, after school, or a combination thereof. For five (5) minutes prior to classes starting and for five (5) minutes after classes end, teachers shall be engaged in professional activities in or near their classrooms.

b. Elementary Lunch/Team Meetings. Full-time teachers in grades Y5 through 5 shall be provided with a "duty-free lunch period" of 35 minutes per day.

c. Full-time teachers in grades 6-12 shall have a thirty-five (35) minute duty-free lunch period. (This is an "average" based on staggered lunch periods of 30 to 40 minutes).

d. If a teacher's duty-free lunch period is forfeited at the request of administration, then the Schedule "B" lunch supervision rate will be paid for the time so forfeited.

e. It is understood that Special Education Ancillary staff may have longer work days due to before and after school meetings. Due to this fact, concession on other outside of school obligations will be considered. A consideration can be brought to administration when meetings prior and after school exceed 5 per week. (e.g.: not required to attend all parent-teacher conferences and/or additional personal days in exchange for hours spent in meetings before and after school.)

f. Teachers are encouraged to remain for a sufficient period after the close of a normal school day to attend to those matters which properly require attention at that time, including consultations with parents and students, when scheduled directly with the teacher, except that on days preceding holidays or vacations and Fridays, the teachers' day shall end at the close of the pupils' day.

6.03 **Prep Time and Teaching Schedules**.

a. In the absence of applicable block scheduling or other special scheduling Letters of Agreement, the following provision shall apply:

1. In the Middle School (grades 6,7,8) and Senior High, a normal full-time teaching load shall consist of four (4) classes in a five (5) period day, five (5) classes in a six (6) period day, or six (6) classes in a seven (7) period day. One period in the teaching day shall be for planning and preparation, and working with students and parents. If, with the consent of the teacher, this period is used for teaching on a permanent basis, the teacher shall be paid one-sixth (1/6) of the B.A. base pay for the duration of such permanent assignment. If six (6) classes in a seven (7) period day is implemented at the Senior High level, such Senior High teachers shall not (without their consent) be assigned more than four (4) teaching preparations.

b. When elementary teachers' classes are being taught by specialists (e.g. Art, Music, P.E., etc.), they may use such time for the purposes of planning, preparation, conferences and other professional duties related to teaching that will be conducted in the building. The District will make a "good faith" effort to limit the number of meetings that are scheduled during teachers' prep time, and with teacher feedback, can try to schedule more of these meetings before and after the school day. Full-time elementary teachers shall be regularly scheduled for a minimum of two hundred (200) minutes of preparation time per week, not including recess and supervised lunch periods.

c. Full-time elementary Special Education, Art, Music, Spanish and Physical Education teachers shall be regularly scheduled for a minimum of two hundred (200) minutes of preparation time per week, not including recess and supervised lunch periods. Every effort will be made to ensure that this preparation time should be in a minimum of 15 minute time blocks.

d. An elementary teacher (including but not limited to an elementary specialist) who consents, with the Board's written approval, to assume additional teaching responsibility in lieu of preparation time on a permanent basis shall be paid up to one-sixth (1/6) of the B.A. base pay for the duration of such permanent assignment. This amount shall be based on the preparation time lost. Requests for implementation of this provision may be initiated in writing by either the Board or the teacher. Upon receiving any such request, the Board or teacher (as the case may be) shall act upon the request within a reasonable period of time.

e. Although a specific prep time each school day may not be feasible due to special education scheduling of students being based on least restrictive educational environment; it is also understood that Special Education Ancillary staff members need to have time they can build into each school day for the planning of treatment sessions and to complete all required documentation, data collection, and paperwork (IEPs, goal writing, progress reporting, medbill, evaluation reports, parent contact).

6.04 **Secondary Preparations**. An effort should be made to limit teaching preparations of secondary teachers to a maximum of four preparations. This shall not apply, however, to special education or community education.

6.05 **Additional Duty Assignments** Extra duty assignments (e.g., hall duty, etc.) will first be sought voluntarily, and shall be shared by and distributed among teachers as equitably as reasonably possible; provided, however, that if not enough teachers volunteer, such assignments will be made by the administrator.

6.06 **Paid Extra Duty Assignments** Paid extra duty assignments (pursuant to Schedule "B" attached) may be filled or left vacant at the Board's discretion. If the Board determines an extra duty assignment should be filled, and if there are no interested personnel from within the bargaining unit who have the qualifications desired by the Board to fill the assignment, then the Board may fill the position in such manner as it may determine. Non-appointment or re-appointment of any teacher to an extra-curricular assignment (e.g., Schedule "B") shall not be deemed a violation of this Agreement. Schedule "B" vacancies (i.e., positions not being filled by persons in the position during the prior year) shall be posted and shall be filled on a voluntary basis.

6.07 **Faculty Meetings** Staff meetings at which teacher attendance is required shall not exceed one per month and shall not exceed more than one (1) hour. Department/grade level meetings shall not exceed one per month and shall not exceed more than one hour. There shall be no staff meetings during the months in which parent teacher conferences occur.

Upon mutual agreement between the principals and the faculty involved, the frequency and/or length of the meetings may be increased.

Ancillary staff may attend monthly meetings specifically for the ancillary team, led by the Special Education Director or other appointed staff instead of regular attendance at all building staff meetings, through communication with the Special Education Director.

6.08 **Lesson Plans**. Each teacher (excluding Ancillary staff) shall maintain electronic daily lesson plans, which indicate methods and assignments to be used and alignment to state standards. It is understood that these plans are subject to change. A copy of weekly written plans should be submitted to the appropriate administrator by Monday A.M. The lesson plans shall be sufficient, in both form and substance, to allow a substitute to understand and follow them. As an alternative to a substitute's use of lesson plans, a teacher may provide a special set of three-day lesson plans which are related to course objectives/state standards but which could be introduced into the class curriculum at any point.

Ancillary staff members are also expected to maintain service logs to be submitted to the Special Education Director by Monday A.M. of each school week.

6.09 **Storm Day**. Teachers are not required to appear for work on days that school is closed because of a storm or other "Act of God," and shall suffer no loss of pay or benefits. It may be necessary to make up these days later in the year as required to avoid loss or reduction of full funding (e.g., state aid, etc.). Such make-up days shall be worked without additional pay or benefits, but will be mutually agreed upon with the Association when scheduling such days.

6.10 **Work-Related Benefits**. The Board agrees to provide the following work-related benefits:

a. Availability of telephones;

b. Teacher lounges;

c. Parking facilities;

d. Inter-school mail service; and

e. Classroom cleaning.

6.11 **Summer School**. In the event that the Board holds a Summer School Program, the following provisions shall apply:

a. The District shall post all summer school teaching positions with class sizes not to exceed 12 students. The district shall also post a teacher coordinator position (if no AEA member applies, the position may be filled by an administrator).

b. An additional hour per day may be added to the teaching time, depending upon enrollment for planning and preparation.

c. One planning hour every two weeks will include a thirty (30) minute staff meeting.

d. Teachers shall be paid at the Schedule B teacher hourly rate. The summer school coordinator shall be paid at the Schedule B teacher hourly rate, plus an additional $6.50 per hour.

6.12 **Elementary Recess Duty** Y5-5 morning or afternoon recess time is counted as instructional time to meet state requirements as described in the Pupil Accounting Manual. Teachers and ancillary staff are expected to supervise recess on a rotational basis to be determined by the building administrator as part of the professional staff's instructional assignment. Teachers and ancillary staff members do not receive additional compensation for their normal morning or afternoon recess supervision. If an indoor recess is called for inclement weather, teachers are expected to supervise their classrooms as part of instructional time. Regardless of inclement weather, teachers are not expected to supervise recess during regular duty-free lunch periods.

If a teacher or staff member takes more recess duties than normally scheduled for all teachers, s/he would be compensated at the Lunch Supervision rate for those recesses/supervisions above the norm. Every effort shall be made to not assign Ancillary staff members a daily Recess Duty, however, they may be asked to help cover supervision if there is an unexpected shortage on a given day.

ARTICLE 7
Leaves

7.01 Child Care Leave. Child care leaves shall be available, subject to and in accordance with the following terms and conditions. Any leave granted under this provision that also qualifies under the Family Medical Leave Act (FMLA) shall run concurrently with FMLA leave. Any qualifying leave shall also run concurrently with other legally applicable leave or absence protections to the extent permitted by law:

a. Child care leaves shall be without pay, without benefits, and without experience credit; provided, however, that accrued benefits shall be retained during the leave.

b. Child care leaves shall only be used to care for a teacher's child or children (including stepchildren), and not for any other purpose.

c. Child care leaves will be granted for up to one (1) year.

d. Requests for child care leaves shall be made in writing to the Superintendent at least sixty (60) calendar days prior to commencement of the leave and shall include proposed beginning and ending dates for the leave. In emergency situations, the sixty (60) day period may be waived by the Superintendent.

e. The granting or denial of any request for child care leave shall be in the Board's discretion, depending upon the availability of certified and qualified replacements, instructional considerations, and other relevant factors; provided, however, that approval of such requests shall not be unreasonably withheld.

f. The Board may require that return from a child care leave only occur upon commencement of a new semester; and teachers returning from a child care leave will be assigned to the former position or a position for which they are certified and qualified.

g. Leave for bonding with a newborn or newly placed child shall not be taken intermittently or on a reduced schedule basis unless required by law or expressly approved by the District.

7.02 **Jury Duty and Court Witness**

a. A teacher called for jury duty shall be compensated for the difference between the regular teaching pay and any compensation received for the performance of such obligation.

b. A teacher subpoenaed into court, to give testimony in a case or proceeding in which the Association is not a party and in which the teacher has no personal business or financial interest (e.g., by virtue of other employment or investment interests, etc.), shall be compensated for the difference between the regular teaching pay and any witness fees received.

7.03 **Bereavement Leave**.

a. Each teacher will be granted a special leave of up to three (3) working days as needed due to the death of a member of the immediate family. This leave is in addition to the paid leave days. Definition of "immediate family" is parent, grandparent, brother, sister, husband, wife, son, daughter, the parent or grand-parent of a spouse, or any person who has taken the place of the direct relative (i.e., foster parents, etc.). The teacher may request additional leave, if necessary, in connection with the death of an immediate family member. Any such additional leave shall be deducted from the teacher's accumulated paid leave. Such requests shall be made to the Superintendent and shall be subject to the Superintendent's sole discretion.

b. A teacher desiring to attend the funeral or memorial service for a relative (beyond the immediate family) or for a close friend, may request a leave for such purpose of up to two (2) working days as a deduction from the teacher's accumulated paid leave. Such requests shall be made to the Superintendent and shall be subject to the Superintendent's sole discretion.

c. Bereavement leave in excess of that allowed pursuant to subparagraphs a and b above may be requested on an unpaid basis. Such requests shall also be made to the

Superintendent and shall be subject to the Superintendent's sole discretion. Reasonable documentation may be required by the Superintendent in connection with the use of any bereavement leave, whether paid or unpaid.

7.04 **Paid Leaves of Absence**

a. For purposes listed in the Michigan Earned Sick Time Act ("ESTA"), employees, starting with the first year of employment, will be credited the full amount of leave time at the beginning of their employment based on their bargaining unit work schedule and what they are expected to earn during that fiscal year. If the employee works less than a full year or less than full-time, the amount credited shall be prorated accordingly. Upon five, ten, and fifteen years of service to the district, an additional leave day will be added (5-9 years = 13 total leave days/year; 10-14 years = 14 total leave days/year; 15+ years = 15 total leave days/year).

