JPF: 6.17.24

July 1, 2024 through June 30, 2027

Master Agreement Between the Corunna Board of Education & Corunna Education Association



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ARTICLE I RECOGNITION

A. The Board hereby recognizes the Corunna Education Association, hereinafter referred to as the "Association" in this Master Agreement, as the sole and exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965 known as the Public Employment Relations Act (PERA), for all K-12 professional personnel, including personnel on tenure and probation, classroom teachers, teachers of the homebound or hospitalized, and non-k-12 classroom teachers still considered in the Association but excluding the Superintendent, Assistant Superintendent, Principals, Assistant Principals, Administrative Assistants, Director of Community Education, Vocational Director, and Athletic Director. All K-12 professional personnel serving as classroom teachers for any part of their regular assignments, excepting the above-mentioned exclusions, must be considered "teachers" when used hereinafter in this agreement and shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined. The masculine gender shall include the feminine.

B. Nothing contained herein shall be construed to deny or restrict any teacher rights he may have under the Michigan Revised School Code.

ARTICLE II PAYROLL DEDUCTIONS

A. Teachers may sign and deliver to the Board or its agent an assignment authorizing deductions for insurance, annuities, and direct deposit, upon such conditions as the teacher and Board of Education shall establish, within sixty (60) days after the beginning of their employment.

ARTICLE III TEACHER RIGHTS

A. Pursuant to PERA, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by PERA or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any lawful activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of the Association appropriately to invoke the assistance of the Michigan Employment Relation Commission ("MERC").

C. The Association and its members shall have the right to use a space in a building at all reasonable hours for meetings, provided there is no conflict with regular school programs or extra-curricular activities. No teacher shall be prevented from wearing insignia, pins, or other identification of members in the Association, either on or off school premises. Bulletin Boards in the teachers' lounges shall be made available to the Association and its members.

D. The Board agrees to make available for inspection to the Association all available public information concerning 1.) annual financial reports and audits; 2.) the financial resources of the district; 3.) register of certificated personnel; 4.) approved budget; 5.) minutes of all board meetings; 6.) treasurer's reports; 7.) names and addresses of all teachers; and such other information that will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

ARTICLE IV MANAGEMENT RIGHTS

A. Pursuant to PERA, the Board, on its own behalf and on behalf of the electors of the district, retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and/or the United States, including, but without limiting, the generality of the foregoing: the management and control of school properties, facilities, grades and

courses of instruction, athletic and recreational programs, methods of instruction, materials used for instruction, and selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

B. Pursuant to PERA, the exercise of these powers, rights, authority, duties, and responsibilities by the Board, and the adoption of such rules, regulations, and policies as it may deem necessary, shall be limited only by the specific and express terms of this Agreement.

ARTICLE V PROFESSIONAL QUALIFICATIONS/PROFESSIONAL COMPENSATION

A. Teachers who are employed by the Corunna Public Schools shall meet all qualification requirements imposed by Michigan law and the Michigan Department of Education.

B. The salaries of teachers covered by the Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.

C. A teacher shall receive a salary on a twenty-four (24) pay basis.

ARTICLE VI TEACHING HOURS

A. Teachers shall report to their assigned building no later than thirty (30) minutes before the first class period begins, and to their teaching stations no less than fifteen (15) minutes before the class period begins. 4-12 grade teachers shall remain at their assigned building at least thirty (30) minutes after the bell sounds dismissing students from school, and at least fifteen (15) minutes in their classroom after the dismissal bell. BK-3 grade teachers may leave their assigned building fifteen (15) minutes after the student dismissal bell. Teachers shall be excused from the fifteen (15) and thirty (30) minute rules after school on those days preceding a day when students will not be in school, however, teachers shall wait until the school buses have cleared the parking lot before leaving the building. Other exceptions to these regulations shall be only with the permission of the building principal. Corunna coaches coaching Corunna teams can also be excused from this rule with administrative approval only when their sport is in season for the purpose of practice and competition.

Before leaving the school building at the end of each school day, teachers shall conclude conferences with students, administration, and scheduled conferences with parents including, but not limited to, IEPs, 504s, student staffings (Child Find). Every effort will be made to hold these meetings during contract time, with the exception of the monthly staff meeting.

At least one building staff meeting per year will be "electronic" in nature. These will serve to take the place of face-to-face staff meetings. Staff members will be required to participate online.

B. The Board recognizes teaching as a professional calling and shall not impose unreasonable demands upon a teacher's time, but shall agree that the workweek for our teaching staff shall be maintained at a professional level and shall be consistent with the work schedule of a professional. The normal workday schedule for all teachers shall be established by the administration based on the administration's determination of the needs and resources of the district and may be changed from time to time as deemed necessary and appropriate by administration primarily because of changes to the start and/or end of the school day.

C. In no event shall the Board increase the number of regular daily instructional and/or hours of duty time for teachers without working closely with the Association unless there are situations that would dictate otherwise, such as a global pandemic, or a state of emergency.

D. The length of the school year shall be governed by the school calendar, which shall be attached to and incorporated into this Agreement.

E. Teaching staff shall be required to attend as part of their professional responsibilities a not-more-than 3-hour open house/parent orientation. It will be scheduled no earlier than 10 calendar days prior to the first day of school for students and at least one date for input will be during the week staff reports for professional development. The date and time of this event for each building will be communicated with the sharing of the agreed upon school calendar (no later than November 1, 2024 and 2025). Staff will have input.

F. Teaching staff shall be required to attend 6 hours of Parent-Teacher Conferences at the 4th-12th grades. 4th-12th grade teaching staff shall have input on the date, time, and format of the Parent-Teacher Conferences. In self-contained classrooms in grades BK-3, at least one scheduled and documented face-to-face meeting with parents/guardians (or two (2) documented attempts to contact the parent/guardian) will happen between October 1 and November 30. Any variance from this expectation must be approved by the building administrator.

