MASTER AGREEMENT

BETWEEN THE
KENTWOOD BOARD OF EDUCATION

AND THE

KENTWOOD EDUCATION ASSOCIATION
KCEA / MEA / NEA

August 1, 2026 – July 31, 2029

KENTWOOD PUBLIC SCHOOLS
5820 EASTERN AVENUE SE
KENTWOOD, MICHIGAN 49508

Revised 10/28/2026

MASTER AGREEMENT

KENTWOOD PUBLIC SCHOOLS

TABLE OF CONTENTS

GENERAL STATEMENT 5

ARTICLE 1. RECOGNITION 6

ARTICLE 2. BOARD RIGHTS 8

ARTICLE 3. ASSOCIATION AND TEACHER RIGHTS EMPLOYEE
- A. Public Act 379 9
- B. Building Use 9
- C. School Documents 9
- D. Association Days 10
- E. Board Paid Released Time: KEA President 10
- F. Employee Protection 10
- G. Reprimands 10
- H. Files 11
- I. FOIA Requests 11

ARTICLE 4. SALARY AND FRINGE BENEFITS
- A. Salaries 13
- B. Advanced Degrees 14
- C. Supervising Employee 15
- D. Insurance Benefits 15
- E. Payroll Deductions 17
- F. Severance 17

ARTICLE 5 EMPLOYEE WEEK, DAY AND HOURS
- A. Staff Meetings 18
- B. Scheduled Working Day Regulations 18
- C. Duty Free Lunch Period Regulations 20
- D. Recess Duty Regulations 20
- E. Conference Planning 20
- F. School Work Year 21
- G. District Provided Professional Development 21
- H. School Closings 21

ARTICLE 6 VACANCIES AND STAFF ASSIGNMENT
- A. Placement of Teachers and Vacancies 22
- B. Vacancies and Assignment of Ancillary Staff 24

ARTICLE 7. MENTOR TEACHERS 25

ARTICLE 8. ACADEMIC FREEDOM

A. Rights 26
B. Responsibilities 26

ARTICLE 9 LEAVE PRIVILEGES
A. Leave with Pay (Chargeable) 27
B. Leaves with Pay (Not Chargeable) 29
C. Sabbatical Leaves 30
D. Worker's Compensation 30
E. Leaves without Pay 31
F. Leaves Taken Under FMLA (Family & Medical Leave Act) 33
G. General Provisions 33

ARTICLE 10. CONTRACTUAL RELATIONS
A. Just Cause 34
B. Letters of Intent 34
C. Concept of Progressive Discipline 34
D. Discipline and Due Process 34

ARTICLE 11. EVALUATION
A. Evaluation of Teachers 37

ARTICLE 12. INSTRUCTION
B. Curriculum Process 39
C. Class Size 40
D. Least Restrictive Environment 40

ARTICLE 13. GRIEVANCE PROCEDURE AND ARBITRATION
A. Grievance Definition 42
B. Grievance Steps 42
C. Regulation For Grievance Steps 43
D. Unjust Discharge 44
E. Disposition of Grievances 44
F. Exclusions 44
G. Powers of the Arbitrator 44
H. Binding Arbitrations 44
I. Arbitration Expenses 45
J. Board Policies and Regulations 45

ARTICLE 14. LAYOFF AND RECALL
A. Ancillary Staff 46
B. Seniority of Personnel 46
C. Teachers 49

ARTICLE 15. NEGOTIATION PROCEDURES
A. Negotiators 53
B. Educational Pilot Programs 53

ARTICLE 16. NONSTRIKE CLAUSE 54

ARTICLE 17. SAVINGS CLAUSE 55

ARTICLE 17. DURATION OF AGREEMENT
A. Duration 56
B. Procedures for Agreement Changes 56

SCHEDULE A (2026-27) 57
SCHEDULE A1 (2026-27) 58
SCHEDULE B (2026-27) 59

SCHEDULE A (2027-28) 62
SCHEDULE A1 (2027-28) 63

SCHEDULE A (2028-2029) 64
SCHEDULE A1 (2028-2029) 65

APPENDIX A – CALENDAR 2026-2027 66
APPENDIX A – CALENDAR 2027-2028 67
APPENDIX A – CALENDAR 2028-2029 68

APPENDIX B – INSURANCE OPTIONS 69
APPENDIX C – WRITTEN REPRIMAND 71
APPENDIX D – GRIEVANCE 72
APPENDIX E – RUBRIC FOR INVOLUNTARY TRANSFERS 74
APPENDIX F – REVISED RUBRIC FOR LAYOFF & RECALL DECISIONS 75
APPENDIX G – EMPLOYEE REBUTTAL 77

This is a Master Agreement between the Board of Education of the Kentwood Public Schools, Kentwood, Michigan, hereinafter called the “Board”, and the Kent County Education Association (KCEA-MEA-NEA), and hereinafter called the “Association”.

GENERAL STATEMENT OF POLICY

The Board and the Association agree that the development and implementation of a high quality instructional program is the responsibility of both the Board and the educators who are employed by the Board. It is further agreed that the best way to discharge this joint responsibility is through close collaboration among the professional educators, Board of Education, and the administration. It is their mutual goal that a quality education also depends on the expertise and morale of the professional educators, administration, and the Board of Education.

As these groups have the same goal, providing the best possible education for all students enrolled in the schools, relationships must be maintained which are based upon these high ideals and common interests and the proposition that education is a public trust and a professional calling.

The effective implementation of the above-stated policy requires a mutuality of relationship between the parties of this Agreement, both collectively and as individual members of the respective groups.

ARTICLE 1

RECOGNITION

A. The Board recognizes the Kent County Education Association as the exclusive bargaining unit for all full-time and regular part-time certified professional personnel employed in the district's K-12, and Early Childhood program(s), including classroom teachers, instructional coaches, teacher consultants, library media specialists, school counselors, speech pathologists, school psychologists, school social workers, and occupational therapists under written contract with Kentwood Public Schools, including all full and part time academic advisors employed in the alternative program.

EXCLUSIONS FROM THE BARGAINING UNIT

The following positions and personnel are explicitly excluded from the bargaining unit and are not covered by this Agreement:

1. Per diem and per hour substitute employees.
2. Supervisory, executive and administrative personnel.
3. Office and clerical personnel, paraprofessional, custodial, maintenance and child nutrition services
4. School Bus Drivers
5. Interventionists
6. Community Education Instructors
7. Leisure time personnel, school age child care and preschool personnel
8. All other employees of the Board

B. The term "employee(s)" when used hereinafter in this Agreement shall refer to all employees of the Kentwood Board represented by the Association in the bargaining unit above whose employment is subject to the Michigan Teachers' Tenure Act. The term *"ancillary staff" or* when used hereinafter in this Agreement shall refer to all employees of the Kentwood Board represented by the Association in the bargaining unit above whose employment is not subject to the Michigan Teachers' Tenure Act.

