AGREEMENT BETWEEN

THE WHITE PIGEON COMMUNITY SCHOOL DISTRICT

AND

THE WHITE PIGEON EDUCATION ASSOCIATION/ SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION (SMEA)

2025-2028

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INTRODUCTION

This Agreement entered into on August 16, 2025 by and between the Board of Education of the White Pigeon Community School District, White Pigeon, Michigan, hereinafter called the "Board," and the White Pigeon Education Association/Southwestern Michigan Education Association (SMEA) hereinafter called the "Association". All references to the White Pigeon School District hereinafter shall be written "District" or "Board."

TERMS OF AGREEMENT

This Agreement shall be effective upon ratification and shall continue in effect until August 15, 2028.

If any provision or application of this Agreement shall be found contrary to law, such provision or application shall be invalid, except to its lawful extent. All other provisions or applications shall continue in force.

This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with terms contained in any individual teacher contracts heretofore in effect. All individual teacher contracts shall be made expressly subject to the terms of this Agreement.

ARTICLE 1
RECOGNITION

A. Pursuant to Act 336, Public Acts of 1947, as amended, the Board recognizes the Association as the exclusive bargaining agent for the bargaining unit defined as follows: all certified and non-certified teaching personnel, including personnel on tenure and probation, guidance counselors, social workers, athletic directors (if on teacher's contract), and media specialists, whether or not assigned to a public school building, but excluding supervisors, clerical employees, substitutes not regularly scheduled to teach, and all other employees. Hereinafter said members of the bargaining unit shall be designated "teachers."

B. The Board agrees not to negotiate with any individual teachers or groups of teachers, or teachers' organizations other than the Association for the duration of this Agreement.

C. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

   1. The Board gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and

   2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

3. The Association shall have, after consultation with the Board, complete authority to compromise and settle all claims which it defends under this section.

   The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages, including claims paid and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

ARTICLE II
TEACHERS' RIGHTS

A. Pursuant to Act 336 of the Public Acts of 1947, as amended, the Board hereby agrees that teachers shall have the right of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection.

   Neither the Board nor the Association will, directly or indirectly, discourage, deprive or prevent teachers from exercising those rights granted under Act 336, Public Acts of 1947, as amended, other Michigan laws, or the Constitutions of Michigan and the United States. Neither the Board nor the Association will discriminate against any teacher with respect to hours, wages, terms, or conditions of employment by reason of the teacher's Association membership or collective negotiating, grieving proceedings, and complaints allowable under the Agreement.

B. The Board specifically recognizes the right of its employees appropriately to involve the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement. The Board and the Association agree to be bound by any lawful order or award thereof.

C. The Association may use the internet in accordance with the district's internet use policy. The Association may also use school building facilities at all reasonable hours for meetings, with prior scheduling by the Building Principal. No event shall such use interfere with school programs or be used for personal business. Any additional costs incurred due to the use of the facilities as stated herein shall be borne by the Association. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. The established mode of communication and media/marketing shall be allowed in the teachers' lounges for use by the Association.

ARTICLE III
SALARY SCHEDULE

A. The salary schedule for teachers is presented in Appendix A, incorporated herein. This schedule is based upon a normal weekly teaching load, as defined herein.

B. Teachers who teach more than the normal teaching load, as defined herein, or who perform any of the extra-duty assignments suggested in Appendix B, incorporated herein, shall be compensated according to Appendix B. Upon written notice by either party and exclusively

for the purpose of adding extra-duty assignments, Appendix B may be opened for negotiations.

C. Teachers' extra-duty contracts shall be written separately from their regular salary contracts. Vacant extra-duty positions shall be posted on a designated bulletin board in each district building and via email, along with a copy of such posting to the Association.

Extra-duty positions as above described shall be posted at least five (5) days prior to being filled. Association members may apply for such positions by submitting a written application to the Building Administrator.

D. Teachers who substitute for another teacher during their planning time shall be compensated. Each affected teacher shall be compensated at a rate of thirty-five (35) dollars per planning period. Teachers must receive administrative approval before asking another teacher to sub for them.

E. If a teacher or teachers substitute for five (5) or more consecutive days as an administrator; on the fifth day the teacher or teachers shall receive a stipend of fifty (50) dollars per day, retroactive to the first day of substitution for said administrator. This stipend is in addition to the teacher's or teachers' regular salary. No teacher placed in an administrative assignment on a temporary basis shall evaluate or discipline another teacher. Temporary shall be defined as sixty (60) days or less.

F. Teachers that work additional hours beyond the negotiated calendar year or volunteer for curriculum committees may also receive compensation in the form of "Comp Time" (excluding schedule B duties).

G. Teachers will give forty-eight (48) hours notice for the use of accrued "Comp Time" except at holiday and vacation periods when two weeks' notice is necessary. No more than three (3) teachers per building may use "Comp Time" before or after the referenced holiday within the Master Agreement. All accrued "Comp Time" must be used prior to Memorial Day. There will be no carryovers of "Comp Time" from one year to the next.

H. The Board has the right to credit new teachers to the district with past teaching experience.

ARTICLE IV
TEACHING HOURS AND CLASS LOAD

A. The total teacher work day will encompass seven (7) hours and ten (10) minutes. Teachers will arrive at school ten (10) minutes before classes start and to stay five (5) minutes following the end of classes.

If a proposed change in school starting time is of a non-emergency nature, the Board will consult with and seek the input of the WPEA Executive Board prior to taking action.

If the Board determines that a proposed non-emergency change must be made following the input of the WPEA Executive Board, the change will not be implemented sooner than seven

(7) days following the Board's action, provided that the teachers starting time will be no earlier than 7:40 a.m. and no later than 8:25 a.m.

B. Each Elementary and Secondary Level teacher (Middle and High School) shall have a daily duty free planning period, which is approximately as long as his/her longest teaching period. The Elementary teachers are to be relieved of recess duty.

The normal weekly teaching load in the elementary school will be equivalent to twenty-five (25) teaching periods and five (5) unassigned preparation periods to include recess, but not noon hour. This preparation time is contingent on continuation of the elementary Art, Music, and Physical Education programs.

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

C. Teachers who will be affected by a change in grade assignments in the elementary school grades or by changes in subject assignments in the secondary school grades will be notified and consulted by their Principals as soon as practicable and generally prior to August 1st.

D. Scheduled staff meetings may be held once a month and all staff are required to attend. Emergency type faculty meetings can be called as the Principal sees necessary.

