

# **AGREEMENT**

**between the**

**WILLIAMSTON  
BOARD OF EDUCATION**

**and the**

**INGHAM CLINTON EDUCATION  
ASSOCIATION/WILLIAMSTON  
EDUCATION ASSOCIATION**

**Covering the period**

**July 1, 2026 to June 30, 2029**

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## **AGREEMENT**

This agreement is effective upon ratification of all parties, the Board of Education of the Williamston Community Schools and the Ingham/Clinton Education Association/Williamston Education Association.

## **WITNESSETH**

The Board and the Association recognize and declare that providing a quality education for the children of Williamston Community Schools is their mutual aim.

The members of the teaching profession are particularly qualified to assist in formulating programs designed to improve educational standards.

The Board and the Association have a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with respect to hours, wages, terms, and conditions of employment.

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

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

## **ARTICLE I**

### **Recognition and Definition**

- A. The Board recognizes the Association as the sole and exclusive bargaining representative for all elementary and secondary classroom teachers who are certified and regularly employed by the Board.
- B. The term “certified” shall mean a teacher who is presently holding a valid certificate issued by the State of Michigan Board of Education under the requirements of the Revised School Code and the Teacher Certification Code.
- C. The term “teacher” shall include all employees represented by the Association that are defined as professional staff holding valid certification from the State of Michigan which includes teachers, counselors, social workers, psychologists, and speech and language pathologists employed by the district. Specifically excluded from the bargaining unit are all others and particularly the supervisory staff consisting of the Superintendent, Assistant Superintendent, Principals, Assistant Principals, and Athletic Director who are not bargaining members, non-supervisory staff consisting of the substitute teachers, non-regularly employed part-time teachers, and any other personnel who may incidentally hold a valid certification but for which a certification is not required in their position.
- D. The term "Board" shall refer to the Board of Education of the Williamston Community Schools, its administrators and authorized agents.
- E. The term “Association” shall refer to the Ingham/Clinton Education Association/Williamston Education Association.
- F. The terms “Agreement,” “Master Agreement,” and “Collective Bargaining Agreement” shall all refer to this document and only this document.

- G. Unless otherwise indicated, time limits in days herein shall consist of working days. The exception to this will be summer recess, where weekdays will be used with the exception of Juneteenth and the week containing the Fourth of July holiday.

## **ARTICLE II**

### **Management Rights**

- A. Nothing contained herein shall be considered to deny or restrict the District of its rights, responsibilities, and authority under the Revised School Code or any other laws or regulations.
- B. Except as expressly abridged by the provisions of this Agreement, it is agreed that all rights which ordinarily vest in and have been exercised by the District shall continue to vest exclusively in and be exercised exclusively by the District. Such rights shall include by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment, and its operations.
  2. Continue its rights, policies, and practices of assignment and direction of its personnel and scheduling.
  3. Direct the working forces, including the right to hire, assign, promote, evaluate, discipline, transfer, and determine the size of the work force.
  4. Determine the programs, curriculum, services, supplies, and equipment necessary to continue its operation, and to establish standards for their use and operation.
  5. Adopt reasonable rules and regulations pertaining to the operation and administration of the school system and to define the descriptions and requirements of all jobs.
  6. Determine the qualifications of employees, including the essential job functions of employees.
  7. Determine overall goals and objectives as well as all policies affecting the educational programs.
  8. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
  9. Determine the size of the management organization, its functions, authority, amount of supervision, and the table of organization.
  10. Determine all financial policies, including all accounting procedures, and all matters pertaining to public relations.
  11. Determine class scheduling, as well as the duties and responsibilities of the teaching staff and other employees with respect to such scheduling.
- C. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and

express terms of this Agreement.

The listing of specific management rights in this Agreement is not intended to be, nor shall it be restricting 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 District in the past.

An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act and School District Fiscal Accountability Act, 2012 Public Act 36.

### **ARTICLE III**

#### **Teacher's Rights and Responsibilities**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every member of the Association shall have the right to organize, join, and support the Association for the purpose of engaging in collective bargaining and negotiations, or to refrain from such activities.
- B. The Board specifically recognizes the right of the Association members to appropriately invoke the assistance of the Michigan Employment Relations Commission.
- C. The Association and its members shall have the right to use the school facilities after students have been dismissed, when cleared and scheduled according to the District Facility Use Policy.
- D. Upon approval the Association shall have the right to use facilities and equipment, including computers including software programs and email systems, printers, duplication equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not in use for school business. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. Association use of email and internet will be subject to the District's acceptable use policies and user agreements.
- E. The school mailboxes may be used by the Association.
- F. The Board agrees to make available to the Association in response to reasonable request all general public information concerning the financial resources of the District. The Association agrees to specify, in writing, the information desired. The Association will reimburse the District for any costs associated with the request.
- G. The Board agrees to provide an Agenda of its regular Board meetings to the Association.
- H. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied in a manner which is not arbitrary, capricious, or discriminatory, and without regard to race, creed, religion, color, national origin, age, height, weight, disability, handicap, sex (gender) identity, gender expression, political affiliation, marital status or sexual orientation. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, unless it directly impairs the ability of the teacher to perform their teaching duties or is qualified within student safety legislation wherein conviction of certain crimes (even when off- duty) could result in loss of certification and presumption of unfitness under the State of Michigan Tenure Act.
- I. 1. A teacher shall insure that all sides of a controversial issue are presented equally and that the topic and material used will be appropriate to the maturity level and intellectual ability of the students. Teachers shall be responsible for creating and maintaining conditions conducive to learning.

2. A teacher shall not seek to advance or promote personal, political, or religious views in the classroom.
  3. Teachers shall participate in scheduled after-school individual or student conferences, as part of their professional responsibilities as specified in Article V (Teaching Conditions) and XIII (Professional Growth) of this Agreement.
- J. It is agreed that the teacher has the non-exclusive right to evaluate student performance. In the event the Administration changes a grade or test score assigned a student, the Administration shall advise the teacher who assigned the grade or score before the change is finalized and shall give the teacher the opportunity to justify their grade.
- K. Personnel Files
1. Each teacher shall have the right upon request to review the contents of their own personnel file maintained by the school. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safe keeping of the file.
  2. Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempted from review as defined by the Bullard-Plawecki Employee Right to Know Act. The administrator shall, in the presence of the teacher-authorized representative, remove these credentials and confidential reports from the file prior to a review of the file by the teacher.
  3. All communications directed toward a teacher which are included in the central office personnel file, shall be called to the teacher's attention within ten (10) days of their inclusion in the personnel file. This requirement does not apply to complaints against a teacher.
  4. A teacher shall have ten (10) days to write a rebuttal to any item being placed in their personnel file and the rebuttal shall be attached to the original item.
  5. Discipline for items other than professional misconduct may be removed from a personnel file after four (4) years at the discretion of the Superintendent unless another related incident occurs.

## **ARTICLE IV**

### **Leave Policies**

- A. Personal Business Leave.
1. Accumulation. At the beginning of the school year, each bargaining unit member shall be credited with 4 personal business days. Bargaining unit members who have unused personal business days at the end of the school year shall have those days credited to the member's sick leave accumulation before receiving the personal business days allotted for the year.
  2. Use. Personal business days shall not be used the day preceding or the day following a holiday or vacation except with prior approval of the Superintendent. Two (2) personal days shall be deducted for any personal business day approved by the Superintendent that is connected to a holiday or vacation. If 2 personal business days are not available in the

individual's personal day bank, then the day cannot be utilized as such. The principal shall receive advanced notice of at least 48 hours in writing of the teacher's personal leave request except in the case of emergency. Bargaining unit members may not use more than 3 personal business days consecutively (Friday to Monday is considered a consecutive day span). The Superintendent may, at their discretion, extend the number of consecutive days taken as requested.

B. Medical Leave.

1. At the beginning of the school year, each bargaining unit member shall be credited with 12 sick days.
2. Teachers may use paid medical leave to:
  - a. Attend to a health condition of the teacher that results in the teacher being unable to work,
  - b. To care for the teacher's spouse, child, parent who has a serious health condition,
  - c. For an allowable use under the Earned Sick Time Act (ESTA) as defined below in C.
3. Medical conditions shall be attested to upon return by the teacher through the completion of the current form or one mutually agreed upon by the Association and the Board, furnished by the school.
4. After three (3) consecutive days of medical leave use within a school year by a teacher, the Board may require written verification of illness from a health care professional. The District will be responsible for paying the teacher's costs in obtaining the requested documentation.
5. Medical leave will have unlimited accumulation.
6. If, at the beginning of any school year, a teacher is ill and unable to resume their teaching duties in the school system, and such teacher has unused accumulated medical leave days at the end of the prior school year, they will be allowed to use such previously accumulated medical leave days while they remain ill and unable to work, provided they are not otherwise employed and not on LTD. For the period the teacher is unable to resume their teaching duties under this paragraph, they shall not accumulate any further medical leave days until the time they have returned to teaching.
7. In cases where the teacher qualifies for long-term disability benefits, the medical leave day benefits remaining will be held in escrow pending the teacher's return to work or retirement.

C. Earned Sick Time Act

An eligible employee may use earned sick time for the following reasons:

1. The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member;
2. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

3. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
4. For closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
5. For purposes of this section "family member" is defined as:
  - a. A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
  - b. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.
  - c. An individual to whom the employee is legally married under the laws of any state or a domestic partner.
  - d. A grandparent.
  - e. A grandchild.
  - f. A biological, foster, or adopted sibling.
  - g. An individual related by blood to the employee.
  - h. An individual whose close association with the employee is the equivalent of a family relationship.

- D. Bereavement and Funeral Leave. Teachers shall be granted five (5) days of Bereavement leave in the case of a death in the immediate family. For purposes of this Section, immediate family shall include parents, spouse, child, step-child, brother, sister, grandparents, grandchildren, step-father, step-mother, son-in-law, daughter-in-law, father-in-law, mother-in-law, half- brothers and half-sisters, and IRS qualified dependents living in the teacher's household.

Teachers shall be granted three (3) days of Bereavement leave in the case of a death of brother-in-law, sister-in-law, uncle, aunt, nephew, niece or first cousin.

Teachers shall be granted one (1) day Bereavement leave in the case of a death of a close friend or family member not mentioned above.

Additional days paid from sick day balance or without pay will be granted by the Board upon request by the teacher.

- E. In the event any teacher must be involuntarily absent for court appearances or armed forces physicals, they will receive full salary during such absences up to a maximum of five (5) days. These absences will not be counted as leave days nor deducted from any other leaves granted.

- F. Officers of the Association will be granted a total of twenty (20) days leave of absence per year to attend to Association business for the Association. These days shall not be deducted from the teacher's leave days. The Association agrees to reimburse the school district an amount equal to the substitute teacher's salary and benefits for each day used. As required by law, compensation for such time shall be included in reportable compensation to MPERS if the Association or employee reimburses the District for the associated MPERS cost.”
- G. Absence from service for a period of not more than one year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health, or child care leave, shall not be deemed a break in continuity of service required by this section.
- H.
  1. Per the Revised School Code, as amended, MCL 380.1235, after a teacher has been employed at least seven (7) consecutive years by the Williamston Community School District, and at the end of each additional period of seven (7) or more consecutive years of employment, the board may grant the teacher a sabbatical leave for professional improvement not to exceed two (2) semesters at one (1) time, if the teacher holds a professional, advanced professional, permanent, life, or continuing certificate.
  2. A teacher granted such leave shall advance on the salary schedule the same number of steps they would have advanced had they been on the staff in the Williamston School District. A teacher on sabbatical leave shall be considered to be in the employ of the Williamston School District and shall have a contract. However, the Williamston School District shall not be held liable for death or injury sustained by any staff member while on sabbatical leave. The teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board.
  3. The teacher shall be responsible for notifying the Payroll Department of the Williamston School District as to the place to which their checks should be addressed during their period of sabbatical leave. The teacher will retain retirement status, seniority, and any other former status.
- I. A leave of absence for military service shall be granted in accordance with Michigan and federal law.
- J. Teachers required to appear for jury qualifications or service shall receive their pay from the Board for such time lost as a result of such appearance or service, less any compensation received for such jury service less mileage reimbursement, up to a period of sixty (60) days.
- K. Pursuant to the Michigan Teachers’ Tenure Act, MCL 38.112, any teacher whose medical condition extends beyond the period compensated under Section B of this Article may be granted a leave of absence without pay, not to exceed one (1) year, subject to renewal at the will of the Board. Upon recovery, the teacher shall be required to submit certification from a health care professional certifying the teacher's ability to fully perform the essential job function of the teacher's position. The teacher shall be entitled to return when the teacher presents acceptable certification of recovered health. If such certification is presented in the same student school year in which the illness/disability occurred, or by July 1 prior to the beginning of the succeeding year.
- L. A teacher may use medical leave for pregnancy-related physical disability in the same manner as for any other illness or disability for which such leave is allowed. The teacher may continue in their position as long as their physician provides, upon the Superintendent's request, certification of their well- being and ability to perform the work required of their assignment. In the event a teacher exhausts their accumulated medical leave before regaining their physical fitness to fully perform their duties, they are eligible for unpaid health leave. Prior to a return from the leave of absence granted pursuant to this paragraph, the Board may require the teacher to present certification from the teacher's health care professional of the teacher's ability to

perform the essential job function of the teacher's assignment. Once a teacher has been so certified by their physician as physically fit to return to work, this shall terminate their access to medical leave benefits in connection with the pregnancy. At any time, at the teacher's option, the teacher may elect to obtain a child care leave as provided in section M.

