

Kalamazoo County Education Association

And the

Climax-Scotts Community Schools

COLLECTIVE BARGAINING AGREEMENT

**July 1, 2025
through
June 30, 2028**

COLLECTIVE BARGAINING AGREEMENT

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COLLECTIVE BARGAINING AGREEMENT

July 1, 2025, to June 30, 2028

THIS AGREEMENT made by and between CLIMAX-SCOTTS COMMUNITY SCHOOL DISTRICT No. 31, Kalamazoo and Calhoun Counties, Michigan, acting by and through its Board of Education (hereinafter called the "Employer") and the KALAMAZOO COUNTY EDUCATION ASSOCIATION (hereinafter called the "Association").

WITNESSETH:

ARTICLE 1 – PURPOSE

1.1 The general purpose of this Agreement is to promote orderly and peaceful relations between the Employer and the teachers for the mutual benefit of the public, the Employer, the Association, and the teachers.

1.2 Recognition

The Employer recognizes the Association as the sole and exclusive collective bargaining representative for all teachers employed for the regular school year provided, however, that such recognition shall not bar the Employer from negotiating during the contract period with such representatives as may hereafter be selected by the teachers to represent them during the next contract period in accordance with rules promulgated by the Michigan Employment Relations Commission.

1.21 Teacher. Teacher shall mean all young five through 12 certified classroom teachers, librarians, media specialists, student support specialists, and counselors, excluding paraprofessionals, the Superintendent, Assistant Superintendent, principals, assistant principals, and all other administrative and clerical positions.

1.22 Part-Time Teacher. Part-time teacher means a teacher regularly employed under contract for less than a full work week and/or a full workday. The fringe and leave benefits of a part-time teacher shall be proportionate to the number of hours employed per week.

ARTICLE 2-PROFESSIONAL DUTIES

2.1 Workday

2.11 Teachers. The teacher workday at the Elementary and Junior/Senior High School shall be up to seven consecutive hours and fifteen minutes. The district may adjust the starting and ending times of the workday but may not increase the total time of the workday beyond the foregoing.

2.12 High School Counselor. The regular workday schedule for the school year shall be mutually agreed to between the Counselor and the High School Principal during the first week of the school year. When a deviation from the regular workday is necessary, a minimum notice of five (5) workdays shall be provided. This requirement may be waived in the case of an emergency. Deviations in the Counselor's workday schedule shall not exceed thirty-five hours and forty-five minutes workweek.

2.2 Reporting Time

Teachers shall be in their classrooms at least 5 minutes before school begins, ready to receive students and be available 10 minutes after normal student dismissal time.

2.3

Professional Services

A teacher shall perform such professional duties as assigned by the Employer, subject to the provisions of this Agreement and the following conditions and limitations:

2.31 Classroom Teachers. A teacher regularly assigned as a classroom teacher shall be entitled to receive:

- a. A duty-free lunch period of thirty (30) consecutive minutes each day.
- b. At the Elementary school, an average of two hundred seventy-five (275) minutes of planning-conference time, or the equivalent, in not less than **twenty minutes (20)** or **fifteen (15) minutes** if in conjunction with the teachers lunch block, for each full week of instruction.

Each full-time Junior High School and High School teacher will have one complete instructional period, five (5) times per week, designated for planning-conference time.

Teachers who volunteer to give up their planning-conference time in order to take a teaching or supervisory assignment for which a substitute was not hired shall be paid at the rate of **thirty-five dollars (\$35.00)** per class. This provision shall not apply if:

- i. Two (2) or more teachers exchange classes.
 - ii. A teacher, having a free period because his/her students are gone, substitutes for another teacher.
 - iii. A teacher, having an extra period free because his students are gone, substitutes for someone else during his free period and takes his free period at a different time.
- c. Teachers who volunteer to give up their planning conference time in order to teach an additional class for the school year shall be paid an additional one-sixth (1/6th) of their contract salary for a seven (7) period day schedule.

A regularly assigned part-time teacher, including shared assignment teachers, whose regular assignment is for at least one-half (1/2) of a full assignment shall be entitled to receive planning-conference time on a prorated basis.

2.32 Dual Supervision. Any teacher assigned professional duties under more than one principal shall be supervised by and be responsible to each such principal with respect to the performance of duties assigned to such teacher provided that:

One (1) principal shall be designated to coordinate all of the activities and assignments of such a teacher in order to avoid conflicts in scheduling, and the teacher shall be notified at the beginning of each school year of such designation.

2.33 General Professional Duties. Each teacher shall, to the extent required for the proper discharge of his professional obligations, participate in faculty, departmental and curriculum meetings, in-service training programs, homeroom assignments; student-teacher, parent-teacher, and administrator-teacher conferences; and such other professional activities as heretofore performed by the teachers or as may reasonably be required. Bus duty shall not be considered to be a duty to be performed by teachers.

- a. **Faculty Meeting Notice.** When possible, an administrator shall give all affected staff a minimum of five (5) schooldays' notice of all faculty and departmental meetings. Such

notice should include a proposed agenda and approximate duration. Principals are encouraged to keep meetings as brief as possible.

Teachers may only be required to attend a maximum of two (2) faculty and departmental meetings per month. Faculty/departmental meetings shall be limited to a maximum duration of one and one-half (1½) hours per meeting.

- i. In the Jr./Sr. High School, the workday will not extend beyond 4:15 p.m.
 - ii. Faculty meetings at the Elementary School will take place in the morning before school and will begin no earlier than 7:20 a.m.
- b. Teacher participation in site-based/school improvement committees shall be voluntary.

2.4 Academic Freedom.

- 2.41** The parties seek to educate young people in democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality.
- 2.42** The parties recognize that teaching is a complex discipline that is enhanced by creativity and diversity of character and methodology among the teaching staff that provides a successful learning environment for all students.
- 2.43** Freedom of individualized expression of teachers is guaranteed and will be encouraged within the limits of adopted curriculum, courses of study, and by official policies of the district.

2.5 Mentor Teacher

- 2.51** A Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the Revised School Code and shall perform the duties of a Master Teacher as specified in the code and other state mandated guidelines.
- 2.52** Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned as a Mentor Teacher. A newly hired teacher who has experience in another district will be assigned as a Mentor Teacher for a minimum of one (1) year and a maximum of three (3) years. The Mentor Teacher shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.
- 2.53** The Mentor Teacher shall be assigned in accordance with the following:
- a. Mentor Teacher's positions shall be assigned by the building principal with the agreement of the prospective mentor.
 - b. Every effort will be made to match Mentor Teachers with Mentees who work in the same building and have the same area or certification.
 - c. It is intended that Mentors be selected for the purpose of establishing a three (3) year relationship with a Mentee. It is further understood that the relationship may be terminated at the request of either the Mentor or the Mentee with principal approval.
- 2.54** Because the purpose of the Mentor/Mentee match is to provide peer assistance toward the end of quality instruction, the Board and the Association agree that the Mentor/Mentee relationship shall be confidential. Neither the Mentor nor the Mentee shall be a part of, or be included in,

any matter related to the evaluation of the other.

- 2.55 Mentor teachers, upon administrative approval, shall be provided, upon release time, work with the Mentee in his/her assignment during the regular workday. When possible, the Mentor Teacher and Mentee shall be assigned common preparation time.
- 2.56 Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development events relating directly to the new teacher's Individual Development Plan (IDP) shall, whenever possible, be scheduled within the parameters of the regular workday and work year.

Mentors shall work with the building principal in developing an annual schedule for professional development activities and support for the mentee and mentor.

Each Mentor shall receive a stipend as follows:

	Year One of New Teacher	Year Two of New Teacher	Year Three of New Teacher
One Mentee	\$350	\$325	\$300
Two Mentees	\$750	\$700	\$650

- 2.57 No Teacher may serve as a Mentor to more than two (2) Mentees at one time.

ARTICLE 3-VACANCIES AND TRANSFERS

- 3.1 **Notice of Vacancies.** The following guidelines shall be observed:

- 3.11 During the summer months when regular school is not in session, the Employer will post in the personnel office all vacancies and mail to those teachers who have indicated a desire for a change in assignment. A copy of the posting is to be sent to the Association president.
- 3.12 A vacancy shall occur upon the resignation, termination, retirement, or transfer, whether voluntary or involuntary, of a bargaining unit member and upon a determination by the School District that the duties and responsibilities of the vacated position will be continued. Newly created positions shall be defined as assignments not currently contained within the curriculum or additional grade positions, including those new classes resulting from a "bubble" of students.

ARTICLE 4-COMPENSATION AND BENEFITS

- 4.1 **Basic Compensation.**

- 4.11 **Compensation Schedule.** The basic compensation of each teacher shall be as determined and set forth in Schedule A.
- 4.12 **Professional Experience.** The employer shall place a new professional employee on a salary step they deem appropriate using the years of teaching or related experience, the current pay level, and the district's budget, as a guide.
- 4.13 **Academic Advancement.** Academic advancement shall be made at the beginning of the first semester following completion of an MA degree, provided that the teacher shall submit verification of such advancement not later than thirty (30) days after the beginning of the semester. If submitted within thirty (30) days after the beginning of the semester, the pay

increase will be retroactive back to the first of the semester. If submitted more than thirty (30) days after the beginning of the semester, the increase will start at the beginning of the next semester.

