PROFESSIONAL AGREEMENT

Between the

TRENTON PUBLIC SCHOOLS

and the

TRENTON EDUCATION ASSOCIATION
TEA/MEA/NEA

2025-2027

TABLE OF CONTENTS

Article		Page
	Preamble	1
1	Recognition	2
2	Membership and Payroll Deductions	3
3	Negotiation Procedures	4
4	Minimal Professional Qualifications	5
5	Management Rights	6
6	Academic Freedom	7
7	Teacher Rights	8
8	Vacancies, Promotions, and Transfers	9
9	Emergency Closing of Schools	11
10	Reduction in Personnel	12
11	Teacher Evaluation	15
12	Grievance Procedure	19
13	Maintenance of Standards	22
14	Union and Local Association Rights	23
15	Protection of Teachers	25
16	Special and Student Teaching Assignments	27
17	Teaching Conditions	28
18	Teaching Hours and Assignments	31
19	Professional Improvement	37
20	Sick Leave	38
21	Unpaid Leave of Absence	42
22	Miscellaneous Provisions	45
23	Paid Absence for Personal and School Business	46
24	Sabbatical Leave	47
25	Annuities	48
26	Professional Compensation	49
27	Calendar	57
28	Employee Benefits	66
29	Definitions	69
30	Special Provisions	70
	Duration of Agreement	72
	Appendix A : MESSA Plan Highlights	73
	Appendix B: Building Schedules	75
	Appendix C: MESSA Rates	80

THIS AGREEMENT entered into August 15, 2025 by and between the Board of Education of the Trenton Public Schools, Wayne County, Michigan hereinafter called the "Employer" and the Trenton Education Association, TEA/MEA/NEA, hereinafter called "TEA/MEA/NEA" or "Union"

PREAMBLE

WHEREAS, the Union recognizes that the Employer, under law, has the final responsibility for establishing policies for the District: and

WHEREAS, the Employer recognizes that teaching is a profession; and

WHEREAS, the laws of the State of Michigan authorize public employees and public employers to enter into collective negotiations agreements concerning rates of pay, wages, hours of employment, and other conditions of employment of such public employees; and

WHEREAS, following extensive professional negotiations between representatives of the parties, certain understandings were reached between representatives of the Employer and of the Union concerning such matters; and

WHEREAS, the Employer and the Union desire to incorporate such understanding into a written collective negotiations agreement in the belief that such action is in the best interest of the residents of the Trenton Public Schools System, the students attending the school therein, and the employees represented by the Union.

NOW, THEREFORE, in consideration of the following mutual covenants, the Union and the Employer hereby agree as follows:

ARTICLE 1
Recognition

A. The Employer hereby recognizes the Trenton Education Association, TEA/MEA/NEA as the exclusive bargaining representative, as defined in Section II of ACT 379, Public Acts of 1965, with respect to wages, hours and other conditions of employment for all professional, probationary and tenure personnel who are certified for instruction on either a full-time or part-time basis as defined in this Agreement, as well as the positions of Educational Audiologist, Psychologist, Speech and Language Pathologist, Counselor, Career and Technical Education (CTE) and School Social Worker.

It is the intent of the parties that any position covered by this agreement on January 1, 2020, shall remain covered by this agreement unless specifically excluded by the written agreement of the parties, and that newly created positions similar to those included above shall be included in the bargaining unit. The term teacher or employee, when used hereinafter in this Agreement, shall refer to all employees represented by the ASSOCIATION in the bargaining or negotiating units as defined, unless otherwise specified. The persons holding the following positions shall be excluded from the bargaining unit:

Superintendent
Chief Financial Officer
Building Principals
Dean of Students
Director of Special Services
Director of Technology
Career Center Specialist
Network Assistant
Other newly created Director, Administrator or Supervisor positions
Assistant Superintendent
Chief Human Resources and Operations Officer
Assistant Building Principals
Athletic Director
Director of Deaf and Hard of Hearing
Administrative Interns
School Nurse
Substitute Employees

B. The term of office for the position of Administrative Intern shall be specified when the position is posted. During this term, the Administrative Intern shall be excluded from the bargaining unit.

ARTICLE 2
Membership and Payroll Deduction

A. Any bargaining unit employee may become a member of the Association.

B. Any bargaining unit employee may elect to not be a member of the Association.

C. Individuals, regardless of whether or not they elect to become members of the Association, shall not be disciplined, discharged, or otherwise discriminated against by Administration.

D. The Employer agrees to provide payroll services both for direct deposit and deductions related to 403(b) plans, medical plans, Health Savings Accounts (for members who are enrolled in a qualified high deductible health plan offered by Trenton Public Schools), and Flexible Spending Accounts. Each employee of the bargaining unit will elect direct deposit for payment of his/her wages and all new employees will be required to select direct deposit at the time of hire. Direct deposit must be for the teacher's entire net pay, and must be transmitted to a checking or savings account in a banking institution that is able to receive wire transfers.

ARTICLE 3
Negotiations Procedures

A. In the year of termination of this Agreement, either party may submit a letter indicating a desire to arrange a meeting for purposes of discussing negotiations. Such a meeting shall be arranged for a mutually satisfactory time and place and shall be held no later than March 1 of the year in which the Agreement is set to expire.

B. In any negotiation, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and by the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

C. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act.

ARTICLE 4
Minimal Professional Qualifications

A. New employees employed by the Board of Education for a regular teaching assignment will hold a bachelor's degree from a college or university, and a provisional, permanent, life, professional or continuing certificate from the State of Michigan, except as noted in Paragraph B.

B. The employment of employees by the Board of Education by individual contract based on special permits is to be condoned only in cases of emergency or where the teacher has outstanding credentials.

C. Excluded from this article are those employees for whom special permits are being processed while they are awaiting full certification from the State of Michigan, or teachers of vocational subjects who possess a vocational certificate or permit.

D. The responsibility for being certified to teach in the Trenton Public Schools, State of Michigan, rests solely with the individual employee. The Employer will continue its present practice of informing the employees of this responsibility and the manner in which it may be fulfilled.

E. The employee recognizes his/her responsibility to the educational process for children. In order to maximize the development of learned skills on the part of the student, the teacher will maintain his/her level of knowledgeable expertise in his/her respective teaching area.

ARTICLE 5
Management Rights

A. The Employer, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and/or the United States.

B. The exercise of these powers, rights, authority, duties and responsibilities by the Employer, and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

ARTICLE 6
Academic Freedom

The Employer respects the academic freedom inherent in the teaching profession, and to that end, employees have the right to use learning materials and to structure learning activities within the approved curriculum policies of the Board of Education.

ARTICLE 7
Teachers' Rights

A. An employee shall be entitled to all rights he/she may have under the Michigan General School Laws, the Michigan Public Employment Relations Act, the laws of the State of Michigan and the United States, the Constitutions of Michigan and the United States and other applicable rules and regulations.

B. Employees shall have the right to rely on the Employer's maintaining reasonable programs for the prevention of and correction of hazardous conditions that may occur in the schools in order to protect the health, welfare, and safety of employees.

C. An employee shall at all times be entitled to request the building association representative or a member of the Local Association employed by the Board of Education to be present when he/she is being reprimanded, warned, or disciplined or as specified elsewhere in this agreement. When an employee is being reprimanded, warned or disciplined, the request for a representative may not be denied or discouraged by the administrator. At no time shall an administrator conduct a meeting with an employee, the results of which shall be a letter of reprimand, warning, or disciplinary action which will be filed in said employee's personnel file without first informing said employee in writing of the nature of the meeting and allowing said employee the right to request the building representative or a member of the Local Association, employed by the Board of Education, to be present at the meeting. Except in unusual circumstances the administrator will inform the employee in writing at least one day prior to the meeting.

D. An employee has the right to refuse to contribute time and/or work which would constitute a deviation from the regular hours of the work day or which would not be considered part of the employee's duties.

E. The employee shall be entitled to full rights of citizenship. Employees shall be protected by the Employer in the exercise of said rights to be free from and without fear of discrimination or discipline in their professional employment with the Employer. The Employer agrees to continue its policies of encouraging respect for the private and personal life of employees.

F. The Employer and the Union agree that there shall be no reprisals of any kind as a result of the negotiations of this Agreement and the activities connected therewith.

G. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, gender, marital status, sexual preference, gender identity, genetic information, or disability.

ARTICLE 8
Vacancies and Transfers

A. Since the quality of education is determined by the capability of the teaching staff, the Employer is pledged to seek the most competent persons, utilizing all courses for whatever positions may exist.

B. A vacancy shall be defined as a current or new teaching assignment that the Employer will fill. Whenever a vacancy in a TEA bargaining unit position in the District occurs (except for positions resulting from lay-off as outlined in Article 10), the Employer shall post the vacancy through the online application system and provide electronic notice of such vacancy to all employees covered by this Agreement. No vacancy shall be filled, except on a temporary basis, until such vacancy has been posted for a minimum of five (5) work days.

   In the event a vacancy occurs during the school year, internal candidates may apply for the position. An internal candidate selected to fill the vacancy shall be granted a mid-year transfer. The vacancy resulting from an internal mid-year transfer shall be filled by an external candidate, unless otherwise determined by the Employer. Part-time teachers shall be considered for full-time positions for which they are certified, qualified, and have requested. The District Director of the Local Association shall be advised in writing of the official appointment filling the vacancy after such appointment has been confirmed.

C. Notwithstanding the provisions of Paragraph B, in the event that a position covered by this Professional Agreement could be filled by a teacher on lay-off who is qualified and certified to fill said position, posting of the position shall not be required. Should there be no teacher on lay-off who is qualified and certified for said position, the position will then be posted in compliance with Paragraph B.

D. Any employee may apply for such vacancy. In filling such vacancy, the Employer agrees to give due weight to the professional background, training, evaluation effectiveness, attainment of all applicants, the length of time each has been in the school system of the District, and other relevant factors. The intent of the School District is to fill vacancies for positions covered by this Professional Agreement from within its staff whenever candidates from within the system meet the criteria established by the Board. If an employee denied a transfer inquires of an appropriate administrator the reasons for denial, said employee shall receive such reasons.

E. The parties agree that unrequested transfers of teachers from one building to another, one subject to another, or one grade to another are the prerogative of the Employer but are to be minimized and avoided whenever possible. When it appears to the Board or an Administrator that an unrequested transfer will be made, an informal conference between the School District and the Association will be convened after student dismissal time for the purpose of considering alternatives to the unrequested transfer. If the alternatives are not acceptable to the School District, the unrequested transfer will be made. When the Board or an Administrator decides that a transfer is to be made, the affected teacher(s) will be notified as soon as possible in an informal conference by an appropriate administrator after student dismissal time.

F. No later than March 15 of each year, teachers may request transfers from one building, grade or subject area to another for the ensuing school year. All requests for the transfers will be in writing, and the School District will consider the written request, provided that the request is received in the Office of the Assistant Superintendent no later than March 15. The Employer shall meet with the bargaining unit's Placement Committee to review all transfer requests. Placement recommendations shall be finalized no later than the third week of May.

ARTICLE 9
Emergency Closing of Schools

A. It shall be the responsibility of the School District to determine when it is necessary to close school. Every effort will be made to communicate announcements of emergency school closing through appropriate means, such as television, radio stations, email, etc, as early in the morning as possible. When the schools are closed to students, due to the above conditions, employees shall not be required to report for duty.

B. In the event the District, or an individual school within the District, exceeds the number of forgiven days/hours allotted by the State (excluding the additional days that may be forgiven by the District's request to the State Superintendent) the District will transition to the Board approved virtual instruction plan, in accordance with MCL 388.1621f(14), as opposed to closing, in order to meet student instruction requirements for receipt of the foundation allowance.

C. Should the District, or an individual school within the District, exceed the number of forgiven days/hours and virtual days permitted under the law, the District shall resume adherence to the following:

1. In order to meet student instruction requirements for receipt of the foundation allowance, scheduled student instruction days/hours that are canceled due to inclement weather, or other conditions which make it necessary to cancel student instruction, will be rescheduled for another day.

2. The student instruction days/time to be rescheduled will be rescheduled as one-half (1/2) instruction days unless more time is needed to meet the yearly hours of required instruction. The days/hours shall be rescheduled first on scheduled records days, if available. Otherwise, the canceled student instruction day/hours will be rescheduled by the addition of one weekday date of student instruction for each canceled student instruction day to be rescheduled following the last scheduled day of school. The Employer and Union may consult and mutually agree to vary from the rescheduling arrangements set forth herein.

3. Rescheduled student instruction days/hours worked pursuant to this provision shall be worked by teachers without additional compensation beyond their annual scheduled salaries for the school year, unless the rescheduled day is one that is rescheduled because of insufficient attendance of students on a previous student instruction day.

D. In the event that during this Agreement it becomes lawful to reduce or eliminate the rescheduling of any or all of the canceled student instruction days without affecting the foundation allowance, only those canceled student instruction days necessary for the foundation allowance will be transitioned to virtual days or rescheduled, as required to ensure receipt of the foundation allowance.

ARTICLE 10
Reduction in Personnel

A. When the School District has conditions that warrant a reduction of staff, the Employer shall determine the number of positions to be eliminated. A teacher to be laid off shall be notified of the layoff no later than thirty (30) days prior to the layoff effective date. The layoff shall be effective at the conclusion of the last teacher duty day of the applicable trimester/semester. Each teacher shall be notified of layoff individually by an Administrator, after school, and by regular mail. Following Board approval of the layoffs, the President shall also be provided one (1) copy of such notices, along with a list of the actual teachers to be laid off, before affected teachers are notified.

B. The Board agrees that the order of reduction shall be determined in the following order:

1. Evaluation Effectiveness: The teacher with a lower evaluation rating shall be laid off before the teacher with a higher evaluation rating (e.g. Needing Support, Developing, Effective).
2. Qualifications: If the teachers' evaluation effectiveness ratings are equal, the District shall then consider each teacher's qualifications.
3. Professional Background: If the teachers' evaluation effectiveness ratings and qualifications are equal, the District shall then consider each teacher's professional background.
4. Length of Service with the District: If the teachers' evaluation effectiveness ratings, qualifications and professional backgrounds are equal, the teacher with the least length of service with the District shall be laid off.

In implementing the foregoing provisions, the parties will meet. The District shall provide an affected teacher with a written explanation of the layoff decision.

C. The Board agrees that the order of recall shall be determined in the following order:

1. Evaluation Effectiveness: The teacher with a higher evaluation rating shall be recalled before the teacher with a lower evaluation rating (e.g. Effective, Developing, Needing Support).
2. Qualifications: If the teachers' evaluation effectiveness ratings are equal, the District shall then consider each teacher's qualifications.
3. Professional Background: If the teachers' evaluation effectiveness ratings and qualifications are equal, the District shall then consider each teachers' professional background.
4. Length of Service with the District: If the teachers' evaluation effectiveness ratings, qualifications and professional backgrounds are equal, the teacher with the greatest length to service with the District shall be recalled.

Upon request by the affected teacher, the District shall provide a written explanation of the recall decision.

D. For the purpose of this contract, seniority shall be defined as the total length of service beginning at the Board approved date of hire in the Trenton Public Schools providing said service was in a professional capacity (teaching or administrative) under the Professional Agreement, or appointed by the Board of Education for an annual salary and providing further that at the same time of said service the professional employee possesses a teaching certificate recognized by the State of Michigan. Seniority under this contract shall continue to accumulate for those administrators who are currently listed on the seniority list, with the exception that the Superintendent shall not be eligible for such seniority. All administrators shall have their seniority ranking adjusted so that the administrator is placed at the bottom of all those teachers of comparable status. For those members of the bargaining unit who are appointed to a position as an administrator after April 23, 2007, such a person shall have his/her seniority under this contract frozen at the time of his/her appointment to a position as an administrator. Any person hired as an administrator after April 23, 2007, and who at that time, is not a member of this bargaining unit, shall not accumulate seniority under this Professional Agreement. The teacher seniority list shall be updated annually by October 31 by the Employer and the Association. The seniority list shall include:

1. Rank Order
2. Name
3. Building Assignment
4. Board-Approved Date of Hire
5. Certification
6. Years of Service

Errors and/or omissions on the seniority list shall not be subject to the grievance procedure. However, if errors and/or omissions are subsequently discovered on the list, and acknowledged by both the Employer and the Association, they shall be corrected as soon as possible.

E. A teacher's seniority shall continue to accumulate when on sabbatical, child care, health, military, and study leaves granted by the Board of Education. However, a teacher returning from a granted leave mentioned above shall have seniority ranking adjusted so that the teacher is placed at the bottom of all those teachers of comparable status.

F. In the circumstances of more than one individual teacher beginning employment, all individuals so affected will participate in a drawing, by lot, to determine position on the seniority list. The Association shall be notified in writing of the date, place, and time of the drawing.

