MASTER AGREEMENT

Between

VASSAR PUBLIC SCHOOLS
BOARD OF EDUCATION

and the

VASSAR EDUCATION ASSOCIATION

TEACHERS

July 1, 2026 - June 31, 2028

Vassar Public Schools
Vassar, Michigan

Agreement between

VASSAR PUBLIC SCHOOLS
BOARD OF EDUCATION

and

VASSAR EDUCATION ASSOCIATION
July 1, 2026 - June 31, 2028

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VASSAR PUBLIC SCHOOLS
BOARD OF EDUCATION

and

VASSAR EDUCATION ASSOCIATION
July 1, 2026 - June 31, 2028

AGREEMENT

THIS AGREEMENT made and entered into this 12 day of May 2026, by and between the BOARD OF EDUCATION OF THE VASSAR PUBLIC SCHOOL DISTRICT hereinafter called the "Board" and the VASSAR EDUCATION ASSOCIATION hereinafter called the "Association".

WITNESSETH

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

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the Association recognizes that its obligation is to bargain hours, wages, and conditions of employment with the Board which represents all the people who reside in the Vassar Public School District, and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, it is hereby agreed as follows:

ARTICLE 1 - RECOGNITION

1.1 Pursuant to and in conformity with the certification issued by the Bureau of Employment Relations on June 8, 1979, in Case No. R79 C-191, the Board recognizes the Association as the sole and exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment for all employees in the following described unit:

All certified personnel, including personnel on tenure, on probation, classroom teachers, guidance personnel, social worker/counselor, librarians, teachers of the house-bound or hospitalized, and all others under a contract with the Vassar Board of Education, employed by the Board (whether or not assigned to a public-school building).

Excluded: Supervisory and executive personnel, Clarence Fisher Center, Vassar House, office and clerical employees, substitute teachers and all other employees.

1.2 The term "teacher" shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined and references to male teachers shall include female teachers. The term "certificated" shall be defined as possessing a temporary, provisional, permanent, and continuing or life certificate for teaching issued by the Michigan Department of Education.

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

1.4 The Board shall give bargaining unit members preference for work they have customarily performed.

ARTICLE 2 - RIGHTS OF THE BOARD

2.1 The Board, on its own behalf and on behalf of the electors of the district, retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States. It is further recognized that the exercise of said powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent that such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

2.2 Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General Schools Laws, or any other laws or regulations. Except as specifically stated by this Agreement, all the rights, powers and authority the Board had prior to this Agreement are retained by the Board. Such rights shall include, by way of illustration and not by the way of limitation, the right to:

a. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the Employer.

b. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing.

c. Direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or duties to employees, determine the qualifications of employees, and determine the size of the workforce and to lay off employees.

d. Adopt and equitably enforce reasonable rules and regulations.

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

ARTICLE 3 - CONTINUITY OF OPERATIONS

3.1 The Association and the Board recognize that strikes and other forms of work stoppages, occurring during the term of this Agreement, by teachers are contrary to law. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that during the term of this Agreement its officers, representatives and members shall not authorize, instigate, cause, or ratify, nor shall any teacher take part in any teacher-related strike, slowdown or stoppage of work, boycott, or other interruption of activities of the school system. Employees who engage in such activities are subject to discipline up to and including dismissal.

ARTICLE 4 - ASSOCIATION RIGHTS

4.1 After the close of school and prior to 5:30 p.m., the Association or its designated representatives may use school facilities for meetings without cost on school days. The principal of the building in question will be notified at least three (3) days in advance of the time of general meetings and two (2) days for committee meetings, and will assist the teachers in selection of room(s) for the meetings. The three (3) or (2) days limitation will be waived in case of emergency, and emergencies are not to exceed two (2) days per school year. All requests for building use after 5:30 p.m. shall conform to Board policies.

4.2 The Association may distribute materials through teachers' mailboxes, bulletin boards that are located in faculty rooms, and digital resources such as email. However, all articles submitted must have the letterhead of the Association. The allowance to distribute literature does not imply agreement on the part of the Board as to validity or to content.

4.3 The Board agrees to furnish to the Association, in response to reasonable requests in writing, from time to time, available information concerning the financial resources of the

district, tentative budgetary requirements, allocations, and such pertinent information that will specifically assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers.

4.4 At the beginning of each school year, the Association shall be entitled to a meeting of not less than seventy-five (75) minutes. The time of meeting shall be mutually agreed to by the Board and the Association upon request of either party.

4.5 Before any employment record is released to a party making a Freedom of Information Action (FOIA) request, the District will inform the Association President of such release.

4.6 No later than September 30 the employer shall prepare a seniority list.

4.7 The District will inform the Association via written notice to the Association president regarding bargaining unit position hiring, dismissal or positions vacated no later than fifteen (15) school days of the personnel action.

4.8 No later than September 30th, the employer will provide the following:

a. First, middle, and last name
b. Department/ grade level
c. Classification
d. Address of primary work location
e. Home address. However, if the public employee's home address is a confidential address, the public employer shall not provide the home address of the public employee and shall instead provide the public employee's designated address.
f. Personal telephone number.
g. Personal email address
h. Work email address
i. Date of hire
j. Employee identification number, if applicable.
k. Full time or part time employment status.
l. Wage.

ARTICLE 5 - TEACHER RIGHTS AND PRIVILEGES

5.1 Pursuant to act 379 of the Public Acts of 1965, the Board hereby agrees that teachers shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation, and other concerted activities for mutual aid and protection or to refrain from such activities. The Board and the Association

undertakes and agrees that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that they will not discriminate against any teacher with respect to hours, wages or terms or conditions of employment by reason of this membership or non-membership in the Association, their participation or non-participation in any activities of the Association or collective professional negotiations with the Board, of their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

5.2 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, provided, however, that such activity is not disruptive of the educational process or a threat to the operation of the school and its system.

5.3 The private and personal life of any teacher is not normally within the appropriate concern or attention of the Board. However, if an incident arises which is detrimental to classroom performance, disruptive of the educational process or a threat to the operation of the school and its system, the Board and/or Superintendent may exercise their administrative prerogatives.

5.4 The Board recognizes that teachers are professionals and that, in their capacity as professionals, teachers must use professional judgment with regard to communications between students and themselves and maintain student confidentiality in accordance with the law. Teachers recognize the need to keep channels of communication open with parents/students and themselves. They shall likewise communicate with parents and will provide their building principal their preferred telephone number to contact the teacher whenever necessary.

5.5 The Board agrees to provide adequate faculty rooms with furnishings and equipment to ensure effective teaching and learning. In addition, the Board agrees to provide a faculty lounge and lunchroom.

5.6 The Board recognizes that professional staff will be involved in selecting and recommending appropriate instructional tools and that every reasonable effort will be made to implement the recommendations as presented.

5.7 The Board shall make available lavatory facilities in each school exclusively for teacher use.

5.8 Unreasonable expectations which are above and beyond the normal teacher's responsibilities, including, but not limited to toileting, medication administration, janitorial/custodial/maintenance duties, will not be tolerated by bargaining unit members.

5.9 Complaints of harassment shall be reported to the Superintendent or Board President in accordance with the District's Discrimination Complaint Procedure, Board Policy, NEOLA and may be subject to the grievance procedure unless a civil rights complaint is filed.

ARTICLE 6 - SENIORITY

6.1 The seniority list shall be published and mailed or delivered to the Association president by October 1 of each school year. The seniority list will show the name and date of hire of the employee entitled to seniority. The bargaining unit president or representative will distribute seniority lists to bargaining unit members. Challenges or revisions to the list must be filed by November 1 of that same year; otherwise, the seniority list will be considered final for that school year. Should there be disagreement by November 1 of the school year, the Board and Association shall submit the issue to Expedited Arbitration under the rules of the American Arbitration Association for determination of the final seniority list.

6.2 Notification of appointment shall be sent by email and certified mail to the teacher's last known address with a copy to the Association.

6.3 Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the bargaining unit employee's first day of work since the most recent date of hire. All bargaining unit employees shall be ranked on the list in the order of their first day of work, as defined above. In the circumstance of more than one individual having the same day of work, the seniority will be decided by a random draw.

6.4 All teachers shall maintain their sick leave benefits and seniority. Sick leave days and seniority do not accrue while on layoff or unpaid leave of absence.

6.5 An employee will lose seniority for the following reasons:

a. Employee resigns or retires

b. Employee is discharged

c. Employee is absent for three days without notifying the District

6.6 The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year as prescribed in Article 4.6.

6.7 In the event of staff reductions or closure of any education service provided at Wolverine Human Services, these displaced employees are eligible and encouraged to apply for available positions within Vassar Public Schools. Years of service will be recognized for applicable purposes; however, such recognition does not guarantee placement. Under no circumstances shall these employees displace a current Vassar Public Schools employee on the basis of seniority.

ARTICLE 7 – PLACEMENT AND LAYOFF/RECALL OF CLASSROOM TEACHERS

7.1 Consistent with the Revised School Code Section 1248, classroom teacher placement decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.

b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.

c. Classroom teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249.

d. In addition, classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

i. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;

ii. Credentials needed for District, school, or program accreditation;

iii. District-provided professional development, training, and academic preparation for an instructional assignment that is

anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;

iv. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

v. Formal disciplinary record, if any

vi. Length of service in a grade level(s) or subject area(s);

vii. Recency of relevant and comparable teaching assignments;

viii. Previous effectiveness ratings;

ix. Internal candidates will be considered prior to considering external candidates

x. Rapport with colleagues, parents, and students based on documentation with a record of coaching;

xi. Compliance with state and federal law.

e. Length of service within the District may be considered as a tiebreaker if a classroom teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

f. Internal candidates will be considered prior to considering external candidates.

g. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

h. Probationary teachers cannot challenge any aspect of the teacher placement process. For tenured teachers, a tenured teacher may advance the teacher placement to advisory arbitration. The arbitration filing fees and all arbitration expenses shall be paid by the losing party. The Association shall be considered to have lost the arbitration decision if it does not receive all of its requested relief.

i. In the event of staff reductions or closure of any education service provided at Wolverine Human Services, these displaced employees are eligible and encouraged to apply for available positions within Vassar Public Schools. Years of service will be recognized for applicable purposes; however, such recognition does not guarantee placement. Under no circumstances shall these employees displace a current Vassar Public Schools employee on the basis of seniority.