- M. Child care leave without pay shall be available to any teacher. The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. The teacher must notify the Board in writing of their intent to return from such leave by November 1st for the start of the second semester and by April 1st for the start of the next year. The teacher requesting such child care leave of absence shall apply in writing to the Superintendent at least thirty (30) calendar days prior to the anticipated date of the commencement of the leave and at the same time set forth the anticipated date of return. The thirty (30) calendar days' notice shall be waived if the teacher could not have anticipated the need for the leave.

Mid-year return from a child care leave shall occur at the beginning of a semester of the building calendar where the teacher has the majority of their assignment or at the beginning of a grading period.

- N. All teachers are members of the Medical Emergency Day Exchange (MEDE) unless they opt out of the program by completing the opt-out form available from their building representative and submit this form to their WEA Building Representative by Friday of the first full week of school. Teachers who choose to opt out will not be able to use this program for the school year they are not participating in and cannot opt into the program during the school year. They may however, at the beginning of the following school year become a member by default, unless they choose to opt out again, in the same method and time period as listed above. Opt-outs must be submitted annually and do not carry over from year to year.

1. All teachers who do NOT opt out may request days based upon meeting ALL of the following conditions:
  - a. The days may only be used for a long-term illness of the teacher, the teacher's child, teacher's parent, or teacher's spouse only after the teacher's own accumulated medical and personal leave days have been depleted;
  - b. The teacher will be eligible to draw from the MEDE for the same reasons required to use paid medical leave.
  - c. A medical statement from a physician is required prior to drawing from the MEDE bank. The notice from the physician must indicate the date the individual named on the statement will no longer require care from the teacher or if it is the teacher, the date they will be able to return to work.
  - d. A MEDE form must be completed by the teacher and submitted to the teacher's WEA Building Representative to be eligible for days from the MEDE bank. This must be submitted and approved prior to drawing from the bank.
2. Unless a teacher has opted out, they will have medical leave days removed using the process listed in (a) - (d) below:
  - a. When MEDE days are granted, they will be taken on a rotating basis from the teacher having the most seniority to the least.
  - b. No one shall be assessed more than one day until all others have given up a day.
  - c. Sick days will not be deducted from a teacher with fewer than 15 accumulated sick days.

- d. MEDE bank members with fewer than 15 accumulated sick days may utilize bank days if they otherwise qualify.
3. A teacher may utilize a maximum of thirty (30) paid leave days from the MEDE bank within a school year.
  4. The salary to be paid to the teacher during their absence will be based upon the teacher's base pay. Final interpretation of the pay amount, if questioned, will be left with the Superintendent.
  5. If an eligible teacher's MEDE extends into the second contract year, the rate of pay will continue to be that of the previous year. No additional medical leave will be earned by the teacher until they have worked one day. When the teacher returns to work, the current year's salary schedule will be paid beginning with the first day of work.
  6. Teachers who utilize the MEDE bank will repay 1/3 of the days they received from the bank up to a maximum of 6 days per MEDE bank use. Repayment of at least 2 days per year is required until the balance of days is 0. If the repayment day number is a fraction of a day, the repayment number will be rounded down to the next whole day. Employees may repay more than 2 days per year.
  7. The WEA executive board will manage the MEDE bank. The WEA executive board will collect the required medical statement from those who utilize the MEDE bank, notify the district each time the bank is utilized, and provide a year-end accounting report. This year-end report will show the number of days utilized by each MEDE member and when those days were used as well as the number of days donated by each MEDE member and when those days were donated. The district shall have no oversight authority over the MEDE bank so long as the MEDE members receiving bank days meet the criteria set forth in this agreement. The district shall supply the WEA executive board with an accounting of the sick days of each MEDE bank member at the beginning of each school year.
- O. If, at the close of the preceding school year, a teacher did not use more than two (2) combined personal business and medical leave days, did not take leave, and has accumulated thirty (30) medical leave days, then, in the following year the teacher shall be paid a one-time bonus of \$250 on the last pay period of June.
- P. A teacher who is absent due to an injury or illness which is compensable under the Michigan Worker's Compensation Act shall be entitled to full pay and benefits during their leave, up to one year. When the employee becomes eligible, the employee shall accept Workers' Compensation Wage Replacement Benefits. The employee shall sign over to the District their wage replacement benefit check(s) received under the Worker's Compensation Disability Act, and the District shall issue to the employee their regular paycheck.
- Q. Part Time Teachers. In the event a teacher works part-time or does not serve the entire school year, their leave days will be prorated in accordance with their service based on days and/or hours.
- R. Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and any amendments, a teacher, who has been employed by the Board for at least twelve (12) months and worked for at least 1,250 hours over the previous twelve (12) months, is entitled to up to twelve (12) workweeks of FMLA leave in a twelve (12) month period for one or more of the following reasons:
1. Parental leave for the birth and to care for a newborn child, or placement for adoption or foster care of a child and to care for that child;

2. Personal medical leave due to the employee's own serious health condition that requires the employee's absence from work;
3. Family medical leave to care for an immediate family member (spouse, son, daughter, or parent) with serious health condition. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability. Parent means a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter;
4. Qualifying reasons for FMLA.
  - a. Circumstances qualifying for leave. Employers covered by FMLA are required to grant leave to eligible employees:
    1. For birth of a son or daughter, and to care for the newborn child (see § 825.120);
    2. For placement with the employee of a son or daughter for adoption or foster care (see § 825.121);
    3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (see §§ 825.113 and 825.122);
    4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job (see §§ 825.113 and 825.123);
    5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (see §§ 825.122 and 825.127).
  - b. Equal application. The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption, or foster care of a child.
  - c. Active employee. In situations where the employer/employee relationship has been interrupted, such as an employee who has been on layoff, the employee must be recalled or otherwise be re-employed before being eligible for FMLA leave. Under such circumstances, an eligible employee is immediately entitled to further FMLA leave for a qualifying reason.
5. Upon request, the twelve (12) week FMLA leave entitlement is available to the teacher, provided that eligibility requirements are met. The FMLA leave entitlement period will be a rolling twelve (12) month period measured forward from the date the teacher begins FMLA leave. Each time a teacher takes FMLA leave during the twelve (12) month period, the leave will be subtracted from the twelve (12) weeks of available leave.
- S. Paid leave shall run concurrently with leave granted under the Family Medical Leave Act.
- T. Teachers unable to report daily because of illness or any emergency shall enter their absence into

the absence reporting system as early as possible.

## **ARTICLE V**

### **Teaching Conditions**

- A. A normal weekly teaching load in the high school and middle school will be twenty-five (25) assigned periods and five (5) unassigned preparation periods. The administration will provide all elementary teachers with five (5) unassigned preparation periods during a full five-day student instructional week. Elementary Academic Related Curriculum (ARC) rotation of six (6) core rotations a day that are between 50-55 minutes in duration. During a partial student week, such as those that result from, but are not limited to, staff in-services, staff work days, conferences, state and nationally recognized holidays, and vacations (all without school for students), it is understood that five planning periods will not be possible.
- B. If an administrator, a parent or guardian of a student, or student request a meeting with a teacher, outside of the school day, teachers will honor the request to meet within a reasonable amount of time.
- C. Elementary teachers will have no less than 57 minutes of unassigned time (planning/break) and no less than a 30 minute lunch daily. The Board agrees to exempt teachers from duty during lunch. Teachers who are asked by their administrator to provide coverage or instruction for any reason during their planning time will be compensated at a rate of \$27/ planning period. Teachers who are asked by their administrator to provide coverage or instruction during their lunch period will be compensated at a rate of \$20/hour.
- D. Ancillary staff have the autonomy to schedule their own lunch and planning time. Due to the nature of their job descriptions, and with the understanding that emergencies may occur, this time may need to be flexible.
- E. Because the Pupil-Teacher ratio is an important aspect of an effective educational program, the parties agree that class size shall be maintained as listed below wherever possible, except in large group instruction or experimental classes where teachers have voluntarily agreed to exceed these maxima.
  - 1. The Board will strive to finalize teacher and student schedules for the year no later than three (3) weeks before the first scheduled work day preceding the beginning of the school year.
  - 2. Class sizes for K-12 will be maintained in accordance with the following:
    - a. Classes in Kindergarten shall not exceed 24 students. Classes in grades 1-2 shall not exceed 25 students. Classes in grades K-2 shall not exceed 25 pupils. If class size exceeds 26 students prior to three weeks before the first day of school, the district will add a section. If any section exceeds class size limit of 25 by one or more students after the first day of school, teacher will be compensated as described in items d-i. Classes in grades 3-5 shall not exceed 27 pupils. If class size exceeds 28 students prior three weeks before the first day of school, the district will add a section. If any section exceeds class size limit of 27 by one or more students after the first day of school, teachers will be compensated as described in items d-i.
    - b. Teachers in grades 6-12 will have a maximum of 150 students, with a class maximum of 32. If any teacher's individual class size or total student load exceeds the stated maximums, teachers will be compensated as described in item d.

However, classes designed for remediation and/or intended for students below grade level in that specific academic area shall not exceed 24 students. Note exceptions to class size limits and overage payments as outlined in Article V, Section E, 3, a.

- c. Beginning with the 2024-2025 school year, class sections with mentor responsibilities will not be considered when calculating overage payments for total students maximums of 150 students in grades 6-12. Teachers assigned to be a mentor in a single class period exceeding 40 students of any combination (ex. independent study, guided study, MVU) will still be paid an overage according to the conditions listed in Article V, Section E, 2, d and Article V, Section E, 3, a.
  - d. All K-5 overage payments will be calculated at a daily rate of \$22.74 per student overage. Any ARC teachers sharing a student overload will evenly share the overage stipend. All 6-12 overage payments will be calculated at a rate of \$4.14 per hour per student overage. A 6-12 teacher will not receive duplicate payments should they exceed both the per class and total student maximums. The 6-12 overloads will only be paid if the overload continues beyond the first 10 school days of each semester.
  - e. All overage payments will be paid in the pay period following the end of the semester.
  - f. Teachers absent for a period of 10 non-district directed working days or more in a semester shall not be paid overload for the non-district directed absence days beyond 10. Student absences shall not impact remuneration. Ex: If a semester is 90 days, and a teacher is absent for 12 non-district directed days, they would receive payment for 88 days in a semester.
  - g. Verification forms for overload will be developed and provided by the building principal at the end of each semester.
  - h. Teachers, including special education staff, and building principals shall equitably distribute the children among classrooms based upon behavioral and academic intervention data, speech and language data, and special education data. Classes at grade level are to be equalized as much as possible at the beginning of the school year with the intent of balanced classrooms throughout the school year.
3. a. The exceptions in the table below apply to middle and high school classes.

Exceptions for Middle and High School	Maximum per class
Physical Education	37
Music	No limit
MVU Mentor	40
6/5 teachers	Not Applicable

- b. At any level, the placement of an Independent Study student (I.S.) shall be at the discretion of the teacher. No teacher shall be obligated to accept an I.S. student.
- c. In keeping with the requirements of the Michigan MDE Pupil Accounting Manual, a virtual/remote learning mentor must be a professional employee of the district or another public school district as defined within a cooperative agreement. A professional employee is a staff member who ensures a pupil has access to needed technology, is available for assistance, and has access to the teacher of record.

