

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, January 14, 2026
AGENDA**

I. Call to Order

II. Pledge of Allegiance

III. Board Organization

- A. Election of Officers
 - 1. Nominations for President
 - 2. Election of President
 - 3. Nomination for Vice President
 - 4. Election of Vice President
 - 5. Nomination for Secretary
 - 6. Election of Secretary
 - 7. Nomination for Treasurer
 - 8. Election of Treasurer
- B. Appointment of Representatives (WASB and LRN)
- C. Board Committee Assignments
- D. Big Red Board Chats
- E. Code of Ethics - Attachment A

IV. Board Recognitions

- A. School Board Recognition Month

V. Communications/Community Engagement

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There is one time for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

- A. Public Comments

VI. Routine Matters for Approval

- A. Minutes for the Regular Meeting of December 17, 2025
- B. Minutes for the Regular Meeting Closed Session of December 17, 2025
- C. Bills/Reimbursement of Expenses

VII. Milan Area Schools Strategic Business

- A. Learning Environment/Culture
 - 1. Policy Updates - Attachment B
- B. Personnel/Leadership
 - 1. Technology Staff Salary Schedule Update - Attachment C
 - 2. District Office Staff Salary Schedule Update - Attachment D

3. Cafeteria Employee Policies – Attachment E

C. Communication/Community Engagement

1. Public Comments
2. Student Board Member Comments
3. Assistant Superintendent Comments
4. Superintendent Comments
5. Board Member Comments

VIII. Other Old/New Business

A. Closed Session - Negotiation Strategies

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, January 14, 2026
RESOLUTIONS**

I. Call to Order

The regular meeting of the Milan Area Schools Board of Education was called to order in the District Office Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at _____ p.m. on January 14, 2026.

Board Members Present:
Board Members Absent:
Staff Present:
Guests Present:

II. Pledge of Allegiance

III. Board Organization

A. Election of Officers

1. Nominations for President
2. Election of President

Motion by _____ supported by _____ to elect _____ for President of the Milan Area Schools Board of Education for one term.

Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____
Carried _____.

3. Nomination for Vice President
4. Election of Vice President

Motion by _____ supported by _____ to elect _____ for Vice President of the Milan Area Schools Board of Education for one term.

Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____
Carried _____.

5. Nomination for Secretary
6. Election of Secretary

Motion by _____ supported by _____ to elect _____ for Secretary of the Milan Area Schools Board of Education for one term.

Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____
Carried_____.

- 7. Nomination for Treasurer
- 8. Election of Treasurer

Motion by _____ supported by _____ to elect
_____ for Treasurer of the Milan Area Schools
Board of Education for one term.

Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____
Carried_____.

B. Appointment of Representatives (WASB and LRN)

Motion by _____ supported by _____ to approve the
appointments listed below:

Washtenaw School Board Association Representative _____
Legislative Relations Network Representative _____.

Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____
Carried_____.

- C. Board Committee Assignments
- D. Big Red Board Chats
- E. Code of Ethics - Attachment A

Motion by _____ supported by _____ to accept the Code of
Ethics as included in Attachment A and read by the Board President.

Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____
Carried_____.

IV. Board Recognitions

- A. School Board Recognition Month

V. Communications/Community Engagement

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

- A. Public Comments

VI. Routine Matters for Approval

- A. Minutes of the Regular Meeting of December 17, 2025

Motion by _____ supported by _____ to approve the minutes of the regular meeting of December 17, 2025.

Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____
Carried _____.

B. Minutes of the Regular Meeting Closed Session of December 17, 2025

Motion by _____ supported by _____ to approve the minutes of the regular meeting closed session of December 17, 2025.

Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____
Carried _____.

C. Bills/Reimbursement of Expenses

Motion by _____ supported by _____ to approve the bills/reimbursement of expenses.

Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____
Carried _____.

VII. Milan Area Schools Strategic Plan Business

A. Learning Environment/Culture

1. Policy Updates - Attachment B

Motion by _____ supported by _____ to revise, repeal and/or adopt Board policies as described in Attachment B.

