

MASTER AGREEMENT

Between

**BOARD OF EDUCATION OF
CENTRAL LAKE PUBLIC SCHOOLS**

And

**NORTHERN MICHIGAN
EDUCATION ASSOCIATION**
(Representing Central Lake Education Association)
MEA/NEA

2023-2026

TABLE OF CONTENTS

Section 1 – Contractual Provisions

Article	Page
1.1 Preamble	4
1.2 Recognition	4
1.3 Witnesseth	4
1.4 Extent of Agreement	5
1.5 Duration of Agreement	5
1.6 Association Rights and Payroll Deductions	6
1.7 Calendar	6
1.8 Grievance Procedure	7
1.9 Negotiations Procedures	9

Section 2 – Employment Relationships

Article	Page
2.1 Extracurricular/Administrative Vacancies, Promotions and Transfers	10
2.2 Association and Teacher Rights	11
2.3 Personnel Files and Records	12
2.4 Seniority	13

Section 3 – Teaching Conditions

Article	Page
3.1 Student Discipline and Teacher Protection	14
3.2 Class Size, Teaching Hours and Conditions	15
3.3 Least Restrictive Environment	18
3.4 Mentor Teachers	20
3.5 School Improvement Plan	21

Section 4 – Leaves of Absence

Article	Page
4.1 Professional, Personal and Association Leave	21
4.2 Illness and Disability	24

Section 5 – Compensations & Benefits

Article	Page
5.1 Insurance	25
5.2 Compensation	28
5.3 Extracurricular Compensation	31

Section 6 – Miscellaneous

Article	Page
6.1 Miscellaneous Provisions	31
6.2 Grievance Report Form	34
6.3 Contract of Employment	37

Section 7 – Appendices

	Page
Appendix A Salary Schedule 2023-2024, 2024-2025, 2025-2026	38
Appendix B Extra-Duty Assignments	41
Appendix C 2023-2024, 2024-2025, 2025-2026 Calendars	43
Signature Page	46

ARTICLE 1.1

PREAMBLE

This agreement made and entered into by and between the Board of Education of Central Lake Public Schools, Central Lake, Michigan (hereafter referred to as the Employer), and the Northern Michigan Education Association (representing Central Lake Education Association), MEA, NEA (hereinafter referred to as the Association).

ARTICLE 1.2

RECOGNITION

- A. The Employer hereby recognizes the Association as the sole and exclusive bargaining representative for all teacher certified personnel including personnel on tenure, probation, classroom teachers, guidance counselors and librarians, as well as non-certified teachers (i.e., teachers on annual authorization), but excluding full and part-time supervisory and executive personnel, any and all preschool personnel (e.g. GSRP and Head Start), office and clerical employees and persons on per diem appointments (i.e., day-by-day substitute teachers). The term “teacher” when used hereinafter shall refer to all elementary and secondary teachers who are certified/authorized and under contract with the Employer.
- B. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of the Agreement.

ARTICLE 1.3

WITNESSETH

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, 336 of the Public Acts of 1947 as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and by Act 379 of the Public Acts of 1965, and WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

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

ARTICLE 1.4

EXTENT OF AGREEMENT

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- B. Any individual contract between the Employer and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided in Article 6.3, A. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Employer which shall be contrary to or inconsistent with its terms.
- D. If any provision of the Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to the law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 1.5

DURATION OF AGREEMENT

- A. This Agreement shall be effective upon ratification by both parties, and shall continue in effect until the 31st day of August, 2026. Negotiations between the parties shall begin at least sixty (60) days prior to the contract expiration date. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. Copies of this Agreement shall be printed within thirty (30) days after the Agreement is ratified by both parties, or within thirty (30) days after Association and Employer representatives have completed the final proof of the contract, whichever occurs last. Copies of the Agreement shall be presented to all teachers now employed by the Employer. The cost of printing said Agreement shall be borne by the Employer.

ARTICLE 1.6

ASSOCIATION RIGHTS AND PAYROLL DEDUCTIONS

- A. Any teacher may elect to become a member of the Association and freely exercise the rights and benefits of this master agreement.
- B. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for any MEA Financial Services Programs, MESSA Programs not fully employer-paid annuities, credit union, savings bonds, charitable donations or other plans or programs jointly approved by the Association and Board. During the summer months, and upon the employee's request, the Board shall print a written copy of the employee's payroll check and summary report of benefits, leave time, deductions and taxes each pay period. This shall include the name of the employer. It shall be the employee's responsibility to pick up this information from the school office.
- C. The Association shall indemnify and save the Board, including each individual member and agent thereof, harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer in order to comply with sections A and B above.
- D. The District shall provide the Association nine (9) days of release time for the handling of Association business, attending NEA/MEA conferences, or professional development as deemed appropriate by the Association President. No more than three (3) bargaining unit members shall use the Association days at one time.

ARTICLE 1.7

CALENDAR

- A. The parties agree that the school calendar is negotiable with the exception of the first day of school (unless state law changes making such negotiable) and further agree that the school calendar shall be set forth in Appendix C of this Agreement. Any deviation shall be by mutual consent.
- B. The school calendar shall be coordinated with the Intermediate School District in areas mandated by school law.
- C. A committee comprised of both representatives of the School Board and members of the Association will convene each spring to make appropriate adjustments and changes to the school calendar. The committee will review legal requirements as provided by the Michigan School Code to meet parameters required by law.

ARTICLE 1.8

GRIEVANCE PROCEDURE

- A. Definition: A claim or complaint by a bargaining unit member or group of bargaining unit members or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
- B. The Association shall designate up to two (2) representatives to handle grievances when requested by the grievant. The Employer hereby designates the principal or supervisor of each building to act as its representative at Level One as hereinafter described and the superintendent or his/her designated representative to act at Level Two as hereinafter described.

Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant and an Association designated representative. In addition, the Association President will also receive a copy of the grievance.
 2. It shall be specific as to the facts giving rise to the alleged violation.
 3. It shall cite the section or subsection of this contract alleged to have been violated.
 4. It shall contain the date of the alleged violation.
 5. It shall specify the relief requested.
- C. Level One. A bargaining unit member believing they themselves wronged by an alleged violation of the express provisions of this contract or Board Policies unless prohibited by law shall within ten (10) days of its alleged occurrence, shall orally discuss the grievance with the building principal in an attempt to resolve the matter.

If no resolution is obtained within ten (10) weekdays, excluding holidays, of the discussion, the member shall reduce the grievance to writing and proceed within ten (10) weekdays, excluding holidays, of said discussion to Level Two.

If the occurrence falls within the final five (5) weekdays of the school year, and prior to the beginning of the next school year, the grievant shall (within the established time frames of the grievance process) submit a written grievance to the administration office/superintendent. If an individual files a grievance on their own, the Superintendent shall provide a copy of the Level One grievance to the Association President.

If the bargaining unit member's supervisor is also the superintendent, the bargaining unit member and supervisor may mutually agree to reduce the grievance to writing and proceed to Step Two.

- D. Level Two. A copy of the written grievance shall be filed with the Superintendent, or his/her designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within ten (10) weekdays, excluding holidays, of receipt of the

grievance, the Superintendent or his/her designated agent shall arrange a meeting with the grievant and the designated Association representatives.

Within ten (10) weekdays, excluding holidays, of the discussion, the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant and the Association, and shall place a copy of same in the permanent file in his/her office.

If, at this time, the grievance has been resolved, all records pertaining to the grievance shall be removed from any personnel files in the school's office.

If no decision is rendered within ten (10) weekdays, excluding holidays, of the discussion, or the decision is unsatisfactory to the grievant and the Association, the Association may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the Board President. The grievance shall have a hearing at the next scheduled board meeting. If it is not possible to meet this time limit due to the date of the Superintendent's decision, this time limit may be waived by mutual written agreement of the Association and the Administration. If no agreement is reached to waive the time limit, the grievance will not be heard at that Board Meeting but will definitely be heard by the Board no later than its next regularly scheduled meeting. No grievance shall be allowed beyond Level Two unless processed by the Association.

- E. Level Three. Upon proper application as specified in Level Two, the Board shall allow the grievant and the Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within ten (10) weekdays, excluding holidays, from the hearing of the grievance, the Board shall render its decision in writing.

The Board may hold future hearings therein, may designate one or more of its members to hold future hearings therein or otherwise investigate the grievance provided, however, that in no event except with express written consent of the Association shall final determination of the grievance be made by the Board more than twenty (20) days after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the grievant, and the Secretary of the Association.

- F. Level Four. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission.
- G. Level Five. If the Association is not satisfied with the disposition of the grievance at Level Three or if no disposition has been made within the period above provided, the Association may submit the grievance to arbitration before an impartial arbitrator within thirty (30) weekdays, excluding holidays, of its receipt of the Level Three disposition. The Association may suggest up to three Arbitrators in the Association's Demand to Arbitrate Letter to the District. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected through the American Arbitration

Association in accordance with its rules which shall likewise govern the arbitration proceeding.

