MASTER AGREEMENT

BETWEEN

MESICK CONSOLIDATED SCHOOLS

AND

MESICK EDUCATION ASSOCIATION

(An affiliate of the Michigan and National Education Associations)

JULY 14, 2025– JUNE 30, 2027

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AGREEMENT

This Agreement, effective this 14th day of July, 2025, by and between the Mesick Consolidated Schools Board of Education of Mesick, Michigan, hereinafter called "Board" and the Mesick Education Association, (an affiliate of the Michigan and National Education Associations), of Mesick, Michigan, hereinafter called "Association";

WITNESSETH

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

WHEREAS both parties have a statutory obligation, pursuant to the Public Employment Relations Act, to bargain with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties have reached certain understandings which they desire to confirm in this Agreement,

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

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association as the exclusive negotiating representative as defined in Section 11 of Act 379, Public Employment Relation Act for all professional certified teachers, counselors, excluding adult education teachers, substitutes, social workers and administrative personnel.

ARTICLE II
TEACHER RIGHTS AND PROTECTION

A. Pursuant to Act 379 of 1965, the Board hereby agrees that every teaching employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in professional negotiations. The Board will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any of the activities of the Association of collective

professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. The Association shall not discriminate against any teacher who refuses to pay dues to, or participate in activities of the Association.

B. Nothing contained herein shall be construed to deny or restrict to any teachers rights he/she may have under the Michigan Revised School Code, or other applicable State or Federal laws or regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. All professional employees within the bargaining unit as regulated by the teacher tenure act shall be disciplined with just cause. Any such discipline shall be subject to the grievance procedure hereinafter set forth, including arbitration.

D. A teacher shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Board or its agents. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. Should disciplinary action be likely to occur at a given meeting, the teacher shall be advised immediately of said possibility.

No material, including but not limited to, student, parental or school personnel complaints originating after initial employment will be placed in a teacher's personnel file unless the teacher has had an opportunity to review the material. If there is disagreement with the information contained in the teacher's personnel file, the teacher may submit a written reply regarding any material, including complaints, within thirty (30) days and the same shall be attached to the file copy of the material in question. When material is to be placed in a teacher's file, the affected teacher shall review and sign said material, such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material. A teacher shall be given the opportunity during normal office hours, upon written request, to review information contained in their personnel file not more than two (2) times per calendar year. Except in instances that conflict with the Revised School Code, information in the teacher's personnel file can be corrected if mutually agreed to by the teacher and the employer. Except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration, disciplinary reports, letters of reprimand, or other records of disciplinary action older than four (4) years old may not be released to a third party. This article may not be construed or enforced in any way that will be in conflict with the Revised School code. All recommendations, written or oral, shall be based solely

on the contents of the teacher's personnel file. Confidential letters of reference secured from outside the school system shall not be added to or included in a teacher's personnel file. In the event that the District receives a Freedom of Information Act (FOIA) request for information in a bargaining unit member's personnel file, the District shall promptly notify the affected bargaining unit member and the Association.

E. Each teacher shall have the right, upon request, to review the contents of his/her personnel file, except for the confidential recommendations. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

ARTICLE III
ASSOCIATION RIGHTS

A. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings on days when school is in session, with approval of the Superintendent.

B. The Board agrees to make available to the Association current information concerning the financial resources of the District (as such information becomes available) that will assist the Association.

C. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior.

ARTICLE IV
BOARD RIGHTS

Pursuant to all applicable laws and regulations, the Board of Education retains the right to:

A. Hire all employees, determine qualifications; assign or reassign duties; and determine the size of the professional staff.

B. Suspend, discharge or take other disciplinary action against employees in accordance with the standards and procedures set forth in this Agreement.

C. Establish programs, services, trades and courses of instruction and provide for athletic, recreational and social events for students as deemed necessary and/or advisable by the Board of Education.

D. Decide the means and methods of instruction and selection of textbooks, teaching materials, teaching aids and equipment with input from teachers whenever possible.

ARTICLE V

PROFESSIONAL COMPENSATION

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

B. The basic payments for extra duties of teachers are set forth in Schedule B, which is attached to, and incorporated in this Agreement. Such payment schedule shall remain in effect during the designated periods.

C. A teacher's daily rate is to be determined by dividing his/her base salary by the number of contract days in the current school year as per the agreed upon calendar.

D. Teachers shall be paid at a bi-weekly rate obtained by dividing their annual pay by twenty-one (21) or twenty-six (26). Those choosing the twenty-one (21) pay period will receive their final check on the last regular pay of the school year. Those choosing the twenty-six (26) pay period will receive their checks on a continuing basis throughout the summer or in one lump sum on the last regular pay of the school year. Elections shall be made in writing not later than the teacher orientation day at the beginning of each school year or their first day of work if hired during the school year and shall remain in effect for the entire contract year. The District agrees to publish a list of pay dates at the start of school.

In those years requiring twenty-seven (27) pays to adjust the pay periods with the calendar and the school's fiscal year, the annual pay will be divided by twenty-seven (27) pays. The need to have 27 pays periodically arises because the years with 26 pays do not line up evenly with the calendar. This will only occur with advance notice from the District.

E. For purposes of clarification with respect to part-time teachers: If the District deems it necessary to meet the needs of the students based on budget concerns or student enrollment, a part-time position may be created. Part-time teachers shall receive a year's service credit for each year worked in that capacity. This service credit shall apply to seniority accumulation and advancement on Schedule A. Paid benefits such as insurance shall be prorated. Paid leave shall be commensurate with what was earned and how it was/is used. (Example: Employee A works six (6) years as a full time

employee accumulating fifty-three (53) Employee days, goes half time for a year and accumulates ten (10) half days while using four (4) half days. New accumulation total is fifty-six (56) days. Pay for said positions will be based on the number of hours worked, multiplied by the teacher's daily rate. Teacher prep-time will be considered part of the hours worked. Part time teachers are required to attend staff meetings and scheduled professional development.

F. All teachers who substitute/cover in another class during their preparation period shall be compensated with a payment of $30 per preparation period. All teachers who combine more than one class together shall be compensated with an additional $30 per hour of combined class time.

G. Counselors required to report to the building before the scheduled start date for Association staff or after the scheduled end date for the Association staff will be compensated per diem at the counselor's current step, for all time required beyond teacher contract days. For this purpose, a day shall be defined as 8 hours. Eighty (80) hours is the maximum number of hours per school year, unless approved by the building administrator.

H. Employment of Retired Teachers

Section 1: Bargaining Unit Membership
Retirees hired by the District shall be members of the bargaining unit represented by the Mesick Education Association (MEA) with corresponding rights and responsibilities, whose wages, hours, and working conditions shall be governed by this agreement in its entirety, including but not limited to attendance of staff meetings, PD, and submission to evaluations.

Section 2: Wages & Longevity
Retirees will be placed on the step equal to the retiree's experience. Retirees who were prior employees of Mesick Consolidated Schools will be eligible for longevity steps in accordance with the contract language.

Section 3: Duration of Employment & Annual Posting of Retiree Positions
Retirees shall be provided a one-year limited regular teaching contract that is automatically non-renewed each year without any action by the Board, and without any evaluations or notice to the Retiree.

Each spring, the District shall post the position occupied by any rehired retiree for the upcoming school year.

Section 4: Fringe Benefits
Retirees may elect to take the provided health coverage benefits as defined in the bargaining contract or choose to take cash in lieu of benefits as written in the contract language (lump sum cash or placed in an annuity)

Retirees shall not be eligible to receive severance pay or any retirement incentive upon leaving the district.

Retirees shall be given a $5000 signing bonus for each year they are employed. This bonus may be paid in a lump sum, over the pays for the year, or put into a district sponsored annuity. This election must be made at the beginning of the school year.

ARTICLE VI

TEACHER HOURS

A. Teaching hours in the Mesick Consolidated School shall be as follows: All teachers will have a daily seven (7) hour, ten (10) minute contractual obligation. Each teacher's workday schedule will be contiguous. The teacher's workday will be scheduled between 7:30 a.m. and 4:00 p.m. The administration shall establish the starting times and ending times for each building. The daily contractual obligation, as specified herein, will be adjusted by the Board and Association, as necessary to meet the requirements of the School Code and/or State Aid Act for minimum student instruction regarding clock hours of instructional time for receipt of all available funding, allowances and appropriations.