G. All seniority is lost when there is both a severance of employment and a break in service; however, seniority is retained if a severance of employment and a break in service is due to lay-off. In such cases, teachers so affected shall retain all seniority that has been accrued as of the effective day of lay-off.

H. A laid-off teacher shall be considered laid-off until reinstated in the District. After the effective date of termination, the period of lay-off will not exceed three (3) years for the tenured teacher and two (2) years for the probationary teacher. If a teacher refuses an offer

from the Board of a position for which the teacher is qualified, or fails to respond within ten (10) days of its receipt, to a written offer of a position made by the Board, this shall result in termination of the laid-off teacher.

I. Notwithstanding the provisions of Paragraph H, teachers who have been laid off from full-time positions will not lose their rights to future recall if they refuse to accept a position which is less than full-time or less than one semester in duration. The teacher shall be required to inform the Board of such refusal within ten (10) days of receipt of the offer of the position.

J. Notification of a recall shall be in writing with a copy to the Association. The notification shall be sent certified mail to the teacher's last known address. It shall be the responsibility of each teacher to notify the District of any change of address.

K. An administrator may voluntarily enter/return to the bargaining unit provided it does not cause the involuntary transfer or layoff of another member of the bargaining unit.

ARTICLE 11
Teacher Evaluation

A. Evaluation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Video and audio recordings of the teacher to assist in the evaluation process shall only be taken with the prior written approval of the teacher for reflection purposes.

B. The District shall follow the provisions of the Revised School Code MCL 380.1249, as amended, and evaluation procedures outlined below regarding the evaluation of teachers. The Charlotte Danielson Framework for Teaching shall be the performance evaluation tool, unless the parties mutually agree to a different tool. Student growth and assessment data or student learning objectives metrics will be 20% of the evaluation and the other 80% of the evaluation will be objective criteria as determined by the evaluation tool.

TRIENNIAL EVALUATIONS

Any teacher who has received at least an effective rating on three consecutive year-end evaluations shall be evaluated triennially.

1. TEA staff were divided into three (3) evaluation rotation cycles based upon criteria which included seniority, grade level/content area and building. Group 1 will be evaluated in 2024-2025, group 2 will be evaluated in 2025-2026 and group 3 will be evaluated in 2026-2027.

2. Any teacher who is probationary or on an Individualized Development Plan shall be evaluated annually.

3. If concerns arise in teacher performance and the teacher is in a non-evaluation year, the administrator may choose to complete a full evaluation of the teacher. In this case, the Chief Human Resources and Operations Officer, the teacher and the TEA will all be notified of the specific concerns prior to September 15 of that year. In addition, if the teacher is rated "Effective" at the end of the year, s/he shall return to his/her scheduled evaluation cycle.

4. A teacher scheduled for evaluation shall be notified by September 15 that they are on the rotation for evaluation for that school year.

TEACHER TRAINING

All teachers in the District will receive training on the evaluation process and tool.

TEACHER EVALUATION PROCESS

Goals and Individualized Development Plans: Probationary teachers and teachers on an IDP will propose at least one (1) measurable professional growth goals by November 30.

Any probationary teacher or any teacher who has been rated less than effective in one (1) or more rubric elements may be provided with an Individualized Development Plan (IDP) developed by the administrator in collaboration with the individual teacher. This will be completed by

November 30, within four (4) weeks of the teacher being hired, or within four (4) weeks notification of being placed on an Individualized Development Plan.

Observations and Documentation:
At least two (2) observations will be conducted as a part of each teacher's evaluation. The observations shall include one (1) formal observation (scheduled) by January 31 and one (1) informal observation (unscheduled) by March 31. Additional informal observations are permitted and may be announced or unannounced. Observations that will be a part of the year end evaluation will last a minimum of fifteen (15) minutes. The teacher shall submit the pre-observation planning and preparation form twenty four (24) hours prior to the scheduled formal observation.

For any teacher with an Individualized Development Plan, including probationary teachers, there shall be at least three (3) observations conducted as part of the evaluation process The observations shall include two (2) formal observations (scheduled) by January 31 and March 31 and one (1) informal observation (unscheduled) by March 31. Additional informal observations are permitted and may be announced or unannounced.

Post-Observation Meeting and Feedback:
The administrator will hold a meeting with the teacher within ten (10) school days of the observation to provide feedback. The lesson plan, state curriculum standard and the learning targets being used in the lesson, and a review of pupil engagement in the lesson must be discussed during this post-observation meeting. The administrator will provide the final written feedback within thirty (30) calendar days of the original observation.

Mid-Year Progress Reporting:
The performance evaluation system shall include a mid year progress report for all teachers during his/her evaluation year by February 28.

Student Growth Objective (SGO): 20% of the total year-end evaluation must be based on student growth and assessment data or student learning objectives (Domain 5).

- The data used in Domain 5 must be attributable to the actual teaching responsibilities of the individual teacher
- The metrics used in Domain 5 are subject to prior administrative approval
- Student growth data omission for individual students may be approved by the administrator if the student has missed a minimum of 1/6 of the scheduled school days or if there are other extenuating circumstances identified by the teacher and approved by the administration.

Final Evaluation Rating: The performance evaluation system must assign a rating to each teacher of effective, developing, or needing support based on the teacher's year-end evaluation. The final evaluation rating will be determined by calculating an average value from each domain, and each domain being weighted in the following manner:

WEIGHTING BY DOMAIN	
15%	Domain 1 – Planning and Preparation
25%	Domain 2 – The Classroom Environment
25%	Domain 3 – Instruction
15%	Domain 4 – Professional Responsibilities
20%	Domain 5 – Student Growth

The final designation will be given based on the score given after the weighting is applied:

FINAL EFFECTIVENESS LEVEL SCALE	
0-1.5	Needing Support
1.51-2.66	Developing
2.67-4.0	Effective

The final evaluation will be completed by the last Friday of the student school year.

A non-probationary teacher rated as "Needing Support" has the following options available:

- Within thirty (30) calendar days, the teacher may submit a written request for the Superintendent to review his/her evaluation. The Superintendent shall respond in writing within thirty (30) calendar days.
- If the teacher is not satisfied with the Superintendent's response, s/he may submit a written request to the Michigan Employment Relations Commission (MERC) for mediation within thirty (30) calendar days of receiving the response and provide a copy of the request to the Superintendent, or his/her designee.
- Within fifteen (15) calendar days of receipt of the request for mediation, the Superintendent, or his/her designee, shall provide a written response to the teacher and the TEA confirming the mediation will be scheduled as appropriate.

A non-probationary teacher who receives two (2) consecutive "Needing Support" ratings, may file a grievance in accordance with the terms included in Article 12 Grievance Procedures of the TEA Agreement.

Any teacher rated "Needing Support" on three (3) consecutive year-end evaluations shall be terminated, pursuant to Michigan law.

A teacher must not be assigned an evaluation rating and must be designated as unevaluated for a school year if any of the following apply to the teacher:

- The teacher worked less than sixty (60) days during the school year.

- The teacher's evaluation results were vacated through the grievance procedure (applies to tenured teachers only).
- There are extenuating circumstances and the teacher and the District agree to designate the teacher as unevaluated because of the extenuating circumstances.

If a teacher receives an unevaluated designation, the teacher's rating from the school year immediately prior to the unevaluated designation must be used for consecutive purposes, if the evaluation was conducted by the District.

In the event a teacher is not provided with a completed evaluation during his/her evaluation year, the teacher shall be deemed Effective.

B. Each teacher shall have the right by appointment to examine the contents of his/her own personnel file relating to evaluation reports of the Trenton School District, commendations, and copies of correspondence related to the teacher and initiated by the School District after employment. Privileged information such as confidential credentials, reports and related personnel references normally sought at the time of employment are specifically exempted from examination. The examination shall be made in the presence of the administrator responsible for the safekeeping of these files, which the parties acknowledge are the property of the School District and not to be removed from the office of the administrator. In this examination, the teacher may be accompanied by a representative delegated by the Association, provided the teacher gives his/her written consent to the third party's presence to the administrator.

   The material examined may be copied by the teacher. If the teacher requests electronic copies of the material, he/she shall pay a reasonable cost as determined by the Chief Financial Officer.

C. Commendation of an employee's competency or performance in the education field from within or without the school system, whether as individuals, departments, or total staff, are appropriate materials for inclusion in the employee's personnel file. The employee shall have the sole responsibility to present said materials to the Chief Human Resources and Operations Officer for inclusion in the employee's file.

D. Whenever a teacher has a conference (Paragraph B above) with an administrator, the results of which are a reprimand, warning, or disciplinary action, for any infraction of discipline or delinquency in professional performance, the findings and decisions of the administrator shall be reduced to writing, filed in the teacher's personnel file and a copy thereof given to the teacher, provided, however, that the teacher may reply in writing within thirty (30) calendar days from receipt of the decision to said reprimand, warning, or disciplinary action, and such reply shall be filed in the teacher's personnel file. The evaluation reports referred to in Paragraph B above shall remain in the teacher's personnel file and shall be specifically exempted from the grievance procedure; provided however, that in the event such reports are used as a basis for any discipline or discharge of an employee, then the issue of whether such reports are arbitrary or capricious shall be considered within the grievance procedure.

ARTICLE 12
Grievance Procedure

A. Definition

A claim or complaint by the Union or an employee within the unit for which the Union acts as exclusive bargaining representative which involves the interpretation, meaning, or application of any of the provisions of this Agreement. A claim or complaint based on the interpretation, meaning, or application of any of the provisions of this Agreement as it relates to all or part of the membership of the bargaining unit shall be filed by the Union and shall commence at Step III of the grievance procedure, provided however, on any claim or complaint that specifically relates to an individual teacher's compensation, assignment, hours of employment, and/or working conditions, the time limitations of the grievance procedure shall be tolled until said teacher shall have completed Step I of the grievance procedure.

B. Step I

When an employee(s) becomes aware of a grievance, said employee(s) shall meet with the building administrator in an informal conference. An employee may be accompanied by a building representative at the informal conference. If an informal conference fails to resolve the problem, the grievant(s) may file a formal grievance.

C. Step II

The grievance shall be reduced to writing, signed, and presented in person to the building administrator. The building administrator will attempt to adjust the grievance and will submit his answer in writing to the aggrieved within five (5) work days, with a copy thereof to the Union. An employee may be accompanied by the building association representative or a member of the Local Association employed by the Employer, if the employee so desires, to present the formal grievance. If an employee does not file a grievance in writing with the building administrator within twenty (20) school days after the occurrence, then the grievance shall be considered as waived.

D. Step III

If the building administrator fails to resolve the grievance or if the Union initiates the grievance, it may be presented in writing to the Chief Human Resources & Operations Officer. The Chief Human Resources & Operations Officer will attempt to adjust the grievance and will submit his/her answer in writing to the aggrieved within five (5) work days, with a copy thereof to the building administrator and the Secretary of the Association. An employee may be accompanied and/or represented by the Union, or by a member of the Local Association employed by the Employer, if the employee so desires, to present the formal grievance. Once said grievance reaches Step II, the Superintendent and/or Chief Human Resources & Operations Officer may discuss the grievance with the Union.

E. Step IV

If the Chief Human Resources & Operations Officer fails to resolve the grievance, it may be presented in writing to the Office of the Superintendent. The Superintendent will attempt to adjust the grievance and will submit his/her answer in writing to the aggrieved within eight (8) work days with a copy thereof to the Chief Human Resources & Operations Officer, the building administrator and the Secretary of the Association. An employee may be accompanied and/or represented by the Union, or by a member of the Local Association employed by the Employer, if the employee desires, to present the formal grievance.

F. Conferences may be requested by the employee at any of the steps in the grievance procedure. An employee may be accompanied and/or represented at the conference by the representation permitted at the step in the Grievance Procedure.

G. In the event the Union is not satisfied with the decision of the Employer, the grievance may be submitted to arbitration by the Union delivering written notice of its desire to arbitrate to the Employer and the American Arbitration Association within twenty (20) work days after the aggrieved's receipt of the decision of the Employer. The arbitrator shall be selected and the arbitration shall be conducted under the rules of the American Arbitration Association. The fees and expenses of the arbitrator shall be shared equally by the Employer and the Association. The arbitrator shall not invade the province of the courts to render opinions on the legality of any of the provisions of the contract, but, rather, the arbitrator shall confine his decision to the sole question of whether or not there has been a violation of this contract. He shall give no opinion with respect to any matter left by this Agreement or by the law to the discretion of the Board. The Arbitrator's decision on any issue properly before him shall be final and binding on the Employer and the Association and any employee involved.

H. Anything herein to the contrary notwithstanding and as provided for in the Teacher Tenure Act, a discharge or demotion of a tenure teacher shall be for just cause. If a teacher timely contests the Board of Education's decision to proceed upon charges, by filing a claim of appeal with the State Tenure Commission, then the teacher and the Union will forever be foreclosed from filing a grievance or requesting arbitration regarding the teacher's discharge or demotion.

The purpose of this election of remedies section is to prohibit a teacher and the Union from contesting the teacher's discharge or demotion under both the proceedings of the Teacher Tenure Act and under the Grievance Procedure.

I. Failure on the part of employees or appropriate representatives to appeal a decision within ten (10) work days from date of receipt of answer at any step of the procedure will be considered a withdrawal of the grievance or shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal. To extend the time limits of this article, a letter of intent to continue the grievance at the next step must be filed within the time limits of this paragraph by the aggrieved and in any event the aggrieved must proceed with the next step within a period not to exceed thirty (30) days.

J. Any employee may withdraw any grievance filed by him through Level II of the procedure. After a grievance has reached Step II, the Union shall have the right to determine if the grievance is to proceed through the remaining levels of the Grievance Procedure.

K. Any individual employee at any time may present grievances and have the grievances adjusted, without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement. The Association will be given an opportunity to have a member of the Local Association, employed by the Employer, present at such hearings and adjustments.

L. The Employer and the Association will encourage its members not to participate in coercion or reprisals against any persons relative to the grievance procedure.

M. Forms for submitting grievances will be provided by the Association. Forms for reply will be provided by the Employer.

N. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the aggrieved or any of the participants as otherwise indicated herein to the contrary.

O. During the pendency of any proceedings and until a determination has been reached, all proceedings shall be considered private, and any preliminary disposition will not be made public without the agreement of all parties.

P. The time limits provided in this Article shall be strictly observed and may be extended by written agreement of the parties with the exception of the letter of intent set forth in Section I.

Q. In the event the grievance is filed after June 1, of any year, and strict adherence to the time limits may result in hardship to any party, the administrative staff will use their best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible.

ARTICLE 13
Maintenance of Standards

The Employer agrees to maintain the standards of conditions that have existed during the term of the previous agreement except as may be expressly changed in this Agreement.

ARTICLE 14
Union and Local Association Rights

A. On any new or modified fiscal, budgetary, tax program, construction program, or major revision of education policy which is proposed or under consideration, the Association may inform the Employer of the Local Association's position with respect to said matters.

B. The Employer agrees to furnish to the Union upon request all available public information concerning the financial resources of the district and other public information, including but not limited to preliminary budgets and directory of employees.

C. The District Director of the Local Association shall be furnished with a copy of the approved minutes of each regular or special meeting of the Employer within five (5) working days after the adoption thereof.

D. A copy of the agenda of each regular or special meeting of the Board shall be sent to the District Director of the Local Association prior to said meeting.

E. In the event the Union or the Local Association desires to appear on the agenda of a regular Board meeting, the District Director of the Local Association shall make a written request no later than the Wednesday immediately preceding said regular Board meeting. The request shall be addressed to the Employer and made to the Superintendent and shall contain as much information as possible on the subject on which the Union or the Local Association desires to appear. Neither the Employer nor the Superintendent shall deny the Union or Local Association's requests to be on the agenda of the meeting.

F. The Local Association and its members may, upon request to the office of the Chief Financial Officer, use the school buildings and facilities for meetings in accordance with Employer policies.

G. One (1) Union bulletin board shall be provided in each building for the exclusive use of Union notices and matters of concern. The District Director of the Local Association shall be responsible for all material and its contents on the Union bulletin boards.

H. The Union and Local Association may use the employees' school mailboxes, electronic mail, fax machines, printers and photocopiers for communications. Central Office photocopiers and fax machines may be used at reasonable times when such equipment is not otherwise in use. To use a building photocopier the Union must receive prior approval from the building administrator. The Local will pay the District reasonable costs established and agreed to by both parties for the supplies and materials used.

I. A bank of twenty-five (25) days for each school year will be provided by the Employer for one (1) representative designated by the Local Association to receive release time without loss of pay or fringe benefits to perform the duties of a teacher consultant. Any one (1) representative, with the exception of the Union's District Director, District Negotiator, Grievance Chairperson, Member of the NEA Board of Directors, Member of the MEA Board

of Directors, and elected Executive Committee Representative, shall be limited to no more than ten (10) days in any one (1) school year to receive release time without loss of pay or fringe benefits to perform the duties of a teacher consultant. On any one (1) day additional representatives not to exceed four (4) as designated by the Local Association shall receive release time without loss of pay or fringe benefits to perform duties of a teacher consultant, provided however, one (1) day for each said additional representative shall be deducted from the bank. In the event that four (4) representatives of the Local Association are requesting release time for the same day, no more than two (2) staff members per building shall be released for a Local Association Day. Anything herein to the contrary notwithstanding, the term "teacher consultant" shall not be construed to include participation in any demonstrations involving contractual disputes in any school district.