Gutierrez ____ Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____
Carried _____.

B. Personnel/Leadership

1. Technology Staff Salary Schedule Update - Attachment C

Motion by _____ support by _____ to approve the Technology Staff Salary Schedule Update as described in Attachment C.

Heikka ____ Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____
Carried _____.

2. District Office Staff Salary Schedule Update - Attachment D

Motion by _____ support by _____ to approve the District Office Salary Schedule Update as described in Attachment D.

Meray ____ Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____
Carried _____.

3. Cafeteria Employee Policies - Attachment E

Motion by _____ supported by _____ to approve the Cafeteria
Employee Policies as detailed in Attachment E.

Prior ____ Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____
Carried _____.

C. Communications/Community Engagement

1. Public Comments
2. Student Board Member Comments
3. Assistant Superintendent Comments
4. Superintendent Comments
5. Board Member Comments

VIII. Other Old/New Business

A. Closed Session - Negotiations Strategies

Motion by _____ supported by _____ to enter into closed
session pursuant to Section 8(1)(c) of the Michigan Open Meetings Act for Negotiation
Strategies.

Cislo ____ Burdette ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____
Carried _____.

Time entered closed session _____.

Time returned to open session _____.

IX. Adjournment - Time of Adjournment _____.

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, December 17, 2025
MINUTES**

The regular meeting of the Milan Area Schools Board of Education was called to order in the District Office Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at 7:00 p.m. on December 17, 2025.

Board Members Present: Cislo, Burdette, Faro, Heikka, Prior and Gutierrez arrived at 7:08 p.m.

Board Members Absent: Meray

Staff Present: Ryan McMahon, Jennifer Bookout, Krista Hendrix and Margaret Durkee

Guests Present: Scott Morrell

Motion by Heikka supported by Faro to approve the minutes of the regular meeting of December 10, 2025. All Ayes. Carried 5-0.

Motion by Heikka supported by Burdette to approve the minutes of the regular meeting closed session of December 10, 2025. Carried 5-0.

Public Comments: None

Student Board Member Comments:

- **Heikka:** Exam Cram held on Wednesday, December 17th was a success and we had 20 teachers and over 100 students.

Assistant Superintendent Comments:

- Assistant Superintendent Bookout shared an update on our district's AI Task Force. Over the past three months, teachers and administrators from all four buildings have participated in a program facilitated by Advanced Learning Partnership, focused on the ethical use of AI in education. Today marked the final session of that phase of the work.

As part of the program, each member completed an action research project connected to their role and interests. Today, the group shared their learning and reflected on key takeaways. We also reviewed draft guidelines for staff and students, along with draft family communication related to AI use in our district.

While the formal three-month program has concluded, the work of the AI Task Force will continue. Next steps include finalizing district guidelines, planning a thoughtful rollout, vetting AI tools, and developing plans for ongoing professional development for staff. Assistant Superintendent Book out will continue to share updates on this work throughout the school year.

Superintendent Comments:

- Superintendent McMahon thanked our district stakeholders for their participation in the Milan Holiday Gift Baskets. Each of our buildings conducted a canned food drive and the high school additionally contributed funds raised through Jar Wars that were combined by community donations to provide approximately 75 Holiday Baskets for members of our community.
- Superintendent McMahon shared that he and Gary Cox met with the advisors for the Michigan Statewide School Energy Audit to review our district's analysis of the energy audit that was conducted last year. This information will help us in our work with vendors in upgrading our systems to be more energy efficient.
- Superintendent McMahon shared that he, Gina Matley, and Krista Hendrix met yesterday with members from Spyglass, a company that helps with telephone communication systems. We are looking ahead to replace our phone system to upgrade away from copper lines and to be fully web-based. This work may also include new bell systems, clock management, and fire alarm systems.
- Superintendent McMahon thanked all of our staff for a great first-half of the school year and wished them all an enjoyable and restful break over the next two weeks.