B. All teachers shall have a duty free, uninterrupted lunch period of not less than thirty (30) minutes or more than fifty (50) minutes, not to be included in the seven (7) hour, ten (10) minute contractual obligation.

C. Each teacher shall have an unassigned preparation period of no less than the equivalent of fifty (50) minutes per day. In grades of Kindergarten through eight (8) this time (two hundred fifty (250) minutes) will be distributed over the week in blocks of time no less than twenty-five (25) minutes in duration. Teachers will not be assigned less than fifty (50) minutes except when scheduled activities such as assemblies, conferences, field trips, etc., prevent it. The intention is to provide each

teacher with fifty (50) minutes of preparation time each day, as feasible. Individual teachers will not be assigned less than fifty (50) minutes preparation time in one day without prior consultation for such work assignment.

D. Attendance at professional staff meetings, for a total to not exceed ninety (90) minutes monthly outside the regular working hours, is mandatory, except when permission for absence is granted by the supervisor or principal. Every effort will be made to end these meetings no later than 5:00 p.m.

E. Teachers are not required to report to school on days during which school does not operate because of acts of God or employer directed closings. Furthermore, teachers may report at a corresponding later time on days when the start of school is put on hold. In both instances, there will be no loss of pay.

F. The Board retains the sole right to make up any or all employee work days/hours cancelled or lost because of reasons for which the State Department of Education does not allow such days/hours to be counted as days of student instruction. The rescheduling of such days/hours shall not entitle employees to additional compensation. The days/hours to be made up will be made up at the end of the current school calendar year unless mutually agreed upon by both parties.

G. Should the Board contemplate instituting summer school or other types of bargaining unit work funded by the general fund budget beyond the regular duty day, all terms and conditions of said employment shall be bargained by the parties.

ARTICLE VII

TEACHING LOADS AND ASSIGNMENTS

A. Scheduled recess periods may be supervised by teachers.

B. Any teacher may discuss his/her tentative assignment for the forthcoming year with their building administrator. Teachers who will be affected by a change in assignments or classroom will be notified of their tentative assignment by June 1. Teachers shall be informed of the final assignments and classrooms no later than August 15 unless an unforeseen or emergency situation arises.

C. The staff will be surveyed prior to the end of each school year to determine teaching preference for the next school term.

D. Because the Board of Education has the statutory duty to educate all children within

the boundaries of the school district and those participating in schools of choice, and because the student/teacher ratio is an important aspect of the educational program, and because the number of students the teacher is required to instruct has a direct bearing upon the amount of work required of the individual teacher, the parties agree the size of the individual classes shall be given careful consideration to balance them by the administration. Upon the request of the teacher or Association, if educationally appropriate, or economically feasible all options not limited to: balancing class loads, hiring a paraprofessional, or not being able to do anything will be considered. Discussion on whether to do so will be done by the 4th Wednesday count day.

E. The elementary, junior and senior high school schedules shall be established by the administration, shared with teacher representation, teaching staff, department heads, and counselors. The administrator will utilize collective input from the affected grades or disciplines as much as possible. In the event that teachers are shared between buildings, consideration will be given to ensure that schedules with those teachers will align with contractual requirements and guidelines.

F. Parent/Teacher Conferences will be scheduled each year in conjunction with the mutual development of the school calendar. The format for the conferences shall likewise be mutually developed each year.

G. Medically fragile students: No bargaining unit member shall be required to provide school health services except in an emergency situation.

H. While the parties acknowledge the policy of least restrictive environment (LRE) is legally mandated, they also recognize the extent to which any individual student with disabilities should participate in regular education programs and services must be appropriate to that student's unique needs determined by an individual educational planning committee (IEPC) on an individual basis.

I. A teacher who agrees to teach a regularly scheduled extra class in lieu of his/her preparation period shall receive an additional one-seventh (1/7) of his/her contractual salary. This type of extra teaching assignment shall be posted and filled.

ARTICLE VIII
VACANCIES, PROMOTIONS AND TRANSFERS

A. Requests by a teacher for transfer to a different class, building or position shall be made in writing to the principal. The application shall state the reasons for requesting transfer and the applicant's qualifications.

B. When vacancies occur, the superintendent shall notify the Association President and all teachers of vacancies by email and by posting the vacancy on the district's website.

ARTICLE IX
TEACHING CONDITIONS

A. The District recognizes the necessity of keeping schools reasonably and properly equipped and maintained within the established budget. The District further recognizes its responsibility to maintain schools in a safe and sanitary condition and will consult with other responsible officials when necessary to achieve this end. Teachers shall not be required to work under unsafe or unsanitary conditions when so determined by such responsible officials or the school Superintendent.

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. The Board agrees to provide adequate materials and supplies to the extent finances will permit.

C. The Board shall make available in each school adequate lunchroom, restroom, and lavatory facilities for teachers' use and faculty lounges.

D. Telephone facilities shall be made available for teachers' use in making calls within the attendance area for school business. Personal long distance calls may not be charged to school accounts. The personal use of cell phones during instructional time, unless used for emergencies, is prohibited.

E. All teachers shall aid in the supervision and safety of students in the school building and on the school grounds.

F. Teachers are expected to exercise care in their use of school equipment.

G. Teachers shall not leave a class unattended during the time instruction is normally

scheduled, except in an emergency. The use of a teacher aide or student assistant does not satisfy the supervision requirement except during an emergency or a scheduled supervisory period assigned by the principal.

H. All classroom teachers will make available a hard copy or electronic access (district provided electronic plan book) general plans for one (1) week in advance.

I. Lesson plans shall enable the substitute to conduct the class in a manner that will provide lesson continuity. Plans must be available for a substitute prior to teacher reporting time on any given day.

J. When available, all teachers shall be stationed in the hallway at their classroom doorway between class changes.

K. The Board agrees to establish procedures for visitations by parents to classrooms.

L. The Board shall establish/create staff parking areas at each building site. These areas shall be located off city streets and restricted in a manner to be apart from students.

ARTICLE X
LEAVES OF ABSENCE

Employee leave is really an "insurance" and shall not be thought of as a right to additional paid holidays but rather protection against loss due to accidents or illness. The presence of the classroom teacher is the single most important factor in determining the success of the instructional program. The absence of the regular teacher interrupts the learning program and is a direct harm to the children. No substitute teacher can hope to teach as effectively as the absentee who has caused a break in the continuity of the day-to-day work in his/her class.

A. At the beginning of each school year all teachers shall receive credit for ten (10) sick days cumulative to one hundred fifty (150) days. The sick days may be used by a teacher for the following reasons and subject to the following conditions:

1. The sick days may be used for personal illness, disability and other allowable use as stated in the Michigan Earned Sick Time Act and in the case of illness, disability or other allowable use as stated in the Michigan Earned Sick Time Act for immediate family or any individual allowed under the Michigan Earned Sick Time Act.

2. At the beginning of each school year, each teacher shall be credited with four (4) personal days to be used for any purpose at the discretion of the teacher. As teacher attendance is important to a child's education, no more than two

(2) personal days may be used in a row. A teacher planning to use these days shall notify his/her principal at least one (1) day in advance, except in cases of emergency. The days immediately preceding or the days immediately following a legal holiday or school recess (e.g. Thanksgiving, Christmas vacations, opening day of rifle season for deer) will not be recognized by the employer as a personal leave day, except in cases of emergency. Because of difficulty in securing substitutes, no more than four (4) teachers shall be allowed personal leave use per day, two (2) of which must have at least one (1) weeks' notice except in cases of emergency or approval of the building principal. Unused personal days will revert to sick leave accumulation at the end of each school year.

3. The Board and the Mesick Education Association agree that there are special situations that may occur during a professional teacher's contractual calendar (graduations, weddings, once-in-a-lifetime events) that require special consideration for leave. These events will be handled through the Special Leave Application and must be approved by the Special Leave Committee made up of administrators and members of the MEA executive committee. It is understood that personal days must be used for this leave. A teacher may request to use more than two personal days consecutively for this leave. Applications need to be turned in no less than 30 school days prior to leave. All decisions made by the SLC are final.

4. Deaths in the Immediate Family: Funeral leaves not to exceed four (4) working days per occurrence will be granted in case of death in the immediate family. Immediate family shall be interpreted as spouse, son, daughter, mother, father, brother, sister, in-laws, grandchildren, grandparents, or dependents living in the same household of said Employee. These funeral days for immediate family members shall not be deducted from an employee's bank. An additional two (2) days will be allowed for travel time upon prior approval by the Superintendent or designee and may be deducted from the employee leave bank. The teacher may use one (1) day per death for attendance at a funeral service of a person whose relationship (not necessarily blood related) to the teacher warrants such attendance. Said day will be deducted from the bank.