ARTICLE 15
Protection of Teachers

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom, on school property, and/or during school sponsored activities. Whenever it is established that a particular pupil requires the attention of counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board, through its administrative and special services staff, will take necessary steps to aid the classroom teacher, whether the behavior/incident occurs during or outside of the school day or through an online platform. It shall be the responsibility of the teacher to report unusual and serious discipline matters to the proper administrators and to initiate referrals of pupils to special services staff when such is deemed appropriate. It shall be the responsibility of the administrative staff to provide the necessary support to a teacher confronted with a serious disciplinary problem and to facilitate the processing of pupil referrals. The administrative staff shall be responsible for reporting the referral procedures to teachers in each building. Teachers shall be notified in a timely manner when a safety threat has been made against the school.

B. Any case of assault upon a teacher, his/her person or property during a working situation shall be promptly reported to the building principal. The administrative staff will render assistance to the teacher, upon request, by notifying necessary law enforcement officials, a designated member of the teacher's family, school physician, school legal counsel, and Superintendent. The Superintendent may render such additional assistance as he may deem proper under the conditions consistent with Board policy.

C. The Board further agrees that in those cases of loss or damage of personal property of a teacher through no acts of carelessness or negligence of said teacher and occasioned by an act initiated by a student during the work day, the District shall reimburse the teacher for the loss or damage as follows:
   - The teacher’s initial written notification of damage must be submitted to the Building Administrator/Supervisor and Chief Financial Officer within five (5) work days of the occurrence.
   - The District shall reimburse the teacher up to $750 per occurrence for damage to personal property that has a value of at least $10.
   - The teacher may submit a request for reimbursement for property damaged by a student. The request shall be submitted to the Chief Financial Officer within ninety (90) calendar days of the date the damage occurred and shall include a receipt and documentation of the repair/replacement.
   - Items brought in by the teacher for student use are not eligible for reimbursement.

D. Time lost by a teacher in court appearances or official conferences with his/her attorney for the purpose of taking depositions in connection with any assault upon the teacher by a parent or student during a working situation shall not be charged against the teacher.

Any teacher who was a witness to an assault upon another teacher by a parent or student during a working situation, and who is subpoenaed to testify, or who is interviewed by the School District's attorney or by the attorney for the assaulted teacher, shall not have time lost in so testifying or being so interviewed charged against him or her.

E. The teacher shall have at his/her option the right to seek redress from the assailant.

F. The Board shall have the right to reprimand, warn, or discipline teachers in a fair process that is not arbitrary or capricious. Prior to issuing disciplinary action, an investigatory meeting shall be held. An employee shall at all times be entitled to request the building association representative or a member of the Local Association employed by the Board of Education to be present. Except in unusual circumstances the administrator will inform the employee in writing at least one day prior to the meeting. The District shall utilize progressive discipline steps, including but not limited to:

- Verbal Reprimand
- Written Reprimand
- Suspension
- Termination

Depending on the severity or egregiousness of the offense, the District may issue discipline at a higher level.

When an employee is being reprimanded, warned or disciplined, the request for a representative may not be denied or discouraged by the administrator. At no time shall an administrator conduct a meeting with an employee, the results of which shall be a letter of reprimand, warning, or disciplinary action which will be filed in said employee's personnel file without first informing said employee in writing of the nature of the meeting and allowing said employee the right to request the building representative or a member of the Local Association, employed by the Board of Education, to be present at the meeting.

Whenever a reprimand, warning or disciplinary action is reduced to writing by an administrator, the findings and decisions of the administrator in writing shall be filed in the teacher's personnel file, and a copy thereof given to the teacher. The teacher may reply in writing within ten (10) work days from receipt of the administrator's decision with said reply to be filed in the teacher's personnel file. All information forming the basis for the reprimand, warning, or disciplinary action will, upon request, be made available as soon as possible in writing to the teacher.

G. Any complaints directed toward a teacher shall be promptly addressed by an administrator.

ARTICLE 16
Special and Student Teaching Assignments

A. The Employer agrees that Human Resources will notify staff of any possible positions available in Adult Education, Driver Education and Summer School. Employees may inform Human Resources of any interest in said positions in accordance with the procedures outlined in the posted notice. Employees may participate in these programs on a voluntary basis. An employee shall be compensated for teaching in said programs on the basis of the hourly rate established for said services in the Article on Professional Compensation.

B. It shall be the responsibility of the Employer and/or its designated Central Office representative to provide substitute teachers for employee absence for a day, days, or any part thereof.

C. Providing substitutes for audiologists, social workers, and psychologists will be at the discretion of the Employer.

D. The Employer agrees to maintain a list of substitute teachers for elementary, middle, and high school, including elementary resource room teachers, and every reasonable effort will be made to secure necessary substitutes for teachers who are absent.

E. The Employer will use voluntary teachers, who meet the college/university requirements, as supervisors of student teachers. Teachers interested in the Student Teaching Program may notify Human Resources.

F. All monies allocated by the universities and colleges for services rendered as supervisory teachers of student teachers shall be placed in the teachers' scholarship program under the name of the supervisory teacher(s).

G. The Employer will endeavor to provide informational packets to student teachers and to make available to student teachers textbooks and teaching supplies.

H. In compliance with Section 1526 of P.A. 335 (1993), the Employer has the responsibility to establish a new teacher mentoring process. The mentor teacher program may utilize tenured teachers of the bargaining unit who do so voluntarily and without compensation and are not in any way involved in the evaluation of the new teacher.

ARTICLE 17
Teaching Conditions

A. Pupil-teacher ratio is an important aspect of an effective educational program and is directly related to the volume of a teacher's work, the utilization of facilities and personnel, staff recruitment, and present and future planning.

1. Contractual class sizes are as follows:

Young Fives	20 pupils
KDG-1st Grade	25 pupils
2nd Grade	27 pupils
Grades 3-5	30 pupils

Young Fives-5th Grade overloads shall be limited to a max of 3 pupils. Overload maximums and overload compensation are applicable for D/HH and Cross Categorical students who are assigned to a general education elementary classroom for 50% or more of the school day, not inclusive of co-taught classes. Overload maximums and overload compensation are not applicable to Elementary Encore classes.

A classroom teacher affected by an overload situation, as determined thirty (30) school days after the start of each semester, shall be paid $700 per overloaded student, per semester. Overload payments shall be made on the first pay date following the end of the semester in which the overload(s) occurred.

Grades 6-8

Academic	33 pupils
Laboratories	32 pupils
Physical Education	45 pupils

Grades 6-8 overloads shall be limited to a max of 4 pupils. Overload maximums and overload compensation are not applicable to Grades 6-8 elective courses, music, or the arts.

A classroom teacher affected by an overload situation, as determined thirty (30) school days after the start of each semester, shall be paid $130 per overloaded student, per period, per semester. Overload payments shall be made on the first pay date following the end of the semester in which the overload(s) occurred.

Grades 9-12

Academic	34 pupils
Laboratories	32 pupils
Industrial Arts	32 pupils
Full-time Virtual	50 pupils

Grades 9-12 overloads shall be limited to a max of 4 pupils. Overload maximums and overload compensation are not applicable to Grades 9-12 music, physical education or the arts.

A classroom teacher affected by an overload situation, as determined thirty (30) school days after the start of each trimester, shall be paid $130 per overloaded student, per period, per trimester. Overload payments shall be made on the first pay date following the end of the trimester in which the overload(s) occurred.

Special Education Classes

The Trenton Public Schools' Board of Education agrees to operate all special education programs in compliance with state rules promulgated by the Michigan Department of Education Office of Special Education Services Division, I.D.E.A. and the Wayne County Regional Educational Service Agency guidelines for Act 18 reimbursement. The Trenton Public Schools' Board of Education reserves the right to operate in deviation to such rules when such deviation is approved as prescribed in the rules and in other state law guidelines.

2. In these areas of instruction requiring specialized facilities, the available workstations will be the standard for determination of class size. Whenever possible, the Employer will attempt to mainstream certified special education students to those sections in the building with the smallest class size, provided said action is in compliance with the recommendation of the IEP meeting.

B. The employer acknowledges its responsibilities to provide appropriate texts, curriculum guides, reference materials, maps, laboratory equipment, instructional aids, supplies and similar materials as needed tools for the teaching of children. The Employer will continue to keep the schools properly equipped, supplied, and maintained.

C. The principal will notify the teachers of supplies which are unavailable or denied.

D. Paraprofessionals may be assigned in all schools to the cafeteria and the bus duties. Paraprofessionals may also be assigned noon hour playground duty in the elementary schools. In the event that it is necessary to assign teachers to other non teaching duties, it shall be on an equitable basis for the entire staff.

E. The Employer shall provide, for school related work, no less than one computer station (including printer) and one copy machine in each building of the School District for teacher use.

F. The Employer shall provide:
   1. A separate desk for each teacher in the District. All new desks purchased in the future will have drawer space provided with a lock.
   2. Chalkboard/whiteboard in every classroom.
   3. Copies, exclusively for teacher's use, of all texts used in each of the courses he/she is to teach.
   4. Attendance books, paper, pencils, pens, chalk, erasers, and other such materials, required in daily teaching responsibility.
   5. Telephone facilities for the purpose of parent-teacher contact.

G. The teacher shall be responsible to make arrangements through the Office of the Chief Financial Officer to secure bus drivers for all activities requiring bus transportation and in no event shall teachers drive a school bus. Any teacher who so drives without authorization from the Chief Financial Officer assumes all responsibility.

H. The teacher shall be responsible to make arrangements for approved field trips with the building principal. All approved field trips shall have a written rationale submitted to the building principal five (5) work days prior to the trip.

I. The Employer shall make available in each school a lounge and/or work study room for the teachers. Separate lavatory facilities for women and men, exclusively for teachers' use, shall be made available in each school building.

J. The Employer agrees to continue to provide and maintain adequate off-street parking facilities for its professional staff.

K. The elementary schools shall receive a total of twelve (12) hours collectively per day of library labor assistance with the assignments of the library assistance to be the responsibility of the administration.

L. Counselors shall not be assigned hall duty.

ARTICLE 18
Teaching Hours and Assignments

A. The regularly scheduled arrival and dismissal times for staff of the Trenton Public Schools shall be as follows:

	Teachers	Instruction	Students	Teachers
School	Arrive	Begins	Dismissed	Dismissed
Elementary	8:15 a.m.	8:30 a.m.	3:30 p.m.	4:00 p.m.
Middle School	7:55 a.m.	8:10 a.m.	3:00 p.m.	3:30 p.m.
High School	7:15 a.m.	7:30 a.m.	2:30 p.m.	3:00 p.m.

The regular hours of work for staff shall begin at the teacher arrival time for the school to which the employee is assigned to start the day and shall end at the teacher dismissal time for the school in which the employee began the day.

B. Audiologists, counselors, psychologists, social workers and speech and language pathologists will not have the right to refuse to contribute time and/or work which would constitute a deviation from the regular hours of the work day/work week when services are a necessary aspect of the educational process or consistent with the State's Professional Code of Ethics governing his/her profession.

C. All teachers shall be provided a duty-free uninterrupted lunch period in no event less than thirty (30) minutes.

D. "Arrive" is defined as staff being in their assigned buildings at the times designated in Paragraph A above. Teachers will be free to leave the building ten (10) minutes after students' dismissal time, provided there is no conflict with conferences or meetings.

E. Each elementary school teacher shall be provided at least three hundred eighty-five (385) minutes of unassigned preparation time per week. A minimum of fifty-five (55) minutes of unassigned preparation time per day will be provided for each teacher in the elementary grades. Pupil-teacher contact time for each elementary school teacher shall not exceed sixteen hundred seventy-five (1675) minutes per week.

Preparation time will be adjusted on scheduled half-days and PLC early release days, as set forth in Appendix B.

F. Special subject teachers shall be consulted in the scheduling of their classes. Insofar as is possible, special subject assignments for individual students shall not exceed one hundred and ten (110) minutes per day. It is agreed that traveling between buildings will be minimized and avoided whenever possible and shall in no event be considered part of preparation time.

G. The Middle School Exploratory Schedule, which includes an Individual Learning Hour and Expanded Exploratory Choices, has been agreed to by both parties (see Appendix B, Exploratory Schedules.)

Each middle school teacher shall be provided seventy-five (75) minutes of unassigned preparation time per day. At least fifty (50) minutes of aforesaid time shall be uninterrupted (except as noted in the following schedules). Pupil-teacher contact time for each middle school teacher, exclusive of passing times, shall not exceed three hundred and five (305) minutes per day.

- General Education Teacher – Regular Day
- Special Education Co-Teacher / Focus Teacher / Media Teacher – Regular Day
- Early Release Days
- Half Days
- Adjusted Schedule Days (includes State/District Testing days)

Both parties recognize that preparation time may be adjusted on PLC early release days, half days, and adjusted schedule days. A maximum of nine (9) adjusted schedule days may be added which include State Mandated/District testing. The Association will be notified in advance of adjusted schedule days.

In the event the Exploratory Schedule (as described in Appendix B) is no longer used, then Article 18 Paragraph G reverts back to Contract Language in the 2008-2009 Contract (see below).

Each middle school teacher shall be provided seventy-five (75) minutes of unassigned preparation time per day. At least fifty (50) minutes of aforesaid time shall be uninterrupted. Pupil-teacher contact time for each middle school teacher, exclusive of passing times, shall not exceed three hundred and five (305) minutes per day.

For the purposes of this section, the number of preparations for middle school teachers shall be defined as the number of different subject matter classes and/or the number of different grade levels classes.

It is mutually agreed and recognized that as a goal the Employer will endeavor to schedule middle school teachers to no more than five (5) class preparations, as defined, per ten (10) week period. However, should it be necessary to exceed the said limitation of five (5) class preparations per ten (10) week period, the scheduling shall be preceded by a conference between the teacher and the building principal.

H. Each high school teacher shall be provided eighty (80) minutes of unassigned preparation time per day. At least one (1) class period of time of the aforesaid time shall be uninterrupted. A class period shall be defined as the length of time of one (1) regular high school class. Pupil-teacher contact time, exclusive of passing times, shall not exceed three hundred (300) minutes per day. Preparation time will be adjusted on scheduled half-days, partial days (P/T Conferences, Exam Day 1, and Adjusted Days), and PLC early release days,

as set forth in Appendix B. A maximum of eight (8) adjusted days may be added. The Association will be notified in advance when any of the eight (8) adjusted days are added. In addition, the School District shall have the right to make changes in the high school schedule after consultation with the Union.

I. Due to the flexible nature of the roles, audiologists, counselors, psychologists, social workers and speech and language pathologists will not be eligible for a specific amount of unassigned preparation time each day/week.

J. Each Building Administrator shall be responsible for creating and maintaining a list of certified building staff who have voluntarily agreed to sub during their preparation period in the event a substitute teacher is not available. The voluntary sub list shall be rotated in alphabetical order.

Teachers shall not be required to give service as a substitute teacher unless there is an uncovered classroom and the volunteer substitute teacher list has been exhausted. All certified building staff will be included on the required sub list, which shall be rotated in alphabetical order.

Teachers who lose a preparation period as a substitute shall be compensated at a prorated hourly rate established in Article 26 (0.1% of BA Step 1). In the event a teacher has been required to sub more than five (5) times per semester, an additional stipend of $250 per semester shall be paid. This stipend is only applicable to those teachers who have not voluntarily agreed to sub and is limited to two (2) semesters per school year.

K. Teachers may leave the building during preparation time, upon providing notice to the building principal and/or the designated representative, for legitimate reasons.

L. It is recognized by the Employer and the Union that exclusive of the limitations established in this Article and in Article 8, the assignment of teachers is the responsibility of the Employer. The Employer agrees that, insofar as is possible, teachers will be assigned to teach major or minor fields of study.

M. It is recognized by the Employer and the Union that exclusive of the limitations established in this Article, the scheduling of teachers is the responsibility of the Employer. On or about June 1 at the teacher's request, the building principal's office will review and discuss the teacher's tentative schedule for the ensuing year.

N. With respect to audiologists, psychologists, social workers and speech and language pathologists, Administration reserves the sole discretion and authority, without regard to Article 8 Paragraph F, to assign casework and to transfer these employees between buildings/cases.

O. Each teacher shall attend his/her building open house, unless excused in advance by the building principal.

P. All IEP team meetings shall be held between the teacher arrival and dismissal hours, unless agreed upon by consensus of the team.