- H. Neither the Employer nor the Association shall be permitted to assert in such arbitration proceeding any grounds or to rely on any evidence not previously disclosed to the other party.
- I. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
- J. Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction.
- K. The fees and expenses of the arbitrator shall be shared equally by the Association and the Employer. Each party shall assume its own cost for representation including any witnesses.
- L. Time limits provided in the Article shall be strictly observed but may be extended by written agreement of the parties. However, the arbitrator shall have no authority to waive said time limits. Working days in Sections "C" through "F" above shall be defined as teacher workdays during the school year and calendar days during the summer break.
- M. In the event the Employer representative fails to respond to a grievance within the time limits specified, said grievance shall be deemed denied and subject to advancement to the next step of the grievance procedure.
- N. Notwithstanding the expiration of this Agreement, any claim or grievance arising during the term of this Agreement and timely filed may be processed as herein provided until resolution. Any claim or grievance arising after this contract expires (and when the parties have not extended the contract by mutual agreement), shall not be arbitrated absent mutual agreement between the parties.
- O. Grievances filed as Association grievances may be initiated at Formal Level Two of the grievance procedure.
- P. No bargaining unit member or group of bargaining unit members other than the Association may process a grievance through arbitration.
- Q. The grievance report form shall be attached to this Agreement in Article 6.2.

ARTICLE 1.9

NEGOTIATIONS PROCEDURES

- A. All items within this contract shall remain unchanged during the term of this Agreement unless both parties shall by mutual consent agree to reopen discussions. Amendments to this Agreement are open to discussion only by mutual consent of both parties.

- B. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives from within or outside the school district. The parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE 2.1

EXTRACURRICULAR/ADMINISTRATIVE VACANCIES, PROMOTIONS AND TRANSFERS

- A. A vacancy is defined as a position without an incumbent because the position is newly created or the person holding the position has resigned, reassigned, retired, died or been discharged and the Board has determined that the position should be filled.
- B. Any teacher possessing the qualifications to apply for such vacancy may do so in writing to the Superintendent's office within ten (10) school days of date of posting.
- C. Bargaining unit members may apply for such position by submitting a written application to the administration within the posting period.
- D. The right of determination of teacher employment is vested in the Board of Education, or its designated representative.
- E. The Board supports filling professional staff vacancies including vacancies in supervisory positions from within the district. Further, it is the Board's intentions to fill every vacancy with the best available candidate.
- F. Any teacher who shall be transferred to an Administrative or executive position, within the Central Lake School District, and shall later return to teaching status, shall be entitled to retain (1) any accumulated sick leave days as have been earned prior to and during the teacher's administrative service, as well as (2) time served as a teacher for purposes of determining seniority as may be applicable within other parts of this agreement.
- G. Teachers who will be affected by changes in grade assignments in the elementary school grades and by changes in subject assignments in the secondary school grades will be notified as soon as possible and no later than the last day of school. If unforeseen circumstances (i.e., enrollment, retirements, fiscal reasons) arise over the course of the summer, changes to such assignments may be made and will be promptly communicated to the employee.

ARTICLE 2.2

ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, the Employer hereby agrees that every teacher employed by the Employer shall have the right to freely organize, join and support the Association for the purpose of engaging in lawful collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any lawful activities of the Association or collective professional negotiations with the Employer, or his/her institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The Employer specifically recognizes the right of its teachers appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of the Agreement, and the Employer agrees to be bound by any lawful order or award thereof.
- C. The Association and its members shall have the right to use school building facilities at all reasonable hours for meeting. Any extra cost incurred for custodial or other related expense due to the meeting will be paid by the Association. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Teachers' bulletin board, access to computers with internet and mail boxes shall be made available to the Association and its members.
- D. The Employer agrees to make available to the Association in response to reasonable requests such information as it is entitled by law.
- E. The Board agrees to furnish to the Association, in response to reasonable request from time to time, all available information concerning the financial resources of the district including but not limited to annual financial reports and audits, agenda of all Board meetings, Treasurer's reports, and census and membership data. Adopted Board minutes will be sent to the Association president after each meeting. The Association president will also be notified of any Special Meeting to be held by the Board. The Board agrees to furnish such information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- F. (MANAGEMENT RIGHTS) The Association recognizes that the Employer has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law. The exercise of such rights and

responsibilities shall be limited only by the specific and expressed terms of this Agreement.

ARTICLE 2.3

PERSONNEL FILES AND RECORDS

- A. A teacher will have the right to review the contents of all records, excluding initial references, of the district pertaining to said teacher, originating after initial employment and to have a representative of the Association accompany him/her in such review.
- B. A teacher shall be promptly notified when complaints originating after initial employment result in written material being placed in his/her personnel file. The teacher may submit a written notation regarding any material including written complaints, and the same shall be attached to the file copy of the material in question. When a teacher is asked to sign material placed in his/her file, such signature shall indicate his/her awareness of the material and does not necessarily mean agreement with the content of the material. No such complaint will be acted upon, included in the teacher's personnel file or used in any disciplinary action unless the teacher has been informed of the complaint.
- C. Statements, complaints or other material in a personnel file to which an employee disagrees will be handled in accordance with guidelines outlined in the Bullard-Plawecki Employee Right to Know Act (as amended).
- D. The Employer shall promptly notify an employee of any requests for personnel file information concerning the teacher made pursuant to the Freedom of Information Act (FOIA), and the employee may review any such request(s) and/or response(s) to such request(s) before the Employer formally responds to such request unless such review is later than four (4) days after the request. In such situation, the Employer may either respond to the request or ask for an extension as allowed under the Act as the Employer deems appropriate.
- E. If any material to be placed in the teacher's personnel file is shown to be illegal or in error, and both parties agree, the material will be corrected or expunged from the file, whichever is appropriate.

ARTICLE 2.4

SENIORITY

A. Seniority:

1. Seniority is based on the length of service as a member of the bargaining unit with the Central Lake School District. Leaves of absence granted pursuant to this contract shall constitute an interruption of service (i.e. a teacher who has completed two (2) years of service at the time of disruption of service shall be granted the two (2) years of seniority upon returning with no credit for the time not teaching). Bargaining unit members placed on layoff shall also be granted seniority according to this same procedure
2. Seniority within the school system shall first be determined by certification as approved by the Department of Education of the State of Michigan, and shall secondly be determined by years of continuous employment in Elementary grades and/or by subject matter taught in secondary grades.
3. A seniority list shall be posted in each teacher's lounge on or before November 1st of each school year. The seniority list shall not be construed as a layoff list. The Association has ten (10) working days after receipt of the seniority list to submit edits for accuracy to the employer. The Association president and the Superintendent shall conference regarding any challenges to the seniority list with November 15th being the final date to make such editorial changes.
4. The parties mutually accept the seniority list as published during the last year of the previous master agreement as accurate until the new list is published from the next year. Seniority will be granted on the following basis: teachers teaching/supervising fifty-one percent (51%) or more class hours will be granted a full year of seniority. Those teaching fifty percent (50%) class hours or less will be granted one-half (1/2) year of seniority. Assignments to a seminar may be counted for no more than one (1) class hour unless said seminar extends beyond one (1) class hour, whereupon appropriate proration shall apply.
5. In the event that more than one individual bargaining unit member is tied for the same position on the seniority list, a tiebreaker drawing shall be held. Such drawings shall take place in the presence of all affected bargaining unit members as well as the Association president or designee. This drawing shall be conducted by the Administration and shall be done openly by either drawing straws or picking numbers out of a container, with the methodology for determining the winner explained before the drawing occurs.

ARTICLE 3.1

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Any action including an assault upon a teacher should be promptly reported by the teacher to the Employer or its designated representatives. Any disciplinary action taken by a teacher shall be subject to administrative review. The teacher may seek assistance from the Principal in the event of doubt of the disciplinary action to be meted out. The Employer recognizes its responsibility to give all reasonable support and assistance to the teachers with respect to the maintenance of control in the classroom.
- B. Whenever a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Employer will take reasonable steps to relieve the teachers of responsibilities with respect to such pupils.
- C. The Employer, shall promulgate rules and regulations setting forth procedure to be utilized in disciplining, suspending or expelling students for misbehavior. Such rules and regulations shall be distributed to students, teachers, and parents no later than the first week of each school year. In the absence of a published school policy teachers shall confer with the building principal to determine jointly a reasonable punishment to be used for the given situation.
- D. The Employer may provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities, provided that the Employer has determined that the teacher has acted within the scope of his/her authority.
- E. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Employer may provide legal counsel and render assistance to the teacher in his/her defense, provided that the Employer has determined that the teacher has acted within the scope of his/her authority.
- F. Time lost by a teacher in making a court appearance in connection with any incident mentioned in this Article shall not be charged against the teacher provided that the Employer has determined that the teacher has acted within the scope of his/her authority.
- G. The Employer will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher up to \$250 while on duty in the school or on the school premises, in connection with any incident mentioned in this Article provided that the Employer has determined that the teacher has acted within the scope of his/her authority.
- H. Any complaints by a parent of a student directed toward a teacher that would become part of the teacher's personnel file shall be promptly called to the teacher's attention.