7.2 Layoff/Recall of Classroom Teachers

a. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing classroom teaching staff or that a reduction in classroom teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the classroom teaching positions to be reduced.

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

c. Decisions about the reduction and recall of teachers will be guided by the following criteria:

    i. Retaining the most effective classroom teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary classroom teacher rated as "effective" (or highly effective) on the classroom teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured classroom teacher solely because the other classroom teacher is tenured under the Teachers' Tenure Act.

    ii. Classroom teachers must be properly certified, approved, or authorized for all aspects of their assignments. The classroom teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and based on documentation on file with the Superintendent's office.

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

d. In addition, classroom teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

i. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;

ii. Credentials needed for District, school, or program accreditation;

iii. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the classroom teacher's effectiveness in that assignment and is integrated into instruction;

iv. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

v. Formal disciplinary record, if any;

vi. Length of service in a grade level(s) or subject area(s);

vii. Recency of relevant and comparable teaching assignments;

viii. Previous effectiveness ratings;

ix. Attendance and punctuality;

x. Rapport with colleagues, parents, and students;

xi. Ability to withstand the strain of teaching;

xii. Compliance with state and federal law.

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

i. Reduction and recall decisions will be based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.

ii. A laid off classroom teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

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

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

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

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

i. Classroom teacher reduction in force decisions will be implemented by the following:

    i. If 1 or more classroom teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those classroom teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a classroom teacher(s) for reduction in force will be based on the factors set forth in this Article.

    ii. Classroom teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Article.

    iii. When a classroom teaching position is identified for reduction and there exists a concurrently vacant classroom teaching position for which the classroom teacher in the position to be reduced is both certified and qualified, and the classroom teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that classroom teacher may be assigned to the vacant position consistent with the previously identified factors.

    iv. If more than 1 classroom teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant classroom teaching assignment, the Superintendent or designee will fill the vacancy consistent with the previously identified factors.

v. If the reduction or recall decision involves more than 1 classroom teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

vi. At least 30 calendar days' notice of reduction in force will be provided to the classroom teacher and Association, absent extenuating circumstances.

j. Classroom Teacher Recall Process

i. A classroom teacher is eligible for recall under this Article for 36 months from the date the District implemented the reduction in force.

ii. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.

iii. Before or in lieu of initiating the recall of a laid-off classroom teacher, the Superintendent may reassign teachers to fill vacancies.

iv. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take the following action to fill a vacancy: Recall the laid-off classroom teacher who is certified and qualified for the vacancy, provided the classroom teacher was rated at least effective. If more than 1 laid-off classroom teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy using the identified factors for layoff/recall.

v. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled classroom teachers and will establish the time within which a classroom teacher must accept recall to preserve the teacher's employment rights.

vi. A laid-off classroom teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the

Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

vii. Probationary teachers cannot grieve any aspect of the layoff/recall of classroom teachers. Tenured teachers may grieve alleged layoff/recall violations up to mediation consistent with Level 4 of the grievance procedure.

ARTICLE 8 – EVALUATION OF CLASSROOM TEACHERS

8.1 Classroom teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

a. a year-end evaluation process that meets statutory standards;

b. an evaluation tool that incorporates components required by law, including:

i. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249; and

ii. the teacher's performance.

c. an individualized development plan (IDP) with measurable performance goals developed by the evaluator in consultation with the teacher and recommended training, coaching, professional development or resources designed to improve the teacher's effectiveness for:

i. all probationary teachers;

ii. teachers rated developing, needs support; or

iii. at the administrator's discretion when performance deficiencies are noted. To the extent allowable by law, the District will notify a classroom teacher of complaints that might lead to discipline.

d. Classroom observations of at least 15 minutes each which include, at a minimum, a review of the classroom teacher's lesson plan, the state or national curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

e. a mid-year progress report, if required by law, which aligns with the classroom teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluator.

f. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;

g. tenured classroom teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the classroom teacher is not rated as effective on one of the triennial year-end evaluations, the classroom teacher must receive year-end evaluations. If a classroom teacher on the triennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the classroom teacher to annual evaluations; yearend evaluations for classroom teachers shall be completed at least five (5) business days before the end of the school year.

h. a mentor for classroom teachers rated developing or needing support or for classroom teachers as required by law;

i. opportunity for a tenured classroom teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;

j. Use of the Danielson evaluation tool, which has been approved by MDE and is in compliance with Revised School Code Section 1249 and corresponding regulations;

k. website posting of required information for the Danielson evaluation tool;

l. training on the Danielson evaluation tool for teachers and evaluators as required by law.

m. If a tenured classroom teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the classroom teacher shall be discharged consistent with due process. The District is not precluded from discharging a classroom teacher at other times as provided by the Teachers' Tenure Act.

n. If a classroom teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

o. Student Growth Component

    i. A rubric for measuring student growth shall be developed collaboratively by a joint committee consisting of equal representation from the

Association and the District. The committee shall convene no later than September 1, each school year to review and, if necessary, revise the rubric.

ii. Student growth goals shall be established through a collaborative process between the evaluator and the employee no later than 60 days after the commencement of the school year or, for teachers hired after the start of the school year, within 30 days of their start date.

iii. Student growth goals shall be:

1. Tailored to each teacher's specific area of instruction and student population;

2. Measurable and based on multiple measures of student learning;

p. Grievance Procedure. Probationary teachers cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating. An Arbitrator, however, has jurisdiction to consider a grievance filed under the grievance process by a tenured teacher with two (2) consecutive ratings of "Needing Support." If a tenured teacher decides to grieve any aspect of the negotiated evaluation process, then the tenured teacher can pursue advisory arbitration. The arbitration filing fees and all arbitration expenses shall be paid by the losing party. The Association shall be considered to have lost the arbitration decision if it does not receive all of its requested relief.

ARTICLE 9 - PROTECTION OF TEACHERS

9.1 The teacher's authority and effectiveness in their classroom are undermined when students discover that there is insufficient administrative backing and support of the teacher. The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. This section is not subject to the grievance procedure, but the Board will supply the Association with documented evidence of support and assistance provided to members. If the Association believes the support and assistance is inappropriate or unsubstantiated, the Board and Association will meet to confer. The Board further recognizes that a teacher may use such discipline, including short term suspension of a student from class, as may be necessary for the purpose of maintaining proper discipline over students in attendance at school or school related activities, provided, however, that the same is not contrary to established, promulgated Board policy.

9.2 Any case of assault upon a teacher resulting from educational responsibilities shall be promptly reported to the Board or its designated representative. The Board shall render reasonable assistance to the teacher in connection with the handling of the incident, including law enforcement and judicial authorities.

9.3 If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will render reasonable assistance to the teacher in their defense.

9.4 Time lost by a teacher in connection with any litigation mentioned in this section shall not be charged against the teacher if the teacher acted within their scope of employment.

9.5 The Board will assist the teacher, within the law, in prosecuting their claim for destruction personal property, and/or damages while fulfilling employment responsibilities.

9.6 An official personnel file shall be maintained at the Superintendent's office and teachers shall have rights to a copy of any materials included in such file. The teacher shall be provided with a signed copy of all materials not related to payroll and certification that are to be placed in the personnel file. If the teacher is asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material, but in no instance, shall said signature be interpreted to mean agreement with the content of the material.

9.7 A teacher will have the right to review the contents of all records of the District pertaining to said teacher, originating after original employment, and to have a representative of the Association accompany him/her in such review.

9.8 The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can be best transmitted in an atmosphere which is free from unreasonable censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged. Freedom of individual expression will be encouraged, provided however, that the exercise of said freedom is not disruptive, does not interfere with the Board's goals and exit outcomes and their responsibility in making orderly discipline in public education, and so long as it is reasonably related to a legitimate educational purpose. The classroom shall not be used to express personal beliefs.

ARTICLE 10 - PROFESSIONAL BEHAVIOR

10.1 Teachers shall be expected to exercise care with respect to the safety of pupils and school property.

10.2 All teachers shall conform to established, promulgated Board policies, regulations and requirements, including but not limited to,

a. Lesson plans suitable for use by a substitute teacher shall be prepared at least three (3) to five (5) days in advance, recorded in the teacher's Lesson Plan Book and available to the administration at all times. These plans shall include the current seating arrangement and daily program, or a workable alternate program.

b. Grades given for daily work, marking periods, and semesters are to be entered in the class books with recording materials available. An adequate basis for all grades issued will be immediately available.

c. All teachers shall observe examination dates as established by the administration, unless otherwise specified by the building principal.

d. When the schools are closed to students due to acts of God, teachers shall not report for duty.

e. All teachers shall submit required reports, inventories, materials, and requisitions when requested by the administration.

f. All teachers shall attend all assemblies for their respective schools. They shall intersperse themselves throughout the assembly site to maintain student control. See exemption under Article 13.3.

g. All teachers shall teach the related curriculum.

10.3 Employees shall report all absences due to illness or injury through the District's automated absence management system. Absences must be entered no later than 6:00AM on the day of the absence to allow for substitute assignment.

If an emergency prevents timely entry into the system, the employee shall notify their immediate supervisor as soon as possible and enter the absence into the system at their earliest opportunity

10.4 The Association recognizes that the primary responsibility for classroom control and discipline rests with the teacher. The Association further realizes that disciplinary actions

and methods involved by him/her shall be reasonable and just, and in accordance with established Board policy.