Q. Teachers at all levels shall participate in Parent Teacher Conferences, according to the calendar.

R. Teachers traveling between buildings within the District in the course of performing his/her job are expected to travel within reasonable time frames of approximately fifteen (15) minutes.

S. On the day of MME testing at the high school, Administration will first seek proctor volunteers for administration of the test. If an insufficient number of teachers do not volunteer as proctors, Administration may select teachers by means of a random drawing. Furthermore, on the first day of MME testing, all teachers not serving as proctors for the MME will participate in the proctoring of the State test.

T. Staff shall attend a one-hour professional staff meeting once per month, not to exceed forty (40) minutes beyond the regular teacher dismissal time. The total number of professional staff meetings shall not exceed four (4) per school year. The Building Administrator is responsible for scheduling the staff meetings and the meeting dates shall be communicated to staff with at least one (1) week's notice. Staff must receive prior approval from the Building Administrator if unable to attend a staff meeting.

U. The parties acknowledge that the Board of Education may encourage or promote participants in a job-sharing program. They further acknowledge that participation in the job-sharing program shall be voluntary. Job-sharing shall be defined as two bargaining unit members sharing a given teaching assignment on an equal or approximately equal basis from day to day and/or sharing on an equal or approximately equal basis the total instructional time as may be appropriate and approved by the administration.

1. Teacher responsibilities for each assignment will be as equally distributed as scheduling allows. However, teachers will perform the duties that fall in their portion of the assignment.

    a) It may be necessary to equate planning time by exchanging A.M./P.M. assignments at mid-year or by some other scheduling technique.

    b) Both teachers shall participate in parent conferences and required professional development activities without additional pay. The teacher who is teaching at the time contiguous with the staff meeting will attend that meeting, and brief his/her teaching partner of the content of the meeting.

2. Appointment to job-sharing will be for one (1) school year at a time and only for teachers that have completed at least 3 years of teaching in the district or have acquired tenure or continuing tenure with the Trenton Public Schools District. The District reserves the right to cancel a job sharing position at the close of the school year. The employee

reserves the right to return to full time teaching following the completion of a job-sharing position. Conditions for return to a full-time position will be governed by the contract.

a) Any job-sharing assignment must receive the approval of the affected building/program administrator(s).

b) The maximum number of shared-time positions in any one school year shall not exceed four (4).

c) A proposal for shared-time positions must be submitted by the date indicated in Article 8, Paragraph G to the Human Resources Office. This proposal shall contain a description of the shared-time assignment, the signature of both teachers wishing to job share, and a letter from the affected building/program administrator(s) indicating approval of the arrangement.

d) The Superintendent/Designee will then review the proposal, and if he/she is in agreement with the arrangement, sign the proposal.

e) In the event that there are more applications for shared time positions than there are positions available, the positions shall be filled by a lottery. Names will be drawn as a team, not individually. This lottery will be held no later than April 30th.

f) In the event that a job-sharing assignment becomes vacant, or one of the teachers is placed upon a leave of absence, the teacher who remains will assume the position on a full-time basis for the shorter of (a) the remainder of the school year, or (b) the duration of the leave.

3. Salary, personal illness days, family illness days, and personal business days will be prorated according to duty time.

4. Each of the teachers shall be eligible for the fringe benefits set forth in Article 28, provided that the teacher contributes toward the cost of the benefit as set forth herein. The Employer will pay the percentage of the cost of the benefit equal to the percentage of the teacher's assignment, with the teacher paying the balance by payroll deduction. (For example, a teacher employed to work a 0.6 schedule will pay 40% of the cost of the benefit, with the Employer paying the remaining 60%).

5. In the event that layoffs become necessary, personnel assigned to job-sharing will be subject to layoff in accordance with the Master Agreement. Teachers in a shared assignment may be transferred as a team or individually if needed in accordance with the Master Agreement.

6. The "approval" process for job-sharing shall not be subject to the grievance process addressed elsewhere in this professional agreement.

7. Teachers may not file for unemployment benefits while working in a job-sharing arrangement.

8. Teachers in a shared time assignment may substitute for one another with the approval of the building/program administrator and the teachers. In such circumstances, the rate of pay shall be that rate applicable to substitute teachers who are not members of this bargaining unit.

ARTICLE 19
Professional Improvement

A. The Employer agrees to provide upon application, the necessary funds within budgetary limitations for employees who desire to attend professional conferences and Michigan Department of Education Curriculum committee meetings. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses of the Employer.

B. Any member of the Local Association may make a request to the building principal that arrangements be made for courses, conferences, workshops, or seminars as it is recognized that these professional activities offer valuable opportunities to employees to improve their professional competence. In considering the employee's request, the building principal shall review and discuss the same with the employee, giving due consideration to the number of potential participants, availability of materials and speakers, and other relevant factors. Any fees or tuition expenses shall be the expense of the participants.

C. The Employer will attempt to provide a voluntary opportunity to improve professional competency for individual teachers identified by the administrator. Such activities may include, but not be limited to, inservice training, teacher-peer help (provided involved teachers agree), educational classes or other activities deemed necessary to improve the quality of the instructional program. Any fees or tuition expenses associated with accredited colleges for a teacher's professional improvement in his/her assigned areas shall be borne by the Employer, providing the employee has received written permission for payment of fees or tuition prior to registering for any educational program.

D. All employees will participate in thirty (30) professional development hours as set forth in the attached calendar. When the entire district has a professional development day at the same time, the hours shall be from 8:00 a.m. until 3:00 p.m., with a sixty (60) minute lunch break.

ARTICLE 20
Annual Sick and Personal Leave Days

A. Annual sick leave is defined as a time of employee absence because of immediate family or personal illness or disability during which time the employee is granted income protection by the Board of Education. Immediate family is parent, spouse, or child.

B. Upon employment and after starting work in the system, employees are granted a total of fourteen (14) annual sick leave days per school year. Three (3) days per school year from the employees' annual sick leave days may be used as personal business days upon the approval of the building principal. Upon conclusion of each contractual school year, unused personal business days will revert back to annual sick leave days and shall accumulate in accordance with the terms outlined in Paragraph F.

   Up to seventy-two (72) hours of an employee's annual sick leave time may be used for any Earned Sick Time Act (ESTA) purpose.

C. The annual leave days referenced above in Paragraph B shall be prorated for part-time employees and for any employee working less than a full contractual school year.

D. It is agreed that personal business days shall be used for business and family obligations. Personal business days may not be used for recreational activities or to extend vacations.

E. The day immediately prior to a regularly scheduled school holiday and the day immediately following a regularly scheduled school holiday may not be used for personal business leave, unless the employee shows the necessity for such leave on either of these days and receives approval from the Office of the Superintendent. The use of three (3) consecutive, work days as personal business days requires the prior approval from the Office of the Superintendent.

F. Unused annual sick leave days will be allowed to accumulate. An employee who has completed 5 years of TEA service will be allowed to build a personal sick leave bank of one hundred and thirty (130) days. The employee's personal sick bank shall only receive up to fourteen (14) days each year to bring his/her personal balance to one hundred and thirty (130) days. The employee shall receive zero (0) days if his/her balance is already at one hundred and thirty (130) days or more. If and when an employee drops below one hundred and thirty (130) days in his/her own personal sick bank, the employee shall not exceed one hundred and thirty (130) days again.

G. The maximum number of annual sick leave days with income protection granted an employee at 100% shall be determined by the accumulated number of days that the employee has in his/her personal sick bank but shall not exceed seventy (70) days for a probationary employee or one hundred and thirty (130) days for an employee who has completed five (5) years of TEA service, except as noted in Paragraph F above.

   However, after exhausting an employee's own personal sick bank, effectively having zero (0) days left, an employee may apply to use the Union Sick Bank (USB). The USB is hereby

established consisting of not more than three (3) days per year contributed by the employees from the employee's individual allocated fourteen (14) sick days. Employees shall contribute personal sick days on the first day of the following school year (e.g. employee sick day contributions will be made on the first day of the 2025-2026 school year for 2024-2025 USB days). An employee who was not employed during the previous school year shall be excluded from contributing his/her personal sick days.

An employee's use of USB days shall be limited to no more than two (2) years, equal to the total teacher contracted duty days (e.g. 360 days), every five (5) years.

1. Eligibility for Consideration of the USB
   a) The employee's accumulated personal sick leave must be exhausted; and
   b) The employee must not have exhausted the maximum number of USB days allowable, as defined in Paragraph G above; and
   c) A physician's verification of incapacity must be submitted to the USB committee.

2. Administration of USB
   The Union Sick Bank shall be administered by a three (3) person committee elected from the membership of the bargaining unit, as well as two (2) representatives of the District determined by the Superintendent.

3. Benefits of the Union Sick Bank
   a) If an employee is approved to use the Union Sick Bank, effective on the first day of eligibility and continuing for ninety (90) duty days thereafter while eligible for the USB, the employee shall receive one hundred (100) percent (%) of his/her daily rate of pay. The employee shall receive seventy (70) percent (%) of his/her daily rate of pay for the use of approved USB days beyond ninety (90) days through the maximum number of USB days allowable, as identified above in Paragraph G; and
   b) The employee will continue to be eligible for the employer provided medical, dental, and vision coverages.

H. After five (5) or more consecutive days of personal illness, or if a pattern of continuous absence because of illness occurs, a medical certificate will be required. After a period of eight consecutive weeks and every four weeks thereafter, a physician's statement indicating an inability to return to normal duties must be submitted to continue under the income protection provision of this section.

I. <u>Routine physicians' appointments by employees</u>, as opposed to emergency physicians' care <u>do not qualify for sick leave</u>.

J. Hospital outpatient appointments of employees, which cannot be scheduled during off working hours, shall qualify for sick leave. It shall be the responsibility of the employee to schedule outpatient appointments outside of working hours unless extreme emergencies dictate otherwise.

K. With the exception of an emergency, an employee opting for surgery will attempt to schedule the surgery during the summer recess.

If a delay of the surgery could cause personal risk to the employee, then the employee shall so notify the Chief Human Resources and Operations Officer as soon as possible. Notification shall be accompanied by a physician's written statement that a delay of surgery could cause personal risk.

L. Income protection granted because of illness will cease upon the commencement of child care leave or leave of absence.

M. Income protection shall be granted for the temporary disabling period of time caused by illness due to disabilities caused or contributed to by pregnancy, miscarriage, abortion, and childbirth. The temporary disabling period of time shall include childbearing time and the normal recoverable time thereafter, but shall not include the child care period of time for which an employee is entitled to apply for child care leave.

For the purposes of paternity leave and leave following the adoption of a child, an employee shall be granted up to ten (10) days of income protection, so long as the employee has the sick leave days available for use.

N. An employee having twenty (20) or more years of TEA service, not inclusive of years when an employee is on an unpaid leave of absence and/or on layoff, shall be paid one hundred dollars ($100) per day for earned, but unused sick days upon separation of employment. To be eligible for this benefit, written notice shall be given no later than March 1 of the year of separation of employment. The maximum amount payable to an individual employee, including the appreciation pay noted in Article 26 paragraph D, is eighteen thousand dollars ($18,000), with a District maximum payout of one hundred fifty thousand dollars ($150,000) per year.

O. An employee is granted income protection under the provisions of the sick leave policy if he/she is in quarantine.

P. An annual audit will be made of employee absence and administrative review will occur with those employees who have established a pattern of continuous absence. The employee shall be given a copy of the audit of absences.

Q. Employees shall not be charged sick or personal leave time when school has been canceled due to inclement weather unless the employee is out on an extended absence for ten (10) or more working days.

R. Any disability of an employee that qualifies for indemnity under the Workers' Compensation Act shall be compensated with the combined funds of Workers' Compensation and Sick Leave not to exceed the regular daily rate. The compensation from the employer shall not exceed the number of the employee's accumulated sick days.

S. When and if a challenge is made to the medical certificate regarding employee illness, the Employer reserves the right to send the employee to one of the following medical centers for examination at the expense of the School District:

a. University of Michigan Medical Center
b. Henry Ford Hospital Medical Center
c. Concentra Medical Center

The employee may select any physician on the staff of the medical center to which s/he is directed, in a specialty or discipline under which the employee's illness or disability is certified. The employee's attending physician shall be the sole recipient of any report generated which contains information as to history, symptoms, test result, or opinions as to therapy or, at the option of the employee, that information may be mailed directly to the employee.

The employing district is to be the recipient of a statement verifying that the employee's absence is due to illness or was due to illness and the certificate shall be signed by an examining physician at the medical center.

It is understood and agreed that if the examining physician is unable to determine with any degree of medical certainty whether a past disability was due to a medical condition, such inability shall not be the basis for denying use of appropriate sick leave compensation.

ARTICLE 21
Unpaid Leaves of Absence

A. A leave of absence is an authorized absence from work without pay.

B. The following types of Leave of Absence are recognized:

Personal Leaves

Unless otherwise required by law, leaves of absence for personal reasons are available with approval of the Employer. This type of leave includes leaves to participate in exchange teaching programs; foreign or military teaching programs; Peace Corps, Teaching Corps or Job Corps as a full-time participant; or child care.

Other personal leaves may be granted at the discretion of the Employer.

Unless otherwise required by law, the Board of Education will not continue to provide employee benefits to an employee on a personal leave of absence.

Medical Leaves

Leaves of absence may be granted when an employee is unable to work due to personal illness or disability, regardless of whether such illness or disability is work-related. Leaves resulting from an employee's own serious health condition must be supported by medical certification from a health care provider stating the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts, and a statement that the employee is unable to perform the essential functions of his or her position.

The employer reserves the right to require the employee to obtain the opinion of a second health care provider chosen through the selection process defined in Article 20 Paragraph T. The employer will bear the cost and shall be the recipient of the opinion of the second health care provider.

At the expiration of a medical leave, there must be a physician's certification confirming his or her fitness to return to work.

Unless otherwise required by law, the employer will not continue to provide employee benefits to an employee on a medical leave of absence.

Family and Medical Leave Act of 1993

In accordance with the Family and Medical Leave Act (FMLA) of 1993, a medical or personal leave addressed above is an FMLA leave if the absence is for one or more of the following:

1. Because of the birth of a child of the employee, and in order to care for such child;
2. Because of the placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
4. The employee is unable to perform the essential job functions because of a serious health condition.
5. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, son, daughter, or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation; or
6. To care for a member of the Armed Forces (including the National Guard or Reserves) who is the employee's spouse, son, daughter, parent, or next-of-kin, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Such unpaid leaves of absences are counted against an employee's annual FMLA leave entitlement. Under the FMLA, an employee is generally eligible for a total of twelve (12) workweeks of leave in a twelve (12) month period. This twelve (12) month period is measured back from the date the employee uses the FMLA leave.

For leaves of the type described in six (6) above, an employee is eligible for up to twenty-six (26) workweeks in a single twelve (12) month period.

Personal leaves to care for an employee's spouse, child, next-of-kin, or parent must be supported by medical certification from a health care provider stating the date the serious health condition commenced, the probable duration of the condition, the appropriate medical facts and that the employee is needed to care for the person. The employer reserves the right to require the employee to obtain the opinion of a second health care provider chosen through the selection process defined in Article 20 Paragraph T. The employer will bear the cost and shall be the recipient of the opinion of the second health care provider.

When a leave noted as (1) or (2) above is granted, the leave must be taken in one (1) continuous increment.

During leaves that are FMLA qualifying leaves, insurance benefits as required by law will be continued on the same terms and conditions as prior to the leave.

Military Leaves

Leaves for active military service or reserve training will be granted in accordance with applicable law.

C. In order to be eligible for a personal leave of absence, a certified employee must have satisfactorily completed a minimum of one year under a tenure contract. Employees not eligible for tenure must have satisfactorily completed a minimum of one year under the equivalent tenure timeframe applied to certified employees. A probationary employee may be granted a personal leave of absence at the discretion of the Employer.

D. Personal leaves of absence shall be for an entire school year, or the balance thereof, and shall end on the first working day of the school year following the personal leave. Personal leaves of absence may be extended for one additional school year, upon the request of the employee. An extension request must be submitted in writing to Human Resources no later than March 1 of the current school year and may not be for partial school years. Except for FMLA leaves and personal leaves for child care, a request for a second leave may not be granted until the employee returns to full-time work for one year. At the Employer's discretion, upon the employee's written request to Human Resources, a personal leave may be terminated prior to the scheduled termination date.

E. An employee on leave of absence from the School District shall maintain employment status with the District while on such leave.

F. Leaves of absence shall only be granted to those employees who intend to return to the service of the Trenton Board of Education at the termination of the leave.

G. Applications for personal leaves of absence shall be submitted in writing no later than sixty (60) days prior to the commencement of the leave.

   Requests for FMLA leaves of absence must be in writing and submitted to Human Resources not less than thirty (30) days before the date the leave is to begin. If such notice is not practicable, the notice is to be provided as soon as practicable.