   Requests for leave days that fall before or after a non-student day or on a professional development day that would extend a vacation, shall be granted only for purposes listed in ESTA, for an emergency, or for extraordinary situations and must be approved by the principal and the Superintendent.

b. Any leave of more than five (5) consecutive days will require a doctor's note demonstrating the medical need for the absence. An employee who takes more than twelve (12) cumulative days in a single school year will be required to provide a doctor's note demonstrating the medical need for the absence starting with the 13th absence of the school year. Any absence starting with the 13th day, which is not related to a medical need, or ESTA-covered purpose, shall need the approval of both the building principal and superintendent, and will only be granted in the case of unique or extraordinary circumstances.

c. Beginning July 1, 2026, any employee with zero (0) - fourteen (14) years of employment in Allendale Public Schools will have three of their leave days classified as personal leave days. Employees with fifteen (15) years and beyond will have five (5) of their leave days classified as personal leave days annually. Should the employee not use these days, they will roll into the employee's leave bank.

d. Earned but unused leave days, as well as earned and unused personal leave days, may be accumulated up to, but not exceeding, 120 leave days. Employees hired prior to July 1, who have banked leave days will maintain that bank of days as leave. The employee may decide at the end of the year that rather than accumulating the unused personal leave days into their leave bank, they can ask to be reimbursed for up to three (3) of that year's unused personal leave days at a rate of $75 per day. This request needs to be made in writing to HR by the end of the day on June 1st of each year, and will be paid out during the last pay period in June.

e. Upon retirement from the District or separation from the District (excluding termination for cause by Employer) after fifteen years of employment with the

district, each bargaining unit member shall be paid $60.00 per day for each unused accumulated leave day, including any banked personal leave days, up to 120 days. To receive this payment regarding retirement purposes specifically, a bargaining unit member must provide written notice of end-of-school-year retirement to the Assistant Superintendent of Human Resources no later than April 1st of the school year in which the retirement will occur. Failure to provide timely notice of retirement shall result in forfeiture of the sick day buyout provided in this subsection, unless extenuating circumstances arise after April 1st, and the Superintendent or designee approves an exception in writing.

f. In the event of employee separation, the Employer may recoup paid sick time used by the employee in excess of the amount the employee would have accrued under 7.04 subsection (a) as of the date of separation. The Employer shall determine the amount that would have been accrued as of the date of separation and may deduct the value of paid sick time used beyond that amount from any wages or other payments remaining due to the employee, provided that such deduction does not reduce the employee's final paycheck below minimum wage. This Agreement shall constitute the parties' prior written agreement for such deduction.

g. Beginning with an employee's third consecutive year of employment with the district, the employee may use up to three sick days as personal leave, which they may choose to combine with no more than two personal business days for a unique or special circumstance. This leave must receive prior approval of the building principal and superintendent, and this option may only be taken once every three years by an employee.

7.05 **Granting of Other Leaves** Granting of other leaves (military, political, personal) shall be at the discretion of the Board. Each approved leave will expire at the end of the school year in which it was granted. Upon completion of the leave, the teacher may be assigned to their former position, or a position for which they are qualified and certified, as long as there is an open position in the district and return of the teacher is consistent with board policy. An employee may not request a second consecutive leave for the same purpose, unless expressly approved by the district.

7.06 **Visitation Days** All teachers are allowed to take one (1) day each year to visit other schools or to attend education conferences with prior approval. Additional days may be granted at the discretion of the Board.

7.07 **Part-Time Proration** The paid leave benefits prescribed in Sections 7.03, 7.04, 7.06 and 7.07 (pertaining to bereavement leave, leave days, and visitation days respectively) shall apply to full-time teachers. If a part-time teacher works one-half (1/2) time or more, these paid leave benefits shall be pro-rated (based on the teacher's status in relation to full-time status). A part-time teacher working less than one-half (1/2) time shall only be eligible for pro-rated bereavement leave and leave benefits.

7.08 **Family and Medical Leave**

a. A leave of absence of up to twelve (12) workweeks during a rolling twelve (12) month period measured backward from the date FMLA leave is to begin shall be granted to eligible teachers in accordance with the Family and Medical Leave Act ("FMLA") for the purposes permitted by the FMLA.

b. Paid sick leave time shall be counted as part of the FMLA leave time when the FMLA leave is used for purposes for which paid sick leave is available and applicable. All other FMLA leave time shall, however, be unpaid.

7.09 **Sick Leave Bank**

The Board shall establish a Sick Leave Bank under the following parameters:

1. The Sick Leave Bank shall consist of voluntary employee contributions.
2. Individual employees may contribute a maximum of five (5) days per year to the Sick Leave Bank, and must designate their desire to contribute no later than September 30 of each year, with the understanding that any days not used in the Sick Leave Bank will not be returned to those who contributed.
3. The annual cap on the Sick Leave Bank shall be 180 days. At the end of the school year, no earlier than the last day of school, the District shall notify the Association of how many days remain in the Sick Leave Bank. At the beginning of the subsequent year, members may donate more days in order to bring the total number up to the cap of 180 days. The Association will be responsible for notifying members with reminders regarding the timing of the donations to the Sick Leave Bank.
4. The total number of Sick Days available for use by one individual in a fiscal year from the Sick Leave Bank will be capped at 60 or #7 below (whichever occurs first).
5. Applying employees must:
    a. Show eligibility for the Sick Leave Bank by providing documentation of a diagnosis and treatment plan for a life-threatening illness, or complications leading to a life-threatening situation. Examples of life-threatening illnesses would include, but are not limited to: cancer, serious heart or brain conditions.
    b. Exhaust their sick leave.
    c. Have been absent for two (2) days without pay.
    d. Submit a written application to the Sick Leave Bank Committee, which shall consist of three (3) employees appointed by the Allendale Education Association (AEA) employee group.
    e. Obtain written approval from the Sick Leave Bank Committee.
6. The Board reserves the right to request the applying employee to submit to a medical examination.
7. Sick Leave Bank shall be available only until an employee is eligible for long-term disability, regardless of whether or not they have applied or been approved for LTD benefits.
8. Twenty (20) Sick Leave Bank days may be provided to eligible members (those who have exhausted their own Sick Leave) to care for immediate family members in situations

which are verified by medical documentation to be life-threatening.

9. All contributions shall be deducted from the donors' accumulated Leave Days.

ARTICLE 8
Seniority, Vacancies, Transfers, Layoff and Recall

8.01 **Seniority** Seniority shall be defined as the length of continuous and uninterrupted employment by the District since the employee's last date of hire. The following provisions shall apply:

a. Effective with the 2011-12 school year, should more than one employee have the same last date of hire, ties in seniority shall be broken based on the time stamp when the employee signed his/her offer letter.

b. Employees on layoff (with recall rights) or leave of absence shall maintain their seniority, during such layoffs or leaves, at the level in effect at the time the layoff or leave of absence commenced.

c. On or about November 1 of each year, the District shall provide the Association with a current seniority list.

8.02 **Definitions** As used in this Article, the following definitions shall apply:

a. Certification (or certified) shall mean: Possessing a current and valid "provisional" or "continuing" or "permanent" or "professional" teaching certificate appropriate to the teaching level, subject area(s) and assignment.

8.03 **Layoff** When the Board determines it is necessary to reduce the bargaining unit staff, the following procedures will be followed with respect to ancillary staff members whose employment is not regulated by the Michigan Teachers' Tenure Act:

a. The Board will determine the educational program(s) to be offered, the number of persons to be laid off, and the specific position(s) to be reduced or eliminated.

The Association shall be notified of any proposed layoffs through its President, and shall be advised in writing by the Board concerning which positions and/or teachers would be affected including transfers and reassignments.

b. An ancillary staff member not subject to the Teacher Tenure Act ("Staff Member") being laid off pursuant to the foregoing procedure shall be offered an opportunity to displace (i.e. "bump") the least senior staff member in the District in a specific position (if any) for which the laid off staff member is certified and qualified. The staff member shall be advised of the specific position into which he/she may "bump"; and, if he/she elects to "bump," the staff member being "bumped" will be laid off instead; provided, however, that the "bumped" staff member shall also be afforded

the same "bumping" rights. A staff member who elects not to exercise his/her "bumping" rights may not, following layoff, choose to do so.

c. For the purposes of bumping, a part-time ancillary staff member may bump the least senior full or part-time ancillary staff member in a specific position (if any) for which the laid off part time ancillary staff member is qualified. A part-time ancillary staff member may decline a full-time bump and retain rights to recall when available.

d. A reduction in hours shall constitute a partial layoff; an ancillary staff member whose hours are reduced may elect to accept partial employment or be laid off. Rejection or acceptance of partial employment will not affect the ancillary staff member's right to recall when available.

e. Staff members being laid off shall be notified in writing not less than thirty (30) calendar days before their work is to be curtailed.

f. Ancillary staff members who have not completed their period of probation with the District at the time of their layoff shall retain recall rights (unless abandoned or forfeited) with the District for a period not exceeding two (2) years following their layoff.

8.04 **Recall**

a. Ancillary staff members being recalled shall receive written notice of recall, by certified mail (return receipt requested) sent to their last known address, at least ten (10) calendar days before the recall is to become effective. A copy of the notice shall be sent or given to the Association. Notice shall be deemed to have been given upon such mailing to the staff member and notice to the Association. Failure to timely acknowledge and accept such recall will be deemed an abandonment or forfeiture of the staff member's recall rights; provided, however, that if the recalled staff member is unable to accept the recall by virtue of being under a conflicting contract (for a period of one [1] year or less) with another school district, and if such staff member notifies the Superintendent (in writing) of the conflict within ten (10) calendar days following receipt of the recall notice, then such staff member may reject the recall opportunity without losing his/her future recall rights.

8.05 **Reduction in Personnel, Layoff, and Recall Relating to Teachers of Record**

a. The parties acknowledge that a layoff may be necessary when the Superintendent, acting within the approved budget, decides that there are inadequate funds budgeted for the current classroom teaching staff or that a decrease in classroom teaching staff is required due to program, curricular, or other operational needs. To ensure a structured reduction in staff when educational programs, curriculum, and personnel are reduced, the following procedures will be implemented and decisions about the reduction and recall of teachers will be guided by the following criteria:

1) Reduction in force and recall decisions must be made based on classroom teacher effectiveness criteria established in Revised School Code Section 1249 and this agreement.

2) All classroom teachers shall possess the appropriate certification, approval, or authorization for their assigned duties. The determination of a classroom teacher's certification, authorization, or approval status will be in accordance with the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other relevant statutes and regulations. This determination will be based on documentation maintained in the District office.

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

4) If a classroom teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Director of Human Resources.

5) The district aims to retain highly effective teachers of record who hold appropriate certification or authorization and possess the necessary qualifications to teach courses within the curriculum, at various academic levels, across different departments, and according to the school schedule. A probationary teacher who received an "effective" rating (or “highly effective” rating prior to July 1, 2024) on their most recent annual year-end performance evaluation will not be displaced by a tenured classroom teacher solely because the latter holds tenure under the Teachers' Tenure Act.

Layoff or Recall:

a. The Board shall give written notice of layoff, or recall from layoff, by sending a District email or a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the laid off teacher to notify the District of any change in address, phone number, and personal email address.

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

1. Reduction and recall decisions will be based on teacher effectiveness criteria established in this agreement, in the Revised School Code Section 1249, and based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.

2. A laid off teacher must maintain current contact information (address, phone, and email address) with the District office.

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

4. Length of service within the District will be used as a tiebreaker for layoff decisions if a classroom teacher layoff decision involves two or more equally qualified teachers. Classroom teacher reductions and recalls are by formal Board action.

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

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

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

c. The District will maintain a recall list for one full school year, up to September 1st. In no event shall a list be maintained for more than 18 months.

d. When the decision to recall a staff member for the upcoming school year occurs on or before August 1, the Board shall reassign the last staff member laid off to ensure that the most qualified staff member on layoff is recalled, provided such reassignment allows for a position for which the staff member on layoff is fully qualified and fully certificated as listed in B.1 'Layoff and Recall' above.

e. The recall provisions of this shall take precedence over the Vacancies and Transfer provisions.

8.06 **Vacancies and Transfers Relating to Classroom Teachers of Record**

a. Definition of "Vacancy":

1. A "vacancy" is defined to be either an unassigned position that is currently open or a newly created position that the district plans to fill.