ARTICLE 11 - GRIEVANCE PROCEDURE

11.1 Definitions

a. In the event an employee shall use any other forum or procedure than provided in the grievance process to attempt to adjust a grievance or complaint against the Board of Education or his/her supervisor, the grievance process shall be abated during such period as the alternate remedy is being pursued, and the final result of that alternate remedy shall be the final result of the grievance process and the grievance shall be closed, based upon the final determination made in the alternate remedy.

b. A "party of interest" is the person, persons or Association making the claim and any person who might take action or against whom action might be taken in order to resolve the grievance.

c. The "grievant" is the person or persons making the claim.

d. The term "days" when used in this section shall mean duty days, unless otherwise indicated, provided, however, that after the close of the school year and prior to the start of the succeeding school year the term day when used herein shall be defined as a normal working day (Saturday, Sunday and Holidays excluded).

11.2 Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problem of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and the Association has been given opportunity to be present at such adjustment.

11.3 Structure

a. Representatives shall be selected in a manner determined by the Association.

b. The Association shall establish a grievance committee which shall be broadly representative. In the event that any Association representative or any member

of the grievance committee is a party of interest to any grievance, s/he shall disqualify herself/himself and a substitute shall be named by the Association.

c. The building principal shall be the administrative representative when the grievance arises in that building.

d. The Board hereby designates the Superintendent as its representative when the grievance arises in areas where there is more than one administrator involved.

11.4 **Procedure**

A written grievance must be filed within thirty (30) days of the alleged infraction with the building principal. The number of days indicated at each level is considered to be a maximum, and the failure of a teacher to proceed to the next step of the grievance procedure within the time limits shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator, at any step, to communicate his/her decision to the teacher within the specified time limit shall permit the teacher to proceed to the next step. All time limits may be extended by mutual agreement in writing.

LEVEL ONE

The grievant shall first discuss his/her grievance with his/her immediate supervisor or principal, and present the grievance in writing to said person individually, or together with his/her Association representative. A grievance may begin at Level Two if a grievance impacts more than one building.

LEVEL TWO

a. In the event the grievant is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within five (5) days after presentation of the grievance, the grievant may file the grievance in writing with the Association's grievance committee, with a duplicate thereof being forwarded directly to the Superintendent.

b. Within five (5) days of receipt of the grievance, the grievance committee shall decide whether or not there is a legitimate grievance. If the committee decides there is a legitimate grievance, it shall, within five (5) days after the receipt of said grievance, submit said grievance to the Superintendent. If the committee decides that no grievance exists and so notifies the grievant the teacher may within five (5) days of the filing of said grievance with the grievance committee continue to process this claim with the Superintendent without Association support. Within

five (5) days from receipt of the grievance by the Superintendent, s/he shall render his/her decision.

LEVEL THREE

In the event that the grievance is not satisfactorily resolved at Level Two, or if no decision has been rendered within five (5) days from receipt of the grievance by the Superintendent, the grievant or the grievance committee may, within five (5) days, refer the grievance to the Board's review committee. This committee shall be composed of up to three (3) members of the Board of Education along with such other representatives as the Board shall designate. Within fifteen (15) days from receipt of the written referral by the Board, its review committee shall meet with the Association's grievance committee and the Association's negotiating team chairperson and/or the grievant for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be rendered by the Board at its next regularly scheduled Board meeting, or in an emergency situation, within ten (10) days at the specific request of the Association.

LEVEL FOUR

In the event the grievance is not satisfactorily resolved at Level Three, the grievance, may, within five (5) days, at the request of either the Board or the Association, be submitted to State Mediation. Said mediation will be scheduled at the earliest convenience of the mediator so assigned. The submission of the grievance to state mediation shall not be obligatory under this grievance procedure but may be used at the discretion of either party.

LEVEL FIVE

In the event the grievance is not satisfactorily resolved at Level Three, or in the event the grievance is not satisfactorily resolved within five (5) days after conclusion of State Mediation or Level Four, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, s/he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any grounds which rely on any evidence not previously disclosed to the other party. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

The arbitrator shall have no power to alter or add to or subtract from the terms of this Agreement. The arbitrator will be without power or authority to make decisions which require the commission of any act prohibited by law, nor any act which violates the terms of this

Agreement. Each party may present the testimony of witnesses and any pertinent written evidence. The cost of the arbitrator shall be shared equally by the parties.

No grievance may be filed on the following:

1. Any matter in jurisdiction of the State Tenure Commission.
2. Non-appointment to or removal from extracurricular positions.
3. Any matters which are prohibited subjects of bargaining provided the district complies with Board policy.

11.5 **Rights to Representation**

Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person; provided, however, that no teacher may in any event be represented by an officer, agent or other representative of any organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at Level Three or beyond in the grievance procedure. Individuals may not arbitrate a grievance.

11.6 **Miscellaneous**

a. The grievance procedure shall not be used by any teacher subsequent to an attempt at redress by means of the legal statutes.

b. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the Association representative or the grievance committee, at Level Three or beyond, the grievance affects a group of teachers, the grievance committee may process the grievance at the appropriate level.

c. The grievance discussed and the decision rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.

d. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

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

f. Forms for filing and processing grievances shall be designed by the Superintendent and the grievance committee. They shall be prepared by the Superintendent and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.

g. Access to places, records, and all information pertinent to the determination and processing of the grievance at Level Three or beyond, shall be made available to all parties. The Board and the Association shall be provided with a list of particulars and all evidence pertaining to the grievance under consideration if the grievant so desires.

h. In the case of investigation of any grievance, representatives of the Association shall report to the principal of the building being visited and state the purpose of the visit immediately upon arrival, in writing.

i. In the event that an arbitration hearing is held during the school day, the grievant as well as his/her representative shall be relieved of their duties without loss of pay. Expenses of witnesses shall be borne by the party calling the same.

ARTICLE 12 - TEACHING HOURS

HOURS

12.1 A teacher's official scheduled workday shall not exceed seven (7) hours in an eight (8) hour window. This time shall include ten (10) minutes before and ten (10) minutes after the student instructional day. The eight-hour window shall also include the teacher's conference/preparation period but shall exclude the teacher's duty-free lunch period. Any changes to the length of class periods or the preparation period shall be subject to negotiation.

12.2 Teachers recognize that they are to be in the building, and are responsible for their rooms, for the time specified for their assigned building. However, emergencies, personal needs, or requests of the Principal or Superintendent may constitute an exception.

12.3 Administration can have no more than 1 required meeting per month. This meeting shall last no later than 80 (eighty) minutes. These meetings shall be scheduled at the beginning of the school year. There are no requirements for teachers to attend meetings identified as "voluntary." Upon mutual agreement between Administration and the Association, substitute meetings may be scheduled.

a. The administration will be responsible for identifying all meetings as "required" or "voluntary."

b. It is recognized that IEPC's in grades K-6 are exceptions to this paragraph. The IEPC's in the elementary shall be held no later than 4:00 p.m. and that the administration shall not overburden any teacher with excessive IEPC's in any one

week. The administration will consult with the teacher(s) before scheduling an IEPC after 4:00 p.m.

12.4 It is mutually recognized by the parties that the principle of the forty (40) hour normal workweek cannot be interpreted literally. Nothing contained herein prohibits the Board from assigning the extra duties normally associated with the teaching profession, provided, however, that the duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially increased except as otherwise provided herein. If a disagreement occurs between the teacher and Administration involved concerning such assignments or duties, such disagreement will be subject to the grievance procedure.

12.5 The term "Conference Preparation Period" shall mean time reserved exclusively for professional preparation and conferencing. Each teacher shall be guaranteed not less than two hundred seventy-five (275) minutes per week for this purpose.

The Conference Preparation Period shall be used for activities directly related to instructional planning and professional responsibilities, including, but not limited to, preparing lessons and assessments, grading student work, reviewing instructional materials, conducting parent conferences, collaborating with colleagues on curriculum and student progress, and completing required instructional documentation.

This time shall not be assigned for supervisory duties, administrative tasks unrelated to instruction, or any other non-instructional responsibilities, except in cases of bona fide emergencies. Emergency use of preparation time shall be limited, infrequent, and shall not become a regular practice.

The Board recognizes that this time is essential to maintaining instructional quality and professional effectiveness. Accordingly, the Conference Preparation Period shall be protected from routine interruption and shall not be diminished without mutual agreement between the Board and the Association.

Administrators shall make reasonable efforts to ensure that the use of Conference Preparation Periods reflects an appropriate balance between opportunities for professional collaboration and the need for individual preparation time. While collaboration among staff is recognized as valuable to instructional improvement, it is expected that teachers retain sufficient uninterrupted time to fulfill individual professional responsibilities, including planning, assessment, reflection, and communication.

Collaborative activities scheduled during Conference Preparation Periods shall be purposeful, limited in frequency and duration, and designed to support instructional goals and student achievement. Administrators shall avoid routinely scheduling collaborative meetings in a manner that significantly reduces a teacher's ability to effectively complete individual preparation responsibilities.

12.6 With the exception of the first day of the school year/District Kickoff day, the portion of a school day that is identified as a teacher work day shall be optional for teachers to work from home or in the school building. This flexibility is granted with the understanding that all professional duties and responsibilities will be upheld, regardless of the location from which teachers choose to work.

12.7 On days where district professional development (PD) is provided, it is understood that all teachers are required to be in attendance until 3:30 P.M., regardless of the building dismissal time. Teachers will be given a 30-minute lunch period prior to the PD session, unless other arrangements are mutually agreed upon by the Association and the District

NOON HOUR

12.8 A continuous unassigned noon period shall be provided each teacher, kindergarten through the twelfth grade. Such period shall not be less than:

K-5	45 minutes minimum Central has prep time included in their noon hour.
6-12	30 minutes minimum MS/HS transition

Elementary teachers (K- 5) will have duty free recess.

CALENDAR

12.9 The School Calendar shall consist of one hundred eighty (180) days of student instruction and one hundred eighty-four (184) teacher duty days. At the end of the first semester there shall be two (2) half days and one teacher record day. There shall be no administrative meetings scheduled on these half days. If it becomes necessary to deduct a day's pay from a teacher, the teacher's salary shall be divided by one hundred eighty-four (184) to determine the amount to deduct per day. A probationary teacher shall be

required to work an additional five (5) days during each of the first three (3) years of their employment to receive the mandatory fifteen (15) days of professional development.

