MASTER AGREEMENT

Jenison Education Association
and the
Jenison Public School District

September 1, 2025 – August 31, 2027





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JENISON EDUCATION ASSOCIATION MASTER AGREEMENT
2025-2027

This agreement entered into this 1st day of September 2025 by and between the Jenison Education Association, hereinafter called the "Association," and the Jenison Public School District, Jenison, Michigan, hereinafter called the "Board." The signatories shall be the sole parties of this Agreement.

PREFACE:

Whereas, the Board and the Association recognize and declare that providing a quality education for the children of Jenison is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

Whereas, the Board has statutory obligation, pursuant to the Public Employment Relations Act, Act 336, of the Public Acts of 1947, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms, and conditions of employment, and

Whereas, the parties have reached certain understandings which they desire to conform in this Agreement,

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

ARTICLE 1

Recognition and Definitions

A. The Board agrees to recognize the Association as the sole and exclusive bargaining representative for all professional teaching (including fully hired substitutes), counseling, BCBA behavior specialist, teacher consultant, instructional coaching, student services coordinator, and speech staff under contract, exclusive of administrative personnel, instructors at Jenison Innovation Academy, substitute teachers (district subs and day-to-day subs), supervisors, school social workers, GSRP teachers, non-cat employees, content specialists, and school psychologists.

B. The terms "teacher" or "employee," singular or plural, when used hereinafter in this Agreement, shall refer to all personnel represented by the Association in the bargaining unit as defined above.

C. Years of service shall be defined as continuous and uninterrupted years of service in the Jenison Public School system. Leaves of absence with or without pay and absence due to layoff are not considered a break in service. Any period of time spent on layoff or leave of absence shall count as continuous years of service, only for the purpose of this Article. Experience at less than a full teaching load shall count as if the experience were at a full teaching load, but only for the purpose of this Article.

D. The Board shall maintain an up-to-date seniority roster of all employees in the bargaining unit covered by this Agreement. For bargaining unit employees who were hired prior to August 1, 1986, seniority shall be based on date of hire. For teachers hired August 1, 1986, through July 31, 2018, existing seniority shall be maintained. For teachers hired August 1, 2018 to June 30, 2023, four eight-sided dice shall be rolled and the greatest number formed by individual digits shall have the highest seniority. Individuals will roll based on alphabetical given first name. A tie in number formed shall be ranked in place by an additional roll of the four dice by the people tied. An individual not present will have a JEA designee roll in their place. For July 1, 2023 forward, seniority will be determined alphabetically (last, first, middle) in even years and reverse alphabetically in odd years.

E. Tenure shall mean that status as achieved and defined in the Teacher Tenure Act. Probation or probationary teacher shall also be defined in accordance with the Teacher Tenure Act.

F. Bargaining unit members who are not subject to the Teacher Tenure Act (licensed, not eligible to be teacher certified, counselors and speech pathologists) will continue the protections afforded to them under the 2011-13 Master Agreement for placement, discipline, layoff/recall, and evaluation.

ARTICLE 2

Association and Teacher Rights

A. Each bargaining unit member may join the Association and pay union dues or decline to join the Association and decline to pay union dues.

B. Nothing contained herein shall be construed to deny or restrict to any teacher rights they may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. The Association shall have the right to use the school buildings. Permission must be obtained from the Building Administrator, and the same rules and regulations will apply to the Association as to other community groups. The JEA will not be charged for rental use when there is a custodian on duty in the building.

D. The Association shall be provided time to present to new employees annually in collaboration with the Assistant Superintendent on matters of joint concern (i.e. teacher evaluation, contract, etc.). The Association will be provided one (1) hour beyond the "joint" time to meet with new employees. JEA leadership and the Assistant Superintendent will agree to the scheduling of that time by August 1st annually.

E. The provisions of this Agreement shall be applied without regard to gender, sexual orientation, marital status, race, color, national origin, religion, age, height, weight, handicap, disability, or limited English proficiency. No employees will be subjected to unlawful discrimination in the course of their employment with Jenison Public Schools.

F. The Association shall have the right to use the facilities and the office, 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 and will be responsible for the cost of repairs or any damage or loss directly attributable to inappropriate or improper use, and provided further that such repair or loss is not covered by insurance, warranty, and/or service agreements.

G. The Board agrees to furnish to the Association, in response to reasonable requests, all available public information concerning the financial resources of the district as will assist the Association in developing intelligent, accurate, informed and constructive proposals on behalf of the teachers.

ARTICLE 3

Management Rights and Responsibilities

A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all power, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities and the activities of its employees; to hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees; to establish grades and courses of instruction; to establish special programs; and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board and to decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature; to determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the United States. The Board of Education retains sole authority for decisions regarding Prohibited Subjects of Bargaining as delineated in the Public Employment Relations Act. It is further recognized that the Board, in meeting such responsibilities and, in exercising its powers and rights, acts through its administrative staff.

C. Any staff member leaving the school system shall notify the Superintendent, or designee, as soon as possible.

ARTICLE 4

Payroll Deductions

A. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher, and make appropriate remittance for city income taxes as appropriate or any other plans or programs jointly approved by the Association and the Board. Direct deposit of payroll checks will occur for employees through the Business Office. The Business Office must have in writing the employee's authorization for any deductions at least seven (7) days prior to the effective date of such deductions. Deductions may be discontinued by notifying the Business Office seven (7) days prior to the end of a pay period.

B. The Board and the Association recognize the importance of each employee pursuing an active retirement savings plan. To this end, the Board will provide payroll deduction for participation in 403b plans. Applications for payroll deduction will be accepted at any time. Participation in any and all programs is subject to IRS guidelines.

C. 403B Vendors utilized and available to employees of the district must meet IRS regulations and meet standards set forth in the plan document. The JEA will be given a copy of the plan document and will be notified of any changes made to the plan document. If changes are subject to the collective bargaining agreement, the parties will meet to bargain the change.
    a. The JEA will be notified of any complaints, issues or problems arising from the administration of the plan, and JEA will notify Administration of those that come to their attention. Any fees incurred through the use of the third-party administrator will be disclosed to the JEA. If fees are determined to be excessive, the parties will meet to discuss the issue.
        i. It is the intent of the parties that the plan documents will be in compliance with all IRS regulations and all legal requirements. The parties agree that the plan document and the third-party administrator must serve the needs of the members.

ARTICLE 5

Teacher Evaluation

A. The negotiated teacher (person regularly assigned to instruct students in a classroom setting) performance evaluation system (consistent with Revised School Code Section 1249 and the Teachers' Tenure Act) shall be a rigorous, transparent, and fair performance evaluation system that includes:
   a. Two (2) or three (3) specific performance goals identified collaboratively by the teacher and evaluator to improve teacher effectiveness in the upcoming school year. Evidence that goals were pursued and achieved will count for 15% of the year-end evaluation determination. A rating of "effective," (3.0) "developing," (2.0) or "needing support" (1.0) will be assigned.
   b. Student growth data will count as 20% of the year-end evaluation determination.
      i. Measurement tools (building composite):
         1. TK: PELI - percent of students who show growth (composite score) from fall test to spring test
         2. K-8: NWEA Reading & Math - percent of students who show increase in RIT (each student would be two (2) data points toward the building calculation)
         3. 9-12: PSAT 10 composite score to SAT 11 composite score per student (due to score availability delays, students who are seniors each year will have their 10th and 11th scores analyzed for student growth)
      ii. Teachers may exempt individual students who have excessive absences (10% or more of class hours) or are partial year transfers into/out of the teacher's classroom. Teachers and administrators may jointly agree to exempt students who have other anomalous circumstances that may warrant eliminating that data.
      iii. JEA and Administration will assign building effectiveness ratings (effective, needing support, or developing) to percentage ranges of student who grew, as listed below:

79.5-100% growth	Effective (3.0)
50.5-79.4% growth	Developing (2.0)
0-50.4% growth	Needing Support (1.0)

   c. The Marzano Effective Teacher Evaluation Model will be utilized to determine other objective criteria for sixty-five percent (65%) of the year-end evaluation determination, as listed below:

2.45-4.00	Effective (3.0)
1.45-2.44	Developing (2.0)
0-1.44	Needing Support (1.0)

   d. An evaluation of the teacher's job performance including written feedback within fifteen (15) school days of any observation.

B. Process

a. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

i. Teachers shall be notified no later than September 30 who will be doing their year-end evaluation (at least one (1) observation must be conducted by the person doing the year-end evaluation). Specials teachers (e.g. music, art, physical education, et al.) will be evaluated by an administrator from the building(s) in which they serve, or by an administrator designated by the Assistant Superintendent. If an individual specials teacher feels there is a more appropriate assignment of evaluator, they may request that JEA leadership discuss a change with District leadership. If no notification is received, or if an evaluator needs to be changed, JEA and administration will jointly agree to an evaluator at the next regular monthly meeting.

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

iii. The observation must include a review of pupil engagement (as described in the Marzano tool) in the observed lesson.

iv. To ensure the above, the observation shall be no less than fifteen (15) consecutive minutes. The observation may take place in person, via live video chat, or via a submitted video, as agreed upon by the teacher and the administrator. For in-person teaching, the default mode of observation will be via classroom visits unless alternatively agreed upon as stipulated above.

v. The teacher and the administrator shall agree on the scheduling of each observation, with a date and time selected at least two (2) school days prior to the observation. Alternatively, the teacher may choose to waive the two (2) day notification window to invite the administrator to observe a lesson, in which case this visit would count as an observation. The teacher may also waive the two (2) day notification if an observation has to be rescheduled due to the administrator being called away during the originally scheduled observation.

vi. The post-observation meeting shall be held no later than fifteen (15) school days after the observation.

vii. There shall be at least two (2) classroom observations of a teacher in each school year the teacher is evaluated. The first observation shall occur no later than the end of the first semester each school year. Observations that take place the week of Thanksgiving, the week before the Winter Holiday break, or the week before Spring Break must be approved by the teacher. A teacher may request more than two (2) observations.

viii. If walkthroughs are occurring, they will not be counted in iObserve as formal evaluations with scores toward final evaluation.

ix. The annual performance evaluation system will assign a year-end rating of "effective," "developing," or "needing support" and include an assessment of progress toward IDP (Individual Development Plan) goals when applicable. If there is no written year-end evaluation the teacher shall be deemed "effective" for the year-end evaluation rating.

x. Teachers shall receive a rating of "unevaluated" for meeting any one of these criteria:

1. teachers who work less than sixty (60) days in any school year, or
2. who have their evaluation results vacated through the grievance procedure, or

3. who have an extenuating circumstance the District deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, must not be provided an evaluation for that year. For purposes of tracking consecutive years of ratings, the same rating they received from JPS in the prior year will be logged internally and submitted via the Registry of Educational Personnel (REP) for the current year.

xi. If a tenured teacher has been rated "highly effective" or "effective" for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter unless administration provides a reason to JEA that a teacher will be evaluated sooner. After the third year, if a subsequent year-end rating is not "effective," the teacher shall be evaluated annually until receiving an "effective" rating for three (3) consecutive years.

xii. In addition to the above procedures, teachers who are evaluated with a with rating of "developing" or "needing support", or who have been identified by administration as needing a targeted plan of improvement, and/or are first year teachers shall be provided the following:

1. Specific performance goals developed in consultation with the teacher that will be used to assist in improving effectiveness for the next school year.
2. Support provided by the District to assist the teacher in meeting the goals of the IDP.
3. Additional classroom observations may occur.
4. A mid-year progress report, supported with at least two (2) classroom observations no later than February 1, to gauge a teacher's improvement and to assist in any needed additional improvement that is aligned with the existing IDP. At least one (1) observation may be unannounced.
5. For those teachers who have been put on a plan of improvement, a mentor teacher, mutually agreed upon between the administrator, the proposed mentor, and the JEA President or designee, who is informed of the conditions and requirements of the IDP shall be assigned to assist the mentee in the described performance goals of the IDP.

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

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

xv. The Jenison Education Association President will be notified immediately if serious deficiencies are noted in a teacher's performance. Administration will notify JEA of any teacher in jeopardy of not meeting an improvement plan or facing a "needing support" or "developing" rating by spring break each year so that may be communicated to the teacher by JEA.

xvi. Any teacher rated "needing support" on three (3) consecutive year-end evaluations will be dismissed.

C. Rights of Tenured Teachers

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

i. The teacher may request a review of the evaluation and the rating to the District's superintendent. Such a request must be made in writing within thirty (30) calendar days after the teacher is informed of the rating. A written response to the review with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days.
ii. 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.
    1. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the superintendent's written response.
    2. Within fifteen (15) calendar days of receiving the request for mediation, the District shall provide a written response to the teacher and the Association confirming that mediation will be scheduled as appropriate.
iii. A teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article 23.

D. Training on Evaluation Systems, Tools, and Reporting Forms
    a. Within the first two (2) weeks of each school year, the District shall provide, during contractually scheduled Professional Development time (so long as said PD time has been bargained as a part of the annual calendar), training to all teachers on important components of the year-end evaluation process, including student engagement.
    b. Each administrator assigned to evaluate teachers shall be trained in the systems and tools used by the District. This shall include a "rater reliability" training by an individual with expertise in the evaluation tool at least every three (3) years. Proof of such training, including agendas and attendance, shall be provided to the JEA President.

E. Student Assignment
    a. The District will ensure a student is not taught the same subject two (2) years in a row by a teacher rated "needing support" on their two (2) most recent year end evaluations.
    b. If unable to comply, the Board must notify the student's parent that they will be instructed in the same subject two (2) years in a row by a teacher who has been rated needing support on their two (2) most recent year end evaluations by July 15 immediately preceding the school year in which the teacher is assigned to teach the student. The Board must provide a reason why they were unable to comply. However, if the teacher's evaluation is under review, the Board must wait for the review to be complete to issue the letter.

ARTICLE 6

Teacher Placement

A. The proper placement of bargaining unit members is an essential component in promoting student academic growth, educational outcomes, and quality educational services. Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired staff. For vacant positions see Paragraph B (Vacancy).

Placement does not include reduction in force or recall decisions (Article 7).

a. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors.

i. Qualified internal applicants shall be considered (as specified in this Article) prior to soliciting external applicants.
ii. The most qualified and properly certified internal applicant who has expressed interest through an intent form or response to an email or posting, shall be awarded the position. For instructional coaching positions and counseling positions, participation in a full interview process (potentially with external candidates) may be required if the internal candidate has no prior experience in the position they have applied for. Proper certification, approval, permit, or authorization for all aspects of the assignment will be required. The certification, approval, permit, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations. Temporarily certified or otherwise permitted external teacher candidates shall not be awarded vacancies before properly certificated and endorsed internal applicants who have expressed interest.
    1. A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
    2. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

b. Staffing the curriculum with the most qualified teachers to instruct the applicable courses, grades, and school schedule. "Most Qualified" shall be determined as follows:
    i. Internal bargaining unit members must have at least seventy-five percent (75%) of their year-end evaluations as a bargaining unit employee rated as at least "effective" to be awarded a position. If no internal employee meets this criterion, then this requirement shall not apply and external candidates will be considered.
    ii. Length of service or recency of service in a similar grade level(s) or subject area(s) may be used to distinguish between internal candidates. A disparity of five (5) or more years of experience (i.e. one (1) internal candidate has ten (10) years relevant experience and one has two (2) years) or in recency of relevant experience (i.e. one (1) candidate has relevant experience in the last two (2) years and one has experience from twenty (20) years ago) can be used to distinguish between internal candidates.
    iii. Special training required for grade level(s) or subject area(s) (i.e. graduate level degree, Phonics First training, etc.) may be used to distinguish between internal candidates for positions requiring such training.
    iv. If two (2) or more employees equally meet the evaluation, recency of assignment, length of service in similar assignment, and special training clauses, then the position shall be awarded to the most senior bargaining unit member who expressed interest, as defined by their Seniority List ranking.