2. When it becomes necessary to fill a position due to a retirement, resignation, or transfer, or when a new position arises, the specified process below will be followed. This process is applicable solely to current "teachers of record" covered by this collectively bargained agreement.

b. Notification (Posting) of Vacancies and Application

1. Consistent with Revised School Code Section 1248, the Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Vacancies occurring within the bargaining unit due to a retirement, resignation, or transfer, including newly created positions, shall be provided via District email to each teacher with a copy of such posting to the Association. Vacancies must be posted at least three (3) days internally and at least seven (7) days externally before they are filled. Teachers may apply for such positions during the three (3) day internal posting time through the application system as an applicant (Frontline/Applitrack or some such similar program). Said positions shall be filled in accordance with the procedure outlined in Section C.1 'Awarding of Vacancies' below.

2. Summer Months: During the summer months when regular school is not in session, the District will post the position for the Association. Positions shall remain posted at least five (5) calendar days prior to being filled. Application may be made in the same manner as described above. Likewise, these positions shall be filled on the same basis.

c. Awarding of Vacancies:

1. The most qualified and adequately certified internal applicants will be considered before external candidates. "The most qualified and adequately certified" shall be determined from the following listed criteria and factors that may be considered:

   a) compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
   b) credentials needed for District, school, or program accreditation;
   c) district-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
   d) relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
   e) disciplinary record, if any;
   f) attendance and punctuality;
   g) rapport with colleagues, parents, and students;
   h) length of service in a grade level(s) or subject area(s);
   i) ability to withstand the strain of teaching;
   j) the recency of relevant and comparable teaching assignments;
   k) previous effectiveness ratings; (Evaluations for the last three years shall be used when deciding between applicants)
   l) compliance with state and federal law; and
   m) other relevant, non-arbitrary or capricious factors as determined by the Superintendent or designee and in consultation with the Association.

2. In the event two (2) or more applicants are equal for the most qualified and adequately certified determinations outlined above, the position will be awarded to the most senior applicant.

3. If a position opens from August 1 through September 30 of each school year, the process above will not be followed because the District has an essential duty to fill the position as soon as possible. The open position will be posted externally and the District will choose the best possible candidate.

4. Although it's essential to consider support staff, coaches, substitute teachers, student teachers, and other external teaching candidates, this particular procedure pertains only to the internal transfer of teachers prior to external job postings.

a. Definition of "Transfer":

1. A "transfer" shall be defined as either a voluntary or involuntary change in a classroom teacher's "position" or "assignment" to another classroom teacher "position" or "assignment". A classroom teacher may, by March 20 of a school year, request a transfer for the subsequent school year by submitting written notice to the Human Resources Director or Superintendent's designee.

2. The terms "position" and "assignment" refer to related but distinct aspects of a teacher's professional role. These terms are defined below:

a) Position: This term refers to the specific role or job a teacher holds within a school or district. It includes the title, qualifications required, and the responsibilities associated with the position. For example, a position might be an Elementary School Teacher, a Science Teacher at a high school, or a Special Education Teacher.

b) Assignment: This term refers to the specific duties or classes a teacher is given within the scope of their position. It details what subjects, classes, or grade levels the teacher will teach, which periods of the day they are teaching, and other specific responsibilities like extracurricular activities or committee roles. Assignments can vary year by year or even semester by semester based on the needs of the school and student enrollment.

b. Voluntary Transfers:

1. A "voluntary transfer" is initiated by the District or the teacher and the District. The request for voluntary transfer must be made in writing to the Director of Human Resources by March 20 with a copy to the Association. The request shall specify the school, grade, and course/subject/position sought. The District has the right to place teachers in the position and/or assignment that the District believes will be best for students, staff, and the building or department/grade level in question. When placing a teacher regarding a request for voluntary transfer, the

predominant factors listed in C.1 "Awarding of Vacancies" will be considered and applied.

c. Involuntary Transfers:

1. Involuntary transfers between positions and assignments may be made when, in the reasonable opinion and discretion of the District, are necessary or advisable. Such involuntary transfers shall not, however, be made for reasons which are arbitrary or capricious. Before making an involuntary transfer of an assignment, however, the District will consult with the Association President or Vice President and District administration to explore the possibility of making a mutually acceptable (i.e. to the District and the Association) switch in the assignments of two or more teachers, with the ultimate determination being made at the district's discretion.

d. Probationary Teachers:

1. Involuntary transfers between positions and assignments may be made when, in the reasonable opinion and discretion of the District, are necessary or advisable. Such involuntary transfers shall not, however, be made for reasons which are arbitrary or capricious. Before making an involuntary transfer of an assignment, however, the District may consult with the Association President or Vice President and District administration to explore the possibility of making a mutually acceptable (i.e. to the District and the Association) switch in the assignments of two or more teachers.

e. Tenured Teachers with an IDP:

1. Staff who are on an IDP will not be considered for transfer until the requirements of the IDP have been met satisfactorily. However, the district and the Association may grant exceptions to this rule.

2. Teachers who choose to apply and are awarded a vacant position will not be permitted to apply for another vacancy within the district for a period of three (3) years due to the amount of training that is provided to them in their content department/grade level. However, the District and the Association may grant exceptions to this rule.

ARTICLE 9
Professional Participation

9.01 **Curriculum Development**. Teacher participation in curriculum development is an important function and a professional responsibility. The teachers and the administration shall work cooperatively on curriculum development. The total number of participants on any curriculum development committee will be determined by the District to ensure an

efficiently-sized group. All teachers (impacted by the curriculum being developed and programs being considered) will be given an opportunity to participate in the process, with teacher members of the committee being determined by the respective grade-level teams.

9.02 **Teacher Participation**. Attendance at school programs is expected to reflect the individual teacher's acceptance of professional responsibilities. Administrators may require attendance at special programs, such as musicals, elementary programs, etc.

9.03 **Professional Development Days**

a. Teachers are required to attend all professional development days as required by the Board of Education or administration. A minimum of five (5) days per year (equivalent to 30 professional development hours) will be provided for the purpose of professional development. There is no proration of this participation requirement for part-time teachers. If a teacher misses any required District-provided professional development day, the missed professional development shall be made up in the time, place, format, and manner determined by the District, unless otherwise excused by the District. The District may require completion through the District's designated professional development system or another District-designated method of verification. All missed professional development shall be completed by the end of the school year unless the District, in its discretion, authorizes a later completion deadline, which shall not extend beyond August 15.

b. This only applies to C.A.R.E. staff if they attend less than three district provided professional development days in a school year.

9.04 C.A.R.E. Position Professional Development Days

Employees assigned to the C.A.R.E. position (C.A.R.E. staff) shall be required to attend three (3) of the five (5) District professional development days each school year, as designated by the District. The District shall identify the required three (3) professional development days at or near the beginning of the school year, except where operational needs require later modifications of the days, in which case such changes will be communicated to the C.A.R.E. staff. The District retains the right to determine the content, format, time, and location of the required C.A.R.E. professional development. Any missed required C.A.R.E. professional development shall be made up in the time, place, and manner determined by the District. All missed required C.A.R.E. professional development shall be made up by the end of the school year, unless District administration, in its discretion, approves completion after the end of the school year, but in no event later than August 15. If C.A.R.E. staff request to attend additional District professional development days beyond the three (3) required days, they may do so with prior approval from District administration and shall be paid for such additional approved days.

Article 10
Insurance Benefits

10.01 **Group Health Insurance**.

The parties understand that the Employer will not pay more than the hard cap established under state law (regardless of language included in this contract).

Employees shall have the following MESSA medical plans available in MESSA Packages:

1. *ABC Plan 2.5, $2500/5000; 0% Coinsurance; 5 tier Rx*
2. *ABC Plan 2, $2000/4000; 0% Coinsurance; 5 tier Mail*

Annually, the Association shall elect the MESSA medical plan options that will be available beginning January 1, of each subsequent year. The elected options shall be determined by October 1 and communicated to the Administration and MESSA Representative for implementation.

For 2026, the employer shall pay the following annual amounts towards the total cost of the MESSA Medical plans available to members inclusive of medical premium and "Health Equity" (HEQ) Health Savings Account (HSA) funding described below for each medical benefit plan coverage-year.

$7,942.09 times the number of Single Subscribers.
$16,609.38 times the number of 2-Person Subscribers.
$21,660.30 times the number of Full Family Subscribers.

Should legislation change so the maximum employer contributions are increased for the 2026 plan year, annual employer paid totals shall adjust retroactively to the maximum allowable under the law, going back to July 1, 2026.

These annual employer paid amounts shall adjust annually at the beginning of each medical benefit plan coverage year to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Should the premium for any of the plans be below the Hard Cap, the employee is entitled to compensation equal to the difference between the employer's maximum contribution and the premium of the plan they elected. The District shall pay the difference in two equal 50% lump sum payments on the second pay of June and the second pay of December, in either method the employee selects below:

- a stipend paid separate from the regular payroll check
- a contribution to their Health Savings Account (HSA)

The remainder of the total annual employer Hard Cap contribution shall be paid towards the cost of the MESSA medical plan premium. The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in MESSA ABC Plan 2, the deductible will automatically adjust to meet the federal minimum requirement.

10.02 **Group Dental Insurance**.

a. Regular full-time employees shall be eligible to participate in a group dental insurance program (MESSA Delta Dental) provided through the Employer with the following coverage:

Diag & Prev:	**100%**
Basic Services:	**90% (X Rays)**
Major Services:	**90%**
Annual Max:	**$3,000**
Orthodontics:	**80%**
Lifetime Max:	**$1,500**
Riders:	**2 cleanings**

b. Regular full-time employees may include their eligible dependents (including an eligible spouse), and the Employer will pay 80% of the premium for such coverage.

10.03 **Group Vision Insurance**.

a. Regular full-time employees shall be eligible to participate in a group vision insurance program (MESSA Vision Preferred) provided through the Employer.

b. Regular full-time employees may include their eligible dependents (including an eligible spouse), and the Employer will pay 80% of the premium for such coverage.

10.04 **Long Term Disability Insurance**.

a. Regular full-time employees, and regular part-time employees working one-half (1/2) time or more, shall be eligible to participate in a group long term disability insurance program (MESSA Long Term Disability) provided through the Employer. The group

long term disability insurance program shall be available to such employees only (and not their spouses or other eligible dependents), and shall (to the extent commercially available) include the following features or components:

Benefit:	**66 ⅔%, Max $5,000**
Max. Monthly Salary:	**$7,500**
Waiting Period:	**90 CDMF**
Alcohol/Drug:	**Same as any other illness**
Mental/Nervous:	**Same as any other illness**
Soc. Sec. Offset:	**Primary**
Own-Occupation:	**Two years**
Pre-Exist Condition:	**Not waived**
COLA:	**No**
SS Freeze:	**Yes**

b. The Employer will pay 80% of the premium for such coverage.

10.05 **Group Term Life Insurance**.

a. Regular full-time employees, and regular part-time employees working one-half (1/2) time or more, shall be eligible to participate in a group term life insurance program (MESSA Negotiated Term Life) provided through the Employer. The group term life insurance program shall be available to such employees only (and not their spouses or other eligible dependents), and shall (to the extent commercially available) include the following features or components: (1) coverage in the amount of $45,000 for death by natural cause; (2) accidental death and dismemberment (AD&D); and (3) waiver of premium (WOP).

b. The Employer will pay 80% of the premium for such coverage.

10.06 **Continuation/Termination of Group Insurance Benefits/Payments**.

a. Group insurance coverage pursuant to this Article shall be provided, and the Employer's contributions toward its cost shall be continued, as follows:

(1) For eligible employees who work the full school year, such coverage and contributions shall continue during the full twelve (12) month insurance year (commencing September 1 and ending August 31).

(2) For eligible employees who fail to work the full school year due to termination, resignation or layoff, such coverage and contributions shall continue until the employee has received the pro-rata portion of the twelve (12) month insurance year earned at the time of termination, resignation or layoff; provided, however, that group long term disability insurance coverage and contributions shall not be continued following termination, resignation or layoff.

(3) For eligible employees who are unable to work due to illness or injury, such coverage and contributions shall continue during the paid sick leave and through the calendar month in which the employee's paid sick leave benefits are exhausted.

(4) For eligible employees who are on an unpaid leave of absence, such coverage and contributions shall continue through the calendar month in which the unpaid leave of absence commenced.