4. Elementary teachers who participate in evening performances, such as a grade level concert or an art show component that supports a performance or the 4th/5th grade play will be compensated at a rate of \$50 per evening of show/performance(s). Any after school show must be approved in advance by the building administrator.
  5. When a bargaining unit member serves in an administrator's role, the bargaining unit member will be paid a stipend of \$50 per full day and \$25 per half day (at least two hours). This remuneration shall not apply if the bargaining unit member is using the experience as an administrative internship or practicum. Payments will be made at the end of each semester.
- F. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. The Board recognizes tools are necessary for quality classroom instruction. The Board agrees to make reasonable effort to keep the schools equipped and maintained.
- G. The Board agrees to make available in each school the tools necessary for the preparation of instructional material.
- H. The Board shall provide:
1. A separate desk for each teacher in the district.
  2. Suitable space for teacher to store coats and personal articles.
- I. The Board shall make available in each school adequate restroom facilities exclusively for teacher use and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge. Provision for such facilities will be made in all future buildings.
- J. The Board will provide a bulletin board and telephone service in all faculty lounges. Long distance calls not pertaining to school business will not be the Board's responsibility.
- K. Adequate off-street parking facilities shall be provided and properly maintained exclusively for teacher use.
- L. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
- M.
1. The Board retains the sole right to fill any extra duty positions. Extracurricular vacancies will be posted in designated areas. Any assignment in addition to the normal teaching schedule shall not be obligatory but shall be with the consent of the teacher. Preference will be given to teachers regularly employed within the district provided that they are equally or better qualified than the external applicants.
  2. Pay for new extracurricular positions must be negotiated between the Board and the Association. Regularly employed teachers holding extracurricular positions will be paid according to the extracurricular salary schedule. Evaluation of extracurricular personnel will be conducted by the building principal or their designee.
  3. Pay for extracurricular positions will be paid as follows:
    - a. HS Fall Sports: 50% with 1<sup>st</sup> pay in September and 50% with the 2<sup>nd</sup> pay in October;
    - b. MS Fall Sports: 50% with 2<sup>nd</sup> pay in September and 50% with the 2<sup>nd</sup> pay in October;
    - c. HS Winter Sports: 50% with 1<sup>st</sup> pay in December and 50% with the 2<sup>nd</sup> pay in March;
    - d. MS Winter Sports I: 50% with 1<sup>st</sup> pay in November and 50% with the 2<sup>nd</sup> pay in December;
    - e. MS Winter Sports II: 50% with 2<sup>nd</sup> pay in January and 50% with the 2<sup>nd</sup> pay in March;

- f. HS Spring Sports: 50% with 1<sup>st</sup> pay in April and 50% with the 2<sup>nd</sup> pay in May;
  - g. MS Spring Sports: 50% with 2<sup>nd</sup> pay in April and 50% with the 2<sup>nd</sup> pay in May;
  - h. All non-coaching positions: 50% with 2<sup>nd</sup> pay in December and 50% with the 1<sup>st</sup> pay in March.
  - i. 4<sup>th</sup> and 5<sup>th</sup> Grade Clubs: 50% with 1<sup>st</sup> pay in January and 50% with the 2<sup>nd</sup> pay in June.
4. Any teacher who voluntarily accepts a class in addition to the normal teaching load on a regular basis shall be compensated at the rate of 1/5<sup>th</sup> of their salary in grades 6 – 12.
  5. Payment for teaching an additional class shall be equally divided into the remaining pay periods following the day the teacher begins teaching their additional class.
  6. Any teacher who voluntarily gives up their assigned lunch hour to supervise students shall be compensated at the rate of eight (8) dollars per hour for such duty.
- N. The Board shall make available to teachers a current copy of their policy and rules and regulations of Williamston Community Schools on the website. As new policies are enacted, a copy will be sent to the Association president. All teachers will be made aware of the new policy through electronic communication as applicable.
- O. All elements of the school community, including students, teachers, parents, administrators, and the Board of Education, must accept responsibility for the segments of education over which they exert an influence. The Board and the Association recognize that the ability of pupils to progress and mature academically is a combined result of school, home, economic, and social environment, and no one segment alone can be held accountable for all aspects of the academic achievement of the pupil in the classroom.
- P. As a school district, the Board and the administration are bound by the dictates of the State Board of Education, and must follow their directives. Such direction shall be implemented in keeping with statements agreed to in Item O above.
- Q. Any grievance involving an alleged violation of Article V (Teaching Conditions), Section E (Pupil-Teacher ratio) shall be subject to the following expedited grievance procedure:
1. The affected teacher and/or the Association shall submit the grievance directly to the Superintendent.
  2. The grievance shall be disposed of by the Superintendent in writing within three (3) days of receipt of the grievance.
  3. If the Superintendent's response is not satisfactory, the Association may submit the matter to expedited arbitration, pursuant to the rules of the American Arbitration Association.
- R. When a general education classroom teacher is assigned a student from a special education program for severely impaired students, the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain their bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition.
- S. After considering all factors, the building administrator will recommend the placement of an eligible disabled student into the most appropriate regular classroom. Class size is but one factor to be considered when considering classroom placement.
- T. The teacher who will be providing instructional or other services to a disabled student as

described in Article V, Section R shall be invited and at least one general education teacher is required to participate on the IEP Committee (IEPC) to develop an Individualized Education Plan (IEP) which may initially place (or continue the placement of) the student in a regular education classroom. The district will provide release time in the event the meetings are scheduled during a time the teacher is assigned to teach a class. The following shall be provided to teachers of students who have a disability:

1. The teacher shall be notified, informed and instructed regarding those areas concerning a particular student which are considered part of regular classroom instructional duties and those which fall under the provisions of Article V, Section R. In addition, the teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's disability. Otherwise, it shall be the responsibility of the teacher to implement the student's IEP for attending to the educational needs of the student while in the teacher's class.
2. When requested by the regular education classroom teacher in whose class a disabled student is placed, special training or consultant assistance relevant to the student's needs will be arranged by the administration, provided, however, it does not involve items discussed in Article V, Section R.
3. If the IEP requires the assignment of an aide for the student, such aide shall be in place as expeditiously as possible with placement of the student in the class.

#### U. Specialized Plans

1. In recognition of the additional responsibilities associated with supporting students with specialized plans, the following caseload thresholds and compensation shall apply:
  - a. Elementary Teachers: If the number of students with an active IEP, 504 Plan, and/or school-approved Behavior Intervention Plan assigned to a teacher exceeds six (6) in a single classroom, the teacher shall receive \$100 per additional qualifying student above that threshold.
  - b. Secondary Teachers: If the total number of students with an active IEP, 504 Plan, and/or school-approved Behavior Intervention Plan on a teacher's total caseload exceeds twenty-five (25) the teacher shall receive \$100 per additional qualifying student above that threshold.
2. Each student shall be counted only once, regardless of number of plans the student has. A student enrolled in more than one class period with the same teacher shall be counted once each class period.
3. Exclusions:

The following students or assignments shall not be included in the threshold calculations:

- a. Students in electives or ARC at the Elementary level.
  - b. Students in co-taught classes where a special education teacher is assigned as the co-instructor of record. In such cases, only students with a 504 Plan and/or a school-approved Behavior Intervention Plan shall count toward the threshold.
4. This compensation shall be paid at the end of each semester, based on actual student assignments at each semester's end.

- V. The above sections will not apply to ancillary staff: A, B, C, E, R, S, T, and U.

## **ARTICLE VI**

### **Seniority**

- A. Seniority shall be defined as the length of continuous service with the school district since the first actual workday of the teacher's most recent teacher contract. Any teacher hired before October 1 shall be considered as having a start date the same as the first workday of the current contract. No teacher shall have a start date before the first workday of the current contract unless they were hired to teach in the district during the previous school year. (This does not include substitute teaching.) Periods of time spent on paid leaves of absence, leaves taken under the Family Medical Leave Act (FMLA), Long Term Disability (LTD), and military leaves shall not constitute a break in continuous service and seniority shall accrue during such periods. Periods of time spent on unpaid leaves up to and including one year shall not constitute a break in continuous service and seniority shall accrue during such periods. For purposes of this article only, service at 50% or more of the full teaching load shall count as if the service was at the full teaching load; service at less than 50% of the full teaching load shall count as ½ year of seniority.
- B. The Board shall prepare and present to the Association a current seniority list prior to December 15th of each year. The seniority list shall also contain information regarding the teachers' certifications.
- C. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Michigan Tenure Act.
- D. Administrators who have never served in a bargaining unit classification have no seniority rights in the bargaining unit. Administrators who were initially employed in the bargaining unit and subsequently transferred or promoted to an administrative position continue to accumulate seniority within the bargaining unit for the duration of their continuous employment within the District.

## **ARTICLE VII**

### **Teacher Layoff and Recall**

- A. When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board shall retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions.
- B. General Provisions:
1. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, enrollment, curricular, or other operational considerations, the Superintendent shall recommend to the Board the teaching positions to be reduced.

2. Decisions about the reduction and recall of teachers shall be guided by following clear and transparent factors:
  - a. Compliance with state and federal law and compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - b. Credentials needed for District, school, or program accreditation;
  - c. Previous effectiveness ratings;
  - d. Disciplinary record, if any;
  - e. Length of service in a grade level(s) or subject area(s);
  - f. Recency of relevant and comparable teaching assignments;
  - g. Relevant special training, other than professional development or continuing education as required by state or federal law;
  - h. Demonstrating professionalism with colleagues, parents, and students as measured by the Professional Responsibilities domain portion of the most recent performance evaluation; and
  - i. Seniority if all other factors above are equal.
3. A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office. Failure to maintain current contact information may negatively impact the teacher's recall.
4. Teacher reductions and recalls are by formal Board action. Before the Board authorizes a teacher reduction, the Superintendent or designee shall notify, in writing, the affected teacher and Association of an opportunity to respond, either in person or in writing, to the proposed reduction. Notice of layoff shall be provided at least thirty (30) calendar days before Board action, unless in an emergency.
5. The Superintendent or designee shall provide written notice of Board reduction in force or recall decisions to each affected teacher.
6. Teachers who are on layoff status for more than eighteen (18) months shall no longer have seniority or tenure status.
7. Laid-off teachers shall be considered for recall using the factors in B. 2 above. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report to work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, shall forfeit rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

Insurance benefits shall continue through the end of the month of the effective layoff date, with continuation thereafter subject to COBRA provisions.

## **ARTICLE VIII**

### **Teacher Evaluation**

- A. This article applies to “teachers” as defined under MCL 380.1249: an individual who has a valid teaching certificate or authorization and who is assigned to deliver direct instruction to pupils in grades K to 12 as a teacher of record.
  
- B. Teachers shall be evaluated pursuant to a performance evaluation system (Danielson’s Framework for Teaching) consistent with section 1249 of the Michigan Revised School Code and the Teachers’ Tenure Act. This performance evaluation system shall include, as appropriate, the following:
  - 1. A year-end evaluation process that meets statutory standards.
  - 2. An evaluation tool that incorporates components required by law, including:
    - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Michigan Revised School Code section 1249 (10% student learning objectives and 10% student growth and assessment data);
    - b. the teacher’s performance; and
    - c. objective criteria.
  - 3. Ability to remove student data as agreed upon between the teacher and building administrator. If the teacher and building administrator do not agree, the final decision will be made by the Superintendent.
  - 4. An individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher’s effectiveness for:
    - a. all probationary teachers;
    - b. teachers rated “needing support” or “developing”; or
    - c. at the evaluator’s discretion at any time when performance deficiencies are identified by the evaluator and have been communicated to the teacher.
  - 5. Classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher’s lesson plan (formal or informal), the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation within thirty (30) calendar days to discuss those items. At least one of the observations shall be unscheduled.
  - 6. A mid-year progress report, if required by law, which aligns with the teacher’s individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator.
  - 7. A mentor for teachers rated developing or needing support or for teachers in the first year of probation.
  - 8. A year-end performance evaluation effectiveness rating, of effective, developing, or needing support.

