PROFESSIONAL MASTER CONTRACT

between

CROSWELL-LEXINGTON COMMUNITY SCHOOLS

and

CROSWELL-LEXINGTON EDUCATION ASSOCIATION
MEA/NEA

2026-2030

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AGREEMENT

This Agreement entered into this 17th day of August, 2026, by and between the Board of Education of the School District of the Croswell-Lexington Community Schools, Croswell, Michigan, hereinafter called the "Board" and the Croswell-Lexington Education Association/MEA/NEA, hereinafter called the "Association".

ARTICLE 1: RIGHT OF THE BOARD

A. "The Board", on its own behalf and on behalf of the electors of the district, hereby retain and reserve unto itself, without limitation, all powers, 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:

1. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
2. 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; in compliance with this contract.
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
4. The selection of textbooks and other teaching materials.
5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities and the terms and conditions of employment.

B. The exercise of 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 terms of the Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE 2: RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965 for all Professional personnel on tenure or probation. The bargaining unit shall include all regular classroom teachers, kindergarten through senior high school, professional continuing ed. teachers, part time teachers, school nurses, social workers, psychologists, counselors, department chairperson(s), vocational education teachers, teachers of extra-curricular activities, therapists, librarians, alternative education teachers, special projects coordinators and home liaison employed by the Board whether or not assigned to a public school building, but excluding regular supervisory and executive personnel (namely teaching principal, business manager, office, clerical, custodial, and other non-teaching employees). The term "Teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of the Agreement.

C. Any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be deemed valid and subsisting only to the extent permitted by law, but all other provisions or applications shall continue in full force and effect during the life of this Agreement.

ARTICLE 3: TEACHER AND ASSOCIATION RIGHTS

A. Teacher-Tenure: The Board, shall, at all times, deal with members of the Faculty in accordance with the provisions contained in the Michigan State Tenure Act.

B. Pursuant to Act 379 of the Public Acts of 1965, the parties agree that all teachers recognized in Article I, paragraph A, shall have the right freely to join and support the Association or to decline from participating therein.

C. There shall be available for each school building a set of keys for teacher use when school is not in session. Request for use of these keys should be made in advance to the building principal. Custodians should be notified by the principal that teachers will be in the building and alert them as to probable rooms and equipment the teachers may need. School use is defined as use for preparation of instruction and not for recreational or personal use.

D. The Association and its members shall have the right to use school buildings and related facilities without charge, provided such use has been approved by the Superintendent of Schools. Such use shall not interfere or interrupt normal school operations. The Association may also use the inter school mail and the bulletin boards located in the teachers' lounge or dining room.

E. A copy of the Board Preliminary Agenda shall be sent to the Association representative in each building prior to the Board meeting. A copy of the minutes shall be sent to the Association representative on the day they are sent to the Board.

F. The Board agrees to furnish the Association, in response to reasonable requests, information regarding financial resources of the district that are official or published.

G. All available information which is necessary to the processing of any grievance will, with the approval of the teacher involved, be available to the Association, except information found only in the confidential file of the teacher.

H. Teachers shall be permitted to wear appropriate insignia, pins or other identification of membership in the Association on school premises.

I. Teachers shall have the right to review their personnel file except confidential information from placement bureaus and confidential recommendations from outside the school district, and only then under the direction or supervision of the Superintendent of Schools who is the custodian of such files.

J. All newly hired full-time teachers shall be properly certified by the State Board of Education except State Board certified vocational teachers. Degree teachers whose Michigan certification has lapsed, or degree teachers who hold certification in a state which Michigan does not have reciprocity may be hired under a special permit while fulfilling Michigan requirements.

K. Meetings shall be held between the building Association representative and building principal

as needed. The date and time for such meeting shall be mutually agreed upon. To further communication, principals and the building Association representative will meet as a group at least once per year and as necessary when mutually agreed upon.

ARTICLE 4: PAYROLL DEDUCTION

A. Teachers shall have the option to have payroll deductions for membership dues on the first pay of each month. The payroll deduction of membership dues shall be made each month for ten (10) months beginning in September and ending in June of each year. The Association agrees to supply the business office with a list including the name of each teacher, the amount to be deducted and the total amount to be submitted to the Association. Teachers will submit to the Business Office the Payroll Dues Authorization Form collected and provided by the CLEA no later than August 1, or 30 days post hire if after August 1. Authorization for deductions shall be ongoing.

   1. Dues will be collected out of the first twenty (20) pays of the school year.

B. The Board shall make payroll deductions for credit unions, hospitalization, medical insurance, United Fund, United States bonds and tax sheltered annuities or any other plans or programs jointly approved by the Association and the Board of Education.

C. The Association will protect and save harmless the Board from any and all claims, demands, suits and other forms of liability by reasons of action taken or not taken by the Board for the purpose of complying with Article IV of this Agreement with the following stipulations; (a) Board negligence (b) Association will have the right to select counsel.

D. The contractual salary shall be divided per the annual choice of individual teachers as follows:

   1. Twenty equal pays disbursed on the 8th and 23rd of each month.

   2. Twenty-four equal pays disbursed on the 8th and 23rd of each month.

Employees must use direct deposit for 100% of the net pay of their regular salary check.

ARTICLE 5: TEACHER PROTECTION

A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligation with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Teachers shall observe any rules concerning punishment of students as may be established by the Board.

B. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the district shall provide legal counsel provided the teacher acted within the scope of his or her employment.

C. Time lost by a teacher in connection with any work-related incident that results in serious bodily injury shall not be charged against the teacher, but such time shall be limited to the point of eligibility of workers' compensation or 30 calendar days, whichever is less.

D. All teachers are to report any damage or destruction to clothing or personal property while on duty in the school or on the school premises. If, in the determination of the Board or designee, the teacher was using suitable discretion and care, the Board or designee shall determine the worth of said clothing or property reimbursement or worth more than five

dollars ($5.00). The maximum reimbursement will be for five hundred dollars ($500). Such payment will be made only after the teacher has exhausted all possibility of collecting such loss under other means. Final determination of this section is the sole prerogative of the Board or designee.

E. School reimbursement for lost or stolen personal articles - If the property is covered through an individual's insurance policy, the Board will agree to pay that portion of the deductible not covered by the policy up to a maximum of five hundred dollars ($500)

F. The Board shall not discriminate against any member of the bargaining unit because of race, creed, color, national origin, religion, age, marital status, sex, residency requirements, or teacher's participation or non-participation in association's activities.

ARTICLE 6: LEADERSHIP COUNCIL

A. Purpose - to provide collaborative structure for communication, decisions, sharing of information, development of core area growth, provide for focused professional development opportunities, and state requirements.

B. At the beginning of each school year, each regular and itinerant teacher will be assigned to one (1) department. Elementary departments will consist of all professional staff whose primary assignments include students, kindergarten through fourth (K - 4). Middle School departments will consist of all professional staff whose assignment primarily include grades five through eight (5 - 8). High school departments will consist of all professional staff whose assignment primarily include grades nine through twelve (9-12).

Departments shall be as follows:

Meyer and Frostick Elementary (each) - Kindergarten through fourth (K-4) grades
Kindergarten
1st grade
2nd grade
3rd grade
4th grade

Middle School - Fifth through eighth (5-8) grades.
Math
Science
Social Studies
Language Arts

High School - Ninth through twelfth (9-12) grades.
Math Science
Social Studies
Language Arts

Elementary Exploratory Courses

Middle School Exploratory and Elective Courses

High School Elective Courses

Elementary Special Education (K-4)

Secondary Special Education (5-12)

Sex Education - Kindergarten through twelfth (K-12) grades

C. Leadership Council positions are voluntary. Procedures for selection of these positions are outlined in the staff handbook.

D. Principals, at their discretion, will meet with department heads in their own buildings on a monthly basis at a time scheduled by the principal and the department heads.

E. Departments will meet a minimum of five (5) hours each school year with a minimum of three (3) meetings per school year. The meetings will be conducted by the department heads. Department heads will report back after each meeting to their building principals and to the curriculum director in the form of written minutes. Notes will be shared with each member through a common accessible form.

F. All department meeting invitations will be shared with the building principal and with the curriculum director.

G. District wide department heads will meet in October and May each school year and as needed to share information from each building at a place established by the Director of Curriculum & Instruction. An agenda for that meeting will be set ahead of time.

ARTICLE 7: TEACHING CONDITIONS

A. The Croswell-Lexington school system shall be a totally smoke free environment. Smoking will not be permitted anywhere within the school buildings.

B. Telephones will be available to teachers for their reasonable use and school related business.

C. Refreshment sales may occur in teachers' lounges or teachers' dining rooms in the various buildings at the expense of the Association, and with the approval of the Building Principal. The proceeds will be used at the discretion of the Association.

D. Adequate and convenient parking facilities will be made available to teachers.

E. An explanation will be given by the Building Principal within ten (10) days when a requisition for supplies is rejected or purposely delayed.

F. Calendar:

1. Meeting called by the administration on days designated as records days shall not exceed one (1) in number or be longer than sixty (60) minutes, unless otherwise negotiated in the school year calendar.
2. Staff meetings shall not exceed two per month except in emergencies.
    a. The maximum length of any meeting shall be ninety (90) minutes; with the total for each month not to exceed one hundred twenty minutes (120) except December, sixty minutes (60).
    b. The teaching staff in each building shall, by democratic vote, determine when these meetings shall take place, A.M. or P.M. The building administrator will determine date and length of each meeting.
    c. Additional small group meetings may be called by administration, but on a strictly voluntary basis, if said meeting extends beyond the four hundred thirty (430) minute teacher day.

G. Schools Reasonably Equipped and Maintained: The Board agrees to keep the schools reasonably equipped and maintained. The Board further agrees to consult with teachers regarding the nature and quantity of aids and materials to be purchased and provided.

The Board will provide the following in good working order:

1. A separate desk for each teacher with lockable drawer space. Keys shall be available on request to Principal. One (1) workable and lockable filing cabinet shall be furnished if requisitioned.
2. Space for each teacher to store coats, overshoes and personal articles.
3. Chalkboard or whiteboard in every classroom.
4. A complete and unabridged dictionary in every classroom, when requested by the teacher.
5. Storage space in each classroom for instructional materials.
6. Class record books, paper, pencils, pens, chalk, erasers and other material required in daily teaching responsibility.
7. Office copy machines shall be available for teacher use.
8. Individual mail boxes for each teacher.
9. Use of computer equipment, display projectors, internet, Wi-Fi, digital file storage, and electronic mail, in accordance with the Board technology use policy.
10. The Board shall make available in each school, a lunchroom and restroom facilities for teacher use. Provisions for such facilities will be made in all future buildings, in consultation with the Association.