H. When an employee is on an approved personal leave of absence for more than ninety (90) contractual work days in a school year, the Employer may post the employee's position and hire an individual to fill the vacancy. Upon termination of the employee's personal leave of absence, s/he shall be returned to the first open position for which s/he is certified and qualified, in a manner that doesn't conflict with applicable laws.

ARTICLE 22
Miscellaneous Provisions

A. All individual employee contracts shall be made expressly subject to the terms and conditions of this Agreement. The provisions of this Agreement shall be incorporated into and made a part of Board policy.

B. If any provisions of this Agreement shall be found contrary to law, then such provisions shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue in full force and effect.

C. The Employer and the Union shall mutually implement a study committee for the purpose of exploring educational problems in the Trenton Public Schools and the development of solutions which would benefit the community and satisfy their mutual, yet respective concerns.

D. An employee reasonably suspected of being under the influence of drugs and/or alcohol while on duty and/or on District property, will, at the request of an appropriate Administrator, submit to formal drug and alcohol testing. THC shall be exempted from the testing until an identified intoxication test is produced.

E. Twenty (20) copies of this Agreement shall be printed at the expense of the Employer and presented to the Union. The employer will email a PDF version to each teacher. Finally, the employer will provide the District Director with an editable electronic version (in Microsoft Word).

ARTICLE 23
Paid Absences for Bereavement and School Business

A. Certified personnel, in the case of death in the immediate family, (parent, grandparent, grandchild, spouse, sister, brother, child, mother-in-law, or father-in-law) will qualify for pay up to five (5) days of absence; and in the case of death of a close associate or relative other than a member of the immediate family, will qualify for pay up to one (1) full day of absence. In the event a bereavement day is used for a "close associate or relative other than a member of the immediate family", the employee will be required to submit documentation from the funeral home indicating the employee's attendance at the funeral home/funeral service on the day of the absence.

B. An employee shall qualify for a paid school business day(s) if serving as a witness in any court case involving the employee's employment except in those cases involving labor disputes and contract negotiations between the Board of Education and the employee of the Association.

C. An employee will qualify for a paid school business absence for visitation at other schools or for attending educational conferences approved by the Superintendent of Schools and/or the Building Principal.

D. If an employee is required to serve on a jury panel, the employee shall first be required to file a postponement to the months of July or August. If said employee submits evidence to the Office of the Superintendent that postponement is denied, then said employee shall be compensated for the difference between regular salary and pay received for the performance of said obligation. Any monies paid by the Federal, State or County governments for meals and travel expenses incurred by the employee in performance of said obligation are to be retained by the employee.

ARTICLE 24
Sabbatical Leave

A. A sabbatical leave of absence may be granted to any employee of the School District upon the recommendation of the Superintendent of Schools. The professional competence of the employee and the general welfare and the advantage accruing to the School District shall be the general factors of consideration requisite to approval of requests for sabbatical leave.

B. The employee must have completed seven (7) consecutive years of satisfactory service as a full-time employee with the District.

C. During said sabbatical leave, the employee shall be paid at one-half (1/2) the employee's full annual salary rate, providing, however, that any stipend that the employee receives from an outside source while on sabbatical when combined with the School District remuneration shall not exceed the employee's full annual salary.

D. Written application for sabbatical leave shall be submitted to the Office of the Superintendent prior to April 1 of each year. The Employer agrees that a written reply shall be submitted to the applicant prior to June 1 of the same year.

E. The Employer agrees that in addition to the salary provided herein, the employee shall be entitled to participate in any other benefits that may be provided for by the Employer.

F. The Employer may as a condition of granting approval of an employee's request for a sabbatical leave, require that the employee return to the Trenton Public School faculty for one (1) year.

G. Employees on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees Retirement Board.

H. Upon return from sabbatical leave an employee shall be restored to the employee's position held prior to sabbatical leave or a position of like nature, seniority, status, and pay.

I. Paragraph A of this article shall be specifically exempt from the grievance procedure.

ARTICLE 25
Annuities

A. The Board and the Association recognize both the importance of each employee pursuing an active retirement savings program and in providing sound investment alternatives to assist them in achieving their retirement savings goal.

B. The Association has named TSA Consulting Group as third party administrator(s) (TPA) for the Association's 403(b) activities. The parties understand and agree that the regulations regarding the administration of 403(b) plans continue to evolve and it is the intent of the parties to comply at all times with all legal requirements.

C. The parties agree and the 403(b) plan documents support that funds may be invested with the following vendors: Ameriprise, Cetera, Equitable, Fidelity, GLP, Invesco, Valic and MEA Financial Services.

D. Any monies taken under a salary reduction agreement shall be remitted to the approved TPA under the Plan within fifteen (15) business days following the act of reduction of salary for that purpose.

ARTICLE 26
Professional Compensation

I. Salary Schedule

A. The salary schedule herein presented shall be effective for the 2025-2026 and 2026-2027 school years.

B. Service credit for previous years of teaching experience may be granted to a new employee when placed on the salary schedule, as determined by the Superintendent or his/her designee. The Union shall be notified when steps beyond the base are going to be granted, prior to the offer being made.

C. Employees required in the course of their work to drive personal automobiles from one school building to another shall receive a mileage allowance equal to the current IRS rate.

The same allowance shall be given for use of personal automobiles for field trips or other business of the District. The Employer shall provide liability insurance protection for teachers when their personal automobiles are used as provided in this section.

In order for an employee to be eligible for reimbursement, an approved mileage reimbursement form must be received by the Business Office within thirty (30) days from the end of the month in which the mileage was accrued. All approved mileage shall be reimbursed at the IRS rate from when the mileage was accrued.

D. The Board agrees that in appreciation for service to the School District, payment amounting to twenty (20) days' pay, based upon the last full year's salary, will be paid upon voluntary termination of service or retirement to teachers who have been employed as a regular teacher in the School District as an employee covered in the Recognition Clause in Article 1 of the Agreement for a minimum of twenty (20) years; not inclusive of years when an employee is on an unpaid leave of absence and/or on layoff. To be eligible for this benefit, written notice shall be given no later than March 1 of the year of voluntary termination of service or retirement. The maximum amount payable to an individual employee, including the payout of unused sick leave days noted in Article 20 paragraph N, is eighteen thousand dollars ($18,000), with a District maximum payout of one hundred fifty thousand dollars ($150,000) per year.

II. Salary Credit Beyond the BA Degree

A. Thirty-five ($35) dollars will be added to the Employee's contract for each semester hour of graduate work beyond the requirements for a BA degree.

B. The maximum allowable salary credit for graduate work beyond the BA degree shall be $1,050.00.

C. It is the intent of the Employer to maintain a limit on the maximum allowable salary credit for graduate work beyond the BA degree, a limit which will not necessarily correspond to the differential in the salary schedule between the BA and MA degrees,

as a means of recognition of the value of the degree above the mere accumulation of graduate credit hours.

D. All employees entering the system with graduate credit beyond the BA degree**,** excluding those necessary and/or used for the initial teacher certification, will receive thirty-five dollars for each semester hour of graduate work.

E. Salary adjustments for credit beyond the BA degree will be made only once annually prior to September 1 upon written certification of successful completion of the graduate work.

F. All hours of graduate work must be from an accredited university. Accreditation must be by the National Council for Accreditation of Teacher Education (NCATE), the Teacher Education Accreditation Council (TEAC), the Higher Learning Commission (NCA) or a similar accreditation program which is recognized by NCATE, TEAC, and/or the Higher Learning Commission.

III. Salary Credit Beyond the MA Degree

A. Forty dollars ($40) will be added to the Employee's contract for each semester hour of graduate work beyond the requirements for an MA degree.

B. The maximum allowable salary credit for graduate work beyond the MA degree shall be $1,200.00.

C. All employees entering the system with graduate credit beyond the MA degree, excluding those necessary and/or used for the initial teacher certification, will receive forty dollars for each semester hour of graduate work.

D. Salary adjustments for credit beyond the MA degree will be made only once annually prior to September 1 upon written certification of successful completion of the graduate work.

E. All hours of graduate work must be from an accredited university. Accreditation must be by the National Council for Accreditation of Teacher Education (NCATE), the Teacher Education Accreditation Council (TEAC), the Higher Learning Commission (NCA) or a similar accreditation program which is recognized by NCATE, TEAC, and/or the Higher Learning Commission.

IV.

SALARY SCHEDULE

	BACHELOR'S DEGREE			MASTER'S DEGREE			SPECIALIST/2ND MASTERS Includes SLP, SSW, Audiologist, Psychologist		
Step	2024-25	2025-26	2026-27	2024-25	2025-26	2026-27	2024-25	2025-26	2026-27
1	$46,040	$47,882	$49,318	$48,692	$50,640	$52,159	$52,269	$54,360	$55,991
2	$47,861	$49,775	$51,268	$53,071	$55,194	$56,850	$56,771	$59,041	$60,812
3	$50,031	$52,032	$53,593	$57,567	$59,869	$61,665	$61,729	$64,198	$66,124
4	$53,172	$55,299	$56,958	$62,085	$64,569	$66,506	$65,716	$68,345	$70,395
5	$55,702	$57,930	$59,668	$66,600	$69,264	$71,342	$70,209	$73,017	$75,208
6	$59,095	$61,459	$63,303	$71,108	$73,952	$76,171	$74,685	$77,673	$80,003
7	$62,239	$64,728	$66,670	$75,628	$78,653	$81,013	$79,152	$82,319	$84,789
8	$65,141	$67,747	$69,779	$80,145	$83,351	$85,852	$83,648	$86,994	$89,604
9	$69,127	$71,893	$74,050	$84,661	$88,047	$90,688	$88,123	$91,648	$94,397
10	$73,961	$76,920	$79,228	$89,399	$92,975	$95,764	$92,438	$96,136	$99,020
11	$79,145	$82,311	$84,780	$93,789	$97,540	$100,466	$97,063	$100,946	$103,974
12	$84,815	$88,208	$90,854	$98,384	$102,319	$105,389	$102,003	$106,083	$109,265
13	$85,775	$89,206	$91,882	$99,638	$103,624	$106,733	$103,358	$107,493	$110,718
14	$89,205	$92,773	$95,556	$103,758	$107,908	$111,145	$107,684	$111,992	$115,352

*Salary schedule reflects a 4% increase for the 25-26 school year and a 3% increase for the 26-27 school year

For the 2025-2026 school year, the salary schedule shall be determined as follows:

- Steps shall be granted for the 2025-2026 school year. In order to be eligible to advance a step, an employee must have been hired and began working prior to January 1.
- The 2025-2026 salary schedule has been increased by 2% over the 2024-2025 salary schedule.
- If the audited fund balance as a percent of expenses for general and enhancement funds combined at the end of June 30, 2025 is: (increases applied to 2025-26 salary schedule)
    - 16% or higher - an additional 2% wage increase (total 4% increase)
    - 14-15.99% - an additional 1% wage increase (total 3% increase)

For the 2026-2027 school year, the salary schedule shall be determined as follows:

- Steps shall be granted for the 2026-2027 school year. In order to be eligible to advance a step, an employee must have been hired and began working prior to January 1.
- The 2026-2027 salary schedule shall be increased by 2% over the final 2025-2026 salary schedule.
- If the audited fund balance as a percent of expenses for general and enhancement funds combined at the end of June 30, 2026 is: (increases applied to 2026-27 salary schedule)
    - 16% or higher - an additional 2% wage increase (total 4% increase)
    - 14-15.99% - an additional 1% wage increase (total 3% increase)

V. Extra Pay Schedule

A. The extra pay schedule herein is for those services performed voluntarily by teaching personnel outside the school day, and which are beyond those normally required of teachers. Such assignments shall be annual. No teacher will be assigned to cafeteria, bus duty, Service Squad Sponsor, Safety Patrol Sponsor, or noon hour playground duty, but a teacher may volunteer for said duties.

B. No extra pay will be given for any extra-curricular activity that is not listed. The Superintendent of Schools is authorized to add additional activities and establish a tentative rate of pay, which rate of pay shall apply subject to bargaining that rate of pay with the Union.

C. Beginning with the 2025-2026 school year, High School Department Head stipends will be offered for the following departments, at the rate listed in Schedule B, payable in equal amounts per pay throughout the contractual year:

- English Language Arts/World Languages
- Mathematics
- Science
- Social Studies

Teachers who are awarded High School Department Head stipends shall be required to work three (3) additional days beyond the teacher contractual work days each school year. These additional days shall be worked during the first week teachers return for the school year.

The individuals who held the Department Head positions during the 2024-2025 school year shall retain rights to these positions for the 2025-2026 school year. All High School Department Head positions shall be posted for the 2026-2027 school year, ensuring equal opportunity for qualified applicants from within the bargaining unit to apply.

Effective with the 2025-2026 school year, individuals holding the following Department Head roles at the end of the 2024-2025 school year shall have their TEA seniority fully restored, including years served as an Administrator in a Department Head role:

- English Language Arts/World Languages
- Mathematics
- Social Studies

The Employer will review High School Department Head placements annually, prior to the end of each school year, and reserves the right to continue placements for the following year.

All Department Head placement and assignment decisions shall be at the sole discretion of the Employer. All such decisions shall be final and not subject to the grievance procedures under Article 12.

D. Coaching services will be compensated for at the following flat rate schedule.

E. Extra pay schedules are for the completed activity assignment and partially completed activity assignments may be paid with authorization from the Superintendent.

SCHEDULE B

HIGH SCHOOL ATHLETICS	AMOUNT
Head Football Coach	$5,200
Assistant Varsity Football Coach	$3,600
Junior Varsity Football Coach	$3,300
Freshman Football Coach	$3,100
Head Basketball Coach	$5,200
Junior Varsity Basketball Coach	$3,600
Freshman Basketball Coach	$3,100
Head Hockey Coach	$5,200
Assistant Hockey Coach	$3,600
Head Softball Coach	$5,200
Assistant Softball Coach	$3,600
Junior Varsity Softball Coach	$3,300
Head Baseball Coach	$5,200
Assistant Baseball Coach	$3,600
Junior Varsity Baseball Coach	$3,300
Freshman Baseball Coach	$3,100
Head Track Coach	$4,400
Assistant Track Coach	$3,600
Head Tennis Coach	$4,400
Junior Varsity Tennis Coach	$3,300
Varsity Competitive Cheer Head Coach	$4,400
Varsity Competitive Cheer Assistant Coach	$3,300
Sideline Cheer Coach	$3,900
Junior Varsity Sideline Cheer Coach	$3,600
Head Swimming Coach	$4,400
Assistant Swimming Coach	$3,600
Assistant Diving Coach	$3,600
Head Volleyball Coach	$5,200
Junior Varsity Volleyball Coach	$3,300
Freshman Volleyball Coach	$3,100
Head Wrestling Coach	$4,400
Assistant Wrestling Coach	$3,600
Head Soccer Coach	$4,400
Junior Varsity Soccer Coach	$3,300
Head Cross Country Coach	$3,900
Varsity Golf Coach	$3,900
Head Bowling Coach	$3,900
Head Crew Coach	$3,900

TEA staff shall receive bonus pay of $1,000 per high school athletic head coaching assignment and $500 for each high school Assistant, Junior Varsity and Freshman coaching assignment.

After completing five (5) consecutive years in a THS head coaching assignment, in the same sport, a TEA staff member shall receive a $500 longevity payment annually following completion of the sport's season.

HIGH SCHOOL ACTIVITIES	AMOUNT
Band Director	$3,900
Student Activities/Senior Class Activity Coordinator	$1,228
Choral Director	$2,000
Music Pit Director	$1,228
School Play (Fall)	$2,000
Competitive Theater (Winter)	$2,000
Musical Play (Spring)	$2,000
Music Vocal Director	$2,000
Quiz Bowl	$1,228
Choreographer	$1,790
National Honor Society	$ 750
Class Advisor (9th, 10th, 11th, 12th) per class	$ 750
Student Council	$ 750
Homecoming Coordinator	$1,228
Yearbook Coordinator	$1,228
Mock Trial Team Coach	$1,228
Robotics Team Coach	$1,228
Esports Coach	$1,228

MIDDLE SCHOOL ATHLETICS	AMOUNT
Football Coach	$2,800
Basketball Coach	$2,800
Track Coach	$2,800
Tennis Coach	$2,800
Swimming Coach	$2,800
Volleyball Coach	$2,800
Wrestling Coach	$2,800
Softball Coach	$2,800
Baseball Coach	$2,800
Cross Country Coach	$2,800
Sideline Cheer Coach	$2,800
Competitive Cheer Coach	$2,800

TEA staff shall receive bonus pay of $500 per middle school athletic coaching assignment.