ARTICLE V
TEACHING CONDITIONS

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible and every effort will be made not to exceed the following maximums:

The maximum class size per teacher in the High School and the Junior High School shall be as follows:

Physical Education	40 pupils
Music	35 pupils
Health	30 pupils
Computer/Keyboarding	30 pupils
Business	30 pupils
Language	30 pupils
Science	30 pupils
Mathematics	30 pupils
General Education	30 pupils
Social Studies	30 pupils
English	30 pupils
Art	25 pupils

Homemaking	24 pupils
Laboratory classes	24 pupils

Special Education Mainstreaming: The Board hereby agrees that a disproportionate number of "mainstreamed" pupils in a given classroom may cause added responsibility for the teacher(s). To promote the equitable distribution of responsibility for "mainstreamed" pupils among teachers, when more than one classroom placement may be available to accommodate the pupil's schedule, the District shall attempt to place the pupil(s) who have been certified through IEPC (or current term) as EI, EMI, LD, or POHI in the classroom which is least impacted by the pupil, considering the severity of the individual handicap and the overall size of the classes available. In the event that it becomes necessary to place a disproportionate number of such students in a classroom, the building principal will explain the reasons to the teacher(s).

B. When classes exceed the above listed maximums, the following procedure will be followed:

1. Except as the WPEA Executive Board may otherwise agree, if the initial class enrollment in any Young 5's, Kindergarten, or Grades 1-2 exceeds the listed maximums, the building principal will explore the possibility of assigning such students to other sections whose enrollments are below the stated limits for the purpose of balancing classes within the maximum class size range set forth in Article 5. A.

2. If at any time during the academic year a teacher feels the class size is too large, or contains an over-balance of special students, he/she shall bring the problem to the WPEA. The WPEA shall be responsible for providing the building principal with its recommendations for the resolution at such time.

3. The principal shall respond to the WPEA within five (5) days of the meeting.

4. If the WPEA is still not satisfied, it may, within five (5) days of the response, take its position to the Classroom Adjustment Committee which shall meet within five (5) days of receiving the WPEA's written request.

The Classroom Adjustment Committee will consist of the President and Vice President of the Association, the teacher involved, one other principal from that grade level (if possible), and the Superintendent or his/her designee.

5. The committee will consult with the teacher, investigate and study the situation in an attempt to make adjustments to that teacher's satisfaction. The committee's decision, however, will not be subject to the grievance procedure beyond Level Two (2).

C. The parties recognize 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 parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to

implement all joint decisions thereon made by its representative and the Association. The Board agrees to keep the schools reasonably and properly equipped and maintained.

D. For each school, the Board shall provide restroom, lavatory, and adequate and accessible parking facilities all for the exclusive use of the teachers. For each school, the Board shall provide a faculty lounge, minimum of one room, appropriately furnished and with direct local phone service. Said lounges shall be supplied with bulletin boards for use by the Association. Eating shall be permitted in the faculty lounges.

The Board shall be responsible for the maintenance of the Board-owned equipment in the teachers' lounges.

E. All teachers shall be entitled to a duty-free lunch period of not less than thirty (30) minutes.

F. In the event the District establishes the position(s) of Department Chair(s), said position(s) will be filled as follows:

1. A Department Chairperson shall be selected from candidates within and by members of their respective departments(s), subject to approval by the Superintendent.

2. Department Chairpersons shall be compensated in accordance with Appendix B.

3. In the event the District determines that the departmental structure needs to be changed, the District shall consult with the Association prior to the implementation of any such change.

G. In the event parent-teacher conferences are scheduled for evenings, teachers shall be released for the period from the end of the student day to the beginning of the conference schedule. Teachers shall be released after sufficient time has been allowed for students to leave the building. All teachers are required to be in attendance at parent-teacher conferences and open house. Teachers who have children attending White Pigeon Community Schools may leave their buildings for one hour, providing they make arrangements with their building principal and provide time for all parents who wish to confer with them.

ARTICLE VI
VACANCIES AND PROMOTIONS

A. Except for temporary or emergency hiring situations, whenever a vacancy in any teaching position or extra duty assignments (as listed in Appendix B) occurs in the District, the Board shall post a notice of such vacancy on the bulletin boards in the teachers' lounges and via email.

1. All school buildings in the District shall be posted.
2. Duration of posting (#1 above) shall be five (5) school days for the current school year vacancies during the five (5) days prior to and throughout the current school year. Summer vacancies shall be posted ten (10) days.

B. Any teacher may apply for such a vacancy.

C. All teachers shall be given written notice of their tentative schedule for the forthcoming year no later than July 1 of each instructional year. In the event that changes in such schedule are proposed, all teachers affected shall be notified promptly and consulted if possible. Resignation by a teacher after August 1 shall constitute an emergency, but a vacant teaching position known prior to August 1 shall not be deemed an emergency and shall be posted in accordance with the provisions of the Master Agreement.

ARTICLE VII
HEALTH AND CHILD CARE LEAVES

A. Illness or Disability - Sick leave may be used for the following reasons:

1. Illness in the immediate family, herein defined as present spouse, natural children, and dependent children, and parents.

2. Death in the immediate family, including grandparents, grandchildren, in-laws, and any other dependents of the teacher. A maximum of ten (10) days may be used for this reason. Additional days will be granted if a physician prescribes the need for additional days.

3. Emergency medical and dental work.

4. Personal illness or disability.

B. Any teacher who is absent from duty for reasons of personal illness or disability for a period of five (5) consecutive days or more shall, if requested, supply the Board with a statement from the attending physician confirming the illness or disability during the period of absence.

C. Teachers shall be credited eleven (11) days of sick leave per year and may accumulate a maximum of one hundred ten (110) days. This shall be prorated for teachers who begin after the start of the school year.

If an employee is unable to complete a school year and has used more of the sick leave days attributable to that year than she/he would have accrued at the rate of 11 per year, the employee shall have the value of such excess days used deducted from her/his last paycheck.

1. 11 Sick leave days will be given to teachers above the cap of 110 sick days each year. Leave days will be taken from those added days given at the beginning of the school year as needed by the teacher throughout the school year.

2. Once a teacher has accumulated more than 110 unused sick days leave days, a teacher may cash in those days that exceed 110 sick days at $25 a day when the teacher chooses to cash them in. The request must be made by the Friday before Memorial Day and will be paid out at the second pay period in June.

Date

Affected Bargaining Unit Member

(Forms are to be submitted to the Building Principal)

1. Teachers who are absent because of an injury or disease compensable under the Michigan Workers' Compensation Law, shall receive from the Board the difference between the allowance under the Michigan Workers' Compensation Law and their regular salary for the time they are off work under a workers' compensation claim.

2. Any teacher whose personal illness or disability extended beyond the period of compensation under Article VIII shall be granted a leave of absence up to one (1) year without pay, experience credit for increments, or other contractual benefits; except as covered in the Family and Medical Leave Act of 1993 concerning fringe benefits. Said leave shall be renewable at the Board's discretion. Teachers terminating such leaves and notifying their Principals with written notice of termination of said leaves at least ten (10) days prior to their anticipated returns, shall be assigned to the same positions, if available, or to substantially equivalent positions.

3. Master Sick Bank: For the purposes of assisting teachers, the Board and the Association agree to establish a sick bank to be administered by the Association. After receiving approval from the Superintendent for a leave that qualifies under FMLA, a member of the bargaining unit may request to draw from the sick bank from the Association to cover loss of wages due to a lack of individual paid leave. The Association shall notify the Superintendent of the number of sick bank days granted to the requesting member of the bargaining unit. Decisions by the Association related to the granting or denial of use of the sick bank are not subject to the grievance process.