H. The Board and the Association are agreed that professional educators contribute much to the success of extracurricular activities and to the feelings of success and well-being in participating students by their attendance at such functions.

I. The cost of a required physical examination, upon initial employment or at the request of the Board of Education, for all teachers, shall be paid by the Board.

J. Teachers at the High School and Middle School may volunteer to give up a preparation period to substitute teach in a colleague's class.

1. A record of such volunteer service will be kept by the administration in each building.
2. The time will be recorded in fifteen (15) minute increments.
3. A teacher who volunteers to give up a preparation period to substitute teach in a colleague's class will be compensated in one of two ways, as specified below.
    a. The teacher may elect to be paid for substitute teaching at the rate of seven dollars and fifty cents ($7.50) per fifteen (15) minute increment, for a total of $30 per regular class period of service rendered at the Middle School or High School. This compensation will be paid in the individual teacher's regular salary check at the end of each semester period (2 times per school year).
    b. The teacher may elect to have the hours accumulated from substitute teaching added to his/her sick bank. The hours will be added to the teacher's sick bank at the end of each semester (2 times per school year). Six (6) clock hours are equivalent to one (1) school day.

K. If a classroom teacher must add to the regular class numbers, a full class or a portion of a class because a substitute is unavailable, the teacher shall receive additional pay for that day or part of a day based upon substitute pay (if two or more teachers take a portion of a class,

they would divide the substitute pay.)

1. This does not apply to other than classroom teachers.
2. This does not apply, if for some reason, a teacher has no regular students at that time.

L. During that portion of the teacher's day, designated as conference period, or relief time, staff members shall have unrestricted access to library facilities, teacher's lounge, restrooms and work areas.

M. Liability for Injury – School Employees Voluntarily Driving Students – Teachers shall not be required to transport students in the teacher's personal vehicle as part of their employment duties as a teacher or as a coach. (State Law dictates insurance protocols.)

N. Should a teacher at the High School or Middle School elect to teach without a preparation period or a portion thereof, the following is agreed:

1. Teaching Classes during a Preparation Period for a Semester

   a. From time to time, teachers may be asked by administration to teach a class during the school day for a semester, in place of their preparation period. Teachers who agree to teach a class during their preparation period will be given a stipend each semester equal to 1/12 (one/twelfth) of the MA - Step 6. The stipend will be divided and paid in equal amounts spread across the pay periods in the semester in which the teaching takes place. If a new salary schedule is developed in future contracts, the association to MA-Step 6 will be reassigned to a step and lane with a comparable dollar amount.

      - Teachers will complete a time sheet, provided by RESA, specifying the days that they teach during their preparation period. This time sheet is a record of the school days the teacher is in the classroom teaching during his or her preparation period; it is not for the purpose of paying the teacher for teaching during his or her preparation period.
      - A teacher who contracts with the district to teach during his or her preparation period and who takes an extended leave (i.e., maternity leave, extended sick leave, etc.) of more than five (5) school days during the contracted semester, may have $50 deducted from his or her stipend for each day he or she is absent from the classroom. During an extended absence, the teacher is not responsible for classroom lesson planning.

2. Any staff member who possesses the minimum qualifications will have the opportunity to volunteer to teach all or a portion of their preparation period if approved by the building principal. The following considerations will be taken when determining which teachers are offered the opportunity: to keep the number of preps to plan for the individual teacher and department to a minimum, maximize the teaching staff who is able to have a prep period, the staff member has previously taught the class/has expertise in that area, or has training specific to the course offered.
3. Should the number of hours paid reach a total number of sections equivalent to a full time teaching position within one subject area at the Middle School and High School, the Board may hire an additional full time teacher.
4. Teaching classes during a Preparation Period for Extended Periods of Time

   a. During the school year, if a teacher agrees to teach on his or her preparation period for another teacher for an extended length of time (five [5] days or more), the teacher giving up his or her preparation period will be compensated at the rate of $56.46 for each class taught each day.

b. This provision does not replace Article 7, Paragraph J; it stands in addition to Article 7, Paragraph J.

O. The district administration will notify the CLEA president in instances where administration deems it absolutely necessary to remove or alter, or direct the removal or alteration of, any communication or document from a teacher's digital account (i.e. email, Google Drive). A copy of the removed, or altered, aforementioned document or email with an explanation for the removal shall be provided to the CLEA president.

ARTICLE 8: TEACHING HOURS AND LOADS

A. Reporting for Work: No teacher shall be required to report for duty earlier than ten (10) minutes before the opening of the pupils' regular school day. The duration of the teacher's day shall be four hundred and thirty (430) minutes. All teachers shall be permitted to leave as soon as the buses have left on the last day of the week and the day prior to a scheduled calendar break. Unless permission is granted by the building principal, teachers shall leave no earlier than the normal time.

In the event schools are closed due to severe inclement weather, or when otherwise prevented by an act of God, and are closed to students due to the above conditions, bargaining unit members shall not be required to report for duty. On days that the opening of the student day is delayed due to the reasons noted above, teachers shall not be required to report to work more than twenty (20) minutes before said opening.

B. Preparation Time and Uninterrupted Lunch Time:
Each teacher shall be entitled to a duty free lunch period of not less than thirty (30) minutes.
The Board will make every effort to provide all elementary teachers with 240 minutes of preparation time during the student day per week. In no case will the number of minutes of preparation time be fewer than two hundred ten (210) minutes per week. Every teacher will be scheduled for a minimum of one thirty (30) minute uninterrupted preparation period every full school day.
High School and Middle School teachers shall have time, equal to one uninterrupted class period during each school day, set aside for conference, preparation and other non-classroom duties to be conducted within the building. Elementary teachers will not be required to have any lunch duty.
Elementary teachers shall be assigned not more than one (1) recess duty per week. "Elementary teacher" shall include regular classroom teachers, itinerant teachers and elementary counselor. This shall be done on a rotation basis in each building. Classroom aides, lunchroom assistants, and so forth shall be placed on the playground daily to assist in supervising the recesses. The Board may require more than one (1) teacher to do recess duty should the District experience compelling financial difficulties.

1. Missed Prep Pay for Required Meetings: Both the Board and the Association recognize the value of teacher attendance at student related, curriculum, and/or committee meetings. However, such meetings that occur during the school day should not have an excessive impact on teacher planning time. If a teacher loses more than six (6) planning periods during a semester for IEPs, 504s, Child Study meetings, and district planned professional development, the teacher shall be compensated at the extra hourly rate pursuant to Article 7 Clause J.

C. Class Sizes and Loads:
1. The Association and the Board recognize that pupil-teacher ratio is one important aspect of a quality education program. The Board will attempt to equitably distribute the total number of students in elementary classrooms within a grade level within a school. The

parties agree that class size should be lowered whenever practicable. The following, however, are recognized as maximum:

a.	Kindergarten - 1st grade	26
b.	Elementary - grades 2-3	26
	grade 4	28
c.	Elementary itinerants (music, gym, technology, etc.) shall not have more than forty (40) pupils per session.	
d.	Special education classes	State mandated maximum
e.	Split elementary, if absolutely necessary	24
f.	Middle School and High School	
	Industrial Arts	30
	Vocational	30
	Art	30
	English	30
	Social Studies	30
	Mathematics	30
	Science	30
	Foreign Languages	30
	Computer Lab Classes	30
	Physical Education/Health Ed	40/35

2. Secondary teachers (5-12) with more students than the above maximums shall be reimbursed at the rate of $2.50 per hour, per day, for each student over the maximum in grades 5-12 as indicated by their roster. Such payment shall be retroactive to the first day of the semester and shall be paid for the entire semester. Payments shall be included in the first paycheck following the close of the semester. The above applies when a teacher's class size exceeds the class size maximum numbers.
3. Additional students above the recognized maximums will be distributed equitably based on the total number of students and students with special needs.
4. The District will make every reasonable effort not to exceed 33 students for classes with a 30 maximum. Should any class exceed 33 students, the district agrees to immediately seek additional instructional support and/or make changes in student schedules to reduce class sizes.
5. On a case by case basis, if a teacher (5-12) agrees to accept more than 33 students, approval will be needed by the CLEA Leadership and the Superintendent or designee. The maximum will not exceed 34 and compensation for all additional students that exceed 30, will be paid at $2.50 per hour, per student, per day.
6. Elementary teachers who teach 4th grade with more than the identified maximum of twenty-eight (28) students, will receive $12.50 per day, for each additional student as indicated by their roster.
7. Elementary teachers (K-3) with more students than the identified maximum of twenty-six (26) students will receive $12.50 per day, for each additional student as indicated by their roster.
8. If any elementary classroom (K-3) exceeds the maximum by four (4) students, the district agrees to alert the CLEA Leadership to discuss the situation.
9. If a special education teacher has over 15 students on their caseload, they can

utilize a ½ day of release time per marking period to complete caseload work. The release time work must be completed in the district.

D. The above class size schedule does not preclude the adoption of innovative programs at any level.

E. No teacher will have a workday in excess of four hundred thirty (430) minutes each school day. Teaching loads in a building with a five (5) period day will not exceed four (4) teaching periods. Teaching loads in a building with a six (6) period day will not exceed five (5) teaching periods.

F. Certificated Staff Teaching Online Classes in addition to Regular Teaching Assignments

1. Administration will provide training to certificated staff interested in providing online courses for students. These classes will be wholly created and delivered by the teacher outside of the school day.

2. Certificated staff may teach online courses for which they are highly qualified in addition to their regular teaching assignment.

3. Teaching an online course lasting one semester, in addition to a teacher's regular teaching assignment, will be compensated as follows:
   - $250 for the first student enrolled in the course.
   - $120 for each additional student enrolled in the course.

4. The number of students enrolled in each online course shall be capped at 30 students unless additional students are approved by the online teacher. The teacher will be paid $120 for each additional student over the limit of 30.

5. The teacher will receive payment for teaching the online course in the first pay period after the end of the semester in which the course was taught.

6. When the number of students enrolled in an online course exceeds twenty-two (22) students, the administration may substitute the online course teaching assignment for one of the teacher's regular hourly teaching assignments. In this instance, no additional compensation will be paid to the teacher for teaching the online course above his/her normal salary.