B. Vacant Positions
    a. Definition of "Vacancy:":
        i. A vacancy shall be defined for purposes of this Agreement as a newly created position within the bargaining unit, a bargaining unit position presently unfilled, or a bargaining unit position known to be soon unfilled due to resignation, retirement, or termination/non-renewal. (An existing section moving to a different building is not considered a vacancy.)

ii. Each year, Intent Forms will be electronically distributed by the District. This is the opportunity for current teaching staff to notify the District about their desires for the upcoming school year. Teaching staff may indicate their intent to resign/retire, change grade/subject/position, and/or move to another building. Intent Form requests will be honored if possible. Teaching staff who do not respond are still eligible to express interest in openings posted by the District.

C. Vacancy Process:
   a. Vacancies occurring within the bargaining unit shall be provided via e-mail to all bargaining unit employees. If a position is vacant and current bargaining unit employees who are properly credentialed have already expressed interest via the intent form process, the vacancy will be emailed to all current bargaining unit employees so any who did not specify this position on an intent form will have two (2) business days (48 hours) to express interest. The internal candidate who meets the "most qualified" criteria in this Article will be awarded the position. Positions that were not requested in the intent process, or are newly created positions, shall be posted at least five (5) calendar days prior to being filled. Bargaining unit employees may apply for such positions by submitting an e-mail of interest to the personnel office. Said positions shall be filled in accordance with the procedure outlined in Section A above.
   b. Any vacancy that occurs after the beginning of the school year shall be considered a Temporary Vacancy and may be filled temporarily for that school year only. When a qualified/known candidate (generally a Jenison student teacher or District substitute) is being recommended to fill the vacancy, it may be offered to the known qualified candidate. If the position is to continue beyond the initial school year, it shall be posted internally for five (5) days before permanently awarding the position and in accordance with the provisions for filling vacancies outlined in Section A above.
   c. When a vacancy occurs during the summer months when regular school is not in session, the district will provide notice of the vacancy via email to all bargaining unit employees. Positions so posted shall remain posted at least five (5) calendar days prior to being filled except after August 1st annually when postings may be for two (2) business days. Application may be made in the same manner as described above. Likewise, these positions shall be filled on the same basis outlined in Section A.
   d. Probationary teachers in hard to fill positions/assignments (shared time, special education, world language/immersion, vocationally endorsed positions, or outdoor classrooms) may be denied internal transfer requests if the District does not feel they can successfully staff the subsequent vacancy or if the teacher was hired specifically for a hard to fill position.
   e. A request by a tenured teacher to leave a hard to fill position/assignment (as specified above) will be treated as other internal transfer requests unless, if in consultation with JEA, the Administration feels the teacher is not likely to be successful in the new position. In this instance, the transfer may be denied.
   f. If a tenured teacher has been denied a requested transfer, the District, Association, and the teacher will collaborate on a plan to help the teacher reach their professional goals. This plan could include additional training, coaching, or other support.

D. Involuntary Transfers
   a. Definition of "Involuntary Transfer":
      i. An "involuntary transfer" shall be defined as any involuntary change in building assignment, change in split junior high/senior high assignments, change to position or assignment, or change in job classification (i.e. instructional coach to teacher).
         1. The following are not considered involuntary transfers:

a. Moving general elementary teachers from an elementary building to the 5-6 building when it opens.
b. Moving from the ECC to TK positions in elementary buildings.
c. Changes in building assignments for elementary specials teachers. These schedules are set on an annual basis based on sections, balancing building assignments, and need.
d. Changes in building assignments for speech pathologists. This is determined annually based on IEP needs.
e. Subject area/course level assignments within a department at the high school and junior high. These assignments are made annually in consultation with départements.
f. When it is necessary to give teachers full schedules or maintain FTE.

b. Involuntary transfers may be affected only for reasonable and necessary business purposes (simply for the convenience of another staffer is not a reasonable/necessary purpose). Thirty (30) days' notice of the intention to involuntarily transfer specifying the reasons for same and the specific position to be transferred to shall be provided to the affected bargaining unit employee and the Association. Cause for involuntary transfer includes only cause involving the individual's performance, ability to staff the schedule with current staff, or as part of a necessary reduction of force, as determined pursuant to this Agreement to maintain the most senior (if a tiebreaker) qualified staff possible district-wide consistent with the requirements of this Agreement. The specifics of the use of involuntary transfers as part of staff reduction shall be outlined in the Reduction in Force and Recall Article of this Agreement.
    i. When an involuntary transfer is necessary, administration will first try to work with departments/grade levels to see if there is a volunteer.
    ii. When there is no volunteer, administration will select the least senior (who is legally qualified) bargaining unit member to involuntarily transfer.

E. Positions Outside the Bargaining Unit
    a. Any teacher who accepts a position in the district that is outside the bargaining unit, and later returns to the bargaining unit shall be entitled to be placed on the seniority list with the number of years of experience they left with. Said person will be placed last in seniority amongst any other current bargaining unit members at the same number of years of service.

ARTICLE 7

Reduction in Force and Recall

A. When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions.

B. General Provisions
    a. The Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will inform the Association of the proposed plan and give the Association leadership five (5) business days to respond before informing the Board of the teaching positions to be reduced. This information is to remain confidential until announced by Administration.

i. Decisions about the reduction and recall of teachers will be guided by the following criteria:
    1. Non-certified teachers will be laid off first, provided there are properly certified and qualified teachers to replace them as allowed by law. The most qualified and properly certified teachers shall maintain positions. Proper certification, approval, permit, or authorization for all aspects of the assignment will be required. The certification, approval, permit, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations. Temporarily certified or otherwise permitted teachers shall be laid off before those who have full credentials when there are fully credentialed teachers to replace them.
        a. If reduction is still necessary, then teachers will be laid off as described in the Teacher Layoff/Reduction process.
        b. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, transfers will occur per Article 6 then, if open positions remain, laid-off teachers who are properly certified and qualified for the position(s) will be given the opportunity for recall. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified per Article 6.

b. A probationary teacher rated as at least effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
c. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:
    i. Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
    ii. Based on documentation on file with the Superintendent's office.
        1. A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
        2. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
d. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications. This shall include notice of any additional endorsements, certificates, or renewals, as well as expirations, revocations, and any limitations thereon.
    i. Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
    ii. A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
    iii. Failure to maintain current contact information may negatively impact the teacher's recall.

C. Teacher Layoff/Reduction Process
    a. Teachers being laid off shall receive a sixty (60) calendar day notice in writing before the effective date of layoff.
    b. Teacher reduction in force decisions will be implemented by the following:

i. If one (1) or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on 75% of that teacher's four most recent (or 75% of their total year end evaluations if the teacher has been employed less than 4 years) year-end performance evaluations, the Superintendent or designee will fill the vacancy consistent with teacher placement guidelines.
iv. If the reduction involves more than one (1) teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong) will determine preference for reduction.

c. The Superintendent or designee will provide written notice of reduction in force decisions to each affected teacher by sending a registered letter or certified letter to the teacher at their last known address.
d. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with completion of their full annual contract as outlined in Article 20, or if their employment ends during a school year, coverage will continue until the end of the month following month of the last day worked. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

D. Teacher Recall Process
a. A teacher is eligible for recall under this Policy for two (2) years (twenty-four (24) months) from the date the District implemented the reduction in force.
b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent or designee may reassign teachers to fill vacancies in accordance with Article 6.
d. After reassignment of existing teaching staff, when names exist on a list to be recalled, the Superintendent or designee may take either of the following actions to fill a vacancy:
i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher has received an overall rating of at least effective on 75% of their four (4) most recent (or 75% of their total year end evaluations if the teacher has been employed less than four (4) years) year-end performance evaluations in Jenison Public Schools. If more than one (1) laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Article 6.
ii. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.

iii. Or, post the vacancy and consider all applicants if the Superintendent determines that no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.

e. The Superintendent or designee will provide written notice of the recall decision to any recalled teachers and will establish the time (minimally five (5) business days) within which a teacher must accept recall to preserve the teacher's employment rights.

f. It is the employee's responsibility to notify the Board, in writing, of any changes in contact information or other factors impacting potential recall.

g. A laid-off teacher who is recalled to a position equivalent to the one from which they were laid off and fails to accept the recall by the time designated in the recall notice (barring an extenuating health crisis) will forfeit all rights to recall and continued employment unless the Superintendent, in their sole discretion, has extended the time limit in writing.

h. A laid off teacher who (barring an extenuating health crisis) does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent will forfeit all rights to recall and continued employment unless the Superintendent, in their sole discretion, has extended the time limit in writing.

i. A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified per the Awarding of Vacancies section and which is equivalent to the one from which they were laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall. The only exemption from this shall be if the teacher is under contract with a different Michigan School District at the time of recall. In such case, the teacher shall have the ability to finish the term of their contract before reporting for duty at the District of Recall. Should the teacher refuse that option, they shall be deemed to have voluntarily quit as set forth above.

E. Definitions:

a. Certification – Properly certified shall be defined as holding the required certificates, endorsements, licenses, and/or approvals required by law to serve in the position assigned. Further, it is the teacher's responsibility to file such certificates, endorsements, licenses, with the Board. The certification status of a teacher on file with the district shall be considered conclusive for all purposes under this Agreement.

b. Qualification – Teachers shall be considered qualified for positions for which they possess the proper certification. Further, their degree of "qualified" status for any position in the district shall be determined by the process outlined in Article 6.

ARTICLE 8

Teacher Discipline

A. Just Cause: No bargaining unit employee shall be disciplined without reasonable and just cause.

a. The term "just cause" as used in this Agreement includes notifying the employee; conducting an investigation; providing access to evidence collected as a part of an investigation, and potentially imposing discipline.

b. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, or occupational advantage; discharges; or other actions of disciplinary nature. This does not include paid administrative leave.

c. For discipline that involves the discharge or demotion of a tenured teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.
d. This paragraph does not limit any reasonable and just cause rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act. (e.g. Bargaining unit members who fail to comply with evaluation procedures can be disciplined.)
e. Any such discipline shall be subject to the grievance procedure, including arbitration.

B. Association Representation: The employer shall offer Association representation to the bargaining unit employee in any case where an allegation has been made against the employee by a parent, administrator, student, or colleague that is the subject of an investigation or that could result in discipline.
    a. The Association representative shall be informed of the subject matter of any investigation. The representative shall be informed in advance of any meeting that a bargaining unit employee is required to attend as part of an investigation, and the representative shall be permitted to meet privately with the employee prior to such a required meeting.
        i. At any time during the process, an employee may request for a representative to be present.
        ii. The employee shall be entitled to the specific representative of their choice, but if that person is not available, the meeting will not be unreasonably delayed.
        iii. When a situation demands prompt attention, the Association shall provide a representative within forty-eight (48) hours of the request.
        iv. If an employee is offered representation and declines, they must sign a waiver of that right and may revoke that waiver and insist on representation at any time.

C. Complaints
    a. The District may investigate complaints in order to determine their accuracy prior to taking any Administrative action.
        i. The District will offer any complainants the opportunity to meet with the bargaining unit employee to provide the employee and the complainants with the opportunity to resolve the issue. No party is obligated to attend such a meeting; refusal to meet shall not stop an investigation or be interpreted as an admission of guilt.
        ii. A complaint against a bargaining unit employee may not be used as a basis for disciplinary action or formal evaluation unless such complaint was called to the attention of the employee and the JEA within ten (10) work days from the receipt of said complaint. The employee may reserve the right to not have the incident reported to the Association, but the Association will be informed of the employee's decision without details of the incident.
    b. No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material.
    c. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question.
    d. When disciplinary material is to be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. The signature line on such material will state, "I am in receipt of disciplinary material, but my signature does not indicate agreement." In no instance shall said signature be interpreted to mean agreement with the content of the material.

e. If the bargaining unit employee believes the material placed in the file is inappropriate or in error, and the belief is found to be valid, the material will be corrected or expunged from the file, whichever is appropriate.
f. If the complaint is found to be inaccurate by the Administration, the complaint and all copies of the complaint will be destroyed.
g. If the District does not believe that the completed investigation provides sufficient evidence to determine whether the complaint is accurate or not, the complaint and all investigative documents may be maintained in an investigative file that is separate from the employee's personnel file. Investigative files will not be released to third parties unless required by law.
h. Complaints against the bargaining unit employee shall be put in writing with administrative action taken and remedy clearly stated. This final disposition may be placed in the employee's personnel file only if the Administration finds the preponderance of evidence supports the complaint.
i. Refusal by a bargaining unit member to participate in an investigation may result in discipline in addition to the complaint against the bargaining unit member being validated. Dishonesty during an investigation may lead to further discipline.
j. Specific negative feedback shall not be shared with an outside party unless that material is a part of the employees' personnel file. The employer may honestly answer a question about eligibility for rehire or if they would rehire the employee.

D. Breach of Contract
Abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other contract violations by a bargaining unit employee reflect adversely upon the educational profession and create undesirable conditions in the school building that may result in discipline.

An Administrative Designee of the Board, shall notify the employee and JEA of alleged breaches of contract within ten (10) school days of the infraction, or, for severe infractions, within ten (10) school days of when it was reported to or discovered by an Administrator, and follow the procedures outlined below.

E. Progressive Discipline
a. The following progression of discipline shall be utilized (see c below for exceptions) after an administrator conducts an investigation regarding alleged breach(es) of contract with an employee:
i. Verbal warning(s), then
ii. Written warning, then
iii. Written reprimand, then
iv. One-day suspension without pay, then
v. Three days suspension without pay, then
vi. Further suspension(s) without pay, then
vii. Discharge
b. Written warnings and reprimands must include investigatory findings, administrative action taken, and expected remedy clearly stated.
i. Such document(s) shall be placed in the bargaining unit employee's personnel file.
ii. The employee shall review, and sign said document(s). The signature line on such document(s) will state, "I am in receipt of this document, but my signature does not indicate agreement." In no instance shall said signature be interpreted to mean agreement with the content of the document.

c. No suspension shall adversely affect any other rights or benefits under this Agreement. The parties recognize that the severity of an offense may necessitate the acceleration of the above progression of discipline.

F. Personnel File
   a. A bargaining unit employee will have the right to review the contents of all records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review. Other examination of a bargaining unit employee's file shall be limited to a business necessity except that an Association representative may review such files when necessary for contract administration purposes or to provide a bargaining unit employee representation in other administrative or legal proceedings. Each file shall contain a record indicating who has reviewed it (outside of normal business functions), the date reviewed, and the reason for such review.
   b. No "verbal warnings" shall be contained in the Personnel File. Any such warning deemed a "verbal warning" shall be communicated to the individual, and there shall be no written record of such in the employee's Personnel File.
      i. Verbal warnings may be memorialized in a separate file at the building level. This record shall include the date of the incident, date of the meeting to issue the verbal warning, and a brief explanation of the incident.
      ii. If a staff member does not agree with the explanation, they may submit a brief rebuttal that will also remain in the file at the building level.
      iii. If, after four (4) years, an employee wishes to petition for prior disciplinary material (that is not legally required to be maintained in a personnel file) to be removed, they may submit a request to the Assistant Superintendent for consideration. A written response with rationale for the Assistant Superintendent's decision shall be provided to the employee. Similarly, if the disciplinary material is filed at the building level, the same procedure will be followed with the request submitted to the building administrator for approval from the Assistant Superintendent.