   The sick bank may accumulate up to two hundred (200) days of paid leave. When the sick bank accumulation decreases by the number of days equal to the size of the bargaining unit minus any teachers utilizing the sick bank that year, each member of the bargaining unit minus the members of the bargaining unit utilizing the sick bank that year shall be assessed one (1) day paid leave day for personal illness, medical and dental appointments or disability. The Association shall provide the Superintendent or their appointee with a quarterly report on the use of the sick bank, and immediately notify the Superintendent or their appointee of a need to assess the members of the bargaining unit minus the members of the bargaining unit utilizing the sick bank that year.

   The procedure for the administration of the Master Sick Bank shall be in accordance with the following provisions and shall be for the use and benefit of all eligible bargaining unit employees who apply and whose applications are subsequently approved for sick day(s)

benefits. Applications will be submitted within the pay period that days were depleted. The Sick Bank reserves the right to adjust for extenuating circumstances.

4. The Sick Bank may accumulate up to two hundred (200) days of sick leave. Any teacher, upon majority decision of the Committee, may draw sick leave from the bank up to thirty (30) days of leave in a school year.

   When the accumulation of the bank has been reduced to a number of days equal to the size of the teaching staff, each teacher will contribute one (1) day of earned sick leave to replenish the bank. The Sick Bank is to be administered by the Sick Bank Committee which shall be composed of two (2) Association Representatives appointed by the Association Executive Board of Directors. The Master Sick Bank shall be approved/denied by the committee and shall be by a majority vote of the entire committee. The Sick Bank shall use as guidelines those reasons set forth under FMLA and excusable leaves of absence as stated in this Article.

   The procedure for the administration of the Master Sick Bank shall be in accordance with the following provisions and shall be for the use and benefit of all eligible bargaining unit employees who apply and whose applications are subsequently approved for sick day(s) benefits. Applications will be submitted within the pay period that days were depleted. The Sick Bank reserves the right to adjust for extenuating circumstances.

5. Any bargaining unit member shall be eligible to make application to the Sick Bank Committee for sick days of benefit after the member has been employed and worked a minimum of six months and the member must be incapacitated for at least five (5) consecutive working days for a FMLA recognized medical reason and must have exhausted all days available in the employee's personal sick leave accumulation before drawing on the Master Sick Bank. The Family and Medical Leave Act (FMLA) of 1993 required covered employers to provide eligible employees with up to twelve (12) weeks of unpaid leave (if no accumulated paid time is available) for job-protected leave annually.

   If a bargaining unit member is incapacitated for at least ten (10) working days (not necessarily consecutive working days) in any one instructional year and there is a further incapacitation which appears to be a recurrence of the same illness or accident and the same licensed physician who originally handled the case verifies by written statement that such incapacitation is a recurrence, then the five (5) consecutive day eligibility requirement can be waived in such instance at the discretion of the Sick Bank Committee. In the instance of a recurrence of an illness, the employee may change physicians. Examples include: Chemotherapy, Physical Therapy, Kidney Dialysis, and any other medically verified need for intermittent leave that may not fit the criteria of five (5) days consecutive absence.

   No more than twenty (20) sick days shall be approved for deduction from the Master Sick Bank per each written request. No more than thirty (30) days may be withdrawn by a bargaining unit member from the Master Sick Bank annually. An affected bargaining unit member who makes a second application for sick bank time shall satisfy all of the

aforementioned criteria required above.

6. Application to the Master Sick Bank

Each application (as listed in Section 6 below) for sick days of benefit from the Master Sick Bank must be submitted on the Sick Bank Application Form to the Sick Bank Committee after the affected bargaining unit member's personal sick leave/paid accumulated personal leave has been exhausted.

Each application will be approved or rejected on the basis of each individual bargaining unit member's ability to meet the FMLA recognized medical circumstances. All applications must be accompanied by supporting statements from a licensed physician. Upon approval or denial of each application the Sick Bank Committee shall provide written response to the affected bargaining unit member. The Committee shall return all supporting medical statements to the bargaining unit member with the written decision to approve or reject the application. The Sick Bank Committee also recognizes the legal requirement to protect the privacy of the affected bargaining unit members and shall not discuss, outside of the committee the medical reasons for the request other than to give formal notice of approval of withdrawal to the Superintendent of the White Pigeon Community School District.

7. Sick Bank Committee

The Sick Bank Committee shall be composed of two (2) Association Representatives appointed by the Association Executive Board of Directors. The Master Sick Bank shall be approved/denied by the committee, shall be by a majority vote of the entire committee.

8. Administration

The Master Sick Bank shall be administered by the Sick Bank Committee in accordance with the following provisions:

In the event that a bargaining unit member is eligible for LTD insurance compensation that affected bargaining unit employee shall not be allowed more than the number of days needed to satisfy the waiting period for LTD benefits from the Master Sick Bank in any school year.

- The formal notice of approval authorizing an award of sick days from the Master Sick Bank to a bargaining unit employee will be sent to the Superintendent within five (5) days of authorization for deduction from the Master Sick Bank. The Board of Education may require that the affected bargaining unit member provide supporting statements from a licensed physician. All approvals/denials shall be signed by no less than three members of the Sick Bank Committee and President of the White Pigeon Education Association.

- The records of the Master Sick Bank shall be audited annually at the end of each of each school year by a committee composed of three MEA members by

appointment of the White Pigeon Education Association Executive Board. A copy of the audit report shall be furnished to the Executive Board of the Association and to the Master Sick Bank Committee.

9. MASTER SICK BANK APPLICATION

I_____ am making a formal request for withdrawal from the Master Sick Bank as my personal accumulated sick leave has been depleted. I have been provided with a copy of the Master Sick Bank Guidelines and Administrative Policy. My signature attests that I understand the requirements for application to this sick bank. I have attached the necessary medical verification to this written request.

10. When regularly scheduled school days are canceled by the Administration, those teachers who at that time, are on approved leave of any kind of two (2) days or less duration will not have those days of absence charged against credited leave time.

D. Child Care Leave

A teacher shall be granted a child care leave upon request in accordance with the Family and Medical Leave Act (FMLA). Upon return, the teacher will be reinstated to the teacher's former position or to a position of like nature, seniority, status, and pay.

ARTICLE VIII
OTHER LEAVES

A. Association Leave

At the beginning of every school year, the Association shall be allowed a maximum of four (4) paid leave days, non accumulative, to be used by teachers who are officers or agents of the Association, such use is to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave.

B. Personal Business Leave

1. At the beginning of every school year, each teacher shall be allowed a maximum of two (2) paid personal business days. Personal business days should be used only for matters which cannot be handled outside school hours. Teachers planning to use a personal leave day shall notify their principals at least three (3) days in advance, except in cases of

emergency, and shall be given permission to use the day or days. Personal business days may accumulate to a total of six (6) days.

2. Personal business days, for the purpose of extended vacations, will be discussed with the principals and only five (5) people per building will be granted each year. Once a personal day for an extended vacation has been granted, a member will not be granted another personal day to extend a vacation for three (3) years.