(5) In the event of a covered employee's death, the Employer shall continue payment of the applicable contributions for group health insurance for the employee's eligible and covered dependents (including an eligible spouse) for the balance of the twelve (12) month insurance year (ending Aug. 31).

b. If an eligible employee desires to continue group insurance coverage during any period with respect to which the Employer's payment obligation does not exist or apply (e.g. during an unpaid leave of absence, etc.), the eligible employee shall have sole responsibility for making all arrangements and payments necessary for the continuation of such coverage at the employee's own expense. (This provision shall not, however, preclude an eligible employee from arranging and continuing group insurance coverage, at the employee's own expense, through the Employer's group billing process provided the employee remains eligible for such group coverage.)

c. Furthermore, notwithstanding the fact that the Employer's contributions toward the cost of any group insurance program may be discontinued as provided above, eligible employees and/or their eligible dependents shall have such rights (if any) to extended group health insurance coverage, at their own expense, as are prescribed by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA-Pub. Law 99-272), as amended.

10.07 **Carriers and Benefits**.

a. The insurance carrier(s) providing the various group insurance benefits prescribed in this Article may be changed at any time upon mutual agreement of the parties,

provided that the group health plan complies with 2011 PA 93 and 95 and any other applicable law.

b. In addition to any terms and conditions prescribed herein, all group insurance benefits provided pursuant to this Article shall be further subject to any and all terms, conditions and/or limitations (e.g. regarding eligibility, enrollment, benefits, etc.) prescribed by the particular group insurance policies and/or programs involved.

10.08 **Respective Responsibilities**.

a. The Employer's responsibility with respect to the above group insurance benefits shall be limited to the prompt payment of its premium obligations on behalf of eligible employees. In addition, the Employer shall make group insurance information available to eligible employees, including applications and claim materials as furnished by the insurance carriers.

b. Employees who are eligible for and/or participating in group insurance programs provided through the Employer shall be responsible for keeping the Employer informed, in writing, of any and all changes in their personal status (e.g. marital status, eligible dependents, etc.) which may affect their group insurance benefits.

10.09 **Alternate Insurance or Cash in Lieu of Health Insurance**.

a. Employees who are eligible for but do not elect group health insurance benefits provided by the Employer pursuant to this Article, may instead elect to receive a cash benefit under the Employer's Section 125 Plan, in the amount of $4,500.00 The employee shall be responsible for his/her share of FICA taxes in accordance with the requirements of the IRS, but shall not be responsible for the Employer's share of FICA taxes.

b. Eligible employees may purchase additional group insurance coverage at their own expense.

c. Subject to applicable rules and regulations, employees may participate, on a salary reduction basis, in a tax deferred annuity program from a list of Board-approved annuity programs.

10.10 **Payroll Deductions**. An eligible employee's contribution toward the cost of any group insurance benefits provided pursuant to this Article shall be paid by the employee by payroll deduction; provided, however, that if an employee's pay on any occasion is not sufficient to do so, then and in such event the employee shall timely remit the required contribution to the Employer.

10.11 **Section 125 Plan** The Allendale Public Schools Section 125 Plan (i.e. within the meaning of Section 125 of the Internal Revenue Code), effective as of April 1, 1999, as

amended, shall apply to employees in accordance with the terms and conditions of said Plan. The benefit provisions of the Plan, as they pertain to bargaining unit members, shall not be altered or amended without Association approval.

10.12 **PPACA** This article may be re-opened at the Board's request to address PPACA rights, responsibilities and obligations and the impact of PPACA on the Board's economic obligations, which shall not exceed the dollar amounts specified above.

ARTICLE 11
Pay Schedule and Other Benefits

11.01 **Pay Schedule Placement** The placement of teachers on the salary schedule (Schedule "A") shall be as follows:

a. When employing new teachers with previous teaching experience, their initial placement on the salary schedule will be determined by the Superintendent.

b. To be eligible for the "BA+" designation a teacher must have earned 18 credit hours (from an accredited institution of higher education) after attaining the BA degree. To be eligible for this, however, a teacher must either: (i) possess a Standard, Professional, or Advanced Professional Teaching Certificate or (ii) have at least 18 credit hours beyond the BA degree that qualify toward advancement to a Professional Teaching Certificate and are approved by the District.

c. To be eligible for the "MA, MA+, ++, Ed.S. or Ph.D. MA+15" designation a teacher must have earned an MA degree or beyond (from an accredited institution of higher education).

d. Lateral movement on the Salary Schedule (e.g. from "BA+" to "MA," etc.) will not be made retroactively, but will instead commence effective with the first pay period following the District's receipt of proper written verification of the teacher's eligibility for such movement.

e. All credit hours, coursework, and degree programs used for pay advancement or column changes under this section must be completed through an accredited institution of higher education, must directly relate to PreK-12 education, the art of teaching, educational technology, educational leadership, curriculum, assessment, instructional practice, or another District-approved PreK-12 education-related area, and must be reviewed and preapproved by the teacher's direct supervisor and Human Resources before course registration.

f. For purposes of salary schedule placement, lane advancement, tuition reimbursement, and other credential-based determinations under this Agreement, current Michigan certificate and credential terminology shall apply. Certificates no longer issued by the State but still valid for existing holders shall continue to be recognized as valid credentials for those holders and shall not, by themselves, disqualify an employee

from otherwise meeting the requirements for pay advancement or reimbursement under this Agreement.

11.02 **Retirement** Member Investment Plan (MIP) participants will have a payroll deduction in accordance with the terms of the plan as defined by M.P.S.E.R.S.

11.03 **Retiree Rehire** By mutual consent of the Superintendent and a retired teacher, the District may rehire a retiree to work up to 3 years for the district at a level of compensation not to exceed the retirement system cap. The rehire is on a year-by-year basis depending on District needs and the qualifications of the retiree to do the work needed.

11.04 **Tuition Reimbursement**

The Employer shall reimburse a teacher, who has previously earned a valid Michigan teaching certificate, for tuition for graduate credit up to $2,500.00 per year toward the teacher's first Master's Degree only. Any coursework submitted for tuition reimbursement consideration must be from an accredited institution of higher education, must directly relate to PreK-12 education, the art of teaching, educational technology, educational leadership, curriculum, assessment, instructional practice, or another District-approved PreK-12 education-related area, and both the coursework and the program must be reviewed and preapproved by the employee's direct supervisor and Human Resources before course registration. Payment will be made within four weeks after a grade report (evidencing successful completion) and a receipt are received. The actual cost shall not exceed the highest dollar amount per credit hour at Western Michigan University, Michigan State University or Grand Valley State University.

11.05 **Pay Installments**. Payday shall generally be every other Friday; and teachers may annually elect, in advance of the first pay period of each school year, one of the following payment options:

a. Twenty-one (21) bi-weekly installments; or

b. Twenty-six (26) bi-weekly installments (except for certain years when it will be 27).

The payment option elected shall be irrevocable for the balance of the school year. Paychecks shall be distributed to teachers in sealed envelopes.

11.06 **Pay Dates During Vacation**. In the event a scheduled pay date occurs during vacation (i.e., Thanksgiving, Christmas, spring break or summer recess), the District shall, on or before the scheduled pay date, mail the paychecks and/or direct deposit stubs to teachers who make written request for such mailing to the Business Manager.

11.07 **Curriculum Work** Service on a District curriculum committee shall be required for grade level or department chairpersons. All other teachers working on such committee(s) shall be designated (in writing) by the Curriculum Director and shall be paid, at the

hourly rate contained in Schedule B, for all documented hours of committee service (up to such limits as may be imposed by the District) occurring when school is not in session (e.g. during the summer), during duty-free lunch periods or preparation periods, and before/after the teacher's regularly scheduled work day. Curriculum committee work shall occur at such times as are determined or approved by the Curriculum Director.

11.08 **Certification Costs** The District shall reimburse teachers for the fees assessed by the Michigan Department of Education for the initial professional education teaching certificate, and for subsequent renewals (required every five [5] years) of the professional education teaching certificate. This provision does not apply to the application, renewal or reinstatement of continuing, permanent, life or provisional certificates. Ancillary staff requiring licensing (eg: School Social Workers, Speech and Language Pathologists) will be reimbursed the fees assessed for their professional license renewal (required), up to $250 per renewal, after the completion of their 5th year of employment in the district.

11.09 **Loss of Property** The District will reimburse staff members the full replacement value up to $1,000, per incident, for properly documented loss, damage, or destruction of clothing or personal property of the teacher, caused by the actions of a student, while on duty in the school, on the school premises, or while performing supervision of students on school sponsored trips. The reimbursement will not be paid if the loss is covered by insurance.

ARTICLE 12
Individual Contracts and Master Agreement

12.01 **Individual Contracts** The individual contracts executed between teachers and the Board are subject to the terms and conditions of this Agreement and, in the event of conflict, the provisions of this Agreement shall supersede the provisions of said individual contracts.

12.02 **Master Agreement** The Board shall make available access to locate a copy of this Master Agreement on the intranet.

ARTICLE 13
Miscellaneous Provisions

13.01 **Special Education/Least Restrictive Environment**. The following special education/least restrictive environment provisions shall apply:

a. Placement Information. Any teacher who, as a result of an IEPT placement, will be providing instructional or other services for a student with a disability in a special or regular education classroom setting shall be provided with all relevant information pertaining to the student's placement in such setting as soon as reasonably possible after the IEPT at which the placement was determined.

b. Problems. If any teacher advises the District, in writing, of any reasonable basis to believe that problems exist in the implementation of a student's current IEP which negatively impact the student's educational progress and/or impede the learning progress of non-disabled students in the same classroom setting, the teacher shall have the right to call a meeting of appropriate staff to discuss the problems and possible solutions.

c. Training. The District will provide in-service (and/or other) training to teachers regarding the instruction and behavioral management of students with disabilities in general education classroom settings, and the IEPT process. All special education teachers shall (unless previously trained) be provided with training in the use of such testing materials and/or testing procedures as may be required by the District.

d. IEPT Attendance. When an IEPT is reasonably expected to result in initial placement (or continued placement) of a student in a general education classroom, the Special Education Director will determine which teachers should be invited to participate in the IEPT. Such participation shall, however, be permitted only to the extent legally appropriate and then only to the extent appropriate classroom coverage is reasonably available. Teachers are expected to attend if the IEPT is within the 7 ½ hour work day.

e. Medical Procedures. Teachers will not be required to perform clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, or similar procedures in order to maintain a student in the classroom.

13.02 **Special Education Inclusion Programs**.

To the extent a special education co-teaching delivery system is used by the District; the District and the teachers involved shall mutually agree to the proposed arrangement of co-teaching.

13.03 **Mentor Teachers**. For purposes of complying with Section 1526 of the School Code (as amended), the following mentor teacher ("Mentor") provisions shall apply:

a. Mentors shall be selected and assigned by the District (i.e. administration) as follows:

(1) A Mentor shall be a member of the bargaining unit with tenure or with at least four (4) years of seniority.

b. No teacher (i.e., bargaining unit member) shall be assigned or required to serve as a Mentor except on a voluntary and consensual basis. A mentee shall be assigned a mentor in the same department or grade level, unless there are no volunteers that meet this criteria. No mentors shall be assigned more than two mentees in a school year.

c. Mentors shall not be asked or required to perform teacher evaluations and shall not be required to participate in disciplinary proceedings involving the mentee.

d. The Mentor shall serve as a master teacher for the purposes contemplated by Section 1526 of the School Code. As such, the Mentor shall provide confidential professional support, instruction and guidance to the beginning classroom teacher.

e. The District shall, at its expense and without cost to the Mentor, provide training to a teacher who agrees to serve as a Mentor.

f. Upon request, the administration may make available release time so the Mentor may work with the mentee in his/her assignment during the regular work day.

g. Mentor/mentee assignments shall be made on an annual basis, and shall be subject to periodic review at the request of the Mentor, mentee, and/or the District.

h. When a teacher is assigned and agrees to serve as a Mentor, he/she shall be paid seven hundred and fifty dollars ($750.00) per mentee assignment per school year when mentoring a first through third year teacher or newly reassigned teacher. In situations where two mentors are needed for one teacher, they will share the compensation with each mentor receiving half of the stipend. The Mentor will log, at minimum, one (1) hour per school week of consultation with the mentee and one (1) classroom visit per month with the mentee.