ARTICLE VII TEACHING LOADS AND ASSIGNMENTS

A. Class size

1. In retention grades (i.e. begindergarten and pre-1st) every effort will be made to enroll no more than eighteen (18) students in each classroom. In grades K-2 every effort will be made to enroll no more than twenty-eight (28) students in each classroom, and in grades 3-5 no more than thirty (30) students in each classroom, within the financial and facility structure of the school district. The Board will make every effort to equalize elementary (BK-5) class sizes in each section per grade level.

2. In grades 6-12 every effort will be made to enroll no more than 150 students per teacher, per day for a six (6) period day, 180 students per teacher, per day for a seven (7) period day, or 210 students per teacher, per day for an eight (8) period day; except in the areas of Music, Physical Education, Electives and Exploratory classes, within the financial and facility structure of the school district. The Board will make every effort to equalize secondary class sizes in subject areas.

B. The Board and the Association mutually agree that teachers shall satisfy the State of Michigan and any federal highly qualified teaching standards.

C. Teachers in middle school and high school will teach six (6) periods per day. Both middle school and high school teachers will have at least one (1) instructional planning period per day. If the Board determines either the middle school or the high school schedule is no longer viable or in the best interest of the district, the parties will meet to discuss and agree upon the impact of such a change on members of the bargaining unit.

D. The curriculum (as approved by the Board of Education) will be provided by the administration. Implementation of a developed curriculum will be the responsibility of the teacher.

E. Teachers, with their consent, may be assigned an extra class for a semester or year during their planning period and will be compensated at a rate of 1/6 of their regular base pay.

F. Teachers to be affected by such reassignment shall be made aware of such changes, in writing or by personal contact, as soon as possible.

ARTICLE VIII TEACHING CONDITIONS

A. The representatives of the Board and the Association shall confer from time to time for the purpose of selecting educational materials and textbooks. All joint decisions made by representatives of the Board and the Association shall become the subject of a recommendation to the Board. The recommendation shall be implemented at the time of Board approval.

B. The Board agrees to provide teachers with a duty-free lunch period equal to that of the students.

The Board of Education will provide one (1) duty-free recess period for each elementary classroom teacher per day unless the district determines that budgetary limitations (e.g. an operating deficit) will not allow it.

C. Every attempt will be made for teacher planning time to be equalized across BK-12th grade and no less than 225 minutes per week.

D. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. However, this provision shall only be subject to the Grievance Procedure, Article XIII, up to and including Step Three, the Board Committee. A grievance based on this provision may be submitted to Step Four, Arbitration, only with written agreement by the Board, otherwise, the teacher may pursue an alternative venue as selected by the Association.

E. The provisions of this Agreement and the wages, hours, and terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color, or national origin, and to seek to achieve full equality of educational opportunity to all pupils.

F. Teachers who are expected to travel during the school day (i.e. 2 hours at CMS and 4 hours at CHS) among the buildings within the City of Corunna will be allowed no less than fifteen (15) minutes travel time. This shall be in addition to planning or lunchtime.

ARTICLE IX VACANCIES, PROMOTIONS, AND TRANSFERS

A. A vacancy shall be defined as any existing position within the bargaining unit that the district intends to fill.

B. Any teacher may apply for vacancies, including newly created positions, in any professional position, which may occur in the school district. Vacancies and newly created professional positions shall be electronically communicated via school email and posted internally for a minimum of five (5) calendar days to allow teachers time to apply.

C. The Board declares its support of its present policy of promotion from within its own teaching staff, including promotions to supervisory and executive levels, when, in its sole judgment, it believes such a candidate to be the best available for the position.

D. All applications for filling such bargaining unit vacancies must be submitted in writing to the Superintendent of Schools or Central Office Administrative Assistant.

E. Bargaining unit members who wish to indicate to the administration their preference for voluntary changes in teaching assignments shall so indicate, in writing, to the Superintendent of Schools, no later than the last teacher workday of each school year.

F. A request for a transfer may be made at any time, in writing, to the Superintendent of Schools or Central Office Administrative Assistant. The requests shall specify the school, grade, subject/position sought, and certification. Mutual requests for transfer by bargaining unit members wishing to switch positions shall be considered by the Administration.

G. Any teacher who shall be transferred to a supervisory or executive position and shall return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to a supervisory or executive position.

ARTICLE X LEAVE PAY

A. All salaried teaching personnel shall be allowed sick leave privileges listed hereafter:

1. Full-time teachers shall receive thirteen (13) total days of leave each year at the beginning of the school calendar. Three (3) of these days may be used for personal leave. A teacher shall request personal leave from the building principal at least twenty-four (24) hours in advance. Personal Leave days used to extend school vacation days (any Monday-Friday when school is closed on the agreed upon school calendar) must follow the criteria listed below in #3. Sick leave days used to extend a school vacation will require a doctor's note. Bereavement days used to extend a school vacation will follow bereavement language identified in this contract.

2. Staff with children attending Corunna Public Schools can use one (1) sick day per child each year to attend Corunna Schools field trips/events with their child. For example, if the staff member has one child, one sick day can be used to attend a field trip/event. If the staff member has three children, three sick days can be used for one event or separate events. If the field trip/school event falls before or after a school vacation, the language in #3 below does not apply.

3. After the first 10 years of service at Corunna Public Schools (and every 10 subsequent years of service at Corunna Public Schools), staff members can request to extend one school vacation (any Monday-Friday when school is closed on the agreed upon school calendar), and the following stipulations will be followed:
    a. A maximum of one (1) teacher per building (exceptions to this rule can be made by the building administrator)
    b. Requests will be considered and granted in the order in which they are received.

c. Personal Leave must be used. Therefore, this extension of a school vacation cannot exceed the three personal leave days granted by the district (i.e. sick days cannot be used before or after this extension).
d. Other unexpected situations that arise will be considered on a case-by-case basis by the superintendent and may be required to be taken as unpaid days.
e. Any allowances that were approved prior to this agreement shall not be considered precedent-setting and/or past practice.