- C. Tenured teachers rated as highly effective or effective on the three (3) most recent consecutive year-end evaluations may be evaluated every three (3) years, but if the teacher is not rated as effective on one of the last three (3) year-end evaluations, the teacher must receive year-end evaluations. This section does not limit the ability of an evaluator to observe the teacher or to request lesson plans from the teacher during an “off” year.
- D. A tenured teacher who receives a needing support annual evaluation rating shall have the option to petition the Superintendent for review and then request mediation as provided under section 1249 of the Michigan Revised School Code. If a teacher receives two (2) consecutive needing support annual evaluation ratings, then that teacher can petition the Superintendent for review, and if dissatisfied with the Superintendent’s decision, demand binding arbitration. The legal standard that the Arbitrator shall use to review the Superintendent’s decision regarding a needing support evaluation rating is whether the Superintendent’s decision is arbitrary or capricious. The arbitration review is restricted to the second “needing support” evaluation rating. Both parties shall pay equally in the cost of any binding arbitration.
- E. If a tenured teacher is rated ineffective or needing support on three consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers’ Tenure Act.
- F. If a teacher receives an unevaluated rating, the teacher’s rating from the school year immediately before the designation must be used.

## **ARTICLE IX**

### **Student Discipline and Teacher Protection**

- A. If a teacher has good reason to believe that a pupil's conduct in a class, subject, or activity constitutes conduct for which the pupil may be suspended from a class, subject or activity according to Board policy, the teacher may cause the pupils to be suspended from the class, subject, or activity for up to one full school day. This may include excluding a pupil when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will send the pupil to the school principal or the school principal’s designee for appropriate action and furnish the principal or principal’s designee, as promptly as their teaching obligations will allow, full particulars of the incident. The full particulars of the incident shall be reported to the principal no later than the end of the school day.
- B. Suspension of students from school may be imposed only by the principal and/or Superintendent. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and their parents when warranted.
- C. Teacher’s legal costs shall be covered to the extent provided in the school district’s Errors and Omissions insurance policy.
- D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.
- E. Any case of assault upon a teacher shall be promptly reported to their principal. The Board will provide an initial legal consultation to advise the teacher of their rights and obligations with respect to such assault.
- F. The Board shall reimburse a teacher, in an amount not to exceed \$200, for loss, damage, or destruction, while on duty in the school, of their personal property of a kind normally worn or

brought into the school, when the same has not been caused by the negligence of the teacher. This obligation shall not encompass wear, tear, or gradual deterioration of property or loss of money. This obligation shall also extend to loss, damage, or destruction of a teacher's personal property while left unattended in any automobile parked on school premises, provided such automobile is equipped with a fully enclosed body and the loss is a direct result of forcible entry into a fully enclosed body, the doors and windows of which shall have been securely locked. This obligation shall extend only to that portion of any such loss not covered by insurance taken out by the teacher and shall be payable only after the teacher has first exhausted all possibility of collecting for such loss under their own insurance, if any.

- G. The Board shall advise teachers of its rules of policy regarding use of seclusion and restraint.

## **ARTICLE X**

### **Negotiation Procedure**

- A. During the professional negotiations leading up to this Agreement each party has the right to make proposals and bargain on all negotiable matters. This contract contains the entire agreement of the parties. During its life, each party agrees that the other will not be required to engage in further bargaining on any matter, except by mutual agreement of the parties involved.
- B. It is agreed that any teacher, the Association, or the Board shall have the right during the term of the Agreement to bring matters not covered, but of common concern, to the attention of the administrative staff or to the Professional Negotiations Committee of the Association for its study and recommendation, it being understood that no such matters shall become the subject of arbitration or mediation during the life of this contract unless the parties mutually agree to such processes in writing.
- C. In the negotiations procedure, neither party shall have any control over the selection of the negotiating team of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. Representatives of the Board and Association will meet in January of the expiration year of the contract and mutually agree to a beginning date for negotiations.
- E. 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 any other lawful measures it may deem appropriate.

## **ARTICLE XI**

### **Discipline**

Bargaining unit employees may be disciplined for reasons that are not arbitrary or capricious. Any disciplinary matters involving probationary employees shall not be subject to the arbitration process. Discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher are governed exclusively by the Michigan Teachers' Tenure Act, MCL 38.71, *et seq.* Formal disciplinary actions shall generally follow a progression of written reprimand, unpaid

suspension and then discharge, but serious offenses can be accelerated to a suspension and even discharge.

A notice or letter of concern may be issued to an employee prior to formal discipline. This is considered non-disciplinary and is not placed in the employee's personnel file. It is also not subject to the grievance procedure.

An employee who is subject to an investigatory interview that may result in discipline shall be offered Association representation or may waive or revoke that right.

## **ARTICLE XII**

### **Grievance Procedure**

For all grievances regarding class size language (Article V, Section E), the grievance procedure outlined in Article V, Section Q shall be followed.

#### A. Definitions

1. A grievance shall mean a complaint by a teacher in the bargaining unit that there has been a violation, misinterpretation, or inequitable application of a specific provision of this Agreement.
2. A "dispute" is any complaint regarding any rule, order or regulation of the Board relating to wages, hours, or working conditions which is filed by the Association.
3. As used in this Article, the term "teacher" shall mean a member of the bargaining unit, more than one member of the bargaining unit having the same grievance, or the Association.

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

1. Any matter as to which a method of review is prescribed by law.
2. The assignment, reassignment or failure to assign an employee to an extracurricular position may be advanced only through Level 2.
3. The discharge or nonrenewal of a probationary employee.
4. Discipline that does not result in a teacher being suspended without pay (written reprimand) may only be advanced to Level 3.
5. Ancillary staff evaluation unless upon receipt of a less than "effective" rating.

#### C. Procedure

1. Level One:
  - a. The teacher who feels that they have a grievance should first take the matter up verbally with the Principal of the school (within five (5) days following the act or the date the teacher reasonably has knowledge of the act or condition which is the basis of their grievance), who will attempt to resolve it with them. The teacher at their option may have a representative at such a conference. The Board hereby

designates the Principal of each building to act as its representative at level one.

- b. If this fails to resolve the grievance, the teacher shall, within five (5) days of the verbal conference with the Principal, reduce the grievance to writing specifying the following:
  1. It shall be signed by the grievant(s) or Association President;
  2. It shall be specific;
  3. It shall contain a synopsis of the facts giving rise to the alleged violation;
  4. It shall cite the section or subsections of this contract alleged to have been violated;
  5. It shall contain the date of the alleged violation; and
  6. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper.

- c. Within five (5) days of receipt of the grievance, the Principal shall attempt to arrange a conference to resolve the grievance. At the time of the conference, the teacher may appear personally or they may be represented by an Association Representative, or both. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.
  - d. Within ten (10) days of the conference, or longer if mutually agreed to, the Principal shall answer such grievance in writing.
  - e. If the grievance is not appealed within ten (10) days, the Principal's decision will be final.
2. Level Two:
    - a. If the Association does not accept the Principal's answer, the grievance may be appealed to the Superintendent of Schools by sending such notice to him within ten (10) days from the date of the Principal's decision.
    - b. Within ten (10) days of receipt of the appeal, the Superintendent, or their designated representative, will arrange for a conference to satisfactorily resolve the grievance. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.
    - c. Within ten (10) days of the conference, or longer if mutually agreed to, the Superintendent, or their designated representative, shall answer such grievance in writing.
    - d. Such answer shall be final and binding unless appealed to the next step within ten (10) days from the date of the decision.
  3. Level Three:
    - a. If the grievant and/or the Association representative(s) are not satisfied with the

disposition at the Superintendent's level, the grievance and responses shall be transmitted to the Board within ten (10) days of the Superintendent's decision. The President of the Board within ten (10) days after receipt of the grievance shall decide whether or not to schedule a hearing for the Board's next regularly scheduled meeting. The Board shall communicate this decision to the Association within fifteen (15) days after receipt of the grievance.

- b. If the hearing is held, the Board shall render its decision within one month from the date of the hearing. Any dispute or grievance that cannot be taken to arbitration shall be heard by the Board.

4. Level Four:

Individual teachers shall not have the right to process a grievance at Level Four.

- a. If no hearing is held, or if the Association is not satisfied with the disposition of the grievance by the Board, it may, within ten (10) days of the Board's decision or receipt of notice that the Board's President decided not to schedule a hearing, file a written notice to the Board that the Association is proceeding to arbitration. If the parties cannot agree upon an arbitrator, within five (5) days from the date the Association files the written notice, the Association shall file a Demand for Arbitration with the American Arbitration Association within fifteen (15) days from the date the Association files the written notice. The arbitrator shall be selected in accordance with American Arbitration Association rules.
- b. Neither party may raise a new defense or grounds at Level Four not previously disclosed. Each party shall submit to the other party not less than three (3) days prior to the hearing a prehearing statement alleging facts, ground, and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
- c. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
- d. Powers of the arbitrator are subject to the following limitations:
  - 1. They shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
  - 2. They shall have no power to establish salary schedule or to change any salary that is not in conformity with the salary schedule.
  - 3. They shall have no power to change any practice, policy, or rule of the Board nor substitute their judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, provided such practice, policy, or rule is not in conflict with the express provisions of this Agreement. Disputes as defined in this article shall not be subject to arbitration.
  - 4. They shall have no power to decide any question which under this Agreement, is within the responsibility of the management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibilities, except as they may be specifically conditioned by this Agreement.

5. They shall have no power to interpret state or federal law.
  6. They shall not hear any grievance previously barred from the scope of the grievance procedure.
  - e. After a case on which the arbitrator is powered to rule has been referred to them, it may not be withdrawn by either party except by mutual consent.
  - f. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the Arbitrator shall have no jurisdiction to act on the merits of the case until the arbitrability of the matter has been determined in writing by the Arbitrator. In the event that a case is appealed to the Arbitrator on which they have no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
  - g. More than one grievance may not be considered by the Arbitrator at the same time except upon expressed written mutual consent.
  - h. The cost of the Arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
5. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher 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 grievant regardless of their employment), all further proceedings on a previously instituted grievance shall be barred.
  6. The Association shall have the right to initiate a grievance involving a teacher or group of teachers, unless requested, in writing not to do so by the teacher or group of teachers.
  7. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty station.
  8. Where no monetary 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.
  9. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or nonoccurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.
  10. The Board of Education and its representatives shall be entitled to file grievances against the Association and its representatives and pursue such grievances to arbitration where necessary for alleged violations of this Agreement.

### **ARTICLE XIII**

#### **Professional Growth**

- A. 1. Teachers shall be required to participate in in-service training programs, conferences, and workshops when initiated by the administration and paid for by the Board. Specific areas

for discussion may be submitted by any teacher prior to the publishing of the agenda which shall be distributed at least twenty-four (24) hours in advance of said staff meeting.

2. Teachers who are requested and given written prior approval by the Superintendent to participate in summer in-service related to Board goals shall be paid upon completion of the in- service at the substitute rate of pay in effect at the conclusion of the preceding school year.

- B. Teachers shall serve on professional committees concerning school problems during the school day, as deemed necessary by the administration. Department Chairs (including ARC and Related Arts), Grade Level Chairs (all grades Young 5 – 8), Special Education Chairs (one per building) will be compensated at an amount of \$1,000.00 per school year. The need for these positions and the chair assignments will be the sole responsibility of the building principal. These positions will be posted and open to an application process within the buildings. If a teacher is recruited by the building principal to chair a department, grade level, or special education they will have the right of refusal without fear of consequences. This payment will follow the pay schedule for Appendix A non-coaching payments.

Stipends for any Department Chairs/Grade Level Chairs/Special Education Chairs positions can be allocated between up to two members. The parties agree to the following conditions specific to these assignments:

1. Members who are proposing an alternate allocation must submit a plan in writing to their building administrator(s). All parties must be in agreement with the proposed revision to the allocation.
2. Upon approval building administrator(s), the proposed allocation will be submitted to the superintendent for final approval. This approval process must occur with the initial assignment of percentages. Should either the percentage allocation or the individuals assigned change, a new approval will be required.
3. The total compensation for all positions cannot exceed the explicit amount that is described in the contract.
4. These roles may continue to be split as long as this language is a part of the contract.

- C. Teachers are required to attend building meetings called by the district for a period of fifty-five (55) minutes after dismissal in order for the staff in-service meeting time to be counted toward mandated professional development hours. The district shall provide a calendar and topics for professional development at the start of each semester noting meetings longer than fifty-five (55) minutes, up to a maximum of ninety (90) minutes. Absence from the meetings must be approved prior to the meeting by the building principal.