13.04 **Bloodborne Pathogens**. The District shall in all regards, including (without limitation) the initial training of new teachers, the retraining of existing teachers, and the provision of appropriate equipment, devices and supplies (e.g. gloves, disinfectant, etc.), comply with all applicable OSHA standards pertaining to occupational exposure to bloodborne pathogens in an educational setting. The full cost of such compliance shall be borne by the District.

Furthermore, Hepatitis B vaccine shall be made available, through a provider selected by the District (e.g. County Health Department) and without cost to the teacher, for any teacher whose assignment includes rendering first aid or who has an occupational exposure to blood or other potentially infectious materials ("OPIM"), and for any teacher who renders assistance in an occupational situation involving the presence of blood or OPIM.

13.05 **Student Discipline and Administrative Support**. Recognizing that the establishment and maintenance of positive learning environments requires effective student control and discipline by classroom teachers, and that this requires support by the administration and the Board, the District will provide teachers with administrative support and assistance including (but not limited to) the following:

a. The District shall establish rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed by the District to students, teachers and parents at the commencement of each school year.

b. Teachers will be provided administrative support and assistance in enforcing the code of student conduct; and continued efforts will be made to assure teachers that they can teach with a minimum of disruption and abuse.

13.06 **After School Reading Program**. If the District determines, in its discretion, to offer an after school remedial reading program (reading program) in which students from Grand Valley State University (GVSU) act as volunteer tutors to District students, the following provisions shall apply:

a. Organization and supervision of the reading program shall be provided by District teachers who shall supervise the GVSU tutors, oversee the lessons being taught, and supervise the students in the reading program.

b. Teacher participation in the reading program shall be voluntary; and the supervising teachers shall be paid for all hours spent working on the reading program outside their regular work day.

c. Supervising teachers shall keep a log listing the dates and times spent in the reading program outside their regular work day. These logs shall be turned in to the District's Business Office at the end of each semester (or more frequently if requested by the District) to determine the amounts to be paid. As a condition of such payment, the time spent must be approved in writing by the building administrator within limits set by the administration. Pay shall be at the hourly rate established in Schedule B. Payment shall occur as soon as reasonably possible following submission of the logs.

13.07 **Shared Time Teachers.** In the event the District determines, in its discretion, to enter into any agreements with the Allendale Christian School or other schools to provide instruction for the students of those schools, the following shall apply:

a. Teachers hired as "shared time teachers" shall be provided with a specific schedule showing the percent of time the teacher will work in the District, and the percent of time the teacher will work in the sharing school.

b. (Example: The District may hire a shared time art teacher to teach two-fifths (0.4) of a position. The teacher may be scheduled to provide the equivalent of one and one-half (1½) days of instruction for Allendale Christian School and one-half (½) day of instruction for the District. The specific days and hours will be determined by the District in consultation with the art teacher and Allendale Christian School.)

c. Shared time teachers shall be considered to be in the Association's bargaining unit for all of the hours they are scheduled to work as "shared time teachers," whether in the

District or in the sharing school. They shall be covered by all of the provisions of the Master Agreement between the District and the Association.

d. If instruction is provided on the premises of the sharing school, the teacher shall be reimbursed for mileage at the maximum rate allowable (without taxation) by the Internal Revenue Service for the miles driven between the District and the sharing school in connection with the shared time program.

e. The shared time teacher shall follow the hours of the District when s/he is teaching in the District, and the hours of the sharing school when s/he is teaching in the sharing school.

f. The shared time teacher shall be scheduled for preparation time in accordance with the provisions of the Master Agreement, as if s/he were teaching his/her entire assignment in the District.

g. The shared time teacher shall be expected to attend parent-teacher conferences in both school districts.

h. In the event a shared time program is discontinued during the school year, the provisions contained in Article 8 of the Master Agreement shall apply.

13.08 **Department and Grade Level Chairpersons**

a. Grade Level Chair positions will be determined by the Superintendent. Y5-5 Department Chair positions shall be determined by the Superintendent based on the recommendation of the Curriculum Director and grade level chairs.

b. Department and Grade Level Chairpersons will be paid at the Schedule B rate and will serve 3-year terms unless terminated by either the teacher or the administrator. A Department or Grade Level Chair can be selected to concurrent terms of service.

c. Department and Grade Level Chairpersons shall be selected by an interview process with administrators and interested department/grade level teachers. The final decision will remain with the supervising administrator.

d. Department and Grade Level Chairpersons shall be members of the Building School Improvement Team, the District Improvement Team, and the Professional Learning Steering Committee. Their duties and responsibilities are outlined in the Department and Grade Level Chairperson's Job Description.

e. Evaluation of Department or Grade Level Chairpersons will be by the supervising administrator in Domain 6 (Professional Collaboration and Communication) of the Teacher Evaluation Framework and by a Department/Grade Level Chairperson Feedback Form completed by colleagues.

13.09 **Special Education Summer Work**

a. Due to IEP requirements, Special Education Teachers who need to fulfill summer IEP obligations including, but not limited to Extended School Year (ESY), and other IEP mandated services will be compensated at a rate of $45 per hour.

b. Summer work is determined by the IEP.

13.10 **High School Counselors**

a. Counselors shall not be assigned attendance functions, discipline responsibilities, administrative and clerical duties or study hall or lunch room supervisory responsibilities as part of their normal duties.

b. The board further recognizes that counselors should have the flexibility to arrange their schedules to permit their taking part in activities outside the school building which are in interest to the student. These activities shall include, but not necessarily limit to, liaison activities with community and social agencies as part of the referral process, vocational/educational guidance workshops, parental contact and job and educational placement activities. This time should be reviewed with the building administrator prior to the event.

c. Counselors shall be paid the teacher hourly rate for up to five (5) days prior to the start of the school year and two (2) days after the last day of school through mutual agreement of the counselor and the building principal. Record of the days worked will be submitted via time sheet.

d. Additional work days may be added through mutual agreement of the counselor and the building principal. These days will be compensated at the teacher hourly rate.

13.11 **Parent Teacher Conferences**

a. In lieu of Fall conferences, each building will host an "Education Celebration" night, all on the same evening, from 5:30-7:30 p.m. at the AECC and Evergreen, and 6:00-8:00 p.m. at Oakwood Intermediate, Allendale Middle School, Allendale High School, and the Allendale Virtual Academy (AVA).

b. The required Spring conference hours shall be as follows:

Day one - 12:30-3:30 p.m. and 5:00-7:30 p.m.
Day two - 12:30-3:30 p.m. and 5:00-7:30 p.m.

ARTICLE 14
Ancillary Staff

14.01 Ancillary staff members who are employed by the District and are in the bargaining unit (and therefore subject to this Agreement), pursuant to the "Recognition" clause of this Agreement (e.g. ¶2.01(c)) shall be subject to the special terms and conditions contained in this Article.

14.02 Ancillary staff members shall satisfy all applicable certification and/or licensure requirements.

14.03 Ancillary staff members shall be covered by the provisions of the Master Agreement except as follows:

a. Paragraph 6.01 (Class Size) shall not apply.

b. Paragraph 6.02 (Hours) shall not apply; provided, however, that ancillary staff members shall not be regularly scheduled for more than an average of seventy-five (75) hours per two week pay period.

c. Paragraph 6.03 (Prep Time and Teaching Schedules) shall not apply.

d. Paragraph 6.04 (Secondary Preparations) shall not apply.

e. Other provisions of the Master Agreement shall not apply to ancillary staff members if the terms of such other provisions expressly exclude ancillary staff members. If the District and the Association agree to additional contract provisions that are clearly and obviously inapplicable to ancillary staff members, such provisions shall not apply to the ancillary staff members.

14.04 The normal working schedule for ancillary staff members will be determined by the District and may differ from the working schedule of its certified teachers; provided, however, that ancillary staff members shall not (in any school year) be required to commence work sooner than the teacher starting date or to continue working beyond the teacher ending date.

14.05 Ancillary staff members shall be deemed probationary employees during the first four (4) full school years of their employment with the District.

14.06 Ancillary staff members shall not acquire tenure with the District in the ancillary staff position.

ARTICLE 15
Grievance Procedure

15.01 **Definition** A grievance shall be defined as a written complaint filed by a teacher, group of teachers, or the Association based on an alleged violation of the provisions of this Agreement. The term "grievant" shall mean the teacher(s) and/or Association filing the grievance.

15.02 **Exclusions** Notwithstanding the foregoing definition, it is understood and agreed that the following matters are not subject to and may not be processed under the grievance procedure contained in this Agreement:

a. Any evaluation for non-tenured teaching staff, and any evaluation for tenured teaching staff that result in an effective rating.

b. The non-renewal of any probationary teacher.

c. Non-appointment or non-reappointment of any teacher on extra-curricular assignment (e.g. Schedule "B").

d. Any matter appealable to the State Tenure Commission.

e. Any disciplinary action with a consequence of a written reprimand or less.

15.03 **General Provisions**:

a. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

b. Nothing contained herein shall be construed as limiting the right of a grievant to discuss a matter informally with any appropriate member of the administration or Board in an effort to resolve the matter without recourse to the grievance procedure.

c. No reprisals of any kind will be taken by or against any party or participant in the grievance procedure by reason of his/her good faith participation.

d. The term "days," as used in this grievance procedure shall mean and refer to school days (i.e. days when students are scheduled to be in attendance).

e. The number of days indicated at each level of the grievance procedure shall be considered a maximum, and the parties shall attempt to expedite the process when reasonably possible. The time limits contained in the grievance procedure may be compressed or extended, in writing, by mutual consent.

f. A grievance which is not timely filed or appealed shall be considered as dropped or abandoned, and may not thereafter be processed. In the event the administration fails

or neglects to issue a timely answer or response, the grievance may be advanced to the next level.

g. Nothing contained within this Article or within the Agreement shall be construed or applied to cause the Board to violate any provision of the Michigan Revised School Code or Section 15 of the Public Employment Relations Act.

15.04 **Specific Procedures** In addition to the foregoing, the following specific procedures shall be followed:

Level One - Immediate Supervisor:

a. A grievance must be in writing, and must be filed with the principal or appropriate administrator and the Association within thirty (30) days following occurrence of the grievable event, or within thirty (30) days following the time when it was detected, but in no event later than sixty (60) days following occurrence of the grievable event.

The written grievance shall be written on the grievance form attached hereto as Schedule "D". No grievance may be expanded at a later step to include additional claims or contract provisions not raised at the initial filing level absent mutual agreement. The written grievance must:

(1) Be identified as "individual" or "Association," and shall be signed by the grievant;

(2) Identify the specific provision(s) of this Agreement which have been allegedly violated;

(3) State the facts supporting the alleged violation; and

(4) Specify the relief requested.

b. Within ten (10) days following receipt of the grievance, the principal or appropriate administrator shall meet with the grievant and/or the Association to hear and discuss the grievance.

c. Within ten (10) days following the meeting at Level One, the principal or appropriate administrator shall issue a written response to the grievance and provide a copy of the same to the grievant and the Association.

Level Two - Superintendent:

a. If a grievance is not satisfactorily resolved at Level One, the grievant may appeal it to the Superintendent, in writing, within ten (10) days following receipt of the Level

One written answer (or following the time when it should have been received if it was not timely received).

b. Within ten (10) days following receipt of the grievance, the Superintendent shall meet with the grievant and/or the Association to hear and discuss the grievance.

c. Within ten (10) days following the meeting at Level Two, the Superintendent shall render a written decision on the grievance and provide a copy of the same to the grievant and the Association.