4. For any pandemic, the district will follow state and local guidelines for how to deal with the illness of a student or staff member due to pandemic-related issues. State law may provide further guidance on dealing with mandated teacher leave. The CEA and Board will collaborate anytime guidance is needed on pandemic-related issues.

5. At the conclusion of each year sick days in excess of 90 will be paid out at the rate of $35.00/day. To receive payment for excess days, employees must return the following school year and be actively employed at the time of payment. Payments will be added to the second paycheck in December.

   Upon written documentation from the State of Michigan stating that the employee is retiring, staff members will be compensated $50.00 per day to a maximum of 103 days if the employee has been in Corunna Public Schools for 15 years or more **and** 25 years or more in public school education. For the employee to qualify for this amount, the teacher must follow Article XV, section E. All other teachers, upon written documentation from the State of Michigan that the employee is retiring, will be paid $20.00 per day for a maximum of 103 days.

6. Teachers may use their sick leave for their personal illness or to care for a spouse or child (biological or adopted) or other person for whom the teacher is in loco parentis who is ill. Absence from duty for other illnesses in the immediate family shall be granted for up to five (5) days. Additional days may be granted at the discretion of the Superintendent. Such absence, when granted, will be deducted from accumulated sick leave. Immediate family shall be interpreted as: Father, Stepfather, Mother, Stepmother, Husband, Wife, Child, Stepchild, Brother, Stepbrother, Sister, Stepsister, Grandparents, Grandparents-In-Law, Grandchild, Father-or Mother-In-Law, Son-In-Law and Daughter-In-Law. If a teacher is on approved extended leave and not available for work, leave days will still be charged even if "act of God" days occur. In any other situation, if there is an "act of God" day the teacher will not be charged for that sick day or personal leave day.

7. Absence from duty for up to three (3) days with full pay shall be granted after notification has been made in case of death of a Father, Stepfather, Mother, Stepmother, Husband, Wife, Child, Stepchild, Sister, Stepsister, Brother, Stepbrother, Grandparents, Grandparents-In-Law, Father-In-Law, Mother-In-Law, Grandchild, Brother-In-Law, Sister-In-Law, Son-In-Law, and Daughter-In-Law. Two additional days, deducted from sick days, will be approved upon notification to the building administration of the need. With Superintendent approval, these days may be used within twelve (12) months of the death of the persons listed above. Appropriate documentation shall be provided.

8. A one (1) day funeral leave will be granted after notification has been made in the case of the death of a member of the extended family or a close friend. This day will be deducted from either the teacher's personal leave days or the accumulated sick leave, at the teacher's option.

9. Miscellaneous provisions:

    a. Administration reserves the right to require a doctor's certificate or other evidence of illness.

    b. Administration may request a doctor's second opinion from an employee returning from an extended leave. The doctor for the second opinion will be selected by the Administration and will be paid for by the Administration. If the opinions are in conflict, a third opinion will be sought and paid for by the Administration. The doctor for the third opinion will be mutually agreed to. The employee will be on paid administrative leave beginning on the date of the second opinion request.

    c. The Superintendent shall certify the legitimacy of a claim for compensation for absence.

    d. Before the employee may return to work from the leave of absence, he or she may be required to present to the Administration a physician's statement confirming his or her physical ability to perform all regular and normal duties and functions of his or her position.

B. Pursuant to Section 1235 of the Revised School Code, teachers who have been employed for seven (7) years may be granted a sabbatical leave for one (1) year. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board without compensation.

A teacher, upon return from a sabbatical leave, shall be restored to his former position, or to a position for which he is qualified in seniority and status. Any period spent on sabbatical leave shall be treated as teaching service for the purpose of applying the salary schedule set forth in Schedule A of this agreement.

C. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.

Teachers on military and sabbatical leave shall be given the benefit of any increments and sick leave allowances which would have been credited to them had they remained in active service to the school system.

D. Child Care Leave

Employees may request a leave of absence for childcare reasons and be granted such leave under the following conditions:

1. The employee must request, in writing, a leave of absence at least thirty (30) calendar days prior to the expected date for such leave, and must notify the Board, in writing, at least thirty (30) calendar days before the employee's anticipated date of return. Such leave may begin with less than thirty (30) calendar days' notice, provided the employee's physician provides such a request in writing.

2. If the leave extends to the end of the school year, the teacher must inform the Board by April 1st, in writing, of their intention to return to work for the start of the next school year.

3. That no salary or fringe benefits, including, but not limited to, sick leave, hospitalization, disability insurance, etc., be paid or accrued during the leave period.

4. That upon return to work the employee shall be assigned to any position for which he is certified and/or qualified.

5. An extension of leave for one (1) year following delivery for the purpose of childcare shall be granted under the conditions outlined above. The teacher who applies for a childcare leave in the first semester shall be granted said leave for the remainder of the school year or until the end of the first semester of the following school year. If said leave becomes effective during the second semester of the school year, such leave shall consist of the remainder of the school year, and may, at the teacher's request, be extended through the next full school year. In no event will a teacher on childcare leave resume employment other than at the beginning of the school year or at the beginning of the second semester.

6. An extension of leave time for the purpose of childcare beyond the limitations in No. 5 above, and up to five (5) years, may be granted under the following conditions:
    a. The employee shall request, in writing to the Superintendent, this extension of leave time, stating the number of school years to be absent.
    b. The employee shall present a written letter of intent to return to work to the Superintendent of Schools before April 1st prior to the next school year.
    c. The employee shall be assigned to the first vacant position for which he is certified.
    d. For each occurrence, tenured teachers on approved child care leave can accrue seniority up to one year during that leave.
    e. Any extension of childcare leave beyond the first year shall not accrue seniority credit.