The School Calendar for the periods covered by this Agreement shall be as set forth in Appendix D.

12.10 To the extent that the district does not qualify for State Aid because of an interruption of the educational process through vandalism or an action other than an Act of God, the District may exchange non-teaching days for teaching days for the purpose of making up a number of days to total not more than one hundred eighty-four (184). If additional days are required to be worked beyond one hundred eighty-four (184), they shall be worked at the end of the immediate school calendar and shall be compensated by the School Board at the regular rate of pay prevailing under the contract.

12.11 ACT OF GOD DAYS

It is understood that State School Aid Section 101(4), as amended, does not require the first six (6) "Act of God" days called during any school year to be made up and the District shall not require the teachers to do so. Teachers shall not lose any compensation for the first six (6) "Act of God" days called during any school year. "Act of God" days over and above these six (6) days during any school year shall be made up with no additional compensation. If School Aid Act Section 101(4), as amended, changes and does not require the make-up of "Act of God" days, the Board shall not require teachers to make them up.

If the make-up of "Act of God" days is required:

a. The parties agree to meet in an effort to mutually agree on when any make up days should occur. In the event that they are unable to agree by April 15, the days will be added on to the end of the school calendar as set forth in Appendix C.

b. Should a day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the day without being paid at their daily rate, provided further, that if insufficient numbers of students attend on such a rescheduled day, to count it as a day of instruction, and school is canceled on or before noon, teachers may be required to report for an additional one-half day without additional pay. This provision is conditional upon the State Department of Education's allowing one-half day of student instruction to be counted as a full day for purposes of state aid. A half-day is defined as a morning session that is dismissed on or before noon or an afternoon session that commences on or after noon.

c. In the event that the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade their skills, the teacher may use a personal or sick day to be excused from the last teacher duty day at the end of the school year.

d. Should the provisions of the state law(s) that apply to this provision be rescinded or modified, the district will comply with state law.

When Vassar Public Schools are closed to students due to an Act of God day, teachers placed at Wolverine Human Services shall report for duty as soon as possible. If a teacher cannot report for duty, he/she may use their personal business days. Teachers who report to work when Vassar Public Schools is closed due to snow, ice, fog, or flood will receive one (1) personal business day per occurrence with a maximum of six (6) days per school year. It is also understood that teachers shall not lose any compensation when school is cancelled at the Wolverine Human Services site.

ARTICLE 13 - TEACHING QUALIFICATIONS, ASSIGNMENTS & CONDITIONS

Qualifications

13.1 A list of all teachers and their qualifications shall be available to the Association upon request.

The employer will provide assistance and documentation of the employee's participation in district provided professional development as required in the Revised School Code, MCL 380.1527 for the purpose of certificate advancement or renewal. The employer will use a method consistent with the guidelines from the Michigan Department of Education to record the following information:

1. The date of professional development
2. The focus of the professional development activity
3. The number of hours devoted to the professional development

The employer will provide verification of participation by the conclusion of the school year.

Assignments

13.2 Any assignments in addition to the normal teaching schedule during the regular school year, including, but not limited to, adult education courses, driver education, extra duties

enumerated in Appendix B and summer school courses, shall not be obligatory, but shall be with the consent of the teacher. An exception to this provision may be made in the event there is an insufficient number of volunteers for the positions of class advisors, provided that in no event shall a teacher be assigned as class advisor involuntarily more than once in any five-year period. Vacancies in the Appendix B positions shall be emailed and posted in the Superintendent's bulletin board during the school year during the summer months. Selection to fill said vacancies shall be made by the Board in its sole discretion. No teacher shall be prohibited from voluntarily, and without extra compensation, taking on any activity not listed above or set forth in Appendix B, provided it has been approved by the Board.

13.3 The parties agree that normally teachers will not be required to attend assemblies during their conference - preparation time. However, if special circumstances warrant it, the administration may require teachers' attendance without additional compensation for a particular assembly provided notification is given to the teacher(s) involved.

13.4 Every teacher in middle and senior high school shall be assigned to one primary department, but also held accountable for obtaining information from their secondary department. There shall be no more than six (6) departments.

13.5 The department chairperson shall act in an advisory capacity for the coordination of programs and materials and shall serve as instructional liaison between the teachers of the department and the school administration. Department chairpersons shall be nominated by the department and names presented to the building Principals for consideration. In the event the building Principal does not accept the nominee, the process shall be repeated. It is recommended that the normal term be two (2) years and that they serve not more than two (2) terms.

Class Size

13.6 In as much as pupil/teacher ratio is an important aspect of an educational program, to the extent finances and facilities permit, the following class sizes shall be adhered to:

Grades Y5/K-1	24
Grade 2-3	26
Grades 4-5	30
Grades 6-12	165 contacts per day

In the event of the need for a split class, a parapro will be offered to that classroom. The placement of students in those split classes will be intentional with the input from the grade levels affected.

The total number of student contacts assigned to any full-time teacher in grades 6–12 shall not exceed one hundred sixty-five (165) students per day. No individual class period shall exceed thirty-two (32) students enrolled at any time.

Definition of Student Contacts
"Student contacts" shall be defined as the total number of individual students assigned to a teacher across all instructional periods during a school day, regardless of course or section.

Traditionally large group activities such as band, choir or physical education, study hall shall not be subject to the above limitations. In grades K-12 class size shall be calculated on the fourth Friday of September and the second Friday of the second semester.

Should these goals be exceeded in any quarter the Administration shall meet with the Association to discuss the reason for needed overload proration of overload pay. The teacher shall receive $3.00 per overload student, per hour, up to $18 per overload student per day for Elementary Teachers; shall receive $3.00 per overload student, per subject, up to $18 per overload students per day for departmentalized Elementary Teachers; and $3.00 per overload student, per class, per day for 6-12 teachers for class overloads where a student is registered, up to $18 per overload student per day. The Special Education teacher shall receive $10 per overload student, per day, over the established caseload. If not a full time Special Education teacher, caseload is prorated based on the percentage of the day spent teaching Special Education. The above shall
not apply to Physical Education, Band and Choir classes.

The Board shall make a reasonable effort to balance the assignment of student needs, recognizing the interests of students and teachers alike.

13.8 **Mentor Teacher Program.**

a. Mentor Teacher Program (MTP) is defined as an organized program designed to support the orderly passage of the beginning teacher through the first three years he/she is in the classroom, pursuant to Section 1526 of the School Code of 1976. This process shall be supportive and instructive. It is important that the Administration and Association work together to achieve this end.

b. Beginning teacher/mentee/probationary teacher is an individual who is in his/her first three years as a classroom teacher.

c. Mentor teacher is an experienced educator. **Five years of minimum teaching experience and at least three years of in District experience.**

1. **Purpose:**

Each probationary teacher shall be assigned a mentor by the Administration. The mentor shall be available to provide professional support, instruction, and guidance to the probationary teacher. The purpose of the mentor is to provide the probationary teacher with a person who can offer assistance, resources, and information in a non-threatening and collegial fashion. The parties recognize that it is difficult for a new employee to become acclimated and meet the high standards required for the teaching profession and, therefore, pledge their mutual support of the mentor concept.

2. **Mentor Selection**

a. **Mentors will apply at each building and submit a letter of interest**. The Vassar School District shall maintain a pool of potential mentors. The Administration, mentors, and mentees shall work together to make teacher/mentor matches.

b. Participation as a mentor shall be voluntary.

c. When bargaining unit members are involved, every effort will be made to establish matches in the same building with close proximity and in the same/similar specialty or area of certification. **If no mentors are able to be matched in the pool, the building principal may request that a teacher in the building serve as a mentor to the mentee. The Administration has final discretion on mentor placement decisions.**

3. **Roles and Responsibilities of Mentors:**

The roles and responsibilities of the mentor shall include, but not be limited to, the following:

a. Provide the probationary teacher with professional support, instruction, guidance and growth opportunities.

b. Demonstrate effective instruction and reflect on instructional practices with the probationary teacher.

c. Meet regularly, approximately 30 minutes a week, with the probationary teacher to provide assistance in the following areas:

i. Curriculum and instructional strategies

ii. Organizational skills

iii. Classroom organization and management techniques

iv. Diagnosing learner needs and differences

v. Assessing student progress, and

vi. School culture.

Both parties agree that the mentor and mentee will submit written documentation regarding the mentor/mentee interactions on a weekly log. Weekly log will be provided by the building principal.

4. **Mentor and Mentee Release**

A mentor/mentee may request that he/she be released from his/her mentor/mentee relationship and the request may be granted.
The parties will review this program annually and make recommendations, if any, for improvement.

5. **Mentor Compensation**

A Mentor teacher will be awarded a release day per Marking Period, for a total of four release days per school year.

The district agrees to pay sub coverage for one release day per marking period, with the following criteria:

a. The mentor teacher has met the required meeting time of 30 minutes per week with their mentee teacher.

b. The mentor teacher has submitted the request at least one week in advance.

c. The mentor teacher agrees to utilize this workday within the district, not from an alternative location.

d. Days cannot be banked or carried over to another Marking Period, they must be utilized within the current Marking Period.

ARTICLE 14 – LEAVES

Notwithstanding anything to the contrary in this Agreement, if the Michigan Earned Sick Time Act "ESTA" is in effect, each ESTA year (i.e., each school year), qualified paid sick leave may be used for any ESTA purpose, with those hours of leave being subject to the same conditions as provided in ESTA and District Board policy.

Sick and Personal leave usage is limited to increments of one-half (½) day or one (1) full day. Employees are not permitted to use sick or personal leave in smaller increments. Any time away from work that does not meet these increment requirements must be addressed through alternative leave options.