- I. To ensure safety and security for all members of the school family (students, staff and community), it is understood that no employee shall be mandated to train for the purpose of carrying weapons on school property. If an employee decides to opt-out of any training that may be offered, their personal decision will not adversely affect placement, evaluation, or any other aspect of their employment.
- J. Bargaining unit members shall not be required to work in unsafe working conditions as defined by MIOSHA guidelines, and must report working conditions perceived as unsafe or hazardous to their immediate supervisor.

ARTICLE 3.2

CLASS SIZE, TEACHING HOURS AND CONDITIONS

A. Class Size:

- 1. The Employer recognizes that pupil/teacher ratio is an important part of an effective educational program.
- 2. The following suggested optimum class sizes will be used in determining room loading. Class loads may be lowered by splitting classes. The total number of pupils per day should not exceed five times the maximum number indicated below in the middle school/high school.

<u>Class Size</u>	<u>Classes Affected</u>
	Programming for students with disabilities will be in compliance with state law.
25	Grade K-2
27	Grades 3-12
40	Health & Physical Education, and Band at the MSHS

- 3. Deviations from these guidelines will be discussed with the teachers involved and with the Association in an attempt to reach a cooperative solution. Deviations from the above guidelines will be handled by (a) assigning qualified assistance when 3 or more students over in grades K-2 or 5 or more students over in grades 3-12, or (b) compensating the teacher at the rate of \$2.50 per student over per class period over (at a maximum of 5 class periods) per day over or, (c) a combination of the above. If the problem is not resolved, it may be addressed through the grievance procedures.
- B. Teachers shall check in ten (10) minutes before the start of the student instructional day and shall be available for consultation with students for twenty (20) minutes after students are

dismissed as per schedule except Friday P.M. or days preceding holidays or vacations, when the teachers' day shall end at the close of the pupil's day, except in case of emergency. Teachers shall be in their assigned classroom five (5) minutes prior to the start of the class period and immediately after lunch. Duty free lunch period shall be no less than thirty (30) minutes in length. The full day student day shall begin at 7:55 A.M. or 8:00 A.M. and end at 3:00 P.M. or 3:05 P.M., respectively. The half day shall have the same student start time, but shall end at 11:25 A.M. and 11:30 A.M., respectively.

- C. The Employer recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession.
- D. The parties will confer from time to time for the purpose of improving the selection and the use of such educational tools and the Employer undertakes to implement all joint decisions thereon made by its representatives and the Association as soon as practicable. The Employer agrees at all times to keep the school reasonably and properly equipped and maintained.
- E. The normal weekly teaching load in the secondary school will be twenty-five (25) teaching periods, and five (5) unassigned preparation periods. The unassigned preparation time in the elementary school shall be equivalent to the Secondary School. Elementary grades shall have specials no less than four (4) times per week and no more than one day per week without a prep period. No departure from these norms except in case of an emergency shall be authorized without prior consultation with the Association. In the event of any disagreement between the representative of the Employer and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance negotiation procedure hereinafter set forth.
- F. In the case the supervision of recess by a certified member(s) of the bargaining unit is posted as a paid position, only letters of interest from individual certified staff members indicating interest in the paid position shall be considered for the posted position. No member shall be required or mandated to supervise recess in a case where it would interfere with the contracted teacher preparation or teacher duty free lunch time.
- G. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- H. The Employer shall make available in each school: lounge and lunchroom, lavatory, exclusively for staff use, and a work area and filing space when needed. Smoking is prohibited in all areas of the school.
- I. Existing telephone facilities shall be made available to teachers for their reasonable use. The cost of any long distance personal calls shall be borne by the teacher.

- J. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or lack thereof shall be grounds for discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern of both parties of this Agreement so long as the same shall not adversely affect the student-teacher relationship.
- K. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status, or membership in, or association with the activities of any employee organization.
- L. Teachers shall not be required to dispense medication or to perform medical/ hygienic procedures for students. For those teachers agreeing to perform such tasks, training appropriate to the task(s) shall be provided at full Employer expense and the teacher shall be indemnified and held harmless by the Employer for the performance of such duties. The Employer shall provide liability insurance in the amount of one million dollars (\$1,000,000) on each teacher who provides such service.
- M. If additional student contact time becomes necessary at the elementary level, each such hour so added shall be paid at the rate of thirty-five dollars (\$35.00) per hour, paid in a lump sum on the last pay of each year so affected.
- N. Teachers will be covered by workers' compensation and by school liability insurance (a minimum of \$1,000,000 coverage). Teachers using their own vehicles to conduct school business shall be reimbursed for mileage at appropriate IRS rates.
- O. General education and special education teachers shall be granted release time, when requested, by the teacher(s), for the purpose of planning appropriate delivery techniques and support services in order to be in compliance with student individual education plans.
- P. The employer shall schedule two (2) parent/teacher conferences during the calendar year. Each of the two (2) conferences will include an afternoon session from 1:00-4:00 P.M. and evening session from 5:00-7:30 P.M., for the purpose of providing flexibility in scheduling for parents/guardians. Conferences will be scheduled in collaboration with the administration and the association calendar committee. Conferences shall be scheduled in the months of October and January of each school year.

ARTICLE 3.3

LEAST RESTRICTIVE ENVIRONMENT

- A. The Employer and the Association acknowledge that the policy of least restrictive environment is legally mandated and intended in the best educational interest of the student. Accordingly, the parties also recognize that the extent to which any individual student who would fit legal requirements which would involve the use of an individual educational planning committee (IEPC) for placement in the regular classroom must be appropriate to the student's unique needs as determined by an IEPC on an individual basis. For the purpose of this article, such students shall be referred to as "students with disabilities".
- B. If any member, in writing, advises the administration of a reasonable basis to believe that a student with disabilities assigned to the member has a current IEPC report that is not meeting the student's unique needs as required by law, the administration shall call a meeting of involved staff. If the group determines the need for an IEPC meeting, such a meeting will be called. The member so advising the administration shall be invited to attend the IEPC.
- C. Recognizing periodic changes in student status and enrollment subsequent to the start of the school year, to the extent possible, students with disabilities will be assigned in equitable numbers across general education grade levels within each elementary location and across sections of the same course within the middle and senior high school. This section will not apply in the event the teacher volunteers in writing to take additional students with disabilities. In such situations, if the teacher so requests, the administration will reduce class size by an equivalent number of students on a one-to-one basis.
- D. The following conditions shall apply to placement of students with disabilities in general education classrooms:
1. The district shall comply with Special Education Laws and Regulations.
 2. In instances where it is not possible to identify general education teachers who ultimately will have student(s) with disabilities assigned to their classroom(s) in advance of an IEPC, meetings will be convened with such general education teachers as soon as possible following the placement of the student(s) to explain the conclusion of the IEPC and to provide for the teacher to voice concerns.
 3. The student's IEPC should specify and provide for all supplementary aides, support personnel, materials and other related services deemed necessary by the IEPC to satisfactorily achieve educating the student in the regular education classroom. The district shall make every reasonable effort to encourage the IEPC process to so specify and to support the receiving teacher with necessary classroom materials.
 4. The student with disabilities' placement should be determined to the extent permissible

by law and through the IEPC in such a way as would be sensitive to both the educational process for the student with disabilities and the other students in the classroom to be entered.

5. The administration shall provide, prior to such placement whenever possible, in-service training to the teacher regarding the instruction and behavioral management of such student with disabilities in the regular education classroom setting, including but not limited to, the differing approaches, problems and techniques to be utilized with varying physical, mental, emotional and behavioral conditions as are likely to be faced in the given situation. Such inservice training shall be at Employer expense and shall be mutually arranged with the teacher(s) to be involved. If such prior training is not possible, the training will be provided as early as can be arranged after the placement has occurred.
 6. The administration shall provide, prior to such placement whenever possible, awareness information to the affected members and students regarding placement of student with disabilities in the class(es). The activities shall be provided to assure that the school climate is receptive to the placement and to maximize the potential of the student with disabilities while minimizing possible areas of concern. Should prior provision of such information not be possible, the information shall be provided as early as can be arranged after the placement has occurred.
- E. Except in life threatening or extenuating circumstances, no member shall be required to perform medical, hygienic or other non-instructional specialized procedures for or on students with disabilities such as but not limited to: suctioning, catheterization, diapering, or attending to any personal hygienic or medical need(s) of the student(s). Any such extenuating circumstances shall be preceded by notification to the Association that such circumstances exist and provide an opportunity for the Association and the teacher(s) who may be affected to meet and discuss the issues involved and how best to meet the needs of the student, the regular classroom, the teacher and the school district.
1. In such situations it is expressly understood that should the teacher agree to provide such procedures or services, he/she shall be provided with training appropriate to the situation with all expenses paid by the Employer.
 2. The Employer agrees to provide such teacher(s) with legal defense and with liability insurance of at least two million dollars (\$2,000,000) which shall be at the disposal of any teacher who has had legal action brought against him/her with respect to the exercise of such duties in conformance with this article.