- D. Attendance at all staff meetings is mandatory if notified twenty-four (24) hours in advance.

- E. Ancillary staff will be provided with professional development days that can be scheduled during or outside of the regular workday and work year according to the description below:

1. School Psychologist
  - a. 30 hours of District Provided Professional Development (DPPD) annually.
2. School Social Worker

- a. 45 Association of Social Work Boards – approved continuing education credit hours every three (3) years.
- 3. Speech and Language Pathologist
  - a. The District will reimburse up to \$99 per year for the 30 CEU hours required every three (3) years to maintain licensure.
- F. Newly-hired teachers, teachers who have renewed or have a change in their certificate, must file their valid certificate and/or their official transcript of credits with the Superintendent's office by September 15.
- G. Changes in step on the salary schedule become effective on the first (1<sup>st</sup>) work day of each year and advancements in track on the salary schedule will be negotiated each contract and, if agreed upon, will occur at the beginning of the school year or on the middle day of the negotiated work calendar for the school year following completion of required academic or professional courses. (i.e. for a year with 176 scheduled work days, the middle day would be the 88th work day of the year). It shall be the duty of the teacher to furnish the Board with an official transcript of all such records. Failure to have an agreement in place at the beginning of the school year will delay these changes until an agreement is reached.
- H. In order to qualify for advancement:
  - 1. All hours must be in the area of the teacher's teaching major or minor field or other area as relates to the major or minor certification.
  - 2. Courses taken for the MA+20 track must be earned after the completion of the MA degree. (See the Appendix B, salary schedule, for clarification as to how hours are calculated for the MA+ 20 track.)
  - 3. Any exception must have written approval of the Superintendent of Schools.
- I. When the following certifications have been obtained and proof provided in writing: Teachers who earn and retain National Board Certification will receive \$1,000 annually and will be paid the first pay in June. Teachers attaining Google Level 1 Certification will receive a one-time \$250 stipend. Teachers attaining Google Level 2 Certification will receive a one-time \$250 stipend. These Google certifications will be paid upon submission of proof of completion. A teacher who renews a Level 1 Google Certification will receive a stipend of \$100 for each renewal. A teacher who renews a Level 2 Google Certification will receive a \$200 stipend for each renewal. Google Certification renewals will be paid upon submission of proof of completion.
- J. Ancillary staff who earn and maintain National Board Certification for their respective positions will receive \$1,000 annually on the first paycheck of June. Support for these certifications must be submitted to the Director of Finance by May 1.

**ARTICLE XIV**  
**Professional Compensation**

- A. Employees will be required to pay the total cost of health insurance above the State set hard cap limits, which includes both medical insurance premiums and HSA contributions. These payments will be deducted twice per month over the same time period the employee elects to have their regular teaching contract paid. These co-payments will be payroll deducted through

the district's section 125 plan as designated by the employee. The District agrees to pay up to the state hard cap amount allowed during each medical benefit plan year for the duration of this contract term. The selection of plan options shall be mutually agreed by the District and the bargaining unit.

The parties will meet no later than the Monday after Labor Day each year to discuss any changes to the healthcare plans offered and the use of the 80/20 or the hard cap. Bids will be sought in any year where insurance increases are larger than 7%. No changes to healthcare plans from the previous year will be made unless agreed to by the parties. Any agreement between the parties shall be completed no later than October 30 of each year.

- B. The Board also agrees to provide additional insurance benefits listed below.
1. LTD – 70% of monthly earnings up to maximum benefit of \$5,000 per month. 90 calendar or end of accumulated sick leave elimination period up to 180 calendar days.
  2. Blue Cross Dental Plan 80/80/80 - \$800
  3. Negotiated Life \$40,000
  4. Eye-Med Vision Care
  5. Teachers electing not to receive health insurance will be paid cash-in-lieu in the amount of \$5,000 spread over 26 equal payments starting with the first payroll of the new contract year.
- C. Health, dental, LTD, vision and life insurance benefits will be provided for teachers who have exhausted paid sick leave and who are on unpaid sick leave providing:
1. The teacher shall notify the Board at the beginning of such leave of intention to return following the illness/injury/disability causing the leave, and;
  2. The teacher upon request provides the Board with a physician's statement stating the teacher is physically unable to perform their duties during unpaid leave.

Health insurance benefits will be pro-rated for teachers who are on unpaid leave and do not intend to return to a teaching position in the Williamston Community Schools. It is expressly understood that health, dental, LTD, vision and life insurance benefits cease on August 31 if the teacher does not return the following school year.

When a teacher's services are terminated or when a teacher voluntarily resigns before the expiration date of their teaching contract, all insurance, and LTD benefits shall be terminated at the end of the month in which service was terminated.

Consideration will be made to changing insurance rates on a January 1 to December 31 cycle (calendar year cycle) if rates are advantageous to WEA members.

- D. The Board shall provide, without cost to the employee, the opportunity to utilize the benefits of a Child/Dependent Care Spending Account, a Medical Spending Care Account, and Cash in Lieu of Health Insurance as provided for in Section 125 and 129 of the Internal Revenue Code. The program shall be devised mutually by the Board and the Association and will be in accordance with IRS rules and regulations. In the event that IRS regulations, federal law, or state law regarding these programs is changed, the Board and the Association shall meet to rewrite the program to comply with changes in the law.

In accordance with IRS regulations, any money deducted and not claimed for reimbursement cannot be returned to the employee. The school district shall retain the portion of such excess funds needed to fund the administrative costs of the programs. Any additional monies, including interest earned on those monies, shall be put into a scholarship fund for students.

- E. Upon the renewal of the teacher's teaching certificate, the district will reimburse the teacher for the total cost of the renewal. The payment will be made within thirty (30) calendar days from the date that the new certificate is submitted to the business office.  
Ancillary staff will be compensated for all license renewals that are required for their job duties. Expenses must be submitted to the Superintendent for approval. This shall include the Speech and Language Teacher's ASHA certification and the cost of their professional association membership with ASHA. The payment will be made within thirty (30) calendar days from the date that the new license/certificate/membership is submitted to the business office.
- F. Teachers who are expected by their job descriptions and/or their administrators and approved by the Superintendent to work days beyond the negotiated calendar will be paid a per diem rate for the days worked. The per diem will be calculated by taking that teacher's annual salary for the year (or for the year just completed, if the work is during the summer) and dividing by the actual number of contracted working days in the calendar. If an hourly rate is needed, it will be calculated by dividing the daily rate by seven (7) hours. For extra work done during the school year, the payment will be made in the next unclosed regularly scheduled paycheck.
- G. A teacher will be paid \$200 when involuntarily moved to another building. This payment will be made upon notice near beginning of school year.
- H. Completion of the year as a building technology coach will be paid a \$1,000 stipend annually. This payment will be made the first pay in June.
- I. Merit pay of \$100 annually with an overall evaluation rating of "effective" or "highly effective", to be paid in June.
- J. All WEA members shall receive a free individual membership to the Williamston Community Pool and Fitness Center. Memberships must be renewed annually beginning on July 1st of each year. In order to obtain this membership, the member will present a valid district ID and complete enrollment paperwork with enrichment office staff during the enrichment office's regular hours. The enrichment office will maintain a roster of all WEA members and all members who have completed their membership enrollment. This membership benefit is not transferable.

## **ARTICLE XV**

### **Payroll Dues Deduction**

- A. The District agrees to deduct membership dues for the Association from a bargaining unit member's wages upon submission of a voluntary written authorization this is in compliance with the Payment of Wages and Fringe Benefits Act from the bargaining unit member to the District's Business Office.
  - 1. If the bargaining unit member provides written notice to the Business Office and the Association that they are nullifying their authorization from dues deductions, the District shall have the right to immediately suspend collection of the membership dues for that specific employee.

2. Bargaining unit members who are employed at the start of the school year may elect payroll deduction of dues until the second Friday in September. Bargaining unit members who are hired after the start of school shall have thirty (30) calendar days to elect for payroll deduction and to submit their written authorization.
  3. Deductions shall be made in equal amounts from the paychecks, as authorized by bargaining unit members, beginning with the second pay following receipt of the voluntary written authorization. Members authorizing dues deductions shall have dues deducted up to and including the 21<sup>st</sup> pay of the contract year.
- B. Upon receipt of authorized payroll deductions of Association dues, assessments and contributions to the Association, the District shall transmit these payments promptly to the Michigan Education Association via ACH. Accompanying the distribution of payments shall be a report indicating amounts attributable to each bargaining unit member with the member's name and employee ID number. The Association will provide a spreadsheet template for the ease of reporting information.
  - C. The District shall not process monies for Political Action Committee donations or other similar funds of the Association or its affiliates.
  - D. In the event of any individual or entity files any complaint or claim against the District (which includes its agents/designees, employees and officers) regarding dues deduction, the Association agrees to indemnify, defend, and hold the District harmless against all costs, fees, claims, demands, suits, or other form of liability that may arise out of or by reason of action by the Board for the purpose of complying with the Agreement to deduct Association dues set forth above. Further, the District shall be held harmless for the assessment and collection of Association dues and the imposition of any penalties related to an employee's non-payment of Association dues.

## **ARTICLE XVI**

### **Part-Time Teachers**

- A. Teachers hired before the first scheduled teacher workday of the school year (including teachers offered part-day teaching contracts) shall be offered written contracts for the entire school year.
- B. Teachers hired after the first scheduled teacher workday of the school year (including teachers offered part-time teaching contracts) shall be offered written contracts for the remainder of that school year.
- C. Part-time teachers will be paid at a rate equal to the percentage of time they are scheduled to work compared to a full-time schedule for the building they are assigned to. This percentage will be paid for the number of days they are scheduled to work.
- D. A full-time teacher may request to be employed on a part-time basis. The part-time positions will normally be for a full year unless otherwise approved by the Board. Any teacher requesting to be employed on a part-time basis shall submit a request to the Superintendent of Schools by April 15 prior to the year of part-time assignment. The granting of a part-time teaching assignment shall be at the sole discretion of the Board and shall commence at the beginning of the school year unless otherwise approved. The teacher's written notification to the Superintendent that the teacher intends to return to full-time status must be received by certified mail by April 15 prior to the next school year.

All benefits, including wages, leaves of absence, and insurance benefits, will be pro-rated for

teachers employed on a part-time basis unless otherwise specified in this Section. It is the intent of the Board to pro-rate the cost of insurance as contained in Article XIV (Professional Compensation), Section A and to apply that pro-rated amount to option A or B at the teacher's discretion. If option B is selected the minimum benefits provided by the Board will be all benefits as listed in Section B, Part 2. The remainder of the pro-rated benefits may be applied to an annuity of up to the maximum as listed in Section B, Part 1. If option A is selected, the teacher shall be responsible for reimbursing the Board for the remaining cost of their selection. Such reimbursement shall be handled through payroll deduction. The pro-ration for insurance purposes is based upon the number of assigned periods for teachers employed full-time within that building. Teachers offered Board initiated part-time positions, as an alternative to layoff, shall be entitled to full benefits. Teachers newly employed by the Board to take a part-time position shall be entitled to pro-rated benefits as outlined above.

- E. Except as provided above and in Article XIV (Professional Compensation), all of the rights in the Master Agreement will be extended to part-time teachers.

## **ARTICLE XVII**

### **Scope of Agreement**

- A. This Agreement shall supersede any rules, regulations, or practices of the Board which are contrary to or inconsistent with its terms and which are mandatory subjects of bargaining. It shall supersede any contrary or inconsistent terms contained in any individual teacher's contract heretofore in effect. All future individual contracts shall be made expressly subject to the terms of this Agreement pertaining to mandatory subjects of bargaining.
- B. The Board of Education shall make available copies of this Agreement within one month of ratification of both parties.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall become unlawful due to legislative enactment or be found contrary to law by final unappealed order of a court of competent jurisdiction, then such provisions or application(s) shall not be deemed valid and subsisting except to the extent permitted by law. However, all other provision(s) and application(s) of this agreement shall continue in full force and effect.

## **ARTICLE XVIII**

### **Strike Prohibition**

The Association recognizes that strikes, as defined by section I of Public Act 336 of 1947 of Michigan, as amended, are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during their term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers, which is contrary to law. Both Parties agree not to commit any unfair labor practices.