14.1 Personal Illness or Injury. A teacher absent from duty because of personal illness or injury, including disabilities caused or contributed to by pregnancy, shall receive their full salary for the period of such absence up to the total number of sick days accumulated by the teacher (maximum of 190 days for current staff). The twelve (12) days of annual leave shall be credited to the teacher on the first day they report for duty each school year. If the teacher terminates employment prior to the end of the year, the twelve (12) days will be prorated accordingly. For teachers who begin their duties after the start of school, the foregoing leave provisions will be provided on a pro rata basis; i.e., a full-time teacher beginning in November would be granted ten (10) days of sick leave for that year.

The use of sick time shall include the teacher's immediate family (as defined by ESTA) in connection with any personal illness, other medical or dental reasons and shall include pre-arranged appointments that could not be scheduled outside the school day or school calendar year. This is not intended to change the number of sick days available or sick days that can be accumulated by the teacher. All other days off from school shall fall under the provisions of personal business, emergency-death or days granted by the superintendent of schools.

At the beginning of every school year, each teacher shall be credited with the number of days of sick leave not used during the prior school year. Teachers that have 0-1 absences in a quarter will receive $150.

If, at the beginning of any school year or during a school year, a teacher is ill and unable to assume their teaching duties in this school system, and such that teacher had unused

accumulated sick leave days at the end of the prior school year, they will be allowed to use such previously accumulated sick leave days while they remain ill and unable to work, provided they are not otherwise employed. Such teacher shall not have any additional annual sick leave days until they have returned to their teaching duties in this school system, but at such time they shall be credited with twelve (12) annual sick leave days which may be applied retroactively.

Any teacher who is absent because of an injury or disease compensable under the Michigan Workers Compensation Law shall receive from the Board the difference between the disability benefits provided by the Worker's Compensation Law and the sick leave benefits provided. To the extent that the Board makes payment to a teacher for that portion of their salary not reimbursed under the Worker's Compensation Law, said partial payments shall be charged pro rata against the teacher's accumulated and additional sick leave days.

The use of sick time for immediate family will follow the Family Medical Leave guidelines.

14.2 Emergency Illness - Death. Absence without loss of salary shall be allowed each school year for up to a total of days so indicated in the following enumerated categories:

1. Death in the teacher's immediate family (spouse, children, stepchildren, parents, stepparents, and parents-in-law) - 5 days per occurrence, to be taken at the time of the death or funeral/memorial service or probate/legal issues.

2. Death in the teacher's (or spouse of the teacher's) family (siblings, grandparents, step-grandparents, grandchildren, grandparents of spouse, niece(s), nephew(s), brother(s)-in-law, sister(s)-in-law, aunts, uncles, and dependents as defined by Internal Revenue) - 3 days per occurrence, to be taken at the time of the death or funeral/memorial service or probate/legal issues.

3. One (1) personal/sick day per occurrence may be used for the death of a family member or friend for the purpose of attending the funeral.
The Superintendent should have discretion to grant additional days of emergency leave for death, illness, or other emergencies related to the family members described in 1. and 2. above.

14.3 Absence for Personal Business. Each teacher will be credited two (2) days of absence during each school year without loss of salary to transact personal business. An applicant for a personal business day need not be required to state the reason for such leave. A maximum of five (5) bargaining unit members shall be granted use of personal days prior to or following a vacation on a first-come-first-serve basis.

Personal business days shall not be used on professional development days and parent-teacher conferences, unless approval is granted by the administration.

At the end of each contract year all unused personal business leave shall be carried over to the next year as personal business leave.

Requests to use over three (3) consecutive personal business days shall be made at least five (5) days in advance. Any use of personal days over five consecutive days must have administrative approval.

14.4 Court Appearance. Any teacher subpoenaed to witness or called and/or selected to serve as juror in any of the duly constituted state or federal courts shall be granted such leave as is necessary to fulfill these obligations without loss in pay or other benefits. The Board reserves the right to request that the Court excuse the teacher from said duty. The teacher must not be a party to the litigation or a witness against the District.

14.5 Association Leave. The Association shall be allowed to select seven (7) days during the school year which may be used by a teacher, or teachers, selected by the Association, for Association business. The Association agrees to pay the substitute teacher rate to the Board of Education for the substitute teacher that is assigned to substitute when said days however, unless the Association notified the Principal's office in writing forty-eight (48) hours in advance of the proposed absences.

14.6 A medical leave of absence for sickness, pregnancy, or other medical disability shall be granted to any teacher who has used up their allotted sick leave accumulation. Family medical leave begins after three (3) consecutive days of absence. This leave shall be granted under the following conditions:

a. A teacher will be granted a leave of absence due to sickness or other medical disability for up to two (2) calendar years upon presentation to the Board of a written certificate from a physician stating that they are no longer capable of performing their normal teaching duties.

b. Any teacher on such leave shall not be entitled to advancement on the salary schedule.

c. The teacher will be expected to return to work when authorized by their physician indicating they are capable of performing their normal teaching duties. Should the physician's statement indicate that the teacher is not capable of returning, the

leave will be extended to that individual in accordance with the medical report up to the two (2) year maximum indicated in paragraph A above.

d. Upon recovery, the teacher shall forthwith notify the Board of their availability to resume teaching duties. Assignment to the same position will be guaranteed to those teachers going on leave for less than twelve (12) calendar weeks. The Board will make every effort to return the teacher to their same position, if available, for leaves of duration of twelve (12) calendar weeks or paid leave time, whichever is longer.

e. Should the teacher fail to return to work, when capable, such failure shall be construed as a voluntary termination of employment. If the teacher fails to return from FMLA on their own volition, the teacher shall reimburse the District the cost of health insurance premiums paid by the District.

f. Should a teacher desire to take a personal leave of absence without regard to their ability to work following the birth or adoption of a child, such leave shall be granted as long as it does not extend beyond the 84th calendar day following the birth or adoption of the child. Said leave shall be granted without pay or monetary fringe benefits, except as provided for in the Family Medical Leave Act, upon receipt by the Superintendent of a written request within two (2) weeks after the birth or adoption of the child.

14.7 Sabbatical Leave. In order to provide opportunities for maximal professional improvement, sabbatical leave shall be available to teachers for formal, full time study or for educational travel.

A. Eligibility

(1) An applicant must be certificated and must have accrued seven (7) consecutive full years of teaching service in the Vassar Public Schools.

(2) An applicant shall not have received a sabbatical leave during the seven (7) years immediately preceding any application.

(3) Each applicant must agree to return to service in the Vassar Public School System immediately upon termination of the sabbatical leave and continue in such service for a period of three (3) years.

(4) Only one (1) person may receive a sabbatical leave during a school year.

B. Selection

(1) Selection of the teacher to whom the sabbatical leave shall be given shall be made by the Board.

C. Compensation

(1) A teacher shall receive the insurance provided for teachers by the Board. The teacher will be responsible for their portion of insurance premiums.

(2) Upon return from their sabbatical leave, the teacher shall be advanced on the salary schedule as though they had been employed as a teacher during the period of leave.

D. A sabbatical leave may be for a portion of the year, but may not exceed a full school year.

14.8 Absence for Other Reasons. Tenure teachers desiring a leave of absence for any other reason may apply, in writing, to the Superintendent indicating the period of proposed absence and the reason. Approval of all leaves and/or any extensions shall be discretionary with the Superintendent or Board. If the request for leave is approved, the approval shall be in writing and shall indicate the period of absence, whether it is with or without pay, whether or not it will be charged against sick leave, and (if it extends into another school year) whether the teacher will receive credit on the salary schedule for the period of absence. Upon return from any approved leave, the teacher shall be credited with unused sick leave which they had at the time the leave began but shall not be credited with sick leave days for the period of the leave of absence.

ARTICLE 15 - NEGOTIATION PROCEDURES

15.1 All provisions in this Agreement may be reopened for negotiation after January 1 of the year in which the within contract terminates for the following contract years.

15.2 If negotiation meetings between the Board and the Association are scheduled by mutual consent during a school day, up to three (3) teacher representatives of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit their participation in such meetings. Additional teacher representatives will be released at the request of the Association and the agreement of the Superintendent.

15.3 The parties hereby agree to meet periodically throughout the life of this Agreement in order to discuss topics of concern to either party, and to seek amicable solutions to problems that may arise, whether covered under the terms of this Agreement or not. The provisions of this paragraph shall not be interpreted in such a way as to bypass the negotiations process, and any written agreement which may arise therefrom shall be subject to ratification by the parties.

ARTICLE 16 - INSURANCE PROTECTION

16.1 The employer shall contribute toward MESSA Insurance premiums for a full twelve (12) month period (January 1 to December 31) for the bargaining unit member and their entire family. Half time teachers not choosing Plan A or C will receive both Plan B benefits. Insurance premium contributions shall be prorated based on time worked.

The annual employer paid amount shall adjust annually on January 1 of each plan year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. The Board's contribution shall not exceed this total amount. Any cost exceeding this allocation shall be payroll deducted over 26 pays.

Approved plans can be found in Appendix E.

16.2 The open enrollment period will be completed no later than-November 30 of each plan year to allow time for processing and preparing payroll information. The employee selection will be effective for twelve (12) months unless a change in family status occurs or employment terminates.

16.3 Employees may contribute, through payroll deduction additional money towards their district approved HSA up to the maximum amounts allowed by Federal law. The District will frontload the employee's elected HSA amount quarterly. Payroll deductions will continue throughout the year to fulfill the employee's election. If an employee separates from employment after funds have been frontloaded but before the full amount has been collected through payroll deductions, the employee shall be responsible for repaying the remaining balance.

16.4 The parties may mutually agree to select different insurance carrier and/or benefit specifications and/or copay.

16.5 Along with the Pak B negotiated LTD, life, vision and dental benefits the Employer shall provide a cash option in lieu of health benefits. The cash amount shall be $100.00 per month. If more than six (6) members choose this option, in a given year, the amount shall

increase to $200.00 per month. The Employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.

The amount of the cash payment received must be applied by the teacher to an MEA Financial Services Tax-Deferred Annuity or other annuities as provided. To elect a Tax-Deferred Annuity, the teacher shall enter into a salary reduction agreement.