MIDDLE SCHOOL ACTIVITIES	AMOUNT
Choral Director	$1,228
Band and Orchestra Director	$1,228
Drama	$1,000
Drama Assistant	$ 400
Student Activities Committee	$1,228
ELEMENTARY ACTIVITIES	AMOUNT
Science Camp Chaperone	$ 400
DISTRICT WIDE ACTIVITIES	AMOUNT
NCA/SIP Chairperson (one per building, if the chair is released an hour, s/he will not be entitled to this extra pay	$1,000

OTHER ACTIVITIES	AMOUNT
Flat extra pay per event: Sell or collect tickets, supervise students on buses, crowd control	$18.27
Instruction Classroom: (bargaining unit members only) Approved Professional Development Instructor (outside of contracted duty days/hours)	$33.12
Instruction Classroom: (bargaining unit members only) Substitute teaching during preparation time	0.1% of BA 1
Instruction Non-Classroom: (bargaining unit members only) Approved Professional Development Attendee (outside of contracted duty days/hours)	$30.00
High School Department Heads (Science, ELA/World Languages, Math and Social Studies)	$6,000 per Year ($2,000 per Trimester)
After school tutoring and summer school tutoring	0.1% of BA 1
D/HH Summer School Programs	Hourly rate based on employee's current salary
GSRP Teacher	$53.00

VI. Payroll Schedule

For the 2025-2026 school year, teacher salaries shall be paid in twenty-seven (27) bi-weekly installments (August 29, 2025 through August 28, 2026). Beginning with the 2026-2027 school year, the number of bi-weekly installments shall be determined by the first pay in September through the final pay in August (e.g. September 11, 2026 - August 27, 2027 will total twenty-six (26) bi-weekly installments).

Per the Office of Retirement Services (ORS), any payments paid before a new employee has performed a direct service to the reporting unit are considered non-reportable. Therefore, a newly hired employee will not be paid until the first pay date following his/her first day of actual work.

VII. If the Trenton Board of Education approves a High School schedule that reflects a zero hour class and/or a seventh hour class, the teacher assigned to teach said class will be scheduled to start the work day one hour earlier or the work day one hour later, whichever is appropriate. However, if the scheduling of said teacher requires the teacher to teach six classes, then the teacher shall be compensated at one-sixth of said teacher's daily rate exclusive of other benefits. Should more than one teacher apply for said assignment, the Employer, in selecting the most competent applicant, agrees to give due weight to the professional background, training, and attainment of all applicants, the length of time each has been in the school system, and other relevant factors. No teacher shall be required to work a zero hour class and/or a seventh hour class; rather the acceptance of such assignment is voluntary.

Absent the Board of Education's adoption of a zero or seventh hour, if the administration desires to have a middle school or high school teacher teach a zero or seventh hour, it will inform the Association, and solicit and deliberate on any input provided by the Association before offering the teaching assignment to an individual teacher. In such event, the teacher will be paid one-sixth of said teacher's daily rate exclusive of other benefits. No teacher shall be required to teach a zero or seventh hour, rather the acceptance of such assignment is voluntary.

If the administration desires to have a high school teacher teach during his/her preparation period, it will inform the Association, and solicit and deliberate on any input provided by the Association before offering the teaching assignment to an individual teacher. In the event that a teacher agrees to teach a class during his/her preparation period, the teacher will be paid one-fifteenth (1/15) of said teacher's annual rate per trimester, exclusive of other benefits. No teacher shall be required to teach a class during his/her preparation period, rather the acceptance of such assignment is voluntary. When experience, competency and qualifications are substantially equal, the opportunity to teach during a preparation period shall be offered in seniority order on a rotating basis each trimester, with the exception of courses that exceed more than one (1) trimester.

ARTICLE 27
Calendar

A. The Board shall determine the length of the school year.

B. The Board and the Association agree that the total number of contracted days shall not exceed 180, with the exception of Department Head positions which shall not exceed 183.

C. The Association and the Board agree that the number of days that pupils shall be in school shall not exceed 180.

D. The Board agrees that the work year shall not be longer than 180 duty days, which includes one (1) .5 duty days for the elementary schools**,** middle school**,** and high school during parent/teacher conferences. In addition, this includes two (2) .5 duty days during fall and spring open house for the elementary schools, middle school, and high school. The work year for teachers holding Department Head positions shall not be longer than 183 duty days.

E. The Board and the Association agree that the teachers will participate in a minimum of thirty (30) hours of professional development.

F. One-half (1/2) day at the High School, Middle School, and Elementary is defined as three (3) hours for students.

G. There will be two (2) half days at the High School at the end of each trimester for exams, with two (2) exams being administered per day. One additional exam will be administered on the day prior to the first scheduled exam day per trimester as indicated on the calendar. The exam will be held at the end of the day.

H. On the day the High School administers the College Entrance Exam and the District Administered Exam, this will be a full duty day for teachers. Students taking the assessments will be in attendance for the length of time necessary for the assessments.

TRENTON PUBLIC SCHOOLS
2025-2026 Elementary/Middle School Semester Calendar

1st Semester	Con	Duty	PD
August^	1.0	1.0	1.00
September	21.0	21.5	0.66
October	23.0	22.5	0.16
November^	18.0	18.0	1.00
December	15.0	15.0	0.17
January^	14.0	14.0	1.17
	92.00	92.00	4.16

2nd Semester	Con	Duty	PD
January	5.0	5.0	0.00
February	18.0	17.5	0.17
March	19.0	19.5	0.50
April	19.0	19.0	0.17
May	20.0	20.0	0.50
June	7.0	7.0	0.00
	88.00	88.00	1.34

Total Days	Con	Duty	PD
Semester 1	92.00	92.00	4.16
Semester 2	88.00	88.00	1.34
	180.00	180.00	5.50

*Includes one (1) .5 duty day for Open House, one (1) .5 duty days for Parent/Teacher Conferences and one (1) .5 duty for SOC Open House.

^Includes three (3) 1.0 days of Professional Development as Student Contact Time.

Contracted Days = 180

1. Teachers will report on Wednesday, August 27, 2025. Students will report on Tuesday, September 2, 2025, at the regularly scheduled time.

2. Parent/Teacher Conferences will be scheduled once per year in November. Conferences will be conducted from 1:00 p.m. to 8:00 p.m. including one (1) hour for dinner. Young Fives through 2nd Grade teachers may schedule Parent/Teacher Conferences for up to two (2) hours during the March District-wide afternoon professional development for students who have been identified as at-risk.

3. For the winter vacation, school is dismissed at the end of the regular school day on Friday, December 19, 2025 and will resume at the regularly scheduled time on Monday, January 5, 2026.

4. Teachers will be dismissed at the regularly scheduled time on Tuesday, June 9, 2026 to conclude the school year. However, staff may leave the building ten (10) minutes after the student dismissal time, provided their records and year end building check-out have been completed.

2025-2026 School Year Calendar
Elementary and Middle School

Wednesday	August 27	District-wide Professional Development (1.0)
Tuesday	September 2	Opening Day for Students – Morning only for Students District-wide
		Afternoon Preparation
Friday	September 19	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Thursday	September 25	District-wide 1 Hour Early Release Professional Development (.16)
Thursday	October 23	District-wide 1 Hour Early Release Professional Development (.16)
Friday	October 31	Morning only for Students and Staff District-wide
Tuesday	November 4	No School District-wide
		District-wide Professional Development (1.0)
Friday	November 14	Morning only for Elementary and Middle School Students
		Elementary and Middle School Afternoon Records
Thursday	November 20	Morning only for Elementary and Middle School Students
		Parent/Teacher Conferences for Elementary/Middle School 1:00-8:00
Wednesday	November 26	Morning only for Students and Staff District-wide
		Thanksgiving vacation begins at the end of the half day
Monday	December 1	School Resumes
Thursday	December 11	District-wide 1 Hour Early Release Professional Development (.17)
Friday	December 19	Winter vacation begins at the conclusion of the day
Monday	January 5	School resumes
Monday	January 19	Martin Luther King Day – No School District-wide
Thursday	January 22	District-wide 1 Hour Early Release Professional Development (.17)
Friday	January 23	No School District-wide
		District-wide Professional Development (1.0)
Friday	February 13	Morning only Students and Staff District-wide: Mid-winter break begins
Wednesday	February 18	School Resumes
Thursday	February 26	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	March 12	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
		District Spring Open House 5:30-7:30pm
Thursday	March 26	Spring vacation begins at the conclusion of the day
Monday	April 6	School resumes
Thursday	April 23	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	May 14	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Monday	May 25	Memorial Day Holiday – No School District-wide
Tuesday	June 9	Last Day for Students
		Morning only for Students / Afternoon Records

TRENTON PUBLIC SCHOOLS
2025-2026 High School Trimester Calendar

1st Trimester	Con	Duty	PD
August^	1.0	1.0	1.00
September	21.0	21.5	0.66
October	23.0	23.0	0.16
November^	18.0	17.5	1.00
	63.00	63.00	2.82

2nd Trimester	Con	Duty	PD
November	0.0	0.0	0.00
December	15.0	15.0	0.17
January^	19.0	19.0	1.17
February	18.0	17.5	0.17
March	5.0	5.0	0.00
	57.00	56.50	1.51

3rd Trimester	Con	Duty	PD
March	14.0	14.5	0.50
April	19.0	19.0	0.17
May	20.0	20.0	0.50
June	7.0	7.0	0.00
	60.00	60.50	1.17

Total Days	Con	Duty	PD
Trimester 1	63.00	63.00	2.82
Trimester 2	57.00	56.50	1.51
Trimester 3	60.00	60.50	1.17
	180.00	180.00	5.50

*Includes one (1) .5 duty day for Open House one (1) .5 duty days for Parent/Teacher Conferences and one (1) .5 duty for SOC Open House.

^Includes three (3) 1.0 days of Professional Development as Student Contact Time. Based on State School Aide Act MCL 388.1701(10)

Contracted Days = 180

1. Department Heads will report on Monday, August 25, 2025. Teachers will report on Wednesday, August 27, 2025. Students will report on Tuesday, September 2, 2025, at the regularly scheduled time.

2. Parent/Teacher Conferences for the high school will be scheduled one time per year, in October. Students will attend school for a partial day of instruction with conferences following from 2:00 p.m. to 8:00 p.m. including one (1) hour for dinner.

3. For the winter vacation, school is dismissed at the end of the regular school day on Friday, December 19, 2025, and will resume at the regularly scheduled time on Monday, January 5, 2026.

4. The first day of the second trimester (December 1, 2025) will be a half-day in the morning for students with records in the afternoon. The first day of the third trimester (March 9, 2026) will be a half-day in the morning for students with records in the afternoon.

5. Teachers will be dismissed at the regularly scheduled time on Tuesday, June 9, 2026 to conclude the school year. However, staff may leave the building ten (10) minutes after the student dismissal time, provided their records and year end building check-out have been completed.

2025-2026 School Year Calendar
Trenton High School

Wednesday	August 27	District-wide Professional Development (1.0)
Tuesday	September 2	Opening Day for Students – Morning only for Students District-wide Afternoon Preparation
Friday	September 19	Morning only for Students District-wide District-wide Afternoon Professional Development (.5)
Thursday	September 25	District-wide 1 Hour Early Release Professional Development (.16)
Thursday	October 16	High School Students attend 7:30-1:20 PT Conferences for High School (2:00-4:00 and 5:00- 8:00)
Thursday	October 23	District-wide 1 Hour Early Release Professional Development (.16)
Friday	October 31	Morning only for Students and Staff District-wide
Tuesday	November 4	No School District-wide District-wide Professional Development (1.0)
Monday	November 24	Adjusted schedule with 1 Exam
Tuesday	November 25	Two Exams - Students dismissed at 10:35; Afternoon Records
Wednesday	November 26	Morning only for Students and Staff District-wide Two Exams - Students dismissed at 10:35 Thanksgiving vacation begins at the end of the half day
Monday	December 1	Start of 2nd Trimester, Morning only for High School Students; Afternoon Records
Thursday	December 11	District-wide 1 Hour Early Release Professional Development (.17)
Friday	December 19	Winter vacation begins at the conclusion of the day
Monday	January 5	School resumes
Monday	January 19	Martin Luther King Day – No School District-wide
Thursday	January 22	District-wide 1 Hour Early Release Professional Development (.17)
Friday	January 23	No School District-wide District-wide Professional Development (1.0)
Friday	February 13	Morning only Students and Staff District-wide: Mid-winter break begins
Wednesday	February 18	School Resumes
Thursday	February 26	District-wide 1 Hour Early Release Professional Development (.17)
Wednesday	March 4	Adjusted schedule with 1 Exam
Thursday	March 5	Two Exams - students dismissed at 10:35; Afternoon Records
Friday	March 6	Two Exams - students dismissed at 10:35; Afternoon Records
Monday	March 9	Start of 3rd Trimester, Morning only for High School Students; Afternoon Records
Thursday	March 12	Morning only for Students District-wide District-wide Afternoon Professional Development (.5) District Spring Open House 5:30-7:30pm
Thursday	March 26	Spring vacation begins at the conclusion of the day
Monday	April 6	School resumes
Wednesday	April 8	State Testing (SAT and PSAT)
Thursday	April 23	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	May 14	Morning only for Students District-wide District-wide Afternoon Professional Development (.5)
Monday	May 25	Memorial Day Holiday – No School District-wide
Friday	June 5	Adjusted schedule with 1 Exam
Monday	June 8	Two Exams - students dismissed at 10:35; Afternoon Records
Tuesday	June 9	Two Exams - students dismissed at 10:35; Afternoon Records

TRENTON PUBLIC SCHOOLS
2026-2027 Elementary/Middle School Semester Calendar

1st Semester	Con	Duty	PD
August	0.0	0.0	0.00
September^	18.0	18.5	1.50
October	22.0	21.5	0.32
November^	19.0	19.0	1.00
December	14.0	14.0	0.17
January^	19.0	19.0	1.17
	92.00	92.00	4.16

2nd Semester	Con	Duty	PD
January	0.0	0.0	0.00
February	18.0	17.5	0.17
March	19.0	19.5	0.50
April	20.0	20.0	0.17
May	20.0	20.0	0.50
June	11.0	11.0	0.00
	88.00	88.00	1.34

Total Days	Con	Duty	PD
Semester 1	92.00	92.00	4.16
Semester 2	88.00	88.00	1.34
	180.00	180.00	5.50

*Includes one (1) .5 duty day for Open House, one (1) .5 duty days for Parent/Teacher Conferences and one (1) .5 duty for SOC Open House.

^Includes three (3) 1.0 days of Professional Development as Student Contact Time. Based on State School Aide Act MCL 388.1701(10)

Contracted Days = 180

1. Teachers will report on Wednesday, September 2, 2026. Students will report on Tuesday, September 8, 2026, at the regularly scheduled time.

2. Parent/Teacher Conferences will be scheduled once per year in November. Conferences will be conducted from 1:00 p.m. to 8:00 p.m. including one (1) hour for dinner. Young Fives through 2nd Grade teachers may schedule Parent/Teacher Conferences for up to two (2) hours during the March District-wide afternoon professional development for students who have been identified as at-risk.

3. For the winter vacation, school is dismissed at the end of the regular school day on Friday, December 18, 2026 and will resume at the regularly scheduled time on Monday, January 4, 2027.

4. Teachers will be dismissed at the regularly scheduled time on Tuesday, June 15, 2027 to conclude the school year. However, staff may leave the building ten (10) minutes after the student dismissal time, provided their records and year end building check-out have been completed.

2026-2027 School Year Calendar
Elementary and Middle School

Wednesday	September 2	District-wide Professional Development (1.0)
Tuesday	September 8	Opening Day for Students – Morning only for Students District-wide
		Afternoon Preparation
Friday	September 25	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Thursday	October 1	District-wide 1 Hour Early Release Professional Development (.16)
Thursday	October 29	District-wide 1 Hour Early Release Professional Development (.16)
Friday	October 30	Morning only for Students and Staff District-wide
Tuesday	November 3	No School District-wide
		District-wide Professional Development (1.0)
Friday	November 13	Morning only for Elementary and Middle School Students
		Elementary and Middle School Afternoon Records
Thursday	November 19	Morning only for Elementary and Middle School Students
		Parent/Teacher Conferences for Elementary/Middle School 1:00-8:00
Wednesday	November 25	Morning only for Students and Staff District-wide
		Thanksgiving vacation begins at the end of the half day
Monday	November 30	School Resumes
Thursday	December 10	District-wide 1 Hour Early Release Professional Development (.17)
Friday	December 18	Winter vacation begins at the conclusion of the day
Monday	January 4	School resumes
Monday	January 18	Martin Luther King Day – No School District-wide
Thursday	January 28	District-wide 1 Hour Early Release Professional Development (.17)
Friday	January 29	No School District-wide
		District-wide Professional Development (1.0)
Friday	February 12	Morning only Students and Staff District-wide: Mid-winter break begins
Wednesday	February 17	School Resumes
Thursday	February 25	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	March 18	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
		District Spring Open House 5:30-7:30pm
Thursday	March 25	Spring vacation begins at the conclusion of the day
Monday	April 5	School resumes
Thursday	April 22	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	May 20	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Monday	May 31	Memorial Day Holiday – No School District-wide
Tuesday	June 15	Last Day for Students
		Morning only for Students / Afternoon Records

TRENTON PUBLIC SCHOOLS
2026-2027 High School Trimester Calendar

1st Trimester	Con	Duty	PD
August	0.0	0.0	0.00
September^	18.0	18.5	1.50
October	22.0	22.0	0.32
November^	18.0	17.5	1.00
	58.00	58.00	2.82

2nd Trimester	Con	Duty	PD
November	1.0	1.0	0.00
December	14.0	14.0	0.17
January^	19.0	19.0	1.17
February	18.0	17.5	0.17
March	10.0	10.0	0.00
	62.00	61.50	1.51

3rd Trimester	Con	Duty	PD
March	9.0	9.5	0.50
April	20.0	20.0	0.17
May	20.0	20.0	0.50
June	11.0	11.0	0.00
	60.00	60.50	1.17

Total Days	Con	Duty	PD
Trimester 1	63.00	63.00	2.82
Trimester 2	57.00	56.50	1.51
Trimester 3	60.00	60.50	1.17
	180.00	180.00	5.50

*Includes one (1) .5 duty day for Open House one (1) .5 duty days for Parent/Teacher Conferences and one (1) .5 duty for SOC Open House.