ARTICLE 3.4

MENTOR TEACHERS

- A. Bargaining unit mentor teacher positions shall be developed on an as-needed basis to function as an advisor/resource person to probationary teachers by the Employer according to the following guidelines:
1. Such mentor teachers shall be tenure teachers. It is understood and agreed that mentor teachers may also be retired master teachers or college professors as allowed by law.
 2. A bargaining unit mentor teacher shall serve on a voluntary basis and shall work with probationary teachers from a related area of expertise, responsibility or experience.
 3. A bargaining unit mentor teacher may have released time as approved by his/her principal to use to observe or otherwise be available to the probationary teacher assigned.
 4. The mentor teacher shall not be expected to act in a supervisory capacity over a probationary teacher. The mentor teacher shall not be required to provide information for use in such administrative functions regarding the probationary teacher assigned.
 5. The mentor teacher shall assist the probationary teacher in planning with the administration fifteen (15) days of professional development within the first three (3) years of employment of the probationary teacher. Such professional development may include the experiencing of effective practices linked in university professional development schools, ISD and regional seminars conducted by master teachers and other mentors regarding proper classroom management and instructional delivery methods.
 6. It is understood and agreed that a mentor teacher may not continue in that position from year to year unless requested to do so by the principal. The probationary teacher involved shall have input into this process.
 7. Upon request, the administration and the Association shall meet and make a joint determination by May 1 of each year regarding the number, kind, duration and compensation of (for) sabbatical leaves to be offered on a voluntary basis to prospective or continuing mentor teachers for training such teachers to aid in the professional development of probationary teachers.

ARTICLE 3.5

SCHOOL IMPROVEMENT PLAN

1. It is mutually agreed and understood that the school district will be involved in School Improvement Plans, School Reform Plans, or other similar plans which may be known by various names.
2. Bargaining unit members shall not be excluded from voluntarily participating in School Improvement Plans or school reform plans and such participation shall be voluntary. Paid staff members shall be limited to a total of two (2); one from the middle school/high school and one from the elementary.
3. Final copies of all School Improvement Plans shall be made available to the Association President upon request.
4. Site based decisions and/or the school improvement process and committee membership shall be consistent with State and/or Federal regulations and/or guidelines except that site-based decisions and/or school improvement process shall not be contrary to or inconsistent with the terms of this agreement.
5. Members shall be paid a stipend for their service and membership shall be for a period of three (3) years. The stipend shall be set forth in Article 5.2 C.

ARTICLE 4.1

PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

- A. Any teacher whose personal illness requires absenteeism more than the allotted number of days specified in Article 4.2, Paragraph A, may at the Employer's discretion, be granted a leave of absence without pay for a period of not more than one (1) year. All leaves shall terminate at the end of the semester or school year. Notification of intent to return shall be given to the Superintendent sixty (60) days prior to the scheduled end of such leave.
- B. Leave of absence with pay chargeable against the teacher's allowance shall be granted for the following reasons:
 1. For a critical illness in the immediate family (reference paragraph C-1).
 2. When emergency illness in family requires a teacher to make arrangements for necessary medical or nursing care.

3. Attendance at a ceremony awarding a degree to the teacher for such portion of the day as is necessary.
4. When travel requires additional time, for attendance at the school graduation of a son, daughter, husband or wife.
5. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance.
6. At the start of each school year, the District shall add twenty-one (21) hours, which equates to three (3) days, to the leave bank of each teacher not on a Leave of Absence as defined in Article 4.1, Section C. Accumulated personal days may be used for personal reasons. Two (2) unused personal days may be accumulated to be used in another school year. If the addition of twenty-one (21) hours puts the teacher's personal leave bank at a number greater than thirty-five (35) hours which equates to five (5) days, any and all hours over thirty-five (35) hours shall be added to the teacher's sick leave bank. Forty-eight (48) hours' notice must be given except in cases of emergency. Such days cannot be used immediately before or after a scheduled holiday or vacation period except in cases of emergency or unless previously approved by the superintendent at his/her sole discretion. No more than two (2) personal days may be used on the same date except in emergency or unusual situations, and then only at the sole discretion of the Employer. If more than four (4) employees request a personal day on the same date, the earliest four (4) applications shall receive priority consideration for approval.

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

1. A maximum of five (5) days per death in the immediate family. The immediate family would be defined as spouse, father, mother, sister, brother, children, step-parent/children, grandparents, grandchildren, significant other or other relative living in the household (with three (3) days per death for the same members of the spouse's family). (Exceptions would be considered.) Such days may be used at a later date when burial or memorial services are held at a later date.
2. For court appearance as a witness on behalf of the Employer.
3. For court appearance with prior approval of the Administration when subpoenaed on any other case.
4. Approved visitation at other schools or for attending educational conferences or conventions.
5. Time necessary to take the military service physical examination.

- D. A teacher may be granted a leave of absence without pay for a period of up to one (1) year at the discretion of the Employer. Request for said leave must be made in writing not less than sixty (60) days prior to the date the leave is to commence. Exceptions may be made dependent on individual circumstances. Leaves of absence shall be considered upon application for the following purposes:
1. Study related to the teacher's licensed field.
 2. Study to meet eligibility requirements for a license other than that held by the teacher.
 3. Study, research, or special teaching assignment involving probable advantage to the school system.
 4. Personal Business: The regular salary increment occurring during such period may be allowed.
 5. Child care: Said leave shall commence no later than at the time of delivery.
 6. Adoption.
- E. All leaves shall terminate at the end of the semester or school year. A teacher may make written application to the Superintendent for reinstatement prior to the expiration of the leave granted by the Employer provided that he/she shall give at least sixty (60) calendar days notice in advance of the requested date of return. The Employer reserves the right in its sole discretion to approve accelerated termination of said leave on the basis of each individual case. Teachers who fail to return from said leave will be considered to have terminated their employment with the district.
- F. Teachers who are officers of the Association or are appointed to its staff may, upon proper application, be given leave of absence for one year without pay for the purpose of performing duties for the Association.
- G. Military leave of absence shall be granted to any teacher inducted into the military service of the United States in accordance with Act 145 of 1943, as amended.
- H. The Employer shall consider a leave of absence without pay to any teacher to campaign for, or serve in, a public office.
- I. A teacher called for jury duty shall be excused with full pay. If the teacher is dismissed from jury duty prior to 3:30 p.m. on a given day, excluding mileage and meals, the jury duty pay for such day must be given to the Employer. If dismissal is after 3:30 p.m. the teacher may keep it.

ARTICLE 4.2

ILLNESS AND DISABILITY

- A. At the start of each school year, the District shall add seventy (70) hours, which equates to ten (10) days, to the sick bank of each teacher, with the exception of first year teacher (Article 4.2, Section E) and teachers on Leave of Absence as defined in Article 4.1, Section C. All teachers absent from duty on account of personal illness, illness of an immediate family member as defined in Article 4.1, Section C, subsection 1, on short term disability, or any approved reasons who are in the employ of the Employer shall be allowed full pay for the number of days the teacher has accumulated in their personal sick leave bank. Teachers may accumulate unused sick leave from year to year up to a maximum of one hundred fifty (150) days or 1050 hours. The number of accumulated sick days shall be updated regularly and provided electronically on payroll record sheets each payroll period. At the conclusion of a given school year, employees with greater than one hundred fifty (150) accumulated sick days, may choose to sell back to the district, days beyond one hundred fifty (150), at a rate of seventy-five dollars (\$75) per day.
- B. Any teacher who is absent because of an injury or disease compensated under the Michigan Workers Compensation Law, shall receive from the Employer the difference between the award under Worker's Compensation Law and his/her regular salary up to the dollar value attached to the accumulated sick leave.
- C. After four (4) days of consecutive absence, a physician's statement may be required by the administration.
- D. A teacher who has exhausted his cumulative sick leave may be considered for a loan up to thirty days of additional sick leave for his/her own personal illness only. Additionally, and as an alternative, bargaining unit members shall be allowed to voluntarily donate up to two (2) unused personal illness days from their personal sick leave to another bargaining unit member when requested.
- E. First year teachers shall accrue sick leave at the rate of one day for each month worked.
- F. Sick leave loans (as set forth in Article 4.2 D, above) shall be repaid by the teacher by either: 1) Deduction from the teacher's next year's allotment as provided in Article 4.2 A, above; 2) Repayment of the daily rate multiplied by the number of days through payroll deduction on a schedule to be mutually developed by the district and the teacher; or 3) A combination of these two methods as agreed upon by the district and teacher. The selection of method of repayment shall be agreed upon by the teacher and district prior to finalizing approval of the loan. The Employer reserves the right to recoup any sick leave loans not taken care of within one year of issuance by deducting the balance owed from the teacher's salary in installments of two days per paycheck until the balance is satisfied.