C. The term Local Association shall refer to the Kentwood Education Association (K.E.A.) as defined by the bargaining unit above.

D. The implementation of this Agreement shall be the responsibility of the Board, the Local Association, and the Association as specified.

E. Nothing contained herein shall be construed to prevent any individual bargaining unit employee from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is consistent with the terms of this Agreement provided that the Local Association representative has been given an opportunity to be present at such adjustment.

F. Nothing contained herein shall be construed to deny or restrict to any bargaining unit employee rights they may have under any State or Federal laws and regulations. The rights granted to such employees hereunder shall be deemed to be in addition to those provided elsewhere.

G. In the event a new professional employee classification or position is created which is not administrative or supervisory in nature, the Board agrees to notify the Association. The Board further agrees to meet upon request of the Association to discuss the inclusion of the position within the unit. If the parties mutually agree to include the position, any necessary adjustments in the provisions of the agreement or new provisions shall be subject to negotiations. If the parties do not mutually agree that the position should be included, the issue may be referred to the procedures provided under the Public Employment Relations Act.

ARTICLE 2

BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States including, and without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;

2. To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal, or demotion; and to promote, and transfer all such employees;

3. To establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;

4. To decide upon the means and methods of instruction, the approval of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;

5. To determine class schedules, hours of instruction, duties, responsibilities, assignments and the terms and conditions of employment of bargaining unit employees and other employees with respect to administrative and non-teaching activities.

6. To discipline an employee or group of employees for willful violation of this Agreement.

B. Copyright

Any materials prepared by an employee specifically for their teaching assignment shall become the property of the Board for use in this school system. No syndication or sale of this material may be made without the express release of the creator and the Board. Such restrictions shall be limited to materials produced on school time or during Board subsidized courses.

C. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE 3

ASSOCIATION AND EMPLOYEE RIGHTS

A. PUBLIC ACT 379

The Board and the Association agree to abide by Act 379 of Public Acts of Michigan for 1965 and all amendments thereto and to all applicable laws and statutes pertaining to employee's rights and responsibilities. The Board further agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of their rights granted to them under the laws above stated.

B. BUILDING USE

1. The Local Association and its members shall have the right to use the school building facilities before or after regular hours and during lunch periods. Such use of the building for Local Association meetings must be arranged with the building principal in advance. The principal retains the right of room assignment.

2. The Association shall have the right to use the District inter-office shuttle mail service for official Association business, for delivering materials between Kentwood School buildings. The service is available only on days that the shuttle is scheduled by the administration. The Association may also use fax machines and E-mail systems, which are available to bargaining unit members at reasonable times and hours, to communicate with its general membership relating to official Association business, provided the equipment is not otherwise in use. The Association's use of e-mail will comply with all applicable laws and Board policies. The Association shall furnish all materials and supplies incidental to its operation of Board equipment.

3. Any Association officer or representative from outside the building must first make presence known in the principal's office before conducting Association business in buildings within the district.

C. SCHOOL DOCUMENTS

The Board agrees to furnish to the Association upon request:

1. Copies of those school documents it is required by law to make available to the public under the Freedom of Information Act.

2. Specific information needed for negotiations or for grievance resolution. This information will be in the form maintained by the Board.

D. ASSOCIATION DAYS

The Local Association shall be allowed to use a maximum of 45 days per school year for the handling of Association business. Additional Association days may be allowed with the approval of the Executive Director for Human Resources. Such days shall be subject to the following provisions:

1. A minimum of three (3) day(s) advance notice is given to the principal on appropriate form.

2. The Association assumes the cost of the substitute for the time lost from regular teaching duties.

3. Association days shall not be used during scheduled parent-teacher conference times, open house meetings, orientation meetings, or immediately before or after holiday and vacation periods except with the approval of the principal.

E. BOARD PAID RELEASED TIME/KEA PRESIDENT

The Board agrees to provide the Association President with .5 released time from a full time teaching position. The Association will reimburse the District .25 of the President's Schedule A salary.

F. EMPLOYEE PROTECTION

Any case of physical assault upon an employee while in the performance of assigned teaching or additional contract duties shall be reported immediately in writing to the Superintendent or designee. In the event of a physical assault, the employee involved may request assistance of the Board (including legal fees).

1. Reimbursement shall be allowed for approved loss or damage of an employee's personal property.

2. Reimbursement shall be allowed for approved medical expenses not covered by compensation or insurance.

G. REPRIMANDS

Employees will be notified in advance of any meeting with an administrator that could lead to discipline. The administrator shall encourage the employee to arrange for Association representation.

With respect to ancillary staff:

1. A written reprimand (see Appendix C) stating any alleged concern regarding the ancillary staff shall be completed within ten (10) school days of:

   a. completion of the investigation (if any), OR

   b. when the event reasonably becomes known to the administration.

2. Before placing a written reprimand in an employee's personnel file, the administrator making that reprimand shall:

    a. Present the employee being reprimanded a copy of the reprimand at least 24 hours prior to the scheduled meeting.

    b. Require the employee to sign the original which indicates only that the employee has had the opportunity to read the reprimand. The signature is in no way to be construed as acceptance or approval of the reprimand, but is a verification that the employee is aware the reprimand is in their personnel file. The employee shall receive a copy at the time of the signing.

    c. Inform the employee of their right to submit a written rebuttal to be attached to the reprimand.

3. Any employee who fails to sign a reprimand after having been directed to do so may be subject to discipline.

H. FILES

Each employee shall have the right, upon written request, to review the contents of any personnel file kept on said employee. A representative of the Association may accompany the employee in each review of the file in the presence of an administrator and/or their designee. Such requests shall be at reasonable intervals (generally not more than two (2) times in a calendar year) and the review will be scheduled during normal administration office hours. An employee will be given the opportunity to file a response to any material in their personnel file(s), and the response will be made a part of said file(s).

No discipline will be placed in the bargaining unit member's file without their knowledge.

If an employee is asked to sign any materials, including those that may go into their file, such signature shall be understood to indicate their awareness of the material, but the signature shall not be interpreted to mean agreement with the content of the material. This includes any material used in the evaluation process or any reprimand.

The administration and/or its designee shall be responsible for the safekeeping of the files.

No material may be permanently removed from the employee's file without the presence of the employee and/or the employee's representative; however, routine personnel documents to be removed from the file shall be returned to the employee. The employee may request the removal of any document. The removal will be done at the discretion of the supervisor in consultation with the Human Resources Office.