4.14 Salary Steps. Subject to Schedule A, a teacher shall advance to the next salary step automatically upon the satisfactory completion of each two (2) semesters of instruction.

Salary step increases and eligibility for salary steps will require an effective overall rating on the teacher's most recent evaluation.

4.2 Additional Compensation. A teacher shall be entitled to receive additional compensation follows:

4.21 Professional Assignments. The Employer may provide additional compensation for professional assignments requiring additional professional responsibility, effort or skill. The amount of such compensation shall be determined by the Employer, and the additional compensation shall terminate upon the completion of the assignment. A written record of any compensation paid under this provision shall be maintained during the contract year and shall be available for the inspection by authorized representatives of the Association.

4.22 Extended Contract Period. A teacher required to work in excess of the contract period herein set forth shall be entitled to a proportionate increase in compensation.

4.23 Student Activities. Compensation for student activities shall be paid as set forth in Schedule B.

4.3 Unemployment Compensation

A teacher who is laid off and who is paid unemployment compensation benefits (associated with his/her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to a teacher position at the beginning of the next school year will be paid according to an annual salary rate, is responsible for refunding the District, within the current fiscal year, all unemployment compensation wages received prior to recall. The employee may select one of the following options for refunding the district:

- a. The new contract can be reduced by the amount of unemployment compensation earnings.
- b. A one-time payment; or,
- c. Installment payments through payroll deduction.

4.4 Transportation and Reimbursed Expenses

A teacher regularly using his/her automobile on school business shall be reimbursed every two (2) months at the **I.R.S.** rate, provided the teacher had prior approval for such use from the Administration. It is the obligation of the teacher to notify the Employer of the nature of reimbursed expenses and the number of miles driven on school business. The Employer shall have the right to provide transportation in lieu of reimbursement, or to require as a condition of reimbursement proof of insurance and a safety inspection.

4.5 Fringe Benefits

The Employer shall provide fringe benefits as set forth in Schedule C.

4.6 Retirement Allowance

Retirement allowance shall be paid as set forth in Schedule D, provided that this provision shall give

no vested right to any teacher to such allowance and provided further that a teacher's right to the allowance shall be governed by the retirement allowance provision, if any, set forth in the Collective Bargaining Agreement in the year of retirement.

4.7 Pay Periods

The basic salary shall normally be paid in twenty-six (26) installments, plus additional compensation, if any, provided, however, that if a teacher shall, prior to April 1, not return for the next school year, he shall be entitled to receive the unpaid portion of his compensation upon the satisfactory completion of his current professional assignment. When a contract year calls for twenty-seven (27) installments, basic salary shall be divided into twenty-seven (27) pays. A teacher may elect to be paid such basic salary in twenty-one (21) installments (or twenty-two (22) if in a twenty-seven (27) installment year) if such election is made in writing to the Employer on or before July 1. The employer shall circulate salary election forms in May of each year.

4.8 Deduction

The Employer shall establish a procedure for the deduction of the employee's financial institution, and such other deductions as may be required by law or be mutually agreed upon. Except as otherwise permitted by law, all deductions shall require the prior written approval of the teacher.

4.9 Professional Advancement

Teachers returning to school for their master's degree or other approved accredited courses shall be reimbursed tuition costs only up to the current Western Michigan University graduate class on-campus rate with a limit of two (2) graduate classes per contract year.

Reimbursement shall be made to the teacher after the course is concluded, and the administration has been furnished with verification of successful coursework completion. Successful coursework completion shall be established by the standard of the credit-granting institution. To be eligible for reimbursement, the coursework shall first be approved by the Superintendent and shall relate to the teacher's assignment or an area of study which will directly benefit the School District. Requests for approval of coursework shall be submitted to the Superintendent at least thirty (30) days before courses are to begin. The Superintendent should approve or deny a request for reimbursement at least fifteen (15) days before the first day of classes.

If a teacher taking approved, accredited courses leaves the district, the teacher is responsible to repay the district one-half (1/2) of all tuition paid by the district within the last two (2) years prior to the teacher leaving the district.

ARTICLE 5-AUTHORIZED ABSENCE

Since the absence of a teacher generally has an adverse effect on the quality of the educational program, imposes increased responsibilities on other members of the professional staff, and increases costs, it is the responsibility of each teacher to avoid unnecessary tardiness or absence. The provisions herein set forth are not intended to reduce the professional responsibility of a teacher or to provide a form of additional compensation. Rather, they are intended to meet the legitimate humanitarian and professional needs of a teacher in a manner consistent with requirements of the educational program and they shall be so applied and interpreted.

5.1 Sick Leave.

5.11 Use. Sick leave may be used for

- a. Any physical or mental condition which disables a teacher from rendering professional services, excluding any condition compensable by Workers' Compensation, or resulting

from other employment. Sick leave may be used for disability resulting from pregnancy to the extent expressly required by law.

- b. Any communicable disease which would be hazardous to the health of students or other employees.
- c. Physical examinations, medical, dental, or other health treatment which cannot be scheduled outside of the teacher's regular workday.
- d. Sick days may be used for the illness of a member of the immediate family. For the purpose of this provision, the term "immediate family" shall mean spouse, child or stepchild, parent or stepparent, or grandchild.
- e. The care of a newly born or newly adopted child who is less than one (1) year of age, provided that such leave shall be limited to six (6) weeks following the birth or adoption of the child.

5.12 Number of Days

Each teacher shall be credited at the beginning of each school year with ten (10) days of sick leave with pay. A day shall be as defined in Article 2.1 and shall be allocated in hourly increments.

5.13 Used Days

Sick leave shall be charged against workdays only, shall cease to accumulate, and shall not be used by a teacher during such period as a teacher is on a leave of absence, laid off, or otherwise not regularly providing services to the Employer. Sick leave benefits shall not be paid in addition to long-term disability benefits or Worker's Compensation.

5.14 Unused Days

Unused sick leave will accumulate up to a maximum of one hundred twenty (120) days. If employment is terminated, any accumulated sick leave shall be canceled, and the teacher shall not be compensated either in terminal pay or otherwise.

5.15 Verification

Verification by competent medical authority may be required.

5.2 Personal Leave

A teacher shall be allowed up to two (2) days each school year with pay for personal leave which shall be granted in accordance with the following guidelines, namely:

5.21 Notice. A request for personal leave shall be made in writing at least forty-eight (48) hours in advance, except in an emergency. A response to such a request shall be made to the teacher within twenty-four (24) hours of the request.

5.22 Procedure. The procedure for the granting of personal leave shall

- a.. Provide that the written or digital request for personal leave shall constitute a certification by the teacher that the leave will be used for the purposes herein set forth. No specific description of the intended use of a leave shall be required.
- b. Be scheduled with the building administrator only if a conflict occurs.

5.23 Allocation

Personal leave days shall be allocated in hourly increments and shall not accumulate.

5.3 Court Leave

A teacher shall be entitled to leave with pay, less any fees paid, for jury service or when subpoenaed as a witness in which the teacher is not a party to the litigation, provided, however, if the Employer determines that the absence of a teacher will materially interfere with the instructional program, the Employer shall have the right to request that the teacher be excused or have such service rescheduled to a time which does not conflict with the discharge of his professional responsibilities. The teacher shall return to his duties whenever his attendance in court is not actually required. If only one-half (1/2) day of jury service is required, the teacher will be expected to return to work or charge one-half (1/2) day for personal business leave.

5.4 Funeral Leave.

a. Immediate Family

1. A teacher shall be entitled to receive up to five (5) days' leave with pay due to the death of his/her spouse, mother, father, child, stepchild, stepmother, step-father and grandchild, and up to three (3) days' leave with pay due to the death of his/her brother, sister, grandparent, or his/her current mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandparent-in-law, or anyone who permanently resides with the teacher to the extent reasonably required to attend the funeral of the deceased person.
2. Up to two (2) additional days, deducted from sick leave, shall be granted to attend the funeral of brother, sister, grandparent, current mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent-in-law, person who permanently resides with the teacher, or if the funeral is 200 or more miles from the School District.

b. Others

A teacher may receive up to one (1) day of leave with pay per occurrence, to be deducted from sick leave, in order to attend the funeral of other relatives or persons whose prior relationship to the teacher would be sufficient to warrant such attendance by the teacher.

5.5 Meritorious Leave

The Employer may grant a leave of absence upon the request of a teacher for family emergencies, further education, or other meritorious reasons not otherwise provided herein. In determining whether to grant any such leave, the Employer shall consider:

- a. The teacher has tenure in the district.
- b. The past performance of the teacher.
- c. The staffing needs and other requirements of the Employer.
- d. The length of service of the teacher and the probability that the teacher will return to the service of the Employer; and,
- e. The purpose or purposes of the leave.

Leave may be with or without pay and the terms of the leave, including credit on the salary schedule, if any, shall be mutually agreed upon by the teacher and the Employer prior to the commencement of such leave. A meritorious leave may not exceed one (1) year but may be renewed.

A meritorious leave shall not be terminated early without the prior permission of the Employer. No leave shall be denied by the Employer, which might reasonably impair the physical or mental health of

a teacher. When this reason is asserted, the Employer may require medical documentation by a physician acceptable to both parties.