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

   a. Absence when a teacher is called for jury service. The Board will pay the difference between the teacher's per diem and the allowance paid by court for the same, for each day of jury duty.

   b. Court appearance as a witness in any case connected with the teacher's employment or the school or whenever the teacher is subpoenaed to attend any such proceedings. This provision does not apply to cases between the teacher, and/or Association, and the District.

   c. Approved visitation at other schools or for attending education conferences or conventions, including Association workshops or conferences.

C. Professional Business Leave

Conferences, workshops, conventions, and visitation days offer valuable in-service opportunities to teachers; therefore a reasonable number of teachers, within the limitations of administratively approved budget appropriations and educational objectives should be encouraged to attend the same. The teacher planning to use professional business days shall notify the Principal at least one (1) week in advance of the anticipated absence. Mileage, registration, and housing fees as approved by the Superintendent or their designee shall be paid by the District. Teachers may request registration fees in advance and shall be paid mileage allowance expenses upon the presentation of completed vouchers. Any trip in excess of two hundred (200) miles one-way must have prior approval of the Board. Attendance at such conferences shall be rotated, among those applying within a building, on as equitable a basis as possible.

D. Study Leave

Leaves of absence without pay may be granted, at the sole discretion of the Board, upon a semester basis unless otherwise negotiated, with the following stipulations:

1. There shall be no more than three (3) teachers on study leave at any one time.

2. There shall be no more than one teacher on leave from each department or grade level at any one time.

3. Each teacher on study leave shall be enrolled in a minimum of two classes having a minimum total five (5) semester hours.

Application for these leaves must be presented to the building principal at least sixty (60) days prior to the beginning of the proposed semester of leave and shall be granted for any of the following purposes:

1. Study related to the teacher's field of certification.

2. Study to meet eligibility requirements for certification in another teaching field other than that held by the teacher.

3. Study, research, or special teaching assignment involving advantage to the school system.

Teachers on study leave agree to supply the superintendent with a current mailing address.

E. Military Leave

Any teacher inducted or enlisted for service in the Armed Forces of the United States shall be granted a military leave of absence. Re- assignment of teachers terminating such leave shall be governed by the School Code or any applicable law effective at the time of the assignment.

F. Miscellaneous Leave

Upon request from a teacher, and at the Board's discretion, a teacher may be granted a one-year (1) leave of absence without pay, experience credit for increments, and other contractual benefits.

G. Termination of Leave

At least thirty (30) days prior to the expiration of his/her leave, the teacher shall notify the Superintendent of his/her intention regarding return to the district upon the expiration of the leave.

ARTICLE IX
TEACHER MENTOR PROGRAM

A. For the first three (3) years of his/her employment in classroom teaching, a teacher will be assigned a master teacher(s) who will serve as mentor to the new teacher.

B. Recognizing the special needs of probationary teachers in becoming oriented to the teaching profession and to the School District, and to improve the quality of instruction, the School District commits to establishing a mentor teacher program. The duties of mentor teachers shall include, but are not limited to, assisting, observing and counseling the probationary

teacher for the purpose of acclimating the probationary teacher to the teaching profession and to the District.

C. The Board reserves the right to unilaterally appoint persons to serve as master or mentor teachers for all purposes for which such persons are required by law. Such individuals may be appointed from either inside or outside the bargaining unit, as deemed appropriate by the Board. Provided, however, that the Board shall give good faith and reasonable consideration to an internal applicant from within the tenured teaching staff who meet the qualification standards which may be established by the Administration.

D. Minimum requirements for applicants for mentor teaching positions shall include successful prior teaching experience, familiarity with current educational philosophies of instruction and genuine willingness to work cooperatively with any District Administrator(s) responsible for supervision of the probationary teacher. Mentor teacher pay is per Appendix B, Extra Duty Assignment Schedule.

E. No member of the bargaining unit shall be involuntarily assigned to serve as a mentor teacher without compensation under Appendix B, Extra Duty Assignment Schedule.

F. Any member of the bargaining unit that is appointed as a mentor teacher shall be provided with release time, if necessary, for training as a mentor to be scheduled during his/her regular duty hours.

G. The district shall promptly notify the Association when a mentor teacher is matched with his/her mentee.

H. When a bargaining unit member serves as a mentor, reasonable effort will be made to match mentors and mentees who work in the same building and have the same area of certification.

ARTICLE X
TEACHER FILES

A. File Content

Prior to the placement of any material in a teacher's file, the teacher must have an opportunity to respond. Said response shall become a part of said file. Each teacher's personnel file shall contain the following minimum of information:

1. Copies of Probationary Contracts, a copy of the Tenure Contract and Annual Salary notice.

2. Original application form

3. A copy of the teacher's valid certificate as recorded with the Intermediate Superintendent's office.

4. A complete official transcript of all academic credit as provided by the teacher to the Board.

5. Tenure recommendation.

6. File Review

All teachers shall have the right, by appointment with the administration, to review the contents of their personnel files. The Superintendent, or, in his or her absence, a Building Principal, shall be present during the review. At the teacher's request, a representative of the Association may accompany the teacher in this review.

ARTICLE XI
PROTECTION OF TEACHERS

A. The parties recognize the mutual duty of the administration and teachers to maintain control and discipline on the school site. A teacher may use such reasonable physical force as is necessary on the person of any pupil to protect him/herself from attack, or to prevent injury to another student.

B. Since the teacher's authority and effectiveness in the classroom is undermined when students discover that there is insufficient administrative backing and support of the teachers, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, special workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to provide assistance to such pupil.

C. Any case of an assault upon a teacher, which relates to that teacher's contractual duties, shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to the extent covered by the district's insurance policies with respect to such assault.

D. If any teacher is complained against or sued by reason of disciplinary action by the teacher against a student, the Board will provide assistance to the teacher's legal counsel to the extent covered by the district's insurance policies

E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be required to pay for students' damage or loss of property attributable to students, except in the case of negligence or neglect of duty.

F. Teachers desiring to direct "official" written communication to parents or "guardians" relative to school policies, practices, and/or curricular programs shall notify and receive the permission in advance from their building principal or the district superintendent.

ARTICLE XII
SENIORITY

No later than thirty (30) days following the implementation of this Agreement, and by every September 30 thereafter, the district shall prepare a seniority list and present it to the Association President. Seniority will be determined by date and time of Letter of Intent.

ARTICLE XIII
NEGOTIATION PROCEDURES

A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to professional negotiations between them from time to time during the period of this Agreement, upon request of either party, to the other. The parties undertake to cooperate in arranging meetings, selection of representatives for such discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. Prior to the expiration of this Agreement or any part thereof, the parties will begin to negotiate terms and conditions of employment for teachers under the forthcoming Agreement.

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

D. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. The Association accordingly agrees that neither it nor its members will engage in or assist in any strike, picketing, slowdown, boycott, or other interruption of activities in the school system, against the White Pigeon Community Schools, during the period of this agreement; and the Board agrees that, for the period of this agreement, it will not engage in any lockout as defined by Section 1 of the Public Employment Relations Act.