G. Committee Membership: If bargaining unit employees receive complaints and/or threats of litigation due to the employee's participation in a District committee, the District will provide District-retained legal counsel to advise the employee(s) regarding the claims made and potential defenses, which will include governmental immunity. If litigation is filed, the District will refer the matter to the insurance company who holds the District's errors and omissions insurance policy.

ARTICLE 9

Teaching Hours and Conditions

A. The Board agrees at all times to maintain a list of substitute teachers. Teachers must report unavailability for work prior to 7:00 a.m. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher. The use of regular teachers as substitute teachers shall be avoided whenever possible. Whenever a classroom teacher is asked by an Administrator to forfeit their planning period to take over a class for another teacher, they shall be compensated at the rate of .07% of BA step 1 salary per period forfeited.

B. Teachers are to be in their respective buildings at least five (5) minutes before the start of school and five (5) to ten (10) minutes beyond the student day. If all students are safely to pick up or buses before ten (10) minutes is up or if the staff member has no obligation that day to help exit students, then five (5) minutes after is sufficient.

C. A teacher shall request permission from their building administrator or designee to leave earlier than the time set forth in Part B. The administrator may require the request be confirmed in writing.

D. Teachers are encouraged to remain for a sufficient period after the close of the 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, the teachers' day shall end at the close of the pupils' day.

E. In the junior and senior high a normal teaching load shall consist of five (5) classes in a six (6) period day or six (6) classes in a seven (7) period day. One (1) period in the teaching day shall be for planning and preparation, collaboration with colleagues, meeting with administrators, 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 their step pay for the remaining days under the contract.

F. Secondary teachers shall be entitled to a duty-free uninterrupted lunch period of a minimum of thirty (30) minutes. Elementary teachers shall be entitled to a duty-free uninterrupted lunch period of a minimum of thirty-five (35) minutes.

G. Elementary classroom teachers will receive a guaranteed minimum of two hundred and seventy five (275) minutes preparation time each full week during which time their classes will receive instruction from various teaching specialists (the regular schedule will include fifty-five (55) minute periods for student specials/teacher prep). Preparation time shall be for planning and preparation, collaboration with colleagues, meeting with administrators, and working with students, and parents. The regular classroom teacher may use for preparation all time during which their classes receive instruction from various teacher specialists. In the event that any special offering is eliminated in one or more elementary buildings, those teachers so affected will continue to receive a minimum of two hundred and seventy five (275) minutes preparation time each week. Part-time teachers will receive a proportionate amount of paid preparation time per class period taught as is received by a full-time teacher per class period taught. Both parties agree to maintain the flexibility to hold IEP meetings during prep time as needed. For other meetings, every effort will be made to schedule them at a time convenient for the teacher.

H. Elementary special and special education teachers shall have a minimum of two hundred and seventy five (275) minutes of preparation time per week in time periods of not less than twenty-five (25) minutes, not to include travel time, recesses and supervised lunch periods. Travel time is to be interpreted as closing the class in the first building, actual travel time, and opening class in a different building, with a minimum of twenty (20) minutes scheduled for travel. Elementary music teachers will have one common prep per week.

I. Secondary teachers shall be required to attend four (4) faculty meetings per year as prescribed by the Administration. Elementary teachers shall be required to attend five (5) faculty meetings per year as prescribed by the Administration. .Faculty meetings will be held on Mondays or Tuesdays and will take precedence over all other meetings. Except in case of emergency, notification of such meetings shall be given by the last school day of the preceding week. After-school faculty meetings shall begin within fifteen (15) minutes after the end of a normal school day. Teachers shall be required to remain at the after school meetings not longer than one (1) hour. Before school meetings cannot start until fifty (50) minutes before the first bell. This does not apply to early dismissal or abbreviated school days. Part time teachers are responsible to attend all scheduled staff meetings on days they are scheduled to work. If meetings are on days they do not work, they are responsible to ascertain content/deadlines from the meeting.

J. Daily preparation for effective teaching, correcting papers and themes, attending faculty meetings and similar activities require many hours outside of the classroom and are part of the professional responsibilities of the teacher and counselors. School programs shall be planned cooperatively by the faculty and Administration. Attendance at these appropriately related functions is expected to reflect the individual teacher's acceptance of professional responsibilities.

K. Any teacher who is either absent or tardy from a faculty meeting, open house, or the normal school day, except when on leave or having been excused by his building administrator is subject to a loss of one (1) hour pay per hour missed or parts thereof.

L. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance procedure, including arbitration, shall be released from regular duties without loss of salary.

M. Because parent/teacher conferences and open houses are an important aspect of an effective educational program, time for such conferences shall be twelve (12) hours (two (2) days) in addition to the staff days listed on the school calendar and begin within forty-five (45) minutes of the end of the regular school day. Teachers are required to attend Parent Teacher Conferences and open houses. Open houses shall be one hour in length. Teachers who are ill will be excused; all other conflicts, including personal emergencies, must be approved by the immediate supervisor. Coaches and other Schedule B employees obligated to attend events that are scheduled beyond their control (games, competitions) will be excused from Parent Teacher Conferences and open houses; however, practices and rehearsals must generally be scheduled to avoid conflict with attendance at Parent Teacher Conferences and open houses. Administrators, after consulting with building JEA leadership, will submit Parent Teacher Conference dates and formats by September 1 and open house schedules by June 1 for publication. Schedules will be forwarded to the Jenison Education Association President to resolve any conflicts prior to publication. The Parent Teacher Conference schedules will be disseminated on a semi-annual basis prior to Parent Teacher Conferences. Teachers who are unable to fit all conferences into the prescribed window of time and need to meet with a parent will either be reimbursed hourly at the curriculum rate or released from classroom responsibilities to attend additional conferences. Parent/guardian sign up shall be closed no less than forty-eight (48) hours prior to conference sessions. Two (2) or more dates in one (1) week will count as one (1) session for the purpose of sign up deadlines. If Parent Teacher Conferences are to be rescheduled at a different time, the employee who was absent should make an effort to have another professional employee present in the building for in-person conferences. Teleconferences are also an option when rescheduling.

Part-time and tandem teachers who are in less than full time positions as a result of their own request/volunteerism are expected to attend all parent/teacher conferences at which parents of any of their students may be expected to attend without additional compensation.

N. Upon the request of the Association, vending machines shall be installed in buildings. The proceeds from all such machines shall be placed in the Jenison Education Association Scholarship Fund. Said scholarship fund shall be administered by the Association.

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

P. The Board of Education will make every effort to provide in each school building adequate lunchroom/lounge facilities. Where a dedicated lounge is not available, administration will work with JEA to provide an acceptable alternative. Dedicated staff restroom total count per building (at least 2) will not be reduced as of the end of the 2022-2023 school year without consultation with JEA leadership. A non-bathroom, locking space shall be provided to express breast milk (this can be a classroom space).

ARTICLE 10

Class Size

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

A. It is recognized by the Board of Education that the pupil/teacher ratio listed below is an important aspect for an effective educational program; therefore, the following class sizes are established:

B. Elementary Maximum

TK	24 (with full assistant coverage)
K	24 (Immersion to 26 max with full assistant at 28)
1	26
2	28
3-6	30
ACT	Maximum of 15 sections with no more than 20 students per section and a maximum of 270 total students.

In the event the above maximums are exceeded; the teacher will receive additional services of a teacher assistant as follows:

1	over – half-time assistant
2	over – full-time assistant

C. Secondary 7-12:
    a. 150 students per day, except in vocal and instrumental music the maximum shall be 250 per day and in physical education the maximum shall be 195 per day.
    b. No more than 32 students shall be assigned to any given class period unless the teacher (via a conversation presented by the building representative to the teacher) agrees to 33 and is under the 150 maximum (excluding Advisory), with the exception of physical education with a maximum 43 students per hour. Vocal and instrumental music shall have no maximum student limitation.

D. Under no conditions shall the number of students assigned exceed the number of teaching stations available. A teaching station shall be defined as a place for a student to work.

E. The use of paraprofessionals assigned to a building will be worked out between the teachers in that building and the Administration.

F. Special Education students who are included in the general education classroom shall be distributed as equitably as possible among the various sections except when there is agreement that they can best be supported by grouping. Special education students included for one-half time or more teacher contact time in a general education classroom shall be counted as a student enrolled in the class for purposes of this Article.

   Ongoing communication between special education teachers and general education teachers who serve special education students is essential. Within ten (10) days after the beginning of the school year and second semester as appropriate, teachers who provide special education services will distribute written profiles of students on their caseloads to all general education and specials teachers who have these students in class.

   The elementary general education teacher who will be receiving a special education student for the next school year will be invited to the IEP meeting if the student has been assigned to a class list at the time of the IEP.

G. The parties agree that dual enrollment classes taught by college professors/teachers who are not employed by JPS do not fall under representation of the JEA. College offerings that are onsite during the school day will be disclosed to the JEA and rationale for such will be discussed before implementation.

ARTICLE 11

Elementary Leaders, Division or Department Leaders and BLT

A. Elementary Leaders
    a. All grades TK-6, Special Education, and Spanish Immersion shall have a math and ELA lead. Each Specials Team at the elementary level shall have a Team Leader. The Director of Curriculum shall appoint Leaders in collaboration with teams. The Director of Curriculum will review Leader responsibilities with each appointee. Every three years, leaders shall be reviewed to allow different teachers leadership opportunities. The preference would be for a cycle of rotation so that the majority of members are never new.

b. At the beginning of the school year, the Leaders and administration will review/develop district Grade Level goals that align with the district vision/plan and other curricular/instructional initiatives.
c. The Leaders, Elementary Principals, and Director of Curriculum shall be responsible for collaboratively developing agendas and convening grade level, job alike, and specials team meetings. The Leader will chair these meetings in conjunction with the assigned principal, take attendance, and document meeting minutes. The Leader will share a meeting invitation (including location) at least one (1) week in advance of the meeting and follow up with an agenda no later than one (1) day prior to the meeting. Meetings will occur per the schedule in Appendix E. Attendance and minutes of the grade level/specials/job alike meetings will be shared with team members, Elementary Principals, and the Director of Curriculum.
d. Curricular and instructional responsibilities of Leaders will include, but not be limited to, the following: a) supporting implementation of Common Core State Standards and best instructional practices - all grade levels will review these standards and incorporate them into curriculum/instructional practices as appropriate, b) working with the team to align programs to state and national standards, c) coordinating development of subject area common assessments aligned to the state assessments and supporting the development of course activities/assignments that focus on higher-ordered critical thinking skills, d) supporting the integration of technology as an instructional tool, e) participating in the development and/or adoption of new programs/instructional strategies, f) providing guidance to new grade level teachers on content issues as necessary, and g) assisting with preparation for district job alike meetings. The leaders will work closely with the Director of Curriculum and Elementary Principals to achieve the goals of the building and district.
e. Grade level teams will meet as noted in Appendix E. Location will be announced at least one (1) week in advance and will be determined based upon agenda needs. The Leaders will collaborate with their team, designated Principal, and Curriculum Director as to agenda items for grade level discussion. The agenda will be shared with grade level members no later than one (1) school day prior to the grade level meeting, and the agenda, along with an invitation to attend the meeting as needed will be shared with the Principal and the Curriculum Director. Minutes, including recommendation of topics for further discussion from the grade level meeting and attendance at such meeting will be shared with the grade level, Principal, and Curriculum Director.
f. Elementary Leaders will meet together four (4) times per year for one hour. A two to three (2-3) hour August meeting will also take place paid at curriculum rate. This date will be shared by the end of the previous school year. The agenda shall be shared by administration at least one (1) day prior to the meeting. At this meeting, discussion items noted in grade level meetings will be covered in addition to other items suggested by administration. It is imperative that Leaders are in attendance at all scheduled meetings unless administration grants permission to be excused. Afterwards, Leaders will send the minutes of the meeting via email to team members, elementary principals, and the curriculum director.
g. Elementary Leaders shall be compensated in accordance with provisions set forth in Appendix B-1 of this agreement.

B. Secondary Division and Department Leaders

a. All departments at the secondary level shall have a Division or Department Leader with the exception of departments with two or fewer members, which will not be considered departments for the purpose of the Department Leader stipend. The Principal shall appoint a Division or Department Leader for each department after conferring with the department. The Principal will also review Division and Department Leader responsibilities with each appointee. There shall be a Division Leader for each of the following departments at the Junior and Senior High School: English Language Arts, Mathematics, Social Studies, Science, and Special Education. All other content areas will be part of 7-12 departments and have a Department Leader. Every three (3) years, department chairs shall be reviewed to allow different teachers leadership opportunities. The preference would be for a cycle of rotation so that the majority of members are never new.

b. At the beginning of the school year, The Division or Department Leader will meet with the Principal to review/develop Department goals that align with the district vision/plan and other curricular/instructional initiatives.

c. The Division or Department Leader will collaborate with the Principal to develop agenda items for department discussion. The Division or Department Leader will share a meeting invitation with the Principal and their Department at least a week in advance and follow up with an agenda no later than one (1) school day prior to the department meeting.

d. During the first week of each month, Division or Department Leaders must hold department meetings that last at least one (1) hour after school, or that span two (2) full lunch periods. Division and Department Leaders will survey department members and inform the Principal of which meeting time the department will follow for the year. Minutes, including recommendation of topics for further discussion, from the department meeting will be shared with the department members, the Principal and the Curriculum Director.

e. During the second week of the month, a BLT meeting comprised of Division and Department Leaders will be held with the Principal and last no more than one (1) hour. The agenda shall be shared by the Principal at least one (1) school day prior to the meeting. At this meeting, discussion items noted in department meeting minutes will be covered in addition to discussing agenda items for the next full staff meeting (3rd week of the month) and any other items suggested by administrator(s). It is imperative that Division and Department Leaders are in attendance at all scheduled team meetings unless the Principal grants advanced permission to be excused. Afterwards, the Division and Department Leaders will send the minutes of the Leadership meeting via e-mail to their department members, the Principal, and Curriculum Director.

f. Curricular and instructional responsibilities of Division and Department Leaders will include, but not be limited to, the following: a) supporting implementation of State Standards and best instructional practices - all departments will review these standards and incorporate them into curriculum/instructional practices as appropriate, b) working with the team to align programs to state and national standards, c) coordinating development of subject area common assessments aligned to the state assessments and supporting the development of course activities/assignments that focus on higher-ordered critical thinking skills, d) supporting the integration of technology as an instructional tool, e) participating in the development and/or adoption of new programs/instructional strategies, f) serving on their home BLT, and g) assisting new teachers in their department with content as needed. The Division or Department Leader will work closely with the Director of Curriculum and Principal to achieve the goals of the building and district.

g. Division and Department Leaders shall be compensated in accordance with provisions set forth in Appendix B-1 of this agreement. Division Leaders will also be provided one (1) additional preparation period per day for a total of two (2) per day. Duties expected as a result of that release time include aiding in the growth of the PLC teams through cohesive collaborative practices, implementing data-based decision making, analyzing student success measures, and communicating for the growth of all students.

C. Building Leadership Team (BLT)
   a. A BLT offers leadership opportunities to teachers, builds community and buy-in amongst the staff, enhances communication, and shares the workload of district/BLT goals. BLTs will focus on culture, climate, PBIS, student body issues and building initiatives. BLTs will meet one (1) time a month throughout the school year for no more than one (1) hour. With sixty (60) days prior notice, the BLT representatives will attend other paid training of two (2) hours or more as needed.
   b. At the elementary level, a BLT shall include a special education and specials teacher as well as a lower elementary, middle elementary, and upper elementary teacher. These five (5) individuals shall be chosen by the building administrator and paid a stipend of 1.0 . The decision to be involved with a BLT is optional.
   c. At the secondary level, the BLT shall be composed of Division and Department Leaders from the building as a part of the assigned duties of that stipend.
   d. Every three years, BLT teacher representation shall be reviewed to allow different teachers leadership opportunities. The preference would be for a cycle of rotation so that the majority of members are never new. To facilitate communication and collegiality, administration and JEA will agree on a JEA representative in one (1) of the positions designated or as an added/voluntary position. Other members of the BLT shall be considered voluntary positions and will be unpaid.