## **ARTICLE XIX**

### **Student Teachers**

No teacher shall be assigned a student teacher without the teacher's consent.

## **ARTICLE XX**

### **Annexation/Consolidation**

In the event of a consolidation or an annexation involving an entire school district, the Board will advise the Association of the proposed annexation or consolidation to give the Association an opportunity to express its opinion.

## **ARTICLE XXI**

### **Job Sharing**

- A. Job sharing shall be defined as two teachers sharing one full time position.
- B. Job sharing shall be considered for approval by the Superintendent only upon the recommendation of the building Principal(s).
- C. Interested teachers shall file the application set forth in Appendix A-1 (which is available on district website or in the Superintendent's office).
- D. If teachers in a shared assignment substitute in each other's absence, they shall be paid the substitute rate.
- E. Seniority shall accrue as if the teachers were employed full-time. Teachers in a job sharing assignment will be given one-half-year credit and one-half the increment between steps at the appropriate level. Teachers in a shared time assignment will be paid on a pro-rata share of salary which reflects the fraction of time the position is shared and as provided for in the salary schedule of the Master Agreement.
- F. Fringe benefits for teachers on shared time shall be in accordance with fringe benefits for part-time teachers as outlined in Article XVI (Part-Time Teachers). Sick leave shall be accrued on a pro-rated basis.

## **ARTICLE XXII**

### **Early Retirement**

- A. As an assistance for early retirement, teachers who are at the maximum salary on any salary column (B.A., B.A., M.A., or M.A.+) and with ten years in the district may at their option elect to retire from the Williamston Community Schools. The Board agrees to provide those teachers selecting early retirement, in accordance with the provisions of the Public School Employees Retirement Act, Act 300 of 1980, MCL 38.1301 et. seq., a one-time assistance payment according to the formula below:

*The teacher will receive eight hundred dollars (\$800.00) for each year (or fraction thereof) difference between the teacher's age on the effective date of retirement and their eligibility for full Social Security benefits Example: Retire 6/30/2002 and birthday 1/30/42: (65-(2002-1942)) = 5\*800 = \$4,000.*

- B. The teacher must meet state requirements for retirement to be eligible for the benefits of Article XXIII (Retirement). "Retirement" means the teacher must make application for benefits under the Michigan Employees Retirement Fund.

- C. The teacher will not receive any assistance payment until the teacher has presented proof of retirement from the Michigan ORS. Failure to provide prescribed notification shall void the assistance pay provisions of this Agreement.
- D. Teachers requesting early retirement under the provisions of this Article shall send a letter of intent to the Superintendent by April 30 or the next business day after April 30<sup>th</sup> prior to the end of the school year of retirement, or they shall not be eligible for the benefits of this Article. For teachers retiring during the school year, a letter of intent shall be sent to the Superintendent sixty (60) days prior to the date of retirement or they shall not be eligible for benefits of this Article.
- E. In the event Section A of this Article shall be deemed illegal, the Board shall not be required to provide the benefits of this Article to teachers not satisfying the requirements of Section A, and the entire Article shall be deemed null and void.
- F. The Board reserves the right to deny early retirement benefits under this Article if seven (7) teachers have already been granted such benefits in the fiscal year.
- G. Any member who is qualified to retire and notifies the district prior to the last day of the first semester shall receive \$1,700. Any member who is qualified to retire and notifies the district prior to the last day before spring break, shall receive \$1,200. All incentives will be paid in August with other retirement payouts.

## **ARTICLE XXIII**

### **Retirement**

- A. A teacher who retires in accordance with the provisions of the Public School Employees Retirement Act shall receive pay for unused medical leave days as provided below:
  - 1. The teacher must be qualified for voluntary retirement.
  - 2. The teacher must have a minimum of ten (10) years in the school district.
  - 3. The teacher will be paid seventy-five (75) dollars (\$75) pay per day for days accumulated over fifty (50) days.
  - 4. The teacher will be paid a maximum of \$15,000 by the first pay in August or, at the teacher's choice, may choose one of the payment options specified in Section C below. In the event of death of the teacher, this benefit will be paid to the estate of the deceased.
  - 5. It is expressly understood that teachers are eligible for both early retirement and medical leave day compensation if qualified under each respective Article of this Agreement.
- B. The teacher must meet state requirements for retirement to be eligible for the benefits of Article XXII (Early Retirement) and XXIII (Retirement). "Retirement" means the teacher must make application for benefits under the Public School Employees Retirement Act.
- C. Retirement benefits will be paid directly by the school district to a Tax Shelter Annuity (403(b)) at the employee direction once they are eligible for retirement and have tendered their resignation. There will not be any other option and no cash option. Three (3) days after funds under Article XXII (Early Retirement) and Article XXIII (Retirement) are deposited into the teacher's account the teacher can transfer those funds. If the teacher needs those funds to purchase years in the Michigan Public Schools Employee Retirement System to enable them to retire, then the Board will deposit the funds into the teacher's account by May 15<sup>th</sup> of the year of

retirement.

## **ARTICLE XXIV**

### **Teacher Placement, Transfers and Vacancies**

A. Vacant Positions:

A vacancy is an unassigned, open position or a newly created position within the bargaining unit that the District intends to fill. A single available section assigned to a current staff member on their planning period shall not be considered a vacancy under this Article. Vacancies shall be posted for seven (7) days unless mutually agreed to by the administration and the Association. Internal candidates shall be considered first by administration before external candidates are considered. Appendix A positions shall be excluded from the seven (7) day requirement, but internal candidates shall be considered first by administration before external candidates are considered.

B. Teacher Placement and Transfers

1. Decisions regarding the appropriate placement of effective teachers shall be determined by the Superintendent or designee at their discretion.
2. Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. Placement does not include reduction in force or recall decisions.
3. Transfer shall be defined as either a voluntary or involuntary change in order to fill a vacancy in: (1) building assignment; (2) subject area; (3) non-classroom assignment to a classroom assignment or vice versa; or (4) special education assignment. Written notice shall be provided to the teacher and Association prior to an involuntary transfer.
4. Each year, not later than March 1st, a teacher may express in writing a preference for and/or request for consideration for a teacher position for which the teacher is certified and qualified.
5. Teacher placement decisions shall be based on the following clear and transparent factors:
  - a. Staffing the curriculum with effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
  - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, shall be determined by the Michigan Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
  - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Michigan Revised School Code section 1249.
  - d. Teacher placement decisions shall be guided by the following criteria:
    1. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).

2. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status shall be:

- A. Determined by the Michigan Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B. Based on documentation on file with the Superintendent's office.

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

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

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

- A. Compliance with state and federal law and compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
- B. Credentials needed for District, school, or program accreditation;
- C. Previous effectiveness ratings;
- D. Disciplinary record, if any;
- E. Length of service in a grade level(s) or subject area(s);
- F. Recency of relevant and comparable teaching assignments; ~~and~~
- G. Relevant special training, other than professional development or continuing education as required by state or federal law; and
- H. Demonstrating professionalism with colleagues, parents, and students as measured by the Professional Responsibilities domain portion of the most recent performance evaluation.

e. Length of service shall be considered as a tiebreaker if a teacher placement decision involves two or more teachers and all other factors distinguishing those teachers from each other are equal.

## **ARTICLE XXV**

### **School Improvement**

- A. The Board and the Association agree that employee participation in decision-making is a goal which can provide positive results for education. School Improvement is a process for involving employees in decision-making through joint planning and problem solving.

- B. 1. In implementing and operating the School Improvement Plan, no provision, formal understandings, condition or practice established between the parties or by the Collective Bargaining Agreement shall be altered, modified or superseded.
2. The School Improvement Plan is not designed to address the collectively bargained areas of salary/wages, benefits, employee performance or matters established in statute such as the Public Employee Relations Act (PERA) and the Teacher Tenure Act. No building or district-wide school improvement committee shall have the authority to address these employment matters.
3. If any aspect of the School Improvement Plan is contrary to the terms of the Collective Bargaining Agreement, a written waiver must be obtained from both the Association and the Board in order to implement or continue that aspect of the plan. A Waiver will be negotiated as an addendum to the Collective Bargaining Agreement. The waiver shall be subject to the ratification procedures of the parties and distributed to all teachers.
4. Teachers who are requested and given written prior approval by the Superintendent to participate in summer School Improvement activities shall be paid upon completion of the activity at the substitute rate of pay in effect at the conclusion of the preceding school year. Work scheduled beyond the regular work day/year shall be voluntary on the part of the employee unless modified by a specific provision of this Agreement.

## **ARTICLE XXVI**

### **Mentor Teachers**

- A. A mentor teacher shall be defined as a master teacher as identified in Section 1526 of The Revised School Code, Act 451 of 1976, as amended, and shall perform the duties of a master teacher as specified in the code. Teachers shall be given first consideration when selecting mentor teachers. Teachers may express an interest or be approached to become a mentor teacher.
- B. Each teacher in their first three (3) years in the classroom shall be assigned a mentor teacher. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. All new ancillary staff members will be assigned a mentor. Ancillary mentors will be compensated per existing contract language. Ancillary mentor assignments must be submitted by the building administrator to payroll via a memo along with teaching mentor assignments.
- C. A mentor teacher shall be assigned in accordance with the following:
  1. If the mentor teacher is a member of the bargaining unit, they shall have at least five (5) years of experience teaching in the district.
  2. Participation as a mentor teacher shall be voluntary.
  3. The mentor teacher will provide assistance to the mentee in line with an adopted job description and set of expectations for this assignment.
  4. The District shall notify the Association of any needed mentor position. Teachers who are interested will submit that interest in writing to the building principal.
  5. As mentor teachers are matched with mentees, such factors as working in the same building and possessing the same area of certification shall be considered.

6. A mentee shall be assigned to only one (1) mentor teacher at a time, and mentors shall be matched to no more than three (3) mentees.
  7. The mentor teacher assignment shall be for one (1) school year. The appointment may be renewed in succeeding years.
  8. Should either the mentor teacher or the mentee present cause to dissolve the relationship, the parties will meet with the building Principal to determine an appropriate course of action.
- D. The purpose of the mentor/mentee match is to acclimate the new teacher and to provide necessary assistance toward the end of quality instruction. Further, the mentor teacher shall not be called as a witness in any grievance or non-disciplinary hearing involving the mentee nor shall the mentee be called as a witness in any grievance or non-disciplinary hearing involving the mentor teacher.
- E. Upon request, the administration may make available reasonable release time so the mentor teacher may work with the mentee in their assignment during the regular work day. Where possible the mentor teacher and mentee may be assigned common preparation time.
- F. Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development may be scheduled during or outside of the regular work day and work year. This section shall not apply to ancillary staff mentees.

G.

<b>Mentor Teacher Pay</b>		
	<b>Probationary Non-Tenured Mentee</b>	<b>Probationary Previously Tenured Mentee</b>
Year One	\$450	\$400
Year Two	\$400	\$350**
Year Three	\$350	

\*\* To be at the discretion of the Principal.

- Teachers beyond three years of service with an IDP will be assigned a mentor at the discretion of the Principal and will be paid at a rate of \$350 per year.

Mentor Teacher Pay will be paid the first pay in June.

**ARTICLE XXVII**  
**Duration of Agreement**

This Agreement shall be effective upon ratification of all parties through June 30, 2029, and shall not be extended orally or modified orally, but may be extended upon mutual agreement in writing and attached to this contract.

If necessary, to be in accordance with state law, additional school days will be added to the calendar at the end of the school year or other compensatory days to make up for unexpected school closures to assure the minimum days and hours of instruction.

At a mutually agreed upon time during the 2026-2027 school year, a reopener of Appendix A will commence to consider the compensation rates for each position compared to the duties of each position. The WEA will prepare and propose descriptions for each Appendix A position prior to this reopener.