B. The Board shall furnish each teacher with a written statement at the beginning of each school year, setting forth the total employee leave accumulation. The District will print on the bi-weekly check stubs, the current available sick days.

C. A teacher who is unable to work because of personal illness or disability and who has exhausted all leave available, shall be granted a leave of absence without pay for the

duration of such illness or disability, up to one (1) year and the leave may be renewed each year, at the discretion of the Board, and upon written request by the teacher. The Board agrees to provide health insurance coverage as negotiated for the first eighteen (18) weeks of unpaid leave. Upon return from the initially granted leave, the teacher shall be assigned to an equivalent position for which he/she is certified and qualified. Compliance with these standards shall be regarded as constituting restoration for purpose of the Family & Medical Leave Act.

It shall be the teacher's responsibility to notify the principal no less than thirty (30) days in advance of intent to return, to prevent the hiring of a substitute for that assignment. Failure to comply with this provision will result in the amount necessary to pay the substitute being deducted from the salary of the teacher.

D. Absence due to injury or illness incurred in the course of the teacher's employment with the Mesick Consolidated Schools shall not be charged against the teacher's sick days. The employer shall pay to such teacher the difference between his/her net salary and any benefits received under the worker's compensation act for a maximum of ninety (90) working days, which shall not be charged against the teacher's accumulated sick days. Thereafter, the teacher shall be placed on unpaid leave of absence due to his/her disability while he/she is receiving benefits under the Worker's Compensation Act. The teacher's sick days, in one-half (1/2) day increments, may be used after the first ninety (90) working days to offset any difference between his/her net compensation. The employer shall provide health insurance coverage as negotiated for the first year of a teacher's absence under these conditions.

E. If, after teaching in the District for fifteen (15) years, a teacher severs his/her employment for any reason, other than dismissal for reasons that are not arbitrary and capricious, he/she shall receive payment for all accumulated sick leave at $100 per day. If the start date is after July 1, 2017, teachers may only receive sick leave pay out for an accumulated 100 days.

F. In the event of illness or other case in which a teacher is unable to report to work he/she shall notify the respective principal, Superintendent or designee at the earliest possible time, to obtain a substitute. If a teacher becomes ill during the school day and is unable to continue work, the teacher shall notify the administrative office to arrange for room coverage. The Superintendent shall have the right to request an explanation for use of sick leave, should it be thought that there is a misuse or abuse of same. Every effort will be made to schedule medical/dental appointments after school hours.

G. A teacher called for jury duty shall be paid his/her full salary for such time needed; however, he/she shall be required to return any per diem received for such jury duty service to the school district.

H. A teacher subpoenaed to testify during school hours in any judicial or administrative matter connected with the teacher's employment or the school shall be paid his/her full salary for such time needed. Should a per diem be received by said teacher for such time, the teacher shall be required to return the same to the school district.

I. Teachers elected or otherwise selected to serve on the governing board of an area teacher center, State Board of Education/Department of Education committee or task force, and/or similar professional advisory policy making body shall be allowed adequate leave time to attend related meetings and activities, with the approval of the Superintendent.

J. A leave of absence for military service shall be granted in accordance with applicable state and federal law.

K. The employer may grant a leave of absence of not more than sixty (60) days without pay to any teacher to campaign for a public office.

L. The employer shall have the prerogative to extend leaves or to grant leaves for reasons not covered in this Agreement, when such leaves would be in the best interest of the school system.

M. The Board may grant up to one (1) year leave of absence for general purposes, provided the teacher has submitted the request ten (10) days in advance, except in case of emergency. Teachers may during the term of the leave continue fringe benefits at no cost to the Board. Upon the conclusion of the leave, the teacher shall be returned to a teaching position for which they are certified and qualified and shall retain all accumulated leave and seniority. The intent to return must be made in writing no later than November 15 for a first semester leave and May 1 for a second semester leave.

N. Pursuant to the provisions of the Family and Medical Leave Act, eligible teachers shall be granted unpaid leave for the purposes and to the extent required by law, subject to all of the terms and conditions of the law and its implementing regulations. Any unpaid leave, which is otherwise available under the provision of this Agreement for the same purposes for which leave is to be provided under the FMLA shall be used concurrently with the leave provided under the FMLA and shall be credited toward fulfilling the leave entitlement of the eligible teacher to the extent permitted by the law and its implementing regulations.

If an eligible teacher fails to return from unpaid leave, during which the teacher received a continuation of paid benefits under the Family and Medical Leave Act, the amount paid for continuation of these benefits shall be repaid to the Board, upon request by the Board, unless the employee is otherwise entitled to the continuation of these benefits under other sections of this Agreement. Repayment shall be made within fifteen (15) days after a demand for payment or according to a repayment plan agreed upon between the Employee and the Board. Any amount, or portion thereof, which is owing for repayment, shall be deducted from any wage or other payments owing to the Employee. Any remaining deficiency owing for repayment shall be collectible by initiating legal action against the teacher for repayment, if not remitted within fifteen (15) days after the demand for repayment is made upon the teacher.

O. Gifting of Sick Days

1. The giver must have a minimum of twenty-five (25) accumulated days in order to offer a gift.
2. This is a gift, not a loan or a trade.
3. A gift can only be given to a teacher who has exhausted their sick and personal leave.
4. Gifts must be given in increments of three (3) full days.
5. The three (3) days must be used before the person can receive another three (3) days from another giver. Unused days may not be transferred back to the giver. The days must be used and not accumulated or carried over to the next year.
6. These sick days are for leave, not to be "cashed in" if a person severs his/her employment as covered in Article XI, Section E.
7. It is the giver's responsibility to go to the school business office and to request, by form, a transfer of three (3) days from their days to the other person's days.
9. Maximum number of days gifted per recipient per school year is ninety (90).

P. Association Business

At the beginning of every school year, the Association shall be credited with three (3) days per year to be used by teachers who are officers or agents of the Association. Use of Association days shall be at the discretion of the Association. No more than three (3) officers or agents of the Association will use an Association day on the same date except by mutual agreement of both the Association and District. The Association will reimburse the District for the cost of the substitute(s) for each day.

ARTICLE XI
SENIORITY, QUALIFICATIONS, CERTIFICATION

If the Board determines to reduce the number of teachers due to reduced enrollments, changes in enrollment patterns, revenue shortages, or curricular changes, the following will apply:

A. Seniority

1. Seniority shall be defined as years of service in the bargaining unit dating from the first date of work. Periods of time spent on leaves of absence and on layoff shall not constitute a break in service and seniority shall be deemed to accrue during such periods.

2. A bargaining unit member who leaves the bargaining unit to take an administrative position in the Mesick Consolidated Schools shall have their seniority frozen for the length of their administration.

3. A seniority list consistent with the foregoing definition shall be prepared within thirty (30) days of the execution of this Agreement and by November 1 during succeeding academic years. In the event that more than one individual began work on the same date, position on the seniority list shall be determined by the onetime drawing of lots on that date. Any such drawing will be conducted openly with the Association President, his/her designee, and the affected employees present. The Association will review the seniority list for accuracy and notify the Board of any errors or discrepancies within thirty (30) days of the publication of the list. If no notification is received within the latter period, the Board's list shall be considered conclusive. The parties will meet to attempt to resolve any discrepancies in the seniority list. Any remaining dispute will be subject to the grievance procedure.

B. Qualifications

For purposes of the Article, the term "qualified shall mean:

1. For positions at kindergarten-fifth grade, self-contained classrooms, possession of an elementary certificate. For positions in special elementary areas, such as music, art, and physical education, the teacher must possess specific certification in the subjects to be taught.

2. For positions in grades 6th-12th possession of a major or minor(s) in the subject(s) to be taught or Michigan teaching certificate endorsement requiring training in the subject to be taught, or highly qualified as defined by the State of Michigan.

3. Teachers must possess the qualifications set forth in the applications or grants of any federally or state funded programs to be eligible to be assigned to such programs.

4. Special education teachers shall be deemed to be qualified for special education assignments if they are certified by the state of Michigan for those positions.