ARTICLE 12

Illness, Disability and Bereavement

A. At the beginning of each school year, each full-time teacher shall be credited with nine (9) days of leave, the unused portion of which shall accumulate to one hundred eighty-three (183) days. Part-time teachers will have leave time prorated based on their work schedule. The leave days may be taken by a teacher for any allowable reasons under ESTA regulations or for the following reasons and subject to the following conditions:

   a. Personal Illness or Disability - The teacher may use all or any portion of their leave to recover from their own illness or disability. Teachers may also use personal sick leave for recovery from childbirth in accordance with a physician's statement regarding length of disability and Family Medical Leave Act as outlined in Board of Education Policy4106. A member may use ten (10) days for the birth of a child, miscarriage, or for adoption leave (pro-rated for part-time employees) that will be paid and not taken from their sick leave accruals. These are to be used as full days and not split. Any portion of a work day taken will constitute a full day. If one of the days was planned to be used and school is cancelled, the day will not count toward the ten days of leave. These days must be on scheduled work days and within the twelve (12) week FMLA period from the time of birth/adoption.

b. With proper medical documentation, in any one (1) school year, up to thirty (30) of these days may be used for illness of their legal dependents, including their spouse or domestic partner per case, and up to fifteen (15) days for care of their mother, father, mother-in-law, father-in-law, siblings, children, son-in-law and daughter-in-law, and equivalent stepfamily members, regardless of residence in the household, when critically ill or when the physical presence of the teacher is medically necessary at times which conflict with their teaching duties.
    i. Transporting an ill family member for the purpose of medical treatment (i.e. to Mayo Clinic, University of Michigan, etc.) is permissible under provisions of this Article. However, transporting a family member for non-medical reasons (i.e. taking ill or elderly parents to winter housing out-of-state) is not a permissible use of family sick leave. However, employees may request use of personal business days or unpaid leave for this type of non-medical transfer.
    ii. If an employee must be out for an extended period (a week or more) for family sick leave purposes, they should notify their building administrator prior to logging into the District's absence management system. The building administrator must notify the Assistant Superintendent regarding the extended use of family sick leave under provisions of the Family Medical Leave Act.
c. Death in the Immediate Family - The teacher may use up to ten (10) leave days per death. Immediate family shall be interpreted as husband, wife, domestic partner, mother, father, children, siblings, grandchildren, and step equivalents.
d. Death in the Extended Family and other deaths - The teacher may take up to five (5) days per death of father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, niece or nephew, and step equivalents. The teacher may take up to two (2) days per death of brother-in-law, sister-in-law, grandparent-in-law, and step equivalents. The teacher may use up to two (2) leave days per death to attend the funeral of other persons.
e. When multiple staff want to attend a funeral/visitation related to a staff member or for a student in the building, administration reserves the right to limit staff gone from the building to two (2) to represent the building. If enough guest teachers are available (as determined by administration), more staff may be allowed to be out of school. Staff chosen to represent the building at the funeral/visitation will not be charged leave time.
f. Consideration may be given for up to five (5) additional leave days per death. Requests should be made in writing to the Assistant Superintendent with statement of need for such.

B. The Board shall furnish each teacher with leave balances in the absence management system .

C. The Board may request a doctor's certificate or, at the Board's expense, require a teacher to submit to a physical or mental examination conducted by an appropriate specialist selected by mutual agreement of the teacher and the superintendent, or his/her designee, from a list of specialists obtained through the District to determine whether sick leave is warranted.

D. A teacher who is unable to teach because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year. Said leave shall run concurrently with any FMLA leave the employee is eligible for. Upon written request, the Board, at its discretion, may grant an extension of one (1) additional year's leave.

E. The district will continue to pay a teacher absent due to illness or injury compensable under the Michigan Workers' Compensation Act their regular wages for up to ninety (90) days from the point of disability. The teacher will reimburse all workers' compensation wage benefits for this ninety (90) day period to the district. During this ninety (90) day period, there will be no charge made against the teacher's accumulated sick leave. Thereafter, the teacher shall use their accumulated leave days on a proportional basis to continue to receive the difference between their wages at the point of disability and the workers' compensation benefits received for the duration of the disability or until their accumulated leave days are exhausted, whichever comes first.

   Payments in addition to amounts received from workers' compensation are earned disability pension benefits and are specifically intended to augment the amount received under workers' compensation and not as an offset thereto. In the event a court or administrative agency of competent jurisdiction finds such payments under this contract to be in violation of the law, then the teachers shall receive only payments under workers' compensation, and earned leave time shall be preserved.

F. A teacher absent due to a communicable disease that requires isolation/absence contracted from contact with a source in the course of employment shall suffer no diminution of compensation and shall not be charged with use of their accumulated leave days for a period not to exceed CDC recommendations for isolation/absence or a maximum of fifteen (15) days. Thereafter, the teacher shall use their accumulated leave days for any continuing period of illness or disability. JEA and administration will consult on cases where pregnant or immunocompromised individuals may be at particular risk due to a communicable disease within their classroom or building.

G. For new teachers or teachers with no accumulated days, the nine (9) days of leave (or prorated days for less than full time teachers) are earned at the rate of one (1) day per month for nine (9) months. A teacher may be ill without loss of pay at any time within a school year up to the absences they are set to earn that year. The number of days absent beyond the number of predicted days allotted for the year will be deducted from their pay as they occur after the 9th absence has been reached.

H. Any employee hired after September 1, 2011 with a minimum of fifteen (15) years of service to Jenison Public Schools and who is eligible for retirement through MPSERS will receive $150 per sick day accumulated up to 183 days as of June 30 of the retiring year. This payment will be made as an employer contribution under the Jenison Public Schools Section 403(b) tax sheltered annuity plan. The payment will be offered in two (2) equal installments on the first regular check run in August and September immediately following the employee's retirement. In order to qualify for this payment, the employee must notify the District of their intent to retire by March 15th of the retirement year.

ARTICLE 13

Personal and Association Leave

A. Teachers will be allowed four (4) days leave each year for personal business reasons. These days shall be non-cumulative from year to year and will not be deducted from sick leave. However, if a personal business day(s) is not used during the school year, said day(s) shall accumulate as an additional leave day(s) under the provisions of Article 12. Absences under this section shall be for purposes of ESTA under those regulations, or for necessary business, activities, or events of a personal nature related to the family, career, legal and/or financial affairs of the teacher, which cannot be handled at any other time than during the school day, and for which the teacher is not compensated in wage, salary or kind for their personal services. Only after a red flag day has been declared (a red flag day is implemented when a threshold of 25 teachers scheduled out for the day occurs), Administration reserves the right of approval for personal business day(s) used on red flag days and days that extend a recess period. Except in cases of emergency, notification of intent to use the day should be made to the direct supervisor at least five (5) days in advance.

   JEA members may "cash in" up to four (4) personal business days per year at the rate of $150 per day. Once the days are cashed in, they will be deducted from the teacher's leave and not carry over as sick time.

B. Any teacher called for jury duty during school hours, or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid their full salary for such time spent on jury duty or giving testimony. Any money received from such services, not including travel allowances or reimbursement of expenses shall be reimbursed to the District. The teacher shall be required to notify the school district who then requests the court either excuse them from jury duty service or delay their jury duty to a time that does not conflict with their duties of employment with the Jenison Public School District, in order to be entitled to the aforementioned differential pay.

C. The Association will be credited with twelve (12) leave days on an annual basis. The Association agrees to notify the Assistant Superintendent via electronic means five (5) days in advance of taking such leave. In case of an emergency, the Association agrees to notify the Assistant Superintendent via e-mail no less than twenty-four (24) hours in advance of taking such leave. Association leave may not conflict with district or building staff development days or parent teacher conferences, except in cases of emergency; in case of such an emergency, the Association President agrees to notify the Assistant Superintendent via e-mail no less than twenty-four (24) hours in advance of taking such leave. The Association further agrees that no more than two (2) Association members will take such emergency leave when it conflicts with professional development days or parent teacher conferences. Further, Association members who take such emergency leave during parent teacher conferences will follow make up procedures outlined in Article 9 item M. The Association recognizes that parent teacher conferences and professional development are important and will only rarely take emergency Association leave when it conflicts with those activities.

ARTICLE 14

Sabbatical Leave

A. Teachers who have been employed for seven (7) consecutive years by the Board may be granted a sabbatical leave for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution.

B. To qualify for such sabbatical leave, a teacher must hold a current State of Michigan teacher certificate.

C. During said sabbatical leave, the teacher shall be considered to be in the employ of said Board, shall have a contract and be paid one-half (1/2) their full salary and one-half (1/2) their full insurance benefits; provided, however, the Board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

D. A teacher returning from sabbatical leave shall have the same rights as other returning teachers.

E. The Association will allow the District to utilize a one-year sub through a third-party contractor for a teacher requesting leave who is planning to return to their position the following year. Such positions will be paid at BA step 1 rate.

ARTICLE 15

Unpaid Leaves of Absence

A. Teachers may submit requests for leaves of absence without pay to the Assistant Superintendent. The requests shall be in writing via email to the Assistant Superintendent and contain a full explanation of the reasons for the leave of absence. The Assistant Superintendent will provide further instruction to teachers for whom leave is approved. Employees should understand that unpaid leaves spanning multiple days will be highly scrutinized. Consideration will be given to the frequency of unpaid leave requests per employee. Employees should also understand that days before school breaks will be granted as unpaid leave only under extreme circumstances. The Assistant Superintendent shall consider the request and respond with an approval, denial, or alternative arrangement. If an alternative arrangement is offered, the teacher may accept the alternative arrangement by submitting an amendment to the original application. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled for the next school year at the effective date of the leave. This paragraph applies to all leaves not discussed in Section B. Return from such leaves shall be in accordance with Article 14 Section D.

B. The Superintendent, or designee, shall grant a leave of absence upon the submission of a request by a teacher for a leave of absence for the following reasons and under the following conditions:

   a. The teacher is unable to teach because of personal illness/disability and has exhausted all sick leave available. This leave shall be granted for the duration of the illness or disability up to one (1) year. This leave shall run concurrently with any FMLA leave the employee is eligible for. Upon written request, the Superintendent, or designee, at their discretion, may grant an extension of one (1) additional year's leave. Upon return from such leave the teacher shall be placed at the position on the salary schedule to which they were entitled for the next school year at the effective date of the leave. (See Article 14, Section D)

b. The teacher is inducted or enlists for military duty in any branch of the United States Armed Forces. Upon return from such leave the teacher shall be placed on the salary schedule as if they had taught in the district during the period of the leave. Rights granted under this section will be terminated upon any voluntary extension of such military leave.
c. The teacher is serving as an officer of the Jenison Education Association, the Michigan Education Association, or the National Education Association. Upon return from such leave the teacher shall be afforded the same negotiated pay increase as all other teachers.
d. The teacher is campaigning for, or serving in, a public office. This leave shall be for a minimum of one (1) year and a maximum of one (1) term in the elected office. Upon return from such leave the teacher shall be afforded the same negotiated pay increase as all other teachers.
e. The teacher is providing care for their newborn, newly adopted, and/or critically ill child, or other household member for a period not to exceed six (6) weeks, at the election of the teacher, for any one (1) event and with proper medical documentation. Upon approval of the Superintendent, or designee, a teacher may extend the six (6) week leave period to the next vacation or academic break in the school calendar. This leave shall run concurrently with any FMLA leave the employee is eligible for. Upon return from such leave the teacher shall be afforded the same negotiated pay increase as all other teachers at the effective date of the leave. Requests to extend such a leave beyond the year in which it was initiated must be forwarded in writing to the Superintendent no later than May 1.

C. The following leaves shall be granted for a maximum of two (2) years upon application and approval of the Superintendent, or designee: The teacher is participating in exchange teaching programs in other school districts, states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher Corps or Job Corps as a full-time participant in such programs; or a university teaching exchange, cultural, travel or work program related to their professional responsibilities; provided the teacher states their intentions to return to the school system. Upon return from such leaves the teacher shall be afforded the same negotiated pay increase as all other teachers as if they had taught in the district during such period.

D. All leaves shall be subject to the following conditions:
a. All leaves of absence shall not be extended unless expressly approved by the Superintendent, or designee, and will not exceed two (2) years. If a teacher does not return to employment at the end of the second year, the teacher will resign employment with the district.
b. Except in emergencies which preclude such notice, the Superintendent, or designee, shall be provided notice of request for leave thirty (30) days in advance.
c. All leaves shall be for the remainder of the school year and/or a full school year unless otherwise expressly approved by the Superintendent, or designee, or specified by the terms of this Article. Return from leaves specified in Section B of the Article shall be at the beginning of the school year immediately following expiration of the leave period.
d. A teacher returning to work at the beginning of the next school year from an approved leave which commenced during the prior school year shall have the same rights as other returning teachers.
e. A teacher who desires return from an unpaid leave extending beyond the school year in which they initially commenced the leave, upon expiration of their leave shall be considered as an applicant for any vacancy for which they are certified and qualified.
f. The Association will allow the District to utilize a one-year sub through a third-party contractor for a teacher requesting leave who is planning to return to their position the following year. Such positions will be paid at BA step 1 rate.

ARTICLE 16

Professional Improvement

A. The parties support the principle of continued training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, foreign travel, and participation in community, state, and federal educational projects.

B. An annually adjusted tuition reimbursement cap will be utilized for full time bargaining unit members in a planned degree program. This cap is calculated by finding the average cost of three (3) graduate credits at Western Michigan University, Michigan State University, and Grand Valley State University and will be announced by September 15 annually.
    a. The tuition reimbursement year aligns with the fiscal year calendar (7/1 to 6/30 annually). Any payment for reimbursement prior to 6/30 of a given year will count toward that year. Any payment 7/1 or after will apply to the new year.
    b. Reimbursement payments shall be made to each eligible bargaining unit member on payroll Friday. The request for reimbursement must be received ten (10) days prior to the next pay date. The bargaining unit member shall submit to the Assistant Superintendent the District tuition reimbursement form and proof of payment for the course they are requesting reimbursement for (this can be before the course begins as long as the member has already paid for the course). Failure to complete (or pass) the course will result in the bargaining unit member refunding the District any payment made for the course (proof of completion will be required at the end of the class).
    c. Tuition for part time teachers shall be paid on a prorated basis, i.e. a 60% teacher shall be eligible for 60% of the annual allotment.
    d. The Board of Education shall not be responsible for tuition payment if courses are taken under a scholarship, grant, or are reimbursed in any way from another source.
    e. The bargaining unit member must return to employment with the Jenison School system to be eligible for any tuition reimbursement. If a teacher is reimbursed for summer classes (submitted July 1 of a given year or after) and does not return to JPS for that fall, they will need to reimburse the District for any payments made to the bargaining unit member.

C. Teachers may request special consideration of payment for a non-degree seeking course. All other stipulations listed above remain. Such request should be made to the Assistant Superintendent. Reimbursement will not be made unless the course was approved prior to its begin date.

D. Teachers may be granted release-time for the purpose of observation in other educational systems or attendance at in-service meetings and educational conferences. A formal request should be received from the teacher not less than five (5) school days in advance. A report will be submitted for all such days granted
    a. The Board of Education shall pay registration fees for seminars, workshops, and conferences approved by the administration.
    b. A conference request form, which includes rationale and a list of anticipated expenses, will be submitted online for approval prior to all conferences. This form can be found on the District website under staff resources.