I. FOIA REQUEST

Upon receipt of a FOIA request for all or part of an employee's personnel file, the district will promptly notify the employee and Association of the request. The district will also notify the requesting party that disclosure will not occur until the last business day

permitted by law. The district will meet with the employee and, if requested by the employee, an Association Representative, to review the documents the district intends to disclose before they are to be disclosed. The parties recognize that under the exceptions provided under Section 13(1) of the Freedom of Information Act and under the Bullard-Plawecki Employee Right to Know Act, and other federal and state laws, certain material may be redacted from the file prior to its release.

In the event of any legal action against the district brought in a court or administrative agency because it withheld document(s) at the Association request, Association agrees to defend such action, at its own expense and through its own legal counsel, provided:

1. The District gives timely notice of such action to the Association and does not object to the Association's intervention as a party if it so desires; and

2. The District gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels; and

3. The Association shall have complete authority to compromise and settle all claims that it defends under this section.

The Association agrees that in any action so defended, it will indemnify and hold harmless the District from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the district's compliance with this section.

ARTICLE 4

SALARY AND FRINGE BENEFITS

A. SALARIES

Salaries of employees covered by this Agreement are set forth in Schedules A, A1, and which are attached hereto and incorporated in this Agreement.

K-12

1. Schedule A personnel working extra days in extension of regular assignment shall be compensated on a prorated basis of Schedule A.

2. All employees that work in addition to Schedule A shall be paid at the employee's hourly rate except as provided otherwise in Board policy and Schedule B.

3. Employees shall be entitled to appropriate additional compensation as set forth in Schedule B when assigned Schedule B responsibilities. The Board and the Association agree that the acceptance of a Schedule B assignment is voluntary except when the Schedule B assignment is directly related to the employee's Schedule A assignment.

4. An extra class assigned to a secondary employee shall be paid at the rate of 1/5 of said employee's step on the salary schedule. If the assignment is less than a full school year the salary shall be prorated.

5. Credit on the Kentwood salary schedule may be allowed to those new employees with satisfactory prior experience. The number of years of prior experience credit, if any, will be at the discretion of the Superintendent, or their designee. Any credit to be granted would be included in the initial contract with the Board.

6. Additional Compensation - Effective with the 2024-25 school year, Bargaining unit members on Step 16, 21 and 26 will receive a $3500 annuity contribution to a 403b or 457 upon successful completion of the contract year. Bargaining unit members on step 26 will receive this payment one time, and this is not a reoccurring payment.

   Bargaining unit members will make a designation for this contribution from a list of board approved providers.

Alternative Education

7. The hourly rate of pay for alternative education employees shall be as set forth in Schedule A1.

8. Alternative education employees shall receive one step on the wage schedule for each year of employment with the Board, provided they worked a full semester or more each year.

9. The pay for Alternative Education employees when they substitute in the Alternative Education programs will be at their hourly rate.

10. Employees with a stable, non-fluctuating first semester work assignment of twenty-five (25) hours or more per week may elect at the beginning of the semester to have their pay spread over 26 pay periods. If the work assignment drops below 25 hours per week at any time during the first or second semester, the Board may discontinue the extended pay plan.

11. Hourly employees assigned to work more than the minimum required for a full-time position shall be compensated at their pro-rata rate of pay. In assigning additional work hours, the Board will endeavor to offer such hours to employees with work assignments of less than forty (40) hours per week. Bumping rights shall not apply to hours in excess of forty (40) hours per week. Hours over 40 hours per week will be paid at time and a half.

12. Hourly employees assigned classes or other responsibilities in excess of 30 hours shall be compensated for the additional hours at their standard hourly rate.

B. ADVANCED DEGREES

1. Employees receiving either BA, MA, or MA +30 semester hours of graduate credit after the issuance of the MA degree shall be eligible for placement on the appropriate advanced salary schedule provided:

    a. Salaries shall be effective at the start of the first semester providing official evidence of earned appropriate credit (official grade report or transcript) is on file in the Human Resources Office prior to October 1 of the effective school year.

    b. Salaries shall be effective at the start of the second semester providing official evidence of earned appropriate credit (official grade report or transcript) is on file in the Human Resources Office prior to March 1 of the effective school year.

2. Courses must be taken from a college or university accredited by the North Central Association of Colleges and Schools or one of its five regional affiliates.

MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

The District will review the official transcripts for Occupational Therapists and School Psychologists who were hired prior to July 1, 2026 and make any appropriate salary lane adjustment for eligible employees, effective for the 2026-27 school year.

Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists who have earned a Master's Degree consisting of 55-59 credit hours in the appropriate program, will only be required to complete enough additional credit hours to reach a total of 60 credit hours in order to qualify for placement on MA+ lane.

All other salary lane adjustments will be subject to Article 4B:1a, b.

C. SUPERVISING EMPLOYEES

1. Employees may accept student teachers on a voluntary basis.

2. Each student-teacher supervisor shall receive from the Board the equivalent amount received from the university within 30 days of receipt of the stipend from the university, if applicable.

D. INSURANCE BENEFITS

Upon submission of a proper application form to the Kentwood Public Schools Employee Benefit Office, the Board shall provide the premium contributions towards the benefits described for those employees who meet the qualifications stated in this Agreement.

The descriptions of benefits in this Article are only general in nature and are superseded and controlled by the terms and conditions of the applicable insurance plan, a summary of which is available for inspection during normal working hours at the Benefits Office of the Board and are subject to underwriting rules and regulations.

AN OPEN ENROLLMENT PERIOD SHALL BE PROVIDED ANNUALLY DURING A TIME FRAME IN THE MONTH OF NOVEMBER.

1. The Board shall provide PA 152 medical insurance cap which includes insurance index increases to each of the full-time bargaining unit members, electing MESSA Options I, II, III, IV & V (see overview) and their entire family for a twelve (12) month period. The employer shall sign an EMPLOYER PARTICIPATION AGREEMENT.

   Medical Benefits - Eligible bargaining unit members not electing MESSA Options I, II, III & IV will select MESSA Option V.

   Option I – MESSA Balance+

   Option II – MESSA ABC Plan 1

   Option III – MESSA ABC Plan 2

   Option IV – MESSA Choices $500/$1000 (10% Co-Insurance)

   Option V – Cash in Lieu Plan

   See Appendix B for a detail description of insurance options and costs.

2. Board paid premiums for insurance protection as described above shall be provided

on the following basis:

a. Board premium contributions shall not apply to employee purchased benefits not described above (i.e., loss of income benefits, dependent life, survivor income insurance, etc.).

b. Board contributions shall begin, in the case of new employees, at the beginning of the insurance month immediately following the time they begin their assigned duties, if an application is made in sufficient time to allow for making necessary payroll deductions.