Board Member Comments:

- **Prior:** Wished everyone a Happy Holiday.
- **Heikka:** Wished all students good luck on exams and thank you to the teachers who helped prepare students at exam cram. Thank you to the community for donations of snacks. Invited the community to the girls basketball game on January 9th to watch basketball and the dance team who is debuting a new dance.
- **Faro:** Wished a Happy Birthday to Krista Hendrix. Wished everyone a restful break and thanked teachers for help at exam cram and said good luck to students on their exams.
- **Burdette:** Attended the choir and band concerts over the last few weeks and congratulated the students on their performance. He also reminded the community that auditions are currently happening today and tomorrow for the spring musical "Cinderella" if anyone is interested in trying out. Wished everyone a good break.
- **Gutierrez:** Apologized for being late. Wished everyone a good break and hopes they get some rest.
- **Cislo:** Thank Mr. Scott Morell for helping us with the superintendent evaluation we are conducting this evening. Thanked Ms. Durkee for her attendance at board meetings and that we appreciate her attendance. Wishing a safe and happy winter break for all.

Motion by Burdette supported by Faro to enter into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, and upon the request of the employee, for the purpose of conducting a periodic personnel evaluation. Carried 6-0.

Time entered closed session 7:14 p.m.

Time returned to open session 8:52 p.m.

Motion by Heikka supported by Gutierrez to rate Superintendent Ryan McMahon as effective for the 2025-2026 school year. Carried 6-0.

Motion by Heikka supported by Burdette to enter into closed session pursuant to Section 8(1)(c) of the Michigan Open Meetings Act for Negotiation Strategies. Carried 6-0.

Time entered closed session 8:54 p.m.

Time returned to open session 11:01 p.m.

Time of Adjournment 11:01 p.m.

**Milan Area Schools
Board of Education
Code of Ethics**

As members of the Milan School District Board of Trustees, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interest of the school district as a whole, and to that end, we shall adhere to the following educational and ethical standards.

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

1. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
6. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
7. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
8. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
10. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
11. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools

POLICY UPDATE 1.14.26	
Board Policy Manual	
Policy	Revision(s) Summary
4000 Series	
4221 Employee Speech	Added reference (A7) to opt-out procedure in Policy 5407
5000 Series	
5407 Instructional Materials	Clarified opt-out procedure in light of U.S. Supreme Court case <i>Mahmoud v Taylor</i>
5407-F Instructional Materials Opt-Out Form	New template and opt-out form, updated Table of Contents
General	
Table of Contents	Updated to reflect new form 5407-F

Series 4000: District Employment

4200 Employee Conduct and Ethics

4221 Employee Speech

As role models, employees must exercise sound judgment in their interactions with students, Parents, and members of the community and maintain a high degree of professionalism and objectivity. Employees must act within the scope of their respective duties and responsibilities.

A. Curriculum, Instruction, and Controversial Topics

During instruction and discussion of controversial issues, employees must follow these guidelines:

1. the issues discussed must be relevant to the curriculum and be part of a planned educational program;
2. students and Parents must have free access to appropriate materials and information for analysis and evaluation of the issues;
3. employees must allow discussion of a variety of viewpoints so long as that discussion does not substantially disrupt the educational environment;
4. the topic and materials used must be within the students' range, knowledge, maturity, and competence;
5. employees must obtain pre-approval from the building principal before instructing students about sensitive or controversial issues;
6. employees must not advocate partisan causes, sectarian religious views, or self-propaganda of any kind during school or school-related functions. Employees may express a personal opinion as long as students are encouraged to reach independent decisions; and
7. if a Parent objects to their student's instructional materials, employees will refer the Parent to Policy 5407 and Form 5407-F.

Employees who are unsure of their obligations must confer with their building principal or supervisor.

B. Speech on Matters of Public Concern

The District respects and supports its employees' right as citizens to exercise free speech in a responsible manner.

Free speech rights are not absolute and are subject to restriction when the employee is acting within the course and scope of their employment.