ARTICLE 17

Continuity of Operations

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes, which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike, as said term is defined by the Public Employment Relations Act.

B. Should scheduled student instruction days be canceled due to heat, inclement weather or other conditions which make it impracticable to hold classes, teachers shall not be required to report, and those canceled student instruction days necessary to be rescheduled to assure full state aid funding to the school district will be rescheduled and worked by teachers as student instruction days as originally constituted without additional compensation. Otherwise, on canceled student instruction days which are not required to be rescheduled to assure full state aid funding, teachers will not be required to report and will not be reduced in compensation or required to work a rescheduled day in its stead. Any student instruction day required to be rescheduled will be rescheduled by the Board at a date which is contiguous to the dates for student instruction specified in the school calendars set forth in this Agreement. The school calendar may be expanded by one weekday date for each student instruction day required to be rescheduled.

ARTICLE 18

School Calendar

A. The school calendars, which are attached, shall consist of one hundred eighty-one (181) teacher days and one hundred seventy-five (175) student days. Two (2) additional staff days (12 hours) are required for parent/teacher conferences (totaling one hundred eighty-three (183) contract days).

B. Newly hired teachers shall report for the equivalent of five (5) days (paid hourly at curriculum rate) for teacher orientation in addition to the school calendar outlined in Paragraph A.

ARTICLE 19

Professional Compensation

A. The basic salary provisions for teachers covered by this Agreement are set forth in Appendix B, which is attached to and incorporated in this Agreement. Such provisions shall remain in effect during the designated periods. New hire salaries will be determined by Administration upon hire and thereafter move in accordance with other Association members as directed by the Master Agreement.

B. All employees will be paid in twenty-six (26) or twenty-seven (27) (based upon calendar for the year) equal payments. These payments will start on the first normal payday of the school year and continue thereafter on every other Friday until paid in full

C. For any teacher to be eligible for any negotiated salary increase, they must be under contract a minimum of one semester in the Jenison School system during the previous school year. When a teacher is off on an unpaid leave, then actual paid workdays will be counted toward eligibility for negotiated increases. Days of absence due to work-related injury or illness shall be considered workdays for the purpose of interpreting this section.

D. Members of the bargaining unit completing requirements for a change in degree status prior to first or second semester will be issued a revised contract for the given semester, provided the change is reported no later than ten (10) days following the start of the school year, or by January 31 of any given year for mid-year increases. Unreasonable delays by colleges in sending proof of credits or degrees should be reported to the Assistant Superintendent or their representative who will contact the college or university for verification.

E. Individuals performing services identified on Schedules B-1 and B-2 shall receive a "Supplementary Services Contract" indicating activity assigned, duration of contract, rate of pay, and method of payment. Schedule B stipends will be paid based upon BA step 1.

F. No teacher will be expected to provide a supplementary service without a "Supplementary Services Contract."

G. Any assignments in addition to the normal teaching schedule during the regular school year shall not be obligatory, but shall be with the consent of the teacher.

H. Teachers required, in the course of their work, to drive personal automobiles from one school building to another shall receive an allowance equal to IRS mileage reimbursement rates per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district.

I. Teachers shall be paid in accordance with the rate in Appendix B-1 for district summer curriculum work authorized by the Curriculum Director.

J. High School and Junior High School Counselors and Co-op/School to Career Coordinator shall report to work each school year five (5) days before students report for the purpose of scheduling students. In exchange for working these five days, the staff may take equivalent compensation time during the school year. This compensation time is subject to the following conditions:
    a. Only one counselor at a time may be out on a compensation day, unless circumstances cause the building administrator to make an exception.
    b. When taking a compensation day, the counselor will notify the other counselors and guidance office secretary to make arrangements for crisis situations to be handled by another counselor so emergency service to students is not delayed.
    c. All compensation days are subject to approval by the building administrator.
    d. Compensation days may not be accumulated from year to year.

K. High School Counselors will have up to thirty (30) hours each paid at the curriculum rate to complete necessary work during the summer.

L. Previous teaching experience (as measured by years of service or salary) may be granted to newly hired teachers. The Association may request information about steps given or salary at any time.

ARTICLE 20

Insurance Protection

A. The Board will provide MESSA PAK Plan A, C or D health insurance protection for the teacher, their family, and other eligible sponsored dependents. The employee will be responsible for paying the premium amount that exceeds the PA152 "hard cap" amount on health insurance. The Board will provide without cost to the teacher the ancillary insurance coverages (vision, dental, LTD, and life insurance) for the teacher, their family, and other eligible sponsored dependents.

B. The employee's contribution will be payroll deducted over 26 or 27 payroll periods through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employees' HSA accounts administered through a Health Equity HSA Account included for each member by the MESSA ABC Plan.

The following insurance programs will be provided:

PLAN A - For Employees Electing Health Insurance	
Health	MESSA PAK ABC Plan 1 Annual Deductible (subject to MESSA increase) 3 Tier ABC Mail Order Rx
Long Term Disability	70% of Annual Contracted Salary $6000 Monthly Maximum
Negotiated Life Insurance	$45,000 with AD&D
Vision	VSP-3 Gold Plus P-250 CL
Dental	90/90/90 with $2000 Yearly Maximum $3000 Maximum for Dependent Orthodontics Adult Orthodontics

PLAN B - For Employees Not Electing Health Insurance	
Long Term Disability	70% of Annual Contracted Salary $6000 Monthly Maximum
Negotiated Life Insurance	$45,000 with AD&D
Vision	VSP-3 Gold Plus P-250 CL
Dental	90/90/90 with $2000 Yearly Maximum $3000 Maximum for Dependent Orthodontics Adult Orthodontics

PLAN C - For Employees Electing Health Insurance	
Health	MESSA PAK ABC Plan 1 Annual Deductible (subject to MESSA increase) 5Tier ABC Mail Order Rx
Long Term Disability	70% of Annual Contracted Salary $6000 Monthly Maximum
Negotiated Life Insurance	$45,000 with AD&D
Vision	VSP-3 Gold Plus P-250 CL
Dental	90/90/90 with $2000 Yearly Maximum $3000 Maximum for Dependent Orthodontics Adult Orthodontics

PLAN D - For Employees Electing Health Insurance	
Health	MESSA PAK ABC Plan 2 (with 10% co-insurance) Annual Deductible (subject to MESSA increase) 5Tier ABC Mail Order Rx
Long Term Disability	70% of Annual Contracted Salary $6000 Monthly Maximum
Negotiated Life Insurance	$45,000 with AD&D
Vision	VSP-3 Gold Plus P-250 CL
Dental	90/90/90 with $2000 Yearly Maximum $3000 Maximum for Dependent Orthodontics Adult Orthodontics

Teachers electing PLAN B shall also have a cash option of $9,500 for the duration of the agreement as long as they meet any ACA coverage mandate for health insurance (waiver provided annually during Open Enrollment) rate in effect for the current school year. The cash option may be re-directed by the teacher toward MESSA Options, annuities, or to any other source determined by the teacher.

C. Part-time teachers shall reimburse the Board for the amount of the MESSA PAK A, B, C, or D premium based on the percentage of their FTE.

D. All insurance plans will commence on September 1 and will continue through August 31 of each year for all teachers hired for the 2013-14 and successive school years who complete their full year teaching contract. Insurance plans for teachers hired prior to the 2013-14 school year who complete their full year teaching contract will continue through September 30. Teachers who terminate their employment prior to the end of the school year, or who go on an unpaid leave of absence for any reasons not subject to FMLA provisions, will have their insurance coverages terminated at the end of the month following the month in which they last worked. Teachers who have been granted FMLA leaves and who incur unpaid leave during their absence will have insurance coverages terminated at the end of the FMLA leave or the month following the month during which unpaid leave commenced, whichever provision provides greater coverage. If allowed under the various plans, an employee may elect to continue coverage by paying the applicable premium when due.

E. Payroll deduction will be available for all MESSA programs.

F. All benefits hereunder are subject to the terms and conditions of the insurance policies, and any claims shall be made against the insurance carrier. The employee must comply with all requirements for coverage specified by the insurance carrier, including those for application and active employment. The employee must notify the employer of any change in marital status and/or number or age of dependents, which would result in an adjustment of premiums paid by the employer for insurance coverage. The Board shall be responsible for processing applications and information after receipt from the employee to assure the specified coverage from the insurance carriers.

G. JPS utilizes the "hard cap" formula in determining the level of its allowable contribution toward employee health insurance benefits pursuant to Public Act 152 of 2011, MCL 15.563. JPS cannot contribute to health insurance costs more than the statutory amounts in each "medical benefit plan coverage year (January 1 to December 31) district-wide. Expenditures counted towards the cap include premium costs, payments into an HSA and deductible contributions, among other costs as defined by the statute.

H. Public Act 152 was amended December 31, 2013, with the following significant revisions:
   a. JPS must include its costs associated with penalties, taxes and fees resulting from the Patient Protection and Affordable Care Act (ACA) when calculating the "hard cap" formula;
   b. JPS will exclude cash-in-lieu payments to employees when calculating the maximum contribution level under the "hard cap formula";
   c. The "two person" spending limits now clearly include "individual and spouse" and "individual plus one non spouse/dependent";

I. The District shall pay insurance premium cost first before funding the HSA.

J. On January 1 of each year, the District shall increase its cap contribution amounts to any increase approved by the Michigan Department of Treasury.

K. The District shall contribute excess above the monthly premium costs to the HSA on a month-to-month basis (not prefunded).

L. The District will seek confirmation from MESSA that its product remains in compliance with ACA parameters (to avoid the ACA's "eligibility penalty").

ARTICLE 21

Student Teaching Assignments

A. Supervisory teachers of student teachers shall be experienced teachers who voluntarily accept the assignment.

B. Supervisory teachers shall work directly with the university or college program coordinator, assisting in developing extensive opportunities for the student teachers to observe and practice the arts and skills of the profession. Any reimbursement for travel or training outside of contracted time will be paid to the teacher by the college/university or from the District when the college/university submits fund directly to the District.

C. The supervisory teacher shall file a written report and evaluation with the university or college coordinator, and the Administration with a copy to the student teacher, as required by the university or college.

D. The Board shall disclose the amount received from the university or college placing the student teachers. Monies made available to the district by the placing university or college for normal supervision duties shall be transmitted to the building principal, who, in turn will meet with the supervising teacher to determine how monies will be spent. Monies must be used for such things as in-service, conferences, teaching materials, etc. An annual list of such payments will be provided to the JEA President upon request.

E. In the case that an accredited college or university placing a student teacher offers course work free of tuition fees to the supervising teacher, the supervising teacher must apply for approval in writing to take such a course to the Assistant Superintendent.

ARTICLE 22

Student Discipline and Teacher Protection

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Continued effort will be made to assure staff that they can provide student instruction and other ancillary services with minimum of disruption in an appropriate learning environment by implementing evidence based programs to improve school safety and climate. A teacher may exclude a pupil for one (1) day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable in accordance with Michigan's Snap Suspension Law. In such cases, the teacher will furnish the principal, or assistant principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing. The pupil shall not be returned to the class until after consultation between the teacher and administration. The teacher will clearly communicate that the student is excluded from the classroom (versus taking a break) to administration/designee. The teacher will provide documentation of the incident in writing (can be via electronic means) as promptly as their teaching obligations will allow. Administration will supply to the JEA President summary student suspension data (not student specific) upon request.

B. A teacher should promptly report any assault arising out of the performance of the teacher's professional responsibilities at school or school-sponsored functions to their direct supervisor. Such assaults are reported to the Board annually in a school safety summary report . Designation of actions as assault may vary based on the age or categorical designation of a student. The Board will provide legal counsel to advise the teacher of their rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. This provision does not provide assistance for civil damages.

C. If criminal or civil proceedings are brought against a teacher, arising out of disciplinary and/or good faith action taken by the teacher against a student, the Association, after a review of the facts of the case, may request the Board to furnish legal counsel to defend him/her in such proceedings. The request shall not be subject to the grievance procedure hereinafter provided, and the decision of the Board shall be final and conclusive.

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

E. The Board will reimburse teachers the replacement cost, or cost of repair, for clothing and/or personal property of the teacher which is damaged, destroyed, or lost as a result of a dysregulated/violent student, parent, or other person while on duty in the school, or on the school premises. The teacher should supply receipts for items needing reimbursement via email to their direct supervisor. Reimbursement will be issued on payroll Fridays. The request for reimbursement must be received ten (10) days prior to the next pay date. The teacher must cooperate fully with the school district and law enforcement authorities in attempting to recover the damages from the assailant.

F. Reimbursement to teachers for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:
   a. The teacher is acting in the line of duty when such loss occurs and when the automobile is parked in the designated area as assigned by the building administrator.
   b. The Board will pay the deductible amount of each claim during the duration of each fiscal year (July 1 - June 30) under condition of (a) above.
   c. The items damaged or stolen are attachments to and are regular accessories of the automobile.
   d. The automobile was secured (windows closed, doors locked.) Signs of forcible entry must be evident.
   e. The damage was properly reported to the police and building administrator immediately after the discovery of loss.
   f. The teacher signs the claim form stating the damage and/or loss was, to the best of that teacher's knowledge, done while they were acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached. The forms will be obtained from the building principal or the immediate supervisor.
   g. Any reimbursement will be limited to the deductible amount.

G. The Board Policy, prohibiting use of corporal punishment of students, shall be publicized on the District Website.

H. An administrator may not require a teacher to change a student's grade. Any challenges to grades shall be subject to Board of Education Administrative Regulation 2002.

ARTICLE 23

Grievance Procedure

A. Any teacher or group of teachers may file a grievance, and it shall be processed in the following manner:
   a. Should an informal discussion of the situation with the principal not resolve the dispute over the alleged violation, a written grievance stating the section of the contract being violated may be filed with the principal by the teacher(s) or Association representative of the teacher(s) within twenty (20) days of the alleged violation. All written grievances must be signed by the aggrieved party.
   b. The principal must answer the grievance in writing within ten (10) days of the receipt of the written grievance.
   c. If the aggrieved party is not satisfied with the disposition of the case by the principal, the grievance shall be transmitted to the Superintendent, or designee, within ten (10) days of receipt of the principal's disposition.

d. Within ten (10) days after receiving the grievance, the Superintendent, or designee, shall meet with the Association representative regarding the grievance. The Superintendent, or designee, shall indicate their disposition of the grievance in writing to the Association representative within ten (10) days of such meeting and shall forward a copy of the disposition to the Board of Education.
e. If the aggrieved is not satisfied with the disposition of the grievance by the Superintendent, or designee, the grievance shall be transmitted to the Board by filing a copy with the Secretary of the Board within ten (10) days of receipt of the Superintendent's, or designee's, disposition. Within twenty (20) days after receipt of the grievance, the Board will hold a hearing on the grievance. The Board will issue its disposition of the grievance in writing within ten (10) days thereafter. A copy of the disposition shall be furnished to the Association.
f. If the aggrieved is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator by the Association filing a demand for arbitration with the American Arbitration Association no later than twenty (20) days after receipt of the Board disposition.
g. The arbitrator shall be selected through the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement, or deal with matters covered under the Teacher Tenure Act, or consider matters that are prohibited bargaining subjects under the Public Employment Relations Act. Both parties agree to be bound by the award of the arbitrator which is within their scope of authority and agree that judgment thereon may be entered in any court of competent jurisdiction.