7. Certificated staff is encouraged to provide online learning opportunities for our students. However, beginning in the 2012-13 school year, staff members may elect not to teach an online course in addition to his/her regular teaching assignment.

G. Teacher of Record (TOR) and Mentor Teachers

1. Purpose and Scope
   a. The goal is to define the role and responsibilities of the Teacher of Record (TOR)/Mentor Teacher to online students.
   b. We now must provide a certified teacher as the TOR who is certified to teach both the subject and grade level. If it is an elective course, the teacher must be grade-level certified.

2. Roles and Responsibilities/Expectations
   a. This role would be assigned as a scheduled class hour as needed by the district or

as a purchased prep period and be paid according to the current CLEA agreement - Article VI Letter N.

i. Enrollment would be capped at 40 students per teacher at any given time with fluidity of new students being added as others complete their coursework.
   - Pioneer HS students work on two classes at a time but must be enrolled in six for FTE purposes. Only students actively working on courses would count toward the 40 enrolled.
   - For teacher enrollment under 20 students, teachers would be paid $113.00 per student (4500/40) and would not be considered teaching on their prep. The expectations below of the weekly Zoom meetings would not apply.

b. The teacher would be expected to be available via a zoom meeting a minimum of two days a week for the duration of the purchased prep period to assist online students with coursework.
c. The other three days would be used for the following: assisting students who need support, communication requirements, grading (if necessary), parent communication, and communicating with district staff/faculty on the progress of assigned students.

3. There would be three groups of students that could be assigned to the teacher.
   a. Pioneer HS Students - these students (in the teacher's certification area) would be enrolled by Pioneer HS staff and rostered to both the teacher and Pioneer HS staff held under the Pioneer HS entity (for grade book access). Pioneer HS staff will provide a list of active subject matter students (additional students are enrolled for FTE purposes but only work on two classes at a time). The teacher would be considered the TOR. Pioneer Staff would be the mentor teacher. Weekly communication logs would be handled through Pioneer HS staff. Class progress/grading, opening quizzes/tests, and parent communication would be completed by the Pioneer HS staff. Final grades would be issued by Pioneer HS staff.
   b. HS Online Students - these students (in the teacher's certification area) would be enrolled by the teacher/virtual coordinator and would be rostered to the teacher. The teacher would be the TOR and the mentor teacher responsible for documenting weekly communication with these students. Progress/grading, opening quizzes/tests, and parent communication would be completed by the teacher. Final grades would be issued by the teacher.
   c. HS Credit Recovery Students - these students (in the teacher's certification area) would be enrolled by the credit recovery teacher/virtual coordinator and rostered to both the teacher and the Credit Recovery Teacher. The teacher would be considered the TOR. The Credit Recovery teacher would be the mentor teacher. Since attendance is taken daily, weekly communication logs are not required. Class progress/grading, opening quizzes/tests, and parent communication would be completed by the Credit Recovery Teacher. Final grades would be issued by the Credit Recovery Teacher.

4. Assignment of Students - Building administration would offer teachers who might be interested in the opportunity based on their certification credentials. The number of teachers needed would be determined by the number of students enrolled. Teachers may decline the opportunity. In the event the classes are not covered as a purchased prep, the class could be assigned as a scheduled hour within their workday as described above.

ARTICLE 9: LEAST RESTRICTIVE ENVIRONMENT

A. In all portions of this article where disabled students are referred to, the following shall apply:

Hearing
Impaired Vision
Impaired
Physically or Otherwise Health Impaired
Severely Mentally Impaired
Emotionally Impaired
Educable Mentally
Impaired Learning Disabled
Trainable Mentally
Impaired Severely
Multiply Impaired
Autistic Impaired

B. Mainstreaming is defined as the placement of an identified special education student referenced above in Section A into a regular education program for any part of the regular school day.
When a general education classroom teacher is assigned a special education student as set forth above, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions or render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition.
Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class.

C. If any teacher has a reasonable basis to believe that a disabled student's current Individual Education Plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal of that opinion.

D. On a case-by-case basis, the District will determine what training, if any, will be necessary for the general education teacher who has a mainstreamed student as set forth in Section B assigned to his/her classroom.

E. In assigning a mainstreamed student as defined in Section B to a general education classroom when more than one classroom placement is available within the building to facilitate the implementation of the student's I.E.P., the Board agrees to consider the severity of the students assigned to the class and the overall class sizes within the applicable classrooms.

When students identified in Section A above are mainstreamed into a regular classroom, every effort will be made to equalize the number of such students in each classroom in the grade level in each building.

F. The parties acknowledge that the policy of Least Restrictive Environment is legally mandated. It is also recognized that the extent to which any individual disabled student should participate in regular education programs and services involves considerations of the student's unique needs as determined by an Individual Education Planning Committee (IEP). It is agreed that the disabled student's participation and right to participate in regular education programs and

service cannot be affected by this Agreement.

G. IEPC participation: Any bargaining unit member who will be providing instructional or other services to a disabled student in a regular education classroom setting shall be notified in writing, of the Individual Educational Planning Committee (IEP) which may initially place (or continue the placement of) the student in a regular education classroom. Unless directed to attend by the employer, the member may choose not to do so. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEP which is scheduled during the time the teacher is assigned to teach a class.

ARTICLE 10: LEAVE, PERSONAL ILLNESS, AND BUSINESS

A. Sick Leave: Any teacher absent from duty due to personal illness shall be allowed full pay for a total of one (1) day per month in which work was performed with accumulation of sick leave days to one hundred twenty (120). However, in case of a continuous illness for ninety (90) days, the Long-Term Disability would take over at this point. Accumulation at the rate of one day per month, to be credited at the beginning of the year to a maximum of one hundred twenty (120). If the teacher should leave the school system during the school year, after using up sick leave beyond that to which he is entitled, a deduction shall be made in the final check for sick leave used beyond the accumulation that year at the rate of one (1) day per month.

Teachers who have built up the maximum of one hundred twenty (120) sick days leave may use up the eleven (11) days for the current year before the one hundred twenty (120) days will be decreased.

The request for a sick day will be submitted by the teacher to the district's substitute request system.

1. Sick Leave Bank:
    a. Sick Leave Bank - Upon being hired, all new teachers shall contribute one day to the sick leave bank.
    b. Teachers may request up to a limit of fifteen (15) days from the sick bank for extended illness which has required hospitalization of the teacher or that of a member of the immediate family, requiring that they be present.
    c. Medical verification may be requested. The days borrowed from the bank will be paid back at a rate of a minimum of three (3) days per year.
    d. The sick bank will be administered by a board, made up of the Superintendent, two administrators, CLEA president and two Association appointees.

B. Absence with leave chargeable against the teacher's sick time allowance shall be granted for each of the following (up to five (5) days for each):

1. Death in the immediate family.
2. Critical illness in the immediate family.
3. Time necessary for attendance at the funeral services of a person whose relationship warrants such attendance with the approval of the administration.
4. The Superintendent or designee may grant additional days as necessary.

C. Those teachers who have accumulated one hundred twenty (120) days at the start of the school year, shall receive the following incentive:

Fifty ($50) per day for every day not used in a cash payment during June of that year.

D. Personal Business Leave

1. Personal business leave shall be chargeable to sick leave. To provide for personal matters, three (3) days shall be granted annually and are to be considered non-review personal business days.

    a. Such leave shall not be used for the first or last day of the student year, the day before or the day after a scheduled school break, during parent teacher conferences, or on records/professional development days.

    • Exceptions for important life events including the child's first college move-in day and the birth of a grandchild if approved by the superintendent or designee.

    • Personal days cannot be combined or used in conjunction with approved unpaid days or sick days.

    b. These days shall not be used for other gainful employment. If a member is found to have used one of these days as such, that member will be docked their daily rate for each day used in this manner.

    c. Requests for personal leave days shall be made two (2) days in advance, except in an emergency.

2. Unpaid Personal Days - The Superintendent or designee may grant up to two (2) unpaid leave days at the teacher's request.

E. Leave of Absence not chargeable to personal sick leave:

1. Jury duty (Board to make up difference in pay).
2. Court appearance as a witness, if subpoenaed (Board to make up difference in pay). If the teacher is a plaintiff against the school district and loses, leave days will be chargeable and without compensation.
3. Attendance at official MEA meetings by the Association for a total of ten (10) days.

F. Professional Leave - All teachers may receive two (2) days per school year, with full pay, to attend professional conferences, workshops, etc. These days will not be subtracted from their leave accumulation and these days are not accumulative. These days must be requested three (3) calendar days prior to the workshop or conference. One of these days may not be denied unless more than two (2) teachers request to attend the same meeting. The second day may be denied by the Superintendent.

G. Employees absent the day before or after a holiday shall not be paid for those days, unless the absence is verified by a physician.

H. Should school be closed for any reason on a day that a teacher has requested a maternity, disability, or other leave of more than one day, these days shall be deducted from the teacher's sick leave accumulation?

I. Should a teacher request a single sick leave day or have a scheduled personal business day on an act of God day, the leave day shall not be deducted.

J. If a teacher reaches the sick leave allotment within a school year, the District may require them to meet with a District representative to discuss the needs of the employee and the impact on the District. The employee will be required to provide medical to support full-day absences beyond 15 sick days, or the day will be unpaid.

ARTICLE 11: LEAVE OF ABSENCE

The following leaves will be without pay, and shall not accrue seniority. Upon return, teachers may apply for vacant positions except as provided by law for military or FMLA leave.

A. Public Service Leave: A leave may be granted, after three (3) years with the system, up to one (1) year to any teacher who joins the Peace Corps, Job Corps, Teacher Corps, or Foreign Teacher Exchange program. Upon return from such leave, the teacher will be placed at the same position on the salary schedule as he would have been had he taught in the District during such period, with a limit of one (1) increment. Application for such leave shall be made by March 1st of the current school year.

B. Medical Leave: Teachers who request a leave of absence for medical reasons and who are recommended for such by a doctor in writing shall be granted a leave for the duration of the period of disability up to one year. The standing on the salary schedule will not change for the teacher. Teachers returning from such leave shall provide proper medical verification of their ability to fully assume their teaching responsibilities prior to return to active teaching status.

C. Military Leave: Military leave will be granted to any teacher who is inducted into any branch of the armed forces of the United States. Upon written notice to the Board within ninety (90) days following release from service, a teacher will be restored to a position of like nature, unless circumstances have so changed to make it impossible or unreasonable to do so. Upon return, the teacher shall be placed on the salary schedule with credit for two (2) years of service.