When speaking as a citizen on a matter of public concern, an employee must not make written, verbal, online, or nonverbal statements that cause a substantial disruption to the school environment, violate federal or state law, or otherwise violate these Policies. An employee's right as a citizen to comment upon matters of public concern must be balanced against the District's interest in promoting the efficiency of the public services it performs through its employees.

Employees do not speak on behalf of the District or a school unless specifically authorized by the Board or Superintendent.

Legal authority: U.S. CONST. amend. I; Const 1963, art I, § 5

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5407 Instructional Program and Curriculum Development

The District will provide students with at least the minimum number of instructional hours and days each school year required by the state for full state aid funding. The District may deviate from this requirement only as permitted by state law.

The Board, advised by the Superintendent, will adopt a curriculum and procure textbooks and materials to support the curriculum.

The Superintendent or designee is responsible for providing and directing District-wide planning for curriculum, instruction, assessment, and staff development in accordance with Policy 2203. Committees consisting of educational professionals, including administrators, and community members, may be established to design instructional strategies and assessments to implement the curriculum.

A. Parent Rights

As described in Policy 5401, the District will provide a Parent the opportunity to review District-approved curriculum, textbooks, and instructional materials upon request to the building principal. See Policy 5401 for appropriate procedures.

B. Complaints about Instructional Materials

If a Parent objects to their student's instructional materials, the following procedures will apply:

1. **First Level – Objection to Building Principal.** The Parent must submit an objection and explanation in writing to the building principal using Form 5407-F. The building principal will review the Parent's objection and the objected materials to determine whether:
 - a. the stated objection outweighs the educational and pedagogical reasons the material was selected;
 - b. the materials require the student to engage in conduct or practice that violates or substantially interferes with the student's sincerely held religious belief or religious development;
 - c. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or
 - d. the materials are inappropriate or harmful for the age range of the students in question.

The building principal will confer with the teacher as part of their review of the Parent's objection.

The building principal will provide all parties with a written response granting or denying the Parent's objection within 10 school days. If the Parent's objection is granted, the student will be excused from this instructional material with no negative consequence.

2. Superintendent Review

Second Level - Superintendent Review. If the Parent disagrees with the building principal's response, the Parent may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will review the Parent's written objection, the building principal's written response, the Parent's written appeal, the materials being challenged, and any other information the Superintendent deems relevant. The Superintendent will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 1 above. The Superintendent's decision is final. If the Parent's appeal is granted, the student will be excused from this instructional material with no negative consequence.

C. Complaints about Library Materials

1. If a Parent objects to materials in the school library, the Parent must submit an objection and explanation in writing to the Superintendent identifying:
 - a. the basis for the objection;
 - b. any recent known use of the library materials in the school; and
 - c. any other relevant information.
2. The Superintendent will review the written objection and the materials in question in their totality to determine whether:
 - a. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or
 - b. the materials are inappropriate or harmful for the age range of the students in question.

The Superintendent may, in his or her sole discretion, designate review to another administrator or employee. The Superintendent or designee will endeavor to provide a written response to the Parent within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

The District will not restrict access to the challenged material during the review process.

Legal Authority: MCL 380.1137; MCL 388.1706; *Mahmoud v Taylor*, 606 US __ (2025)

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5407-F Instructional Materials Opt-Out Form (Not Sex Education, Family Planning, and/or Reproductive Health)

Milan Area Schools uses a variety of instructional materials to achieve academic objectives, follow state content and curriculum standards, and ensure students are exposed to a wide range of ideas and viewpoints. While the District strives to select materials that are inclusive for all students and acceptable to all families, there may be times when a Parent or student objects to certain materials. In these circumstances, a Parent may request their student's excusal from the instructional material. Opt-out requests will be reviewed using the procedure in Policy 5407.

If you are seeking to opt your student out of sex education, family planning, and/or reproductive health instruction, do not use this form. Please follow the procedures described in Policy 5420.

I request that my child, _____, be excused from the following class instruction: _____

Please list the specific curricular material, lesson, or book from which you are seeking excusal. Failure to provide specific information will result in this request being denied.