ARTICLE XIV
GRIEVANCE PROCEDURE

A. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. The termination of employment or failure to re-employ any teacher

2. Any Article or Section of the Agreement that has, by its wording, been excluded from the grievance procedure:

3. Any matter set forth in this Agreement which is covered by a State or Federal Law;

4. The evaluation, layoff/recall, and assignment

B. Oral Level

A teacher, group of teachers, or the Association alleging a violation of the express provisions of this contract shall within seven (7) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within seven (7) days of said discussion to Written Level 1.

C. Written Level 1

A copy of the written grievance shall be filed with the building principal. Within five (5) days of receipt of the grievance, the principal or his designated representative will make his written disposition and give a copy to the grievant(s) or their Association representative. If the Principal's disposition is not satisfactory to the grievant(s), the grievant(s) shall within seven (7) days appeal the grievance in writing to the Superintendent.

Written Level 2

The Superintendent shall have ten (10) days from date of receipt to meet with the grievant(s) or the Association and approve or disapprove it and transmit his written disposition to the grievant(s).

D. Level Three Grievance Procedure

If the grievance is not settled at the preceding step, it may be submitted to binding arbitration. Within ten (10) working days of the receipt of the Superintendent's answer, the party choosing to arbitrate must give written notice to the other party. Following this written notice, the parties will, within ten (10) working days, select an arbitrator according to the following procedure:

1. Attempt to select an arbitrator by mutual consent.

2. If the parties cannot agree upon an arbitrator, then the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings.

3. Neither party shall be permitted to assert in such arbitration hearing any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement, nor shall the arbitrator have power to interpret state or federal law. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one. Arbitration awards or grievance settlements will not be made retroactive beyond the date

of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement cover claims arising out of events earlier than thirty (30) days prior to the grievance filing date. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

E. The fees and expenses of the arbitrator shall be shared equally by the Association and the Board.

F. Should a grievant fail to institute a grievance with the time limits specified, the grievance will not be processed. Should a grievance fail to appeal a decision within the limits specified, or leave the employ of the Board, (except a claim involving a remedy directly benefiting the grievance regardless of his employment), all further proceedings on a previously instituted grievance shall be barred.

G. In the event a grievance directly involves the Association as a whole or teachers in more than one building, the grievance may be initiated at Written Level 2 provided it is filed with the Superintendent within seven (7) days of its alleged occurrence.

H. The term "day or days" used in this article shall refer to Monday through Friday, excluding scheduled or legal holidays and winter and spring breaks.

ARTICLE XV
PROFESSIONAL IMPROVEMENT

The Board shall reimburse teachers for additional training in education, Categories I and II as regulated herein.

A. Category I is limited to those credit hours leading to qualification for any of the following: (Provisional or Continuing Certification for teachers employed prior to June 1, 1981), Master's, Education Specialist's, or Doctor's Degree. To qualify for Category I reimbursement, teachers shall:

1. File with the Superintendent on or before the opening day of school in the September immediately following the completion of such training, a statement of intent to apply such credits to a certification or degree program and

2. Submit to the Superintendent no later than the November 1st immediately following the completion of such training, Grade Slips and/or Official Transcripts of Credit validating such credit hours.

B. Category II is limited to those credit hours within each teacher's assigned field, but outside a certification or degree program. To qualify for Category II reimbursement, teachers shall:

1. Secure written approval, dated prior to their enrollment in such training, from the Superintendent and

2. Submit to the Superintendent no later than the November 1st immediately following the completion of such training, Grade Slips and/or Official Transcripts of Credit validating such credit hours. Failure of the Superintendent to respond to said written request within twenty (20) working days of their receipt shall constitute approval.

C. Categories I and II

1. The Board shall fund only that additional training started by teachers subsequent to their working under the Agreement.

2. Reimbursement for additional training completed after September 15 shall be made by the end of the semester following the completion of the work.

3. The maximum annual contract year additional training reimbursement made to any teacher shall be five hundred dollars ($500.00). Rates are as follows: up to two hundred and fifty dollars ($250) per credit hour.

ARTICLE XVI
SCHOOL CALENDAR

A. The parties agree that some aspects of the School Calendar are negotiable, including, but not limited to, professional development days, built-in school holidays, and breaks, and further agree that for the term of this Agreement, the School Calendar shall be set forth in Appendix C. There shall be no deviation from or change in the School Calendar except by mutual agreement of the Board and the Association. The parties also agree to abide by the basic structure and intent of the St. Joseph County Common Calendar after both parties have gone through the established ratification procedure.

B. One additional day shall be designated, prior to the opening of the school term in the fall, the date to be set by the Administration and announced to all professional personnel, for the purpose of orientation of new personnel. This day shall be included as a mandatory part of the first probationary contract, and shall not be subject to any additional reimbursement under this Agreement. One half of said day shall consist of an appropriate program explaining the master contract. This program shall be jointly sponsored by the Association and the Administration.

C. The dates of In-Service Days shall be determined by mutual agreement of the Association and the District. The content of the in-service day shall be planned by the Curriculum Director. All teaching personnel shall participate for the length of the regular school day that is released for such activities and all time shall be applied toward Professional Development hours.

D. All teaching personnel shall participate on Clerical Work Days for the full length of the regular school day at such activities as grading tests, figuring semester grades, preparing lesson plans or other related activities.

E. Any lost days of instruction that have to be rescheduled due to State or Federal regulations shall be made up by the Association without additional compensation.

F. All state and federal required professional development days (in-services) required for new teachers will not be reimbursed by the District unless said professional development is included as part of the teacher Individual Development Plan (IDP) or otherwise covered under Article IX, Section C.

Approved

White Pigeon Community Schools

2025-26 Shared Services Calendar

Based on 180 membership days

JULY 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12-13 Local District & ISD PD Week
18 Students Report half day
29 No Student – Friday before (Labor Day (set by Legislature)
9 membership days

SEPTEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 Labor Day – No Classes
15 Fair Day half day –optional PD Day
21 membership days

OCTOBER 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 Pupil Accounting Count Day
23-24 half day parent conference
23 membership days

NOVEMBER 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

26-28 Thanksgiving – No Classes
17 membership days

DECEMBER 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19 End of 1st Semester
Dec 22-Jan 2 Winter Recess – No Classes
15 membership days

JANUARY 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Dec 22-Jan 2 Winter Recess – No Classes
20 membership days

FEBRUARY 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

8 and 9-Winter Break – No Classes
11 Pupil Accounting Count Day
18 membership days

MARCH 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

27 No Classes
March 30-April 3 Spring Break – No Classes
19 membership days

APRIL 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

March 30-April 3 Spring Break – No Classes
3-Good Friday
19 membership days

MAY 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25 Memorial Day
27-28 half days, last days
19 membership days

JUNE 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

PLCS will run from September 5 to May 22

ARTICLE XVII
FRINGE BENEFITS

A. Health Insurance

The district share of annual health insurance premiums shall be the maximum allowed under state law for full family, two person, and single coverage. Teachers shall pay for the remaining share of any health insurance premiums. The employee contribution shall be spread evenly over 26 or 21 pays, and the breakdown of employee costs shall be provided to employees prior to the renewal of insurance plan or no later than July 1 annually.