16.6 In the event a teacher has exhausted all paid sick leave the board shall continue uninterrupted the above mentioned insurance fringes for a period of ninety (90) calendar days. Thereafter the teacher shall continue in the plan(s) by assuming the payment of fringe benefit premiums until they return to work, subject to the terms of the carrier.

To be eligible for such coverage or receive such contributions, each teacher must make proper application to participate at the Superintendent's office on forms as required by the carrier. The provisions of the group policy and rules and regulations of the carrier will govern as to the amounts and duration of benefits and all other aspects of coverage.

16.7 The Board will provide the above coverage and/or make payments of its share of insurance premiums for all eligible teachers so as to provide insurance coverage for a full twelve (12) month period January 1 to December 31 on a monthly basis or periods as the case may be, provided, however, that teachers leaving employment with the School District after the effective date of the policy and prior to the end of the then current school year medical insurance will be covered only for the balance of the number of days remaining under the monthly premium payment, and provided further, that teachers on a leave of absence, other than sick leave and Medical Leave, which leave has been granted by the Board and extends for a period of more than thirty (30) calendar days, will also only be covered for the balance of the insurance premium month. All teachers whether they have commenced employment at the beginning of the school year or during the school year, and who complete the then current school year but who have indicated they will not resume employment for the following school year will still receive coverage hereunder until the July 31st following completion of their duties.

ARTICLE 17 - RETIREMENT

17.1 The Board and the Association recognize that retirement decisions are personal and significant. Nothing in this Agreement shall be construed to encourage or require an employee to retire before they are ready. The parties further acknowledge that timely notice of an anticipated retirement supports responsible financial planning, academic program continuity, recruitment of highly qualified candidates, and orderly operational transitions that benefit students and staff.

For purposes of this section, notice of retirement must be provided in writing and delivered directly to the District Office (Superintendent or designee). Notice shall not be considered effective until received by the District Office.

End of the School Year Retirements

An employee who provides written notice of retirement to the District Office on or before March 1 and retires at the end of that school year shall be eligible for the following incentive:

- A stipend of Two Thousand Dollars ($2,000), payable to the first five (5) teachers who provide a qualifying written notice on or before March 1 and retire at the end of that school year.
- In the event that more than five (5) teachers provide qualifying written notice on or before March 1 of their intent to retire at the end of the school year, any additional eligible teachers beyond the first five (5) shall receive a stipend of One Thousand Dollars ($1,000).

Employees who provide written notice after March 1 but prior to the last teacher workday of the school year shall remain fully eligible to retire and shall receive their full accumulated sick leave payout as provided in Section 17.2, but shall not be eligible for the $2,000 or $1,000 stipend.

Employees who notify the District Office in writing of retirement after the close of the school year but prior to the commencement of the next school year shall receive fifty percent (50%) of their accumulated sick leave payout and shall not be eligible for any stipend.

Payment shall be issued following the effective date of retirement and in conjunction with the employee's accumulated sick leave payout as provided in Section 17.2.

Mid-School Year Retirements

If a teacher provides written notice to the District Office of their intent to retire during that school year, and the District receives at least sixty (60) calendar days' written notice prior to the effective date of the mid-year retirement, the teacher shall receive the full sick leave payout as provided in Section 17.2 but shall not be eligible for any stipend.

If less than sixty (60) calendar days' written notice is provided to the District Office prior to the effective date of a mid-year retirement, the sick leave payout shall be limited to

fifty percent (50%) of the accumulated amount otherwise payable under Section 17.2, and the teacher shall not be eligible for any stipend.

In the event that retirement becomes necessary due to unforeseen personal or medical circumstances and the employee is unable to provide sixty (60) calendar days' written notice, the District may, in its discretion, provide the full sick leave payout as described in Section 17.2. Additional documentation may be required.

Payment shall be issued following the effective date of retirement and in conjunction with the employee's accumulated sick leave payout as provided in Section 17.2.

17.2 Upon the death or retirement of a teacher under the provisions of the Michigan Public School Employees Retirement System, the Board will pay to such employee Fifty ($50.00) Dollars for each day of accumulated sick/personal leave, up to a maximum of $9,500.

17.3 For all computations of experience for salary schedule purposes "full time" employees shall be defined as an employee that works for at least seven (7) hours per day for a minimum of 184 days per school year. A "part-time" employee is a staff member that is contracted for less than seven (7) hours per day and 184 days of employment in the school year. The pro rata computation for part-time positions will be based upon a seven (7) hour day and teaching assignments will be 1/7 per class period. It is understood that 1/2-day teaching for a full year will be 1/2-year experience as would full-time teaching for one (1) semester. Days will be prorated in the ratio of 1 to 184.

Salary will be prorated for part time teachers at the beginning of each school year in increments of 1/2 steps. Fringe benefits will be prorated for part time employees.

ARTICLE 18 - PROFESSIONAL COMPENSATION

18.1 The salary schedule shall be as delineated in Appendix A.

18.2 Compensation for additional extra-curricular activities shall be as set forth in Appendix B.

18.3 The extra duty event participation incentive shall be set forth in Appendix C.

18.4 The District shall reimburse the Teacher for costs associated with certificate renewal, provided the Teacher submits a valid receipt.

All reimbursement requests must be submitted no later than September 1 following the date the expense was incurred. Requests submitted after this deadline are not eligible for reimbursement.

18.5 All teachers who have eighteen (18) graduate hours beyond a Bachelor's Degree that apply on a Master's Degree program as well as those teachers who have twenty (20) graduate hours in a planned course of study applicable to a teacher's professional development as determined by the State Board of Education upon recommendation of the sponsoring institution will be placed on an intermediate schedule, to wit: one half the difference between the Bachelor's Degree salary and the Master's Degree salary at the teacher's respective salary step.

To receive compensation for a given semester, official evidence of qualifying graduate hours must be submitted to the Superintendent's office by October 1 for the first semester or February 1 for the second semester.

If a teacher submits qualifying evidence by the applicable deadline, compensation shall be applied retroactively to the beginning of that semester. Evidence submitted after the applicable deadline will result in placement and compensation beginning the following semester.

Credit hours must have been earned after completion of a teaching certificate.

18.6 Salary Lane Definitions

BA
Placement on the BA lane shall occur upon verification of a conferred Bachelor's Degree from an accredited college or university.

BA+
Placement on the BA+ lane shall occur upon completion of a Bachelor's Degree plus 15 graduate semester credits beyond the Bachelor's Degree.

MA
Placement on the MA lane shall occur upon verification of a conferred Master's Degree from an accredited college or university.

MA+
Placement on the MA+ lane shall occur upon completion of a Master's Degree plus 15 graduate semester credits beyond the Master's Degree.

MA++
Placement on the MA++ lane shall occur upon completion of a Master's Degree plus 30 graduate semester credits beyond the Master's Degree.

MA+++
Placement on the MA+++ lane shall occur upon completion of a Master's Degree plus 45 graduate semester credits beyond the Master's Degree.

Credit Calculation

Only graduate-level semester credits earned from an accredited institution related to education, curriculum, instruction, or the teacher's assignment shall apply toward lane advancement.

18.7 Newly employed, certified teachers and current teachers as described below, may be given credit for prior teaching experience in public school districts and/or accredited non-public schools at the superintendent's discretion, up to 12 years not to exceed actual years taught. Additional years (longevity) may be granted with agreement between the Administration and the Association. The accredited non-public schools are identified on the current Listing of Non-Public Schools Meeting the Reporting Requirements as supplied by the Michigan Department of Education. Credit shall not be granted for homeschooling.

18.8 Teachers' salaries shall be paid every other Friday in twenty-six (26) payments for the balance of this contract.

18.9 Teachers who take an additional class assignment shall be paid an overload stipend. Overload assignments will be based upon the number of classes in the building's current schedule. (e.g., One period of the 6-period block would equal 1/6 of the teacher's salary, and one period of a 7-period block would equal 1/7 of the teacher's salary).

Calculation of Overload Compensation

1. Overload rate shall be calculated at 1/X of the teacher's annual base salary, representing one additional instructional assignment.
2. The 1/X amount shall be divided by the total number of contracted work days in the teacher's annual contract to determine a daily overload rate.
3. The daily overload rate shall then be multiplied by the number of days the teacher is assigned to teach for the overload term.
4. Compensation shall be prorated based on the assigned number of days and spread over the remaining pays left in the contract.

18.10 Any teacher who has accumulated over one hundred ninety (190) sick days for current members will be paid seventy-five ($75.00) Dollars for each day over the capped days at the end of the current year.

18.11 Any teacher who fits into one of the following categories shall be compensated in addition to their normal salary at the rates listed in Appendix "B"; (a) any teacher who takes another teacher's students during their conference period, (b) any elementary teacher who takes another teacher's students resulting in excess of the maxima listed in Article 12.8, any secondary teacher who takes another teacher's students resulting in an excess of the number of students normally assigned to him/her.

18.12 Teachers rated effective on a scale of effective, developing, and needs support will be paid a $150 lump sum - paid no later than the last pay in July

18.13 Upon annual written request by the Association, the Board shall deduct Association dues from a bargaining unit employee's wages if the bargaining unit employee submits an annual full, free written consent to the deduction of Association dues from the employee's wages consistent with the Payment of Wages and Fringe Benefits Act.

The District may immediately cease Association dues deduction for a bargaining unit employee if the bargaining unit employee provides written notice to the Superintendent or their designee that the employee is withdrawing consent for the Association dues deductions. Deductions will be made in substantially equal amounts from the employee's paycheck(s) commencing the first pay that is feasible following the receipt of (1) the Association's annual request and (2) the voluntary written authorization from the bargaining unit employee.

Unless the Superintendent or designee receives a written request from the bargaining unit employee to discontinue the dues deductions, the dues deductions shall continue through the last pay period in June of each school year. The Board shall not process monies for Political Action Committee donations associated with the dues structure. In the event any individual or entity files any complaint or claim against the Board (which includes its agents, employees, and officers) regarding dues deduction, the Association agrees to indemnify, defend, and hold the Board harmless against all costs, claims, demands, suits, or other forms of liability that may arise out of or by reason of action by the Board for the purpose of complying with the Agreement to deduct Association dues set forth above.