^Includes three (3) 1.0 days of Professional Development as Student Contact Time. Based on State School Aide Act MCL 388.1701(10)

Contracted Days = 180

1. Department Heads will report on Monday, August 31, 2026. Teachers will report on Wednesday, September 2, 2026. Students will report on Tuesday, September 8, 2026, at the regularly scheduled time.

2. Parent/Teacher Conferences for the high school will be scheduled one time per year, in October. Students will attend school for a partial day of instruction with conferences following from 2:00 p.m. to 8:00 p.m. including one (1) hour for dinner.

3. For the winter vacation, school is dismissed at the end of the regular school day on Friday, December 18, 2026, and will resume at the regularly scheduled time on Monday, January 4, 2027.

4. The first day of the second trimester (November 30, 2026) will be a half-day in the morning for students with records in the afternoon. The first day of the third trimester (March 15, 2027) will be a half-day in the morning for students with records in the afternoon.

5. Teachers will be dismissed at the regularly scheduled time on Tuesday, June 15, 2027 to conclude the school year. However, staff may leave the building ten (10) minutes after the student dismissal time, provided their records and year end building check-out have been completed.

2026-2027 School Year Calendar
Trenton High School

Wednesday	September 2	District-wide Professional Development (1.0)
Tuesday	September 8	Opening Day for Students – Morning only for Students District-wide
		Afternoon Preparation
Friday	September 25	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Thursday	October 1	District-wide 1 Hour Early Release Professional Development (.16)
Thursday	October 22	High School Students attend 7:30-1:20
		PT Conferences for High School (2:00-4:00 and 5:00- 8:00)
Thursday	October 29	District-wide 1 Hour Early Release Professional Development (.16)
Friday	October 30	Morning only for Students and Staff District-wide
Tuesday	November 3	No School District-wide
		District-wide Professional Development (1.0)
Monday	November 23	Adjusted schedule with 1 Exam
Tuesday	November 24	Two Exams - Students dismissed at 10:35; Afternoon Records
Wednesday	November 25	Morning only for Students and Staff District-wide
		Two Exams - Students dismissed at 10:35
		Thanksgiving vacation begins at the end of the half day
Monday	November 30	Start of 2nd Trimester, Morning only for High School Students;
		Afternoon Records
Thursday	December 10	District-wide 1 Hour Early Release Professional Development (.17)
Friday	December 18	Winter vacation begins at the conclusion of the day
Monday	January 4	School resumes
Monday	January 18	Martin Luther King Day – No School District-wide
Thursday	January 28	District-wide 1 Hour Early Release Professional Development (.17)
Friday	January 29	No School District-wide
		District-wide Professional Development (1.0)
Friday	February 12	Morning only Students and Staff District-wide: Mid-winter break begins
Wednesday	February 17	School Resumes
Thursday	February 25	District-wide 1 Hour Early Release Professional Development (.17)
Wednesday	March 10	Adjusted schedule with 1 Exam
Thursday	March 11	Two Exams - students dismissed at 10:35; Afternoon Records
Friday	March 12	Two Exams - students dismissed at 10:35; Afternoon Records
Monday	March 15	Start of 3rd Trimester, Morning only for High School Students;
		Afternoon Records
Thursday	March 18	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
		District Spring Open House 5:30-7:30pm
Thursday	March 25	Spring vacation begins at the conclusion of the day
Monday	April 5	School resumes
Wednesday	April 7	State Testing (SAT and PSAT)
Thursday	April 22	District-wide 1 Hour Early Release Professional Development (.17)
Thursday	May 20	Morning only for Students District-wide
		District-wide Afternoon Professional Development (.5)
Monday	May 31	Memorial Day Holiday – No School District-wide
Friday	June 11	Adjusted schedule with 1 Exam
Monday	June 14	Two Exams - students dismissed at 10:35; Afternoon Records
Tuesday	June 15	Two Exams - students dismissed at 10:35; Afternoon Records

ARTICLE 28
Employee Benefits

A. MEDICAL BENEFIT PLAN

For the 2026 insurance year (January 1, 2026 - December 31, 2026), the Employer agrees to offer only the MESSA ABC Plan 2 medical insurance plan with the MESSA 3-Tier prescription plan. For employees electing to enroll in the MESSA ABC Plan 2, the Employer agrees to fund the HSA deductibles at $1,700 for single enrollment and $3,700 for two person and family enrollment for the 2026 plan year. The employer HSA contributions shall be issued quarterly in equal amounts on the second pay in January, April, July and October, 2026. For those employees who do not receive year round pay, the employer HSA contributions shall be issued quarterly in equal amounts on the second pay in January, April, September and October, 2026. Employees starting and/or ending employment mid-year will have employer HSA contributions pro-rated.

The employee's contribution toward this insurance program shall be as follows:

For insurance year 2026 (January 1, 2026 - December 31, 2026):

- The current rates for such insurance are attached hereto as Appendix "C".
- For employees enrolling in the MESSA ABC Plan 2, the employee contribution toward the cost of this health insurance program shall be 20% of the cost of such insurance, which shall include 20% of the employer's contribution to the HSA.

For insurance year 2027 (January 1, 2027 - December 31, 2027):

- If the insurance rates for the 2027 plan year increase by 8% or more, the parties shall meet to negotiate the terms of employee medical and prescription insurance plans for the 2027 school year that will reduce the increased cost to below 8%.

Payroll deductions are authorized for employees' contributions. Employees shall have the opportunity to pay their premium contribution through a Premium Conversion Plan (pre-tax).

In the event that the State of Michigan makes any determination that the School District is not the policyholder of this MESSA plan, this medical coverage shall be converted as soon as possible to another insurance carrier or third party administrator. The plan of benefits will be comparable to the medical benefit plan(s) referenced in the first paragraph of Article 28 Paragraph A.

B. An employee may elect a different option as defined in Paragraph H of this Article at the period of enrollment as defined by the provider.

C. LIFE INSURANCE

The Employer will provide group term life insurance in the amount of $45,000. The Employer will provide term life insurance protection in the amount of $15,000 to employees retiring on or after September 1, 1998. For these retirees term life insurance protection will cease on their 65th birthday.

D. DENTAL INSURANCE

The Employer agrees to provide a Dental Plan for the employee and his/her immediate family. The plan to be equivalent to the MESSA Delta Dental Plan 100/90/90/90:900 including internal and external coordination of benefits (COB). Class I, Class II, Class III benefits are a maximum of $1,200 per person per benefit year. Class IV benefits will not exceed a lifetime maximum of $900 per eligible person. In the event both spouses are subject to the provisions of this Agreement, the Employer agrees to pay into the Dental Insurance Plan for one of the spouses. Dual enrollment of spouses shall be limited to those with dual coverage prior to August 15, 2023.

E. VISION INSURANCE

The Employer agrees to provide a Vision Care Plan for the employee and his/her immediate family. The plan to be equal to the MESSA Full Family Vision Care Plan VSP-3 GOLD Plan. In the event both spouses are subject to the provisions of this Agreement, the Employer agrees to pay into the Vision Insurance Plan for one of the spouses. Dual enrollment of spouses shall be limited to those with dual coverage prior to August 15, 2023.

F. FLEXIBLE SPENDING ACCOUNTS

The Employer will make available to each eligible employee the following flexible spending arrangements (FSA) as defined under Section 125 and other Sections of the Internal Revenue Code.

a) Health Care Reimbursement Account; this amount cannot exceed $2,000 per calendar year.
b) Dependent Care Reimbursement Account; this amount cannot exceed $5,000 per calendar year.

G. In the event both spouses are subject to the provisions of this Agreement, the Employer agrees to pay into the Medical Benefit Plan, as defined herein in Paragraph A, the cost for one (1) of the spouses. Only spouses receiving the monthly benefit defined in Paragraph H of this Article as of August 14, 2023 are eligible to continue receiving said benefit.

H. An employee may opt to receive $200 monthly in lieu of the Medical Benefit Plan described in Paragraph A.

I. A teacher who begins a part-time work schedule after April 23, 2007 shall be eligible for the benefits set forth above, provided that the teacher contributes toward the cost of the benefit as set forth herein. The Employer will pay the percentage of the cost of the benefit equal to the percentage of the teacher's assignment, with the teacher paying the balance by payroll deduction. (For example, a teacher employed to work a 0.6 schedule will pay 40% of the cost of the benefit, with the Employer paying the remaining 60%.) (This means a teacher employed as a part-time teacher on April 23, 2007 will continue to receive the benefits set forth above at no cost to the teacher.)

ARTICLE 29
Definitions

The following definitions shall be applicable to this Agreement:

A. The term "Employer" shall mean the Board of Education of the Trenton Public Schools, Wayne County, Michigan.

B. 1. The term "Union" shall mean the TEA/MEA/NEA.

   2. The term "Local Association" shall mean the Trenton Education Association.

C. The terms "Employee or Teacher" shall refer to all employees covered by the Recognition Clause of this Agreement.

D. Full-Time Basis - Full-time basis shall designate teachers who are assigned a full schedule of teaching duties for a minimum of a ten (10) month school year.

E. Part-Time Basis - Part-time basis shall designate teachers who are not assigned a full schedule of teaching duties and whose schedule is based on an hourly, daily, or weekly basis.

F. Recess Time - Recreational time set aside in elementary schools under teacher supervision which is duty time but shall not be considered teacher preparation time. A teacher may supervise more than one homeroom class at recess time. The non-supervising teacher's time, while his/her class is on recess, shall be considered preparation time beyond that guaranteed in Article 18, Paragraphs A. and E.

ARTICLE 30
Special Provisions - Title I/GSRP Certified Teacher

A. The Title I and GSRP (Great Start Readiness Program) programs are fully-funded by the Federal or State government through the Michigan Department of Education. As a consequence, the Department of Education (Federal or State) exercises its right to expand, modify, or terminate the program as it deems necessary and appropriate. Therefore, Title I and GSRP Certified Teacher shall be subject solely to the provisions of this Article 30.

B. Employees of the Title I/GSRP Certified Teacher classification are subject to the directives of the Michigan Department of Education regarding the Title I and GSRP programs. The programs are administered by Trenton Public Schools in strict compliance with the rules and regulations governing the programs.

C. In the event the Title I and/or GSRP programs are terminated, all employees of the Title I/GSRP Certified Teacher classification shall have their employment with the Trenton Public Schools terminated.

D. Tutors whose services have been terminated due to the termination of the Title I and/or GSRP Programs will retain their rights to future recall as a Title I/GSRP Certified Teacher if the Title I and/or GSRP Programs are reinstated.

E. It is recognized that the TEA/MEA/NEA is the sole bargaining agent for the employees of the Title I/GSRP Certified Teacher classification who are subject to the provisions of this article.

F. As a member of the TEA/MEA/NEA, an employee of the Title I/GSRP Certified Teacher classification is subject to the provisions of and entitled to the protection of Article 2 – Membership & Payroll Deductions, Article 4 - Minimal Professional Qualifications, Article 7 - Teacher's Rights, and Article 26, Professional Compensation, Hourly Rate and Article 28 - Employee Benefits.

G. Seniority within the Title I/GSRP Certified Teacher classification shall be from the date of hire as a Title I/GSRP Certified Teacher.

H. When ranking employees of the Title I/GSRP Certified Teacher classification, if two or more employees have the same date of hire, they shall participate in a drawing, by lot, to determine their respective positions on the Title I/GSRP Certified Teacher seniority list. The Association shall be notified in writing of the place, date and time of the drawing.

I. If a vacancy occurs in the Title I/GSRP Certified Teacher classification, an employee of the Title I/GSRP Certified Teacher classification may apply for such vacancy. In filling such vacancy, the Employer agrees to give due weight to the professional background, training, evaluation effectiveness, attainment of all applicants, the length of time each has been in the school system of the District, and other relevant factors including, but not limited to, the length of time the applicant has been a Title I/GSRP Certified Teacher.

J. If a vacancy occurs outside the Title/GSRP I Tutor classification, an employee of the Title I/GSRP Certified Teacher classification may apply. If the applicant is denied an interview, the applicant may, in writing, request the reason(s) for such denial and receive a written response.

K. When conditions warrant a reduction in the Title I/GSRP Programs, the Employer shall determine the number of positions to be eliminated. Should a reduction in the Title I/GSRP Program staffing be deemed necessary, the reduction shall follow Article 10 Paragraph B.

L. Should the Board deem a vacancy exists in the Title I/GSRP Program and there exists employees of the Title I/GSRP Certified Teacher classification on lay-off, the recall process shall follow Article 10 Paragraph C. The recalled Title I/GSRP Certified Teacher shall have ten (10) days to decide as to his/her acceptance of the position. If the position is declined, the employee shall be removed from the lay-off list and not entitled to further recall.

M. When an employee of the Title I/GSRP Certified Teacher classification becomes aware of a grievance, said employee shall meet with the Chief Human Resources and Operations Officer in an informal conference. The employee may be accompanied by a building representative at the informal conference. If an informal conference fails to resolve the problem, the grievant(s) may proceed under the provisions of Article 12, Grievance Procedure of this Agreement.

N. Employees of the Title I/GSRP Certified Teacher classification shall be entitled to eight (8) paid holidays: Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Years' Eve, New Years' Day, Good Friday, and Memorial Day.

O. Employees of the Title I/GSRP Certified Teacher classification shall be entitled to eight (8) paid time off days per school year for which they will be compensated at 100% percent of their daily rate. Unused sick days are to accumulate to a personal bank not to exceed fifteen (15) days.

P. Employees of the Title I/GSRP Tutor classification shall be entitled to five (5) bereavement days for immediate family, and one (1) day for extended family.

DURATION OF AGREEMENT

This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiation. During the term of this Agreement neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

This Agreement shall remain in effect from August 15, 2025 and shall continue into effect through August 14, 2027.

IN WITNESS THEREOF, the parties hereto have executed this Agreement by their duly authorized representatives the day and year first above written.

TRENTON BOARD OF EDUCATION

Rebecca Caldwell, President

Anna Mierkowicz, Secretary

Douglas Mentzer, Superintendent

TRENTON EDUCATION ASSOCIATION/MEA/NEA

Richard Lee, District Director

Eric Longuski, UniServ Director

Appendix A

MESSA ABC Plan 2
Medical plan highlights

Effective Date: 1/1/2025

MESSA Account: Trenton Public Schools

Employee Group: Admin and Teachers

In-network health care benefits for you and your covered dependents

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100% of the cost or the applicable out-of-network cost share amounts. For coverage details, go to messa.org to log in to your MyMESSA account or call the MESSA Member Service Center at 800-336-0013 or TTY 888-445-5614.

Plan features	In-network
Annual deductible The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.	Single coverage: $2000 2-Person & Family coverage: $4000 When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.
Medical coinsurance A fixed percentage you pay for a medical service.	0%
Prescription drug coverage Under federal law governing HSA-eligible plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See free preventive prescriptions below.	MESSA ABC Rx
Annual out-of-pocket maximums The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.	Single coverage: $3000 2-Person & Family coverage: $6000
In-network services covered at no cost to you	
Free preventive prescriptions MESSA ABC covers an extensive list of free preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.	No cost to you
Preventive care Certain services such as annual exams, screenings, childhood and adult immunizations, and certain preventive medications.	
Prenatal and postnatal care Prenatal and postnatal doctor visits.	