Level Three - Board:

a. If a grievance is not satisfactorily resolved at Level Two, the grievant may appeal it to the Board, in writing, within ten (10) days following receipt of the Level Two written answer (or following the time when it should have been received if it was not timely received). The written appeal to Level Three (Board) shall, however, be filed with the Superintendent.

b. Within thirty (30) days of the receipt of the grievance, the Board shall meet with the grievant and/or the Association to hear and discuss the grievance. The meeting shall follow all requirements of the Open Meetings Act and be open or closed at the option of the grievant.

c. Within twenty (20) days following the meeting at Level Three, the Board shall render a written decision on the grievance and provide a copy of the same to the grievant and the Association.

d. Individual grievant(s) shall not have the right to process a grievance beyond this level. Only the Association may appeal grievances beyond Level Three.

Level Four - Arbitration Panel:

a. If a grievance is not satisfactorily resolved at Level Three, the Association (but not an individual grievant) may submit the grievance to arbitration within thirty (30) days from receipt of the Level Three response. In the event the Association fails to demand arbitration within thirty (30) days, the District's Level Three response shall be final and the grievance shall be considered resolved on that basis.

(i) Arbitration Demand.
To initiate arbitration, the Association must file the Demand for Arbitration with FMCS within thirty (30) days after the time limit in Level Three. The arbitrator will be selected and the hearing will be conducted in accordance with procedures of FMCS.
The party requesting arbitration shall be responsible for the fees of FMCS for filing with FMCS and providing the panel of arbitrators. The party

requesting a second panel will be responsible for the cost of FMCS providing the second panel.

(ii) Arbitration Decision.
The decision of the arbitrator shall be final and binding upon the parties. The power of the arbitrator shall be limited to the interpretation of the express terms of this Agreement. The arbitrator shall have no power to alter, modify, disregard, add to, or subtract from the terms of this Agreement as written nor will the arbitrator issue any decision which requires the commission of an act prohibited by law.

The arbitrator shall not have authority to issue a back pay award for an amount in excess of an employee's lost hourly wage rate for a period to exceed twenty (20) days prior to the date the grievance was filed less any unemployment compensation or compensation for personal services that the employee may have received from any source during the period in question.

(iii) Cost of Arbitration.
The fees and expenses of the arbitrator shall be paid by the losing party as determined by the arbitrator. Each party shall be responsible for the fees, expenses, wages, and any other compensation of its own witnesses, representatives and legal counsel.

(iv) Upon request of either the Employer or the Association, a transcript of the hearing shall be made and furnished to the arbitrator with the Employer and the Association having the opportunity to purchase their own copy.

(v) If the issue of arbitrability of any grievance is raised, the arbitrator shall not determine the merits of any grievance unless arbitrability has been affirmatively decided, and the Employer may require a bifurcated hearing in any proceeding in which the arbitrability of the grievance is at issue.

ARTICLE 16
Evaluation for Teacher of Record

16.01: <u>Teacher of Record Evaluation Process</u>

A. Evaluation Purpose

1. The District commits to maintaining a Teacher of Record evaluation system designed to promote educational excellence and comply with the Michigan Revised School Code (RSC), particularly Section 1249 and the Teacher Tenure Act (TTA).

2. Evaluations will include supporting continuous professional growth and development which includes:

    a. Specific performance goals agreed upon by the teacher and administration to improve their effectiveness in the upcoming school year.

    b. An evaluation of the teacher's job performance with timely and constructive feedback.

    c. Clear approaches to measuring student growth with relevant data on student growth.

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

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

        i. The student growth and assessment data or student learning objectives shall consist of measurable, long-term academic goals set for all students that utilize available data as determined annually by departments and/or grade levels, in agreement with Administration.

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

    f. The 5D+ Rubric that utilizes other objective criteria for 80% of the year-end evaluation determination.

B. Evaluation Criteria and Procedures

1. Evaluations of Teachers of Record will include a combination of classroom observations, student performance data, and other relevant indicators of professional practice.

2. The evaluation process will involve constructive feedback designed to support teacher development.

3. All teachers shall be informed of the criteria upon which they will be evaluated regarding the negotiated Performance Evaluation system, known as the 5D+ Rubric for Instructional Growth and Teacher Evaluation. They shall initially be so informed on or before September 15 of each school year, and shall therefore be informed upon revision, if any, of said criteria; provided that new hires shall also be informed upon employment.

4. The first evaluation observation shall occur no later than December 15 of each school year. This December 15 requirement may be altered in situations where a teacher or

Administrator is on FMLA or similar medical leave or is a mid-year hire. This alteration will occur in an agreement between the District and Association.

5. Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations will be evaluated every third year. Any concerns that arise in that three-year period may be addressed through an IDP.

6. If a written or electronic evaluation is not provided to a teacher by June 1 of each school year, the teacher is deemed Effective.

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

   a. The teacher worked less than 60 days in that school year.

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

   c. The teacher accumulated leave of absence from work during the school year amounting to a total of forty-five (45) days or more

   d. There are extenuating circumstances and the teacher and the school district, intermediate school district, or public school academy agree to designate the teacher as unevaluated because of the extenuating circumstances.

8. If a teacher receives an unevaluated designation in the above conditions, the teacher's rating from the prior school year must be used for the current year, if the evaluation was conducted by Allendale Public Schools. This provision is for R.E.P. (Registry of Educational Personnel) purposes only.

9. Beginning in the 2024-2025 school year, 20% of the year-end evaluation shall be based on student growth and assessment data or student learning objectives metrics. By September 1, 2024, the District and Association will negotiate and reach consensus concerning how to measure student growth and assessment data or student learning objective metrics to be considered for 20% of the evaluation.

C. Evaluation Process for Probationary Teachers

1. Probationary teachers shall have at least two (2) complete evaluations during their first probationary school year of employment. One evaluation should be completed by December 15 and will be accompanied by a Mid-Year Progress Report which includes:

   a. An assessment of the teacher’s progress in meeting the goals of his/her Individualized Development Plan (IDP).

   b. Student growth and assessment data.

   c. A rating of the teacher’s performance to date using the 5D+ Dimensions Rubric in Pivot.

d. Specific performance goals for the remainder of the school year and any recommended training.

2. A second evaluation shall be completed by June 1st and include the same evaluation criteria as above.

3. Thereafter (i.e. during their second and subsequent probationary school years of employment), probationary teachers shall have at least one (1) evaluation on an annual year-end basis due by June 1st.

4. Probationary teachers teaching in their first year in the District will be evaluated with the evaluation rubric with a minimum of four (4) observations.

5. Probationary teachers will be evaluated with 5D+ Rubric with an Individual Development Plan (IDP) formulated by the administrator in consultation with the teacher by October 15 of each school year.

6. Observations shall be conducted by administrators trained in the evaluation process, with written feedback provided to the teacher within 30 days of each observation.

7. A probationary classroom teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating.

8. A probationary teacher in their 1st year teaching in the District will have a minimum of two (2) observations, either announced or unannounced, for Mid-Year Evaluation by December 15.

9. The annual year-end evaluation shall include:

   a. An assessment of the teacher's progress in meeting the goals of his/her IDP.

   b. Student growth and assessment data.

   c. The final summative evaluation rating in Pivot.

   d. Attendance and Disciplinary Record (if any).

D. Evaluation Process for Tenured Teachers

1. Tenured teachers will be evaluated at least every three years, unless an earlier evaluation is warranted by performance concerns or changes in assignment.

2. If a tenured teacher has been rated "highly effective" (prior to July 1, 2024) or "effective" (after to July 1, 2024) for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter. If the subsequent year-end rating is not "effective"

on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years. In the event that an administrator believes a tenured teacher is in need of additional support within a school year (prior to the final, year-end evaluation), the administrator and Association shall work together with the teacher to create an IDP that addresses the necessary interventions.

3. Tenured teachers in an on-year cycle shall have at least one (1) complete evaluation using the 5D+™ Rubric for Instructional Growth and Teacher Evaluation due by June 1. The final year-end rating shall be one of the following: Effective, Developing, or Needing Support. The year-end rating shall be given once all performance data and goal summaries have been shared with the evaluator.

4. Tenured teachers rated as "Developing" or "needing support" will receive a mid-year progress report and an IDP, developed by the administrator, in consultation with the teacher and Association, aimed at addressing specific areas for improvement.

5. There shall be a minimum of 2 observations that shall be conducted by administrators trained in the evaluation process, with written feedback provided to the teacher within 30 days of each observation.

6. A growth plan (for those in an "on cycle" year) that includes goals formulated by the administrator in consultation with the tenured teacher shall be completed by October 15 of each school year.

7. The annual year-end evaluation shall include:

    a. An assessment of the teacher's progress in meeting the goals of his/her PGP (or IDP if applicable).

    b. Student growth and assessment data.

    c. The final summative evaluation rating in Pivot.

    d. Attendance and Disciplinary Record (if any).

E. Classroom Observations

1. All classroom observations shall be no less than 15 minutes in duration, consistent with state law, and may include both scheduled and unscheduled observations to ensure a comprehensive assessment of teacher performance.

2. A classroom observation must include a review of the teacher's lesson plan and the state curriculum standard(s) being used in the lesson and a review of pupil engagement in the lesson. These items must be discussed during a post-observation meeting between the school administrator conducting the observation and the teacher.

3. Classroom observations shall be at least 30 days apart and electronic feedback will be given within fourteen (14) calendar days of observation.

4. Administrators conducting evaluations shall be trained to ensure consistency and fairness in the evaluation process.

F. Use of Student Growth and Assessment Data

1. Student growth and assessment data will account for 20% of the evaluation. The specific metrics for assessing student growth will be determined collaboratively by the District and the Association.

2. The data used will be aligned with state standards and reflect actual learning outcomes relevant to the teacher's subject area and grade level.

3. The 80% portion of a teacher's year-end evaluation and assessment data or student learning objective metrics shall be based on a teacher's performance as measured by the 5D+ Rubric.

G. Feedback and Development

1. Teachers will receive timely and constructive feedback within fourteen (14) calendar days of the observation following each observation and at the year-end evaluation prior to June 1.

2. Written and/or electronic feedback from observations, at a minimum, will consist of a review of the classroom teacher's lesson plan, the state or national curriculum standard used in the lesson, and pupil engagement. A post-observation meeting may be requested by the teacher to discuss the observation feedback.

3. If there is no year-end evaluation as described above for a tenured teacher, the teacher shall be deemed "Effective - Evaluation Exemption" (or similar designation by the state) per the year-end evaluation determination.

4. An Individual Development Plan (IDP) will be created for any teacher receiving a rating of "needing support," and will be developed by the administrator in consultation with the teacher and the Association. It will be focused on targeted performance goals and will include support for improvement.

5. 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.

6. If a tenured classroom teacher is rated 'needing support' on 3 consecutive year-end evaluations, the classroom teacher shall be discharged consistent with due process.

7. Teachers who voluntarily move to a new assignment in a new building may be put back on cycle for evaluation for at least one year.

H. Appeals and Dispute Resolution

1. Tenured teachers may challenge their evaluation results through a clearly defined grievance procedure that respects both the legal framework and the professional context of teaching.

2. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating outlined in Section 1249 (2, I, i, ii,iii).

    a. The teacher may request a review meeting of the evaluation and the rating to the District's superintendent or designee. Such a request must be made in writing within 30 calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no later than five (5) days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after the meeting.

    b. If the written response does not resolve the matter, the teacher or the Association may request mediation 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.

3. A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article 15.

I. Training on evaluation system, tools, and reporting forms

1. Training on the 5D+ Rubric Teacher Evaluation tool for teachers and evaluators as required by law will occur. The District shall provide, during contractually scheduled Professional Development time or if appropriate through email/digitally, training to all teachers on the evaluation system and other important components of the year-end evaluation process and how each reporting form is used during the process.

2. Website posting of required information for the 5D+™ Rubric for Instructional Growth and Teacher Evaluation tool will be available.

3. By not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District.

4. For the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE").

5. The 5D+ Rubric Teacher Evaluation tools shall be used consistently among the schools operated by the District, so that all teachers are evaluated using the same evaluation rubric.

ARTICLE 17
Duration of Agreement

17.01 This Agreement shall take effect on July 1, **2026**, after ratification by both parties, and shall thereafter remain in full force and effect, without change, addition, or amendment (except by mutual agreement) from said date until June 30, **2029** at 11:59 p.m.