Further, the Board shall be held harmless for the assessment and collection of union dues and the imposition of any penalties related to an employee's non-payment of union dues. If the Association agrees to defend the Board concerning a dues deduction claim, the

Board may choose their legal counsel to defend any lawsuit or action or compromise or settle any claim made against the Board.

ARTICLE 19 - STATUS OF AGREEMENT

19.1 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

19.2 Any individual contract between the Board and an individual teacher shall be subject to and consistent with this Agreement. Each contract shall set forth annual salary, number of accumulated sick leave days as of the end of previous school year, extra duties and compensation therefore. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

19.3 The annual contract of every new teacher shall become effective on the date they begin their service with the school district.

19.4 This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement by reference shall be incorporated into and be considered part of the established policies of the Board.

19.5 If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such 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.

ARTICLE 20 - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2026 and remain in effect through June 31, 2028.

ARTICLE 21 – EMERGENCY FINANCIAL MANAGER

If an emergency financial manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in their sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

VASSAR EDUCATION ASSOCIATION

BY _____
President

BY _____
Vice-President

VASSAR BOARD OF EDUCATION

BY _____
President

BY _____
Secretary

APPENDIX A - SALARY SCHEDULE

2026-27 Salary Schedule						
Step	BA	BA+	M	M+	M++	M+++
1	41,355	44,185	46,082	47,350	48,613	49,878
2	43,972	45,942	47,924	49,240	50,558	51,880
3	45,658	47,711	49,762	51,129	52,494	53,866
4	47,770	49,919	52,061	53,494	54,925	56,355
5	49,878	52,118	54,362	55,855	57,350	58,843
6	51,989	54,324	56,661	58,220	59,773	61,330
7	54,096	56,530	58,960	60,578	62,202	63,826
8	56,209	58,733	61,256	62,944	64,632	66,321
9	58,741	61,378	64,019	65,778	67,543	69,306
10	61,274	64,024	66,777	68,614	70,447	72,282
11	63,806	66,905	69,997	71,924	73,847	75,771
12	66,339	70,009	73,677	75,701	77,727	79,755

Wage Reopener

The district and the Association agree to meet at a mutually agreed upon time for a wage reopener for the 2027-2028 school year.

Longevity

A. Beginning with the sixteenth (16th) year of service in the District, each teacher will receive $1,500 in addition to the amount on the 12th step of the salary schedule.

B. Beginning with the twenty-first (21st) year of service in the District, each teacher will receive $3,000 in addition to the amount on the 12th step of the salary schedule.

C. Beginning with the twenty-sixth (26th) year of service in the District, each teacher will receive $4,500 in addition to the amount on the 12th step of the salary schedule.

D. Beginning with the thirty-first (31st) year of service in the District, each teacher will receive $5,000 in addition to the amount on the 12th step of the salary schedule.

APPENDIX B – EXTRA CURRICULAR ACTIVITIES

All increases in Appendix B will match the increases established in Appendix A. Schedule B Language applicable only to teachers/ORS contributors.
Preference will be given to qualified bargaining unit members when filling vacancies in Schedule B.
Bargained Schedule B stipends will represent the maximum payments allowed.
Schedule B stipends will be paid separate from Schedule A wages to all bargaining unit members

	Extra-Curricular Activities	Percent	$41,355 FY 2027 Base Salary	
	Head Varsity Football Coach	12.00%	$4,962.60	
	Assistant Varsity Football Coordinator	9.50%	$3,928.73	
	Assistant Varsity Football Coach	9.00%	$3,721.95	
	Head JV Football Coach	8.00%	$3,308.40	
**	Assistant JV Football Coordinator	7.50%	$3,101.63	
**	Assistant JV Football Coach	7.25%	$2,998.24	
	Middle School Football Coach	5.75%	$2,377.91	
**	Middle School Assistant Football Coach	1.25%	$516.94	
	Head Varsity Basketball Boys Coach	12.00%	$4,962.60	
	Head Varsity Basketball Girls Coach	12.00%	$4,962.60	
	Assistant Varsity Basketball Boys Coach	3.00%	$1,240.65	
	Assistant Varsity Basketball Girls Coach	3.00%	$1,240.65	
	Head JV Basketball Boys Coach	8.25%	$3,411.79	
	Head JV Basketball Girls Coach	8.25%	$3,411.79	
**	Assistant JV Basketball Boys Coach	1.50%	$620.33	
**	Assistant JV Basketball Girls Coach	1.50%	$620.33	
	Middle School Head 8th Basketball Boys	5.25%	$2,171.14	
	Middle School Head 8th Basketball Girls	5.25%	$2,171.14	
	Middle School Head 7th Basketball Boys	5.25%	$2,171.14	
	Middle School Head 7th Basketball Girls	5.25%	$2,171.14	
**	Middle School Assistant 8th Basketball Boys	1.25%	$516.94	
**	Middle School Assistant 8th Basketball Girls	1.25%	$516.94	
**	Middle School Assistant 7th Basketball Boys	1.25%	$516.94	

**	Middle School Assistant 7th Basketball Girls	1.25%	$516.94	
	Head Varsity Track Boys Coach	9.50%	$3,928.73	
	Head Varsity Track Girls Coach	9.50%	$3,928.73	
	Assistant Track Boys Coach	7.00%	$2,894.85	
	Assistant Track Girls Coach	7.00%	$2,894.85	
	Middle School Track Boys Coach	5.25%	$2,171.14	
	Middle School Track Girls Coach	5.25%	$2,171.14	
**	Middle School Assistant Track Boys Coach	1.25%	$516.94	
**	Middle School Assistant Track Girls Coach	1.25%	$516.94	
	Head Varsity Baseball Coach	9.00%	$3,721.95	
	Assistant Varsity Baseball Coach	3.00%	$1,240.65	
	Head JV Baseball Coach	6.50%	$2,688.08	
**	Assistant JV Baseball Coach	1.50%	$620.33	
	Head Varsity Softball Coach	9.00%	$3,721.95	
	Assistant Varsity Softball Coach	3.00%	$1,240.65	
	Head JV Softball Coach	6.50%	$2,688.08	
**	Assistant JV Softball Coach	1.50%	$620.33	
	Head Varsity Volleyball Coach	9.00%	$3,721.95	
	Assistant Varsity Volleyball Coach	3.00%	$1,240.65	
	Head JV Volleyball Coach	6.50%	$2,688.08	
**	Assistant JV Volleyball Coach	1.50%	$620.33	
	Middle School 7th Volleyball Coach	5.25%	$2,171.14	
	Middle School 8th Volleyball Coach	5.25%	$2,171.14	
**	Middle School Assistant 7th Volleyball Coach	1.25%	$516.94	
**	Middle School Assistant 8th Volleyball Coach	1.25%	$516.94	
	Head Varsity Wrestling Coach	9.00%	$3,721.95	
	Assistant Wrestling Coach	6.50%	$2,688.08	
	Middle School Wrestling Coach	5.50%	$2,274.53	
**	Middle School Assistant Wrestling Coach	1.25%	$516.94	
	Head Varsity Golf Coach	6.50%	$2,688.08	

	Head Varsity Cross Country Coach	8.00%	$3,308.40	
	Middle School Cross Country Coach	3.00%	$1,240.65	
	Head Varsity Gymnastic Coach	7.25%	$2,998.24	
	Assistant Gymnastic Coach	3.00%	$1,240.65	
	Head Varsity Cheer Sideline Coach	5.00%	$2,067.75	
	Assistant Varsity Cheer Sideline Coach	3.00%	$1,240.65	
	Head Varsity Cheer Competitive Coach	5.00%	$2,067.75	
	Assistant Varsity Cheer Competitive Coach	3.00%	$1,240.65	
	Middle School Cheer Sideline Coach	3.00%	$1,240.65	
	Middle School Cheer Competitive Coach	3.00%	$1,240.65	
**	Middle School Assistant Sideline Coach	1.25%	$516.94	
**	Middle School Assistant Competitive Cheer Coach	1.25%	$516.94	
*	Band Director -High School/Middle School	11.00%	$4,549.05	
*	Vocal Music - Director	4.00%	$1,654.20	
*	Play Director-Musical	8.00%	$3,308.40	
*	Play Director-Non-Musical	4.50%	$1,860.98	
*	Play Director- Assistant Musical	4.00%	$1,654.20	
*	Vocal Music - Director - Musical	2.25%	$930.49	
*	Choreographer-Musical Play	1.00%	$413.55	
	Academic Games			
*	Math 1/6	0.75%	$310.16	
*	History 1/6	0.75%	$310.16	
*	Science 1/6	0.75%	$310.16	
*	Technology 1/6	0.75%	$310.16	
*	English 1/6	0.75%	$310.16	
*	Middle School 1/6	0.75%	$310.16	
*	Academic Games Coordinator	1.25%	$516.94	
*	Science Fair Coordinator	0.75%	$310.16	

*	Science Fair Coordinator	0.75%	$310.16	
*	Senior Class Advisor	3.00%	$1,240.65	
*	Senior Class Advisor	3.00%	$1,240.65	
*	Junior Class Advisor	3.75%	$1,550.81	
*	Junior Class Advisor	3.75%	$1,550.81	
*	Sophomore Class Advisor	1.50%	$620.33	
*	Sophomore Class Advisor	1.50%	$620.33	
*	Freshman Class Advisor	1.50%	$620.33	
*	Freshman Class Advisor	1.50%	$620.33	
*	High School Yearbook Advisor	5.00%	$2,067.75	
*	Student Council HS Advisor	3.00%	$1,240.65	
*	Middle School Student Council Advisory	2.50%	$1,033.88	
	Youth In Government			
*	High School Chair	4.00%	$1,654.20	
*	Middle School Chair	2.00%	$827.10	
*	English Department Chairperson	1.50%	$620.33	
*	Fine Arts Department Chairperson	1.50%	$620.33	
*	History Department Chairperson	1.50%	$620.33	
*	Math Department Chairperson	1.50%	$620.33	
*	Science Department Chairperson	1.50%	$620.33	
*	Special Education Department Chairperson	1.50%	$620.33	
*	Spanish Club Advisor	1.00%	$413.55	
*	National Honor Society Advisor	1.00%	$413.55	
*	Art Club Advisor	1.00%	$413.55	
*	5th Grade Camp Coordinator	1.00%	$413.55	
*	5th Grade Camp Advisor/Night	1.00%	$413.55	
*	5th grade Camp Advisor/Night	1.00%	$413.55	

*	Washington DC Coordinator	3.00%	$1,240.65	
*	Washington DC Advisor	2.00%	$827.10	
*	Middle/High School Robotics	3.00%	$1,240.65	
*	Substitute Teacher		$45.00	
	Longevity			
	11th Year	1.00%	$413.55	
	16th Year	2.00%	$827.10	
	21st Year	2.75%	$1,137.26	
*	Activities not eligible for Schedule B Longevity Payments			
**	Sub varsity coach positions will be dropped when less than 12 athletes participate.			