5. Bargaining unit members must meet all applicable standards for a "highly qualified teacher" under the No Child Left Behind Act of 2001, including the NCLB Final Regulations, 34 CFR 200.55-200.56 and the Michigan definition for Identifying Highly Qualified Teachers as approved by the State Board of Education. No provision in this agreement shall be construed to prevent or prohibit the Board from taking actions required under NCLB. The Board and the Association agree to construe and effectuate this Agreement to ensure full implementation of all NCLB requirements.

C. Certifications

"Certified" shall be defined as holding all certificates, endorsements and approvals required by law and Michigan Department of Education regulation to serve in the position assigned. Further, it is the teacher's responsibility to file such certificates, endorsements or approvals with the school district. The certification status of a teacher on file with the school district shall be considered conclusive for all purposes under this contract.

The teacher shall provide written notice to the school district and Association of any change to his/her certificates, endorsements or approvals after the original filing of same with the school district. This shall include notice and any additional endorsements, certificates, renewals, approvals, as well as expirations, revocations and any limitations thereon. The teacher shall further notify the school district and Association, in writing, in the event that he/she petitions the State Board of Education for nullification or limitation of his/her certificate, one or more endorsements thereon or a grade level certification appearing on the certificate.

ARTICLE XII
TEACHER EVALUATION AND MENTOR TEACHERS

The teacher evaluation system shall be implemented in full compliance with school Board Policy 3220 as attached in Appendix 10. Notwithstanding anything to the contrary in said policy, no teacher observation shall be conducted on or after Memorial Day of any given school year. Changes to board policy shall not affect this appendix for the duration of the contract. A copy of this policy shall be given to each employee at the beginning of each school year before teacher evaluations begin.

A. The Board and Association realize that a new teacher may need help and orientation to be an effective teacher at Mesick Consolidated Schools. The parties agree that providing Mentor Teachers for probationary teachers is an essential practice and further agree to cooperate in providing this assistance.

1. A Mentor Teacher as defined in Section 1526 of the School Code, may be a member of the bargaining unit. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non- threatening collegial fashion. Mentor teachers shall follow the Mentor Teacher Plan as outlined in the teacher handbook.

2. A Mentor Teacher shall be assigned in accordance with the following:

   a. The Mentor Teacher may be a tenured member of the bargaining unit.

   b. Participation as a Mentor Teacher shall be voluntary.

   c. The District shall notify the Association within five (5) days of hiring a new teacher.

   d. The Administration shall notify the Association when a potential Mentor Teacher is matched with a bargaining unit member (Mentee).

   e. Every effort will be made to match Mentor Teachers and

Mentees who work in the same building and have the same area of certification.

f. The Mentee shall only be assigned to one (1) Mentor Teacher at a time.

3. Because the purpose of the Mentor/Mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher or Mentee. Neither the Mentor Teacher nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other.

4. Upon request, the administration may make available reasonable release time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular workday. Where possible the Mentor Teacher and Mentee shall be assigned common preparation time.

5. Mentees may be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. For purposes of this section a day has been defined as six hours. Teachers who attend induction training during the regular workday will receive their regular salary. The Board may pay for such training which occurs outside the regular workday or work year. The training dates, if possible, will be a part of the negotiated calendar.

Mesick Consolidated Schools
Teacher Evaluation Parameters to Comply with the
Michigan Teacher Tenure Act
And
Section 1249 of the Revised School Code

ARTICLE XIII

PROTECTION OF TEACHERS

A. The Board recognizes its responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of

special counselors, social workers, law enforcement personnel, physicians or other professional persons, the teacher will initiate the referral process as delineated in each building's procedures. If it is determined that the pupil is in need of special treatment, the Board will take reasonable steps to assist the teacher in responsibility with respect to such pupil. However, in no instance will the child be put out of school solely because he/she is too much of a bother in the classroom. In all cases, the decision will be based upon what is best for the class.

B. Any case of assault upon a teacher shall be reported promptly to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. The teacher shall be reimbursed for any loss, damage or destruction of clothing or personal property because of such assault.

C. If any teacher is complained against or sued, while acting appropriately within the framework of Board policies, the Board will provide legal counsel and render assistance to the teacher in his/her defense. In all cases, the Board Insurance will be used first. When it is exhausted the MEA Insurance will pick up the balance if the specifications of the coverage have been met. In no case will the teacher be left without protection.

D. Any complaint by a parent or a student, either verbally or in writing, directed toward a teacher shall be promptly called to the teacher's attention when considered serious enough by the appropriate administrator. The identity of the parent making the complaint shall be made known to the teacher.

ARTICLE XIV

ACADEMIC FREEDOM

A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of the 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 best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

B. Freedom of individual expression will be encouraged and fair procedures will be developed to safeguard the legitimate interest of the school and to exhibit

by appropriate example the basic objectives of democratic society.

C. A teacher shall not seek to advance personal political or religious views in the classroom. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigations, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject to accepted standards of professional responsibility set forth in the Code of Ethics of the Education Profession.

D. A teacher shall ensure that all sides of a controversial issue are presented fairly and that the topic and material used will be appropriate to the maturity level and intellectual ability of the students.

E. The teacher's position shall not be privileged as to his/her responsibility for statements which are libelous, slanderous, or which in any way violate the civil rights of others.

F. Teachers shall share the responsibility to work with students to reduce anti-social behavior.

ARTICLE XV
NEGOTIATION PROCEDURES

A. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

B. It is the intent of this Agreement to cover all matters of common concern, therefore, it is agreed by both parties that all items are closed to further consideration during the life of this Agreement, including salary Schedules A and B, unless both parties mutually agree for the need to deal with the negotiation of certain items.

C. In any negotiation discussion in this Article, neither party shall have any control over the selection of the negotiation representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association casting ballots, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and to consider concessions in the course of negotiations.

D. Copies of this Agreement shall be made available electronically via Transparency Reporting on the Mesick Consolidated Schools webpage no more than thirty (30) days after the agreement is ratified by both parties.

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

It is further agreed that within thirty (30) days of notification of a final and binding determination of such illegality, the Employer and Association/Union will commence negotiations to reach a new agreement concerning the subject matter of the provision determined to be illegal, to the extent that such subject matter may be negotiated under the law.

ARTICLE XVI
PROFESSIONAL GRIEVANCE PROCEDURE

A. The term "days" when used in this Article shall mean workdays, days when school is in session. Time limits may be extended by mutual written agreement. Any teacher or group of teachers believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may file a grievance as hereinafter provided within fifteen (15) days of the alleged incident. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion, failure to re-employ any probationary teacher, failure to re-employ any teacher to a position on the extracurricular schedule and any matter involving subjective teacher evaluation.) A grievance may be filed by an individual teacher, a group of teachers, and/or the Association.

B. HEARING LEVELS

1. INFORMAL LEVEL. When a cause for complaint occurs, the affected teacher(s) shall within fifteen (15) days of the alleged incident, request a meeting with his/her principal in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the teacher at such meeting. If the teacher(s) is not satisfied with the result(s) of the meeting, he/she may formalize the complaint in writing as provided hereunder.

2. FORMAL LEVEL 1. If a complaint is not resolved in a conference between the affected teacher(s) and his/her principal, the complaint may be formalized as a grievance. A formalized grievance shall be submitted, in writing on the approved form, within ten (10) days of the meeting between the principal and the affected teacher(s). A copy of the grievance shall be sent to the Association and the principal. The principal shall, within ten (10) days of the receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.

3. FORMAL LEVEL 2. If the Association is not satisfied with the disposition of the grievance by the principal at level 1, within ten (10) days of receipt of the Level 1 response, the grievance shall be transmitted to the Superintendent. Within ten (10) days after the grievance has been so submitted, the Superintendent shall meet with the Association on the grievance. The Superintendent, within ten (10) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s). FORMAL LEVEL 3. If the Association is not satisfied with the disposition of the grievance by the Superintendent at Level 2, within ten (10) days of receipt of the Level 2 response, the grievance shall be transmitted to the Board of Education, via its President for hearing at its next regularly scheduled meeting, or as mutually agreed to by the parties. The Board of Education, within ten (10) days after the conclusion of the hearing, shall render a written decision thereon with copies to the Association and the grievant(s).