In-network services subject to deductible and applicable coinsurance	
Acupuncture Must be performed by an M.D. or D.O or a registered acupuncturist.	**Allergy testing and therapy**
Ambulance	**Autism - applied behavior analysis (ABA) services**
Bariatric Surgery	**Chiropractic services including modalities** Up to 38 visits per calendar year.
Diagnostic lab and X-ray	**Durable medical equipment (DME)**
Hearing aids There is a maximum benefit for a hearing aid for each ear during a 36-month period.	**Hearing care** Hearing related services performed by an M.D. or D.O.
Home health care	**Hospital emergency room (ER)**
Human organ transplant Must be performed at an approved facility.	**Inpatient hospital**
Medical supplies	**Mental health and substance abuse - inpatient and outpatient care**
Office visit	**Osteopathic manipulations** Performed by an Osteopathic physician. Up to 38 visits per calendar year.
Outpatient physical, occupational and speech therapy Up to a combined benefit maximum of 60 visits per individual per calendar year.	**Prosthetics and orthotics**
Radiation and chemotherapy	**Skilled nursing facility** Up to a maximum of 120 days per calendar year.
Teladoc Health visits 24/7 care for minor illnesses, injuries and mental health; virtual primary care visits.	**Urgent Care**

Home delivery of prescription medications
MESSA members can save time and money by ordering prescription medications through the Optum Rx mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Optum Rx. For more information, go to messa.org to log in to your MyMESSA account and link to the Optum Rx website. For general questions about your prescription coverage, call MESSA at 800-336-0013 or TTY 888-445-5614. For questions about a prescription order, call Optum Rx at 800-903-8346.

Medical care outside the U.S.
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website (www.bcbsglobalcore.com) to find in-network providers prior to your departure.

Covered services and approved amounts
In-network providers bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.
Out-of-network providers may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.
Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.

Life and accidental death & dismemberment insurance
Life insurance: $5,000 policy for you.
Accidental death & dismemberment insurance (AD&D): $5,000 policy for you.
Life and AD&D insurance underwritten by Life Insurance Company of North America.

Trenton High School Daily Schedules

Regular Day (73 minutes)

1st Period	7:30 am	-	8:43 am
2nd Period	8:48 am	-	10:01 am
Lunch "A"	**10:06 am**	**-**	**10:36 am**
3rd Period "A"	10:41 am	-	11:54 am
3rd Period "B"	10:06 am	-	11:19 am
Lunch "B"	**11:24 am**	**-**	**11:54 am**
4th Period	11:59 pm	-	1:12 pm
5th Period	1:17 pm	-	2:30 pm

Early Release (60 minutes)

1st Period	7:30 am	-	8:30 am
2nd Period	8:35 am	-	9:35 am
3rd Period	9:40 am	-	10:40 am
Lunch "A"	**10:45 am**	**-**	**11:15 am**
4th Period "A"	11:20 am	-	12:20 pm
4th Period "B"	10:45 am	-	11:45 am
Lunch "B"	**11:50 am**	**-**	**12:20 pm**
5th Period	12:25 pm	-	1:30 pm

Half Day AM (32 minutes)

1st Period	7:30 am	-	8:02 am
2nd Period	8:07 am	-	8:39 am
3rd Period	8:44 am	-	9:16 am
4th Period	9:21 am	-	9:53 am
5th Period	9:58 am	-	10:30 am

Half Day PM (32 minutes)

1st Period	11:30 am	-	12:02 pm
2nd Period	12:07 pm	-	12:39 pm
3rd Period	12:44 pm	-	1:16 pm
4th Period	1:21 pm	-	1:53 pm
5th Period	1:58 pm	-	2:30 pm

Parent/Teacher Conferences (59 minutes)

1st Period	7:30 am	-	8:29 am
2nd Period	8:34 am	-	9:33 am
Lunch "A"	**9:38 am**	**-**	**10:08 am**
3rd Period "A"	10:13 am	-	11:12 am
3rd Period "B"	9:38 am	-	10:37 am
Lunch "B"	**10:42 am**	**-**	**11:12 am**
4th Period	11:17 am	-	12:16 pm
5th Period	12:21 pm	-	1:20 pm

Adjusted Day (60 minutes)

1st Period	7:30 am	-	8:30 am
2nd Period	8:35 am	-	9:35 am
3rd Period	9:40 am	-	10:40 am
Lunch "A"	**10:45 am**	**-**	**11:15 am**
4th Period "A"	11:20 am	-	12:20 pm
4th Period "B"	10:45 am	-	11:45 am
Lunch "B"	**11:50 am**	**-**	**12:20 pm**
5th Period	12:25 pm	-	1:25 pm
Adjusted	1:30 pm	-	2:30 pm

Exam Day (54 minutes)

1st Period	7:30 am	-	8:24 am
2nd Period	8:29 am	-	9:23 am
3rd Period	9:28 am	-	10:22 am
Lunch "A"	**10:27 am**	**-**	**10:57 am**
4th Period "A"	11:02 am	-	11:56 am
4th Period "B"	10:27 am	-	11:21 am
Lunch "B"	**11:26 am**	**-**	**11:56 am**
5th Period	12:01 pm	-	12:55 pm
Exam 1	1:00 pm	-	2:30 pm

Exam Days 2 & 3 (90 minutes)

2nd & 4th Exam	7:30 am	-	9:00 am
3rd & 5th Exam	9:05 am	-	10:35 am

Trojan Pride (66 minutes)

1st Period	7:30 am	-	8:36 am
Trojan Pride	8:41 am	-	9:11 am
2nd Period	9:16 am	-	10:22 am
Lunch "A"	**10:27 am**	**-**	**10:57 am**
3rd Period "A"	11:02 am	-	12:08 pm
3rd Period "B"	10:27 am	-	11:33 am
Lunch "B"	**11:38 am**	**-**	**12:08 pm**
4th Period	12:13 pm	-	1:19 pm
5th Period	1:24 pm	-	2:30 pm

Middle School Regular Schedule

General Ed Teacher- Regular Day

Sixth Grade Core Teachers

8:10 am	-	9:00 am	Core (50 Min)
9:03 am	-	9:53 am	Core (50 Min)
9:56 am	-	10:46 am	Core (50 Min)
10:49 am	-	11:39 am	Core (50 Min)
11:39 am	-	12:09 pm	Lunch (30 Min)
12:13 pm	-	1:32 pm	Prep/Team (79 Min)
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

Seventh Grade Core Teachers

8:10 am	-	9:20 am	Prep/Team (79 min)
9:20 am	-	10:14 am	Core (50 Min)
10:17 am	-	11:07 am	Core (50 Min)
11:10 am	-	12:08 pm	Core (50 Min)
12:08 pm	-	12:38 pm	Lunch (30 Min)
12:42 pm	-	1:32 pm	Core (50 Min)
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

Eighth Grade Core Teacher

8:10 am	-	9:00 am	Core (50 Min)
9:03 am	-	9:53 am	Core (50 Min)
9:57 am	-	11:07 am	Prep/Team (79 min)
11:07 am	-	11:37 am	Lunch (30 Min)
11:41 am	-	12:39 pm	Core (50 Min)
12:42 pm	-	1:32 pm	Core (50 Min)
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

General Ed Core Rotation Teacher Schedule

Sixth Grade Core Rotation

8:10 am	-	9:00 am	Core (50 Min)
9:03 am	-	9:53 am	Core (50 Min)
9:56 am	-	10:46 am	Core (50 Min)
10:49 am	-	11:39 am	Core (50 Min)
11:39 am	-	12:09 pm	Lunch (30 Min)
12:13 pm	-	1:32 pm	Prep/Team (79 Min)
12:13 pm	-	12:53 pm	CR1*
12:53 pm	-	1:32 pm	CR2*
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

Seventh Grade Core Rotation

8:10 am	-	9:20 am	Prep/Team (79 Min)
8:10 am	-	8:45 am	CR1*
8:45 am	-	9:20 am	CR2*
9:20 am	-	10:14 am	Core (50 Min)
10:17 am	-	11:07 am	Core (50 Min)
11:10 am	-	12:08 am	Core (50 Min)
12:08 pm	-	12:38 pm	Lunch (30 Min)
12:42 pm	-	1:32 pm	Core (50 Min)
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

Eighth Grade Core Rotation

8:10 am	-	9:00 am	Core (50 Min)
9:03 am	-	9:53 am	Core (50 Min)
9:57 am	-	11:07 am	Prep/Team (79 Min)
9:57 am	-	10:38 am	CR1*
10:38 am	-	11:13 am	CR2*
11:07 am	-	11:37 am	Lunch (30 Min)
11:41 am	-	12:39 pm	Core (50 Min)
12:42 pm	-	1:32 pm	Core (50 Min)
1:36 pm	-	2:16 pm	E2 (40 Min)
2:20 pm	-	3:00 pm	E2 (40 Min)

Special Education Co-Teacher/Focus/Media- Regular Day

Sixth Grade CO-Teacher		Seventh Grade CO-Teacher		Eighth Grade Co-Teacher	
8:10 - 9:00	Co-Teach (50min)	8:10 - 9:00	RR (47min)	8:10 - 9:00	Co-Teach (50min)
9:03 - 9:53	Co-Teach (50min)	9:04 - 9:20	Prep(28min)	9:03 - 9:53	Co-Teach (50min)
9:56 - 10:46	Co-Teach (50min)	9:20 - 10:14	Co-Teach (50min)	9:57 - 10:13	Prep(28min)
10:49 - 11:39	Co-Teach (50min)	10:17 - 11:07	Co-Teach (50min)	10:17 - 11:07	RR (47min)
11:41 - 12:11	Lunch (30min)	11:10 - 12:11	Co-Teach (50min)	11:09 - 11:39	Lunch (30min)
12:13 -12:41	Prep(28min)	12:13 - 12:43	Lunch (30min)	11:41 - 12:42	Co-Teach (50min)
12:45 - 1:32	RR (47min)	12:45 - 1:32	Co-Teach (50min)	12:42 - 1:32	Co-Teach (50min)
1:36 - 3:00		1:36-3:00		1:36 - 3:00	

Prep- 50 min., Pull Students -30 min. Or Pull students - 30 min., Prep- 50 min.

Note: Final Co-Teacher Schedules will be determined by a student's IEP

Special Education Co- Teacher/Focus/Media- Regular Day (con't)

Focus Teachers		Media Center	
8:10 - 9:20	Focus 7th Grade (79 min)	8:10 - 10:46	Media Center
9:23 - 9:53	Prep (30 min)	10:37 - 11:39	Prep (62 min)
9:57 - 11:07	Focus - 8th Grade	11:41 - 12:11	Lunch
11:09 - 12:11	Lunch/Prep (62 min)	12:13 - 1:32	MC/Info Lit (Focus 6th)
12:13 - 1:32	Focus - 6th Grade (79 min)	1:36 - 2:16	E2 (40 min)
1:36 - 2:16	E2 (40 min)	2:20 - 3:00	E2 (40 min)
2:20 - 3:00	E2 (40 min)		

Middle School EARLY RELEASE Schedule

Professional Development will be from 2:00-3:00pm
Staff members with 6th/7th hour prep will teach the entire Focus Class
6th/7th hour Exploratory will alternate with each early release day

Sixth Grade Schedule

Period	Time (min.)	Duration
1st Hour	50	8:10-9:00 am
2nd Hour	50	9:04-9:54 am
3rd Hour	50	9:58-10:48 am
4th Hour	50	10:52-11:42 am
Lunch	30	11:46-12:16 pm
5th Hour/Focus	60	12:16-1:16 pm
6th/7th Hour	40	1:20-2:00 pm

Seventh Grade Schedule

Period	Time (min.)	Duration
1st Hour/Focus	60	8:10-9:10 am
2nd Hour	50	9:14-10:04 am
Lunch	30	10:08-10:38 am
3rd Hour	50	10:38-11:28 am
4th Hour	50	11:32-12:22 pm
5th Hour	50	12:26-1:16 pm
6th/7th Hour	40	1:20-2:00 pm

Eighth Grade Schedule

Period	Time (min.)	Duration
1st Hour	50	8:10-9:00 am
2nd Hour	50	9:04- 9:54 am
3rd Hour/Focus	60	9:58-10:58 am
Lunch	30	11:02-11:32 am
4th Hour	50	11:32-12:22 pm
5th Hour	50	12:26-1:16 pm
6th/7th Hour	40	1:20-2:00 pm

Middle School Half-Day Schedule

*Core rotation for Focus will be covered by a substitute on this day

*Special education staff members will receive prep during one co-taught period

Sixth Grade Schedule

Period	Time (Min)	Duration
1st Hour	34	8:10 am - 8:44 am
2nd Hour	34	8:47 am - 9:21 am
3rd Hour	34	9:24 am - 9:58 am
4th Hour	35	10:01 am - 10:36 am
Focus*	30	10:40 am - 11:10 am

Seventh Grade Schedule

Period	Time (Min)	Duration
Focus*	30	8:10 am - 8:40 am
2nd Hour	34	8:44 am - 9:18 am
3rd Hour	34	9:21 am - 9:55 am
4th Hour	34	9:58 am - 10:32 am
5th Hour	35	10:35 am - 11:10 am

Eighth Grade Schedule

Period	Time (Min)	Duration
1st Hour	34	8:10 am - 8:44 am
2nd Hour	33	8:47 am - 9:20 am
Focus*	30	9:24 am - 9:54 am
4th Hour	34	9:58 am - 10:32 am
5th Hour	35	10:35 am - 11:10 am

Elementary Regular Day Schedule

Doors open at 8:25 am, class begins at 8:30 am, and concludes at 3:30 pm

1st Special	8:35 am	-	9:35 am
2nd Special	9:35 am	-	10:35 am
3rd Special	10:35 am	-	11:35 am
Lunch	**11:50 am**	**-**	**12:50 pm**
First Lunch	11:50 am	-	12:10 pm
Second Lunch	12:10 pm	-	12:30 pm
Third Lunch	12:30 pm	-	12:50 pm
4th Special	12:30 pm	-	1:30 pm
5th Special	1:30 pm	-	2:30 pm
6th Special	2:30 pm	-	3:30 pm

Elementary Early Release Schedule

Doors open at 8:25 am, class begins at 8:30 am and concludes at 2:30 pm; lunch schedule

1st Special	8:40 am	-	9:25 am
2nd Special	9:30 am	-	10:15 am
3rd Special	10:20 am	-	11:05 am
Lunch	**11:10 am**	**-**	**12:10 pm**
First Lunch	11:10 am	-	11:30 am
Second Lunch	11:30 am	-	11:50 am
Third Lunch	11:50 am	-	12:10 pm
4th Special	12:05 pm	-	12:50 pm
5th Special	12:55 pm	-	1:40 pm
6th Special	1:45 pm	-	2:30 pm

Elementary Half-Day Schedule

Doors open at 8:25 am, class begins at 8:30 am, and concludes at 11:30 am; no lunch

1st Special	8:35 am	-	9:00 am
2nd Special	9:25 am	-	9:50 am
3rd Special	9:50 am	-	10:15 am
4th Special	10:15 am	-	10:40 am
5th Special	10:40 am	-	11:05 am
6th Special	11:05 am	-	11:30 am

Appendix C

1475 Kendale Boulevard, PO Box 2560
East Lansing, MI 48826-2560
800-292-4910

Benefit Program Cost Summary
Effective 01/01/2025

Trenton Public Schools
2603 Charlton Rd
Trenton, MI 48183-2490

Group: **251A-Admin & Teachers**

Employer ID: 251
MESSA Field Rep: Andrew Lavendusky

Job	FT/PT Eligibility Rule ID	Job	FT/PT Eligibility Rule ID
Teacher - 100000	FT/PT 251A	Administrator - 110000	FT/PT 251A

Medical

	Plan	Brief Description	Census Used		Rate
Medical	MESSA ABC Plan 2	In-Network Deductible: $2000 Single Cov; $4000 2-Person & Family Cov Teladoc Health: 24/7 Care & Mental Health Copay: $0 Virtual Primary Care Copay: $0 Office Visit Copay: $0 Specialist Visit Copay: $0 Urgent Care Copay: $0 Emergency Room Copay: $0 Medical OOP Max Including IN Ded: $3000 Single Cov; $6000 2-Person & Family Cov Total OOP Max: $3000 Single Cov; $6000 2-Person & Family Cov Out-of-Network Deductible: $4000 Single Cov; $8000 2-Person & Family Cov Coinsurance: 20% of approved amount after deductible Total OOP Max: $6000 Single Cov; $12000 2-Person & Family Cov Prescription Coverage: MESSA ABC Rx Health Savings Account with Health Equity	Single: 2-Person: Family:	30 24 112	763.05 1,716.84 2,136.51
Basic Term Life	Basic Term Life w/Med $5,000				1.50

Medical Rate includes 1.424% for federal and state taxes and fees.

COBRA RATES:

The COBRA rates for this group are the same as the rates above.

Please refer to plan coverage booklets for a complete description of benefits.

Appendix D

The following provision applies only to bargaining unit members who are not subject to the Michigan Teacher Tenure Act:

Article 15 - Protection of Teachers

F. If a grievance shall be filed on this paragraph, all documents, records, and communications shall remain a part of the teacher's personnel file. If the disciplinary action of demotion or discharge is invoked toward a teacher, the provisions of Article 7 Paragraph H shall apply, anything in this agreement to the contrary notwithstanding.