3. Employees working less than full-time shall be entitled to insurance in accordance with the insuring carriers underwriting rules and regulations.

   MESSA Options I, II, III, & IV: The Board will provide the PA 152 cap equal to the employee's FTE for part-time employees desiring MESSA Balance+, ABC Plan1, ABC Plan2 or Choices insurance, (ie: .5 FTE – the Board will pay 50% of the cap amount.)

   For K-12 employees, pro-rated means a portion equal to their portion of a full FTE according to their individual contract.

   For hourly Alternative Education employees, pro-rated means a portion equal to their hours worked as compared to 1,110 hours, which is a full FTE in Alternative Education. If the number of hours changes during the school year, a change in the pro-rated portion would be made on the first day of the month - but no less than 30 days - following the change of hours.
   MESSA Option V: Part-time employees who do not elect health insurance may elect fully paid MESSA Option V benefits: Delta Dental, MESSA VSP3 vision plan, long-term disability, and term life insurance in the amount of $45,000. The excess, if any, will be included as a cash payment.

   The board shall pay the premium for Dental, Vision, Life, AD&D and LTD for full time employees.

4. Employees who fulfill their employment contract are entitled to 12-months coverage commencing September 1 and ending August 31.

   Employees who terminate employment for any reason prior to the end of their contract, are laid off, or go on an unpaid leave of absence during the contract year, shall be entitled to fringe benefit premiums and salary prorated as per the "benefits earned" formula in this section.

   The Board will pay monthly premiums costs equal to the percentage of the school year that the employee worked or had Board paid sick leave. An insurance year for purposes of computation will commence January 1. If the above calculation results in a partial month, the Board's portion of premium for that partial month will be paid only if the employee agrees to pay the balance of the premium for that month. Proration formula:

BENEFITS EARNED =

Number of Days Paid □ Employee Contract Year

Note: Four (4) days or less results in no deduction of fringe benefits.

E. PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit unions, saving bonds, charitable donations, professional dues, and assessments. However, such plans or programs shall be jointly approved by the Association and the Board.

The number of annuity carriers shall be limited to a maximum of five (5) with the Association having approval of any changes.

F. SEVERANCE

Severance:

1. Upon the severance of an employee who has taught ten (10) years or more for Kentwood Public Schools, the employee shall be compensated for any unused accumulated sick leave at the following rates. This payment structure will apply only for the length of this agreement.

   Rate 1 applies to teachers with 25-99 leave days
   Rate 2 applies to teachers with 100-249 leave days
   Rate 3 applies to teachers with 250 or more leave

RATE 1	RATE 2	RATE 3
$30/day	$45/day	$60/day

2. To qualify for the severance compensation described above, the employee must give written notification to the Human Resources Office by the last day of school of their intent to resign at the end of that school year. Employees who do not complete the full school year contract will not be eligible for this benefit.

   Once the resignation has been accepted by the Administration, the employee may not withdraw their resignation without the approval of the Administration.

3. Upon the death of an employee, the spouse/beneficiary will be paid at the appropriate rate set forth above for each unused sick leave day accumulated by the employee regardless of the deceased employee's eligibility under the Michigan Public School Employee Retirement Act or years of service.

ARTICLE 5

EMPLOYEE WEEK, DAY AND HOURS

A. STAFF MEETINGS

1. Staff Meetings:

   a. **Elementary:** Unless excused by the building or program administrator, elementary staff employees shall attend three professional development meetings per month as part of their duties. In addition to the above three meetings, one data team meeting will be held during one of the specials each month. The meeting day and time will be determined by majority vote of building staff and the administrator. Professional development (curriculum) and staff meetings shall last approximately one hour in length. When elementary specials are reinstated to 200 minutes per week, this language shall return to the staff meeting language of the 2006-2008 Master Agreement.

   b. **Secondary:** Unless excused by the building or program administrator, bargaining unit employees (including Alternative Education employees) shall attend one staff or curriculum meeting each week as part of their duties. Except under unusual circumstances, Monday shall be considered staff or curriculum meeting day. By mutual agreement of the building staff and principal, staff and curriculum meetings may be scheduled in the morning or on another day.

2. Part-time employees who work .6 FTE or less, will attend at least 50% of staff meetings and in-services (including two District in-services), to be mutually agreed upon by the principal and employee at the beginning of each semester. Disagreements shall be resolved by the Executive Director for Human Resources.

3. Employees who are required to attend IEPC and building special services meetings will continue to attend as part of their duties. The District will make every effort to hold such meetings during the scheduled work day.

4. I.E.P.C. and building special services team meetings shall not be considered a meeting for purposes of section A-1.

5. Attendance at any meetings beyond the aforementioned shall be considered voluntary.

B. SCHEDULED WORKING DAY REGULATIONS

K-12

1. The scheduled working day for all employees shall not exceed seven (7) hours except on scheduled meeting days when the working day is extended to allow time for the meeting. Normally, staff and curriculum meetings will not exceed about an hour.

While the above provides for the scheduled work day, the Association recognizes that each employee identified in Article I-A. (including byway of example, part-time employees) has a responsibility to devote additional time for:

a. Annual "Open House"
b. Parent-employee conferences
c. Student event
d. Curricular night

It is the individual employee's professional responsibility to perform duties normally associated with teaching and non-instructional duties outside the scheduled work day.

2. Building administrators will designate the daily schedule for staff within the scheduled work day only after consultation with staff. The Board will not schedule more than 1,099 hours of instruction without bargaining with the Association.

3. If a change in the traditional instructional day is being considered to accommodate collaborative planning time, the principal will consult with staff regarding the length of time for collaboration, the frequency, the impact on the traditional day, and the uses of the collaborative time. Collaborative time shall not be used for staff meetings on a regular basis. The District will notify the Association before consulting with staff about a change in the traditional day to accommodate collaborative planning time.

4. Upon exhaustion of allowed act-of-God days, if there is a need for additional hours to meet the state minimum (1099), the Executive Director for Human Resources will bargain with the Association regarding how to add the hours.

<u>Alternative Education</u>

1. The Crossroads Alternative High School principal, with assistance from Program administrators, is responsible for assigning the specific work days and hours for personnel employed in each of the various Alternative Education programs.

2. Alternative Education enrollments and program needs fluctuate within a given school year. Personnel assignments as to days and hours may, of necessity, change periodically during the school year.

3. Employees are to be at their assigned places of duty on time and are to remain until the end of the assigned day or evening. Employees are not to leave a classroom of students unattended at any time except for urgent situations. Arrangements must be made with the immediate supervisor or office prior to leaving the premises.