Reason for opt-out:

- The materials require the student to engage in conduct or practice that violates or
- substantially interferes with the student's sincerely held religious belief and/or religious development. Specific religious objection: _____
 - The materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question.
 - The materials are inappropriate or harmful for the age range of the students in question.
 - Other. Specific objection: _____

This form must be used for all opt-out requests, excluding sex education, family planning, and/or reproductive health instruction. Failure to use this form or to fully complete this form will result in the request being denied.

Parent's Name (Print): _____

_____ Date

Parent's Signature: _____

Principal Response:

- Granted
- Denied (provide denial rationale): _____

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Milan Area Schools District Technology Staff Salary Schedule (Revised January, 2026)

Director Position	2025-26 Annual Base Salary			2026-27 Annual Base Salary			2027-28 Annual Base Salary				
	Level 1	Level 2	Level 3	Adj. Factor%	Level 1	Level 2	Level 3	Adj. Factor%	Level 1	Level 2	Level 3
Systems/Network Administrator	\$64,000	\$64,800	\$65,610	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		
Data Systems Specialist	\$47,816	\$48,414	\$49,019	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		
Technical Support Specialist	\$39,799	\$40,296	\$40,800	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		

Annual Additional Compensation:

Longevity: (Years in MAS District Office Position)	
4 - 6	\$250
7 +	\$500

This salary schedule applies to all District Technology Staff with an effective start date of December 1, 2025 or later in one of the listed positions

The Board of Education approves all salary schedules and may make modifications for market corrections. The Superintendent may recommend that an individual be placed at a higher level on the salary schedule.

Individuals on the salary schedule are eligible for increases on an annual basis pending individual performance and the district's financial conditions.

Milan Area Schools District Office Staff Salary Schedule (Revised January, 2026)

Director Position	2025-26 Annual Base Salary			2026-27 Annual Base Salary			2027-28 Annual Base Salary				
	Level 1	Level 2	Level 3	Adj. Factor%	Level 1	Level 2	Level 3	Adj. Factor%	Level 1	Level 2	Level 3
Administrative Assistant to the Superintendent	\$45,000	\$45,563	\$46,132	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		
Manager - Accounts Payable/Receivable	\$40,000	\$40,500	\$41,006	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		
Manager - Payroll/HR	\$75,000	\$75,938	\$76,887	TBD	2025-26 Salary Multiplied by the TBD Adj. Factor			TBD	2026-27 Salary Multiplied by the TBD Adj. Factor		

Annual Additional Compensation:

Longevity: (Years in MAS District Office Position)	
4 - 6	\$250
7 +	\$500

This salary schedule applies to all District Office Staff with an effective start date of July 1, 2025 or later in one of the listed positions

The Board of Education approves all salary schedules and may make modifications for market corrections. The Superintendent may recommend that an individual be placed at a higher level on the salary schedule.

Individuals on the salary schedule are eligible for increases on an annual basis pending individual performance and the district's financial conditions.

MILAN AREA SCHOOLS

2025-2026

CAFETERIA POLICIES

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A. Aims and objectives of the school lunch program.

The experience of the school officials in reviewing the benefits of the school lunch program to the health and education of children has resulted in establishing school feeding as an integral part of the total school curriculum.

The purpose of the program is two-fold:

1. To maintain and improve the health and physical fitness of the school child by providing him/her with an adequate noon meal.
2. To provide satisfactory learning experiences in the lunch program which will contribute to the overall development of the child.

With the increase in knowledge concerning child health, there has come an appreciation of the importance of good nutrition to health and inter-dependence of health and scholastic progress. The government subsidized program is the result of a rapidly growing understanding that the machinery of education is expensive and too often it is wasted on listless minds, many times the result of poor nutrition. You cannot teach a hungry child.