5.6 Unpaid Personal Leave

Upon written request, a teacher may be granted up to five (5) unpaid personal leave days during the life of this Agreement. If a teacher desires unpaid leave of two (2) or less days, such request must be submitted to the teacher's immediate supervisor at least five (5) days prior to the commencement of the requested leave. If a teacher desires unpaid leave of three (3) or more days, such request must be submitted ten (10) days prior to the commencement of the requested leave. Such leave requests shall be granted on a first-come, first-served basis and may be denied if more than two (2) teachers in the district have been granted such unpaid leaves for any of the requested days off.

Such unpaid leave may be denied during parent/teacher conferences, during examination periods or for days immediately preceding or immediately following a scheduled vacation period. The granting of such a leave during the aforementioned periods shall never constitute past practice. Prior to taking such leave, the teacher must provide approved lesson plans for the scheduled days of absence. Such unpaid leaves are not to be used in lieu of any other leave provisions provided by this Agreement.

5.7 Family and Medical Leave Act

Climax-Scotts Community Schools ("Climax-Scotts") will provide covered employees for up to twelve (12) weeks of unpaid job-protected leave for certain family and medical reasons. Employees who have worked for Climax-Scotts for at least twelve (12) months and for 1,250 hours over the previous twelve (12) months of employment are eligible. In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations. The provisions of this Article shall prevail in any case of conflict with any other provision of the collective bargaining agreement.

5.71 Purpose of Leave. FMLA leave is available to any eligible teacher for the purpose specified in that law and its regulations.

Leaves in excess of the time periods indicated above may be granted for up to one year with the recommendation of the Superintendent and the approval of the School Board.

5.72 Notice, Duration, and Certification. When the need for leave is foreseeable, employees are expected to provide thirty (30) days advance notice. When not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. When leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt Climax-Scotts' operations. Failure to provide appropriate notice may result in the denial of leave.

Leave for a newborn or newly placed child may be taken only within twelve (12) months from the date of birth or placement of a child and may only be taken continuously. When medically necessary, leave to care for a family member or for the employee's own serious health condition may be taken on an intermittent or a reduced work schedule basis. All time taken will count toward the employee's annual entitlement for family and medical leave. Climax-Scotts will require medical certification to support a request for a leave because of a serious health condition and may require second or third opinions (at Climax-Scotts' expense) and a fitness of duty report to return to work.

The medical certification must include the first anticipated date of absence from service to Climax-Scotts and the expected date of return. For an approved leave in excess of twelve (12) weeks, the medical certification must be from an MD/DO. The medical certification to support

a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care is needed, or the employee's presence would be beneficial. When leave is required for a serious health condition, employees will normally be given fifteen (15) calendar days to obtain the necessary medical certifications to support the leave. Employees will be required, unless Climax-Scotts waive the requirement, to recertify the need for the leave at least every thirty (30) days and must report in on a periodic basis no less often than every two weeks with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work.

- 5.73 Wages and Benefits.** When leave is taken for the employee's serious health condition which is covered by the Workers Disability Compensation Act, the employee may elect to use accrued sick leave or personal leave in the amount necessary to offset the difference in pay between the workers compensation payment and regular pay.

When leave is taken for a serious medical condition of the employee or the employee's child, spouse, or parent, the Employee is required to use accrued sick leave and may use personal leave, at the employee's option. When leave is taken for purposes of childcare unrelated to a serious health condition of the child or employee, sick leave may not be used.

Any time taken in excess of accumulated paid leave will be unpaid. All time off work which meets the definitions under FMLA will be charged against the yearly FMLA allowance. For leaves of up to twelve (12) weeks under this policy, Climax-Scotts will maintain the employee's health coverage under any group health plan. Any employee contribution to the health plan must be maintained during the leave to maintain coverage. Employees who fail to return from a leave will be obligated to reimburse Climax-Scotts for the cost of Climax-Scotts paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical family leave or other circumstances beyond the employee's control.

- 5.74 Return to Work.** Upon return from a leave of twelve (12) weeks or less, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms consistent with the seniority provisions of this Agreement and the school regulations of the FMLA. The employee will not lose any employment benefit that accrued prior to the start of the leave. Every effort will be made to return employees on leaves in excess of twelve (12) weeks to the same or comparable position.
- 5.75 Eligibility Year.** For purposes of determining eligibility for a leave, Climax-Scotts hereby adopts a rolling twelve (12) month period whereby each time an employee takes family and medical leave, the remaining leave entitlement will be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

5.8 Attendance Bonus.

If a teacher completes a contract year without utilizing a sick, business, personal or unpaid meritorious leave day, the Employer shall make a cash payment of Two Hundred Twenty-Five Dollars (\$225) to the teacher on or before June 30. If a teacher completes a contract year without utilizing more than one (1) sick, business, or unpaid meritorious day the Employer shall make a cash payment of One Hundred Fifty Dollars (\$150.00).

ARTICLE 6-ASSOCIATION RIGHTS AND RESPONSIBILITIES

6.1 Association Rights

The Association shall have, in addition to other rights expressly set forth herein or provided by statute,

the following rights:

- 6.11 Communications.** Each teacher will have a mailbox. A designated bulletin board in each teachers' lounge will be used for the purpose of giving notice of meetings, elections, the results of elections and related matters.
- 6.12 School Facilities.** The use of school buildings at reasonable hours for meetings, and the use of school equipment (including typewriters, computers, copiers, adding machines, audio-visual equipment and e-mail) provided that it shall pay the reasonable cost of any materials, or supplies, and for any damage, and provided further, that such use shall not interfere with the primary educational use of such facilities or equipment.
- 6.13 New Consortium.** Should the Climax-Scotts Community School District enter into a consortium arrangement with a neighboring Kalamazoo County school district, Climax-Scotts school teachers who are hired by the neighboring district to work in such a program shall be granted an unpaid leave of absence from the school district. The employee shall be subject to the provisions of the Collective Bargaining Agreement of the employing school district. Upon return from leave, the teacher will be placed in a bargaining unit position unless he/she is laid off.

6.2 Association Responsibilities

The Association, having been recognized as the exclusive bargaining agent for teachers, agrees that:

- 6.21 Concerted Activities.** The Association agrees that it will not, during the period of this agreement, directly or indirectly engage in or assist in any strike, as defined by the Public Employment Relations Act.

The Board and the Association agrees that they will not, during the period of this agreement, directly or indirectly, engage in or assist in any unfair labor practice, as defined by the Public Employment Relations Act. The Employer also agrees that it will not lock out any bargaining unit member during the term of this agreement or during any period in which a successor agreement is being negotiated by the parties.

- 6.22 Cooperation.** The Association will use its best efforts to help correct breaches of professional performance or conduct including, but not limited to, failure to maintain satisfactory teaching standards, willful insubordination, abuse of leave privileges, and chronic tardiness or absenteeism.

6.3 Association Business Leave

Upon written approval by the CSEA President, the Board shall provide, without cost to the Association, seven (7) Association business leave days each school year. When such days are exhausted, the Board shall provide an additional six (6) days of Association business leave for which the Association shall reimburse the Board at the per diem substitute teacher rate of pay.

6.4 Curriculum Input

Should the Board contemplate curriculum change during or for the ensuing school year, the staff of the building affected shall be notified as soon as possible. The opportunity shall be afforded for input to the appropriate administrator. The Board shall not make curriculum changes without the opportunity for input from the staff. This input should be made through the District School Improvement Committee (DSIC) after input from building level teams.

6.5 Building Level School Improvement Committee

Climax-Scotts Community Schools and the Climax-Scotts Education Association promote shared decision making at the local school building level. Site Based decision making can enhance the district's plan for overall school improvement. The district currently follows the MDE School Improvement Framework as the primary vehicle for school improvement. For maximum success, the entire teaching staff (and others) is encouraged to be directly involved in the School Improvement process.

6.6 District-Wide School Improvement Committee

6.61 The District-Wide School Improvement Committee (DWSIC) will continue to facilitate district-wide planning efforts and will serve in a coordinating role for site-based activities.

6.62 Meetings will be held at least every other month.

ARTICLE 7-TEACHER RIGHTS AND RESPONSIBILITIES

7.1 Professional Standards.

The parties recognize that it is not desirable to interfere with the private and personal conduct of a teacher except when such conduct may adversely affect the performance of a teacher or shall interfere with the proper conduct of the educational program and the student's education. The parties further recognize that the failure of any teacher to adequately discharge his professional responsibilities places an unfair burden on other members of the faculty and makes the achievement of the educational goals of the Employer more difficult. Although the parties acknowledge the difficulty of completely and precisely defining the professional responsibilities of each teacher, it is recognized that the responsibilities include at least the following:

7.11 Sexual Harassment.

- a. Sexual harassment against (or by) bargaining unit members will not be tolerated in the Employer's employment practices (and/or educational programs or activities). Sexual harassment for the purposes of this Article is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to the conduct is made either an explicit or implicit condition of employment (or participation in an educational opportunity or activity);
 2. Submission to or rejection of the condition is used as the basis for an employment (or an educational) decision affecting the harassed unit member (or individual), or
 3. The harassment substantially interferes with a bargaining unit member's (or other individual's) work (or educational) environment or creates an intimidating, hostile, or offensive work (or educational) environment.
- b. Definition: for the purposes of this article, sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature as determined by a reasonable person of the complainant's gender. It refers to behavior, which is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, and that therefore interferes with the complainant's work (or academic) effectiveness. Sexual harassment includes, but is not limited to, the distribution or displaying of sexually suggestive or related photographs, drawings, and graffiti; sexually degrading words and innuendoes; sexual advances and propositions; and verbal or physical abuse of a sexual nature.
- c. Member protection: any bargaining unit member accused of sexual harassment shall be entitled to all the protections of this Agreement.