4. In fulfilling their assignments, bargaining unit employees shall be required to prepare and keep records of students' progress, lesson plans, attendance, conference reports, test scores, as determined by the Program Administrator or Principal. All employees are required, as part of their normal teaching assignment, to include duties as directed by their Program Administrator such as, filling out enrollment forms, calling "no shows" on class lists, and documenting reasons for student absences.

C. DUTY FREE LUNCH PERIOD REGULATIONS

1. Elementary bargaining unit members shall be provided with a duty-free lunch period of not less than 35 uninterrupted minutes. Noon supervision duty during inclement weather shall not be handled by employees except when absolutely necessary. In those cases the principal shall secure an individual or individuals for noon supervision duty during inclement weather as an annual assignment. If an individual cannot be secured on an annual assignment, then each employee shall be required on a rotating calendar-day basis with pay (employee's hourly rate) to perform this duty. The employee assigned on the rotating calendar basis shall have the privilege of securing other employees in the building to perform their duty and shall be required to be on said duty for no more than one-half of the employee's lunch period.

2. K-12 Middle school and high school employees shall be provided with a duty-free lunch period of not less than 30 uninterrupted minutes.

3. Alternative Education Employees with an assignment of five hours or more per day shall be entitled to a duty free, half hour, unpaid lunch period.

D. RECESS DUTY REGULATIONS

1. Elementary employees shall not be required to supervise the playground during recess periods. Inclement weather duty during afternoon recess within the building may be assigned to employees on a rotation basis with no more than 50% of the employees required to be on duty during a particular day. Indoor recess is determined by the building administrator.

E. CONFERENCE PLANNING

1. In years one and two of this agreement, the Board shall provide for elementary teachers a minimum of 4 (four) 45 minute uninterrupted blocks each week that take place during the instructional day. In year three of this agreement, the Board shall provide a minimum of 5 (five) 45 minute uninterrupted blocks each week that take place during the instructional day.
2. The normal weekly teaching load in secondary schools shall not exceed 25 teaching periods per week (excluding seminar or advisor-advisee contact periods), and a minimum of five conference planning periods, except for some employees with block schedules who will be assigned the equivalent of such periods. For hourly Alternative Education teachers, no more than 30 teaching periods (excluding seminar or advisor-advisee contact periods) and a minimum of five conference planning periods (except for blocks). No changes in the format of the employee's regular work day will occur without consultation with the Association.

3. Hourly Alternative Education employees will receive preparation time at the ratio of one hour for every six hours of teaching time. Preparation time shall not apply to bargaining unit employees classified as Academic Advisor.

4. All employees will commence full teaching schedules, beginning on the students' first day of school, and continuing until the students' last day of school.

F. SCHOOL WORK YEAR

1. School Year (Appendix A), is based upon 182 work days. Bargaining unit employee work days, including no more than ten (10) working days in June, unless instructional days are missed because of school closings. Instructional days missed will be made up in June by extending the school year the number of days lost. Employees who are new to the District will work 184 days.

2. The calendar for K-12 and Alternative Education is shown in Appendix A. School Year (Appendix A) is based on 182 work days and 184 for bargaining unit employees new to the District.

G. DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT

The 182 staff work days includes 6 hours of flexible professional development. Up to 3 hours of this flexible PD may be used to complete district required compliance trainings. The remaining time needed to satisfy the six (6) flexible hours of self-selected PD must be selected from district provided offerings or self-selected PD or receive pre-approval from their building administrator for hours offered outside of the district.

Staff must complete their self-selected DPPD no later than May 31 of the current school year. Any staff who has not fulfilled the self-selected DPPD by April 1 of the current school year shall receive written notice from their building/department supervisor advising them of their obligation to complete the self-selected DPPD. Failure to meet the flexible PD requirements by May 31 may lead to disciplinary action.

The District shall provide a calendar of self-selected PD options for semester one by the first Monday of September. A calendar for Semester two will be provided no later than the second Monday of January.

H. SCHOOL CLOSINGS

On school closings due to inclement weather or equipment breakdown, bargaining unit employees need not report to work on both instruction and inservice days, except when notified to the contrary by the Superintendent of Schools. Instruction days lost are not considered to be work days.

ARTICLE 6

VACANCIES AND STAFF ASSIGNMENT

A. PLACEMENT OF TEACHERS AND VACANCIES

Decisions about placement and layoff/recall of a "teacher" who is assigned to students in any grades K-12 as a teacher of record or who is covered under the Teacher Tenure Act (hereinafter referred to as "teacher") will be made as stated below.

1. Placement of Teachers.

   The Superintendent or designee determines teacher placement, when a vacancy exists, and when a posting is made. The Superintendent or designee may make teacher placement decisions at their discretion and will utilize the clear and transparent factors below in making placement decisions.

   Placement includes, but is not limited to assignment, transfer or the filling of a position with current or newly hired teachers.

   Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill; and all current employees have been assigned and; for which there is no employee on leave of absence or layoff status.

   Prior to posting or filling positions for the following school year, teachers may request a voluntary transfer to a different building or content area for which they are qualified by completing a District Voluntary Transfer survey which will be sent via email by March 1st. Completion of this survey does not guarantee approval of such request. This survey will remain open until 5 pm on March 15th.

   When appropriate, vacancies shall be posted consistent with the Districts job posting procedure and shall be posted for a period of 7 days. Teachers may apply for vacant positions through the District's application process identifying the vacant position that teacher is applying for and any other relevant information such as training, professional development, or experience. Vacancies may be filled by a certified and qualified internal or external candidate. Due consideration will be given to internal candidates who are certified and qualified for the position for which they have applied. Internal candidates who meet certification and qualification requirements for the position in which they have applied, may be interviewed for the position. If an internal candidate is not selected for an interview, the candidate shall receive written notice indicating the reason they were not selected to interview for the position.

   Furthermore, the Superintendent or designee has full discretion to consider the use of contracted services for specialized positions when necessary to ensure compliance with applicable laws and regulations, and to address employee vacancies consistent with business necessity and operational needs. The district will provide the association with notice prior to contracting out these services. For all other contracted services, the District shall consult with the Association, and a Letter of Agreement must be signed by both parties prior to any such services being contracted out.