B. The fees and expenses of the arbitrator shall be shared equally by the parties.

C. In the event of a general grievance, the President of the Association has the right to file a grievance which would go directly to the Superintendent, or designee, under Section (e) and follow the procedure as outlined thereafter, except that the Superintendent, or designee, will have ten (10) days to respond.

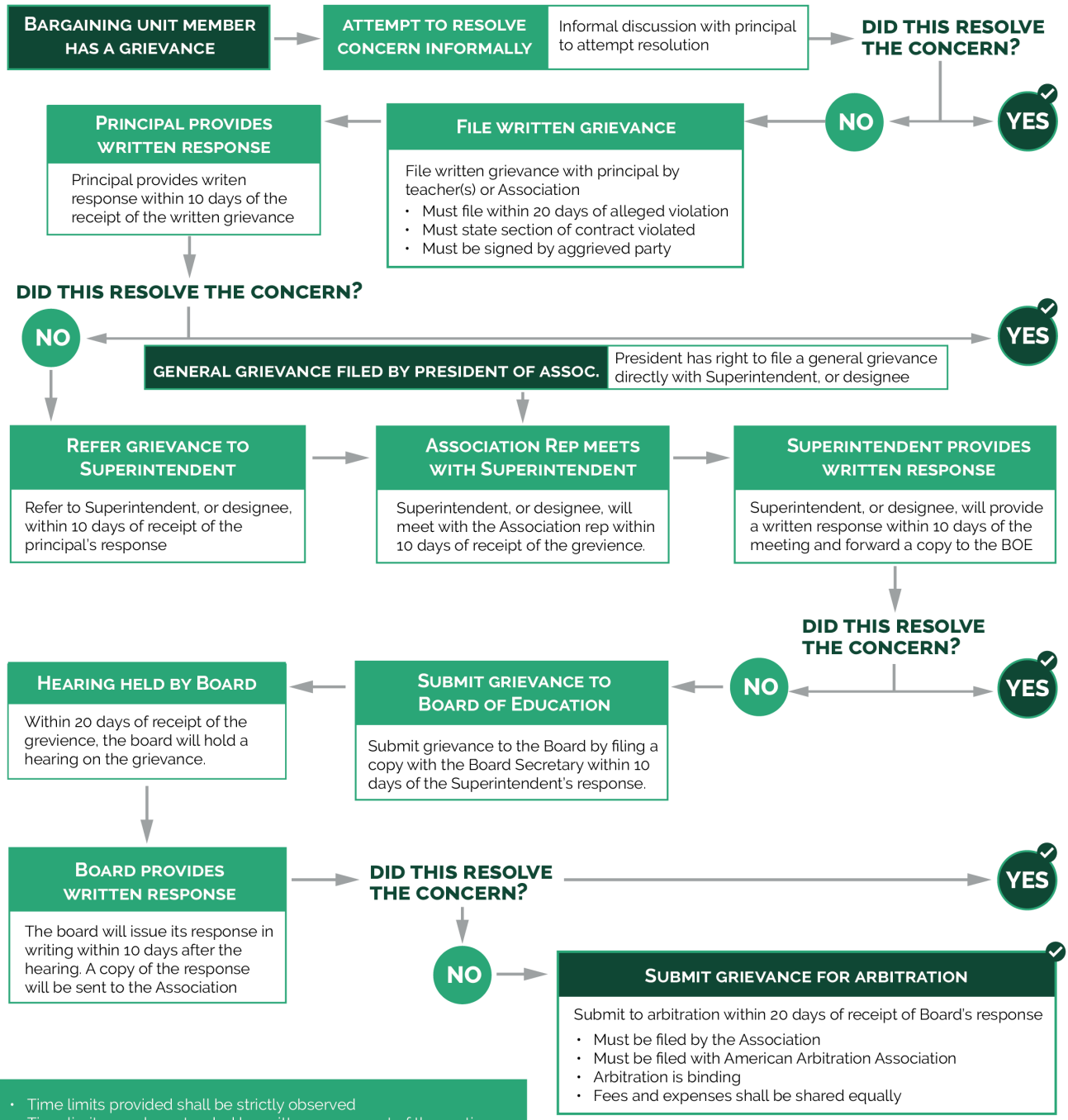
D. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year, and strict adherence to the time limits may result in hardship of any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

E. Notwithstanding the expiration of this Agreement, any claim of grievance arising thereunder may be processed through the grievance procedure until resolution.

F. A teacher engaged during the school day in any professional grievance negotiation on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary. If any negotiations are requested by the Board which will involve the teacher during the school day, the teacher will be released from regular duties without loss of pay.

G. All reference to days in this Article is to be interpreted as days school is in session.

STAFF GRIEVANCE PROCESS



- Time limits provided shall be strictly observed
- Time limits may be extended by written agreement of the parties
- If grievance is filed after May 15th, the board shall use its best efforts to process grievance by end of the school term
- A teacher engaged during the school day in a grievance negotiation shall be released from regular duties without loss of salary

JENISON PUBLIC SCHOOLS

ARTICLE 24

Negotiation Procedures

A. The Association shall designate one or more teachers in each school building as Association Representative(s) (A.R.s). The Principal and Association Representative(s) shall meet periodically (monthly is recommended when school is in session) for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to by-pass the grievance procedure.

B. During the negotiations leading up to this Agreement, each party had the opportunity to bargain on all proper matters. It is further expressly understood and agreed that during its term neither party shall be required to engage in further collective bargaining on any matter or subject incorporated herein.

ARTICLE 25

Miscellaneous Provisions

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

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

C. If any provision of this Agreement shall be found contrary to law, then such provision shall be deemed null and void, except to the extent permitted by law, but all other provisions shall continue in full force and effect.

D. Copies of this Agreement titled "Professional Agreement between the Jenison School District and the Jenison Education Association," shall be made available (as required by law) on the District Transparency Page .

E. All appendices and policies referred to in this contract shall be incorporated as part of this Master Agreement by reference and mutual agreement for the duration of the contract.

F. Calendars are attached at the end of this agreement. Pending review by pupil accounting, elementary daily schedules will be 8:45 AM to 3:35 PM or 8:35 AM to 3:25 PM and secondary daily schedules will be from 8:00 AM to 2:50 PM.

G. Grades will be due by5:00 PM the evening of the fourth (4^{th}) school day after a semester/grading term ends except for end of year grades which will be due by 5:00 PM on the sixth (6^{th}) calendar day after the school year ends. Special consideration for extension of end of year grade submission may be granted if the teacher is gone due to a school commitment or extenuating circumstances.

H. If determined necessary by JEA/Admin, District administrators (as appropriate by topic(s)) will meet with Elementary Association Representatives quarterly.
    a. District representatives and JEA leadership will meet monthly (unless it is mutually agreed to be unnecessary) during the school year to discuss/problem solve current issues.

I. A JEA member will be included on standing District committees where teachers serve as members.

J. Split class lunches (current JH & HS model) are to be rotated; preference for B (split) lunch may be provided to a department within a building requesting such.

K. Special education teachers shall, upon request, be furnished one (1) guest teacher per year and time designated for holiday parties in elementary buildings for record keeping, goal setting, updates and/or IEP preparation.

L. Spanish Immersion teachers shall, upon request, be furnished two (2) half day guest teachers per year for translating, adapting curriculum, etc. It is preferred that this time be taken in conjunction with another teacher to result in a full day sub (i.e. both 1st grade teachers get morning subs to work together and then those subs cover both 5th grade teachers in the afternoon for them to work together.)

M. The Curriculum Director, Spanish Immersion Director and Immersion teacher leaders will work together to formulate a plan to reduce the volume of translation of curriculum materials.

ARTICLE 26

Retirement Incentive

A. An employee may apply for the provisions of this program subject to the following provisions:
    a. All retirements under this provision are to be effective for the completion of a full school year.
    b. Applications for retirement must be filed in writing with the Assistant Superintendent no later than March 15 prior to the beginning of the first school year of retirement.
    c. Teachers must have a minimum of fifteen (15) F.T.E. years of service with the Jenison Public Schools and a minimum of five (5) years of continuous service immediately prior to retirement.
    d. The teacher, prior to the first day of the new school year, must retire with at least thirty (30) years of service or be deemed to be otherwise eligible for retirement under the Michigan Public School Retirement System in order to receive an unreduced pension. This eligibility does not extend to Early Reduced Retirement; it does not also extend to Disability Retirement unless the member has 30 years of service and qualifies for the stipend under Section B provisions of "year retirement commences after reaching eligibility to retire."
    For purposes of determining level of eligibility, any partial years of service credit will be rounded down, i.e., 30.7 years of service credit will be rounded down to 30.

B. The Employer shall contribute for years one (1) through five (5) the applicable amount as an Employer Contribution under the Jenison Public Schools Section 403(b) Tax-Sheltered Annuity Plan.

Year Retirement Commences after reaching eligibility to retire under MPSERS	1st Yearly Payment	2nd Yearly Payment	3rd Yearly Payment	4th Yearly Payment	5th Yearly Payment
1	18%	16%	14%	12%	12%
2	18%	16%	14%	12%	12%
3	18%	16%	14%	12%	12%
4	18%	16%	14%	12%	
5	18%	16%	14%		
6	18%	16%			
7	18%				

The percentages indicated above are a percent of the employee's regular salary, exclusive of any extra-curricular salary, for the year in which the employee requests retirement.

The first yearly payment shall be made in three (3) equal installments on the first regular check run in August, September and October immediately following the employee's retirement. The second, third, fourth and fifth yearly payments shall be made in two (2) equal monthly installments on the first regular check run in August and September of each subsequent applicable year. This payment schedule may be modified by Jenison Public Schools to the extent necessary in order to satisfy any applicable requirements of the Internal Revenue Code.

C. Employees eligible for step 7 only of the retirement incentive (18%) may elect to utilize the sick day buyout in Article 12 item H instead of receiving the step 7 retirement incentive payment.

D. All provisions of this Article shall terminate once the employee accepts unemployment benefits, accepts worker's compensation benefits chargeable to the Jenison Public Schools, or passes away.

E. In the event that this provision is found to be illegal by a court or administrative body having jurisdiction, all provisions of this Article shall be canceled. Existing retirees shall continue to be covered as permitted.

F. All applicable taxes shall be deducted from any payments made under the provisions of this Article.

*This retirement incentive will not be available to staff hired after September 1, 2011.

ARTICLE 27

Duration of Agreement

This Contract Agreement shall be effective as of September 1, 2025 and shall continue in effect until the 31st day of August, 2027. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

President

PN Team Chief Negotiator

PN Team Chief Negotiator

BOARD OF EDUCATION

President

Vice-President

Vice-President

Secretary

Secretary

Treasurer

APPENDIX A

Contract for Supplemental Services
Jenison Public Schools

THIS AGREEMENT is made between the **JENISON PUBLIC SCHOOLS SYSTEM,** Ottawa County, Jenison, Michigan, hereinafter called the School District and **'EMPLOYEE NAME'** hereinafter called the employee.

WITNESSETH: That said School district hereby contracts to hire said employee to perform supplemental services as **'ACTIVITY'** for the **'SCHOOL YEAR'** only in consideration for which said school district will pay to said employee **'AMOUNT'** payable on the following **'PAYDATE'** in a lump sum, for the amount stated above as may be allowed by law. That said employee agrees to perform the duties of this position for the designated school year. It is hereby specifically provided that the employee shall not be deemed to be granted continuing tenure in this position under this contract.

_____	_____
Employee Signature	Administrator Signature
_____	_____
Date	Date

APPENDIX B

Teacher Salary Provisions

For 2025-2026 members of the Bargaining Unit will receive a step on the previous year's scale and a 5.5% increase as reflected on attached schedules. For 2026-2027 members of the Bargaining Unit will receive a step on the previous year's scale and a 4.5% increase as reflected on the attached schedule.

Step	2025-2026 BA	Step	2025-2026 MA	Step	2025-2026 2nd MA/EDS
1	$51,034	1	$54,769	1	$58,696
2	$52,210	2	$56,370	2	$60,162
3	$53,376	3	$57,982	3	$61,667
4	$54,552	4	$59,578	4	$63,209
5	$55,853	5	$61,182	5	$64,791
6	$57,250	6	$62,794	6	$66,409
7	$58,681	7	$64,436	7	$68,070
8	$60,148	8	$66,087	8	$69,772
9	$61,653	9	$67,799	9	$71,517
10	$63,195	10	$69,574	10	$73,304
11	$64,772	11	$71,298	11	$75,137
12	$66,391	12	$73,011	12	$77,016
13	$68,053	13	$74,765	13	$78,940
14	$69,753	14	$76,602	14	$80,914
15	$71,494	15	$78,371	15	$82,936
16	$73,285	16	$80,102	16	$85,012
17	$74,823	17	$81,879	17	$86,795
18	$76,394	18	$83,669	18	$88,619
19	$77,998	19	$85,410	19	$90,481
20	$79,637	20	$87,163	20	$92,379
21	$81,309	21	$88,956	21	$94,321
22	$83,016	22	$90,755	22	$96,298
23	$84,761	23	$92,496	23	$98,322
24	$86,538	24	$94,236	24	$100,389
25	$88,355	25	$95,987	25	$102,496
26	$90,211	26	$97,682	26	$104,649
27	$92,106	27	$99,476	27	$106,847
28	$94,037	28	$101,565	28	$109,090
29	$96,013	29	$103,697	29	$111,383
30	$98,032	30	$105,876	30	$113,721

Step	2026-2027 BA	Step	2026-2027 MA	Step	2026-2027 2nd MA, EDS
1	$53,331	1	$57,234	1	$61,337
2	$54,559	2	$58,916	2	$62,869
3	$55,778	3	$60,591	3	$64,442
4	$57,007	4	$62,259	4	$66,053
5	$58,366	5	$63,935	5	$67,707
6	$59,826	6	$65,620	6	$69,397
7	$61,322	7	$67,336	7	$71,133
8	$62,855	8	$69,061	8	$72,912
9	$64,427	9	$70,850	9	$74,735
10	$66,039	10	$72,705	10	$76,603
11	$67,687	11	$74,506	11	$78,518
12	$69,379	12	$76,296	12	$80,482
13	$71,115	13	$78,129	13	$82,492
14	$72,892	14	$80,049	14	$84,555
15	$74,711	15	$81,898	15	$86,668
16	$76,583	16	$83,707	16	$88,838
17	$78,190	17	$85,564	17	$90,701
18	$79,832	18	$87,434	18	$92,607
19	$81,508	19	$89,253	19	$94,553
20	$83,221	20	$91,085	20	$96,536
21	$84,968	21	$92,959	21	$98,565
22	$86,752	22	$94,839	22	$100,631
23	$88,575	23	$96,658	23	$102,746
24	$90,432	24	$98,477	24	$104,907
25	$92,331	25	$100,306	25	$107,108
26	$94,270	26	$102,078	26	$109,358
27	$96,251	27	$103,952	27	$111,655
28	$98,269	28	$106,135	28	$113,999
29	$100,334	29	$108,363	29	$116,395
30	$102,443	30	$110,640	30	$118,838