Curriculum: Upon the approval of the Superintendent, curriculum work outside the normal workday will be compensated at the hourly rate of $32.50 per hour

(Longevity payment made with the Schedule B payment after the completion of the season).

APPENDIX C – EXTRA DUTY EVENT PARTICIPATION INCENTIVE

1. Additional Leave Day

Employees who accumulate twelve (12) event participation points during the school year shall receive one (1) non-accumulative leave day upon District verification.

The leave day:

a. Must be used during the current or following school year;

b. Shall not carry over beyond the following school year;

c. Shall not be eligible for payout upon separation or retirement;

d. Must follow normal leave approval procedures; and

e. May not be used during the first or last week of school or designated state assessment windows unless approved by the Superintendent or designee.

The leave day may not be used prior to District verification. No more than one (1) leave day may be earned per school year.

2. Event Calendar

A calendar of qualifying events outside of the normal school day and point values will be provided no later than the first teacher report day each school year. The District retains the authority to designate eligible events and point values.

3. Point Structure

Tier I – Priority Events (3 points each – at least one required)

- High School Graduation in the staff section
- Additional District-designated event

Tier II – 2 points each

- Curriculum/Title Events
- District Academic or Performing Arts Events
- Athletic events served as a volunteer (not paid through Arbiter or Schedule B)

Tier III – 1 point each (maximum 4 points)

- Home athletic events/graduation as a spectator
- Student organization events
- Parent engagement/education events
- Other approved extracurricular activities

4. Participation Requirements

a. A maximum of four (4) points may come from Tier III events.
b. At least five (5) points must be earned each semester to be eligible.
c. Employees must attend at least one Tier I event.
d. Points may not be earned for events in which staff receive compensation.
e. Teachers may apply to the Superintendent for additional point(s) for any event outside of the school day that they voluntarily organize and/or run.

If extenuating circumstances prevent attendance at any Tier I event(s), the employee must earn three (3) additional points from another tier (15 total) with superintendent approval to be eligible.

5. Attendance Verification

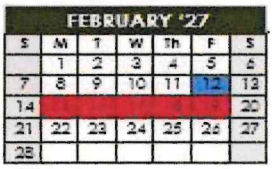
For credit to be granted, the employee must attend the entire event or at least two (2) hours, whichever is less. Attendance shall be verified through a District sign-in procedure.

APPENDIX D – SCHOOL CALENDAR

VASSAR PUBLIC SCHOOLS DISTRICT ACADEMIC CALENDAR 2026-2027

4 Teacher PD
5 District Kickoff
Teacher Work Day
6 Teacher PD
Open House 5:30-7:30
10 Students First Day
Half Day Students
Teacher PD
14 No School
21 No School
28 No School

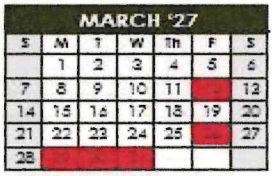




10 Pupil Count
12 Half Day Students/staff
15-19 No School
Winter Break

4 No School
7 No School- Labor Day
16 Half Day Students
Teacher PD





12 No School Students
Teacher PD
25 End of Marking Period 3
26 –April 2 No School
Spring Break

7 Pupil Count
9 End of Marking Period 1
16 No School Students
Teacher PD
21 Half Day Students
Parent Teacher Conferences
1-4 pm
22 Parent Teacher Conferences
4:30-7pm
26-30 No School -Fall Break





21 Half Day Students
Teacher PD

11 Half Day Students
Teacher PD
23-27 No School
Thanksgiving Break

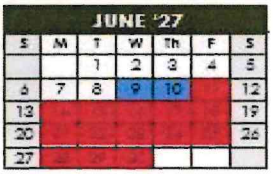




12 No School Students
Teacher PD
28-31 No School -Memorial Day

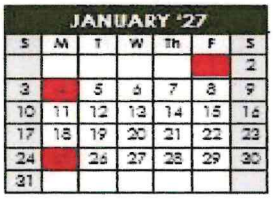
9 No School Students
Teacher PD
16 End of Marking Period 2
17 Half Day/Exams
Teacher Work Day PM
18 Half Day/Exams
Teacher Work Day PM
21 – Jan 1 No School
Winter Break





8 End of Marking Period 4
9 Half Day /Exams
Teacher Work Day PM
10 Half Day /Exams
Teacher Work Day PM
Last Day students/staff

4 No School Students
Teacher Work Day
25 No School Students
Teacher PD



Students Start and Release Times by Building:

Central Elementary
Full Day 8:00 a.m.-3:05 p.m.
½ Day 8:00 a.m.-12:05 p.m.

6-12
Full Day 7:50 a.m.- 2:45 p.m.
½ Day 7:50 a.m.-11:45 p.m.

Early Bird 6:50 a.m.

VASSAR PUBLIC SCHOOLS DISTRICT ACADEMIC CALENDAR 2027-2028

10 District Kickoff
Teacher Work Day
11 Teacher PD
12 Teacher PD
Open House 5:30-7:30
16 Students First Day
Half Day Students
Teacher PD
20 No School
27 No School



3 No School
6 No School- Labor Day
15 Half Day Students
Teacher PD



6 Pupil Count
14 End of Marking Period 1
15 No School Students
Teacher PD
20 Half Day Students
Parent Teacher Conferences
1-4 pm
21 Parent Teacher Conferences
4:30-7pm
25-29 No School -Fall Break



10 Half Day Students
Teacher PD
22-26 No School
Thanksgiving Break

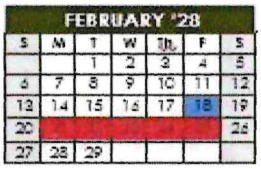


15 End of Marking Period 2
16 Half Day/Exams
Teacher Work Day PM
17 Half Day/Exams
Teacher Work Day PM
20 – 31 No School
Winter Break



3 No School Students
Teacher Work Day
17 No School Students
Teacher PD





9 Pupil Count
18 Half Day Students/staff
21-25 No School
Winter Break



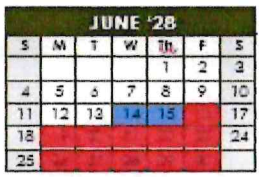
10 No School Students
Teacher PD
24 End of Marking Period 3
27 –31 No School- Spring Break



14-17 No School- Easter
19 Half Day Students
Teacher PD



10 No School Students
Teacher PD
26-29 No School
Memorial Day



13 End of Marking Period 4
14 Half Day /Exams
Teacher Work Day PM
15 Half Day /Exams
Teacher Work Day PM
Last Day students/staff

Central Elementary
Full Day 8:00 a.m.-3:05 p.m.
½ Day 8:00 a.m.-12:05 p.m.

6-12
Full Day 7:50 a.m.- 2:45 p.m.
½ Day 7:50 a.m.-11:45 p.m.

Early Bird 6:50 a.m.

APPENDIX E – INSURANCE OPTIONS 2026

PAK A - MESSA Choices	PAK B (Those not taking health insurance)	PAK C - MESSA ABC Plan 1	PAC D – MESSA ABC Plan 2
In Network Deductible $500/$1000 No Coinsurance Office Visit Copay $20 UC/ER Copay $25/$50 5Tier Rx	Not Included	In Network Deductible $1700/$3400 No Coinsurance No Office Visit, UC/ER Copay after deductible 5Tier Rx	In Network Deductible $2000/$4000 No Coinsurance No Office Visit, UC/ER Copay after deductible 5Tier Rx
Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho
VSP 3Plus 250CL	VSP 3Plus 250CL	VSP 3Plus 250CL	VSP 3Plus 250CL
Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000
LTD 60% **Max $4,000** **30** calendar day – modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation

APPENDIX E – INSURANCE OPTIONS 2027-2028

PAK A - MESSA Choices	PAK B (Those not taking health insurance)	PAK D – MESSA ABC Plan 2	New! PAK C – MESSA ABC Plan 2.5
In Network Deductible $1000/$2000 No Coinsurance Office Visit Copay $20 UC/ER Copay $25/$50 5Tier Rx	Not Included	In Network Deductible $2000/$4000 No Coinsurance No Office Visit, UC/ER Copay after deductible 5Tier Rx	In Network Deductible $2500/$5000 No Coinsurance No Office Visit, UC/ER Copay after deductible 5Tier Rx
Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho	Delta Dental Plan 100/80/80 : $2,000 Max 80% : $2,000 Lifetime with Adult Ortho
VSP 3Plus 250CL	VSP 3Plus 250CL	VSP 3Plus 250CL	VSP 3Plus 250CL
Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000	Negotiated Life & ADD $50,000
LTD 60% **Max $4,000** **30** calendar day – modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation	LTD 60% **Max $4,000** **30** calendar day - modified fill Alcoholism/drug addiction & Mental/Nervous – 2 Years Limitation