ALLENDALE EDUCATION ASSOCIATION, MEA/NEA

By: _____
Its President

By: _____
Negotiating Committee Members

By: _____
Negotiating Committee Members

By: _____
Negotiating Committee Members

By: _____
AEA Secretary

BOARD OF EDUCATION (ALLENDALE PUBLIC SCHOOLS)

By: _____
Superintendent of Schools

By: _____
Board of Education Secretary

SCHEDULE A

26/27 (4% increase)

Step	BA	BA+	MA, MA+, ++, Ed.S., PhD
1	$50,280	$51,966	$53,652
2	$51,274	$53,247	$55,219
3	$52,267	$54,527	$56,786
4	$53,262	$55,807	$58,353
5	$54,254	$57,089	$59,923
6	$55,248	$58,397	$61,545
7	$56,241	$59,705	$63,169
8	$57,235	$61,014	$64,792
9	$58,229	$62,322	$66,415
10	$59,223	$63,632	$68,042
11	$60,217	$64,969	$69,722
12	$61,210	$66,306	$71,401
13	$62,204	$67,644	$73,083
14	$63,198	$68,980	$74,762
15	$64,192	$70,319	$76,446
16	$65,185	$71,671	$78,156
17	$66,177	$73,022	$79,866
18	$67,172	$74,375	$81,578
19	$68,166	$75,727	$83,287
20	$69,159	$77,081	$85,002
21	$70,153	$78,424	$86,695
22	$71,146	$79,767	$88,388
23	$72,141	$81,109	$90,078
24	$73,134	$82,453	$91,773
25	$74,128	$83,797	$93,467
26	$75,121	$85,043	$94,964
27	$76,116	$86,290	$96,464
28	$77,108	$87,535	$97,963
29	$77,707	$88,585	$99,462
30	$80,115	$91,330	$102,545

27/28 (3% increase)

Step	BA	BA+	MA, MA+, ++, Ed.S., PhD
1	$51,788	$53,525	$55,262
2	$52,812	$54,844	$56,876
3	$53,835	$56,163	$58,490
4	$54,860	$57,481	$60,104
5	$55,882	$58,802	$61,721
6	$56,905	$60,149	$63,391
7	$57,928	$61,496	$65,064
8	$58,952	$62,844	$66,736
9	$59,976	$64,192	$68,407
10	$61,000	$65,541	$70,083
11	$62,024	$66,918	$71,814
12	$63,046	$68,295	$73,543
13	$64,070	$69,673	$75,275
14	$65,094	$71,049	$77,005
15	$66,118	$72,429	$78,739
16	$67,141	$73,821	$80,501
17	$68,162	$75,213	$82,262
18	$69,187	$76,606	$84,025
19	$70,211	$77,999	$85,786
20	$71,234	$79,393	$87,552
21	$72,258	$80,777	$89,296
22	$73,280	$82,160	$91,040
23	$74,305	$83,542	$92,780
24	$75,328	$84,927	$94,526
25	$76,352	$86,311	$96,271
26	$77,375	$87,594	$97,813
27	$78,399	$88,879	$99,358
28	$79,421	$90,161	$100,902
29	$80,038	$91,243	$102,446
30	$82,518	$94,070	$105,621

28/29 (3% increase)

Step	BA	BA+	MA, MA+, ++, Ed.S., PhD
1	$53,342	$55,131	$56,920
2	$54,396	$56,489	$58,582
3	$55,450	$57,848	$60,245
4	$56,506	$59,205	$61,907
5	$57,558	$60,566	$63,573
6	$58,612	$61,953	$65,293
7	$59,666	$63,341	$67,016
8	$60,721	$64,729	$68,738
9	$61,775	$66,118	$70,459
10	$62,830	$67,507	$72,185
11	$63,885	$68,926	$73,968
12	$64,937	$70,344	$75,749
13	$65,992	$71,763	$77,533
14	$67,047	$73,180	$79,315
15	$68,102	$74,602	$81,101
16	$69,155	$76,036	$82,916
17	$70,207	$77,469	$84,730
18	$71,263	$78,904	$86,546
19	$72,317	$80,339	$88,360
20	$73,371	$81,775	$90,179
21	$74,426	$83,200	$91,975
22	$75,478	$84,625	$93,771
23	$76,534	$86,048	$95,563
24	$77,588	$87,475	$97,362
25	$78,643	$88,900	$99,159
26	$79,696	$90,222	$100,747
27	$80,751	$91,545	$102,339
28	$81,804	$92,866	$103,929
29	$82,439	$93,980	$105,519
30	$84,994	$96,892	$108,790

1. 2026-27

All bargaining unit members shall advance one step, unless already at Step 30, from the step placement on the 2025-26 salary schedule; 4% shall be added to the 2025-26 salary schedule as reflected in the 2026-27 Salary Schedule in Schedule A.

2. 2027-28

All bargaining unit members shall advance one step, unless already at Step 30, from the step placement on the 2026-27 salary schedule; 3% shall be added to the 2026-27 salary schedule as reflected in the 2027-28 Salary Schedule in Schedule A.

3. 2028-29

All bargaining unit members shall advance one step, unless already at Step 30, from the step placement on the 2027-28 salary schedule; 3% shall be added to the 2027-28 salary schedule as reflected in the 2028-2029 Salary Schedule in Schedule A.

SCHEDULE B
Allendale Public School
Extra-Curricular Pay Schedule

2026-29:

Schedule B: Extra Duty Assignments

Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25
Academic	Class Advisor	9-12		Senior Class	2	2	2	2	2	3	4	5	6
				Senior Class	2	2	2	2	2	3	4	5	6
				Junior Class	2	2	2	2	2	3	4	5	6
				Junior Class	2	2	2	2	2	3	4	5	6
				Sophomore Class	2	2	2	2	2	3	4	5	6
				Freshman Class	2	2	2	2	2	3	4	5	6
	Dept/Gr. Level Chair	6-12		Applied Arts Chair	6	6	6	6	6	7	8	9	10
		K-12		Art Chair	6	6	6	6	6	7	8	9	10
		6-12		ELA Chair	6	6	6	6	6	7	8	9	10
		K-5		ELA Chair	6	6	6	6	6	7	8	9	10
		4-12		LOTE Chair	6	6	6	6	6	7	8	9	10
		6-12		Math Chair	6	6	6	6	6	7	8	9	10
		K-5		Math Chair	6	6	6	6	6	7	8	9	10
		K-12		Music Chair	6	6	6	6	6	7	8	9	10
		K-12		PE/Health Chair	6	6	6	6	6	7	8	9	10
		6-12		Science Chair	6	6	6	6	6	7	8	9	10
		K-5		Science Chair	6	6	6	6	6	7	8	9	10
		6-12		Social Studies Chair	6	6	6	6	6	7	8	9	10
		K-5		Social Studies Chair	6	6	6	6	6	7	8	9	10
		K-12		Special Education Chair	6	6	6	6	6	7	8	9	10
		K-12		Ancillary Staff Chair	6	6	6	6	6	7	8	9	10
		DK-K		Grade Level Chair	6	6	6	6	6	7	8	9	10
		1st		Grade Level Chair	6	6	6	6	6	7	8	9	10
		2nd		Grade Level Chair	6	6	6	6	6	7	8	9	10
		3rd		Grade Level Chair	6	6	6	6	6	7	8	9	10
		4th		Grade Level Chair	6	6	6	6	6	7	8	9	10
		5th		Grade Level Chair	6	6	6	6	6	7	8	9	10
	Interact	9-12		Sponsor	2	2	2	2	2	3	4	5	6
	Nat'l Honor Society	9-12		Sponsor	2	2	2	2	2	3	4	5	6
	Nat'l Honor Society	9-12		Sponsor	2	2	2	2	2	3	4	5	6
	First Robotics	9-12		Sponsor	8	9	10	11	12	15	16	17	18
	Lego Robotics	6-8		Sponsor	3	3.5	4	4	4	5	6	7	8
	Lego Robotics	3-5		Sponsor	3	3.5	4	4	4	5	6	7	8
	Red Zone	9-12		Manager	4	4	4	4	4	5	6	7	8

Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25
	Science Olympiad	9-12		Coach	8	9	10	11	12	15	16	17	18
		9-12		Assistant	3	3	3	3	3	4	5	6	7
		6-8		Coach	8	9	10	11	12	15	16	17	18
		6-8		Assistant	3	3	3	3	3	4	5	6	7
	Student Congress	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
		6-8		Sponsor	2	2.5	3	3	3	4	5	6	7
	Yearbook	9-12		Editor	3	3.5	4	4.5	5	6	7	8	9
		6-8		Editor	2	2.5	3	3.5	4	5	6	7	8
	Archery Club	6-8		Sponsor	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Ski Club	6-12		Sponsor	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Tech Club (4)	4-5		Sponsor	1	1	1	1	1	2	3	4	5
	OSTP	4-5		Director	1	1	1	1	1	2	3	4	5
	E-Team	6-8		Sponsor	1	1	1	1	1	2	3	4	5
	5th Gr. Camp (2 Overnights	5		Teacher Chaperone	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Speak Up, Stand Out	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
	LINKS	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
		6-8		Sponsor	3	3.5	4	4	4	5	6	7	8
		4-5		Sponsor	3	3.5	4	4	4	5	6	7	8
		DK-3		Sponsor	3	3.5	4	4	4	5	6	7	8
	Gaming Club	9-12		Sponsor	2	2	2	2	2	3	4	5	6
	Middle School Fuel up to Play 60	6-8		Sponsor	2	2	2	2	2	3	4	5	6
Athletics	Athletic Dev. Coord.	9-12			8	9	10	11	12	13	14	15	16
	Athletic Dev. Coord.	6-8			3	3.5	4	4.5	5	6	7	8	9
	Baseball	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
		Freshman	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
	Basketball	Varsity	Boys	Head Coach	12	13	14	15	16	17	18	19	20
			Girls	Head Coach	12	13	14	15	16	17	18	19	20
		JV	Boys	Coach	6	7	8	9	10	11	12	13	14
			Girls	Coach	6	7	8	9	10	11	12	13	14
		Freshman	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
			Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		8th Gr.	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
		7th Gr.	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Bowling	Varsity		Coach	6	7	8	9	10	11	12	13	14
	Fall Cheerleading	Varsity		Head Coach	3	3.5	4	4.5	5	6	7	8	9
		JV		Coach	2	2.5	3	3.5	4	5	6	7	8
	Comp. Cheer	Varsity		Head Coach	6	7	8	9	10	11	12	13	14
		JV		Coach	3	3.5	4	4.5	5	6	7	8	9

		7-8		Coach	3	3.5	4	4.5	5	6	7	8	9
	Cross Country	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
				Assistant	5	5.5	6	6.5	7	8	9	10	11
	Cross Country	Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
				Assistant	5	5.5	6	6.5	7	8	9	10	11
Type of Activities	**Activity Title**	**Grade Level**	**Gender**	**Position**	**Yr 1**	**Yr 2**	**Yr 3**	**Yr 4**	**Yr 5**	**Yr 10**	**Yr. 15**	**Yr. 20**	**Yr. 25**
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
		7-8	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
	Dance Team	9-12		Head Coach	3	3.5	4	4.5	5	6	7	8	9
		9-12		Assistant	2	2.5	3	3.5	4	5	6	7	8
	Football	Varsity		Head Coach	12	13	14	15	16	17	18	19	20
				Assistant	6	7	8	9	10	11	12	13	14
		JV		Coach	6	7	8	9	10	11	12	13	14
				Assistant	5	5.5	6	6.5	7	8	9	10	11
		Freshman		Coach	5	5.5	6	6.5	7	8	9	10	11
				Assistant	4	4.5	5	5.5	6	7	8	9	10
	Golf	Varsity	Boys	Coach	6	7	8	9	10	11	12	13	14
		JV	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
		Varsity	Girls	Coach	6	7	8	9	10	11	12	13	14
		JV	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Soccer	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
			Girls	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
			Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Softball	Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		Freshman	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
	Tennis	Varsity		Head Coach	6	7	8	9	10	11	12	13	14
		JV		Coach	3	3.5	4	4.5	5	6	7	8	9
	Track	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
			Boys	Assistant	5	5.5	6	6.5	7	8	9	10	11
		Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
			Girls	Assistant	5	5.5	6	6.5	7	8	9	10	11
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Volleyball	Varsity	Girls	Head Coach	12	13	14	15	16	17	18	19	20
		JV	Girls	Coach	6	7	8	9	10	11	12	13	14
		Freshman	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
	Volleyball	8th Gr.	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
		7th Gr.	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9