B. School lunchrooms serve an educational purpose when:

1. Opportunity is provided to correlate classroom learning with everyday living.
2. The total school staff accepts the program as an integral part of the social curriculum.
3. Attractive plate lunches of quality food are served which contribute to the well being of the child.
4. Suitable foods to supplement a lunch brought from home are made available.
5. The student's selection of food is supervised.
6. Attractive posters and visual aids are used to teach and illustrate healthy foods.
7. The environment is such that the students may find relaxation and enjoyment in the company of fellow students and are afforded an opportunity to practice courtesy in the line and in the dining area.
8. Good table manners are observed.
9. Cleanliness and sanitation are practiced and appreciated.
10. Good citizenship is exemplified when students realize that the school lunch program belongs to them and they have a chance to make suggestions in any area. Because we reach every child in the school, everyone has an opportunity to cooperate in all matters pertaining to its success.

RULES

1. DETERMINATION OF PAY

A cafeteria worker will be paid on the basis of the actual number of days worked in the year. Item 13 will be the only exception.

2. OVERTIME

Time and one half shall be paid to all employees for all hours worked:

- a. Over forty (40) hours per week.
- b. If a cafeteria worker is required to work on an "act of God" day, an amount equal to one and one-half (1 ½) the employee's hourly rate will be paid. This does not apply to anyone who has reported before school is canceled.

3. PHYSICAL EXAMINATIONS

Expense for a physical examination will be paid by the cafeteria fund if the physical is required by the district. The district may require new employees to have a physical within their probationary period. Employees will be required to present proof of a negative TB test every three (3) years. The district will make every effort to have the TB tests given in the district.

4. BANQUETS

Cafeteria workers will be paid at the rate of \$.75 per hour over their regular rate when employed to prepare and serve a banquet. The person responsible for the banquet shall be paid at the rate of \$9.50 per hour or \$1.50 per hour over their regular rate, whichever is higher. If a cafeteria worker is scheduled to work at an outside banquet and is not notified that she is not needed at least 24 hours ahead of the banquet, the worker will be paid an amount equal to ½ the amount scheduled to be earned.

5. VACANCY AND PROMOTION

A cafeteria employee may apply for any position at any time. Such application shall be completed using the District's Online Hiring Software. If a vacancy occurs during the school year, the job will be posted in the online hiring software and shared with current cafeteria employees. Applicants will be considered by qualifications (including ability, prior training, and experience, capacity to get along with others and employment record) and seniority. Vacant positions will be posted for at least 5 days or until filled and internal applicants will have preference based upon the above listed criteria.

The final determination as to who will be employed will be made by the director and the Manager of the kitchen involved. An employee changing positions shall be on probation twenty (20) working days.

6. LEAVES WITHOUT PAY

A leave without pay may be requested in writing to the Food Service Director. Requests will be considered on a first come- first serve basis. A leave without pay request should be for no longer than one week. Only one employee in the school lunch program will be granted a leave without pay in any given week. Approval will be granted provided a sub is available. The decision of the Food Service Director is final.

7. TEMPORARY ASSIGNMENT

- A. If a cafeteria employee is temporarily assigned to another position for five (5) or more consecutive days she/he will receive an adjustment in the hourly rate retroactive to the first day of the assignment. If an employee is temporarily reassigned to the same position, the employee will receive an adjustment in the hourly rate beginning on the first day. The rate differential will be the rate of pay for the position at the same step the employee is currently on up to a maximum of \$1.50 per hour additional. It is the responsibility of the employee to request an adjustment on his/her time sheet when applicable.
- B. If an employee is temporarily assigned to another position for thirty (30) calendar days or more, any and all sick leave days, snow days, business days, and holidays occurring within the scheduled temporary assignment time will be paid to said employee at the currently scheduled hours and rate of pay that said employee is employed at in the temporary position.

8. RESIGNATION

A cafeteria employee who resigns will give at least two (2) weeks notice to the Food Service Director.

9. COFFEE BREAK

Proper break times will be observed in all kitchens.

A 15 minute unpaid lunch/break may be taken together at each kitchen. At the beginning of each year, the Manager will determine if the building will take a group lunch break throughout the year.

All employees that work a minimum of 4 hours will receive one fifteen minute paid break. All other breaks taken are not paid and do not apply toward the daily hours worked. All paid breaks are to be taken on the premises and smoking is prohibited on school grounds.