Each teacher may enroll in the West Michigan Insurance Pool health insurance plans offered by the district. If year-to-year changes are made to plan options, the parties will meet to discuss which plan options should be offered.

The employer shall provide a Section 125 plan so that employees may pay insurance premiums with pre-tax dollars.

Teachers electing to take cash in lieu of medical insurance will still receive single only Dental/Vision coverage per the requirement of MESSA that all members participate in the plan with no "opt outs" allowed. Cash in lieu would be reduced $400 per year to cover that expense to the district. Full family cash in lieu would be $4,400 annually, Two person cash in lieu would be $3,200 annually, Single cash in lieu would be $2000 annually.

Teachers may elect to receive this cash-in-lieu benefit in the form of taxable cash income or an annuity.

Teachers who elect the cash-in-lieu of benefits option may purchase dental, vision, and life insurance via payroll deduction at their own expense with no district contribution to any premiums.

B. The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue code. Teachers may use this money for MESSA options upon completion of the appropriate application forms, or a specified amount may be applied through a Salary Reduction Agreement by the bargaining unit member towards MEA-FS Tax Deferred Annuities (TDA), or other non-taxable options provided by annuity companies mutually identified by the Board and Association. All selections may be payroll deducted.

C. There shall be no duplication of health coverage in the event more than one member of the same family is employed in this system as a teacher.

D. Part-time employees shall receive benefits on a pro-rata basis.

E. Insurance plan options shall be listed as an appendix to this contract.

F. The above coverages shall go into effect by the first day of the month following the month the teacher becomes eligible. It is expressly understood that in the event spouses are both employees of the District, one such person shall be designated as the insured and be eligible for health, dental, vision, and life insurance and the other shall only be eligible for dental, vision, and life insurance.

G. Benefits shall be prorated for teachers working less than full-time.:

3/4 time	75% of full-time benefit amounts
1/2 time to 3/4 time	50% of full-time benefit amounts
Less than 1/2 time	0% of full-time benefit amounts

H. The provision of the above insurances shall be subject to the rules and regulations of the underwriter(s).

ARTICLE XVIII
MISCELLANEOUS PROVISIONS

A. If any provisions of the Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provisions or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relations of the parties hereunder.

B. Continuous Improvement Plans

1. The Board, Administration, Teachers and Association recognize the necessity of maintaining ongoing district-wide and building-level continuous improvement plans and the importance of continued recognition of quality educational services as a fundamental priority and shared goal of the parties.

2. The Board recognizes that the terms and conditions of the collective bargaining agreement will govern with respect to wages, hours and other conditions of employment and that those terms shall not be altered or modified through the school improvement process, absent written mutual agreement and ratification by the parties.

C. Annexation/Consolidation

The Board will use its best efforts to see that the White Pigeon teachers' service to the White Pigeon Community Schools is recognized in any new district formed by consolidation.

ARTICLE XIX
DISTRICT'S RIGHTS

Section 1:

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by all applicable State and Federal laws as well as the terms and conditions of this Agreement. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to:

1. Determine financial policies, manage and control its business, its equipment and its operations and to direct the working force and affairs of the entire school system.

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

3. Direct the working forces, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees.

4. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the work including automation or subcontracting thereof or changes therein.

5. The Board shall continue to have the exclusive right to establish, modify, or change any condition except those covered by provisions of this Master Agreement.

Section 2:

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies, the construction, acquisition and maintenance of school buildings and equipment, the evaluation, discipline, promotion and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority not specifically relinquished to the Association by this Agreement.

Section 3:

The listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past.

ARTICLE XX
RETIREMENT SEVERANCE PAY

A. Unused sick and personal leave pay out

1. A teacher will be paid at the time of retirement from teaching, the sum of twenty five (25) per day of accumulated sick leave and personal leave days.

2. In order to qualify for this payout provision, the teacher must:

   a. Have twenty (20) or more years of experience with at least fifteen (15) consecutive years in the White Pigeon Community School system, and

   b. Notify the Superintendent of his or her Office of Retirement Services effective retirement date by May 1st if not returning to teach in the fall.

B. Early Retirement Severance Pay

1. Teachers electing early retirement, shall receive 100% of the difference of their base pay and the base pay at step 1 of the BA column on the contract salary schedule; this applies only up to and including 30 years of service. Over 30 years, said teacher shall receive 50% of the difference. To be eligible for the early retirement severance pay, the prospective employee must:

   a. Retire from the profession of teaching and establish a retirement effective date with the Office of Retirement Services (ORS). The District must receive a request from the Office of Retirement Services (ORS) for verification of final wages in order for payment to be made on or before September 30th, for qualified employees.

   b. Have fifteen (15) consecutive years of service in the White Pigeon Community School system.

The Early Retirement Severance Pay shall be paid within thirty (30) days of the date of retirement, if retirement is during the school year. If retirement is at the end of the school year, payment shall be on or before September 30. Teachers electing early retirement must present a letter of resignation for retirement to the Superintendent by May 1st of the current school year. If extenuating circumstances exist, early retirement severance pay requests will be considered after May 1st.

B. Extenuating circumstances may include, but are not limited to, a serious or life threatening illness or accident of the employee or immediate family member, the death of an immediate family member, or the job transfer of a spouse or immediate family member.

C. If denied for a reason related to paragraph B above regarding extenuating circumstances, a formal request should be made to the Board. There will be a meeting with the

Superintendent with a union representative. If necessary and allowable, there will be closed session meeting with the Board.

D. All new employees to the district hired after June 26, 2013 are not eligible for this Early Retirement Severance Pay provision. This provision will expire and be removed for the contract on July 1, 2033.

ARTICLE XXI
EMERGENCY FINANCIAL MANAGER

If an Emergency Financial Manager is appointed by the state under the Fiscal Accountability Act, the Emergency Manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

ARTICLE XXII
DURATION

This agreement shall be effective on August 16, 2025 and shall continue in effect until August 15, 2028.

SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION
WHITE PIGEON EDUCATION ASSOCIATION

Signed: Holly Leister
WPEA President

Signed: Mary Bogue 08/13/2025
UniServ Director

Signed:

Signed:

Signed:

WHITE PIGEON COMMUNITY SCHOOLS BOARD OF EDUCATION

Signed: Nicole Sigler

Signed: Jen Stuart

Signed:

This Official Document of Ratification bearing the actual signatures of the Representatives of the parties involved shall be on file with the White Pigeon Community School District Board of Education in the Office of the Superintendent of Schools and will be made available for public inspection upon request.

APPENDIX A

APPENDIX B
EXTRA-DUTY ASSIGNMENT SCHEDULE

An interviewing committee will be established when there is more than one applicant for a position. This committee will consist of the Athletic Director, a Principal, 2 (two) members of the White Pigeon Education Association, and a White Pigeon Community School Board Member. The Chairperson of each committee will appoint a representative.