APPENDIX B-1

Compensation Schedule for Supplemental Services

Percentages listed are of BA step 1

Activity	Percentage Paid
Advisory Lead: HS 1 Position	 4.0
Art: Total per person annually for shows & displays	 2.0
Band: Assistant Band Marching Band (includes pre-camp and band camp) Assistant Marching Band (includes pre-camp and band camp) Jazz Band I Jazz Band II Winter Guard	 8.0 15.0 10.0 4.0 3.0 7.0
Book Challenge Member	Books of 48 pages or less will be paid at the "reading rate" of 30 minutes per book at curriculum rate. Longer books will be paid at 90% of the length of the Audible version of the book. Where no Audible version exists, an average reading time will be found online and agreed to by JEA/Admin.
Business: School Business Enterprise DECA (per person up to 2)	 12.0 6.0
Camp: 6th Grade Teachers Other professional staff required to attend Senior Counselors (other than 6th grade teachers)	 .85 $200 stipend
Cat Pack Advisor:	4.5
Class Sponsors (per person): Freshman Sophomore Junior Senior	 2.0 2.0 4.5 4.5
Clubs (10 hours, 10 members, 10 meetings): (1 sponsor only unless prior approval of Administration is granted)	 1.0
Secondary Division or Department Leaders: Six or more department members (split between buildings or contained) Fewer than six members (contained to a building) 7-12 fewer than six members (split between buildings) *shared positions will be divided equally not to exceed listed total *7-12 departments are: Industrial Arts, Business, Life Skills, Art, PE, Music, Guidance, and World Language, Spanish Immersion. Contained building departments are: ELA, Math, Social Studies, Science and Special Education.	 6.0 4.0 5.0

Elementary BLT Team Member:	1.0
Elementary Leaders: Math and ELA Leaders (one each per grade level, one each for Special Education, and one each for Spanish Immersion) Elementary Specials Leader	 3.0 6.0
Jasper Coordinator: Senior High Junior High	 3.0 3.0
Indoor Recess Coverage (Elementary - voluntary)	50% of teaching on prep pay per instance
Intramurals: Senior High Junior High	 2.5 2.5
Links (HS):	3.0
Lunch Duty (secondary – monitor one lunch period per day, 1 per lunch at Junior High and 2 per lunch at High School):	6.0 per person
Mentor Teacher:	2.0 (1st year) 1.0 (years 2-3 if needed)
Music: Elementary Vocal Elementary Choir (one per choir) Elementary Choir Accompanist Junior High Vocal Assistant Vocal Senior High Vocal (including Chamber singers) Acafellas System Orchestra Assistant Orchestra Senior High Band Junior High Band	 1.0 3.0 1.5 8.0 8.0 10.0 3.0 10.0 8.0 10.0 8.0
Newspaper: **Junior High Senior High	 1.0 3.0
Peer to Peer Leader (Junior High and Elementary one per categorical building)**:**	1.0
Plays/Musicals Total: Senior High Musicals (Total % per musical) Junior High Musicals (Total % per musical) Plays (2 Acts-Total % per play) Plays (1 Act-Total % per play)	 28.0 20.0 14.0 5.0

Robotics: District Supervisor (2 positions)	 4.0
Run Club: Coordinator (One per District for Elementary) Run Club Coach (up to 2 per Elementary	 2.0 1.0
Safety Sponsors: Building Sponsors	 2.5
Sex Education Advisory Board Co-Chair:	6.0
Science Olympiad: Senior High Junior High Assistant Coach (6)	 6.0 7.0 2.5
Student Council: Elementary (Maximum of 2) Junior High (2) Senior High (2)	 1.0 2.5 8.0
Unified Sports: Elementary Categorical Programs (1 season, 2 coaches per building) Junior High (1 season, 2 coaches) Senior High (3 seasons, 1 head coach and 1 assistant coach per season)	 2.0 2.0 Head 2.0, Asst 1.0
Yearbook: Senior High Junior High	 7.0 3.5

Summer School Proctor: .09 % of BA step 1

Summer School Teacher: .10 % of BA step 1(a preparation period will be paid if four (4) class periods per day are worked)

Authorized District Curriculum Work, PD, or Training Outside of Contract Time: .09% of BA step 1

JASPER and Junior High Math Lab Supervision, Subbing on Teacher Prep, Authorized After School Student Instruction (ex: SAT prep): .07% of BA step

Professional Development Presentation Preparation: .07% of BA Step 1 (hours to be determined per instance by JEA/Administration – maximum of two (2) times the hours of the presentation) where it is not part of another stipend. Paid prep work will only be for time needed to prep outside of contract time.

All positions on Appendix B-1 are considered to be non-tenured positions and will be appointed on a year-to-year basis.

**If not part of class or floating activity period.

APPENDIX B-2

Athletic Compensation Schedule For Supplemental Services

Years of Experience/Percent of BA step 1

Activity	1	2	3	4	5
Head Varsity Football (1)	17	17.5	18	18.5	19
Assistant Varsity Football (2)	10	10.5	11.0	11.5	12.0
Head JV Football (1)	10.0	10.5	11.0	11.5	12.0
Assistant JV Football (2)	10.0	10.5	11.0	11.5	12.0
Head Freshman Football (1)	10.0	10.5	11.0	11.5	12.0
Assistant Freshman Football (2)	10.0	10.5	11.0	11.5	12.0
Head Mens/Womens Varsity Basketball (1 each)	17.0	17.5	18.0	18.5	19.0
JV Mens/Womens Basketball (1 each)	10.0	10.5	11.0	11.5	12.0
Freshman Mens/Womens Basketball (1 each)	9.0	9.5	10.0	10.5	11.0
Head Mens/Womens Varsity Bowling (2)	7.0	7.5	8.0	8.5	9.0
Head Mens/Womens Varsity Cross Country (1 each)	7.0	8.0	9.0	10.0	11.0
Assistant Mens/Womens Varsity Cross Country (1 each)	5.0	5.5	6.0	6.5	7.0
Head Mens/Womens Varsity Swim/Dive (1 each)	12.0	13.0	14.0	15.0	16.0
Asst. Mens/Womens Varsity Swim/Dive (2 each)	8.0	8.5	9.0	9.5	10.0
Diving Mens/Womens Swim/Dive (1 each)	4.0	4.5	5.0	5.5	6.0
Head Mens/Womens Varsity Golf (1 each)	6.0	7.0	8.0	9.0	10.0
JV Mens/Womens Golf (1 each)	3.0	3.5	4.0	4.5	5.0
Head Varsity Sideline Football Cheer (1)	7.0	7.5	8.0	8.5	9.0
JV Sideline Football Cheer (1)	5.0	5.5	6.0	6.5	7.0
Freshman Sideline Football Cheer (1)	5.0	5.5	6.0	6.5	7.0
Head Varsity Competitive Cheer (1)	11.0	11.5	12.0	12.5	13.0
JV Competitive Cheer (1)	6.0	6.5	7.0	7.5	8.0

Freshman Competitive Cheer (1)	6.0	6.5	7.0	7.5	8.0
Head Varsity Dance (1)	7.0	7.5	8.0	8.5	9.0
JV Dance (1)	5.0	5.5	6.0	6.5	7.0
Freshman Dance (1)	4.5	5.0	5.5	6.0	6.5
Head Mens/Womens Varsity Volleyball (1)	13.0	13.5	14.0	14.5	15.0
JV Volleyball (1)	7.5	8.0	8.5	9.0	9.5
FreshmanVolleyball (1)	7.5	8.0	8.5	9.0	9.5
Head Varsity Wrestling (1)	13.0	13.5	14.0	14.5	15.0
Assistant Varsity Wrestling (2 total -1 Mens, 1 Womens)	7.5	8.0	8.5	9.0	9.5
JV Wrestling (1)	7.5	8.0	8.5	9.0	9.5
Head Mens/Womens Varsity Track (1 each)	10.0	11.0	12.0	13.0	14.0
Assistant Mens/Womens Track (2 each)	7.0	7.5	8.0	8.5	9.0
Assistant Mens/Womens Track (1 each)	3.5	4.0	4.5	5.0	5.5
Head Varsity Baseball (1)	12.0	12.5	13.0	13.5	14.0
JV Baseball (1)	7.0	7.5	8.0	8.5	9.0
Freshman Baseball (1)	6.0	6.5	7.0	7.5	8.0
Head Varsity Softball (1)	12.0	12.5	13.0	13.5	14.0
JV Softball (1)	7.0	7.5	8.0	8.5	9.0
Freshman Softball (1)	6.0	6.5	7.0	7.5	8.0
Head Mens/Womens Varsity Tennis (1 each)	7.0	8.0	9.0	10.0	11.0
JV Mens/Womens Tennis (1 each)	5.0	5.5	6.0	6.5	7.0
Head Mens/Womens Varsity Soccer (1 each)	7.0	8.0	9.0	10.0	11.0
JV Mens/Womens Soccer (1 each)	5.5	6.0	6.5	7.0	7.5
Freshman Mens/Womens Soccer (1 each)	5.0	5.5	6.0	6.5	7.0
Head Mens/Womens Varsity Water Polo (1 each)	7.0	8.0	9.0	10.0	11.0
Asst Mens/Womens Varsity Water Polo (1 each)	4.5	5.0	5.5	6.0	6.5
JV Mens/Womens Water Polo (1 each)	5.0	5.5	6.0	6.5	7.0

Head Mens/Womens Varsity Lacrosse (1 each)	7.0	8.0	9.0	10.0	11.0
JVMens/Womens Lacrosse (1 each)	5.5	6.0	6.5	7.0	7.5
Head Varsity Hockey (1)	13.0	13.5	14.0	14.5	15.0
Assistant Varsity Hockey (1)	7.5	8.0	8.5	9.0	9.5
Assistant Varsity Hockey (1)	4.5	5.0	5.5	6.0	6.5
Jr. High Basketball (8)	4.0	4.5	5.0	5.5	6.0
Jr. High Cross Country (1)	4.0	4.5	5.0	5.5	6.0
J. High Asst. Cross Country (1)	3.0	3.5	4.0	4.5	5.0
Jr. High Swimming & Diving (2)	4.0	4.5	5.0	5.5	6.0
Jr. High Assistant Swimming (4)	3.0	3.5	4.0	4.5	5.0
Jr. High Sideline Cheerleading (2)	4.0	4.5	5.0	5.5	6.0
Jr. High Competitive Cheerleading (2)	4.0	4.5	5.0	5.5	6.0
Jr. High Dance (1)	4.0	4.5	5.0	5.5	6.0
Jr. High Volleyball (4)	4.0	4.5	5.0	5.5	6.0
Jr. High Wrestling (1)	4.0	4.5	5.0	5.5	6.0
Jr. High Assistant Wrestling (1)	3.0	3.5	4.0	4.5	5.0
Jr. High Track (1)	4.0	4.5	5.0	5.5	6.0
Jr. High Assistant Track (3)	3.0	3.5	4.0	4.5	5.0
Jr. High Tennis (2)	4.0	4.5	5.0	5.5	6.0
Jr. High Assistant Tennis (2)	3.0	3.5	4.0	4.5	5.0
Jr. High Soccer (4)	4.0	4.5	5.0	5.5	6.0
Jr. High Football (4)	4.0	4.5	5.0	5.5	6.0
Jr. High Water Polo (1)	4.0	4.5	5.0	5.5	6.0
E-Sports	4.0	4.5	5.0	5.5	6.0

*These positions on Appendix B-2 are considered non-tenured positions and will be appointed from year-to-year

APPENDIX C

Mentor Teachers

In accordance with section 1526 of the Michigan School code, a mentor teacher program shall be implemented. First consideration for mentor teacher responsibility shall be given to a highly qualified effective experienced district teacher who is a member of the bargaining unit. Generally, preference will be given to tenured teachers. Participation as a mentor shall be voluntary, and the appointment will be approved by the building principal on an annual basis. If no mentor teacher is appointed from within the bargaining unit, the principal may appoint a mentor in accordance with provisions of the school code.

A probationary teacher shall be assigned a mentor for the first three years of classroom teaching, although a probationary teacher may be assigned a mentor beyond the requirements of the law. It shall be the duty of the mentor teacher to assist and counsel the probationary teacher in acclimating to the teaching profession and to the school system. A teacher on a Plan of Assistance or Individualized Development Plan may be assigned a mentor teacher.

To the extent possible, the mentor teacher shall teach in the same building as the probationary teacher. Reasonable release time shall be made available so the mentor and probationary teacher may work together. The release time may be used for observation, consultation, conference attendance, or team teaching.

Probationary teachers shall be provided a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. The mentor teacher shall participate in a workshop approved by the administration for training as a mentor.

Probationary teachers will be assigned a teacher as a mentor who will be paid according to the B-1 stipend. Mentors will be assigned to teachers new to the profession for years one through three (1-3) and for experience teachers new to Jenison for year one only. Building administrators will serve as mentors for second and third year probationary teachers and will not receive a stipend for services. Any other teacher subject to more intensive evaluation shall be assigned a highly qualified mentor teacher with approval of JEA leadership.

APPENDIX D

SPECIAL EDUCATION REFERENCES/RESPONSE TO INTERVENTION (RTI)

The Ottawa Area ISD Plan for Delivery of Special Education Programming and Services document shall be used for programming oversight.

These rules are subject to legal changes.

APPENDIX E

PROFESSIONAL LEARNING COMMUNITIES

Elementary Grade Level Teachers

Building grade level teams will choose to either use at least one (1) preparation period per week for PLC purposes or to use at least two (2) half preparation periods per week for PLC. Teams do not need to meet the first week of school (-1), during High School exam weeks (-2), during weeks where there is a full PD day with PLC time (-3), mid-winter break week that has a half day (-1), or during Thanksgiving week (-1). Teams should notify their building leader of their schedule.

- Math and ELA Leads
    - Each grade level team in each building will have at least one math and one ELA lead to attend job alike meetings and report back.
- Facilitator/Note Taker
    - Individual building grade level teams will assign a facilitator (year long role) and a note taker.

Secondary Teachers

Secondary PLC teams will meet on 25 designated Tuesdays, as agreed to by JEA and Administration annually, for 40 minutes from 3:00 to 3:40. Zero hour teachers who need to stay beyond their normally scheduled day to attend PLC meetings will be paid one "sub on your prep period" hour on the Tuesday dates. Individual teams will assign a facilitator (year-long role) and a note taker.

- Meeting Facilitator
    - Secondary meeting facilitators guide the PLC conversations and implement the agenda in coordination with the Division Lead. They will monitor team norms and team goals and communicate with division leaders prior to and after each PLC meeting.

TK Teacher PLC Time

- **TK At ECC:** All TK teachers will have the same prep period in 25-26 to allow for consistent PLC time.
- **TK Outside of ECC:** The goal is for the Bursley and Sandy Hill teacher to have the same prep as the ECC TK teachers or that Bursley and Sandy Hill TK teachers at least have a common prep to meet virtually for collaboration.
- **All TK Teachers:** All teachers will collaborate together on Job Alike days and PLC afternoons.

Elementary Specials Teachers

The District and the Association acknowledge the unique challenges that Elementary Specialists face teaching 30 classes per week, often see 750+ students per week, may travel across multiple buildings, as well as the lack of transition time between classes and the lack of common prep time across their team. Accordingly, flexibility will be given to elementary specials teacher teams as to how they schedule and use PLC time for during designated elementary PLC weeks. These teams may collaborate virtually (ex: Zoom, Google Docs, email) or in person, synchronous or asynchronous, to accomplish team goals including ongoing curriculum development or revision, planning and organizing for lesson transitions, and to create regular (monthly or quarterly) communication with families about activities in their classrooms.

- Elementary Music will continue to have a common PLC time each week built into the schedule.
- Release time will continue to be provided for specials teams to meet as needed for collaboration or curricular initiatives.
- Specialists would use the Job Alike and PD hours for additional PLC hours, more like secondary.