7. If this leave is for an FMLA qualifying purpose, the provisions of the FMLA shall be controlling in the event the FMLA conflicts with this article.

E. Association Days

At the beginning of each school year, the Association shall be credited with ten (10) days, with pay, to be used by teachers who are officers or agents of the Association. Such uses will be at the discretion of the Association. Unused days will not accumulate for use in succeeding years. The Association agrees to notify the building principal no less than forty-eight (48) hours in advance of taking such leave. The Association agrees to reimburse the Board the cost for substitute teachers needed for teachers using Association days.

Five (5) additional days may be used by the Association under the above conditions, except that a full day's pay for each teacher absent for each day will be reimbursed to the Board by the Association.

All reimbursements will be made to the Board before June 30th of the year during which the Association days were used.

F. General Purpose Leave

A general-purpose leave may be granted for a period of up to one (1) year, subject to the recommendation of the Superintendent and approval of the Board. Such leave shall expire on the last day of the current school year.

Intent to return to work must be submitted to the Superintendent at least 30 calendar days prior to the end of the leave or by April 15th if the leave continues to the end of the school year. The granting or non-granting of such leave on a request-by-request basis will not be construed to constitute past practice.

Teachers returning from a general-purpose leave shall be placed in a teaching position for which they are certified. Upon written application to the Superintendent, an extension of the general-purpose leave may be granted by the Board of Education. No salary increment or fringe benefits, including, but not limited to, sick leave, hospitalization, disability insurance, dental insurance, life insurance, etc. will be provided or accrued during the leave period. The employee will accrue seniority during the general-purpose leave.

G. The Family and Medical Leave Act of 1993 (F.M.L.A.)

The Family and Medical Leave Act of 1993 (F.M.L.A.) provides that an eligible employee shall be entitled to FMLA leave as provided by Board Policy and that law.

H. Jury Duty/Court Appearance

Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

1. Absence, when a teacher is called for jury service, provided the teacher compensates the Board in the total amount paid for jury duty.
2. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any court proceeding as a witness.

ARTICLE XI TEACHER REPRESENTATION

A. Each teacher shall have the right, upon request, to review the contents of his own personnel file. No material will be placed in a bargaining unit employee's personnel file without their knowledge. A representative of the Association, upon request, may accompany the teacher in such a review. If the teacher disagrees with any materials placed in their personnel file they may attach a signed, written response/explanation regarding the matter which will be included in their file.

B. Either party shall at all times be entitled to have present a representative of the Association or administrative staff when a teacher is being reprimanded or disciplined for an infraction of discipline or delinquency in professional performance when that infraction shall become a part of that teacher's personnel file.

ARTICLE XII PROTECTION OF TEACHERS

A. The Board continues to recognize its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The teachers recognize their responsibility to continue to give reasonable support and assistance to all administrative policies and decisions made within their scope of authority.

B. Any case of assault upon a teacher in performance of duty shall be reported to the administration. The Board will provide legal counsel, upon request, to advise the teacher of his rights and obligations with respect to such assault, and shall render all reasonable assistance.

C. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher if proof of inability to perform professional services from a qualified physician is presented to the administration.

D. Serious parental complaints directed toward a teacher shall be called to the teacher's attention.

ARTICLE XIII GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation of the expressed terms of this contract. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article. The termination of services of or failure to re-employ any teacher. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

B. The Association shall designate two (2) representatives per building to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described, and the Superintendent or his designated representative to act at Level Two as hereinafter described.

C. The term "days" as used herein shall mean days in which school is in session.

D. Written grievances shall contain the following:

1. be signed by the grievant or grievants.
2. be specific.
3. contain a synopsis of the facts giving rise to the alleged violation.
4. cite the section or sub-section of this contract alleged to have been violated.
5. contain the date of the alleged violation.
6. specify the relief requested.

Level One – A teacher and/or the Association, believing him or itself wronged by an alleged violation of the express provisions of this contract, shall, within ten (10) days of its alleged occurrence, make administration aware in writing with the hopes of resolving orally. If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within ten (10) days of said discussion to Level Two.

Level Two – A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level One, with the endorsement thereon of the approval or disapproval of the Association. Within ten (10) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant, to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association Secretary, the building principal in which the grievance arose, and place a copy of same in a permanent file in his office.

If no decision is rendered within ten (10) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing a written grievance, along with the decision

of the Superintendent, with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than five (5) days prior to the next regularly scheduled board meeting.

Level Three – Upon proper application as specified in Level Two, the Board shall allow the teacher and his/her Association representative(s) an opportunity to be heard at a meeting with a committee of the Board for which the grievance was scheduled. At the next school board meeting, the Board shall hear the report from their grievance committee, including the committee's recommendation, and vote to render their decision. The Association and the grievant(s) shall be notified in writing within five (5) days of the Board's decision. The Board may hold future hearings therein, may designate one or more of its members to hold future hearings therein, or otherwise investigate the grievance, provided, however, that in no event except with express written consent of the Association, shall final determination of the grievance be made by the Board more than ten (10) days after the initial hearing.

A copy of the written decision of the Board shall be forwarded within ten (10) days to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant and the Secretary of the Association.

Level Four – Individual teachers shall not have the right to process a grievance at Level Four. If the association proceeds to Level Four, they will notify the Superintendent, in writing, of their intentions to proceed within ten (10) days of their notification of the Board's decision.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after the decision of the Board, in writing, request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected by the American Arbitration Association in accordance with its rules, except each party shall have the right to peremptory strike not more than three (3) from the list of arbitrators.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds, and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association. Subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
    a. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.
    b. He shall have no power to establish salary scales or to change any salary.
    c. He shall have no power to change any policy or regulation of the Board not covered by the contract specifically.
    d. He shall have no power to decide any question that, under this agreement, is within the responsibility of management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interferences with such responsibilities.

e. He shall have no power to interpret state or federal law.

f. He shall not hear any grievance previously barred from the scope of the grievance procedure.

g. He shall have no power to decide any question that, under this Agreement, is within the responsibility of the Board to decide. In rendering decisions, the arbitrator shall give due regard to the responsibility of the Board and shall so construe the Agreement in that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement.