Extra-Duty Assignment pay schedule. Payable as follows:

These assignments shall be paid on a percentage basis of the actual experience on the Bachelor's Degree bracket for 1-13 years of experience. These assignments shall be paid on a percentage basis of the actual experience on the Bachelor's Degree +18 hours bracket for 14 or more years of experience.

Up to seven (7) years of credit may be given for prior experience when coming into the system. Provision is made under Article XIII, Sections A, B, and C, and shall serve as the authority to meet emergency conditions or specific recruitment needs.

COACHING ASSIGNMENTS	% ON B.A.or B.A. + 18 BRACKET
Athletic Trainer (with no coaching)	8% Fall; 6% Winter; 5% Spring
Athletic Strength and Conditioning Coach	5%
Head Girls' Basketball Coach	10
Assistant Varsity Girls Basketball Coach	5
JV Girls Basketball Coach	6
Freshman	5
MS, Intramural	4
Varsity Cheerleading Coach	6 % per season
Competitive Cheerleading Coach	10
Assistant Competitive Cheer Coach	5
Reserve Cheerleading Advisor	5 (2-1/2%/season)
Freshman Cheerleading Advisor	5 (2-1/2%/season)
M.S. Cheerleading Coach	4
M.S. Competitive Cheer Coach	4
Head Cross Country Coach	10
Assistant Cross Country Coach	5
Head Varsity Football Coach	10
1st Assistant Varsity Football	6
2nd Assistant Varsity Football	6
Head JV Football	6
Assistant JV Football	5
MS Football	
7th Grade	4
8th Grade	4
Head Golf Coach	10
JV Golf Coach	6
Head Boys' Basketball Coach	10

Assistant Boys Varsity Basketball Coach	5
JV Basketball	6
Freshman Basketball	5
7th Grade Basketball	4
8th Grade Basketball	4
Head Volleyball Coach	10
Assistant Varsity Volleyball Coach	5
JV Volleyball Coach	6
Freshman Volleyball	5
MS Volleyball	4
Head Wrestling Coach	10
Assistant/ JV Wrestling Coach	6
MS Wrestling Coach	4
MS Assistant Wrestling Coach	3
Head Baseball Coach	10
Assistant Varsity Baseball Coach	5
JV Baseball Coach	6
MS Baseball Coach	4
Head Softball Coach	10
Assistant Varsity Softball Coach	5
JV Softball Coach	6
MS Softball Coach	4
Head Boys Track Coach	10
Assistant Boys Track Coach	5
Head Girls Track Coach	10
Assistant Girls Track Coach	5
MS Track	
Boys	4
Girls	4

Coaching and Sponsorships shall be paid on a schedule of periods of work completion when assignment does not run for the entire school year.

ASSIGNMENT	% ON B.A. BRACKET
Athletic Director	7% per season (any teaching assignment in conjunction with this shall not exceed ½ time, i.e. 0.5 FTE's)
Mentor	3
Band Master	10 (8%/teacher if two)
Assistant Marching Band Director	5
Debate Coach	5
Department or Grade Level Chairperson	2
HS Youth in Government Advisor	6
MS Youth in Government Advisor	3
Musical or All School Play Director	4

Music Director	3
Drama Class Production	1% per production (Max. 2%)
Pep Club	2-1/2% Fall; 2-1/2% Winter
Science Fair Coordinator	2 (Paid upon Completion)
Varsity Club Advisor	5
Vocal Music Director	4
Yearbook Advisor/High School	4
Middle School	1
Senior Class Advisor	8
Junior Class Advisor	8
Sophomore Class Advisor	3
Freshman Class Advisor	3
Personal Curriculum Coordinator	3
National Honor Society	3
Foreign Language Club	3
Science Olympiad H.S.	3
Science Olympiad M.S.	3
High School Student Council	8
Middle School Student Council	4
SADD	4
Peer Mediation	2
Crime Stoppers	3

Extra Class	Shall be compensated at a rate based on current Step of salary schedule. This rate will be broken down based on current day's assignment. (Example: 7 hour day = 1/7 rate of current salary Step.)
Supervision of Extra Curricular Activities	$10.00/hour with the hours to be pre approved administratively.
Middle School/High School	
Quiz Bowl	4
Math Meet	3
Elementary	
Student Council	3
Clue Me In	3
Yearbook	2
Young Authors	1
Coordinator of pre-established class/grade trip or camp	3
Elementary Greenfield Village	
5th Grade Camp	
6th Grade Trip	
Middle School Trip	
Mileage	Per Board policy

Counselor (for work assigned before and after regular contract year)	$30.00
Web Content Manager & Social Media Manager middle school/high school athletics	8
Web Content Manager Social Media Manager -elementary/district	8
Homeless Liaison	5
Report Card Coordinator – Elementary	2
Report Card Coordinator – Secondary	2
Robotics-Middle School	3
District Print Media Manager	3
ELL Coordinator	3

*These assignments shall be paid when the duties are performed outside regular school hours.

*Assistant Coaches for all Varsity sports if needed will be approved by the Athletic Director.

*Assistant Marching Band Director if needed will be approved by the High School Principal.

APPENDIX C
TABLE OF PAYMENT FOR EXTRA-DUTY ASSIGNMENT
CONTRACTS FOR 2025-2028 SCHOOL YEARS

Extra-Duty Assignments which are not listed on the table below will be paid over 20 or 26 pay periods, as specified by the employee, for the school year. The dates listed below refer to the payroll date nearest the date given. In most instances, the pay dates will be the second pay day of the month listed, and is intended to spread the pay schedule over the period of the activity involved and to complete payment for the activity during the month that the activity is concluded. This schedule is to be included as a part of the Extra-Duty Assignment Contract.

ASSIGNMENT	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
Athletic Director				7%				7%			7%	
Athletic Trainer		8%			5%			5%				
Basketball (G)					¼	¼	½					
Cross Country		½	½									
Football		¼	¼	½								
Football Cheer Coach		½	½									
Golf									¼	¼	½	
Basketball (B)					¼	¼	¼	¼				
Competitive Cheer						½	1/2					
M.S. Basketball (B)				½	½							
Basketball Cheer Coach							½	½				
Volleyball			½	½								
Wrestling					¼	¼	¼	¼				
Baseball									¼	¼	½	
Softball									¼	¼	½	
M.S. Track (B & G)								½	½			
Track (B & G)									¼	¼	½	
Assistant Track (B & G)									¼	¼	½	

M.S. Track (B & G)				½	½			
Summer Band							½	½
M.S. Basketball (G)	½	½						

2025-2026 WPEA Wage Scale

	BA	BA+18	MA/BA+35	MA+18/BA+53
1	42,603	44,747	46,142	47,048
2	42,957	45,101	46,498	48,179
3	43,745	45,458	46,857	49,319
4	44,884	45,883	47,288	50,455
5	46,021	47,021	48,422	51,596
6	47,158	47,984	49,559	52,731
7	48,506	49,511	50,910	54,083
8	49,434	51,849	53,246	56,418
9	50,285	53,853	55,247	58,423
10	51,421	55,712	57,253	60,571
11	52,557	56,421	57,968	61,286
12	55,717	58,046	59,562	63,197
13	57,191	59,802	62,821	65,974
14	0	66,039	69,060	71,348
15	0	71,521	73,535	75,730
16	0	71,878	73,901	76,109
20	0	72,236	74,273	76,488
25	0	72,598	74,642	76,873

1.035

Above chart reflects 24/25 contract wages + 3.5% increase

The 2025-2026 pay scale will be negotiated at the end of the 2025 and 2026 school years.