4. FORMAL LEVEL 4. If the Association is not satisfied with the disposition of the grievance by the Board of Education at Level 3, within ten (10) days of receipt of the Level 3 response, the Association may submit the grievance to mediation before an impartial mediator. The mediator shall be appointed by the Michigan Employment Relations Commission in accord with its rules, which shall likewise govern the mediation process. Neither the employer nor the Association shall be permitted to assert in such mediation proceeding any ground or to rely on any evidence not previously disclosed to the other party.

5. FORMAL LEVEL 5. Only the Association shall have the right to process a grievance at Level 5. If the Association is not satisfied with the disposition of the grievance at Level 4, it may within ten (10) days after mediation refer the matter to advisory arbitration to the American Arbitration Association in writing and request the appointment of an arbitrator to hear the grievance. Within such ten (10) day period the Association will also serve a copy of the Demand for Arbitration upon the Board of Education. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules.

a. Neither party may raise a new defense or ground at Level 5 not previously raised or disclosed at other written Levels.

b. The decision of the arbitrator shall be binding upon employees, the Board, and the Association.

c. Powers of the arbitrator are subject to the following limitations:

(i) He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

(ii) He/she shall have no power to establish salary scales.

(iii) He/she shall have no power to change any practice, policy, or rule of the board or substitute his/her judgment for that of the board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board in compliance with this Agreement.

(i) He/she shall have no power to decide any questions which, under this Agreement, are within the responsibility of the management to decide.

d. The cost of arbitration shall be paid by the Association except each party shall assume its own cost for representation including any expense of witnesses.

C. MISCELLANEOUS CONDITIONS

1. Notwithstanding the expiration of this Agreement, any claim or grievance arising prior to expiration may be processed through the grievance procedure until resolution.

2. Grievances filed by teachers from more than one department/level may, at the option of the grievant, be initiated at formal level two (2) of the grievance procedure.

3. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If any teacher shall have been found to have been

improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him/her and his/her record cleared of any reference to this action.

4. For the purpose of assisting a teacher or the Association in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, the Employer shall permit an Association representative access to and the right to inspect and acquire copies of personnel files and any other files or records of the employer which pertain to an affected teacher or any issue in the proceedings in question with the written consent of the party involved.

5. Every effort shall be made to process grievances at times other than scheduled work times.

GRIEVANCE REPORT FORM

Grievance #_____

Mesick Consolidated Schools District

Distribution of Form:
1. Superintendent
2. Principal/Supervisor
3. Association
4. Grievant

Submit to Supervisor/Principal in Duplicate

Building Assignment Name of Grievant Date filed

_____

STEP I

A. Date cause of grievance occurred:_____

B. Statement of grievance:_____

_____

Relief sought:_____

_____

_____

_____

Signature Date

C. Disposition of Supervisor/Principal:_____

_____

_____

_____

Signature of Principal/Supervisor Date

D. Disposition of Grievant and/or Union/Association:_____

_____

_____

_____

Signature Date

STEP II

A. Date received by Superintendent or Designee:_____

B. Disposition of Superintendent or Designee:_____

_____

_____

_____

Signature Date

C. Position of Grievant and/or Association:_____

_____

_____

_____

Signature Date

STEP III

A. Date submitted to Board of Education:_____

B. Disposition of Board of
Education:_____

_____

_____

_____

Signature Date

C. Position of Grievant and/or Association:_____

_____

_____

_____

Signature Date

STEP IV

A. Date submitted to Mediation:_____

B. Recommendation of Mediator:_____

_____

_____

_____

Signature Date

STEP V

A. Date submitted to Arbitration_____

B. Binding Award by Arbitrator_____

ARTICLE XVII
FRINGE BENEFITS

A. During each year of the Agreement the Board makes specified premium payments (as outlined in paragraph B) for each full-time employee and the employee's eligible dependents. Part-time employees shall receive a pro-rata share of premiums. The remaining amount of the premium shall be deducted from the part-time employee's wages.

B. The employer shall pay the following annual amounts towards the total cost of the Employee selected medical plans available to members inclusive of medical premium and Health Saving Account (HSA) funding described below for each plan year.

The employer paid amounts shall be allocated toward medical premium and HSA, such premium calculations shall not include any fees or commissions for health insurance consultants or representatives.

These annual employer paid amounts shall adjust at the beginning of each medical benefit plan coverage year at 91% of the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

C. Teachers may select one of the following plans: To be updated

Plan A: Health

BCBSM HSA
Option 1:
Deductible $1400/$2800 – 0% Co-insurance
Prescription $10/$40/$80
HSA will be funded by the district

Option 2:
Deductible $1400/$2800 – 20% Co-insurance
Prescription $10/$40/$80
HSA will be funded by the district

Option 3:
Deductible $2000/$4000 – 20% Co-insurance
Prescription $10/$40/$80

HSA deductible funding will be $1400/$2800 which is included in the agreed upon hard cap cost

**If insurance costs come in below the negotiated cap, the difference will be deposited monthly into the employees' HSA (for example if the 1P comes in $21.08 below cap per month - $21.08 x 12 = an extra $252.96 into the 1P HSA for a total of $1,522.96 into their HSA over the course of the year).

The district will provide, at no cost to the employee, the following ancillary health insurance benefits.

Dental	Delta Plan 80/80/80 UCR ($1,000 maximum for Class I and II)
Vision	VSP-3 Plus P-250CL
Life	OneAmerica - $25,000 with AD&D
LTD	OneAmerica - 70% $5,000 monthly maximum 90 calendar days modified fill Pre-Existing Condition Waiver-Yes Freeze on Offsets-Yes Alcohol/Drug Addiction-same as any other illness Mental/Nervous Condition-same as any other illness

Plan B:

Dental	Delta Plan 80/80/80 UCR ($1,000 maximum for Class I and II)
Vision	VSP-3 Plus P-250CL
Life	OneAmerica - $25,000 with AD&D
LTD	OneAmerica - 70% $5,000 monthly maximum 90 calendar days modified fill Pre-Existing Condition Waiver-Yes Freeze on Offsets-Yes Alcohol/Drug Addiction-same as any other illness Mental/Nervous Condition-same as any other illness

The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee. Such contributions shall be made by payroll deduction during each school year through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to the employee's HSA account.

Employees may contribute through the selection of the "Direct to HSA Schedule B or Schedule C" payment, or through payroll deduction and electronic transfer additional money towards their HSA up to the maximum amounts allowed by Federal law.

D. Employees who elect not to take the health insurance may elect to have the following amount placed in an annuity offered by no more than five (5) mutually agreed upon carriers or paid in lump sum in June.

2025-2026 $7000 2026-2027 $7000

Part-time Employees: Part-time employees who are scheduled to or assigned to work at least one full semester will be eligible for fringe benefits pro-rated according to the amount of time they work, limited to the time they work unless they sign a contract or letter of intent to return to the district the following semester or school year, whichever is applicable.

E. In the case of spouses both teaching in the district, one will take Plan A and one will take Plan B.

F. 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 will be applied by the bargaining unit member toward any non-taxable option. To elect a non-taxable option, the bargaining unit member shall enter into a salary reduction agreement.

The program will become effective at a date not more than ninety (90) calendar days from the date of this agreement. Benefits currently being provided to bargaining unit members shall continue as is until the newly negotiated benefits program is in effect.

All costs relating to the implementation and administration of benefits under this program shall be borne by the employer.

G. In an effort to keep insurance costs down, throughout this agreement the Association, Board, and Administration may implement changes to health insurance plans and/or carriers provided that these changes shall not increase the cost to the district.

H. Additional hours beyond the M.A.: Each teacher shall receive additional compensation of $350 for each ten (10) semester hours earned beyond the M.A. degree. All teachers are eligible.

I. Graduate Credit Reimbursement

The Board will pay one hundred ($100) per credit hour for classes taken after eighteen (18) semester hours beyond the B.A., professional education certificate or continuing certificate, whichever comes first. These classes must be approved in advance by the Superintendent and must apply to the teacher's present or projected future teaching/administrative assignment. Teachers must receive a minimum grade of "B" to receive reimbursement. The maximum Board contribution (total staff pool) shall be six thousand dollars ($6,000) each year. All requests for reimbursement of tuition, with proof of successful passing of the class, shall be made in writing to the Superintendent and be submitted not later than June 1st. A tally will be provided, on request, of the total credit hours currently approved for the fiscal year. The payment shall be made to all qualifying requests submitted by June 1st. If requests exceed the six thousand dollar ($6,000) amount allowed by contract, the total amount shall be prorated on a credit hour basis by dividing the total hours of credit payment requested into the amount and paying that amount per credit hour to all approved requests. A six (6) semester hour limit per applicant per year will exist.