   Military leave will be granted to any teacher serving in the Armed Forces Reserves who is involuntarily called to active duty. Upon written notice to the Board within ninety (90) days following release from service, a teacher will be restored to a position of like nature unless circumstances have so changed to make it impossible or unreasonable to do so. Upon return, the teacher shall be placed on the salary schedule with credit for years of experience up to a maximum of two (2) years.

   Military leave will be granted to any teacher serving in the Armed Forces Reserves who volunteers for active duty up to a maximum of two (2) years. Upon written notice of the Board within ninety (90) days following release for the service, a teacher will be restored to a position of like nature without credit on the salary schedule or seniority unless circumstances have so changed to make it impossible or unreasonable to do so.

   Failure to exercise this option within 90 day period will cause the teacher to lose his/her rights to recall as defined above.

D. Association Leave: Any teacher serving as an officer of the Michigan Education Association or the National Education Association shall be granted a leave for as long as the teacher holds said position or up to four (4) years per position. No experience credit shall be provided for periods of such leave.

E. Political Leave: Teachers campaigning for or serving in a public office may be granted a leave of absence for up to four (4) years. No experience credit shall be provided for periods of such leave. The Board shall receive a minimum of thirty (30) days' notice prior to the onset of such leave. Such leaves shall begin at the end of a semester and shall expire at the end of a regular school year.

F. Family Medical Leave Act (FMLA): Eligible teachers shall be eligible for Family Medical Leave in accordance with Federal law and Board policy. Paid leave time shall be concurrent with FMLA. If an employee fails to return to work upon expiration of FMLA on his or her own volition, the employee shall reimburse the district insurance premiums paid by the employer.

G. Maternity Leave: Teachers shall be granted maternity leave for pregnancy. The length of time of such a leave shall be determined by a written doctor's opinion for the best interest of the mother and child. If the leave is granted on the request of a doctor, the teacher may use accumulated sick leave days for those days when the teacher is physically disabled. Maternity Leave is covered with FMLA as specified above in letter F.

H. Any teacher requesting a leave of absence to assist the District in avoiding anticipated layoffs may be granted such a leave without pay for any purpose by the Board of Education for up to one (1) year, which may be extended if requested by the teacher and agreed to by Board. During such leave, seniority shall continue to accrue.

ARTICLE 12: SABBATICAL LEAVE

The underlying philosophy of the sabbatical leave is to increase the quality of teaching and gain enriching and broadening experiences by professional study, research, or travel. Major consideration must be given to the benefits which will accrue to the pupils and community through the individual's personal growth.
Application for sabbatical leave shall be given to the Board no later than March 1 of the school year prior to the leave and must set forth the purposes for which the leave is requested. The Board shall make a decision prior to May 1 of the year preceding the leave.

A. Faculty personnel who have been employed in the Croswell-Lexington District for seven (7) years or more may be granted a sabbatical leave by the Board. There will be no pay for the leave.

B. The Board agrees to pay fringe benefits during the sabbatical leave.

C. The faculty member, upon return, shall be restored to their position and shall be placed at the same position on the salary schedule as he would have been, had he taught in the District during such period.

D. Applications for sabbatical shall be for no less than one (1) semester and no more than one (1) year.

E. The faculty will agree to return to the district for at least one (1) full year following the sabbatical.

ARTICLE 13: CONTINUITY OF OPERATIONS

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 the 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.

The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practices.

Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise by an Act of God.

ARTICLE 14: PROFESSIONAL GRIEVANCE PROCEDURE

A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of a specific article or section of this Agreement may be processed as a grievance as hereinafter provided.

Step One - Within fifteen (15) business days of knowledge of an event that a teacher believes there is a basis for a grievance he shall first discuss the alleged grievance with his building principal either personally or accompanied by his Association representative. If the grievance is not satisfied with the results of this informal meeting, a formal grievance will be filed on the grievance form (appendix X) with the building principal for disposition. A second formal meeting may take place within five (5) business days at the request of either party.

Step Two - If the grievant and/or Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) business days of such meeting (or ten (10) business days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within ten (10) business days the Superintendent or his designee shall meet with the grievant and/or Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) business days of such meeting and shall furnish a copy thereof to the grievant and/or Association. Grievances concerning the evaluation, discipline or discharge of a first year probationary teacher shall not be subject to the grievance procedure past Step Two.

Step Three - If the grievant and/or Association is not satisfied with the disposition of the grievance by the Superintendent, the parties may request mediation of the issue through the Michigan Employment Relations Commission within thirty (30) business days of the Step Two disposition.

Step Four – Should the matter not be submitted to mediation or if mediation fails to resolve the grievance, within thirty (30) business days it may be submitted to arbitration before an impartial arbitrator. If the parties do not agree as to the arbitrator, within five (5) business days from the notification date that arbitration will be pursued, he shall be selected by the Michigan Employment Relations Commission (MERC) in accord with rules which shall likewise govern the arbitration proceeding. Neither party may rely on any grounds or 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. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereof may be entered in any court of competent jurisdiction. The arbitrator shall have no authority to rule on prohibited subjects of bargaining.

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

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 to any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE 15: TEACHER JOB PERFORMANCE

A. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. Evaluations shall be conducted by the building principal, assistant principal, or other qualified administrator of the school district.

B. It will be an administrative responsibility to support teachers and improve instruction through direct observations and evaluation of the teacher's work, and providing written evaluation and feedback of those observations. The District shall use a state-approved teacher evaluation model.
    1. All staff shall have the opportunity provided by the district, to receive training on the district evaluation tool.
    2. Administrators who conduct an evaluation under MCL 380.1249.amended shall be trained in compliance with the law.

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

D. Evaluation Process
    1. The teacher will be notified who will be conducting their evaluation by September 15th of each year.
    2. The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.
    3. Observations shall be no less than fifteen (15) minutes in length and no more than fifty-five (55) minutes in length.
    4. There shall be at least two (2), and no more than four (4) classroom observations of a teacher in each school year, one (1) of which may be unannounced. (MCL 380.1249)
    5. Within 30 calendar days of observation (MCL 380.1249), with a preference of within 20 calendar days of observation, the administrator will provide written feedback to the teacher.
    6. Student growth and assessment data will account for twenty percent (20%) of the overall year-end evaluation.
        a. 10% will be local assessment data, determined in cooperation with CLEA and district administration.
        b. 10% will be state assessment data
    7. The remaining eighty percent (80%) will be based on the evaluation system.

E. Probationary Teachers
    1. A midyear progress report will be provided to every first year probationary teacher, culminating in the development of an individualized development plan (IDP). This shall be developed by the appropriate administrative personnel in consultation with the individual teacher.
    2. The performance evaluation shall include at least an assessment of the teacher's progress toward their goals of his/her individualized development plan (IDP) and identify any additional goals or training designed to assist a teacher to improve.
    3. The district will follow the guidelines of the State of Michigan Teacher Tenure Act regarding continued/not continued employment of probationary teachers.

F. Tenured Teachers
    1. If a tenured teacher has been rated 'highly effective' or 'effective' for three (3) consecutive year-end evaluations, teachers may be evaluated on a triennial basis. In order for evaluations to qualify prior to July 1, 2024, they must be rated 'highly effective'.
    2. If a teacher receives 2 consecutive ratings of needing support, the teacher may use the grievance procedure per MCL 380.1249.amended.

G. Evaluations of teachers who have an IDP (received a 'needing support' or 'developing' rating, and/or 1st year teachers) shall be provided the following;
   1. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed in consultation with the teacher.
   2. Training opportunities offered by the district to support the teacher in meeting the goals of the IDP.
   3. A mid-year progress report used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve.
   4. All first year teachers will be provided with a mentor. Any teacher placed on an IDP will be provided with a mentor, mentor to be paid as a second/third year mentor.

H. A teacher may be designated as "unevaluated" for a school year under the following conditions
   1. A final evaluation rating is not assigned.
   2. Worked less than sixty (60) days in the school year.
   3. The teacher's evaluation was vacated through the grievance/arbitration process.
   4. Through extenuating circumstances, in consultation with the Association President and District Superintendent.

I. A teacher may request a review of the evaluation and the rating by the school district superintendent. The request must be submitted in writing within 30 calendar days after the teacher is informed of the rating.
   1. Upon receipt, the superintendent shall review and provide a written response within 30 calendar days to the teacher requesting the review. (per MCL 380.1249)

ARTICLE 16: PROFESSIONAL BEHAVIOR AND DISCIPLINE

A. Reason: No bargaining unit employee shall be disciplined without reasonable and just cause. The term "discipline" as used in this Agreement includes warnings; reprimands/ suspensions with or without pay; discharge; or other actions of disciplinary nature. Any such discipline, or adverse evaluation of a bargaining unit employee's performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.

B. Progressive Discipline: A program of progressive discipline as listed below shall be followed.

   1. Oral/written warning (noted in personnel file to be removed after 3 years if no further incidents occur), then
   2. Written reprimand, then
   3. Up to three (3) days suspension without pay, then
   4. Further suspensions without pay, then
   5. Discharge

   No suspension shall adversely affect any other rights of benefits under this Agreement. The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline.

C. 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, student, or colleague that is the subject of the meeting or if the administration suspects the employee may have committed some offense. The association representative may be permitted to meet privately with the employee in advance of such a required meeting. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present, provided that does not delay the meeting more than one school day. If an employee is offered representation and declines, they must sign a waiver provided by the association of that right and may revoke that waiver and insist on representation at any time.

D. Personnel File: 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.

   All discipline or complaints, as defined in Section E, that is three (3) years or older may be expunged at the request of the member from the personnel file except as limited by any existing law.

E. Complaints: When material is to be placed in a bargaining unit employee's file, the affected employee must be notified and able to review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. The bargaining unit member may submit a written statement in response to the materials being placed in their personnel file.

F. Professional Behavior: The Association recognized that abuses of sick leave or other leaves, chronic tardiness or absence, leaving school early, willful deficiencies in professional performance, or other violations of discipline by a teacher, reflect adversely upon the teaching profession and create undesirable conditions in the school building.

ARTICLE 17: ACADEMIC FREEDOM

A. The Board shall guarantee academic freedom to all teachers in the study and investigation of facts and ideas concerning man, society, the sciences and the arts provided in accordance with Board approved curriculum.