- G. Immunization for scarlet fever, measles, mumps, and chickenpox will be provided by the Employer. In the event that a teacher who has taken advantage of this program contacts any of these diseases from classroom exposure, (s)he will receive pay for work days missed without loss of sick leave. A teacher who refuses or neglects to be immunized will not be compensated other than by the terms of Paragraph A above.
- H. Any teacher resigning, laid off, or otherwise terminating employment with the district, other than for cause, who has not less than-ten (10) years of service to the district shall receive fifty dollars (\$50.00) per day for up to one hundred fifty (150) days at such termination for each day of accumulated sick leave. Any teacher retiring, with application to the Michigan Office of Retirement Services the month following written notice to the district shall receive fifty dollars (\$50.00) per day for up to one hundred fifty (150) days. Bargaining members may choose between a cash payout, HSA contribution, or annuity.
- I. Sick/Personal Leave Non-Use Incentive

In an effort to encourage attendance at work, bargaining unit members shall have the opportunity to earn a wellness benefit. The parameters and qualifications are outlined below:

1. Wellness benefit shall be based on a school year.
2. Wellness benefit shall be paid out on the second payday of June.
3. If a bargaining member uses less than five (5) days of leave the benefit shall be one hundred dollars (\$100).
4. If the bargaining unit member uses less than three (3) days of leave the benefit shall be three hundred dollars (\$300).
5. If the bargaining unit member uses one (1) day or less of leave the benefit shall be four hundred dollars (\$400).
6. If the bargaining unit member uses zero (0) days of leave the benefit shall be five hundred dollars (\$500).

ARTICLE 5.1

INSURANCE

The employer shall pay 100% of the following annual amounts towards the total cost of the MESSA Medical plans available to members inclusive of medical premium and "Health Equity" (HEQ) Health Savings Account (HSA) funding described below for each medical benefit plan coverage year.

\$7,399.47 times the number of Single Subscribers.	(\$616.62 monthly)
\$15,474.60 times the number of 2-person Subscribers	(\$1,289.55 monthly)
\$20,180.43 times the number of Family Subscribers	(\$1,681.95 monthly)

These annual employer paid amounts shall adjust at the beginning of each medical benefit plan

coverage year, to the maximum hard cap amount permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Employees who enroll in a MESSA ABC plan shall have the employer cap contribution deposited into their Health Equity HSA (HEQ HSA) if the monthly premiums are below the hard cap amount. The amount elected for this shall be determined by the employee each year and the employer contribution shall be made in equal payments from September through June 20 in equal installments.

The remainder of the total annual employer Hard Cap contribution shall be paid towards the cost of the MESSA medical plan premium. If the plan premiums are above the hard cap amount, the remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

Employees who enroll in a Choices medical plan shall have all of the employer Hard Cap contribution paid towards the MESSA medical plan premium. If the plan premiums are above the hard cap amount, the remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

The employee's premium contribution will be payroll deducted, in equal bi-weekly monthly amounts from each paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA accounts administered through HEQ.

Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by Federal Law.

For the 2023 medical benefit plan coverage year, employees shall have the following MESSA medical plans available in MESSA Packages:

1. MESSA Package 1: Choices, \$200/\$400, 0% Coinsurance, OL/OV/SV Copay \$20/\$20/\$20, UC/ER Copay \$25/\$50, Rx Coverage Saver Rx.
2. MESSA Package 2: ABC Plan 1, \$1500/\$3000, 0% Coinsurance, OL/OV/SV Copay \$0, UC/ER Copay \$0, Rx Coverage ABC Rx, HEQ rider.

Annually, the Association shall elect the MESSA medical plan options that will be available beginning January 1, of each subsequent year. The elected options shall be determined by September 25 and communicated to the Administration and MESSA Representative for implementation.

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in MESSA ABC Plan 1, the deductible will automatically adjust to meet the federal minimum

requirement.

All other non-medical MESSA Ancillary benefits described (below, in this Article) shall be fully employer paid and provided to all employees in the bargaining unit.

Non-medical MESSA Package B benefits:

For School Years 2023-2024 and 2024-2025

1. MESSA Delta Dental Plan
 - a. 100/100/100/80 2 Cleanings
 - b. Annual Max \$3,000
 - c. Lifetime Max UCR
2. MESSA/Vision Service Plan
 - a. VSP 3 Plus 250CL
3. MESSA Life Insurance
 - a. \$50,000
4. MESSA AD&D Coverage
 - a. \$50,000
5. MESSA LTD Benefit
 - a. 66 2/3% Max \$5,000
 - b. Max Monthly Salary \$7,500
 - c. Waiting Period 90 CDMF
 - d. Alcohol/Drug same as any other illness
 - e. Mental/Nervous same as any other illness
 - f. Soc. Sec. Offset Family
 - g. Own-Occupation 2 Years
 - h. Pre-Exist Cond. Waived
 - i. COLA Yes
 - j. SS Freeze Yes

For 2025-2026 School Year

1. MESSA Delta Dental Plan
 - a. 100/100/100/80 2 Cleanings
 - b. Annual Max \$3,000
 - c. Lifetime Max UCR
2. MESSA/Vision Service Plan
 - a. VSP 3 Plus 250CL
3. MESSA Life Insurance
 - a. \$50,000
4. MESSA AD&D Coverage
 - a. \$50,000
5. MESSA LTD Benefit
 - a. 70% Max \$6,000
 - b. Max Monthly Salary \$8,571

- c. Waiting Period 60 CDMF
- d. Alcohol/Drug same as any other illness
- e. Mental/Nervous same as any other illness
- f. Soc. Sec. Offset Family
- g. Own-Occupation 2 Years
- h. Pre-Exist Cond. Waived
- i. COLA No
- j. SS Freeze Yes

Members not electing health insurance will receive MESSA Package B which shall include dental, vision, long term disability, and life insurance as stated above. Employees electing the MESSA Package B that doesn't include a medical plan must provide the Employer, each year and during open enrollment, annual proof of minimum essential coverage through another employer/provider consistent with the Affordable Care Act.

For all unit members electing cash compensation in lieu of medical benefits coverage, the amount of additional cash compensation each year will be equal to single subscriber rate of the hard cap.

The Employer shall provide a prorated payment of the employer's share of health insurance costs for each eligible part-time employee who request MESSA Package 1 or MESSA Package 2 on a percentage basis of the employee's coverage category according to their actual teaching time. Six hours shall be used as the base figure. For example, 1 hour worked = 16 2/3% coverage, 2 hours = 33 1/3%, 3 hours = 50%, 4 hours = 66 2/3%, and 6 hours = 100%.

When bargaining unit member is applying for Long Term Disability (LTD) the district shall only be responsible for paying health care benefits for three (3) months after exhausting all sick and personal leave if the bargaining unit member is denied LTD coverage.

ARTICLE 5.2

COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this agreement. Salaries shall be paid in twenty-one (21) equal payments every other Friday or equal payments every other Friday ending with the payday following the last calendar work day of the school year. Bargaining unit members electing to choose twenty-six (26) payments option must do so in writing to the administrative office before the first teacher work day. Such option will remain in effect during the contractual year.
- B. The salary schedule is based upon the normal duties of a teacher. For extra work the teacher shall be entitled to appropriate additional compensation as in Appendix B.

C. The professional hourly rate of any teacher shall be thirty-five dollars (\$35.00) per hour. The teacher shall be paid this established hourly rate in addition to his/her base salary, for all school scheduled time spent after the regular school day in parent-teacher conferences, IEPC meetings, SIP meetings (including NCA Articulation), District Technology Committee & District Curriculum Committee meetings, supervision of extracurricular activities of students, (if not on Appendix B), teacher meetings called by the Administration or Board after 4:00 P.M., or any educational or civic function where attendance is not voluntary but required, except that the Administration may call one meeting per month for each building for the purpose of Professional Development (in person, on your own, or as directed), and one meeting for each building for the purpose of staff meetings. Meetings shall be immediately after the end of the school day on a Monday and start fifteen (15) minutes after the dismissal of students. Advanced notice of the scheduled meeting(s) will be shared with staff at the start of the school year. Adjustments may be made for non-school days or snow days and placed on the calendar with the consultation of the Association. Teachers shall not be required to stay longer than one (1) hour for each meeting. Administration shall not schedule meetings in which teachers' attendance is expected on the Tuesday after the second Monday of each month.

The above shall not apply to situations which are caused by teacher involvement in (a) meeting(s) called in accordance with the following:

1. If the affected teachers have voted by a seventy-five percent (75%) majority of the total affected membership, in an election conducted by the Association, to restructure the thirty minutes before and after school time, referenced in Article 3.2, B, to provide time for such meeting(s) as requested by the school improvement committee as provided in number (2) below.
2. The district wide school improvement committee may propose a plan for use of such time for curriculum, discipline policy or other similar purposes. The staff shall vote on the plan, as provided above. If the plan is adopted, the restructured time will be considered as being within the normal school day for the duration of the plan. If the plan is not adopted, the regular school day will not be altered except as otherwise provided above.

Example: If the committee requested curriculum work to be done by a building staff after school for two fifty minute meetings per week for three weeks, the teachers could exchange twenty of the required (under Article 3.2, B) thirty minutes per day for three weeks for staying for two fifty minute meetings per week during that period. The other ten minutes per day not restructured would be used for passing and supervision of students at the beginning and end of the school day. Teachers would be excused from attendance during the exchanged time.