- d. Process: any bargaining unit member who is dissatisfied with the Employer's response to his/her complaint of harassment may file a grievance. However, when use of the grievance procedure would result in the accused harasser hearing, the grievance may be transmitted to the next step at the option of the grievant. The Employer assures employees that all complaints will be handled with a reasonable attempt at confidentiality and shall be investigated without delay.

In no event will the Employer permit or engage in retaliation of any kind against any employee who initiates a complaint. However, this will not prevent discipline of a complainant for making a false claim of sexual harassment with malicious intent.

7.12 General Competence A teacher shall maintain such level of professional competence as may be required to properly discharge his professional responsibilities.

7.13 Preparation for Professional Assignments

- a. Prior preparation for a professional assignment is essential. Such preparation includes the development of lesson plans, teaching aids or such other materials as may be necessary for the planning, preparation, presentation, and review of the instruction to be presented by the teacher or as may be required by a substitute teacher.
- b. Teachers shall work from prepared lesson plans, which will be available for review at all times. Each teacher may use the Curriculum or Grade Level Content Expectations as a guide for developing lesson plans. Lesson plans shall include all information identified as necessary by the administration, notice of which shall be provided to teachers electronically. Administrators shall consult with building teachers prior to sending out the notice at the first staff meeting of the year. On some occasions, and not as a matter of routine, a principal may ask an individual teacher to submit a copy of their lesson plans. (It is understood that a teacher on a Plan of Assistance may be required to submit lesson plans on a regular basis.)
- c. A substitute folder will be readily available for use by a substitute teacher. The folder will contain adequate lesson plans for use in a variety of learning situations.

7.14 Student Discipline A teacher shall maintain such order and discipline during the conduct of instruction as shall be necessary to provide a suitable learning environment.

7.15 Conferences A teacher shall be reasonably available for consultation with students, parents, members of the professional staff and others.

7.16 Student Evaluation Each student shall be fairly and impartially evaluated in accordance with guidelines established by the Employer.

7.17 Rules and Regulations The responsibility of a teacher for the enforcement of the rules and regulations of the Employer is not limited to the teacher's classroom. A teacher shall assist in the enforcement of such rules and regulations of the Employer and shall comply with all applicable laws, regulations, policies, and directives, which are not contrary to law or to the terms of this Agreement.

7.18 Safety of Students A teacher shall make every reasonable effort to protect students from conditions harmful to learning, health, and safety. For such purpose, a teacher shall promptly notify the Administration of any defective condition in the physical facilities of the Employer, which may reasonably cause injury to persons or property.

7.19 False Official Statements A teacher shall not knowingly withhold or misrepresent material information concerning the teacher's professional qualifications or the discharge of his professional duties.

7.2 Personnel Files

The district shall maintain one (1) central personnel file for each teacher. The teacher shall be notified and given a copy of all information placed in such personnel file. Any information to be placed in such a file shall be placed in the file within a reasonable period of time of the event or the occasion to which it refers. The teacher shall have the right, upon reasonable prior request, to review the contents of his/her personnel file. A representative of the Association may accompany the teacher at the request of the teacher. The files shall be reviewed in the presence of an administrator responsible for the safekeeping of the file. The credentials and references of the teacher shall be subject to review.

7.3 Support for Classroom Control

The Board recognizes its responsibility to give reasonable support and proper assistance to teachers with respect to the maintenance of classroom control and discipline.

7.4 Citizen Complaints

Complaints by a citizen not involved in a matter which could be referred to law enforcement authorities directed towards a teacher, which may result in discipline of the teacher, shall be promptly called to the teacher's attention.

7.5 Discipline

Any verbal or written complaint by a person directed toward a teacher may be called to a teacher's attention.

7.6 Grade Change

No grade given by a teacher shall be changed except by the following procedure:

- a. The administrator requesting a grade change shall state reasons for the requested change to the teacher. If the teacher concurs with the reasons given, the grade shall be changed.
- b. If the teacher does not concur, or if the teacher is no longer employed by the district, the administrator requesting the grade change may submit the request to a review panel within ten (10) days. The review panel will be comprised of two (2) members of the Board of Education, one (1) person appointed by the Superintendent and three (3) teachers selected on an ad hoc basis by the CSEA President. If the majority of the review panel does not concur with the change, the grade shall not be changed. The decision of the panel is final.

7.7 Dress Code

The Parties acknowledge the positive impact of professionally attired educators. The Association agrees to cooperate with the Board in promotion of professional and tasteful dress by teachers at all times.

ARTICLE 8: TEACHER PLACEMENT TRANSFER, LAYOFF & RECALL

Decisions about placement, and layoff/recall of a "teacher" defined under Revised School Code Section 1249, or who is assigned to students in any grades K to 12 as a teacher of record (hereinafter referred to as "teacher") will be made as stated below. The procedures established in this Article constitute clear and transparent procedures as required under Revised School Code Section 1248.

A tenured Teacher may grieve placement and/or layoff/recall decisions to Step 4 of the grievance

procedure (Article 11). A probationary teacher may not grieve placement and/or layoff/recall.

8.2 Vacancies and Transfers

- 8.21** Definition. The Superintendent or designee decides teacher placement, when a vacancy exists, and when a posting is made. Generally, a vacancy is an unassigned, open position or newly created position which the district intends to permanently fill.
- 8.22** Voluntary Transfers. On or before April 1 of each school year, a teacher may submit a request for a voluntary transfer into a vacant bargaining unit position. The administration will review the teacher request and determine whether to grant or deny the request.
- 8.23** Notification of Vacancies. Vacancies that occur after teachers are placed in their initial placement will be posted internally and externally for seven (7) calendar days before permanently filling the position unless the parties mutually agree to a shorter timeframe. Vacancies will be filled with the most qualified internal or external candidate who holds the appropriate certification, license, or approval.
- 8.24** Involuntary Transfers. The Superintendent or designee has discretion to involuntarily transfer a teacher into a position for which they are certified and qualified for a reason that is not arbitrary and capricious.

8.3 Teacher Placement

Consistent with Revised School Code Section 1248, teacher placement decisions will be made by the Superintendent or designee at their discretion based on the following clear and transparent factors:

1. The factors for considering a teacher placement decision will be:
 - a. Staffing the curriculum with the effective and qualified Teacher to instruct the applicable courses, grades, and school schedule.
 - b. Appropriate certification, approval, or authorization for all aspects of the assignment.
 - c. Teacher placement decisions must be made based on classroom effectiveness criteria established in Revised School Code Section 1249.
2. Teacher must be fully qualified for all aspects of their assignments, as determined by the Board, based on the documentation on file with the Superintendent's office, including:
 - a. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - b. Credentials needed for District, school, or program accreditation;
 - c. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - d. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;

- e. Length of service in a grade level(s) or subject area(s);
 - f. Recency of relevant and comparable teaching assignments;
 - g. Previous effectiveness ratings; or
 - h. Other reasonable explanations for the placement decision.
3. Seniority may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.
 4. If a teacher petitions for nullification of their teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
 5. The following shall constitute valid reasons for denial of voluntary transfer:
 - a. Bargaining unit employee is not properly certified, approved or licensed to hold the position
 - b. The bargaining unit employee does not meet the minimum qualifications for the position
 - c. Bargaining unit employee is on an IDP
 - d. Bargaining unit employee has received a developing/minimally effective or needing support/ineffective evaluation rating in the previous 4 years
 - e. The bargaining unit employee's endorsement or teaching certificate is needed to fill a vacancy that the District cannot otherwise fill.
 - f. The bargaining unit employee applied for and received one (1) or more changes of placement in the previous five (5) years unless both the teacher and the building principal mutually agree to the change of placement.
 - g. To avoid violating state or federal law or receiving a penalty or reduction in funding.

8.4 Layoff

- 8.41** Acting within the approved budget, the Superintendent will establish the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing Teaching staff or that a reduction in Teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board that the teaching positions be reduced. Staff reduction and recall decisions are made by formal Board action.
- 8.42** Reduction and recall decisions must be made based on Teacher effectiveness criteria as established in the Revised School Code 1249 and Section 3.
- 8.43** Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
- 8.44** A laid off bargaining unit employee must maintain current contact information (address, phone, and email address) with the Superintendent's office. Failure to maintain current contact information may negatively affect the teacher's recall.
- 8.45** Teacher reduction in force decisions will be implemented by the following:
 - a. The administration will inform the Association if the administration intends to

recommend layoff of bargaining unit positions a minimum of seven (7) days in advance of the Board meeting. At least thirty (30) calendar days' notice of reduction in force will be provided to the teacher and Association, absent extenuating circumstances.