B. Freedom of Censorship for School Libraries: Because school libraries are vital to the educational goals of teachers and the learning experience of students. The Board agrees:

   1. Books approved by the American Library Association shall be freely placed on library shelves.

   2. No librarian shall be in danger of discipline or reduction in status for refusing to censor a book which meets the above requirement.
   3. Nothing herein contained shall be construed to deny a parent or guardian the right to prevent his or her own child from reading a book objectionable to the values of said parent or guardian.
   4. Under individual circumstances, the Superintendent or designee, may remove a book or other media found offensive to broad community standards.

ARTICLE 18: SENIORITY

A. **Definition of District Seniority:** District seniority shall be defined as the length of service of the employee within the Croswell-Lexington Community Schools commencing from the first day with students.

1. In the event of more than one individual beginning employment on the same date, all individuals so affected will participate in a drawing to determine his/her position on the district seniority list.
    a. The Association and teachers so affected will be notified in writing of the date, place, and time of the drawing.
    b. The drawing shall be conducted openly by the Association and at a time and place which will reasonably allow affected teachers and Association representatives to be in attendance.
    c. The Association seniority list will be posted by November 15 each year. Employees shall have ten (10) days to object to the list; thereafter the list shall be final and conclusive.
2. A teacher shall lose district seniority rights if he or she retires, resigns, is discharged, or is not recalled.
3. District seniority shall continue to accrue for teachers placed on various forms of leave as defined by this Agreement.
4. A teacher employed in a position that is not a full-time position will accrue district seniority.

ARTICLE 19: PLACEMENT, VACANCIES, TRANSFERS AND ASSIGNMENTS

A. Placement:

1. All assignments shall be made at the discretion of the administration in accordance with language set forth within this Article. Administration shall place teachers who satisfy the certification requirements of any applicable State and/or Federal legislation, regulation, or guideline in accordance with language set forth within this Article.

2. Teachers shall be notified in writing (e.g. email) of their teaching program, schedule, and room assignments for the ensuing year by the last day of the school year as defined by the school calendar, when possible. All others shall be notified at the earliest possible date. However, in no case shall notification be given later than two (2) weeks prior to the opening of school. This minimum notice shall also apply to the second semester of the middle and high school schedule. Should circumstances or conditions arise that necessitate a change of schedule of assignment after the teacher has been notified, the administration shall inform the teacher involved and discuss such changes and the reasons for the change.

3. In order to facilitate scheduling teaching assignments for the ensuing school year, teachers desiring a change in grade and/or subject assignment within the same building shall notify the administration in writing prior to May 1 of the current school year (recommended notification through the return of Intent Form distributed by District).
    a. In order to assure that students are taught by teachers working within areas for which they are highly qualified as defined by the Michigan Department of Education, teachers shall not be assigned, except in accordance with the regulations of the Michigan Department of Education to subjects and/or grades or

other classes within the scope of their teaching certificates and/or their major or minor fields of study.

B. Vacancies:

A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit that remains unfilled after all other positions have been filled by District assignments, voluntary and involuntary transfers and/or recalls, as well as such positions currently filled but anticipated to be open in the future for a period of a semester or more.

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. If the position is to continue beyond the initial school year, it shall be posted and filed in accordance with the provisions for filling vacancies outlined below.

1. Notification (Posting) of Vacancies and Applications:

   a. Vacancies occurring within the bargaining unit, including newly created positions, shall be set forth on the District's website and provided via email to each bargaining unit employee with a copy of such posting to the Association. Positions as described above shall be posted internally and externally at least eight (8) days prior to being filled. Bargaining unit employees may apply for such positions by submitting an email of interest to the personnel office. Said positions shall be filled in accordance with the procedure outlined in Section 2 below.

   b. Summer Months: During the summer months when regular school is not in session, the Employer will provide via school email, all vacancies as above described. Positions so posted shall remain posted at least ten (10) calendar days prior to being filled until August 1 through September 30, during which time vacancies shall remain posted at least two (2) days before being filled. Application may be made in the same manner as described above. Likewise, these positions shall be filled on the same basis.

B. Awarding of Vacancies:

   a. Internal qualified applicants shall be considered for a vacancy for which they apply along with any external candidates. Subject to Section 3 immediately below, awarding a vacancy to external applicants shall only occur if no existing bargaining unit employees apply or meet the criteria outlined in this Section.
   b. "Most Qualified" shall be determined as follows:
      i. Applicants who are considered for the vacancy must have year-end evaluations rated as effective for four years preceding the vacancy within the District. The District shall have the discretion to waive this requirement.
      ii. In the event two (2) or more applicants are tied for the qualification determination outlined above, the position subject to paragraph 3 immediately below will be awarded to the most senior applicant based on years of service within the district. A year of service is defined as one (1) year of service within the bargaining unit.
   c. The District may elect to award a vacancy to a less senior applicant or to an outside applicant based upon the instructional needs of the District. Instructional needs of the District shall mean the ability of the District to place qualified teachers in its classrooms in order to provide quality instruction to meet student instructional demands. For example, if the highest seniority qualified applicant is a teacher in a position that will be difficult or impossible to fill with a qualified teacher (e.g. special education position) the District may pass over the most senior qualified applicant after complying with the following procedures:

i. The District must determine it may be necessary to pass over the most senior qualified teacher to meet the instructional demands of the District. If the reason the District determines it may have to pass over the most senior qualified teacher is because that teacher's position will be difficult or impossible to fill, the District shall immediately attempt in good faith to hire a qualified teacher to fill the position which would be difficult or impossible to fill.
    1. Good faith will be demonstrated by posting the position as described above.

ii. If the District is unable to hire a qualified applicant to fill the vacancy which would be created by awarding the position to the most senior, qualified applicant who is in a position the District cannot fill or for any other reason it intends to pass over the most senior, qualified applicant, the District shall meet with the Association to discuss all potential solutions. If no solution is reached, the District shall have the right to deny highest seniority qualified applicants for the vacancy. The decision made by the District shall not be subject to the grievance procedure beyond the Board of Education level.

C. Transfers

a. Voluntary Transfer:

i. A request for a transfer may be made at any time in writing to the Office of Human Resources with a copy to the Association. The request shall specify the school, grade, and subject/position sought. Subject to possessing appropriate certification, a request for voluntary transfer shall be handled in the manner pertaining to the filling of vacancies. The Employer shall acknowledge receipt of the request for the transfer within five (5) working days. No bargaining unit employee shall be discriminated or retaliated against because of a request to transfer.

ii. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated.

b. Involuntary Transfers:

i. Involuntary transfers may be implemented only for reasonable cause. Ten (10) calendar days notice of the intention to transfer specifying the reasons for the 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 cases involving:
    1. the individual's performance (staff evaluated Needing Support for two consecutive years),
    2. certification,
    3. part of a necessary reduction of force in a building,
    4. legal compliance,
    5. program changes,
    6. unresolveable personality conflicts between employees in which remediation has been attempted between parties.

ii. The District shall notify the Association before taking any action with respect to an involuntary transfer.

iii. A grade level to grade level change within an elementary administrative unit, or a change in subject area in a secondary administrative unit shall not be considered an involuntary transfer.

ARTICLE 20: REDUCTION IN PERSONNEL / LAYOFF AND RECALL

A. It is understood by the parties that a reduction in staff may be required in the event of;
   1. A financial emergency/loss of funding,
   2. A reduction in student enrollment,
   3. Or programmatic changes.

B. In cases requiring a reduction of the bargaining unit work force, the order of reduction shall be as follows, unless the layoff of the bargaining unit member would leave a position unfilled that could not be filled by another actively employed bargaining unit member due to certification and qualifications requirements:
   1. Non-Certified, then
   2. Interim certified staff, then
   3. Probationary staff, then
   4. Previously Retired staff, then
   5. If layoffs are still necessary, they will proceed according to certification and seniority, in that order.

C. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified.

D. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the teachers. The District will endeavor to provide teachers being laid off with at least a 60-calendar day notice before the effective date of layoff.

E. The Board shall give written notice of layoff or recall from layoff by sending a registered letter/certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.

F. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. 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.

G. Definitions:
   1. Certification - Adequately 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 District. The certification status of a teacher on file with the district shall be considered conclusive for all purposes under this Agreement.

      The teacher shall provide written notice to the District and Association of any change to their certificates, endorsements, or licenses. This shall include notice of any additional

endorsements, certificates, or renewals, as well as expirations, revocations, and any limitations thereon.

H. A bargaining unit member being recalled during the year will be given seven (7) calendar days from the receipt of a registered letter of recall to indicate acceptance or rejection of re-employment. From August 1st to the first day of school the bargaining unit member will be given five (5) calendar days from the receipt of a registered letter of recall to indicate acceptance or rejection of re-employment. Should a bargaining unit member refuse they shall be deemed a voluntary quit and that shall result in forfeiture of the further right of recall.

I. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Appendix D until the end of the following month of the effective date of the layoff. 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).

ARTICLE 21: EX-OFFICIO BOARD MEMBERS

The Board shall appoint one member chosen by the CLEA President as an ex-officio member of the Board of Education with rights of discussion on issues on the Board Agenda, and rights for information that's open to the public per the Freedom of Information Act. The ex-officio shall not vote, nor participate in closed sessions of the Board. Such appointment shall be made in writing to the Board prior to the first meeting of the fiscal year. The ex-officio member will not participate in sessions during evaluations and/or executive sessions.

ARTICLE 22: NEGOTIATION PROCEDURES

A. At least one hundred fifty (150) days prior to the expiration of this Agreement, the parties will begin negotiations for a new agreement covering wages, hours and conditions of employment of members in the bargaining unit employed by the Board.

B. In any negotiations described in the Article, neither party shall have any control over the selection of the negotiating or bargaining representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each side shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to ultimate ratification.

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

D. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the board and Association, for the life of

this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

E. There shall be three (3) officially signed copies of the final agreement for the purposes of record. One (1) retained by the Board, one (1) by the Association and one (1) by the Superintendent.

F. Copies of this final agreement shall be supplied to all teachers in the district at Board expense.

G. Emergency Financial Manager: An emergency financial manager appointed under the local government and district fiscal accountability act, 2011 PA 4, MCL 141.0501 to 141.1531, shall be allowed to reject, modify, or terminate the contract between the district and the CLEA. Inclusion of the language required under section 15 (7) of the Public Relations Act does not constitute an agreement by the Association to the substantive or procedural contact of the language. In addition, inclusion of the language does not constitute a waiver of the Association's right to raise Constitutional and/or other legal challenge to the validity of: 1) appointment of an Emergency Financial Manager; 2) PA 4 of 2011 (Local Government and School District Fiscal Accountability Act); or 3) any action of an emergency financial manager which acts to reject, modify, or terminate the collective bargaining agreement. This clause is included in this agreement because it is legally required by state law. The parties did not agree to this provision. By signing this agreement, the union does not agree or acknowledge that this provision is binding either on the union or on the employer. The union reserves all rights to assert that this clause is unenforceable.