5. After a case on which the arbitrator is powered to rule hereunder has been referred to him, it may not be withdrawn by either party, except by mutual consent.

6. If either party disputes the arbitrability of any grievance under the terms of this agreement, the dispute will be settled in arbitration.

7. No more than one (1) grievance may be considered by the arbitrator at the same time, except upon expressed written mutual consent, and then only if they are of similar nature.

8. The cost of the arbitrator shall be borne by the party which loses, except in the case of a split decision, when it shall be borne equally by the parties. Each party shall assume its own cost for representation, including any expense of witnesses.

9. Where no wage or fringe benefit loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make a monetary adjustment and the arbitrator shall have no power to order one.

10. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or nonoccurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed initially.

11. The Arbitrator shall have no power to add to, or subtract from, or modify any terms of this agreement.

ARTICLE XV MISCELLANEOUS

A. Teachers shall be informed of a telephone number they must call one (1) hour before the start of work to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. All lesson plans and/or assignments for days absent by secondary (6th - 12th grade) teachers must be in the district's learning management system (LMS) available for the guest teacher and/or students to use prior to the start of the day. Exceptions may be made in the case of an emergency. If a teacher is required to give up more than ½ of his planning to cover a class/lunch due to a staff shortage (illness, etc.) they will be paid $30 per planning period. Teachers shall fill out their timesheets during the respective pay period in order to be paid; if timesheets are not filled out during the respective pay period, they will not be paid. If at the elementary level (BK-5 grades) a substitute teacher cannot be arranged, students from the classroom with the teacher absent may be divided amongst the other classrooms in that grade level.

B. This Agreement shall supersede any rules, regulations, or practices of the Board that shall be contrary to or inconsistent with its terms. This shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly

subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. The Board agrees to provide the Association President with an electronic version of this agreement and to post a copy of this agreement on the District's Web page.

D. If any provisions of the Agreement or any applications of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

E. Retirement notification stipend: Any teacher with 20 or more years of service to Corunna Public Schools will receive a $1,000 stipend for notifying, in writing, that he/she will retire and leave the system by the end of the contract year or during the following year. This notification must be delivered to the Office of the Superintendent by March 1. This stipend shall be paid as a separate check on or before June 1.

F. It is contemplated that matters not specifically covered by this agreement, but of common concern to the parties of this Agreement, shall be subject to negotiations between them from time to time during the period of this Agreement, and upon mutual agreement of both parties.

G. At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

ARTICLE XVI FRINGE BENEFITS

A. The Board will provide, upon application, hospital-medical care insurance protection for each full-time teacher and his/her immediate family for the year beginning September 1 and ending August 31. The carrier shall be approved by the Board.

B. The District's contribution to the medical benefit plan for bargaining unit employees shall not exceed the statutory health insurance premium "hard cap" established by the Department of Treasury pursuant to the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. A bargaining unit employee shall pay any cost that exceeds this amount, which payment shall be made through payroll deduction and deducted on a pro-rata basis for each payroll for twelve (12) months. The District shall pay all other non-medical MESSA Pak A and Pak B benefits described below.

C. For the duration of the agreement, the District will pay premiums for eligible employees for either of the following plans (unless both parties agree to open this portion of the contract):

- Maintain MESSA Choices II (500/1000) the district will pay 0% of the deductible.
- The district will allow the members to choose between one of the three following 500/1000 Rx coverage plans: 3 tier drug plan, 3 tier drug and mail-in
- The district will allow members to choose the ABC 1 plan where the district pays 0% of the deductible.

D. The district will pay the premiums for dental, vision, life, and long-term disability insurances for mutually agreed-upon plans at no cost to the employee.

The Board has established a "cafeteria plan" in accordance with Section 125 of the Internal Revenue Code. The cafeteria plan shall provide bargaining unit members that qualify for and decline health insurance benefits a cash option in the amount of one hundred dollars ($100) per month if up to 10 members and/or administrators choose this option. A cash option of three hundred ($300) per month will be provided if at least 11 members and/or administrators but less than 16 members choose this option. If the number increases to at least 16 members and/or administrators, the cafeteria plan will increase to five hundred ($500) per month.

The bargaining unit members may utilize the cash option to purchase other benefits agreed upon by the parties, Board-approved annuities, and/or additional life insurance.

ARTICLE XVII SENIORITY

A. Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service to the Corunna Public Schools. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating years of service.

B. Seniority of tenured teachers within the school system shall be determined by using the following criteria:

1. Professional certification as approved by the Michigan State Department of Education.
2. Number of consecutive contractual years and/or partial years of service in the Corunna Public Schools.
3. Number of years of service in Michigan public schools.

C. Any teacher who acquires tenure shall have seniority from the last date of hire. Probationary teachers shall not have seniority.

D. The Board of Education shall prepare a seniority list of classification in accordance with the above on or before October 15th of each year.

E. It shall be the responsibility of the teacher to inform the Board, in writing, of his current address.

ARTICLE XVIII JOB SHARING

A. A maximum of ten (10) full-time positions for the purpose of job sharing may be made available:

1. At the discretion of the Board;
2. Upon recommendation of the Superintendent;
3. Within the allocated staff positions for the current school year.
4. These requests must be made, in writing, to the superintendent, by April 1.

B. For the purpose of this Agreement, job sharing shall mean the occupation of a single staff position by two (2) individuals, with each assignment being at least half time. In order for a shared position to be approved, the two (2) individuals must complete an application for such on a form mutually agreed upon by the Board and the Association or agree to such a position subject to the conditions of this Article.