D. The school calendars are attached as part of Article 1.5 Duration, Letter A, of this agreement (see Appendix C). The calendar covers a period of 180 student days (non-inclusive of teacher professional development days and a teacher meeting day) for each of the 2023-2024, 2024-2025, and 2025-2026 school years. The requirement is equal to at least 1098 hours as approved

by the State of Michigan, MCL 388.1701, Section 101 of the School Aid Act. Any changes from these calendars outside required changes to student days and/or hours will be discussed with the Association and subject to approval by both parties. At the discretion of the Board of Education and district administration, District sponsored teacher professional development days/hours (5 days/30 hours) shall or shall not be included as student instructional hours, but shall be included within the overall district calendar. The first day of school shall be a half (½) day for students and staff, in return for the half (½) day teacher workday on the first day of school, staff will attend an evening Open House for one hour (5:30-6:30 P.M.) and attend a teacher meeting day (2 hours, 9:00-11:00 A.M. for elementary and 12:00-2:00 P.M. for secondary) prior to the first scheduled teacher professional learning day. Both the Open House and the teacher meeting day shall be scheduled on mutually agreed upon dates, but will be held prior to the start of the student school year. The last student day shall be a half (½) day for students, and teachers may leave upon the completion of their duties.

- E. When a teaching position is not available for a teacher returning from an illness leave of absence, his/her established contract rate shall apply for any duties offered.
- F. Following completion of required academic or professional courses, advancement on salary schedule will occur on the effective date of pay schedule at the beginning of the school year or on February 1, for courses completed during the first semester.
- G. All teachers who are mandated by the state for continuing education shall be required to earn a combination of a minimum of six (6) semester hours and/or 180 SCECHs in a five (5) year period to advance on the salary schedule.
- H. The Employer shall pay the District's legally required share of the Michigan Teachers Retirement Fund, excluding the MIP option or other mandated employee contributions unless specifically defined as part of this Master Agreement.
- I. The Employer shall provide full tuition reimbursement to a teacher up to a maximum of six (6) credit hours per fiscal year (July 1 – June 30). Such reimbursement shall be paid upon submission to the Business Office of evidence of successful completion of coursework and receipt of tuition paid by the teacher. To qualify for reimbursement, the teacher shall obtain the Superintendent's approval of the course prior to enrolling in it.
- J. CONTRIBUTORY ANNUITY PLAN: The Board and the Association recognize the importance of each teacher persuing an active savings program to provide for a safe retirement plan. Therefore, the Board agrees to establish a qualified, tax-sheltered annuity or custodial account plan for the exclusive benefit of all Bargaining Unit employees of Central Lake Public Schools and their beneficiaries. The plan shall be effective September 1, 2021. The Board agrees to match 100% of the employee's first four percent (4%) of deferral of their gross salary as determined by the teacher's position on the salary schedule. The Board and the Association shall concur on the investment vehicle to be included in this plan. At a minimum, MEA Financial Services shall be offered as an investment vehicle.

ARTICLE 5.3

EXTRACURRICULAR COMPENSATION

- A. The salary schedule for extra-curricular activities is incorporated as presented in Appendix C.
- B. All percentages listed in the extracurricular salary schedule (Appendix B) shall be limited to the first six years of continuous service and shall be applied to the appropriate level of the B.A. track. However, after three or more years of continuous service, a teacher will be allowed a one year break without interrupting continuous service.
- C. Open positions on the extracurricular schedule shall normally be awarded for the following year by June 1. Association members shall be given preference for open extracurricular positions if they are qualified and/or experienced. The Board reserves the right to determine who is most qualified and most experienced for the open position.
- D. In-service or Professional Development activities outside of the regular school day, school week or school year and approved by the administration and teacher(s) shall be paid at the rate of thirty-five dollars (\$35.00) per hour for actual time spent at the activity. Such activities shall be limited to six (6) hours per day unless agreed otherwise by the parties.
- E. Each bargaining unit member will be issued a complimentary Family Athletic Pass.

ARTICLE 6.1

MISCELLANEOUS PROVISIONS

- A. Teachers shall utilize the web-based program to communicate with district that they are requesting sick leave. Teachers are to notify the building secretary prior to 6:30 A.M. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Upon return, teachers are required to complete a paper Leave of Absence slip with their respective building secretary.
- B. The Association shall be duly advised by the Employer of fiscal, budgetary and tax programs affecting the district, and the Association shall, whenever feasible, have the opportunity in advance to consult with the Employer with respect thereto.
- C. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof, and the Employer recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior.
- D. All school monies will be collected by the office.

- E. On a day in which children are not required to be in attendance due to inclement weather, teachers shall be notified as soon as possible and are not required to report to school on such days. Snow days shall be made up as per state law. When days are to be made up, scheduling of such days shall be negotiated. Days made up in June shall be 1/2 days unless more clock hours are required by state mandate. Teachers will not receive extra compensation for makeup days. Pre-arranged personal leave time shall not be charged when school is closed due to inclement weather.
- F. The Association and the Administration of the school shall cooperate in establishing a calendar for the ensuing year. Insofar as possible, efforts shall be made to avoid conflicts between the academic program and co-curricular, extra-curricular activities.
- G. Teacher aides as mentioned in this contract shall mean adult personnel hired to assist the professional staff in routine assignments. Teacher aides shall not be construed to mean high school pupils. The provisions of this clause do not infer that members of the Future Teachers Association or S.T.A. class members cannot be allowed in the classrooms to assist in gaining meaningful experience under a qualified teacher. A high school pupil may be hired if necessary to do routine teacher's aide duties, if agreeable to the teacher involved.
- H. Each teacher shall maintain with the office of the Superintendent of Schools the current correct address and phone number which may be used to contact him (or her) in emergency matters while they are in the employ of the school district.
- I. The Association recognizes the occasional need for work to be performed before and after the actual contracted days of employment in a given school year. The Employer may request additional days of employment from a staff member, and if mutually agreed upon, will reimburse said employee at a rate equal to or above the hourly contract rate.
- J. If the Employer decides it is necessary to certify a teacher in another area and the teacher agrees to be recertified, the Employer shall pay tuition, books and fees. In addition, the Employer will pay a stipend of \$150.00 per semester hour taken during the summer non-school days.
- K. Pay for Performance Compliance with Michigan Revised School Code: Consistent with Michigan School Code Revisions and Reform, the parties agree to the following:
 - 1. Regarding Pay for Performance:
 - a. Teachers who are rated effective or highly effective on annual year-end performance evaluation shall be awarded \$1.00 performance pay.
 - b. Teachers who are rated as minimally effective or ineffective on an annual year-end job performance evaluation shall not be awarded the \$1.00 performance pay.

2. The Employer and the Association recognize that an Emergency Manager may be appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate this collective bargaining agreement as provided in Public Act 4 of 2011. This clause is included in this agreement because it is legally required by state law.

3. On an annual basis, the Employer shall give a copy of its policies and procedures to the Association President. Any revision of these policies shall be given to the Association President within fifteen (15) work days of such Board action.

**ARTICLE 6.2
GRIEVANCE REPORT FORM**

Level One (Oral Discussion)

Name of Grievant	Date
District	
Principal/Supervisor Is this person also the Superintendent? Yes* <input type="checkbox"/> or No <input type="checkbox"/> *If yes and mutually agreeable, go to Step II	
Association Representative(s)	
Is this an Association Grievance? Yes* <input type="checkbox"/> or No <input type="checkbox"/> *If yes, go to Step II	
Association Representative(s) at Meeting Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Outcome	
Supervisor Signature	
Date	
Member Satisfied with Outcome Yes <input type="checkbox"/> or *No <input type="checkbox"/>	
*If NO, ten (10) days to advance to Second Step and must notify Association President.	
Written statement of Grievance (Include facts, section or subsection allegedly violated, date of alleged violation, and remedy sought.)	
Grievant Signature	
Date date	
Association Representative Signature	
Date date	
Submitted to	by
	on date
Received by	by
	on date

Level Two (Written Grievance)

Meeting Date [Click here to enter a date.](#)

District Response to Second Step Meeting

Signature (District Representative)

Date [date](#)

Satisfied with District Response Yes or No

Ten days to submit for Third Step.

President Advanced Grievance to Third Step on

[Click here to enter a date.](#)

Association President Signature

Received by

by

on [date](#)

Level Three (Board Hearing)

Meeting Date [Click here to enter a date.](#)

District Response to Third Step Meeting

Satisfied with District Response Yes or No

Level Four (MERC)

If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission.

Meeting Date of Executive Board [Click here to enter a date.](#)

Grievance Committee move to Arbitration Yes or No

Association President Signature Date

Party Requesting MERC Association or District

District Notified Other Party (Date) [Click here to enter a date.](#)

Level Five (Arbitration)

Arbitration Date [Click here to enter a date.](#)

Arbitrator(s)

Result of Arbitration

Date of Decision [Click here to enter a date.](#)

District Signature Date

Association President Signature Date

ARTICLE 6.3
CONTRACT OF EMPLOYMENT – TEACHERS CONTRACT
Central Lake Public Schools, Central Lake, Michigan

This is a _____ Contract.