ARTICLE 23: NEGOTIATION OF THE SCHOOL CALENDAR

Inasmuch as the Public Acts governing public employee bargaining rights clearly states that teachers shall be free to bargain and employers required to bargain wages, hours and conditions of employment, the Board and the Association are agreed that the school calendar clearly affects hours and conditions of employment.

A. Commencing not later than March 1, the Association shall submit to the Board of Education, items for consideration to be included in a calendar for the next year. Should the suggestions not be acceptable, then the Board and the Association shall begin negotiation of the calendar not later than April 1.

B. To determine the calendar, a committee consisting of the CLEA negotiations team and two (2) members appointed by the Board of Education shall meet by April 1 to establish a schedule which will keep the district in at least minimum compliance with the State of Michigan mandates regarding clock hours/days. If these mandates change, a committee consisting of the CLEA negotiations team and two (2) members appointed by the Board of Education shall meet to agree upon a plan to keep the district in minimum compliance. There will be no increased salary compensation beyond that incorporated in the salary schedule.

C. Should a new calendar not be negotiated prior to June 30 of the impending school year, the Board shall set the calendar.

D. The Board agrees that no tentative or "model" calendar shall be circulated by them to the Staff and the community at large until a calendar has been jointly agreed upon by the negotiating teams or until June 30, whichever shall come first.

E. The Association agrees that it shall negotiate the calendar in good faith, fairly representing the views of its membership who may be affected by the calendar, and in the best interest of the school community. The Board and the Association mutually agree

to refrain from using the calendar as a bargaining item in other areas of the negotiation process.

F. The school calendar will be negotiated to keep the district in at least minimum compliance with the State of Michigan mandates regarding clock hours and professional development hours (currently 1098 hours of instruction time and 30 hours of teacher training time) and will provide a minimum of 180 full days of instruction. Any days lost to "Acts of God", beyond the 30 hours permitted in school code, will be rescheduled. A teacher required to work both "Act of God" days and rescheduled days will be compensated at his/her per diem rate. Teachers required to work only on rescheduled days will receive no additional compensation.

G. The parties agree to meet in an effort to mutually agree on when any make up days should occur. In the event they are unable to agree, the days will be added onto the end of the calendar, provided it can be done before the end of the fiscal year.

H. Should the provision of the state law be rescinded, the above provisions shall be considered null and void and the provisions and practices in existence prior to this Agreement shall be reinstated, to the extent permitted by law.

ARTICLE 24: MISCELLANEOUS

1. When Enrichment teachers are out of school for either personal or physical reasons, the school district will hire a substitute for the day or days.
2. Extra Curricular Activities: The assignment and evaluation of Extra Curricular positions shall be at the sole discretion of the administration.
3. Student Teachers Assignments: Supervisory teachers of student teachers shall be fully certified, tenure teachers who have served at least two (2) years in the Croswell-Lexington Schools. Any exceptions to this rule shall be negotiated through the Association's negotiators.
4. Building Representatives: Each school building in the District shall have a representative appointed by the President of the Association and the President shall inform each school principal of such appointments by September 30th of each year.
5. Length of Classes: To the degree possible, all classes of like subject in the Middle and Senior High Schools shall be of equal length. (Within the confines of each building).
6. The Board of Education will comply with its policy concerning complaints received about employees. Verbal and written complaints will be turned over to the Superintendent for investigation and will not be discussed by the Board unless it's for the purpose of clearing up the nature of the complaint.

   If the complaint is returned to the Board after an unsatisfactory resolution of the problem by the Superintendent, the Board will notify the teacher at least five (5) days in advance of the Board meeting so the teacher may be present at the Board meeting when the complaint is officially discussed by the Board.

   The Board agrees that in the event a Freedom of Information Act request is made by a third party, the Board shall notify the employee and the Association, and the Board shall assert on behalf of the employee all applicable Freedom of Information Act exemptions.

H. Tendering Resignation: A teacher's resignation shall be effective upon the signature of the Superintendent or designee.

I. Released time for CLEA President: When necessary, the CLEA president may use the preparation period to visit other buildings and conduct CLEA business.

J. A terminated employee who believes he or she has a claim to file a civil rights claim of

wrongful discharge must do so within six months from the date of their termination.

APPENDIX A: DURATION OF AGREEMENT

This Agreement shall be effective as of August 17, 2026, and shall continue in effect through June 30, 2030. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement.

CROSWELL-LEXINGTON COMMUNITY SCHOOLS, BOARD OF EDUCATION

BY: _____ PRESIDENT

BY: _____ SECRETARY

BY: _____ SUPERINTENDENT

CROSWELL-LEXINGTON EDUCATION ASSOCIATION/MEA/NEA

BY: _____ PRESIDENT

BY: _____ CHIEF NEGOTIATOR

BY: _____ NEGOTIATOR

BY: _____ NEGOTIATOR

APPENDIX B: SALARY SCHEDULE

Salary Schedule 2026-2027

A. Vertical (Level/Step) and horizontal (Educational Level) movement will be honored each year.

B. A $500 bonus will be provided to all staff covered by this contract as of June 1, 2027, to be paid June 8, 2027.

	BA	BA 16	MA	MA 16	MA 30
1	44,809	46,824	48,931	51,133	53,435
2	46,302	49,165	50,562	53,871	56,697
3	48,859	51,056	53,432	56,608	59,959
4	51,555	54,572	56,301	59,346	63,221
5	54,403	57,637	59,410	62,083	66,483
6	57,408	60,703	62,691	65,589	69,745
7	60,579	63,768	66,249	69,095	73,007
8	63,529	66,834	69,806	72,601	76,229
9	66,479	69,693	72,830	76,107	79,532
10	69,429	72,551	75,818	79,229	82,794
11	72,165	75,410	78,805	82,351	86,056
12	74,900	78,268	81,792	85,472	89,318

Salary Schedule 2027-2028

A. Vertical (Level/Step) and horizontal (Educational Level) movement will be honored each year.

B. A $500 bonus will be provided to all staff covered by this contract on Step 12 as of June 1, 2028, to be paid June 8, 2028.

	BA	BA 16	MA	MA 16	MA 30
1	47,049	49,165	51,378	53,690	56,107
2	48,681	51,251	53,135	56,407	59,248
3	50,313	53,336	54,891	59,124	62,389
4	53,060	55,422	57,976	61,842	65,530
5	55,958	58,574	61,061	64,559	68,671
6	59,021	61,727	64,404	67,276	71,812
7	62,251	64,879	67,930	70,643	74,953
8	65,659	68,032	71,160	74,010	78,094
9	68,236	71,184	74,390	77,376	81,235
10	70,812	73,937	77,266	80,743	84,376
11	73,389	76,689	80,143	83,749	87,517
12	76,023	79,442	83,019	86,755	90,658

Salary Schedule 2028-2029

A. Vertical (Level/Step) and horizontal (Educational Level) movement will be honored each year.
B. A $500 bonus will be provided to all staff covered by this contract on Step 12 as of June 1, 2029, to be paid June 8, 2029.

	BA	BA 16	MA	MA 16	MA 30
1	49,401	51,623	53,947	56,375	58,912
2	50,962	53,612	55,634	59,033	61,922
3	52,524	55,601	57,321	61,691	64,931
4	54,085	57,590	59,008	64,349	67,941
5	57,040	59,579	62,324	67,006	70,951
6	60,156	62,735	65,640	69,664	73,960
7	63,447	65,891	69,233	72,322	76,970
8	66,920	69,047	73,025	75,536	79,980
9	69,592	72,203	75,889	78,749	82,989
10	72,116	75,359	78,752	81,963	85,999
11	74,640	77,996	81,508	85,176	89,009
12	77,163	80,633	84,264	88,056	92,018

Salary Schedule 2029-2030

A. Vertical (Level/Step) and horizontal (Educational Level) movement will be honored each year.

	BA	BA 16	MA	MA 16	MA 30
1	50,636	52,914	55,296	57,784	60,385
2	53,223	55,617	58,121	60,736	63,470
3	55,810	58,320	60,946	63,688	66,555
4	58,397	61,024	63,771	66,640	69,640
5	60,984	63,727	66,596	69,592	72,724
6	63,571	66,430	69,421	72,545	75,809
7	66,158	69,133	72,246	75,497	78,894
8	68,745	71,836	75,071	78,449	81,979
9	71,332	74,540	77,896	81,401	85,064
10	73,919	77,243	80,721	84,353	88,149
11	76,506	79,946	83,546	87,305	91,234
12	79,092	82,649	86,371	90,257	94,319

Additional Items:

1. For the years 2027-28, 2028-29 and 2029-30 school years a conditional bonus will be distributed based on the following;

A. Increase of 10 FTE Per State Aid Status Report in January of said fiscal year would result in a $500 bonus for CLEA members employed as of June 1, for that school year, to be paid on June 8, of said year.

a. Example: If the weighted average per pupil calculated enrollment increased from 1,629 FTE (per the State Aid Status Report in January 2027) to 1,640 FTE, the $500 payment for those eligible would be disbursed on June 8, 2027)

B. Increase of 20 FTE Per State Aid Status Report in January of said fiscal year would result in a $1,000 bonus for CLEA members employed as of June 1, for that school year, to be paid on June 8, of said year.

C. Increase of 30 FTE Per State Aid Status Report in January of said fiscal year would result in a $1,500 bonus for CLEA members employed as of June 1, for that school year, to be paid on June 8, of said year.

D. Bonuses A-C are non-cumulative and are considered non-reportable to the Office of Retirement Services, if there is an adjustment to the formula used to calculate Pupil FTE's for the State Aid Status Report the CBA can be reopened for this section only, by request of either party.

E. If at any time the district's audited fund balance falls below 10% of expenditures in any given school year based on the audited financial statements, the CLEA and District will reopen the current year's contract as it relates to compensation to negotiate a return of the fund balance to an amount above 10%, to occur before March 31st, both parties will agree to enter mediation.

APPENDIX C: PROFESSIONAL COMPENSATION

A. The salaries of professional personnel covered by this Agreement are set forth in salary schedules which are incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.