C. The Board may approve shared positions to a maximum of ten (10) for the current school year, depending upon the following:

1. The teacher parties not filing for unemployment benefits while employed in a shared position of a voluntary nature.

2. When a shared position is terminated, each partner will return to the same status he/she had prior to the shared position providing it does not displace or result in the layoff of a half-time or full-time teacher in order to eliminate the shared time position. Return to full employment from a leave or from shared-time assignment will be only in accordance with the terms of this Agreement.
3. The ability of the district to create a shared position without rescheduling a large number of students. In lower elementary positions or in self-contained classrooms, shared-time positions may be approved if it can be accommodated without substantial disruption of classes.
4. The teacher partners have attained tenure.
5. An agreement by the teacher partners that joint planning will be undertaken whenever they have joint responsibility for the same students. In order to accommodate this requirement, individual arrangements will be made with the administration prior to implementation.
6. The Board and the Association shall work closely together on the implementation and evaluation of the shared-time program.
7. Notification of intent to terminate the job-sharing position must be made in writing to the Superintendent by April 1. Notification does not guarantee the positions will be terminated.

D. Shared-time positions will be compensated as follows:
1. Teaching salary will be prorated to reflect the fraction of the position shared. The experience and educational step for the teacher will be the same, as he/she would be entitled to if employed on a full-time basis. This step will determine the base salary from which the salary fraction will be computed.
2. Full seniority and rights attendant thereto will accrue to a person in a shared-time position.
3. Fringe benefits, including sick and personal leave, will be prorated on an individual basis. Pro-rating shall be based on a fraction of the time worked.

E. Prior to the end of the school year, an evaluation of the job-sharing will be conducted.

ARTICLE XIX PART-TIME OR ALTERNATE SCHEDULE TEACHERS

A. A teacher may request a part-time teaching position. The Board of Education will consider each request on an individual basis and is not obligated to grant the request.

B. Teachers who are presently on a part-time schedule will be grandfathered until they return to a full-time position. These teachers must notify the Board prior to April 1 of their intent to return to full-time next year providing it does not displace or result in the layoff of a half-time or full-time teacher in order to eliminate the shared time position. Without this proper notification, the teacher will remain on part-time status.

C. Part-time teaching salaries, fringe benefits, sick leave, and personal leave will be prorated on an individual basis. Pro-rating shall be based on the fraction of the time worked.

D. Secondary (4-12) teachers wanting an alternate schedule (i.e. different starting/end time, the same number of total hours) may request one by April 1. The administration will make reasonable efforts to accommodate such requests. Teachers wishing to return to a regular position must notify the Board prior to April 1 of their intent to

return to the regular schedule next year providing it does not displace or result in the layoff of a half-time or full-time teacher in order to eliminate the part-time or alternate time position.

ARTICLE XX SALARY SCHEDULE

A. Experienced teachers hired may be placed on schedule, but in no event are they to be awarded more than ten (10) years experience.

B. **M.A. +30 = $1,000.** A teacher with a Master's Degree plus thirty (30) semester hours shall receive $1,000 above his/her step on the M.A. schedule, provided that semester hours to be applied to salary credit beyond the Master's Degree are related to the teaching certificate or assigned subject area(s). A transcript showing the thirty (30) additional semester credits must be submitted to the Superintendent prior to the beginning of the school year.

C. **Recommendation/recruiting** If a new employee is recommended (as noted through the application letter) by a current teacher and hired by the district, a $100 recruiting bonus will be paid to the recommending teacher. Only one teacher can be named in the applicant's cover letter to the district.

D. **Longevity**

   a. A teacher with ten (10) to nineteen (19) years of teaching experience at CPS shall receive $500 over their step on the salary scale.

   b. A teacher with twenty (20) to twenty-four (24) years of teaching experience at CPS shall receive $1,000 over their step on the salary schedule.

   c. A teacher with twenty-five (25) or more years of teaching experience at CPS shall receive $2,000 over their step on the salary scale.

   d. This payment shall begin after the 10th, 20th, and 25th year respectively.

   e. Teachers with more than one-half (1/2) teaching assignments will receive the full amount of longevity. Teachers with one-half (1/2) or less of a teaching assignment will receive one-half (1/2) of the longevity amount.

E. **Child care credit** The district will provide a child-care credit of $500 for preschool and/or daycare (for Corunna enrolled students only) for children or stepchildren of employees.

F. **Changing Rails** A teacher must have all completed paperwork into Central Office before the 1st day of school. No exceptions will be given. Transcripts **must** state that a degree has been awarded and/or an official document from the institution where the degree was earned saying such or it will not be accepted.

G. **Foundation allowance** For each full % increase in the foundation allowance (from the previous year's amount) above 1%, each bargaining member with the following years of service will receive an additional stipend of $250

   Each full % decrease in the foundation allowance (from the previous year's amount) above 1% that year will equal a $200 decrease for each bargaining unit member spread out throughout the fiscal year (as soon as the per-pupil amount is announced or if/when the foundation allowance is decreased during the school year).

H. **Step and lane increase** No automatic step and lane increase upon collective bargaining agreement (CBA) expiration.

I. **Aid in the furthering of staff continuing education for certified teachers only** For specific programs and with prior superintendent or designee approval only, up to $100 per credit hour will be reimbursed to already certified teachers looking to add a designated degree/endorsement/certification, so long as the state does not reimburse or has a program in place to reimburse educators (no double dipping).

The reimbursement will be paid only after the following documentation has been submitted:

1) Proof of being admitted into the specific program
2) Proof of college class(es) for which the individual is registered
3) Official transcripts documenting the classes have been passed.
4) Written approval documentation from the superintendent or designee

Staff agreeing to this provision also agree to work in our district the following school year. If the staff member voluntarily terminates employment at any time during the following school year, they shall reimburse the district in full. A credit card must be on file at Central Office to participate in this program if the employee leaves the district before completing the following school year.