Parties: This contract is entered into between the School District of the Central Lake Public Schools, Antrim County, Michigan, hereinafter called "School District," and _____, hereinafter called the "Teacher."

Employment: The School District agrees to hire Teacher for the School Year _____ in the capacity of Teacher, and Teacher hereby agrees to perform public school services in such grade, department, or assignment as may be requested by the Board of Education of the School District, to perform, to obey and fulfill the laws of the State of Michigan and the rules, regulations and policies of the School District, and in general, to carry out the educational programs of the School District.

Salary: The School District agrees to pay Teacher in accordance with existing salary schedule and computation hereinafter contained in _____ biweekly installments.

Continuing Tenure: If Teacher holds all certificates and other qualifications required by law, is legally certified to teach in the School District, and has satisfactorily served a probationary period according to the law of the State of Michigan and as prescribed by the Board of Education of School District, said teacher shall be a teacher on continuing contract. Employment on continuing contract shall continue in accordance with laws of State of Michigan and policies of School District and Teacher shall annually receive a supplementary contract.

Assignment & Transfer & Non-Tenure in Administrative Assignment: Teacher is subject to assignment and transfer at discretion of the Superintendent of Schools of the School District. No Teacher employed in an administrative capacity shall be granted tenure in such administrative capacity, but shall be granted continuing tenure only as a classroom teacher. Failure of the Board of Education of School District to reemploy such teacher in any administrative capacity shall not be deemed a demotions within provision of Michigan laws relating to tenure.

Master Agreement: The provisions of this contract are subject to the terms and conditions of the master agreement developed by the Central Lake Education Association and the Board of Education.

Extra Duty Assignment: No teacher shall be granted tenure in an extra duty assignment. Additional compensation for extra duty pay may be terminated by the School District upon 30 days written notice. In case of termination, only such proportional part of the pay due at the time of termination shall be paid as the number of days worked compared to the number of days contracted.

Policy: The statement of policy and rules and regulation of the School District are an integral part of this contact if not superseded by provisions of master contacts.

Salary Computation: _____
Base Salary: _____
Experience inside system: _____
Step: _____
Experience outside system: _____
Professional Growth: _____ Increments
Hours: _____
Extra Duty Assignment: _____
Summer Work: _____
Longevity: _____

Total:
IN WITNESS WHEREOF the parties hereto have set hereunto their hands and seals this day and year above written.

Teacher **Board of Education**

Signature: _____

APPENDIX A SALARY SCHEDULE 2023-2024, 2024-2025, 2025-2026



MEA Salary Schedule

2023-2024

2023-2024 4%

STEP		BA		MA
1		43,019		46,513
2	1.06	45,601	1.06	49,303
3	1.10	47,322	1.12	52,094
4	1.15	49,473	1.17	54,420
5	1.20	51,624	1.23	57,211
6	1.25	53,775	1.28	59,535
7	1.29	55,495	1.33	61,862
8	1.34	57,646	1.39	64,653
9	1.38	59,367	1.51	70,234
10	1.48	63,669		70,234
11		63,669		70,234
12		64,128		70,694
13		64,362		70,927
14		64,590		71,155
15		64,822		71,387
16		64,822		71,387
17		64,822		71,387
18		64,822		71,387
19		64,822		71,387
20		65,396		71,961
21		65,396		71,961
22		65,396		71,961
23		65,396		71,961
24		65,396		71,961
25		65,971		72,536



MEA Salary Schedule

2024-2025

2024-2025 4%

STEP		BA		MA
1		44,740		48,373
2	1.06	47,425	1.06	51,276
3	1.10	49,214	1.12	54,178
4	1.15	51,451	1.17	56,597
5	1.20	53,689	1.23	59,499
6	1.25	55,926	1.28	61,917
7	1.29	57,715	1.33	64,337
8	1.34	59,952	1.39	67,239
9	1.38	61,742	1.51	73,044
10	1.48	66,216		73,044
11		66,216		73,044
12		66,694		73,521
13		66,936		73,764
14		67,173		74,001
15		67,415		74,242
16		67,415		74,242
17		67,415		74,242
18		67,415		74,242
19		67,415		74,242
20		68,012		74,839
21		68,012		74,839
22		68,012		74,839
23		68,012		74,839
24		68,012		74,839
25		68,610		75,438



MEA Salary Schedule

2025-2026

2025-2026 4%

STEP		BA		MA
1		46,530		50,308
2	1.06	49,322	1.06	53,327
3	1.10	51,183	1.12	56,345
4	1.15	53,510	1.17	58,861
5	1.20	55,836	1.23	61,879
6	1.25	58,163	1.28	64,394
7	1.29	60,024	1.33	66,910
8	1.34	62,350	1.39	69,929
9	1.38	64,212	1.51	75,966
10	1.48	68,865		75,966
11		68,865		75,966
12		69,361		76,462
13		69,613		76,714
14		69,860		76,961
15		70,111		77,212
16		70,111		77,212
17		70,111		77,212
18		70,111		77,212
19		70,111		77,212
20		70,732		77,833
21		70,732		77,833
22		70,732		77,833
23		70,732		77,833
24		70,732		77,833
25		71,354		78,455

APPENDIX B
EXTRA-DUTY ASSIGNMENTS

EXTRA-DUTY ASSIGNMENTS POSITION OR DUTY	% OF STEP 1 – 6 (BA)
Athletic Director	\$10K
Varsity Coaches	10%
JV Coaches	7%
Freshmen Coaches	5%
Middle School Coaches	5%
Middle School Coaches – 2 teams	7%
One V/JV Ass't Coach (when 12 or more athletes on roster)	5%
One F/MS Ass't Coach (when 12 or more athletes on roster)	2%
Pre-season (Any Varsity head coach)	2%
Cheerleading (Fall Season)	5%
Cheerleading (Winter Season)	5%
Varsity Track (combined)	10%
Elementary Music – at least one performance a year	2%
MSHS Band/Music *per agreement and/or job description	10%
Science Fair	4%
Yearbook Supervisor (If not part of regular teaching day)	3%
National Honor Society	1.5%
4 th Grade Overnight Trip Coordinator	2%
5 th Grade Overnight Coordinator	0.5%
8 th Grade Overnight Coordinator	2%
Dean of Students -(at least 1 released hour per day)	\$3,000
<ul style="list-style-type: none"> Duties: Discipline of students, parent contacts, follow-up with teachers when appropriate. Other duties not requiring authority over or evaluative responsibilities for other teaching staff as assigned by the Superintendent. 	

CLASS SPONSORS:	
6TH	½ %
7TH	½ %
8TH	½ %
9TH	1%
10TH	2%
11TH	2%
12TH	2%
Student Council	3%
Art Fair	2%
Counselor – 2 weeks before school & 1 week after	7%
Robotics	5%

- A. * Members may apply for pay for extra-curricular or other approved projects/work for pay at \$35.00 per hour. A committee shall be established consisting of two Association members selected by the Association and representatives of the Administration. This committee shall review and approve applications for such projects.
- B. The Board shall compensate a teacher at the rate of 10% of the teacher's pay if a sixth class in lieu of prep time is a repeat of another course caused by a split class. However, if sixth class in lieu of prep time creates an additional prep for the teacher, then the Board shall compensate the teacher at the rate of 16% of the teacher's pay.
- C. Mentor teachers shall be paid two-hundred dollars (\$200.00) per semester.
- D. Where positions are divided between two or more teachers the sum shall be divided equally.
- E. If an aide is not assigned to recess duty, teachers may volunteer and the following shall be in effect:
1. For a teacher volunteering to supervise recess (30 minutes/day) for the entire school year, reimbursement shall be at 6% of Step 1-6 of the BA base salary.
 2. Teachers who volunteer to substitute for recess duty or who serve as recess supervisor on a less than full school year basis shall be compensated at the rate of ten dollars (\$10) per recess.
 3. Assignment of teachers volunteering on a yearly basis will be at the discretion of the Employer.
 4. When there is an administrative decision to not provide for formal recess being built into the elementary building schedule, classroom teachers may schedule one or more unstructured breaks or playtimes within their school day, not to exceed thirty (30) minutes per day. Such breaks/playtimes shall be supervised on a voluntary, non-extra-compensation basis.