**For the District:**

**For the Association:**

Name: SARAH M. BELANGER

Name: Lisa Briseño

Signature: 

Signature: 

Date: 07/01/2026

Date: 6/25/26

## APPENDIX A

### Extracurricular Activities

**Extra-Curricular Activities:** Percentage of contracted salary to eight (8) years on B.A. scale (steps 0-7)

Activity	Percentage
Art Club – High School	4%
Athletic Director - High School	15% + two open hours during school day
Athletic Director - Middle School	12%
Band Director	12%
Band Director - Assistant	5%
Baseball - Head	9%
Baseball - Junior Varsity	7%
Baseball – 9 <sup>th</sup> grade	5%
Basketball - Boys Varsity	12%
Basketball - Girls Varsity	12%
Basketball - Boys Junior Varsity	9%
Basketball - Girls Junior Varsity	9%
Basketball - Boys 9th Grade	7%
Basketball - Girls 9th Grade	7%
Basketball - Boys 8th Grade – A Team	5%
Basketball - Boys 8th Grade – B Team	4%
Basketball - Girls 8th Grade – A Team	5%
Basketball - Girls 8th Grade – B Team	4%
Basketball - Boys 7th Grade – A Team	5%
Basketball - Boys 7th Grade – B Team	4%
Basketball - Girls 7th Grade – A Team	5%
Basketball - Girls 7th Grade – B Team	4%
Cheerleading - Varsity	6%
Cheerleading - Junior Varsity	6%
Cross Country - Boys	7%
Cross Country - Girls	7%
Cross Country - Middle School Boys	5%
Cross Country – Middle School Girls	5%
E-Sports – Head Varsity	4% per season
E-Sports – Assistant Varsity	2% per season
Football - Head (1)	12%
Football - Assistant Varsity (1)	9%
Football - Junior Varsity (2)	9% each
Football - 9th grade or Assistant Varsity	9%
Golf - Varsity Boys	7%
Golf - Varsity Girls	7%
Golf - Junior Varsity Boys	5%

Golf - Junior Varsity Girls	5%
Soccer - Varsity Boys	9%
Soccer - Varsity Girls	9%
Soccer - Junior Varsity Boys	7%
Soccer - Junior Varsity Girls	7%
Softball - Girls Varsity	9%
Softball - Girls Junior Varsity	7%
Swimming - Boys	7%
Swimming - Girls	7%
Swimming (Dive Coach) – Boys	3%
Swimming (Dive Coach) – Girls	3%
Tennis - Varsity Boys	7%
Tennis - Varsity Girls	7%
Tennis - Junior Varsity Girls	5%
Tennis - Junior Varsity Boys	5%
Track - Boys High School - Head	9%
Track - High School - Assistant (2)	7%
Track - Girls High School - Head	9%
Track - Boys Middle School	5%
Track - Girls Middle School	5%
Volleyball - Girls High School Varsity	9%
Volleyball - Girls High School Junior Varsity	7%
Volleyball - Girls High School Freshman	5%
Volleyball - Middle School – 8 <sup>th</sup> Grade – A Team	5%
Volleyball - Middle School – 8 <sup>th</sup> Grade – B Team	4%
Volleyball - Middle School – 7 <sup>th</sup> Grade – A Team	5%
Volleyball - Middle School – 7 <sup>th</sup> Grade – B Team	4%
Wrestling Head - High School	9%
Wrestling Assistant - High School	7%
Wrestling Head - Middle School	5%
Art Club – 4 <sup>th</sup> & 5 <sup>th</sup> Grade *	4%
Audio-Visual Maintenance - High School	1-1/2%
Be Nice Advisor (2) (Secondary)	4%
BPA (Business Professionals of America)	6%
Class Sponsor - Senior	4%/6% if senior trip
Class Sponsor - Junior	6%
Class Sponsor - Sophomore	3%
Class Sponsor - Freshman	3%
Choir Club – 4 <sup>th</sup> & 5 <sup>th</sup> Grade **	4%
Choral	9%
Debate and Forensics - High School	7%
Drone Club	5%
Secondary First Robotics Team Coach (2)	6%
Elementary Robotics Coach	4%

Freshman Connect Advisor	4%
High School Quiz Bowl Sponsor	4%
High School Musical Head Director	7%
High School Musical Music Director	4%
High School Musical Production Manager	2%
Hugh School Theatre Production Classroom Teacher	3%
Honor Club - Middle School	4%
Honor Society - High School	6%
International Experiences Coordinator	7%
Math and Science Academy	12%
Middle School Quiz Bowl Sponsor	4%
Model U. N. Advisor - High School	5%
Model U. N. Advisor - Middle School	4%
Mu Alpha Theta Advisor	5%
Newspaper - High School	6% if not class/ 1.5% if class
PAL (Peer Assistance Learner) Advisor – High School	4%
PAL (Peer Assistance Learner) Advisor – Middle School	3%
Publications - Middle School (Newspaper/Yearbook)	6% if not class/ 1.5% if class
Spanish Club – 4 <sup>th</sup> & 5 <sup>th</sup> Grade ***	4%
Student Achievement Coordinator - High School	3%
Student Council Sponsor - High School	5%
Student Council Sponsor - Assistant	2%
Student Council Sponsor - Middle School	4%
Yearbook Sponsor - High School	6% if not class/ 1.5% if class

\* Art Club will be provided to 4<sup>th</sup> and 5<sup>th</sup> grader students for a total of 12 sessions per semester. Participation will be free but limited to 28 students. The Art Club will include an art gallery to showcase the student work the was created during each semester. The club shall take place before school from 7:45-8:40 AM.

\*\* Choir Club will be provided to 4<sup>th</sup> and 5<sup>th</sup> grader students for a total of 12 sessions per semester. Participation will be free but limited to 50 students. The Choir Club will include a concert at the end of each semester to showcase songs learned during each semester. The club shall take place before school from 7:45-8:40 AM.

\*\*\* Spanish Club will be provided to 4<sup>th</sup> and 5<sup>th</sup> grader students for a total of 12 sessions per semester. Participation will be free but limited to 27 students. The Spanish Club will include a video-taped performance at the end of 1<sup>st</sup> semester to showcase the Spanish vocabulary acquired during the semester. An art gallery to showcase the student work will be created and displayed during 2<sup>nd</sup> semester. The club shall take place before school from 7:45-8:40 AM.

Upon initial hire into an Appendix A role, a member shall be assigned to step 0. Should the candidate have equivalent past experience (internal or external), the candidate may, at the discretion of the Superintendent, be placed based on such equivalent experience.

- a. Should a member take a leave of absence from an Appendix A role, their step placement shall freeze for the duration of the leave and resume upon return to that position.
- b. Step assignments shall be maintained when a member transfers positions within a

significantly similar role (i.e. Assistant Track Coach to Head Track Coach, or Class Sponsor-Senior to Class Sponsor-Freshman).

- c. Step assignments shall not be maintained when a member transfers positions to a dissimilar Appendix A position (i.e. Be Nice Advisor to Freshman Connect Advisor, or Football Coach to Track Coach).

Stipends for any specific Appendix A sport or activity with multiple positions can be allocated differently than what is stated in the contract. Due to this agreement, the parties agree to the following conditions specific to Appendix A positions:

1. Employees who are proposing an alternate allocation must submit a plan in writing to the athletic director (in the case of athletic positions) or their building administrator (for all other positions). All parties must be in agreement with the proposed revision to the Appendix A allocation.
2. Upon approval of the athletic director or building administrator, the proposed allocation will be submitted to the superintendent for final approval. This approval process must occur with the initial assignment of percentages. Should either the percentage allocation or the individuals assigned change, a new approval will be required.
3. The total compensation for all positions of a specific sport or activity cannot exceed the explicit amount that is described in the contract.
4. These percentage allocations may continue to be split as long as this language is a part of the contract. The length of time shall be included in the proposal for alternate allocation.
5. All other factors of Appendix A compensation will apply, including step assignment and timeline of payments.

**APPENDIX A-1**  
**APPLICATION FOR JOB SHARING**

DEADLINE FOR APPLICATION: \_\_\_\_\_

Teachers' Names:

Current Assignment:

Applying to share what full time assignment:

To be considered for the sharing of this job, it will be necessary for the two teachers to complete, in detail, the following topics: (If additional space is required for your answers, you may use other paper and attach it to this request.)

1. Outline of which teacher would be responsible for the class on which days. Generally, one teacher might work mornings and the other afternoons.
2. A description of how the teaching responsibilities would be divided.
3. A description of how other responsibilities of the position would be met such as faculty meetings, parent conferences, evening activities, and in-service training.
4. A description of what plan would be used for communicating with parents, informing them of the program at the beginning of the year.
5. A description of the process which would be used for communicating with the building administrator and other staff members throughout the year.
6. A description of how the job sharing arrangement would be introduced to the students so as to provide for consistent classroom procedures, expectations, and discipline.
7. Describe which teacher would retain the classroom in the event the job sharing is not repeated the following year.
8. Describe what would be done by the team to evaluate the effectiveness and success of the job sharing team.

After the above areas have been addressed, the application is to be presented to the building administrator for review and recommendation. This review is to ensure the effectiveness of the job sharing plan in the participating building. Approval by the Superintendent will be given only upon recommendation of the building principal.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date

This form is to be forwarded to the Superintendent who will review the plan for consideration of approval.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**NOTE: The official form may be obtained at the Superintendent's office.**

**APPENDIX B**  
**Salary Schedule**

\*Doctorate degree must include a completed dissertation

<b>2026-27 Salary Schedule</b>					
<b>Step</b>	<b>BA</b>	<b>BA+</b>	<b>MA</b>	<b>MA+</b>	<b>DR</b>
0.0	46,053	48,136	50,124	52,462	54,913
0.5	47,089	49,219	51,251	53,642	56,148
1.0	48,148	50,326	52,404	54,849	57,411
1.5	49,231	51,458	53,583	56,083	58,703
2.0	50,339	52,616	54,788	57,344	60,023
2.5	51,471	53,799	56,021	58,634	61,374
3.0	52,629	55,009	57,281	59,953	62,754
3.5	53,813	56,247	58,569	61,302	64,166
4.0	55,023	57,512	59,887	62,681	65,609
4.5	56,261	58,806	61,234	64,091	67,085
5.0	57,527	60,129	62,611	65,533	68,594
5.5	58,821	61,481	64,020	67,007	70,137
6.0	60,144	62,864	65,460	68,514	71,715
6.5	61,497	64,278	66,932	70,055	73,328
7.0	62,880	65,724	68,438	71,631	74,978
7.5	64,295	67,203	69,978	73,243	76,664
8.0	65,741	68,714	71,552	74,890	78,389
8.5	67,220	70,260	73,161	76,575	80,152
9.0	68,732	71,841	74,807	78,297	81,955
9.5	70,278	73,457	76,490	80,059	83,799
10.0	71,859	75,109	78,210	81,859	85,684
10.5	73,475	76,799	79,970	83,701	87,611
11.0	75,128	78,526	81,769	85,584	89,582

## 2027-28 Salary Schedule

Step	BA	BA+	MA	MA+	DR
0.0	47,435	49,580	51,627	54,036	56,561
0.5	48,502	50,695	52,789	55,252	57,833
1.0	49,593	51,836	53,976	56,494	59,134
1.5	50,708	53,002	55,190	57,765	60,464
2.0	51,849	54,194	56,432	59,065	61,824
2.5	53,015	55,413	57,701	60,393	63,215
3.0	54,208	56,660	58,999	61,752	64,637
3.5	55,427	57,934	60,326	63,141	66,091
4.0	56,674	59,237	61,683	64,561	67,578
4.5	57,949	60,570	63,071	66,014	69,098
5.0	59,252	61,932	64,490	67,499	70,652
5.5	60,585	63,326	65,940	69,017	72,241
6.0	61,948	64,750	67,424	70,569	73,866
6.5	63,342	66,207	68,940	72,157	75,528
7.0	64,767	67,696	70,491	73,780	77,227
7.5	66,224	69,219	72,077	75,440	78,964
8.0	67,713	70,776	73,698	77,137	80,741
8.5	69,236	72,368	75,356	78,872	82,557
9.0	70,794	73,996	77,051	80,646	84,414
9.5	72,386	75,660	78,784	82,460	86,313
10.0	74,015	77,362	80,557	84,315	88,254
10.5	75,680	79,103	82,369	86,212	90,240
11.0	77,382	80,882	84,222	88,151	92,270

<b>2028-29 Salary Schedule</b>					
<b>Step</b>	<b>BA</b>	<b>BA+</b>	<b>MA</b>	<b>MA+</b>	<b>DR</b>
0.0	48,858	51,067	53,176	55,657	58,257
0.5	49,957	52,216	54,372	56,909	59,568
1.0	51,080	53,391	55,595	58,189	60,908
1.5	52,229	54,592	56,846	59,498	62,278
2.0	53,404	55,820	58,125	60,837	63,679
2.5	54,606	57,075	59,432	62,205	65,111
3.0	55,834	58,359	60,769	63,604	66,576
3.5	57,090	59,672	62,136	65,035	68,074
4.0	58,374	61,014	63,534	66,498	69,605
4.5	59,687	62,387	64,963	67,994	71,171
5.0	61,030	63,790	66,424	69,524	72,772
5.5	62,403	65,225	67,919	71,087	74,409
6.0	63,807	66,693	69,446	72,687	76,082
6.5	65,242	68,193	71,009	74,322	77,794
7.0	66,710	69,727	72,606	75,994	79,544
7.5	68,210	71,295	74,239	77,703	81,333
8.0	69,745	72,899	75,909	79,451	83,163
8.5	71,313	74,539	77,617	81,238	85,034
9.0	72,918	76,216	79,363	83,066	86,946
9.5	74,558	77,930	81,148	84,934	88,902
10.0	76,235	79,683	82,973	86,845	90,902
10.5	77,950	81,476	84,840	88,798	92,947
11.0	79,704	83,308	86,748	90,796	95,038

Each association member shall receive a full step increase on the salary schedule for 2026-2027, 2027-2028 and 2028-2029 school years.