B. The Board may place a newly hired teacher on an appropriate level in any educational lane, based on experience, education, or skill set.

C. If a teacher completes the requirements for horizontal movement, adjustments on the salary schedule shall take place on the first possible pay following an official notification from the granting institution having been received by the district. The receipt date shall be used to calculate the salary proration based on the numbers of days at each lane level with the residual contract balance being spread over the remaining pays in the contract year.

D. All teacher salary records and pay stubs will be available on a secure, electronic portal.

E. BA+16 must be on an approved Master's Degree program.

F. Extra Curricular Pay:

1. Under a semester system, all payments for extra-curricular schedule B positions shall be paid in a check at the end of each semester, also in separate checks. Payments will be authorized upon the certification by the athletic director and/or the building administrator that the activity has been satisfactorily completed.
2. It will be the building principal's responsibility to acquire all substitutes for extra-curricular personnel who must leave their regular assignment to fulfill their extra-curricular obligation.
3. Any non-CLEA coach hired who does not have MHSAA CAP Program certification shall be paid one (1) percent lower than the schedule states in the contract.

7. Newly hired teachers whose first work day occurs by November 1 will be credited with a full year of teaching experience and will be moved to the next salary step at the beginning of the following school year. Newly hired teachers whose first work day occurs between November 2 and March 1 will be credited with one half year of teaching experience, and will be moved to the next salary step at the halfway point (January) in successive years. Newly hired teachers whose first work day occurs after March 1 will receive no experience credit for the remainder of the year.
8. Under-graduate level coursework shall be accepted for advancement on the salary schedule if the following conditions are met:
   a. The coursework was not part of the member's BA or MA program.
   a. Coursework/credit must be taken AFTER the last salary schedule advancement.
   b. The coursework was used to add a new endorsement to the member's teaching certificate and the teacher passed the appropriate Michigan Test of Teacher Competency (MTTC).
   c. The coursework was approved in advance in writing by the Superintendent or designee.

9. Longevity Pay
   a. Each teacher who has served at Croswell-Lexington Community Schools for twelve (12) years, or more, shall receive longevity pay annually on the following schedule:

Years in the District	Amount
12 - 17	$1000
18 – 24	$1500
25+	$2000

b. Longevity shall be paid on the last payment in June and paid on schedule. Longevity shall not be prorated.

APPENDIX D: FRINGE BENEFITS

1. The District will offer Health Plans through MESSA or an alternative provider in agreement with the association.

Dental and Vision

Messa PAC-A (Dental & Vision) Coverage
Messa PAC-B (Dental & Vision) Coverage

- *See the district transparency page or the MESSA website for the plan details, also available from SCCRESA (the plans above are the same plans offered the 2019-20 school year)
- The teacher's insurance plan and Health Savings Account service provider, if enrolled, may be modified by the union at any time during this contract with mutual consent of the board.
- Cash in Lieu of Health Insurance – If twenty (20) or fewer teachers elect insurance, excluding health insurance, they each will receive $200 per month. If twenty-one (21) or more teachers elect insurance excluding health insurance, these teachers will each receive $283.33 per month. The number of teachers electing coverage is per-person, not pro- rated by less-than-full-time teachers. The amount will be paid in 20 equal parts in the first twenty salary checks of the school year, beginning with the Sept 8 salary check each year.
- Teachers electing insurance excluding health will pay $0 annually for this coverage.
- To the extent allowable by law, the Board shall for the duration of this agreement pay the maximum employer hard-cap State allowable amount (or the lesser amount if a PPO plan premium is less than is under the cap) toward health care coverage for each teacher in each teacher's self-selected coverage plan tier (single, two-person, family). Plan tiers may be changed by the teacher at any time, depending upon the family circumstances of the teacher.
- The Board's total contribution shall be paid toward premium costs and other costs, including fees passed on by the Affordable Care Act and claims fees, but shall not exceed the above amount. Any cost greater than the Board's contribution, inclusive of deductibles, payments into health savings accounts or health care costs, or health insurance relates taxes, fees, or assessments, shall be paid by the employee by payroll deduction. The monthly contributions are subject to change pursuant to Public Act 152 of 2011 (PA 152).

- Should an individual teacher select a high deductible health coverage plan which has a premium and other costs/fees charged to the district less than the maximum employer hard-cap allowable amount, the remaining balance of the hard cap allowable amount will be deposited into that teacher's Health Savings Account on or before January 1 of each calendar year.

- All teacher contributions, toward health care coverage premiums, will be deducted in equal amounts over either 24 or 20 pays depending on the teachers' payroll salary plan,

beginning with the September 8 payroll each year, on a pre-tax basis using the Section 125 Plan.

- Teachers may elect to have additional monies deducted from their salary checks for deposit into their Health Savings Account, if enrolled, on a pre-tax basis as allowable using the Section 125 Plan. Teachers may begin this voluntary deduction at any time and may change the amount of this deduction up to three times per calendar year.
- Upon retirement or death, a teacher/ancillary staff member or their beneficiary shall be qualified to receive a payoff for their unused cumulative sick days. The term "retirement" shall be defined as the actual retirement through the Michigan Public School Employees' Retirement Fund. A teacher/ancillary staff member employed after July 1, 2025 will not receive payments for accumulated sick days upon willful separation or termination from the district. Teachers who are laid off will receive severance for their sick time. If recalled from a layoff, the teacher can repay the severance to reinstate the sick time. All employees hired prior to July 1, 2025 will receive a separation payout based on the schedule below.

  Retirement/Terminal leave payments shall be made within a period of 90 (ninety) days of the retirement date. Payments shall be calculated using the following table:

Accumulated Days	0 - 50 Days	51 - 100 Days	101 + Days
Per Day Rate	$35	$50	$75

APPENDIX E: INSURANCE PROTECTION

A. The Board shall allow tax deferred annuity salary reduction pursuant to Section 403 (b) or Section 457 of the Internal Revenue Code, as amended.

B. In the event that an employee has exhausted sick leave accrual, the above mentioned fringe benefits shall continue following the provisions of the Family Medical Leave Act (FMLA). This shall not apply to anyone who is incarcerated.

   In the event that an employee is disabled through an injury or illness covered by Worker's Compensation, sick leave shall not be reduced and all fringe benefits shall continue for eighteen (18) months or until the end of the next contract year, whichever is less, within the rules of the carrier. At that time the employee may continue their fringe benefits at the group rates, subject to the rules of the underwriter.

C. The Board shall make payment of insurance premiums for all persons who complete their contractual obligation to assure insurance coverage for the full twelve (12) month period commencing on September 1 and ending August 31.When necessary, premiums on behalf of the teacher shall be made to assure uninterrupted participation and coverage. Upon retirement, insurance will terminate effective with eligibility into the Michigan Public School Employee Retirement System coverage. Current health plan time-lines: Coverage Year (Sept 1-Aug 31); Premium Year (Jan 1-Dec 31); Deductible Year (Jan 1-Dec 31).

APPENDIX F: EXTRACURRICULAR COMPENSATION

Extra Curricular Pay

A. All positions on this schedule will be paid on a percentage basis. Each activity shall be given a specific percentage value as listed below.

B. Values shall begin at BA, Level 5.

C. The percentage of pay for extra-curricular activities is based on the chart below for years of experience in each position/sport in the Croswell-Lexington School District. The Board may place a newly hired Schedule B employee on an appropriate step based on experience or skill set. Years of experience accrue within the athletic sport as defined in Schedule B.

Experience	Level
1-2 years	5
3-4 years	6
5-6 years	7
7-8 years	8
9-10 years	9
11-12 years	10
13 + years	11

Schedule B

Not all positions listed below are Board approved. Only those that are Board approved will be paid according to this schedule.

Athletic Sport	Position	Contract Percent
Football	Head Coach	12%
	Varsity Assistant (2)	8%
	JV Head Coach	8%
	JV Assistant Coach	7%
	9th Grade Head Coach	7%
	9th Grade Assistant Coach	6%
	8th Grade Coach	5%
	8th Grade Assistant Coach	4%
	7th Grade Coach	5%
Boys Basketball	Head Coach	12%
	JV Coach	8%
	9th Grade Coach	7%
	8th Grade Coach	5%
	7th Grade Coach	5%
Girls Basketball	Head Coach	12%
	JV Coach	8%
	9th Grade Coach	7%
	8th Grade Coach	5%
	7th Grade Coach	5%
Wrestling	Head Coach	9%
	Varsity Assistant Coach	6%
	Middle School Coach	5%
Volleyball	Head Coach	9%
	JV Coach	6%
	9th Grade Coach	5%
	8th Grade Coach	5%
	7th Grade Coach	5%
Tennis	Varsity Coach – Boys	8%
	Varsity Coach – Girls	8%
Golf	Varsity Coach	8%
Cross Country	Boys Varsity Coach	8%
	Girls Varsity Coach	8%
	Middle School Coach	5%
Cheerleading	Head Coach – Fall	8%
	Head Coach – Winter	8%
	JV Coach	6%
	9th Grade Coach	5%
	8th Grade Coach	4%

	7th Grade Coach	4%
Baseball	Varsity Coach	8%
	JV Coach	6%
Softball	Varsity Coach	8%
	JV Coach	6%
	Middle School Coach	5%
Boys Track	Varsity Coach	8%
	Varsity Assistant Coach	6%
	Middle School Coach	5%
	Middle School Assistant Coach	4%
Girls Track	Varsity Coach	8%
	Varsity Assistant Coach	6%
	Middle School Coach	5%
	Middle School Assistant Coach	4%
Soccer	Boys Coach	8%
	Girls Coach	8%

Non-Athletic Activity	Position	Contract Percent
Band	High School Director	12%
	Middle School Director	9%
Student Council	High School Advisor	5%
	Middle School Advisor	5%
Play	High School Director	6% per play
	Assistant Director	3% per play
	Middle School Director	2% per play
Debate/ Forensics	Advisor	3%
Yearbook	High School Advisor	3%
	Middle School Advisor	3%
Newspaper	High School Advisor	3%
	Middle School Advisor	3%
Choir/Music	High School Director	3%
	Middle School Director	3%
	Elementary Music	2%
Musical	High School Director	6%
	Assistant Director	4%
Department Chairpersons	Elementary (8)	3%
	Middle School (4) High School (4)	4%
	Elementary Exploratory Courses (1)	3%
	Middle School Exploratory Courses (1)	3%
	High School Exploratory Courses (1)	3%
	Special Education (K-4)	3%

	Special Education (5-12)	3%
	Sex Education (1)	2%
	Drug Education (1)	2%
Academic Games	Social Studies	1%
Advisors	Math	1%
	Science	1%
	Language Arts	1%
	Coordinator	1%
Science Olympiad	High School Advisor	2%
	Middle School Advisor	2%
Social Studies Olympiad	Middle School Head Coach	3%
	Middle School Assistant Coach	1%
	High School Head Coach	3%
	High School Assistant Coach	1%
Quiz Bowl	High School Head Coach	3%
	Middle School Head Coach	3%
Class Sponsor ***See Class Sponsor Responsibilities Below**	Senior Sponsor (1)	1.5%
	Senior Assistant Sponsors (3)	.75%
	Junior Sponsor (1)	2.5%
	Junior Assistant Sponsors (3)	1%
	Sophomore Sponsor (1)	1.5%
	Sophomore Assistant Sponsors (3)	.75%
	Freshman Sponsor (1)	1.5%
	Freshman Assistant Sponsors (3)	.75%
Club Sponsors	SADD	1%
	NHS	1%
	MJHS	1%
	Woods Lab/IE Fair	5%
Mentors	Mentor to first year teacher	$300
	Mentor to second /third year teacher	$100

Middle School and High School Counselors paid at per diem rate of salary per day.