APPENDIX C

2023-2024, 2024-2025, 2025-2026 SCHOOL CALENDARS

Central Lake 2023-2024 School Calendar					
August 2023	Mon.	Tues.	Wed.	Thu.	Fri.
*4	14	15	16	17	18
Open House 5:30-8:30	21	22	23	24	25
August 28 ½ day	28	29	30	31	

September 2023	Mon.	Tues.	Wed.	Thu.	Fri.
*19					1
Sept 1 & 4 No school	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October 2023	Mon.	Tues.	Wed.	Thu.	Fri.
*22	2	3	4	5	6
	9	10	11	12	13
PTC 10/26	16	17	18	19	20
	23	24	25	26	27
	30	31			

November 2023	Mon.	Tues.	Wed.	Thu.	Fri.
*18 Nov. 1 No school			1	2	3
Nov 15 No school	6	7	8	9	10
Nov 22 Half Day	13	14	15	16	17
Fall Break Nov 23 & 24	20	21	22	23	24
	27	28	29	30	

December 2023	Mon.	Tues.	Wed.	Thu.	Fri.
*14					1
	4	5	6	7	8
Winter Break	11	12	13	14	15
Dec. 21-Jan 2	18	19	20	21	22
	25	26	27	28	29

January 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*21	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
PTC 1/25	29	30	31		

February 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*21				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	

MSHS Hours: 7:55 – 3:00 Elem 8:00-3:05	
Quarters/Semesters:	
Quarter 1	11.3.23
Quarter 2 (Semester I)	1.19.24
Quarter 3	4.5.24
Quarter 4 (Semester II)	6.5.24

March 2023	Mon	Tues	Wed	Thurs	Fri
*15					1
	4	5	6	7	8
	11	12	13	14	15
Spring Break	18	19	20	21	22
3/22-4/1	25	26	27	28	29

April 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*21	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

May 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*22			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
5/27 No school	27	28	29	30	31

June 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*3					
June 5 Last Day	3	4	5	6	7
Half Day of school	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Holidays - No School	
Sept. 1-4	Labor Day Weekend
Nov. 23-24	Fall Break
Dec. 21-Jan 2	Winter Break
Mar. 22-29	Spring Break
May 27	Memorial Day

Early Release Days	11:25 MSHS	11:30 Elem
Aug 28	Oct. 26	Nov. 22
Jan. 25	June 5	

Parent Teacher Conferences	
Thurs. Oct. 26 Early Release	1:00-4:00, 5-7:30
Thurs. Jan 25 Early Release	1:00-4:00, 5-7:30
Staff Meetings K-5	3:20-4:20
9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 4/6, 5/13	
Staff Meetings MSHS	3:15-4:15
9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/18, 4/15, 5/20	
June 3 K-12 if Necessary	
Staff Organizational Meeting Prek-12	August 22
Teacher PD Day	
August 23	August 24
November 1	
Open House Prek-12	August 24, 5:30-6:30
After School PD	11/6 12/4 2/5 3/4 4/22 5/6
In the event school is cancelled, the PD is required to be made up virtually or in person as directed by Admin.	

Central Lake 2024-2025 School Calendar					
August 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*4	12	13	14	15	16
	19	20	21	22	23
August ½ day	26	27	28	29	30

September 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*20	2	3	4	5	6
Aug 30 & Sept 2 No school	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

October 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*23		1	2	3	4
	7	8	9	10	11
PTC 10/24	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

November 2024	Mon.	Tues.	Wed.	Thu.	Fri.
Nov. 1 PD day	*17				1
Nov 15 No School	4	5	6	7	8
Nov 27 Half Day	11	12	13	14	15
Fall Break Nov 28 & 29	18	19	20	21	22
	25	26	27	28	29

December 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*15	2	3	4	5	6
	9	10	11	12	13
Winter Break	16	17	18	19	20
Dec. 23-Jan 3	23	24	25	26	27
	30	31			

January 2025	Mon.	Tues.	Wed.	Thu.	Fri.
*20			1	2	3
	6	7	8	9	10
	13	14	15	16	17
PTC 1/23	20	21	22	23	24
	27	28	29	30	31

February 2024	Mon.	Tues.	Wed.	Thu.	Fri.
*20	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

MSHS Hours: 7:55 – 3:00 Elem Hours 8:00-3:05	
Quarters/Semesters:	
Quarter 1	Oct. 31
Quarter 2	Jan. 17
Quarter 3	April 14
Quarter 4	June 5

March 2025	Mon.	Tues.	Wed.	Thurs.	Fri.
*14	3	4	5	6	7
	10	11	12	13	14
Spring Break 3/21-3/31	17	18	19	20	21
	24	25	26	27	28
	31				

April 2025	Mon.	Tues.	Wed.	Thu.	Fri.
*22		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

May 2025	Mon.	Tues.	Wed.	Thu.	Fri.
*21				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
No School 5/26	26	27	28	29	30

June 2025	Mon.	Tues.	Wed.	Thu.	Fri.
*4				5	
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20

Holidays - No School	
Aug. 30-Sept. 2	Labor Day Weekend
Nov. 28-29	Fall Break
Dec. 23-Jan 3	Winter Break
Mar. 21-31	Spring Break
May 26	Memorial Day

Early Release Days	
8/26	10/24 11/27 1/23 6/5
Parent Teacher Conferences	
Thursday Oct. 24	1:00-4:00, 5:00-7:30
Thursday Jan. 23	1:00-4:00, 5:00-7:30
Staff Meetings K-5 3:20-4:20	
9/9 10/14 11/11 12/9 1/3 2/10 3/10 4/14 5/12	
Staff Meetings 6-12 3:15-4:15	
9/16 10/21 11/18 12/16 1/20 2/17 3/17 4/21 5/19	
June 2 K-12 if necessary	
Staff Organizational Meeting Prek-12 8/22	
In the event that school is cancelled, the PD is required to be made up virtually or in person as directed by Admin.	

Central Lake 2025-2026 School Calendar					
August 2025	Mon.	Tues.	Wed.	Thu.	Fri.
*4	11	12	13	14	15
	18	19	20	21	22
August ½ day	25	26	27	28	29

September 2025					
	Mon.	Tues.	Wed.	Thu.	Fri.
*21	1	2	3	4	5
Aug 29- Sept 1 No school	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

October 2025					
	Mon.	Tues.	Wed.	Thu.	Fri.
*23			1	2	3
	6	7	8	9	10
	13	14	15	16	17
PTC 10/23	20	21	22	23	24
	27	28	29	30	31

November 2025					
	Mon.	Tues.	Wed.	Thu.	Fri.
*17	3	4	5	6	7
Nov. 7 PD day No School	10	11	12	13	14
Nov 27 & 28 No school	17	18	19	20	21
	24	25	26	27	28

December 2025					
	Mon.	Tues.	Wed.	Thu.	Fri.
*15	1	2	3	4	5
	8	9	10	11	12
Dec. 22-Jan 2	15	16	17	18	19
No School	22	23	24	25	26
	29	30	31		

January 2026					
	Mon.	Tues.	Wed.	Thu.	Fri.
*20				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
PTC 1/22	26	27	28	29	30

February 2026					
	Mon.	Tues.	Wed.	Thu.	Fri.
*20	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

MSHS Hours: 7:55 – 3:00 Elem Hours 8:00-3:05	
Quarters/Semesters:	
Quarter 1	Oct. 24
Quarter 2	Dec. 16 ?
Quarter 3	Mar. 20
Quarter 4	June 3

March 2026					
	Mon.	Tues.	Wed.	Thurs.	Fri.
*19	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
Spring Break	23	24	25	26	27
3/27-4/6	30	31			

April 2026					
	Mon.	Tues.	Wed.	Thu.	Fri.
*18			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

May 2026					
	Mon.	Tues.	Wed.	Thu.	Fri.
*20					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
5/25 No School	25	26	27	28	29

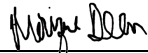
June 2026					
	Mon.	Tues.	Wed.	Thu.	Fri.
*3	1	2	3	4	5
	8	9	10	11	12

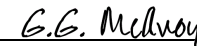
Holidays - No School	
Aug 29 – Sept. 1	Labor Day Weekend
Nov. 27-28	Fall Break
Dec. 22- Jan. 2	Winter Break
March 27-April 6	Spring Break
May 27	Memorial Day

Early Release Days	
8/25 10/23 11/26 1/22 6/3	
Parent Teacher Conferences	
Thursday Oct. 23	1:00-4:00, 5:00-7:30
Thursday Jan. 22	1:00-4:00, 5:00-7:30
Staff Meetings K-5 3:20-4:20	
9/8 10/13 11/10 12/8 1/12 2/9 3/9 4/13 5/11	
Staff Meetings 6-12 3:15-4:15	
9/15 10/20 11/17 12/15 1/19 2/16 3/16 4/20 5/18	
June 1	K-12 if necessary
Staff Organizational Meeting Prek-12 8/21	
Teacher PD	August 19 & 20, November 7
Open House PreK-12	August 21, 2025
After School PD	10/6 12/1 1/5 2/2 3/2 5/4
In the event school is cancelled, the PD is required to be made up virtually or in person as directed by Admin.	


Signature Page Dated 09/15/23 | 4:58 AM EDT


**CENTRAL LAKE PUBLIC SCHOOLS
BOARD OF EDUCATION**


BY: 
Monique Dean, Interim Superintendent


BY: 
Gerry McAvoy, Board of Education President


**NORTHERN MICHIGAN EDUCATION
ASSOCIATION / MEA / NEA**

BY: 
Kurt Murray, UniServ Director
Chief Spokesperson

BY: 
Emily Neiter,
Central Lake EA Co-President

BY: 
Liz Hughes,
Central Lake EA Co-President

BY: 
Nathan Fleshman,
NMEA President

BY: 
Deb Larson, NMEA Staff Liaison