- b. The Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of Teacher(s) for reduction in force will be based on the factors set forth in this Article.
- c. The Administration will determine which teacher(s) within the affected academic level(s) or department(s) will be placed in the remaining positions and which teachers will be placed on layoff status consistent with the factors set forth in this Article.
- d. When a Teaching position is identified for reduction and there exists a concurrently vacant Teaching position for which the Teacher in the position to be reduced is both certified and qualified, and the Teacher has received an overall rating of at least effective on that Teacher's most recent year-end performance evaluation, that Teacher may be assigned to the vacant position consistent with this Article.
- e. If more than 1 Teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant Teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Article.
- f. If the reduction or recall decision involves more than (1) Teacher and all other factors distinguishing those Teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which Teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

8.5 Recall

8.51 A teacher is eligible for recall under this Article for 12 months from the date the District implemented the reduction in force.

8.52 Teacher Recall Process

- a. The Superintendent will first identify the academic level(s) or department(s) for which a teaching vacancy exists.
- b. Before or in lieu of initiating the recall of a laid-off Teacher, the Superintendent may reassign a teacher to fill vacancies.
- c. After or in lieu of any reassignment of existing Teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - i. Recall the laid-off Teacher who is certified and qualified for the vacancy, provided the Teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy based on seniority as a tiebreaker; or
 - ii. Post the vacancy and consider all applicants if the Superintendent determines that the District's education interests would be served and no Teacher on layoff meets the certification and qualification requirements of the position.
- d. The Superintendent or designee will provide written notice via certified mail of the Board's recall decision to any recalled Teachers and the Association and will establish the time within which a Teacher must accept recall to preserve the Teacher's employment rights.
- e. A laid-off Teacher who is offered an interview for a vacancy and who fails to appear at

that interview forfeits all rights to recall and continued employment, except in the case of extenuating circumstances.

- f. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, at the Superintendent's sole discretion, has extended the time limit in writing.

Article 9: Evaluation of Teachers

9.1 Evaluation Defined

Teachers will be evaluated pursuant to a performance evaluation system consistent with the Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. A year-end evaluation process that meets statutory standards
2. A mutually agreed upon evaluation tool that incorporates components required by law including:
 - a. Locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249; and
 - b. The Teacher's performance
3. Access to all relevant forms, rubrics, the evaluation tool, and other relevant documents used in the evaluation process.

9.2 Evaluation Process

- 9.21 There must be at least 2 classroom observations of a teacher in each school year that the teacher is evaluated. These observations must be at least 15 minutes each.
- 9.22 A teacher will receive written feedback from the observation within 30 calendar days of the observation.
- 9.23 A classroom observation must include a review of the teacher's lesson plan and the state curriculum standard being used in the lesson and a review of pupil engagement in the lesson and must be discussed during a post-observation meeting with the school administrator.
- 9.24 A year-end performance evaluation effectiveness rating of effective, developing, or needing support.
- 9.25 The evaluator must complete year-end evaluations by the last teacher report day of the school year unless the individual teacher's circumstance requires additional time and the teacher has received notice that additional time is necessary.
- 9.26 Teachers may submit a rebuttal statement to their evaluation which will be included in their personnel file.
- 9.27 Tenured Teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the Teacher is not rated as effective on one of the triennial year-end evaluations, the Teacher must receive year-end evaluations. If a Teacher on the triennial track is placed on an IDP or transfers to a new position, the

Superintendent may choose to move the Teacher to annual evaluations.

9.3 Individualized Development Plans

9.31 An individualized development plan (IDP) with performance goals that are aligned to performance areas that need improvement as identified by the evaluator, developed by the evaluator in consultation with the teacher and includes recommended training, coaching, professional development or resources designed to improve the teacher's effectiveness for:

- a. All probationary teachers
- b. Teachers rated developing, needs support; or
- c. At the evaluator's discretion when performance deficiencies are noted.

9.32 Probationary Teachers shall have, as required by law:

- a. A mid-year progress report which aligns with the Teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluator. A teacher may request representation at the mid-year progress report meeting.
- b. A mentor assigned to them.

9.4 Tenured Teachers' Rights

9.41 As required in MCL 380.1249, a tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating. If MCL 380.1249 is amended and this language is modified, this language is no longer enforceable, and the parties will bargain the issues of evaluation appeal if required by law.

- a. The teacher may request a review meeting of the evaluation and the rating to the district's superintendent. Such a request must be made in writing within thirty (30) calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no later than thirty (30) days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after the meeting.
- b. If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.
- c. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.
- d. Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the teacher and the Association confirming the mediation will be scheduled as appropriate.

9.42 A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article 11.

- 9.43** If a teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.
- 9.44** A tenured teacher rated "effective" or "developing" may not file a grievance over their evaluation rating or the evaluation process.
- 9.45** A probationary teacher cannot challenge any aspect of the negotiated evaluation process, including observation(s), the IDP, the mid-year performance review, or the assigned rating.

Article 10: Teacher Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by professional staff is a critical component in furthering an effective educational environment and in providing quality educational services to students.

10.1 Definition

Discipline is defined as written reprimands, suspension without pay, and termination of employment for misconduct, insubordination, incompetence/poor performance, or dereliction of duties. Nonrenewal of a probationary teacher's contract in accordance with the Teachers' Tenure Act is not considered discipline. All discipline shall be in writing.

10.2 Representation

During a meeting that could result in disciplinary action, a bargaining unit employee is entitled to have association representation upon their request. When a request for such representation is made, the employee may have their choice of representation. The meeting shall not be delayed more than 24 hours due to a delay in obtaining representation. If a requested representative is not available, a building representative will participate.

10.3 Procedure

When investigating allegations of misconduct, the District will provide an employee notice of the allegations against them and an opportunity to respond. If the employee is subject to discipline, the District will implement discipline that is proportionate to the seriousness of the misconduct.

10.4 Tenured Teachers

Tenured teachers may be subject to discipline and discharge for a reason that is not arbitrary or capricious.

- a. A tenured teacher receiving a written reprimand may appeal the disciplinary action to Step 4 of the grievance procedure (Article 8).
- b. A tenured teacher may appeal disciplinary action consisting of up to a 5-day unpaid suspension to Step 4 of the grievance procedure (Article 8).
- c. A tenured teacher may appeal disciplinary action consisting of 6 days unpaid suspension or more to Step 5 of the grievance procedure (Article 8) provided the parties have participated in mediation with a mutually agreed upon mediator at least ninety (90) days before the arbitration is scheduled.
- d. Tenured teachers must bring any appeal of disciplinary action that constitutes a demotion or

discharge under the Teachers' Tenure Act through the procedure established under that statute.

10.5 Probationary Teacher

- a. A probationary teacher may appeal disciplinary action to Step 4 of the grievance procedure (Article 11).
- b. A recommendation to terminate or nonrenewal a probationary teacher will be brought to the Board and the teacher may request an opportunity to be heard. The Board's action is not subject to the grievance procedure.

ARTICLE 11: GRIEVANCE PROCEDURE

11.1 Grievance Defined

A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract or Letter of Agreement. The following matters shall not be the basis of any grievance filed under the procedures outlined in this Article:

- a. The termination of services or failure to re-employ any probationary teachers.
- b. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
- c. Any matter involving a teacher's evaluation, except as permitted under this Agreement for tenured teachers rated "needing support" on two consecutive evaluations consistent with MCL380.1249.
- d. Termination, demotion or leaves of absence under the provisions of the Michigan Teachers Tenure Act.
- e. Any matter identified in this Agreement where the grievance procedure is expressly limited.

11.11 First Step

If a teacher or association representative believes that there is a grievance, the matter shall be discussed with his/her principal within ten (10) school days after the occurrence of the event on which the grievance is based. It shall be the objective of both parties to resolve the matter in this informal manner. The teacher, at his/her request, may be accompanied by an association representative.

11.12 Second Step

If the first step does not provide an equitable solution, the grievance shall be submitted in writing by the grievant to the building principal within five (5) school days after presentation in the first step.

- a. A grievance shall state the facts on which it is based, and the section of the contract allegedly violated and shall be signed by the grievant.
- b. The principal shall give his/her decision concerning the grievance, in writing, within five (5) school days after the presentation of the grievance.

11.13 Third Step

If the Association is not satisfied with the disposition of the grievance at the second step, the grievance shall be submitted, in writing, to the superintendent within four (4) school days after receipt of the principal's written reply.

- a. The superintendent and/or his designee (excluding the administrators involved in the second step) shall meet with the grievant and a representative or representatives of the Association within five (5) school days after the grievance has been received in order to consider the grievance. The superintendent shall give a written answer to the Association within four (4) school days after the date of this meeting.
- b. If the answer is satisfactory, the Association shall so indicate on the grievance form and sign it, with two (2) copies of the grievance thus settled shall be retained by the Association and one (1) by the superintendent.

11.14 Fourth Step

If the Association is not satisfied with the disposition of the grievance at the third step and intends to appeal, it shall so notify the superintendent in writing, within three (3) school days after the superintendent's written reply to the third step has been received.