10. PROBATION

All new regular cafeteria employees will be considered to be on probation for the first thirty (30) working days of employment. The employee shall not collect sick leave nor be paid for holidays while serving the probation period. During the 30 days of probation, employees will be paid using timecards.

11. LEAVES WITH PAY

A. Sick Leave

1. For employees working less than 4 hours a day, sick leave of one half day per month accumulative to 5 days per year. For employees working 4 or more hours per day, sick leave of one day per month accumulative to 10 days per year. For accounting purposes, employees will be credited with their potential year's accumulation of days, after the completion of the first day of work of each year (July or later), provided, if the employee terminates employment during said year he/she shall repay any unearned sick days used up to that point, thereby authorizing a payroll deduction for said reimbursement from his/her final check.
2. Unused sick leave shall accumulate from year to year to a maximum of 120 days. Employees who have reached the maximum number of sick days shall be compensated for days lost at ninety-five percent (95%) of pay at the end of the school year.
3. The current year's sick leave of up to a maximum of 10 days will be used before deducting from the accumulation of previous year.
4. A day of sick leave is defined as the individual's currently scheduled working day. If on a temporary assignment section 8B. will apply.
5. Sick leave is based on:
 - a. Personal illness including medical or dental reasons
 - b. Serious illness in the immediate family (spouse, children, parents, parents-in-law, brothers, sisters, or minor dependents).
 - c. Bereavement: Up to a maximum of five (5) days may be used for death in the immediate family (spouse, children, grandchildren, parents, mother-in-law, father-in-law, brother_sister, or minor dependent) or a maximum of three (3)_days for grandparents, brother-in-law or sister-in-law.
 - (1) Up to five (5) additional days may be granted upon request to the superintendent or designee, upon request of the employee, for emergency or unusual needs.
6. All sick leave days are charged to the individual whether or not a substitute is hired.
7. Sick leave will be charged in increments of one-half (1/2) days.
8. When employees change positions their sick day accumulation will be prorated.
9. Employees using 3 or more consecutive sick days must provide a doctor's note to the Food Service Director.
10. Notwithstanding any contrary Agreement language, if the Michigan Earned Sick Time Act ("ESTA") is in effect, the first 72 hours of paid sick leave may be used for any ESTA purpose each ESTA benefit year, with those 72 leave hours subject to ESTA conditions as detailed in Board Policy 4113.

B. Personal Business Leave

1. Employees working less than 4 hours a day will be granted a maximum of one (1) day of leave per year. Employees working 4 or more hours a day will be granted a maximum of two (2) days of leave per year. Personal days shall be used for valid personal business that cannot be transacted outside the school day or for other reasons that are of a private nature, which in the cafeteria employee's opinion requires his/her presence. These days will not be

used in any way that will adversely reflect upon the Milan Area Schools. Arrangements for Personal days must be made at least twenty-four (24) hours in advance with the supervisor and approved by the Food Service Director. Personal days should not be charged to sick leave. Unused Personal days will be added to personal sick leave accumulation at the end of the school year.

2. These days cannot be used the first or last week of school, the day immediately preceding or the day immediately following a legal holiday recess (e.g. Christmas, Memorial Day, etc.), or in conjunction with sick days, except in an emergency situation. Circumstances presenting unusual conditions will, upon request, be reviewed by the Superintendent of schools to determine whether such time should be granted. These days shall not be used to lengthen a vacation period or to seek other employment. Personal days may not be used for tardiness.
3. Days that are missed due to medical or dental reasons will be charged as sick leave days, not business.
4. Personal Days will be charged in increments of one-half (1/2) days.

C. Terminal Leave Pay

1. Terminal leave pay will be granted to an employee who has (10) years or more of continuous employment. In 1999- 2000 and thereafter seventy-five (75) percent of the employee's average daily rate will be paid for each unused day of sick leave. The maximum amount of terminal leave pay shall not exceed:
 - Employees who work less than six (6) hours – \$3275
 - Employees who work six (6) or more hours per day – \$8500

D. Jury Duty

Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the district any earnings (excluding mileage) received for jury duty.