At the discretion of the Superintendent, a newly hired teacher with a current teaching certificate may be hired at the step reflecting their number of years of teaching experience and graduate credit/degree up to step 9 on the salary schedule provided they have the requisite experience in education and valid credentials. Teaching experience shall be defined as public school experience (non-charter) in elementary, secondary, and college teaching experience in the teacher's area of certification. Teaching

experience may be granted for charter schools or parochial schools on a case-by-case basis.

At the discretion of the Superintendent, new-hire educators with certificates in the fields of secondary mathematics, secondary science, special education, Spanish, and all ancillary specialists may receive a signing bonus of up to \$3,000. The Superintendent is authorized to develop timelines and protocols regarding how/if this bonus will be paid.

- \* B.A. += (B.A. + 24 term hours) or (B.A. + 16 semester hours) or (a combination of semester hours x 1.5 and term hours totaling at least 24)
- \*\* M.A. += (M.A. + 20 term hours) or (M.A. + 14 semester hours) or (a combination of semester hours x 1.5 and term hours totaling at least 20) See Article XIII (Professional Growth), Section H, for information regarding the hours and classes that qualify for advancement on the salary schedule.

Longevity Payment Schedule:

Longevity payments will be based on the teacher’s seniority as of June 30 of each respective contract year-end.

<b>Years in WCS</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
<b>12-14</b>	\$1,500	\$2,000	\$2,500
<b>15-19</b>	1,725	2,225	2,725
<b>20-24</b>	2,400	2,900	3,400
<b>25-27</b>	3,250	3,750	4,250
<b>28+</b>	3,600	4,100	4,600

For each year of the contract, 50% of the longevity payment will be made the 2<sup>nd</sup> paycheck in January and the remainder paid the 1<sup>st</sup> paycheck in June.

Teachers can opt to have their longevity payments placed into a 403(b) or other TSA option if they notify the business office at least one week prior to the pay date.

Travel Between Buildings:

A teacher whose daily teaching assignment requires travel between buildings within the school district shall receive the following mileage payments payable at the end of the school year (to be pro-rated if assignment is not daily):

- A) \$120 per year - If the teaching assignment moves the teacher from one building to another.
- B) \$200 per year - If the teaching assignment moves the teacher from one building to another and returns the teacher to the original building.
- C) \$200 per year - If the daily teaching assignment moves the teacher between more than two (2) buildings.

If travel between buildings causes the teacher not to have a thirty (30) minute duty-free lunch, and with the approval of the Superintendent or their designee, the teacher will be compensated at the following rates:

- Lunch reduced by less than 5 minutes: \$100 per semester
- Lunch reduced by more than 5 minutes to 10 minutes: \$200 per semester
- Lunch reduced by more than 10 minutes: \$300 per semester.

Above amounts will be prorated by total actual number of days per semester and paid on the same schedule as the longevity payments.

The above travel between buildings language shall not apply to ancillary staff.

Supplies:

The teacher can elect to be reimbursed for up to \$350 for educational expenses or classroom supplies. The teacher will need to submit a copy of the receipt(s) to receive reimbursement and any balance remaining will be paid through payroll. Ancillary staff will be allotted \$250 per year to use on job-related supplies. Expenses must be submitted to the Superintendent for approval.

**APPENDIX C**  
**School Calendar**

Open House:

Open House shall be attended by association members. Association members needing to miss an Open House must file a request with their building administrator for the time off, which will also be reviewed for final approval by the Superintendent. The request will count as a half-day personal day leave if approved, or if denied, a docking of a half-day's pay.

Coaches or club sponsors who have a "competition" on Open House day need to notify their administration of their absence, but will not be docked pay or personal time off. Coaches or club sponsors are expected to adjust "practice" time to allow attendance at the Open House.

School Start Times:

Elementary Campus: 8:45 - 3:45

Middle School: 8:35 - 3:25

High School: 8:30 - 3:20

# 2026-2027 Williamston Community Schools Student Calendar

Updated May 12, 2026

## K-3

173 Full Student Days
2 Half Student Days
HS
169 Full Student Days
6 Half Student Days

Full Day Hours	Half Day Hours
K-5 8:45 a.m.-3:45 p.m.	8:45 a.m.-12:05 p.m.
MS 8:35 a.m.-3:25 p.m.	8:35 a.m.-11:50 a.m.
HS 8:30 a.m.-3:20 p.m.	8:30 a.m.-11:45 a.m.

August 2026						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
17	Discovery/Explorer Open House 4:30-5:30 p.m.
18	No School K-12, Staff Professional Development Middle School Open House 4:30-5:30 p.m. High School Open House 5:45- 6:45 p.m.
19	First Day of School--all students full day

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
4	No School K-12, Labor Day Weekend
7	No School K-12, Labor Day Weekend

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
7	Fall Student Count Day
15	No School K-12, Parent Teacher Conferences Discovery/Explorer Conferences MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m. HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
16	No School K-12, Fall Break
19	No School K-12, Fall Break

November 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
3	No School K-12, Staff Professional Development
25-27	No School K-12, Thanksgiving Break
30	Classes Resume

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
21	No School K-12, Begin Winter Break

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
4	No School K-12, Staff Professional Development
5	Classes Resume
13	HS Exams, 1/2 Day HS ONLY
14	HS Exams, 1/2 Day HS ONLY
15	1/2 Day a.m. K-12; HS Exams, Staff Records Day
18	End of First Semester No School K-12, MLK Jr. Day

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
10	Spring Student Count Day
12	No School K-12, Staff Professional Development
15	No School K-12, Presidents' Day

March 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March	
11	No School K-12, Parent Teacher Conferences Discovery/Explorer Conferences MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m. HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
26	No School K-12, Begin Spring Break

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
5	No School K-12, Staff Professional Development
6	Classes Resume

May 2027						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
28	No School K-12, Memorial Day Weekend
31	No School K-12, Memorial Day Weekend

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June	
2	HS Exams, 1/2 Day HS ONLY
3	HS Exams, 1/2 Day HS ONLY
4	1/2 Day a.m. K-12, HS Exams, Staff Records Day
	End of Second Semester

Necessary make up days will be added to end of school year to fulfill MDE requirements.

# 2027-2028 Williamston Community Schools Student Calendar

Updated May 12, 2026

## K-8

173 Full Student Days
2 Half Student Days
HS
169 Full Student Days
6 Half Student Days

Full Day Hours	Half Day Hours
K-5 8:45 a.m.-3:45 p.m.	8:45 a.m.-12:05 p.m.
MS 8:35 a.m.-3:25 p.m.	8:35 a.m.-11:50 a.m.
HS 8:30 a.m.-3:20 p.m.	8:30 a.m.-11:45 a.m.

August 2027						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
16	Discovery/Explorer Open House 4:30-5:30 p.m.
17	No School K-12, Staff Professional Development
	Middle School Open House 4:30-5:30 p.m.
	High School Open House 5:45- 6:45 p.m.
18	First Day of School--all students full day

September 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September	
3	No School K-12, Labor Day Weekend
6	No School K-12, Labor Day Weekend

October 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October	
6	Fall Student Count Day
8	No School K-12, Fall Break
11	No School K-12, Fall Break
21	No School K-12, Parent Teacher Conferences
	Discovery/Explorer Conferences
	MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
	HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.

November 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November	
2	No School K-12, Staff Professional Development
24-26	No School K-12, Thanksgiving Break
29	Classes Resume

December 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December	
20	No School K-12, Begin Winter Break

January 2028

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

January

3	No School K-12, Staff Professional Development
4	Classes Resume
12	HS Exams, 1/2 Day HS ONLY
13	HS Exams, 1/2 Day HS ONLY
14	1/2 Day a.m. K-12, HS Exams, Staff Records Day
	End of First Semester
17	No School K-12, MLK Jr. Day

February 2028						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

February	
9	Spring Student Count Day
11	No School K-12, Staff Professional Development
14	No School K-12, Presidents' Day

March 2028						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March	
9	No School K-12, Parent Teacher Conferences
	Discovery/Explorer Conferences
	MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
	HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
24	No School K-12, Begin Spring Break

April 2028						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April	
3	No School K-12, Staff Professional Development
4	Classes Resume

May 2028						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May	
26	No School K-12, Memorial Day Weekend
29	No School K-12, Memorial Day Weekend
31	HS Exams, 1/2 Day HS ONLY

June 2028						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June	
1	HS Exams, 1/2 Day HS ONLY
2	1/2 Day a.m. K-12, HS Exams, Staff Records Day
	End of Second Semester

Necessary make up days will be added to end of school year to fulfill MDE requirements.

# 2028-2029 Williamston Community Schools Student Calendar

Updated May 12, 2026

## K-3

173 Full Student Days
2 Half Student Days
HS
169 Full Student Days
6 Half Student Days

Full Day Hours	Half Day Hours
K-5 8:45 a.m.-3:45 p.m.	8:45 a.m.-12:05 p.m.
MS 8:35 a.m.-3:25 p.m.	8:35 a.m.-11:50 a.m.
HS 8:30 a.m.-3:20 p.m.	8:30 a.m.-11:45 a.m.

August 2028						
Su	Mo	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
14	Discovery/Explorer Open House 4:30-5:30 p.m.
15	No School K-12, Staff Professional Development Middle School Open House 4:30-5:30 p.m. High School Open House 5:45- 6:45 p.m.
16	First Day of School--all students full day

September 2028						
Su	Mo	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
1	No School K-12, Labor Day Weekend
4	No School K-12, Labor Day Weekend

October 2028						
Su	Mo	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October	
4	Fall Student Count Day
12	No School K-12, Parent Teacher Conferences Discovery/Explorer Conferences
14	MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
15	HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
13	No School K-12, Fall Break
16	No School K-12, Fall Break

November 2028						
Su	Mo	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
1	No School K-12
7	No School K-12, Staff Professional Development
22-24	No School K-12, Thanksgiving Break
27	Classes Resume

December 2028						
Su	Mo	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December	
20	HS Exams, 1/2 Day HS ONLY
21	HS Exams, 1/2 Day HS ONLY
22	1/2 Day a.m. K-12, HS Exams, Staff Records Day End of First Semester
25	No School K-12, Begin Winter Break

January 2029						
Su	Mo	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
8	No School K-12, Staff Professional Development
9	Classes Resume
15	No School K-12, MLK Jr. Day

February 2029						
Su	Mo	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February	
14	Spring Student Count Day
16	No School K-12, Staff Professional Development
19	No School K-12, Presidents' Day

March 2029						
Su	Mo	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March	
8	No School K-12, Parent Teacher Conferences Discovery/Explorer Conferences
	MS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
	HS Conferences 12:00-3:00 p.m. and 4:00-7:00 p.m.
23	No School K-12, Begin Spring Break

April 2029						
Su	Mo	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April	
2	No School K-12, Staff Professional Development
3	Classes Resume

May 2029						
Su	Mo	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May	
28	No School K-12, Memorial Day
30	HS Exams, 1/2 Day HS ONLY
31	HS Exams, 1/2 Day HS ONLY

June 2029						
Su	Mo	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June	
1	1/2 Day a.m. K-12, HS Exams, Staff Records Day End of Second Semester

Necessary make up days will be added to end of school year to fulfill MDE requirements.