Within fifteen (15) school days after the superintendent has received the notice of appeal, the grievance shall be reviewed at a meeting between the Board or its designated representatives (to consist of three (3) members of the Board) and three (3) Association representatives. Three (3) days' notice of the meeting shall be given to the Association. A written answer shall be given by the Board within ten (10) school days after the date of the fourth step meeting.

11.15 Fifth Step

If the grievance has not been settled in the fourth step, the Association may submit the grievance to binding arbitration, provided such submission is made within ten (10) school days after the fourth step answer has been received.

- a. In the event that a grievance is submitted to arbitration, the demand for arbitration shall be submitted to the American Arbitration Association, with a copy to the superintendent, in accordance with its rules which shall likewise govern the arbitration proceedings.
- b. The Board and the Association shall not be permitted to assert any ground or to rely on any evidence not previously disclosed to the other party in such arbitration proceeding(s).
- c. The arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this agreement nor hear any matter, which will add to or subtract from the terms of this agreement excepting in matters of law.
- d. The Association and the Board shall be responsible for their own personal costs as to witnesses, attorney fees, etc. The fees and expenses of such arbitrator shall be borne by the party that does not prevail in such arbitration.

11.2 Grievance Time Limits

The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event grievances filed under this Article shall not be satisfactorily settled during the school year, they shall continue after the end of the school year with the weekdays, Monday through Friday, being considered as if they were school days, in determining the time limits set forth above.

11.3 Grievance Withdrawal

Grievances which are not appealed within the time limits specified in the above grievance procedure

shall be considered to be withdrawn by the grievant and/or the Association.

11.4 Grievance Hearings During School Hours

The presentation and discussion of grievances provided for in the first, second, and third steps of this Article may take place during regular school hours so long as all persons involved are able to meet without interfering with their assigned duties.

ARTICLE 12: PROFESSIONAL RELATIONS COMMITTEE

12.1 Purpose

It is the objective of the parties:

- a. To improve the communications between the Employer and the teachers.
- b. To provide for appropriate participation by teachers in the development of recommendations for the consideration of the Employer in all areas in which the teachers have a professional responsibility.
- c. To assist in resolving conflicts between the employer and the teacher.

There is, therefore, established an advisory committee to be known as the "Professional Relations Committee." The Committee shall not have the power or authority to negotiate or enter into an agreement involving any substantive change in the Collective Bargaining Agreement.

12.2 Committee Composition

The Association shall select an elementary teacher, and a junior or senior high school teacher as the Association's representatives. The Employer shall also appoint three regular members; at least one of whom shall be a member of the Board of Education. The President of the Association and the Superintendent shall not be regular members but may participate on behalf of either party, together with such additional representatives as the parties may desire at such times and for such purposes as may facilitate the achievement of the objectives of the Committee. Members of the Committee shall participate in its proceedings as individuals and without regard or identification with the appointing party.

12.3 Rules and Procedures

The Committee shall establish its own rules and procedures, provided that the Committee shall:

- a. Meet not less frequently than once each marking period during the school term, unless both parties shall otherwise agree.
- b. Designate a secretary who need not be a member of the Committee. The secretary shall prepare minutes for each meeting and furnish a copy of such minutes to each member of the Committee and to each party.
- c. Designate a chairperson, who need not be a member of the Committee. If the parties are unable to agree on a chairperson, each party shall designate a chairperson, which chairpersons shall preside at alternate meetings.
- d. Establish from time to time such subcommittees as it may deem appropriate, provided that at least one member of the Committee shall be a member thereof.
- e. Both the District and the Association may bring up for discussion and/or resolution matters of mutual concern.

ARTICLE 13 NEGOTIATIONS

13.1 Rules

Negotiations shall be conducted in accordance with such rules and procedures as the parties may from time to time agree upon, except that all proceedings shall be closed to the public.

13.2 Negotiators

Neither party shall have any control over the selection of the negotiating representatives of the other party and each party may select its representatives from within or outside the School District; however, the parties mutually agree that their representatives will be clothed with all necessary power and authority to make and consider proposals. No agreement between the parties shall be effective until it has been approved by the parties.

13.3 Renegotiation

The negotiation of a new agreement shall begin upon a written request of either party made no more than ninety (90) days prior to the expiration of this Agreement unless both parties mutually agree to open sooner.

ARTICLE 14: CONTRACT ADMINISTRATION

14.1 Interpretation

Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

For the purpose of this Agreement:

14.11 Captions. Captions are included only for convenience of reference and shall not modify in any way any of the provisions herein.

14.12 Masculine Includes Feminine. Whenever in this Agreement the masculine gender is used, it shall be deemed to include the feminine gender.

14.13 Schedule Modification. The Employer may alter the work schedule to the extent that the Employer determines necessary to comply with applicable local, state, or federal laws and regulations; the availability of utilities; or for other circumstances beyond the control of the Employer.

14.14 Subordination. Any individual contract or letter of agreement between the Employer and a teacher for the performance of duties which are subject to the terms of this Agreement shall be subject and subordinate to the provisions hereof.

14.15 Prior Practices. This Agreement shall supersede any existing rules, regulations, or practices of either party which are contrary to or inconsistent with its terms.

14.16 Right to Modify. The rights of either party or of a teacher to any benefits shall be determined solely by the terms of the Collective Bargaining Agreement in effect at the time such benefit is claimed, it being expressly intended that the parties shall have the unrestricted right to delete, add, or modify any provision of this Agreement in the course of subsequent negotiations by mutual agreement. Any benefit set forth in this Agreement shall be subject and subordinate to any such subsequent change.

14.2 Policies and Other Agreement

The Employer shall consult the Association prior to the adoption of any policy made pursuant to this Agreement and shall furnish the teachers a copy of any such policy thereafter adopted by it, including any amendments thereto, provided, however, that nothing in this Agreement shall limit the right of the Employer to adopt policies, initiate programs and enter into agreements with teachers or others for the performance of administrative duties or the rendering of other services which are not contrary to the terms of this Agreement.

14.3 Management Rights

The Association recognizes that, except as specifically limited or abrogated by the terms and provisions of this Agreement and to the extent authorized by law, the right to manage and direct the operation and activities of the School District and to supervise the teachers is vested solely and exclusively in the Employer.

14.4 Association Representatives and Activities.

14.41 Association Representative. The Association shall promptly notify the Employer in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, of which notice shall remain in effect until superseded by a new written notice.

14.42 Association Activities. Except by the express agreement of the Employer, the performance of the duties of a teacher shall not be interrupted for the purpose of conducting any Association activities whatsoever, provided, however, that this provision shall not prevent an authorized representative of the Association from having such reasonable contact with members of the bargaining unit as shall be necessary to ascertain terms of this Agreement are being observed.

14.5 Non-Discrimination

Each party agrees that it will not discriminate against any teacher by reason of the participation or non-participation of a teacher in the Association, the institution of any complaint or because of the age, race, creed, sex, marital status, or religion of any such teacher.

14.6 Emergency Manager

An emergency manager under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

ARTICLE 15: MISCELLANEOUS PROVISIONS

15.1 Medical Examinations

The Employer may require a teacher to receive a physical and/or mental examination:

- a. Upon initial employment;
- b. Upon returning from a leave;
- c. To determine the existence of any condition which may impair the ability of the teacher to properly discharge the teacher's professional duties; or
- d. To determine the existence of any condition which may be detrimental to the health of the students or other persons.

If the Employer shall require a physical and/or mental examination pursuant to the subsections B, C, or D, it shall pay the cost thereof provided that the examining physician and/or medical facilities are satisfactory to it. The Employer shall either furnish facilities for T.B. tests or reimburse each teacher for such tests at a rate not to exceed that charged by the Kalamazoo County Health Department.

15.2 Scope

This Agreement, and the policies adopted pursuant to it, shall constitute the full and complete agreement between the parties and may not be modified without the mutual consent of the parties in a written agreement.

15.3 Distribution

Copies of this Agreement shall be duplicated at the expense of the Employer and one (1) copy shall be given to each teacher and administrator, and five (5) copies shall be given to the Association within three (3) months of ratification.

15.4 Effective Date and Termination

This Agreement shall be effective upon ratification and shall remain in full force and effect until midnight June 30, 2028.