The following wage scale(s) will be implemented:

Current teachers (those employed during the 2023-24 school year

Step	2024-2025 BA 1.25% increase	Step	2025-2026 BA 1.25% increase	Step	2026-2027 BA 1.5% increase
3	$49,285				
4	$51,676	4	$52,322		
5	$54,130	5	$54,807	5	$55,629
6	$56,709	6	$57,418	6	$58,279
7	$59,402	7	$60,145	7	$61,047
8	$62,252	8	$63,030	8	$65,975
9	$66,518	9	$67,349	9	$68,359
10	$70,785	10	$71,642	10	$72,717
11	$74,196	11	$75,124	11	$76,251

MA Steps

Step	2024-2025 MA	Step	2025-2026 MA	Step	2026-2027 MA
2	$50,813				
3	$53,544	3	$54,213		
4	$56,434	4	$57,139	4	$58,106
5	$59,479	5	$60,222	5	$61,125
6	$62,684	6	$63,468	6	$64,420
7	$66,076	7	$66,902	7	$67,906
8	$69,635	8	$70,505	8	$71,563
9	$73,085	9	$74,719	9	$75,839
10	$76,539	10	$77,496	10	$79,348
11	$80,226	11	$81,229	11	$82,447

One time opportunity (submitted in writing to the Superintendent before July 1, 2024) for current teachers on BA scale to move to new blended scale to the step that is a raise from current step, e.g. BA step 6 ($56,709 in 2024-25 who would reach the top of the scale in 2029-2030) would move to blended scale step 5 ($58,960 in 2024-2025 and reach the top of the scale in 2028-2029).

I. Blended Scale (for new teachers hired under this contract)

Step	2024-2025	Step	2025-2026	Step	2026-2027
1	$48,355	1	$50,780	1	$51,542
2	$50,780	2	$53,440	2	$54,242
3	$53,440	3	$54,000	3	$54,810
4	$56,104	4	$56,500	4	$57,348
5	$58,960	5	$59,000	5	$59,885
6	$61,964	6	$62,000	6	$62,930
7	$65,129	7	$66,000	7	$66,990
8	$68,940	8	$69,500	8	$70,543
9	$72,752	9	$73,000	9	$74,095
10	$76,537	10	$77,493	10	$79,348

II. Non-certified teachers

Step 1	Step 2	Step 3	Step 4	Step 5
$39,000	$40,000	$41,000	$42,250	$44,270

A. Should the district hire someone on an emergency permit, they shall stay with the district for as many years as it took to obtain the teaching certification. For example, if Teacher A was hired with an emergency permit, and completed the certificate in two years, Teacher A would have to stay for two additional years (unless the district agreed to allow the person to leave).

III. Non-certified CTE teachers

A. This rail is only for non-certified CTE teachers.

B. For those with teaching experience, they will be placed accordingly as any other teacher.

C. For those with a bachelor's degree, they will be placed on the blended scale at the ratio of one step for every three years in the industry.

D. For those without a bachelor's degree, they will be placed in the same manner as letter B above, but will have a 10% decrease in pay.

SCHEDULE B

The Parties agree that coaches who have coached an entire contract season shall acquire status in the four (4) enumerated categories (Fall sports, winter sports, spring sports and middle school).

"Other assignments" follow the same wage schedule and accruement of years of service, but are not linked to years of coaching service.

A status coach shall advance on the salary schedule for each year of full service. For example, if a head football coach has five years status and then serves as a soccer coach, that coach shall have a salary schedule placement year at six.

Schedule B positions are classified as "at-will" and may be terminated without access to the grievance procedure. The superintendent has the ability to determine pay steps based on relevant experience.

A Schedule B Companion Document has been created for the purpose of establishing minimum expectations for each of the positions on Schedule B. The superintendent or designee will work with the CEA to modify these expectations as positions change or are created; it is intended to be a living document.

Years		Years		Years		Years	
1	$36,000	6	$45,000	11	$54,000	16	$63,000
2	$37,800	7	$46,800	12	$55,800	17	$64,800
3	$39,600	8	$48,600	13	$57,600	18	$66,600
4	$41,400	9	$50,400	14	$59,400	19	$68,400
5	$43,200	10	$52,200	15	$61,200	20	$70,200

SCHEDULE B

FALL SPORTS

1.	Head Football Coach	11%
2.	Asst. Varsity Football Coach (2)	7%
3.	JV Football Coach (2)	7%
4.	Fresh Football Coach (2)	7%
5.	V/JV Cross Country Coach Boys	8%
6.	V/JV Cross Country Coach Girls	8%
7.	Asst. Cross Country Coach Boys	6%
8.	Asst. Cross Country Coach Girls	6%
9.	V Soccer Coach Boys	8%
10.	JV Soccer Coach Boys	7%
11.	V/JV Tennis Coach Boys	7%
12.	Asst. Tennis Coach Boys	65%
13.	V Sideline Cheer Coach – Fall	5%
14.	JV Cheer Coach – Fall	3%
15.	V/JV Swimming Coach Girls	9%
16.	Asst. Swimming Coach Girls	6%
17.	V/JV Golf Coach Girls	7%
18.	V Volleyball Coach	10%
19.	JV Volleyball Coach	7%
20.	Fresh Volleyball Coach	6%
21.	V Esports	3%

WINTER SPORTS

1.	V Basketball Coach Boys	10%
2.	JV Basketball Coach Boys	7%
3.	Fresh Basketball Coach Boys	6%
4.	V Basketball Coach Girls	10%
5.	JV Basketball Coach Girls	7%
6.	Fresh Basketball Coach Girls	6%
7.	V/JV Bowling Boys	3%
8.	V/JV Bowling Girls	3%
9.	V/JV Swimming Coach Boys	9%
10.	Asst. Swimming Coach Boys	6%
11.	V Wrestling Coach	10%
12.	JV Wrestling Coach	7%
13.	V Esports	3%
14.	V Pom-Pom Coach	3%
15.	Competitive Cheer Coach	5%
16.	JV Cheer Coach	3%