12. IN-SERVICE

Cafeteria employees will be paid for up to a maximum of ten (10) hours for participation in approved inservice training sessions per school year with approval of the Food Service Director.

13. EMERGENCY CLOSINGS

Cafeteria employees will be paid for the first six (6) inclement weather days. All additional inclement weather days will be unpaid days. If any paid days are rescheduled to meet legislative guidelines the employees will work those days with no additional pay. If any unpaid days are rescheduled to meet legislative guidelines the employees will work those days with pay.

14. INSURANCE

A regular cafeteria employee who is scheduled to work two and three quarters (2.75) or more hours per day will receive life insurance in the amount of \$20,000 after completion of the ninety (90) day waiting period.

15. WAGE SCHEDULE

2025-2026										
Position	Year 1	Year 2	Year 3	Year 4	Years	Year	Years	Years	Years	Year 30
					5-9	10-14	15-19	20-24	25-29	and Beyond
Manager	\$18.59	\$19.04	\$19.52	\$19.95	\$20.90	\$21.89	\$22.83	\$23.08	\$23.36	\$23.57
Cashier/Helper	\$15.75	\$16.12	\$16.50	\$16.87	\$17.26	\$17.67	\$18.27	\$18.51	\$18.77	\$18.98
Helper	\$15.05	\$15.46	\$15.81	\$16.21	\$16.59	\$16.96	\$17.36	\$17.63	\$17.86	\$18.07

Substitute Cafeteria employees will be paid at the hourly rate of the Year 1 Helper, as defined in the Section 15 Wage Schedule.

The Helper classification shall include: dishwashers, helpers, servers, and dining room supervisors.

An employee must have worked a minimum of five (5) months at the preceding step to move up to the next step. The rate for an employee will be determined at the beginning of the year, or at the beginning of employment, whichever is later. The Food Service Director has the final determination regarding the step at which an employee will be placed to reflect a fair wage.

16. ATTENDANCE BONUS

Any cafeteria employee that is absent from work two (2) or fewer days in any semester (either sick, personal business leave, or unpaid days or any combination thereof) will receive the following attendance incentive payable on the first pay period of February, for semester 1, and the last pay period of June, for semester 2, according to the schedule below:

- For employees who work less than five (5) hours per day = \$125
- For employees who work five (5) or more hours per day = \$250

17. LUNCH POLICY

A cafeteria employee shall be allowed a fifteen (15) minute unpaid lunch period. The Food Service Director or designee will be responsible for scheduling that time. Each cafeteria employee shall be entitled to receive a free lunch. Food selections shall be limited to food prepared in the kitchen and offered on the regular "Type A" lunch line (this includes salad). Food shall be consumed on the premises. Cafeteria employees may purchase ala carte items according to the schedule of prices available from the Food Service Director. Ala Carte items purchased by a cafeteria employee, at cost, shall be for his/her consumption only.

18. USE OF THE KITCHEN

School Board policy requires an employee of the kitchen to be on duty, with pay, if anyone uses the kitchen facilities.

19. COMPETITIVE FOODS

Vending machines in and near the cafeteria should be off-line during the lunch periods.

20. ATHLETIC EVENTS

An athletic pass will be provided, upon request, to the employee and spouse.

21. DRESS CODE

The dress code in all kitchens is: black knee length or longer pants, capris, or skirt. No holes, faded, or cargo style pants (No strings, buttons, or long pockets that could catch on equipment). Shirt is Milan Area Schools Food Service Shirt. White or black slip resistant type shoes with white or black ankle socks. Simple jewelry is acceptable. No watches, bracelets. Light makeup allowed. No nail polish or acrylic nails. Long hair must be pulled back and hair restraints required for all employees. Cell phones should be kept in lockers and should only be used at breaks (when necessary).

SIGNATURES

BOARD OF EDUCATION

CAFETERIA EMPLOYEES

President, Board of Education

Superintendent of Schools

Date

Date