15.5 Calendar

The negotiated School Calendar, which details the teacher work schedule, shall be found in Appendix B.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the 1st day of July, 2025

**KALAMAZOO COUNTY EDUCATION
ASSOCIATION**

**CLIMAX-SCOTTS COMMUNITY SCHOOLS
DISTRICT NO. 31**

By: _____
President Climax-Scotts EA

By: _____
Superintendent

By: _____
KCEA UniServ Director

By: _____
President of the Board

Salary Schedule for 2025-2026

Base = 42, 621

2025-2026		
Step	BA	MA
1	\$42,621	\$45,179
2	\$43,474	\$46,458
3	\$44,588	\$47,708
4	\$46,155	\$49,821
5	\$47,540	\$52,252
6	\$49,285	\$54,903
7	\$51,495	\$57,252
8	\$53,767	\$60,204
9	\$56,039	\$63,232
10	\$58,310	\$66,262
11	\$60,961	\$68,277
12	\$63,450	\$68,511
13	\$65,505	\$74,872
14	\$66,150	\$76,091
15	\$66,662	\$77,117
16	\$67,498	\$77,896
17	\$68,570	\$77,896
18	\$70,221	\$80,057
19	\$70,221	\$81,217
20	\$71,330	\$82,242

*Longevity Compensation

*Longevity pay of \$500 per year increases for every step after step 20

Salary Schedule for 2026-2027

Base = 43,900

2026-2027		
Step	BA	MA
1	\$43,900	\$46,534
2	\$44,778	\$47,852
3	\$45,926	\$49,139
4	\$47,540	\$51,316
5	\$48,966	\$53,820
6	\$50,764	\$56,550
7	\$53,040	\$58,970
8	\$55,380	\$62,010
9	\$57,720	\$65,129
10	\$60,059	\$68,250
11	\$62,790	\$70,325
12	\$65,354	\$70,566
13	\$67,470	\$77,118
14	\$68,135	\$78,374
15	\$68,662	\$79,431
16	\$69,523	\$80,233
17	\$70,627	\$80,233
18	\$72,328	\$82,459
19	\$72,328	\$83,654
20	\$73,470	\$84,709

*Longevity Compensation

*Longevity pay of \$500 per year increases for every step after step 20

Salary Schedule for 2027-2028

Base = 45,217

2027-2028		
Step	BA	MA
1	\$45,217	\$47,930
2	\$46,121	\$49,288
3	\$47,304	\$50,613
4	\$48,966	\$52,855
5	\$50,435	\$55,435
6	\$52,287	\$58,247
7	\$54,631	\$60,739
8	\$57,041	\$63,870
9	\$59,452	\$67,083
10	\$61,861	\$70,298
11	\$64,674	\$72,435
12	\$67,315	\$72,683
13	\$69,494	\$79,432
14	\$70,179	\$80,725
15	\$70,722	\$81,814
16	\$71,609	\$82,640
17	\$72,746	\$82,640
18	\$74,498	\$84,933
19	\$74,498	\$86,164
20	\$75,674	\$87,250

*Longevity Compensation

*Longevity pay of \$500 per year increases for every step after step 20

SCHEDULE B-1
STUDENT ACTIVITIES -ATHLETIC**

GROUP 1 COMPENSATION 12 -13%

Varsity Football	Varsity Softball	Varsity Basketball (Boys & Girls)
Varsity Wrestling	Varsity Volleyball	Competitive Cheer
Varsity Baseball		

GROUP 2 COMPENSATION 9-10%

Varsity Track	Varsity Tennis	Varsity Golf
Varsity Cheerleading*		

GROUP 3 COMPENSATION 7 - 8%

Assistant Varsity Football	Jr. Varsity Football	Jr. Varsity Basketball (Boys & Girls)
Jr. Varsity Softball	Jr. Varsity Baseball	Jr. Varsity Volleyball
Jr. Varsity Cheerleading*		

GROUP 4 COMPENSATION 5 - 6%

Freshman Basketball	Asst. Jr. Varsity Football
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GROUP 5 COMPENSATION 4 - 5%

7 th Grade Basketball (Boys & Girls)	Jr. High Track	8 th Grade Basketball (Boys & Girls)
Jr. High Football	7 th Grade Volleyball	8 th Grade Volleyball
JR. High Cheerleading*	Jr. High Wrestling	

GROUP 6 COMPENSATION 3 -4%

Jr. High Asst. Football

*Cheerleading salary is for the entire year (two seasons). If separated, the percentage will be 4.5-5% respectively for Varsity Cheerleading and 2-2.5% respectively for Jr. High Cheerleading.

**Percentage rates are multiplied against the effective Base salary. Percentages are increased 0.5% a year until maximum % is obtained.

SCHEDULE B-2
STUDENT ACTIVITIES - NON-ATHLETIC*

CLASSIFICATION	Year 1	Year 2	Year 3
High School Band Director	9%	9.5%	10%
Marching Band (<i>Must play at all varsity regular season Friday games</i>)	3%	3%	3%
Pep Band (BB Friday Home) (<i>Must play at all varsity regular season Friday games</i>)	.5%	.75%	1%
Forensics	6%	6.5%	7%
Junior/Senior High School Drama	5%	5.5%	6%
Musical	5%	5.5%	6%
High School Student Council	4%	4.5%	5%
National Honor Society	3%	3.5%	4%
Yearbook (not part of class)	5%	5.5%	6%
Newspaper (not part of class)	3%	3.5%	4%
Junior HS Student Council	3%	3.5%	4%
Junior HS Yearbook	3%	3.5%	4%
Intermediate Student Council	1%	1.5%	2%
SADD	1%	1.5%	2%
Senior Class Sponsor	3%	3%	3%
Junior Class Sponsor	3%	3%	3%
Sophomore Class Sponsor	2%	2%	2%
Freshman Class Sponsor	2%	2%	2%
8th Grade Class Sponsor	1%	1%	1%
7th Grade Class Sponsor	1%	1%	1%
OTHER POSITIONS	COMPENSATION		
Elementary / Intermediate Program	1% each (up to two per year)		
Athletic Bus Chaperone (When not a coach)	\$25.00 per event		
Accompanist	\$125.00 per event		
Event Chaperone (When not a sponsor)	\$25.00 per event		
Detention	\$25.00 per hour**		
P.A.S.T.	\$25.00 per hour		
S.A.S. (Suspension After School)	\$25.00 per hour**		
Nova Net Supervision	\$25.00 per hour		

*Percentage rates are multiplied against the effective Base salary.

**Bargaining unit members electing to serve as S.A.S. or Detention Advisor shall be compensated at the hourly rate if not notified 24 hours in advance that it has been cancelled.

SCHEDULE B-3
ADMINISTRATION OF STUDENT ACTIVITIES

1. Club assignments and other positions or activities not herein above provided, or existing positions or activities to the extent that the scope or the responsibilities of a position or activity is increased, shall be compensated under Section 5.24 of this Agreement.
2. A job description shall be developed for each assignment.
3. A teacher shall submit to the building principal for approval as soon as practicable after receiving an activity assignment a written statement setting forth:
 - a. The goals to be achieved by the activity; and,
 - b. The general method to be used in the achievement of such goals.

Upon the completion of the assignment, each teacher shall submit a written statement to the building principal, setting forth the extent to which the goals were achieved together with any relevant comments.

4. If more than one (1) teacher handles a single assignment, the compensation shall be divided by agreement between the teachers prior to the commencement of the activity so that the total compensation shall not exceed the amount allotted to such assignment.
5. If a second sponsor is required by the school for an event, and only one sponsor has been assigned to the student activity, the second sponsor shall be paid Ten Dollars (\$10.00) for such event. The compensation of a substitute shall be deducted from the sponsor's pay.
6. Compensation for all athletic and non-athletic activities shall be paid when the assignment has been completed except as the Employer and teacher shall otherwise agree.
7. The Board shall have the option to hire a coach new to the system at any percent level that his experience and training indicate, provided that the starting percent does not fall below the minimum or above the maximum on the schedule. Once the starting percent has been set, it will increase at the schedule rate up to the maximum.
8. Teacher acceptance of Schedule B-1 and B-2 assignments is voluntary except for band positions which must be performed by the instrumental music teacher.

SCHEDULE C

FRINGE BENEFITS

- 1. Fringe Benefits** Package. Subject to the conditions set forth herein, and consistent with the terms of the carrier, each teacher shall have the right to elect either Plan A, Plan B, or Plan C.

For employees electing health insurance

The Board will pay 100% of the state hard cap on behalf of each teacher electing health insurance and 100% of the cost of ancillary benefits for a full 12- month period for the teacher and his/her family. Any premium amount in excess of the state hard cap shall be paid for by the employee by payroll deduction through a Section 125 salary reduction plan*.

Health	Western Michigan Health Insurance Pool* PPO – CB PPO Plan 1, Hearing, RX1 \$500 (single), \$1,000 (family) in-network deductibles \$20 copay/0% Co-Insurance for in-network \$2,500 out-of-pocket maximum (single), \$5,000 (family)
Long-Term Disability	Western Michigan Health Insurance Pool (HSA Eligible)* PPO – Flexible Blue 2, RX6; \$1,500 (single), \$3,000 (family) in-network deductibles No copy/No Co-Insurance (In Network) \$2,500 out-of-pocket Maximum (single), \$5,000 (family)
Negotiated Life	No copy/No Co-Insurance (In Network) \$2,500 out-of-pocket Maximum (single), \$5,000 (family)
Vision Dental	66 2/3 of covered salary \$5000 monthly benefit maximum 90 calendar days waiting period - modified fill \$10,000 plus Accidental Death & Dismemberment VSP 3 Platinum Plus Delta Dental 90/80/80/80 (Class I, II, III Maximum - \$1,500) (Class IV - \$2,500)

* This payment can be made by teachers through a Section 125 salary reduction agreement on a pre- tax basis.

For employees not electing health insurance

The Board shall pay 100% of the cost of premiums for ancillary benefits on behalf of bargaining unit members not electing District provided health insurance.