Mileage paid at IRS rate.

Class Sponsor Responsibilities

SENIOR CLASS SPONSORS:

- ALL: Attend Graduation Rehearsal and Graduation
- ALL: Attend Prom
- HEAD: Attend Awards Night
- HEAD: Run Class Meetings & help manage funds/fundraisers
- HEAD: All other duties as needed/assigned by the principal
- DIVIDE UP: Float Building - divide equally to cover all building days

- ALL: Supporting the head sponsor as needed/assigned by the principal

JUNIOR CLASS SPONSORS:

- ALL: Prom - attend setup, attend & chaperone Prom
- HEAD: Attend Awards Night
- HEAD: Run Class Meetings & help manage funds/fundraisers
- HEAD: Organize prom ticket sales, order decorations, etc.
- HEAD: All other duties as needed/assigned by the principal
- DIVIDE UP: Float Building - divide equally to cover all building days
- ALL: Chaperone homecoming dance
- ALL: Supporting the head sponsor as needed/assigned by the principal

SOPHOMORE CLASS SPONSORS:

- ALL: Attend & chaperone Snowball
- HEAD: Attend Awards Night
- HEAD: Run Class Meetings & help manage funds/fundraisers
- HEAD: Reserve venue for prom, hire DJ, etc. for the next year
- HEAD: All other duties as needed/assigned by the principal
- DIVIDE UP: Float Building - divide equally to cover all building days
- ALL: Chaperone homecoming dance
- ALL: Supporting the head sponsor as needed/assigned by the principal

FRESHMAN CLASS SPONSORS:

- ALL: Attend & chaperone Snowball
- HEAD: Attend Awards Night
- HEAD: Run Class Meetings & help manage funds/fundraisers
- HEAD: All other duties as needed/assigned by the principal
- DIVIDE UP: Float Building - divide equally to cover all building days
- ALL: Chaperone homecoming dance
- ALL: Supporting the head sponsor as needed/assigned by the principal

Once with a class, you would continue until that group graduates unless the member ends the sponsor role. Current senior head and assistant class sponsors would have the first opportunity to fill open positions upon class graduation. Open positions are sent to building staff with principal determining placement. It would be paid per semester. It is agreed upon to keep on Step 5 with years of experience not granted - pay for positions stays at BA Step 5. Agree to one head sponsor and three total assistant sponsors per grade.

APPENDIX G: SCHOOL CALENDAR

Croswell-Lexington School Calendar 2026-2027		Student Days	Extra Teacher Days	Teacher Day Total	Marking Period Date	Marking Period Total	Semester Total
AUGUST / SEPTEMBER 2026		24	3	27			
Aug 17, 18, 19 (Mon-Wed)	Welcome Back / Professional Development Days						
Aug 18 (Tues)	Open House - Elementary 4:00-6:00 p.m.						
	Open House - Middle School High School 5:00-7:00 p.m.						
Aug 25 (Tues)	First Day for Students						
Aug 28 (Fri)	NO SCHOOL						
SEPTEMBER 2026							
Sept 4 - Sept 7 (Fri-Mon)	NO SCHOOL - Labor Day Weekend						
Sept 25 (Fri)	Homecoming - Half Day for students; Full Day for teachers						
OCTOBER 2026		22	0	23			
Oct 6 (Tues)	Middle School Parent-Teacher Conferences (4:30-7:30)						
Oct 7 (Wed)	High School/Elem Parent-Teacher Conferences (4:30-7:30)						
Oct 8 (Thurs)	Student Half Day a.m. - Parent-Teacher Conferences in p.m.						
	MS/HS Conferences (12:30-3:00); Elem. Conferences (12:50-3:20)						
Oct 9 (Fri)	PD Day 9-3 - 5 hours PD - No school for students - MDE Day		1	1			
Oct 21 (Wed)	Early Release - 2 hr						
Oct 23 (Fri)	End of First Marking Period				Oct 23	41	
NOVEMBER 2026		18	0	18			
Nov 18 (Wed)	Early Release- 2 hr						
Nov 25 - 27 (Wed-Fri)	NO SCHOOL - Thanksgiving Break						
DECEMBER 2026		14	0	14			
Dec 9 (Wed)	Early Release - 2 hr						
Dec 21 - 31 (Mon-Thurs)	NO SCHOOL - Holiday Break						
JANUARY 2027		19		20			
Jan 1 (Fri)	NO SCHOOL - Holiday Break						
Jan 4 (Mon)	School Resumes						
Jan 15 (Fri)	End of First Semester				Jan 15	47	88
Jan 18 (Mon)	NO SCHOOL - MLK Day/Professional Development / Records Day		1				
	(3 hours-Professional Development; 3 hours-Records)						
FEBRUARY 2027		18	0	18			
Feb 12-15 (Fri-Mon)	NO SCHOOL - President's Day						
Feb 24 (Wed)	Early Release - 2 hr						
MARCH 2027		19	0	19			
Mar 2 (Tues)	Elementary Parent-Teacher Conferences (4:30-7:30)						
Mar 3 (Wed)	High School Parent-Teacher Conferences (4:30-7:30)						
Mar 4 (Thurs)	Middle School Parent-Teacher Conferences (4:30-7:30)						
Mar 10 (Wed)	Early Release - 2 hr						
Mar 19 (Fri)	End of 3rd Marking Period				Mar 19	42	
Mar 26 (Fri)	NO SCHOOL - Spring Break						
Mar 29 - Apr 2 (Mon-Fri)	NO SCHOOL - Spring Break						
APRIL 2027		20	0	20			
Apr 5 (Mon)	School Resumes						
MAY 2027		20	0	20			
May 31 (Mon)	NO SCHOOL - Memorial Day						
JUNE 2026		6	0	6			
June 8 (Tues)	Last Day for Students - Half Day				June 8	50	92
	Parent Teacher Conference banked day		1				
	DAY COUNT	180	6	185		180	

State-Mandated In-Service Hour Count for All Teachers	*30 Required
Aug. 17, 18, 19 (Mon, Tues, Wed) Professional Development	12
Oct. 9 (Fri) Professional Development - 5 hours of PD 9:00-3:00; MDE Day	5
Oct. 21 (Wed) Professional Development - Early Release	2
Nov. 18 (Wed) Professional Development - Early Release	2
Dec. 9 (Wed) Professional Development - Early Release	2
Jan. 18 (Mon) Professional Development/Records Day	3
Feb. 24 (Wed) Professional Development - Early Release	2
Mar. 10 (Wed) Professional Development - Early Release	2
Total	30

CLEA _____ Date 1-27-26

Croswell-Lexington Superintendent Colette Mazzuchi Date 1-27-26

2020-21 State-Mandated In-Service Hour Count for All Teachers	
Description	Hours
Department Meetings (5 hours)	5
August 26-28 - Orientation and Professional Development	12
Sept. 18 (2 Hrs.), Nov. 6 (2 Hrs.), Jan. 20 (3 Hrs.), Feb. 12 (2 Hrs.)- Professional Development	9
3 PLC Hours in Building as Directed by Principal	4
	30

APPENDIX H: SCHOOL DAY SCHEDULES

School Day Schedules by Building for the 2026-2027 School Year

Building	High School	Middle School	Geiger Elementary	Frostick Elementary	Meyer Elementary
Teacher Day Start Time	7:55 a.m.	7:55 a.m.	8:10 a.m.	8:10 a.m.	8:15 a.m.
First Bell for Students	8:02 a.m.	8:02 a.m.	8:20 a.m.	8:20 a.m.	8:25 a.m.
Student Instruction Start	8:06 a.m.	8:06 a.m.	8:25 a.m.	8:25 a.m.	8:30 a.m.
Student Instruction Stop	3:00 p.m.	3:00 p.m.	3:15 p.m.	3:15 p.m.	3:20 p.m.
Teacher Day Stop Time	3:05 p.m.	3:05 p.m.	3:20 p.m.	3:20 p.m.	3:25 p.m.

APPENDIX I: CLEA GRIEVANCE FORM

CLEA Contract Grievance Form

Cover Page

Building	
Assignment	
Name of Grievant	
Date of Informal Meeting with Principal	

LEVEL ONE (Principal Level)	
Date Cause of Grievance Occurred	
Contract Article/Section/Paragraph(s) Violated	
Statement of Grievance	
Relief Sought	
Signature of Grievant	Date
Acknowledgement of Building Representative	Date
Date Received by Principal	
Date of Meeting between Grievant and Principal	
Disposition by Principal	
Signature of Principal	Date
Position of Grievant or Association	
Signature of CLEA Grievance Chairperson	Date

LEVEL TWO (Superintendent Level)	
Date Received by Superintendent	
Date of Meeting between Grievant, Grievance Chairperson, and Superintendent	
Disposition by Superintendent	
Signature of Superintendent	Date
Position of Association	
Signature of CLEA Grievance Chairperson	Date

LEVEL THREE (MERC Level)	
Date Submitted to MERC	
Disposition by MERC	
Signature of MERC Board	Date
Position of Association	
Signature of CLEA Grievance Chairperson	Date

LEVEL Four (Arbitration Level)	
Date Submitted to Arbitration	
Disposition by Arbitrator	
Signature of Arbitrator	Date