Any unused graduate credit subsidy mentioned above will be used on a pro rata basis to help defray tuition costs of teachers who have less than eighteen (18) semester hours of graduate credit. Teachers must receive a minimum grade of "B" to receive reimbursement. All requests for reimbursement of tuition, with proof of successful passing of the class, shall be made in writing to the Superintendent and be submitted not later than June 1st. The one hundred dollar ($100) credit hour limit will apply for these semester hours. A six (6) semester hour limit per applicant per year will exist.

J. Upon appropriate written authorization from the employee, the Employer shall deduct from the salary of any such employee and make appropriate remittance for annuities.

ARTICLE XVIII
VOLUNTARY SEVERANCE INCENTIVE PLAN

Any employee who resigns with an effective resignation date of three (3) school years or less, who has at least twenty (20) years of active service in-district will be placed on Longevity Step J at the time his/her resignation is accepted by the Board or designee. Placement on Step J shall not exceed a maximum of three (3) years. Step J shall be computed by adding $5,000 per year to the employee's current longevity step.

A teacher with 20 years or more of active service may apply for Step J for a maximum of three (3)

years. Step J may be applied for any time after 20 years of service. An employee may not receive retroactive Step J pay. Application for Step J (see Appendix 1) must be received between June 1 and June 30 of the school year preceding the first year of this incentive.

An employee may not rescind the Step J agreement. Those employees using the incentive will be assigned an additional duty to justify the incentive. The additional duty will be reviewed annually by the building administrator and employee.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be effective as of July 14, 2025 and shall continue in effect for two (2) years until June 30, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

Superintendent

President, Board of Education

MESICK EDUCATION ASSOCIATION

President

Suzanne Shermak
Negotiating Member

SCHEDULE A-1

Salary
2025-2026

STEPS	BA	MA
1-2	42,454	45,226
3-4	44,265	47,452
5-6	48,941	52,658
7-8	52,531	56,517
9-10	56,926	61,068
11-12	61,174	65,342
13-14	63,608	67,425
15-16	64,561	69,960
17-18	66,824	70,309
19-20	67,152	70,660
21-22	67,493	71,896
23-24	67,842	72,257
25-26	68,158	72,617
27+	68,509	72,883

Longevity - Each teacher who has taught in this school system for fifteen (15) years shall be eligible to receive longevity pay beginning with the sixteenth (16th) year. Each teacher who has taught in this school system for twenty (20) years shall be eligible to receive longevity pay beginning with the twenty-first (21st) year. Each teacher who has taught in this school system for twenty-five (25) years shall be eligible to receive longevity pay beginning with the twenty-sixth (26th) year. Longevity shall be paid at the following rates:

Years 16-20	2.0% of salary	L-1
Years 21-25	2.5% of salary	L-2
Years 26+	3.0% of salary	L-3

The preceding percentages are not cumulative.
Longevity shall be paid in one lump sum at the end of the school's fiscal year, or computed in with the teacher's regular pay, whichever is chosen by the teacher. Said choice shall be made no later than the Teacher Orientation Day at the beginning of each school year.

SCHEDULE A-2

Salary
2026-2027

STEPS	BA	MA
1-2	43,303	46,131
3-4	45,150	48,401
5-6	49,920	53,711
7-8	53,582	57,647
9-10	58,065	62,289
11-12	62,397	66,649
13-14	64,880	68,774
15-16	65,852	71,359
17-18	68,160	71,715
19-20	68,495	72,073
21-22	68,843	73,334
23-24	69,199	73,702
25-26	69,521	74,069
27+	69,879	74,340

Longevity - Each teacher who has taught in this school system for fifteen (15) years shall be eligible to receive longevity pay beginning with the sixteenth (16th) year. Each teacher who has taught in this school system for twenty (20) years shall be eligible to receive longevity pay beginning with the twenty-first (21st) year. Each teacher who has taught in this school system for twenty-five (25) years shall be eligible to receive longevity pay beginning with the twenty-sixth (26th) year. Longevity shall be paid at the following rates:

Years 16-20	2.0% of salary	L-1
Years 21-25	2.5% of salary	L-2
Years 26+	3.0% of salary	L-3

The preceding percentages are not cumulative.

Longevity shall be paid in one lump sum at the end of the school's fiscal year, or computed in with the teacher's regular pay, whichever is chosen by the teacher. Said choice shall be made no later than the Teacher Orientation Day at the beginning of each school year.

SCHEDULE B

For every 2 years spent in percentage positions, the percentage will move up the B.A. step scale one step all the way up to Step 11.

BAND:	Marching and Performances	10%
ADVISORS:	Senior	$500
	Junior	$475
	Sophomore	$250
	Freshman	$250
	Junior High (6-8 grade)	$250 (or $125 each if shared)
PLAY DIRECTOR (K-12)		
	Per Play as approved by building administrator	4%
MUSIC/BAND DIRECTOR (K-5)		$500
INDUSTRIAL ARTS TEACHER (if participating in MITES competition)		$500
SPECIAL EDUCATION CONTACT		$500
SPECIAL EDUCATION COMPLIANCE COORDINATOR		$550
SPECIAL EDUCATION JR/SR HIGH PARAPRO COORDINATOR		$250
JR/SR HIGH STATE TESTING COORDINATOR		$500
ELEMENTARY STATE TESTING COORDINATOR		$500
DISTRICT NEWSLETTER/ANNUAL REPORT CALENDAR		$1,000
HIGH SCHOOL ART SHOWS		$500
NATIONAL HONOR SOCIETY		$500

YEARBOOK	$600
OUTDOOR EDUCATION COORDINATOR	$500
SR HIGH ROBOTICS	4%
JR HIGH ROBOTICS	2%
A.M. CROSSING GUARD	$250
P.M. CROSSING GUARD	$250
AFTER SCHOOL SKI COORDINATOR	$250
MENTOR TEACHER	$300

This pay is for volunteering to serve as a mentor teacher for a teacher teaching his/her first year in Mesick Consolidated Schools. The Mentor must attend the mentor teacher program requirements as outlined in the Mentor Teacher program guide in the Employee handbook. Should an IDP indicate a deficiency in a probationary teacher's performance requiring additional mentor assistance, the mentor will be paid $100 per additional year.

GRANT WRITING

If a member of the bargaining unit writes and is rewarded with a grant. The District will pay the member 5% (five percent) of the grant total. For example: If a member writes and receives a grant of $1,000 they will be paid $50 out of General Fund. All grants must be approved in writing by the Superintendent for the grant to qualify.

New assignments may be added. The percentage or fixed rate will be negotiated between the Board and Association.

SCHEDULE C

Positions shall only be posted when a vacancy occurs. Experience factor determined as follows:

For every two seasons spent coaching, the percentage will move up the B.A. step scale one step all the way up to Step 11.

FOOTBALL:	Varsity	
	Varsity Assistant	10%
	Junior Varsity	6%
	Junior Varsity Assistant	6%
	*Junior High	5%
	*if more than 20 players – head coach at 4% and assistant at 2%	
BASKETBALL:	Varsity	10%
	Junior Varsity	6%
	*Junior High	4%
	*if more than 20 players – two co-coaches' positions at 2.5%/each	
VOLLEYBALL:	Varsity	8%
	Junior Varsity	6%
	*Junior High	4%
	*if more than 20 players – two co-coaches' positions at 2.5%/each	
TRACK:	Varsity Boys	7%
	Varsity Girls	7%
	Varsity Assistant (Over 30 combined Varsity Runners)	3%
	Junior High Boys	2.5%
	Junior High Girls	2.5%
GOLF:	Varsity	6%
BASEBALL:	Varsity	7%
	Junior Varsity	5%

	Junior High	3%
SOFTBALL:	Varsity	7%
	Junior Varsity	5%
	Junior High	3%
CROSS COUNTRY:	Varsity /Jr High	8%
	Assistant (20+)	3%
POWERLIFTING:		7%

Appendix # 1
Voluntary Severance Incentive Form

Name _____ SS#_____

Years with Office of Retirement Services _____ Years with Mesick School District _____
___Check if with BASIC ___Check if with MIP

Per Article XVIII Master Agreement between Mesick Consolidated Schools and Mesick Education Association, I elect, by my own volition, to inform Mesick Consolidated Schools of my intent to enroll in Mesick Consolidated Schools' Voluntary Severance Incentive Plan beginning with the _____school year. I will be working _____(1, 2 or 3) years after my election of this incentive.