	Wrestling	Varsity		Head Coach	12	13	14	15	16	17	18	19	20
				Assistant	6	7	8	9	10	11	12	13	14
				Assistant	6	7	8	9	10	11	12	13	14
		6-8		Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
				Assistant	2	2.5	3	3.5	4	5	6	7	8
Fine Arts	Art Fair	Y5-K		Coordinator	1.75	1.75	1.75	1.75	1.75	2.75	3.75	4.75	5.75
		1-3		Coordinator	1.75	1.75	1.75	1.75	1.75	2.75	3.75	4.75	5.75
		4-5		Coordinator	2	2	2	2	2	3	4	5	6
		6-8		Coordinator	2	2	2	2	2	3	4	5	6
		9-12		Coordinator	2	2	2	2	2	3	4	5	6
Type of Activities	**Activity Title**	**Grade Level**	**Gender**	**Position**	**Yr 1**	**Yr 2**	**Yr 3**	**Yr 4**	**Yr 5**	**Yr 10**	**Yr. 15**	**Yr. 20**	**Yr. 25**
	Band (Concert)	6-8		Director	3	3.5	4	4.5	5	6	7	8	9
		9-12		Director	3	3.5	4	4.5	5	6	7	8	9
	Band (Marching)	9-12		Director	4	5	6	7	8	9	10	11	12
				Assistant Director	2	2.5	3	3.5	4	5	6	7	8
				Color Guard	2	2.5	3	3	3	4	5	6	7
				Drum Line	2	2.5	3	3	3	4	5	6	7
	Band (Pep Band)	9-12		Director	1	1.5	2	2	2	3	4	5	6
	Drama Club	9-12		Sponsor	2	2	2	2	2	3	4	5	6
		6-8		Sponsor	2	2	2	2	2	3	4	5	6
	Vocal Music Concerts	9-12		Director	3	3.5	4	4.5	5	6	7	8	9
		6-8		Director	3	3.5	4	4.5	5	6	7	8	9
		6-8		Honors Choir Director	2	2.5	3	3.5	4	5	6	7	8
		K-3	Choir	Director	2	3	4	5	5	6	7	8	9
		4-5	Choir	Director	1	1.5	2	2.5	3	4	5	6	7
	Music Performances	K-3		Director	1	1.5	2	2.5	3	4	5	6	7
		K-3		Director	1	1.5	2	2.5	3	4	5	6	7
		4-5		Director	1	1.5	2	2.5	3	4	5	6	7
	Theater	9-12	Play	Director	5	5	5	5	5	6	7	8	9
				Assistant	2	2	2	2	2	3	4	5	6
			Musical	Director	6	6	6	6	6	7	8	9	10
				Assistant	2	2	2	2	2	3	4	5	6
				Choreographer	2	2	2	2	2	3	4	5	6
				Pit Orchestra Director	1	1.5	2	2	2	3	4	5	6
		6-8	Play	Director	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2	2	2	2	3	4	5	6
Hourly	Band Camp	9-12											
	G-T Class/Club	K-12		Sponsor									
	Homework Center	9-12		Supervisor/Tutor									
	Recess/ Intramurals	K-12		Supervisor									
	Enrichment Classes*	K-5											

FOOTNOTES:

1. All percentages are based on $50,280 for 2026-27; $51,788 for 2027-28; and $53,342 for 2028-29.

2. The term "hourly rate" as used above shall be $30.50. The hourly rate for Enrichment Classes will be $20.00 for non-academic courses (bike club, walking club, etc.) and $30.50 for academic classes (coding, STEM courses, or skill builders like knitting, sewing, craft building). In addition, for academic courses which require lesson planning, the teacher will be compensated for up to three hours per course at the rate of $30.50 for planning*
3. Decisions regarding whether or not to have additional teams at any level shall be made by the Superintendent, based on a recommendation from the Athletic Director. Decisions regarding whether to add additional positions in the Academic or Fine Arts areas will be made by the Superintendent.
4. The Intramural rates, at all levels, are payable only for assignments which are before or after the regular school day and which are not part of the employee's regular schedule.
5. Schedule B Staff Members are expected to complete a Schedule B Contract form with their Administrator at the beginning of each year/season.
6. Y5-5 Department Chair positions may not be needed and will be reviewed by district and grade level teams at the end of each school year to determine if they will be filled for the next school year. The District will post only those positions that are determined to be necessary based on the recommendation of the Asst. Supt. of Curriculum and grade level chairs. (Exception: The Y5-5 Special Education Chair will continue to be filled annually.)
7. A committee will convene as needed to review Schedule B and determine if changes and/or additions are necessary. The committee will consist of at least the Superintendent, or designee, and an AEA representative.

School Calendar 2026-2027

August 17	New Teacher Orientation Full Day
August 18	New Teacher Orientation Full Day
August 19	Professional Development Y5-12 Full Day
	EV Open House 5:30-6:30 p.m.
	OW Open House 7:00-8:00 p.m.
August 20	Professional Development Y5-12 Full Day
	AECC Open House 5:30-6:30 p.m.
August 24	Half Day Students and Staff
	First Day of School
August 28	No School Students and Staff
Sept. 4-7	No School - Labor Day Weekend
October 14	Full Day of School Students and Staff
	Education Celebration Night 5:30-7:30 p.m.Y5-3
	Education Celebration Night 6-8 p.m. 4-12
October 16	Professional Development Full Day Y5-12 staff
	No school students
Nov. 25-27	No School Thanksgiving Break
Nov. 30	School Resumes
Dec. 21-Jan. 1	Christmas Break No School Y5-12
Jan. 4	School Resumes
Jan. 14	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Jan. 15	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Feb. 12	Professional Development Full Day Y5-12 Staff
	No school students
Feb. 15	Mid Winter Break
	No school students or staff
March 10	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 11	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 12	No school students or staff
April 2-9	Spring Break
April 12	School Resumes
April 30	Professional Development Full Day Y5-12 Staff
	No school students
May 31	No School Y5-12 students or staff
	Memorial Day
June 3	Y5-12 Half Day (Records Day PM Staff - Optional Report p.m.)
June 4	Y5-12 Half Day (Records Day PM - Optional Report p.m.)

For Middle School, High School and AVA staff, there will be no Open House, however, staff members are required to attend at least 2 of the following 4 events of their choice;

1. 6th grade orientation
2. 9th grade orientation
3. Newcomer Open House (August 17, 2026, 6:00 p.m. CFAC)
4. High School Graduation

School Calendar 2027-2028

August 16	New Teacher Orientation Full Day
August 17	New Teacher Orientation Full Day
August 18	Professional Development Y5-12 Full Day
	EV Open House 5:30-6:30 p.m.
	OW Open House 7:00-8:00 p.m.
August 19	Professional Development Y5-12 Full Day
	AECC Open House 5:30-6:30 p.m.
August 23	Half Day Students and Staff
	First Day of School
August 27	No School Students and Staff
Sept. 3-6	No School - Labor Day Weekend
October 13	Full Day of School Students and Staff
	Education Celebration Night 5:30-7:30 p.m.Y5-3
	Education Celebration Night 6-8 p.m. 4-12
October 15	Professional Development Full Day Y5-12 staff
	No school students
Nov. 24-26	No School Thanksgiving Break
Nov. 29	School Resumes
Dec. 20-Dec.31	Christmas Break No School Y5-12
Jan. 3	School Resumes
Jan. 13	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Jan. 14	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Feb. 11	Professional Development Full Day Y5-12 Staff
	No school students
Feb. 14	Mid Winter Break
	No school students or staff
March 8	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 9	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 10	No school students or staff
March 31-April 7	Spring Break
April 10	School Resumes
April 28	Professional Development Full Day Y5-12 Staff
	No school students
May 29	No School Y5-12 students or staff
	Memorial Day
June 1	Y5-12 Half Day (Records Day PM Staff - Optional Report p.m.)
June 2	Y5-12 Half Day (Records Day PM - Optional Report p.m.)

For Middle School, High School and AVA staff, there will be no Open House, however, staff members are required to attend at least 2 of the following 4 events of their choice;

1. 6th grade orientation
2. 9th grade orientation
3. Newcomer Open House (August 16, 2027, 6:00 p.m. CFAC)
4. High School Graduation

School Calendar 2028-2029

August 14	New Teacher Orientation Full Day
August 15	New Teacher Orientation Full Day
August 16	Professional Development Y5-12 Full Day
	EV Open House 5:30-6:30 p.m.
	OW Open House 7:00-8:00 p.m.
August 17	Professional Development Y5-12 Full Day
	AECC Open House 5:30-6:30 p.m.
August 21	Half Day Students and Staff
	First Day of School
August 25	No School Students and Staff
Sept. 1-4	No School - Labor Day Weekend
October 11	Full Day of School Students and Staff
	Education Celebration Night 5:30-7:30 p.m.Y5-3
	Education Celebration Night 6-8 p.m. 4-12
October 13	Professional Development Full Day Y5-12 staff
	No school students
Nov. 22-24	No School Thanksgiving Break
Nov. 27	School Resumes
Dec. 25-Jan.. 5	Christmas Break No School Y5-12
Jan. 8	School Resumes
Jan. 11	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Jan. 12	Half Day Y5-12 Students AM (Half Day)
	Records Day Y5-12 Staff (Optional Report p.m.)
Feb. 9	Professional Development Full Day Y5-12 Staff
	No school students
Feb. 12	Mid Winter Break
	No school students or staff
March 14	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 15	Half Day for students
	P/T conferences in afternoon/evening Y5-12 staff 12:30-3:30/5:00-7:30
March 16	No school students
	Professional Development Y5-12 Staff Full Day
March 30-April 6	Spring Break
April 9	School Resumes
April 27	Professional Development Full Day Y5-12 Staff
	No school students
May 28	No School Y5-12 students or staff
	Memorial Day
May 31	Y5-12 Half Day (Records Day PM Staff - Optional Report p.m.)
June 1	Y5-12 Half Day (Records Day PM - Optional Report p.m.)

For Middle School, High School and AVA staff, there will be no Open House, however, staff members are required to attend at least 2 of the following 4 events of their choice;

1. 6th grade orientation
2. 9th grade orientation
3. Newcomer Open House (August 14, 2028, 6:00 p.m. CFAC)
4. High School Graduation

SCHEDULE D
Allendale Education Association
GRIEVANCE REPORT FORM

Grievance # _____ **Date Filed:** _____

Building: _____ **Assignment:** _____

Name of Grievant: _____ **Individual** ___ **AEA** ___ **Both** ___

LEVEL 1: SUPERVISOR LEVEL

A. **Date Cause of Grievance Occurred:** _____

B. **Statement of Grievance (Facts Supporting Alleged Violation):**

C. **Specific Contract Provisions Violated:**

D. **Relief Sought:**

_____ _____
Signature of Grievant/AEA ***Date***

E. **Disposition of Supervisor:** _____

_____

_____

_____ _____
Signature of Principal/Supervisor ***Date***

GRIEVANCE REPORT FORM (cont.)

F. **Position of Grievant and/or AEA:**

Signature of Grievant/AEA ***Date***

LEVEL 2: SUPERINTENDENT LEVEL

A. **Date Received by Superintendent:**

B. **Disposition of Superintendent:**

Signature of Superintendent ***Date***

C. **Position of Grievant and/or AEA:**

Signature of Grievant/AEA ***Date***

LEVEL 3: BOARD OF EDUCATION LEVEL

A. **Date Received by Board of Education:**

B. **Disposition of Board of Education:**

Signature for Board of Education ***Date***

C. **Position of Grievant and/or AEA:**

Signature of Grievant/AEA ***Date***

LEVEL 4: ARBITRATION

A. **Demand to Arbitrate Filed:**