APPENDIX D

2025-2026 Health Insurance Plans

OPEN ENROLLMENT - June 2nd - June 20th

The new premiums are reflected below with the corresponding amount per paycheck you will pay in the green column.

NOTE: The Value 1000 Plan is the new plan being offered this year

The annual increase in the CAP, which is the amounf of the premium that the district picks up, is reflectedin the block on the right. The total cost paid by the district for all employees is highlighted in pink.

Plan Name/Pays Per Year	Coverage Type	25-26 Monthly Premium	25-26 Employee Per Pay
CB 500 / 26 Pays	Single	$862.97	$101.44
	2 Person	$1,941.64	$275.32
	Full Family	$2,416.25	$305.58
Versatile 5 / 26 Pays	Single	$777.30	$61.90
	2 Person	$1,748.90	$186.37
	Full Family	$2,176.40	$194.88
Flexible 2 Blue / 26 Pays	Single	$741.81	$45.52
	2 Person	$1,669.04	$149.51
	Full Family	$2,077.02	$149.02
Value 1000 / 26 Pays	Single	$642.83	$0.00
	2 Person	$1,446.36	$46.73
	Full Family	$1,799.91	$21.12
CB 500 / 21 Pays	Single	$862.97	$125.59
Versatile 5 / 21 Pays	Single	$777.30	$76.64
Flexible 2 Blue / 21 Pays	Single	$741.81	$56.36
Value 1000 / 21 Pays	Single	$642.83	$0.00

These numbers factor in the increase in the CAP which the district picks up.

Plan (Total Members)	25-26 Hard CAP	X Total Members
Single Coverage	$7,718.26	$169,801.72
2 Person Coverage	$16,141.28	$112,988.96
Full Family Coverage	$21,049.85	$463,096.70
Total District Pd. Cost		$745,887.38

APPENDIX E
FORMS

WHITE PIGEON COMMUNITY SCHOOLS
White Pigeon, Michigan 49099
REQUEST FOR PERSONAL BUSINESS DAY

Name ______________________________ Date Requested____________

Full Day ______ Half Day______

NOTE: This request must be presented to the building principal or supervisor at least three (3) working days prior to the day requested for personal business. In the event of an emergency, a phone call must be made to the building principal or supervisor and this form completed upon return to duty.

It is expressly understood by the employee that this personal business day is being used in accordance with the teachers' Master Agreement, Article IX, Section B, which states:

"Personal business days should be used for important and urgent matters which cannot be handled outside school hours."

______________________ ______________________________
Date Signature of Employee

______________________ ______________________________
Date Signature of Building Principal or Supervisor

White Copy: Payroll Secretary; Yellow Copy: Building or Dept.; Pink Copy: Person
~ ~

WHITE PIGEON COMMUNITY SCHOOLS

TIME AND MILEAGE

DATE:_____

PROJECT:_____
_____

HOURS WORKED:_____ RATE PER HOUR:_____

MILES TRAVELED:_____ RATE PER HOUR: _____

AMOUNT DUE: _____

Signed: _____

Approved: _____

WHITE PIGEON COMMUNITY SCHOOLS
ACTIVITY AND ATHLETIC FUND ACCOUNTS

MONEY FOR DEPOSIT

DATE ____________________ NAME OF CLUB ______________________________

HOW MONEY WAS EARNED

____

____

MONEY ENCLOSED IS AS FOLLOWS:

TOTAL AMOUNT OF BILLS $______________

TOTAL AMOUNT OF COINS $______________

TOTAL AMOUNT OF CHECKS $______________

TOTAL AMOUNT
OF DEPOSIT $______________

____

Person Turning in Money

____

Signature of Sponsor

~ ~

WHITE PIGEON COMMUNITY SCHOOLS
ACTIVITY FUND ACCOUNT

FOR WITHDRAWALS FROM CLASS OR CLUB TREASURY

DATE ______________________

MAKE CHECK PAYABLE TO

____

AMOUNT ______________________

REASON FOR CHECK

____

NAME OF CLASS OF CLUB

____

CHECK NUMBER ______________________

DATE ______________________

NEW BALANCE OF ACCOUNT _____
LETTER OF INTENT

WHITE PIGEON COMMUNITY SCHOOLS
WHITE PIGEON, MI 49099

SCHOOL EMPLOYMENT CONTRACT OFFER

Whereas _____ (hereinafter called the "Teacher") has represented to White Pigeon Community Schools (hereinafter called the "School") that he/she is properly certificated by the State of Michigan to teach in the position of _____; that he/she has a total of _____ years of full-time teaching experience, not including substitute teaching, in the following districts:

The school offers to hire the teacher for the school year commencing _____ and ending _____, for the position stated above and to pay said teacher for services rendered during all or part of the entire school year, as the case may be, at the rate of _____ for an entire school year.

If the teacher accepts this offer, an employment contract will be created by that acceptance. Said contract will be subject to all applicable provisions of the effective Master Contract Agreement between the School and White Pigeon Education Association.

The teacher may accept this offer by signing the acceptance at the bottom of this sheet and returning the same to the administrative office of the School at 410 E. Prairie St., White Pigeon, MI 49099, on or after _____.

If acceptance is not received by the School by the close of business on that date, this offer will be void and no contract will exist between the teacher and the school.

Signed this _____ day of _____

By _____
Superintendent

ACCEPTANCE

I hereby accept the foregoing offer and promise to diligently and conscientiously perform my duties as an employee of the School District of the City of White Pigeon during the term of my employment.

Signed this _____ day of _____

GRIEVANCE REPORT FORM

Grievance #_____ _____ School District

Distribution of Form

1.

Superintendent

GRIEVANCE REPORT

2.

Principal

3.

Association

4.

Teacher

Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed

STEP I

A. Date Cause of Grievance Occurred:

_____

B. 1. Statement of Grievance:

_____

_____

_____

_____

2. Relief Sought:

_____

_____

_____

_____ _____

Signature Date

C. Disposition by Principal:

_____

Signature Date

D. Position of Grievant and/or Association:

Signature Date

NOTE: If additional space is needed, attach an additional sheet.

(CONTINUED)

GRIEVANCE FORM CONTINUED

STEP II

A. Date Received by Superintendent or Designee:

B Disposition of Superintendent or Designee:

Signature Date

C. Position of Grievance and/or Association:

Signature Date

STEP III

A. Date Submitted to Arbitration:

B. Disposition and Award of Arbitrator:

APPENDIX F