I understand that I will be assigned additional duties to justify the incentive.

I verify that all of the information supplied within the Voluntary Severance Incentive Form to be true and factual.

Signature _____ Date _____

Official Use Only

Date Received _____ Verified by _____

APPENDIX #2

Mesick Consolidated Schools 2025-2026 School Calendar

July 2025

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

August 2025

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

Students – 4/4 Staff – 7/7

September 2025

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

Students – 21/25 Staff – 21/28

October 2025

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

Students – 23/48 Staff – 23/51

November 2025

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

Students – 16/64 Staff – 17/68

December 2025

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

Students – 15/79 Staff – 15/83

January 2026

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

Students– 19/98 Staff – 19/102

February 2026

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

Students– 18/116 Staff – 19/121

March 2026

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

Students– 20/136 Staff – 20/141

April 2026

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

Students– 19/155 Staff – 19/160

May 2026

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

Students – 20/175 Staff – 20/180

June 2026

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

Students – 5/180 Staff – 5/185

TOTAL DAYS STAFF: 185

TOTAL DAYS STUDENTS: 180

- School Closed/ Holidays
- Teacher Professional Development (no school for students)
- Half Day for Students
- Parent Teacher Conferences (1/2 day for students) 1:30 p.m.–4:30 p.m. and 5:30 p.m.-8:00 p.m.
- Teacher Work Day
- Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)
- Make-up days for snow days begin as needed**
- Half Day for Staff and Students

***Possible Make-up Days: Jan. 19, 2026 and February 16, 2026**

***5th required P.D. day – four 1 ½ hr. sessions after school day – dates TBD**

APPENDIX #3

Mesick Consolidated Schools 2026-2027 School Calendar

July 2026

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

August 2026

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

Students – 1/1 Staff – 4/4

September 2026

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

Students – 20/21 Staff – 20/24

October 2026

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

Students – 22/43 Staff – 22/46

November 2026

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

Students – 17/60 Staff – 18/64

December 2026

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

Students – 16/76 Staff – 16/80

January 2027

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

Students– 19/95 Staff – 19/99

February 2027

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

Students– 18/113 Staff – 19/118

March 2027

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

Students– 18/131 Staff – 18/136

April 2027

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

Students– 22/153 Staff – 22/158

May 2027

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

Students – 20/173 Staff – 20/178

June 2027

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

Students – 7/180 Staff – 7/185

TOTAL DAYS STAFF: 185

TOTAL DAYS STUDENTS: 180

School Closed/ Holidays

Teacher Professional Development (no school for students)

Half Day for Students

Parent Teacher Conferences (1/2 day for students) 1:30 p.m.–4:30 p.m. and 5:30 p.m.-8:00 p.m.

Teacher Work Day

Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)

Make-up days for snow days begin as needed**

Half Day for Staff and Students

***5th required P.D. day – four 1 ½ hr. sessions after school day – dates TBD**

****Possible Make-up Days: January 18, 2027 and February 15, 2027**

Appendix #4

Mesick Consolidated Schools - Class Approval Form

Date:_____ Teacher's Name:_____

Assignment (grade or class):_____

This course is toward my 18 hours _____ This course is beyond my 18 hours _____

COURSE INFORMATION:

Name of Course:_____ Number of credit hours:____
Course #:_____ University:_____

Date taken (circle one): Summer Fall Winter Spring Year: _____

How does the class

1) apply to your present teacher assignment?

_____

_____

_____

2) apply to your projected future teaching/administrative assignment?

_____

_____

_____

- The Board will pay one hundred dollars ($100) per credit hour for classes taken after eighteen (18) semester hours beyond the B.A., professional education certificate or continuing certificate, whichever comes first.
- The class must be approved in advance by the Superintendent and must apply to the teacher's present or projected future teaching/administrative assignment.
- Teachers must receive a minimum grade of "B" to receive reimbursement.
- Please refer to the contract for further details.

_____ _____

Teacher signature Date Superintendent signature Date

Appendix #5

MESICK CONSOLIDATED SCHOOLS

SCHEDULE B
REQUEST FOR PAYMENT

SCHOOL YEAR: _____

DATE OF REQUEST:_____

Name _____

Address _____

_____

Phone # _____

Schedule B Position: _____

Payment Amount Requested:_____

I am interested in continuing in this Schedule B position again next year

_____ Yes _____ No

_____ _____

Signature Supervisor Signature

_____ _____

Date Date

MESICK CONSOLIDATED SCHOOLS

SCHEDULE C
REQUEST FOR PAYMENT

SCHOOL YEAR: _____

DATE OF REQUEST: _____

Name _____

Address _____

_____

Phone # _____

Schedule C Position: _____

Payment Amount Requested: _____

I am interested in continuing in this Schedule C position again next year

_____ Yes _____ No

_____ _____

Signature Supervisor Signature

_____ _____

Date Date

Appendix #7
GENERAL FUND CHECK REQUEST

DATE OF REQUEST _____

NEED CHECK BY _____

PAY TO: _____

(Full Mailing Address) _____

_____

_____

Phone: _____ Fax: _____

$$ AMOUNT PER A/C	P.O. #	GENERAL FUND ACCOUNT NUMBER (If you know the ***correct number***.)
$	← TOTAL Amount of Check	

CENTRAL OFFICE USE ONLY

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Employee

_____

Supervisor

_____

Superintendent

Appendix #8
Mentor Packet

It is the belief of Mesick Board of Education and the Employee Associations that mentoring is of great value to new probationary staff. This belief comes from the understanding that the district hires staff that have had no previous experience in a school setting. It is also believed that many staff are hired with special circumstances that may or may not require mentoring. For this reason, the Board and the Professional Association see mentoring as a way to assist the new hire and help them transition into a successful professional who will make our organization more successful in meeting the needs of individual students.

To assist the mentor in providing meaningful and helpful information to the mentee, the following packet has been compiled. It contains some information on legislation regarding mentoring, a list of topics to be address by the mentor, a logging form to track time spent with the mentee and a rating form that the mentee will complete at the end of the mentoring year to be shared with the Administrator by May 15th.

Mentors are required to meet with the mentee for a minimum of 20 hours during the school year. Logging contact time, such as weekly contacts, telephone or email correspondence and conferences is very important.

Mentoring Topics to Address

It is noted that this is not an all-inclusive list of topics, but just a guide to assist you with mentoring and making sure some topics are addressed. It is also noted that as the mentor and mentee may not be in the same buildings or local school districts, some of these topics may have to be addressed by the mentee's local team. It is the responsibility of the mentor to arrange these types of contacts for the mentee.

Physical Location

- ☐ Bathrooms
- ☐ Desk
- ☐ Lunchroom
- ☐ Lunch time/breaks
- ☐ Location of office supplies
- ☐ Business office
- ☐ Introduction to team/administrative assistants
- ☐ Technology services
- ☐ Parking locations
- ☐ Phone system
- ☐ Copy machine
- ☐ Laminating machine
- ☐ Mail system
- ☐ Audio visual equipment

Paperwork

- ☐ Schedules
- ☐ School calendar
- ☐ Absence policy/use of Red Rover
- ☐ Conference/Continuing education paperwork
- ☐ Paperwork (i.e. EASY IEP, Medicaid billing for special education)
- ☐ Purchasing supplies
- ☐ Phone lists

Management

- ☐ Discipline
- ☐ Attendance
- ☐ Lunch times
- ☐ Hall passes
- ☐ Recess
- ☐ Assemblies
- ☐ Early release schedule
- ☐ School calendar

Professional Responsibilities

- ☐ Teacher duties
- ☐ Committees
- ☐ Professional Development
- ☐ Attire
- ☐ Facilities usage
- ☐ Hours of work
- ☐ Lunch times

Emergencies

- ☐ Fire drills
- ☐ Tornado drills
- ☐ Lockdowns
- ☐ Evacuations
- ☐ Other emergencies

Important People/Team Members

- ☐ Directors
- ☐ Supervisors
- ☐ Principals
- ☐ Administrative assistants
- ☐ Kitchen staff
- ☐ Custodial staff
- ☐ Technology support
- ☐ Counselor
- ☐ Psychologist
- ☐ Speech therapist
- ☐ Occupational therapist
- ☐ Physical therapist
- ☐ Teacher consultants
- ☐ Teachers
- ☐ Librarian
- ☐ Music teacher
- ☐ PE teacher
- ☐ Art teacher

Resources

- ☐ Grade books
- ☐ Lesson plans
- ☐ Call/communication logs
- ☐ Report cards

☐ IEP (EasyIEP)
☐ CA-60s
☐ Student files
☐ Special services/child study referrals.