Special Education Teachers

- Intervention teachers are pushing into instructional time and narrowing their grade level focus.
- As possible, intervention teachers would attend team meetings for collaboration not to exceed total number of meetings per year or minutes per week as general elementary teachers.
- When not possible to attend team meetings, agendas and notes will be accessible for teachers to share meeting outcomes and instructional plans.
- District PLC time may also happen during some of the Job Alike, team meetings and PD days as appropriate.
- Learning around what the role of an interventionist in a PLC meeting looks like will continue next school year.
    - Next year the goal would be for a team of intervention teachers to attend District 96 to learn more how to function in this capacity.
    - Possible visit to a local school district to see PLC work in action

2025-2026 Secondary PLC Dates: 9/2, 9/9, 9/16, 9/30, 10/7, 10/14, 10/21, 11/11, 11/18, 12/2, 12/9, 1/6, 1/13, 1/27, 2/17, 2/24, 3/3, 3/17, 3/24, 4/14, 4/21, 4/28, 5/5, 5/12, 5/19. (If there is a conflict with parent/teacher conferences, the building JEA leadership and administration will agree to a rescheduled PLC date).

2026-2027 Secondary PLC Dates: 9/1, 9/8, 9/15, 9/29, 10/6, 10/13, 10/20, 11/10, 11/17, 12/1, 12/8, 1/5, 1/12, 1/26, 2/16, 2/23, 3/2, 3/16, 3/23, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18. (If there is a conflict with parent/teacher conferences, the building JEA leadership and administration will agree to a rescheduled PLC date).

2025-2026 TEACHER PD/PLC/JOB ALIKE/RECORDS

August 18	Professional Development ● 8:00-11:00 PD ● PM non-report
August 19	Professional Development ● 8:00-3:00 PD (one hour lunch) *Elementary to have grade level for some of PD time
August 20	Half Day for students ● Secondary 12:00-2:00 PLC ● Elementary 12:30-2:30 Job Alike
September 26	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
November 3	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
December 18	Half Day for Students ● High School – Records on-site ● Junior High PLC 12:00-2:00 ● Elementary Job Alike 12:30-2:30
December 19	Half Day for Students ● PM non-report
January 16	Half Day for Students ● PM non-report
January 19	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
February 5	Half Day for Students ● Secondary 12:00-2:00 PLC ● Elementary 12:30-2:30 Job Alike
March 13	Professional Development ● PD 8:00-11:00 ● Secondary PLC 12:00-2:00 ● Elementary Grade Level 12:00-2:00
May 28	Half Day for Students ● High School – Records on-site ● Junior High PLC 12:00-2:00 ● Elementary Job Alike 12:30-2:30
May 29	Half Day for Students ● PM non-report

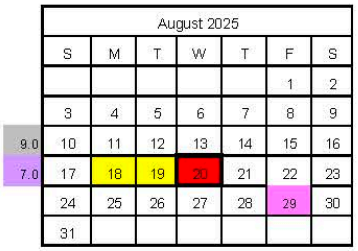
2026-2027 TEACHER PD/PLC/JOB ALIKE/RECORDS

August 17	Professional Development ● 8:00-11:00 PD • PM non-report
August 18	Professional Development ● 8:00-3:00 PD (one hour lunch) *Elementary to have grade level for some of PD time
August 19	Half Day for students ● Secondary 12:00-2:00 PLC ● Elementary 12:30-2:30 Job Alike
September 25	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
November 2	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
December 17	Half Day for Students ● High School – Records on-site ● Junior High PLC 12:00-2:00 ● Elementary Job Alike 12:30-2:30
December 18	Half Day for Students • PM non-report
January 15	Half Day for Students ● PM non-report
January 18	Professional Development ● PD 8:00-11:00 ● PLC 12:00-2:00
February 11	Half Day for Students ● Secondary 12:00-2:00 PLC ● Elementary 12:30-2:30 Job Alike
March 12	Professional Development ● PD 8:00-11:00 ● Secondary PLC 12:00-2:00 ● Elementary Grade Level 12:00-2:00
May 26	Half Day for Students ● High School – Records on-site ● Junior High PLC 12:00-2:00 ● Elementary Job Alike 12:30-2:30
May 27	Half Day for Students ● PM non-report

2025-2026 School Year Calendar

Jenison Public Schools

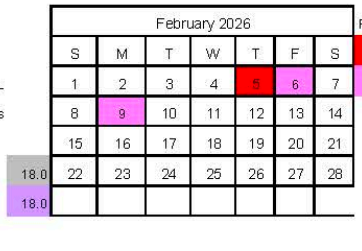
2025-2026 Calendar



August 2025		
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
9.0 10	11	12	13	14	15	16
7.0 17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2025

18	AM Teacher PD
19	Teacher PD/GD LVL
20	First day students
20	Job alike/PLC
29	OFF



February 2026		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
18.0 22	23	24	25	26	27	28
18.0						

February 2026

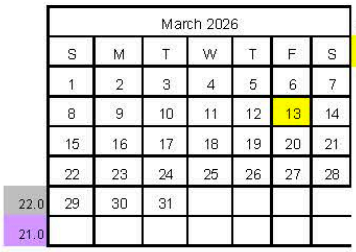
5	Job alike/PLC
6-9	Midwinter Break



September 2025		
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21.0 21	22	23	24	25	26	27
20.0 28	29	30				

September 2025

	Off
1	OFF Labor Day
26	PD/PLC



March 2026		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
22.0 29	30	31				
21.0						

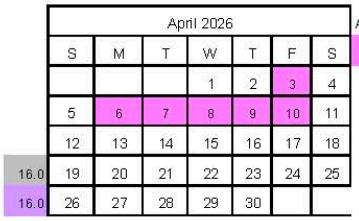
March 2026

13	PD/PLC/GD LVL



October 2025		
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
23.0 19	20	21	22	23	24	25
23.0 26	27	28	29	30	31	

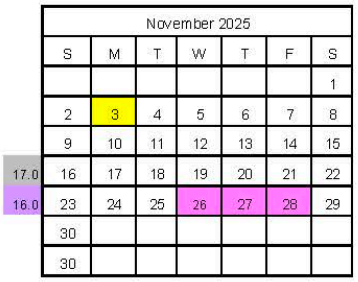
October 2025



April 2026		
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
16.0 19	20	21	22	23	24	25
16.0 26	27	28	29	30		

April 2026

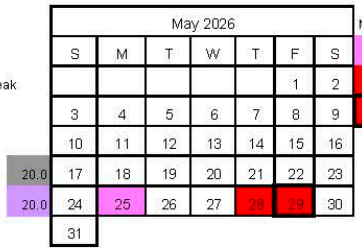
3-10	Spring Break



November 2025		
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
17.0 16	17	18	19	20	21	22
16.0 23	24	25	26	27	28	29
30						
30						

November 2025

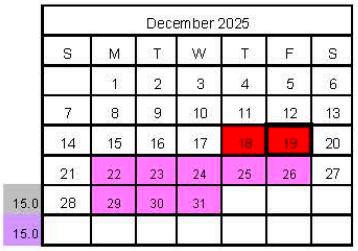
3	PD/PLC
26-28	Thanksgiving Break



May 2026		
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
20.0 17	18	19	20	21	22	23
20.0 24	25	26	27	28	29	30
31						

May 2026

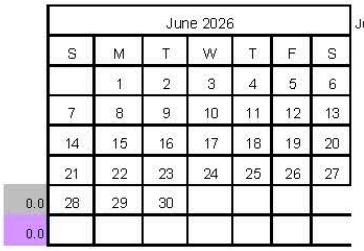
25	Memorial Day
28	Records/PLC/Alike
29	Last Day Students



December 2025		
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
15.0 28	29	30	31			
15.0						

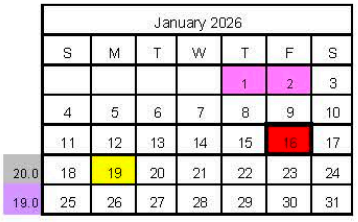
December 2025

18	Records/PLC/Alike
19	Records
19	HS Sem
22-31	Holiday Break



June 2026		
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
0.0 28	29	30				
0.0						

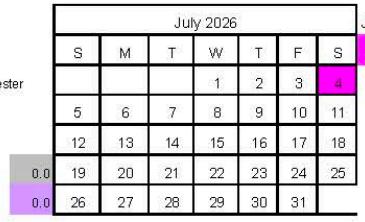
June 2026



January 2026		
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
20.0 18	19	20	21	22	23	24
19.0 25	26	27	28	29	30	31

January 2024

1-2	Holiday Break
16	End of 1st Semester
19	PD/PLC



July 2026		
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
0.0 19	20	21	22	23	24	25
0.0 26	27	28	29	30	31	

July 2026

4	Independence Day

Parent/Teacher Conference Equivalent	Total	2
Teacher Only Attendance Days	Total	181
Student Instruction Days	Total	175

*PD for instruction: 8/19,9/26,11/3,1/19,3/13

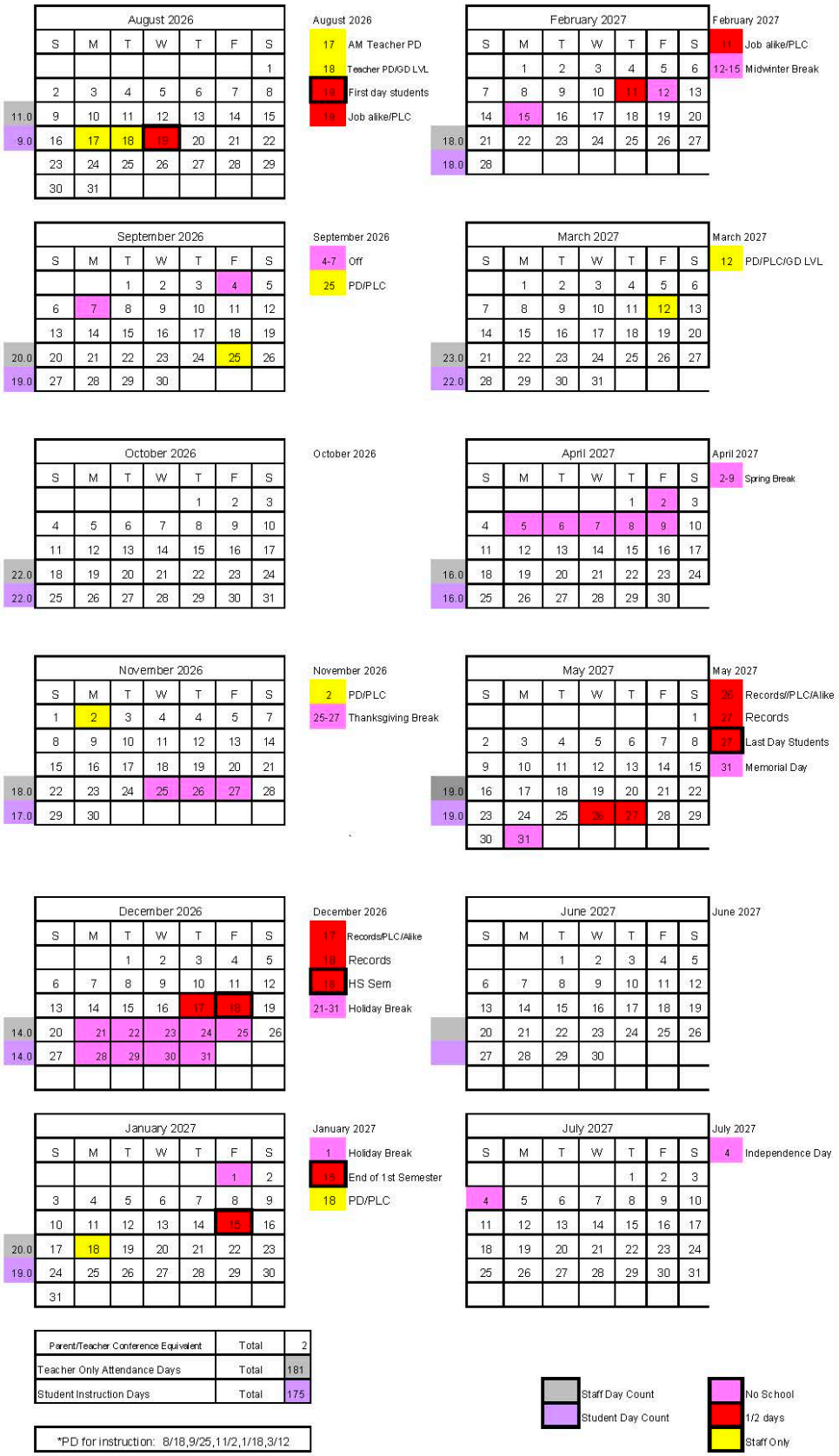
Staff Day Count
Student Day Count

No School
1/2 days
Staff Only

2026-2027 School Year Calendar

Jenison Public Schools

2026-2027 Calendar



Letter of Agreement

between the
Jenison Public Schools Board of Education
and the
Jenison Education Association

Re: Advisory Year Four

The parties agree and acknowledge as follows:

1. Year one (2021-2022) of Advisory was implemented with a Letter of Agreement. The parties agreed to mostly the same (with modifications) for year two (2022-2023). Year three (2023-2024) utilized the year two model (see below).
2. For year two, the HS staff chose to remove math teachers from the responsibility of owning an advisory group so they could better accommodate the volume of students coming to visit for help during this time. This will resume for 2024-2025.
3. For the 2022-2024 school year, Advisory overages for the junior high were calculated as they were in the 2021-2022 school year. This will continue for 2024-2025.
4. The current Master Agreement has **student** maximums of 150 students per day for most high school teachers. Exceptions to this include PE at 195 per day and vocal/instrumental music at 250 per day. There is the potential for staff to have over the above mentioned limits on "Advisory days." After the drop/add period ended for the fall of 2022, the average number of students per high school advisory class for 2021-2022 was compared to the average for the 2022-2023 year. The parties agreed that the high school 2021-2022 average was 19.6 (20). The parties further agreed that the 2022-2023 average was 22.6 (23). The difference was 3 students (153 new threshold). Thus, high school teachers were paid an overage for each student starting with student 154. The increase in average size was added to the 150 maximum to create a new threshold of 153**.** Teachers were paid overages starting with student 154. For the 2023-2024 year, and under these circumstances only, $1 per student per Advisory period was paid as a stipend for any overage that exceeded the new threshold (153). Overages were calculated based upon students scheduled into the Default Advisory class. Students requested for Wave 1 or Wave 2 did not count toward an overage. If the number of students diminished, so did the stipend until the contractual limit per day on Advisory days was reached. The overage clause did not apply to "regularly scheduled" classes. Overages were only implemented as a result of Advisory period. This practice will continue for 2024-2025.
5. Due to changes in oversight from MDE, credit recovery teachers must now be appropriately content certified. A math teacher will continue to be the credit recovery teacher. One teacher each with a broad social studies endorsement, broad science endorsement, and an English endorsement will be paid a 1% supplemental for the year to be available to see credit recovery students.
6. For year three (2024-2025) counselors will not be assigned an Advisory class.
7. The parties agree to meet as needed to discuss the Advisory program, any proposed changes to the program, and any necessary updates to this letter.
8. This constitutes the entire understanding of the parties and is not to be deemed precedent setting. The practice will be reviewed and bargained as a part of negotiations.

_____ _____

For the Board Date For the JEA Date

Letter of Agreement
between the
Jenison Public Schools Board of Education
and the
Jenison Education Association

Re: Leave Time on PD/PLC Days

The parties agree and acknowledge as follows:

1. Knowing that PD/PLC days are ending early (2 pm) to utilize those minutes for PLC meetings on different dates, an absence that spans a full PD/PLC day will count as a normal full day for leave purposes. With this understood, missing a sporadic PLC or staff meeting will not require the use of leave time unless administration has worked with JEA to discuss disciplinary measures due to a pattern of absences at staff meetings or PLC meetings.

2. This constitutes the entire understanding of the parties and is not to be deemed precedent setting. The practice will be reviewed and bargained as a part of negotiations.

10/1/25 10-2-25

For the Board Date For the JEA Date