The procedures established in this agreement constitute clear and transparent factors as follows:

a. Staffing the curriculum with the effective and qualified Teachers to instruct the applicable courses, grades, and school schedule.

b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, District criteria and job descriptions, as on file the year prior, and other applicable State and Federal statutes and regulations.

c. Teacher placement decisions must be made based on classroom effectiveness criteria.

d. Length of service or tenure may not be used as a sole factor for decisions regarding placement and/or assignment of teachers. Length of service or tenure 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.

e. 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.

f. Other clear and transparent factors shall include:

- Length of service in a grade level(s) or subject area(s);
- Recency of relevant and comparable teaching assignments;
- Previous effectiveness ratings;
- Attendance history, excluding absences allowed pursuant to state and federal law
- Relevant and specialized training
- Significant, relevant accomplishments and contributions to the School District

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

    i. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;

    ii. Credentials needed for District, school, or program accreditation;

h. The Superintendent or designee may involuntarily transfer a teacher into a position for which they are certified or qualified provided that the reason is non-arbitrary or capricious. Should an involuntary transfer become necessary the district shall first ask for volunteers. If there are no volunteers or less than what is needed, the district will use the Involuntary Transfer Rubric (see Appendix E) of this Agreement.

Note: This provision does not apply to Academic Instructional Coaches, Elementary Multilingual Learner, Resource Room, or Specials Teachers. These positions are assigned annually based on enrollment and specific student needs and may be adjusted if there is a significant change in enrollment after the school year begins.

Reassignment of a teacher within their current building or program, provided the teacher holds the appropriate certification and qualifications, shall not constitute an involuntary transfer**.** Administrators may make such reassignments as needed to meet the needs of the building.

Teachers assigned to specialized programs, self-contained special education (ASD, MOCI and EI) and PEAKS, shall not be considered members of the building staff**.** Such programs shall be assigned to buildings by the District and may be relocated at the discretion of the Superintendent or designee**.**

i. The Superintendent or designee will provide written notice regarding the need for an involuntary transfer to each affected Teacher and the Association thirty (30) calendar days prior to enforcement of the transfer, except in an emergency or other unforeseen circumstances, i.e., changes in enrollment, budget allocations, program requirements or other legal requirements.

B. VACANCIES AND ASSIGNMENT OF ANCILLARY STAFF

1. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill; and all current employees have been assigned and; for which there is no employee on leave of absence or layoff status.

   When appropriate, vacancies shall be posted consistent with the Districts job posting procedure and shall be posted for a period of 7 days. Furthermore, the Superintendent or designee has full discretion to consider the use of contracted services for specialized positions when necessary to ensure compliance with applicable laws and regulations, and to address employee vacancies consistent with business necessity and operational needs. The district will provide the association with notice prior to contracting out these services. For all other contracted services, the District shall consult with the Association, and a Letter of Agreement must be signed by both parties prior to any such services being contracted out.

2. Ancillary staff are assigned to the Office of Special Education and assigned annually based on student need.

ARTICLE 7

MENTOR TEACHERS

New Teacher Mentors:

Role – The mentor teacher is to first and foremost guide and support the probationary teacher in developing their knowledge and craft through feedback and reflection, in alignment with the district's mission. Strategies to do so will include a cycle of discussing instructional challenges, planning lessons, analyzing student data and work to inform instruction, and observing the probationary teacher while teaching. In addition, a mentor teacher will assist the probationary teacher in acclimating to the school's structures, staff, and systems.

Duties of the mentor – The duties of the mentor teacher shall include, but not be limited to: (additional duties may be added only with the mutual agreement of the Board of Education and the KEA)

a. Conduct the strategies identified under ROLE for a total of twenty hours throughout the course of the fiscal year.

b. A minimum of 6 hours must be completed each semester in a variety of contexts including but not limited to in-class observations, before/after school meetings, mentor training, and district-sponsored mentor/mentee professional development.

c. Provide positive support for a new teacher.

Probationary Teacher - A total of thirty hours throughout the course of the fiscal year of which a minimum of 6 hours must be completed each semester will be required for all probationary teachers in their first three years. Activities include, but are not limited to in-class observations, before/after school meetings, district-sponsored mentor/mentee professional development, and professional development outside of the scheduled work day.

A detailed log of activities including, but not limited to date, time, duration, purpose, and focus will be submitted before payment for the mentor teacher is issued.

Mentor Pay shall be as follows:
Year 1 = $1000.00 per mentee
Year 2 = $ 500.00 per mentee
Year 3 = $ 500.00 per mentee

All staff covered by this bargaining agreement are eligible for the mentor stipends, including ancillary staff who provide supervision required for licensure.

ARTICLE 8

ACADEMIC FREEDOM

A. RIGHTS

The parties agree that free discussion of historic, scientific, and/or contemporary issues, with free access to all relevant information, is the heart of the democratic process; therefore, the following rights of bargaining unit employees in working with students are accepted.

1. The right to study any of the above issues which have political, economic, scientific, or social significance.

2. The right to free access of all relevant information.

3. The right to study and discuss appropriate academic and educational issues, even though they may be controversial or unpopular, provided the context and presentation is professional and relevant.

B. RESPONSIBILITIES

The employee has the responsibility of treating subject matter and the issues thereto in an objective and scholarly manner.

1. The employee approaches historic, scientific, and/or contemporary issues in the classroom in an impartial and unprejudiced manner.

2. The employee refrains from using their position and prestige to promote a partisan point of view.

ARTICLE 9

LEAVE PRIVILEGES

A. LEAVES WITH PAY (CHARGEABLE)

1. Accumulation of Sick Leave

a. Pre K-12

Each bargaining unit employee shall be granted ten (10) days sick days and three (3) personal leave days per school year with full pay. A sick leave day for less than full-time employees is the portion of a full day for which they are contracted to work. Such days of leave shall have unlimited accumulation and shall be credited at the beginning of the school year. Unused personal leave day(s), as described in A.2.g. below, from the previous school year shall be added to this unlimited accumulation of sick leave.

In the event an employee terminates employment or is granted any unpaid leave of absence, the above thirteen (13) days shall be prorated on the basis of 1 sick leave day per 15 work days, rounded off to the nearest 1/2 day. Such proration shall not occur until leave has exceeded 10 consecutive work days.

b. Alternative Education

Each hourly Alternative Education teacher shall be granted one hour sick leave per 15 hours worked. In the section on Use of Sick Leave (A.2.), wherever the word “days” is used, the leave will be considered to be in hours. One day is equal to seven (7) hours for hourly Alternative Education employees.