SPRING SPORTS

1.	V/JV Golf Coach Boys	7%
2.	V/JV Track Coach Boys	9%
3.	Asst. Track Coach Boys	6%
4.	V/JV Track Coach Girls	9%
5.	Asst. Track Coach Girls	6%
6.	V Baseball Coach	8%
7.	JV Baseball Coach	7%
8.	V Softball Coach	8%
9.	JV Softball Coach	7%
10.	V/JV Tennis Coach Girls	7%
11.	Asst. Tennis Coach Girls	6%
12.	V Soccer Coach Girls	8%
13.	JV Soccer Coach Girls	7%
14.	V/JV Golf Coach Boys	7%

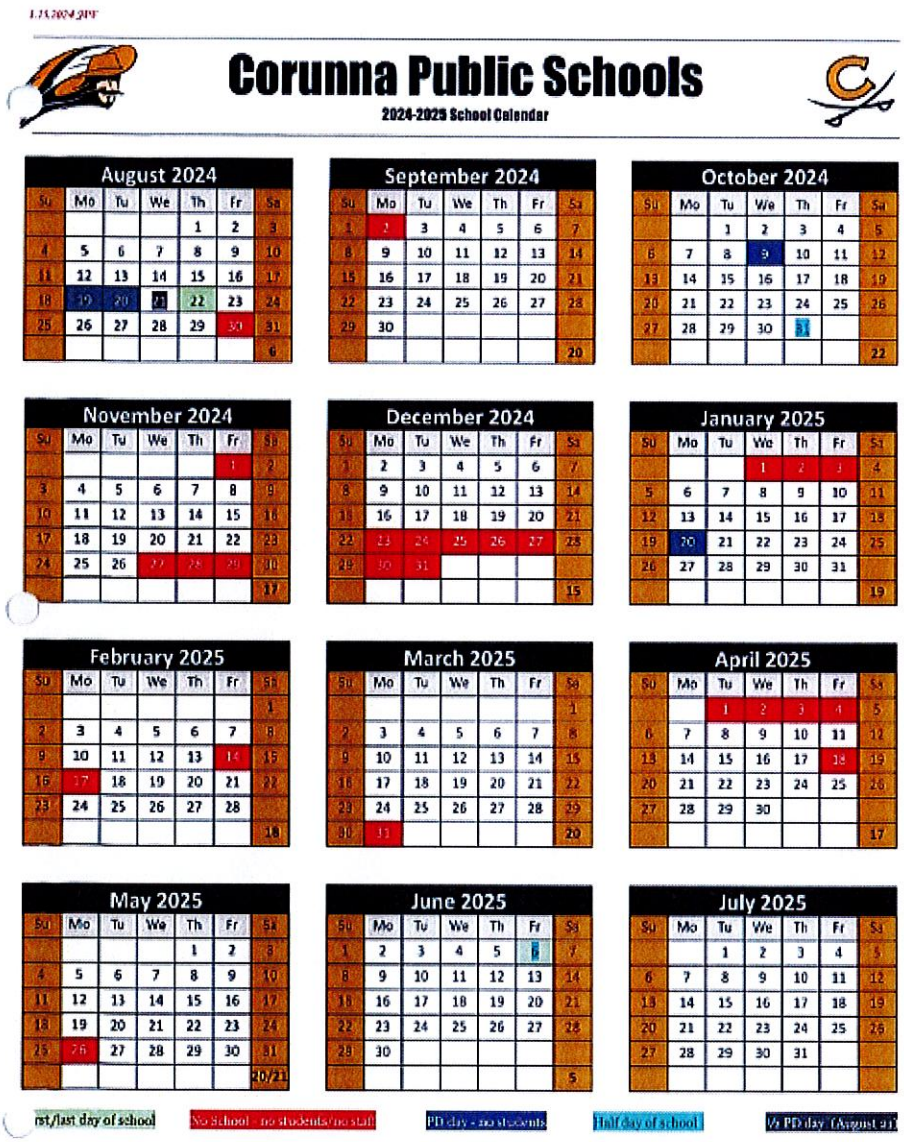
MIDDLE SCHOOL

1.	7th Grade Basketball Girls	6%
2.	8th Grade Basketball Girls	6%
3.	MS Cross Country Coach	6%
4.	MS Asst. Cross Country Coach	5%
5.	MS Wrestling Coach	6%
6.	7th Grade Basketball Boys	6%
7.	8th Grade Basketball Boys	6%
8.	MS Swimming Coach	6%
9.	MS Asst Swimming Coach	5%
10.	7th Grade Volleyball	6%
11.	8th Grade Volleyball	6%
12.	MS Track Boys	6%
13.	MS Track Girls	6%
14.	MS Asst. Track	5%
15.	MS Esports Coach	3% per season

OTHER ASSIGNMENTS

1.	Head Band Director	10%
2.	MS Band Director	6%
3.	Odyssey of the Mind (per team)	6%
4.	HS Quiz Bowl	2%
5.	MS Quiz Bowl	2%
6.	MS Drama (2) coaches	4% each
7.	HS Drama Fall	4%
8.	HS Drama Winter (2) Coaches	4% each
9.	Lunch supervisor (HS/MS)	$600 per semester
10.	Master Mentor Teacher	
	a. Year 1	$700
	b. Succeeding Years	$250
	c. Mentors for non-certified SE teachers	$1,000/year
11.	National Honor Society	4%
12.	HS Student Council	4%
13.	MS Robotics	3%
14.	Approved student clubs (Building Amount Determined Annually)	

ARTICLE XXI Calendar



*Provided the State of Michigan Department of Education's required days and clock hours of instruction have been met (inclement weather or other canceled days will be taken into consideration.

The Calendar may be changed by mutual agreement.

The 2025-2026 school year calendar will be agreed upon no later than November 1, 2024.
The 2026-2027 school year calendar will be agreed upon no later than November 1, 2025.