Long-Term Disability	66 2/3 of covered salary \$5000 monthly benefit maximum 90 calendar days waiting period - modified fill
Negotiated Life	\$10,000 plus Accidental Death & Dismemberment
Vision Dental	VSP 3 Platinum Plus Delta Dental 90/80/80/80

(Class I, II, III Maximum - \$1,500) (Class IV - \$2,500)

In addition to the above, each teacher not electing health insurance shall be credited with a sum of Three Hundred Dollars (\$300) per month. This amount may be used to purchase one or more of the following insurance options available on the health insurance enrollment form:

- a. Supplemental Term Life Insurance
- b. Short-Term Disability Income Insurance
- c. Survivor Income Insurance
- d. Dependent Life Insurance

Any other option which provides health, accident, disability or life protection, but expressly excluding liability or casualty insurance for motor vehicles, real or personal property, etc.

The Section 125 program is designed to replace a Tax-Sheltered Annuity (TSA) program which could adversely affect the tax-exempt status of all other Employer-paid benefit programs. Employees who desire a TSA option will be provided a vehicle through an IRS qualified Cafeteria Plan. MEA Financial Services shall be one of the companies available for employee TSAs.

2. Carrier

The carrier mutually agreed upon between the District and Association is the WMHIP. The BOE agrees to change to another agreed upon insurance carrier or another plan, after receiving at least three competitive quotes, and providing it is approved by the current carrier.

3. Duration of Coverage.

- a. If a teacher provides professional services for the entire school year, the Employer's insurance contributions shall extend for twelve (12) calendar months.
- b. If a teacher provides professional services for less than a full school year and is returning for the next school year, the Employer's insurance contributions shall be reduced pro rata.
- c. If a teacher provides professional services for less than a full school year and is not returning for the next school year, the Employer shall contribute only for those months that professional services were rendered.

3.1 Part-time Teachers. The contributions of the Employer for a part-time teacher shall be in the same proportion as the compensation of such part-time teacher bears to the compensation of a full-time teacher in the same salary classification, provided, however, the Employer shall not be required to make any contribution to the carrier if the teacher shall not be eligible for such group insurance benefits.

4. Cooperation

The Association agrees to cooperate with the Employer in order to discourage insurance coverage, which will result in double coverage with no reasonable benefit to the insured. When a husband and wife are both employed by the District only one may enroll in Plan A.

5. Workers' Compensation

Any employee who receives a compensable injury shall receive such compensation and expenses as are prescribed by the Worker's Compensation Law of the State of Michigan.

SCHEDULE D
RETIREMENT ALLOWANCE

The retirement allowance will be for any teacher who qualifies for retirement under the MPSERS (Michigan Public School Employee Retirement System) and shall be based on a percent of the BA base at the time of retirement and the years of service in the Climax-Scotts Community Schools.

Years of Service	15	16	17	18	19	20	25	30+
Percentage	10%	11%	12%	13%	14%	15%	17%	18%

The Retirement Allowance is not calculated in your final average compensation for retirement purposes.

When an employee retires, the retirement allowance will be prorated for every year in the last 30 (or less) years (if applicable) that the employee worked less than full time.

Example: Employee retires with 17 years of service. 10 of those years were at .50 and 7 years at 1.0.

$$10 \text{ years} \times .5 = 5$$

$$7 \text{ years} \times 1 = 7$$

$$7 + 5 = 12$$

$$12 / 17 = .71$$

$$12\% \times .71 = \mathbf{8.52\%}$$

Appendix A

PROFESSIONAL DEVELOPMENT

April 12, 2001

Michigan Department of Education, Michigan Education Association, Michigan Association of School Administrators and Michigan Federation of Teachers and School Related Personnel agree that the following criteria should be considered when designing professional development in response to the requirements in Sections 1526 and 1527, Section 95 and Section 101 (11).

Quality professional development

- Is for the purpose of enhancing teaching and learning.
- Is consistent with building and district school improvement plans and, when available, NCA goals and district strategic plans.
- Is part of an ongoing comprehensive professional development plan that addresses the long-term professional needs of the individual as well as the long-term change of practice in the building and district.
- Is characterized by the knowledge of educational needs of students, the study of proven research and inclusive of the best use of new technologies.
- Includes best principles of adult learning that includes design by the educators and non-teaching staff for whom professional development is intended.
- Occurs when educators and non-teaching staff collaborate and share knowledge with each other.
- Requires ongoing reflection.
- Is helpful to all school staff as they work to meet the needs of students who learn in different ways and come from diverse backgrounds.
- Is no less than one hour in length.

Examples of Quality Professional Development

• Conduct action research projects	• Be coached by a peer
• Analyze teaching cases	• Participate in a professional network
• Attend awareness-level seminars	• Read journals, educational magazines, books
• Join a cadre of in-house trainers	• Write an article about your work
• Plan lessons with a teaching colleague	• Participate in a study group
• Consult an expert	• Keep a reflection log or journal
• Be coached by an expert	• Enroll at a community college or university
• Form study or support groups	• View educational videos

• Give presentations at conferences	• Listen to video/audio recordings
• Attend conferences	• Videotape yourself in your work setting. Give yourself critical feedback
• Shadow another professional in the field	• Do a self-assessment
• Research on the Internet	• Participate in a video conference or conference calls with experts
• Lead a school-wide committee project	• Visit model schools/programs
• Coach a colleague	• Develop curricula
• Be a mentor	• Be involved in school improvement planning
• Be mentored	• Examine new technological resources to supplement the learning and working environment
• Observe model practices	• Observe others in their work settings
• Be observed and receive feedback from an objective observer	

CLIMAX-SCOTTS COMMUNITY SCHOOLS 2025-2026 SCHOOL CALENDAR

Month	Day	Time	Activity	PD
AUGUST	18	9:00-11:30	All Teachers Report-New Teacher Meetings/Classroom Work	
		12:30-3:30	All Teachers Report Professional Development	3
	19	8:30-3:30	Teacher Classroom Work / Prep for Open House	
	20	8:30-3:30	All Teachers Report Professional Development	6
		5:00-6:30	Jr/Sr High School Open House	
	21	8:00-9:15	Back to School Breakfast - All Teachers Report (Teacher hours 8:00-3:00)	
		5:00-6:30	Elementary Open House	
	22	*	No School, No Staff	
	25	(1/2)	K-12 Students 1/2 Day Dismissal - First Day of School	
	29	*	No School, No Staff - Labor Day Holiday	
SEPTEMBER	1	*	No School, No Staff - Labor Day	
	25	4:00-7:00	J/S High School Conferences	
	26	(1/2)	K-12 Students 1/2 Day Dismissal - Teachers MICIP Building Team Meetings	3
OCTOBER	17	(1/2)	K-12 Students 1/2 Day Dismissal - Teachers 1/2 Day Professional Learning Collaboration	3
	30		End of Marking Period 1	
	31		No Students - AM MICIP District, PM Records	3
NOVEMBER	12	4:30-7:30	Elementary School Conferences	
	13	4:30-7:30	Elementary School Conferences	
	14	(1/2)	K-12 Students 1/2 Day Dismissal - Teachers MICIP Building Team Meetings	3
	26-28	*	No School, No Staff - Thanksgiving	
	20	4:00-7:00	J/S High School Conferences	
DECEMBER	19	(1/2)	K-12 Students 1/2 Day Dismissal - Start Winter Break	
	22-31	*	Winter Break	
JANUARY	1-4	*	Winter Break	
	5		School Resumes	
	20		J/S High School 1st Hour Exam (full day)	
	21-23	(1/2)	K-12 Students 1/2 Day Dismissal - J/S High School Exams/PM Records	
	23		End of Marking Period 2	
FEBRUARY	19	4:00-7:00	J/S High School Conferences	
	26	(1/2)	K-12 Students 1/2 Day Dismissal - Mid Winter Break	
	27	*	No School, No Staff - Mid Winter Break	
MARCH	25		End of Marking Period 3	
	26		No Students - AM MICIP meetings, PM Records	3
	27	*	No School, No Staff	
	30-31	*	Spring Break	
APRIL	1-5	*	Spring Break	
	6		School Resumes	
	15	4:30-7:30	Elementary School Conferences	
	16	4:30-7:30	Elementary School Conferences	
	17	(1/2)	K-12 Students 1/2 Day Dismissal - Teachers MICIP Building Team Meetings	3
MAY	15		Last Day for Seniors	
	21	7:00	Graduation - J/S High Teachers Attend	
	22	(1/2)	K-12 Students 1/2 Day Dismissal - Teacher 1/2 Day Professional Learning Collaboration	3
	25	*	No School, No Staff - Memorial Day	
JUNE	2		J/S High School 1st Hour Exam (full day)	
	3-5	(1/2)	K-12 Students 1/2 Day Dismissal - J/S High School Exams/PM Records	
	5		End of Marking Period 4	
	5		K-12 Students 1/2 Day Dismissal - Last Day for All Students & Staff	
180 Student Days - 186 Teacher Days				30
Monthly Staff Meeting Professional Development				6
Total DPPD hours				36

*MICIP time to be filled as admin sees fit pertaining to MICIP needs

*Professional Development time to be used as admin sees fit per Appendix A of Collective Bargaining Agreement

*Profession Learning Collaboration (PLC) time to be used specifically for teacher team planning focused around curriculum as indicated in Appendix A. Admin may chose to utilize/require a check-out reflection sheet for work time usage accountability.