2. Use of Sick Leave

Accumulated sick leave days may be used for the following reasons:

a. Personal illness or non-job-related injury of the employee.

b. Illness in the immediate family (spouse, parent, parent-in-law, grandparent, child, stepchild, or stepparent) not to exceed 15 work days, except with approval of the Human Resources Office. Additional days may be used for FMLA qualifying leaves by FMLA eligible employees, as designated by either the Board or the employee.

c. Maternity Leaves- Pregnancy will be treated the same as any other sickness or disability under this Agreement.

d. Parental Leave. A spouse or adoptive parent may use up to fifteen (15) of accumulated sick days, if available, for the purpose of family bonding. A birthing parent may also use the Parental Leave time of fifteen (15) accumulated sick days, if available, in addition to the time in which they have been deemed

disabled.

e. Absence necessitated by exposure to contagious diseases in which the health of students would be impaired by attendance on duty.

f. Time necessary for attendance at the funeral service of a person whose relationship to the employee warrants such attendance, not to exceed 3 days per school year.

g. All employees shall be allowed three (3) personal leave days. One extra personal leave day per year, purchased by exchanging two sick leave days, will be available to employees. Such days shall not be cumulative and shall be subject to the following provisions:

    1. Arrangements for said leave shall be made at least five (5) days in advance with the principal on the proper form. Employees who service more than one building shall have their personal leave approved by the "home building" principal.

    2. Matters of an emergency nature shall be allowable upon advance notice to the principal.

    3. Personal leave days shall not be used during scheduled parent-teacher conference times or immediately before or after holiday and vacation periods. However, the District will consider extenuating circumstances (weddings, graduations, and other unique once in a lifetime experiences) with the approval of the HR Office. This approval shall not be granted more than once every three years.

        Personal leave days shall be subject to the following daily building quotas:
        a) Elementary buildings under 400 students - 2 leaves
        b) Elementary buildings over 400 students – 3 leaves
        c) Each middle school building - 3 leaves
        d) Freshman Campus – 3 leaves
        e) High school building - 5 leaves
        f) Alternative Education program - 3 leaves

        No building may exceed its building quota for personal leave days on any single day unless approved by the HR Office.

h. Extended disability (including pregnancy disability and absence required following adoption of child) for a period in excess of ten (10) consecutive work days.

    1. In the event of a disability, the bargaining unit employee shall notify the Human Resources Office. This notice shall be accompanied by a statement from the attending physician specifying the disability and its probable duration.

    2. An employee on disability leave is to report back to work on the date the

employee's physician states that they are able to return to work.

3. An employee on disability must submit a written, signed statement from their attending physician stating that the employee is capable of returning and performing the essential functions of the assignment.
4. Failure to report to work on the date their disability ends without notification shall be considered as voluntary termination of employment, except under emergency circumstances.

5. The Board shall have the right to request additional medical information or a review of the medical records by a physician of its choice, at the Board's expense, whenever the length of disability is in question. If disagreement arises, the Board may ask for an examination, at Board's expense, by a mutually agreed-upon physician.

B. LEAVES WITH PAY (NOT CHARGEABLE)

1. Leaves of absence with pay not chargeable against accumulated sick-leave days shall be granted for the following reasons:

a. Death in the immediate family (spouse, parent, grandparent, child, grandchild, brother, sister, stepparent, stepchild, parent-in-law, brother-in-law, sister- in-law, and stillbirth (documentation may be required)). This leave is not to exceed 5 work days. This leave is available for making funeral arrangements, travel to/from and attendance at the funeral of immediate family members.

b. Absence when a bargaining unit employee is called for jury service less per diem received for jury service. The employee is required to report to their assignment when their presence is not required at court.

c. Court appearance as witness in any case connected with the employee's employment by the District, or whenever the employee is subpoenaed to attend any proceeding, less per diem received for court appearance. The employee is required to report to their assignment when their presence is not required at court.

d. Approved visitation at other schools.

e. Approved attendance at educational conferences or conventions, including Association meetings related to instruction. In those instances where the employee is serving as a speaker, the employee may retain all reimbursed expenses (including mileage) and up to the first $100 of remuneration received for serving as a speaker. Any amount in excess of $100 will be returned to the Board.

f. Approved attendance at the funeral of a current staff member provided that an adequate number of certified volunteer substitutes can be obtained.

g. Military reserve training duty, not to exceed two weeks. The Board shall pay the difference between the military pay and the employee's salary.

2. Leaves of absence with pay not chargeable against the employee's accumulated sick-leave days may be granted upon recommendation of the principal with approval of the Human Resource Office for the following reasons:
    a. Approved travel not to exceed one (1) week that is related to employee's assignment.

    b. Short-term university study, not to exceed two (2) weeks, that is related to employee's assignment. An employee receiving a stipend shall be paid the difference between the stipend and the salary.

C. SABBATICAL LEAVES

Sabbatical leave may be granted for a period not to exceed one (1) year for advanced study, on the following conditions:

1. The employee shall have taught seven (7) years in the system.

2. The stipend of one-half of their base pay shall be allowed for said one-year period.

3. The employee agrees to return for three (3) years or repay the amount paid.

    a. In the event the employee completes only one (1) year following sabbatical, they shall repay the Board two-thirds of the amount of money received while on sabbatical.

    b. In the event the employee completes only two (2) years employment following the sabbatical, they shall repay the Board one-third of the amount of money received during sabbatical.

4. Stipends, fellowships, or other monies awarded or earned while on sabbatical shall be retained by the applicant as well as the Board stipend as defined in 2. above.

5. The employee, upon return from sabbatical leave, shall be restored to their former position or to one of comparable status.

D. WORKER'S COMPENSATION

Any regular employee of the school district who in the line of duty incurs an injury for which they receive compensation under the Worker's Compensation Act shall be paid during the period of disability the difference between his salary and the amount received under the Worker's Compensation insurance plan, provided that:

1. Said sick-leave benefit is valid by law and payable only if the sick-leave benefit compensation shall not reduce the amount of benefit received by the employee under the Worker's Compensation insurance carrier.

2. Said sick-leave benefit shall not be paid for a longer period than the period equivalent to the accumulated sick-leave as heretofore determined in this article.

3. The employee shall not lose earned sick-leave time for that percentage of time compensated under the Worker's Compensation insurance plan.

   a. If the employee is absent from work for a period of time that would qualify the employee for "loss of income" benefits from Worker's Compensation, the wage benefits received by the employee for the first six (6) days will be reimbursed to the Board. In the event the six (6) day period under law changes, the six (6) day waiting period will be adjusted accordingly.

      Once "loss of income benefits" are available to the employee, the Board will pay the employee the difference between the amount received from Worker's Compensation and the amount of daily base wages normally paid to the employee. The amount paid by the Board will be charged on a prorated basis to the employee's available sick leave.

   a. The employee will be paid their normal daily wages for the time off necessary because of a confirmed job-related injury. This time off will NOT be charged to the employee's sick leave for the day of the injury or, if needed, the nine (9) work days following. The need for such absence will be based on medical verification from the Board's doctor or a doctor approved by the Executive Director for Human Resources. If the doctor recommends that the employee work "with restrictions", the supervisor will consult with the employee and the supervisor will make the final determination if the employee will be allowed to work under the conditions stated by the doctor.