Mentors outlined three stages of working with a mentee.

The **first stage** focuses on practical skills and information - - where to order supplies, how to organize a classroom, where to find educational resources, what kind of assistance the teacher association can provide, etc.

The **second stage**, mentors and mentees can concentrate more intently on the art and science of teaching and on polishing classroom management skills.

In the **third stage**, the focus shifts to a deeper understanding of instructional strategies and ongoing professional development that is based on the assessed needs of students.

Where a new teacher enters this matrix and how long each stage lasts vary according to the knowledge, experience and skills that a mentee brings to the job.

A skillful mentor works with a mentee to determine what level of assistance to provide and when to provide it.

Checklist by Month

AUGUST:

TOPIC	COMPLETED
Housing – rent/buy	
Restaurants/grocery stores – availability/quality	
Maps of the area including village map, school district and buildings	
Reserve the school van and drive around the district	
Keys for room/building	
Papers, pens, pencils, etc.	
Lesson plan book	
Attendance/record book	
Assist setting up lesson plans/tests	
Review district policies for teachers	
Review district policies for students	
Review building and/or department policies for teachers	
Review building and/or department policies for students	
Introduction to department members	
Introduction to staff	
Review of "First Day of School" procedures	
Location to eat lunch	
What is available to purchase for lunch at school/bring your own	
Help in dealing with parents	
Discuss seating charts	
Discuss class lists/how to use them	
Discuss first paycheck	

SEPTEMBER

TOPIC	COMPLETED
Review all August topics for completion	
Pep Assembly responsibilities and procedures	
Schedule regular meetings with mentee	
Review fire, tornado drill and lockdown procedures	
Begin scheduling required 15 days of in-service on calendar over the next 3 years with mentee and work with mentee and building administrator on Individual Development Plan (IDP)	
Review the use of disciplinary referral notices, phone efficiency/deficiency notices	
Discuss methods of making contacts with parent(s) or guardian(s) via phone, email or note	
Discuss IEPCs	
Building and district committee responsibilities	
Discuss teacher meetings	
Discuss copy methods, equipment & procedures	
Discuss half-day in-service procedures	
Review recovery (disciplinary) room procedures	
Discuss make-up test procedures	
Discuss retake test procedures	
Send "good notes" to parents	

OCTOBER

TOPIC	COMPLETED
Review September checks	
Review grading procedures for the end of the marking period	
Discuss homecoming responsibilities	
Discuss individual student conferences	
Encourage mentee to attend a school board meeting, athletic events, dance, student council meeting	
Preview procedures for parent-teacher conferences: Dates, times, guidelines for each conference What the parents expect to hear What questions the mentee should expect to hear from parents	
Document number and percentage of parents who attend conferences & submit to office	
Send "good notes" to parents	

NOVEMBER

TOPIC	COMPLETED
Review October checks	
Discuss parent teacher-conferences Any difficulties? Surprises – good or bad? What changes would mentee recommend?	
Discuss classroom procedures on dates surrounding Thanksgiving break	
Continue to stress communication with parents by telephone, by mail (disciplinary referral notices/positive notes)	
Early dismissal classroom lists (JR/SR High)	
Send "good notes" to parents	

DECEMBER

TOPIC	COMPLETED
Review November checks	
Finalize five-day in-service plan for this school year	
Make certain that all necessary communications with parents have been taken care of by the end of the 5th week of the marking period	
Discuss the need for "predicted" retention list to be handed in by Christmas break.	
Begin discussions about final exams and procedures surrounding exams	
Send "good notes" to parents	

JANUARY

TOPIC	COMPLETED
Review December checks	
Preview semester exam schedule: Dates/hours for exam, half-day schedule for students, turn in copy of exam to office, turn in a list of "failed" students for the semester to the office and counseling office	
Collect all textbooks of classes that end at semester	
Submit all semester grades	
Review grading procedures for semester – go over specific scenarios so that mentee and all others in the department will use the same grading procedures	
Discuss with mentee & principal any concerns on possible retentions	
Send "good notes" to parents	

FEBRUARY

TOPIC	COMPLETED
Review January checks	
Remind mentee for "notice" date	
Review any difficulties that may have come up with students, staff and/or administration	
Continue to work with mentee on Department Policies	
Send "good notes" to parents	

MARCH

TOPIC	COMPLETED
Review February checks	
Review procedures for parent-teacher conferences Dates, times, guidelines for each conference What the parents expect to hear What questions the mentee should expect to hear from parents If retention is a possibility, discuss with parents, complete Light's Retention Scale & get form for signature to recommend retention if that is what is decided on	

Document number and percentage of parents who attend conferences & submit to office	
Review classroom procedures for Spring Break	
Begin list of classroom needs for next year	
Preview recommending students for next year's classes to help with scheduling	
Review grading procedures for the marking period	
Discuss if any problems developed during first marking period of second semester	
Review mentee's evaluation(s) by the administrator at mentee's request	
Send "good notes" to parents	

APRIL

TOPIC	COMPLETED
Review March checks	
Review procedures for mid-marking period	
Date for completion of these notices	
Start to review for end of the year: Book storage Classroom inventory List of "special order" materials Begin discussion on classes for students Recommendations for students Review present class lists	
Any other questions at this time?	
Send "good notes" to parents	

MAY

TOPIC	COMPLETED
Review April checks	
Preview materials that must by turned at the end of the school year: Copy of exam to office Record books to office Final grades to office List of retentions to front office & counselors Inventory of classroom to office	
Any other questions at this time?	
Send "good notes" to parents	

MENTORING LOG

Mentor name: _____ School year: _____

Mentee name: _____

DATE	ACTIVITY (meeting, voicemail, email, etc)	CONTACT TIME (to the nearest ½ hr)	COMMENTS

Mentor Signature_____**Mentee Signature**_____

Principal Signature_____

Mentor Rating Form

In an effort to see that Mesick Schools continues to provide a quality mentoring program and provides the most beneficial information to you, please fill out this questionnaire so we can make needed changes and adjustments to meet the needs of other new hires.

Ratings:
1 = Strongly agree
2 = Somewhat agree
3 = Neither agree or disagree
4 = Somewhat disagree
5 = Strongly disagree

QUESTION	RATING
I found the overall mentoring process helpful to me.	
My mentor was always easy to find and/or contact for questions.	
The information my mentor shared with me was helpful and useful.	
My mentor was timely in response to questions I asked.	
My mentor went above and beyond to assist me in time of need.	
My mentor was knowledgeable in all areas of my need.	
I would recommend my mentor for mentoring another new hire.	
My mentor presented information to me in a way that was meaningful and helpful.	
My mentor never made me feel inferior for asking questions.	
I was always treated respectfully and professionally by my mentor.	

Was there anything else you would have liked to have received information on that you did not during your mentoring process?

Is there any advice you could give your mentor regarding their process that would have been helpful for you?

Are there any other comments you would like to make regarding the mentoring process that would make the process more appropriate or meaningful to you?

Name of Mentor : _____

Book	Policy Manual
Section	Professional Staff Evaluation
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	September 9, 2013
Last Revised	June 9, 2025

3220 - **PROFESSIONAL STAFF EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

A. evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback

   Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

   Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics.

   Evaluations must also comply with the following:

   1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.

   2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.

   3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.

4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are no student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.

5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement

2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development

3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures

4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;

2. be aligned with the teacher's individualized development plan;

3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher

2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations

3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than ~~fifteen (15)~~thirty (30) minutes

4. ~~one (1) observation may be unscheduled~~No unannounced formal evaluation will take place
5. No observation~~evaluation~~ will take place after ~~m~~Memorial D~~d~~ay~~y.~~

6. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

7. the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation

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

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.

2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.

3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.

4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.

5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.

6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher rated as ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the

Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

Revised 12/8/14
Revised 8/8/16
Revised 11/11/19
Revised 11/11/19
Revised 4/8/24
T.C. 6/9/25

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Legal M.C.L. 380.1249 (as amended)