3. *An employee absent because of a work-related injury will be re-employed in his/her former position if the return to work is authorized by medical personnel approved by the Board and the return is within one (1) year of their initial absence.*

5. Employees shall report any injury or illness, which is job related as soon as it occurs or reasonably becomes known to the employee.

E. LEAVES WITHOUT PAY

1. Leaves of absence without pay and without advancement on the salary schedule shall be granted for a period not to exceed one (1) year for the following reasons:

   a. **Conditions at Home**
   When conditions at home require the teacher to remain at home, including for purposes of child care or adoption.

      A written request for such leave must be submitted to Human Resources Department no later than May 1 preceding the school year for which the leave is requested. Requests received after May 1 may be approved at the sole discretion of the District. However, employees who begin the school year on an approved Family and Medical Leave Act (FMLA) leave who wish to go on child care leave for the remainder of that school year shall have until November 1 of that school year to submit a written request to the Human Resources Department.

      Such leave may be extended for one (1) additional year, provided a

written request for extension is submitted to the Human Resources Department no later than April 1 preceding the school year for which the extension is requested. Requests received after April 1 may be denied.

b. **Personal Illness or Extended Disability**
For personal illness or extended disability, supported by written verification from a licensed physician.

2. Leaves of absence without pay and without advancement on the salary schedule may be granted with approval of the Human Resources Office for a period not to exceed one
(1) year for the following reasons:

   a. Self-improvement including graduate study.

   b. Travel which has been approved by the Board of Education which is consistent with the educational growth of the employee in their field.

   c. Career exploration.

3. Military - Leaves of absence without pay shall be granted to any employee who shall be inducted, or shall be called, or shall enlist in military duty in any branch of the Armed Forces of the United States.

   a. The duration of the leave shall be for the duration of the call up**.** Such leave shall terminate upon any voluntary extension of the tour of duty.

   b. The Board shall pay the difference between the military pay and salary for ten (10) working days.

   c. Employees on military leave shall be granted the benefit of any increment which would have been credited to them had they remained in active service of this school system.

   d. Sick-leave days accumulated from the date of enlistment or draft shall be held for said employee until their return or otherwise held in accordance with other provisions of this Agreement.

   e. The above employee shall not be eligible for the above- stated leave until they have taught for a period of no less than ninety (90) working days.

4. Peace Corps - Leaves of absence without pay shall be granted for up to two (2) years to any employee who joins the Peace Corps, or similar domestic program as a full-time participant in such programs. Such leaves shall be treated as time taught for purposes of the salary schedule set forth in salary Schedules A and B.

5. Association - Employees who are officers of the Association or Local Association or are appointed to its staff may, upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association or Local Association.

6. Campaign for Public Office - The Board may grant a leave of absence without pay to any employee to campaign for, or serve in, a public office.

7. All leaves covered in this section are without pay or fringe benefits and without sick-leave accumulation (as described in Section A).

8. *If a leave period does not exceed one semester within the current school year the employee shall be re-employed in their former position.* Any tenured employee returning from a leave shall be guaranteed a bargaining unit position unless they would be affected by a reduction in staff as in Article 13, Section D.

F. LEAVES TAKEN UNDER FMLA (Family and Medical Leave Act)

The leave provisions of this Agreement shall be construed consistently with the requirements of the federal Family and Medical Leave Act. Employees may take unpaid leave, with health benefits, in accordance with the Act for birth, adoption or foster care placement, qualifying military exigency, or for a serious medical condition affecting themselves or their immediate family or defined in the Act. All such leaves shall be cumulative with, and not in addition to, any other applicable leave granted in this Agreement. If an employee has need for such leave, they should contact the Human Resources Office to determine eligibility and arrange the terms of the leave.

G. GENERAL PROVISIONS

1. After three (3) consecutive absences, a medical report may be required at the discretion of the Human Resources Office.

2. Any bargaining unit employee who willfully violates or misuses this policy or misrepresents any statement or condition under this policy may be subject to discipline.

3. The Human Resources Office may request a medical report to certify the legitimacy of a claim for compensation for absence.

4. After having been absent for ten (10) consecutive work days in excess of accumulated sick leave days an employee, upon notification by the Board, shall either apply for a leave of absence or submit a resignation. The employee shall respond within five (5) work days. If a leave is requested, it shall be granted with the same reemployment rights (i.e. 9.C.5., 9.E.8.) as all other leaves.

5. Reemployment may be denied for failure to notify the Human Resources Office as directed prior to the termination date of leaves granted in Article 9, section E.

6. Unpaid leaves will not generally be approved if a “paid leave” is available that could appropriately be utilized for a requested absence. At the employee’s request, the use of short-term disability, when available, will be used before the exhaustion of available paid leave.

ARTICLE 10

CONTRACTUAL RELATIONS

A. JUST CAUSE – ANCILLARY STAFF

1. No ancillary staff shall be disciplined, reprimanded, or reduced in compensation without just cause

2. Schedule B is an annual assignment. Bargaining unit employees not renewed for Schedule B positions shall, upon request, be provided with written reasons for the denial of the position and shall have the right to add a written response. The failure to reemploy any employee to a Schedule B position or other assigned responsibilities outside the school day is not arbitrable.

B. LETTERS OF INTENT

1. Employment letters of intent shall be issued in lieu of contracts prior to May 15 in the absence of a completed Master Agreement.

2. Said letters shall be due back in the office of the principal within ten (10) work days of the date of issue. Extensions of time may be granted upon request to the Superintendent of Schools.

C. CONCEPT OF PROGRESSIVE DISCIPLINE

1. The Board recognizes the concept of progressive discipline with respect to ancillary staff.

D. DISCIPLINE AND DUE PROCESS

This article shall apply solely to members of the bargaining unit who are subject to the Michigan Teacher Tenure Act.

1. **Discipline**

No bargaining unit member shall be disciplined for reasons that are arbitrary or capricious. Discipline may include, but is not limited to:

- Verbal warnings (written)
- Written reprimands
- Suspensions without pay
- Demotions
- Discharges
- Nonrenewal or termination of probationary teachers

All disciplinary actions shall be subject to the grievance procedure, including binding arbitration except for the following: (1) directives; (2) clarifications of expectations; (3) verbal warnings (written); (4) written reprimands; (5) discipline or discharge of a probationary teacher; (6) nonrenewal of a probationary teacher; and (7) discharge or demotion of a tenured teacher. The specific grounds for disciplinary action shall be provided in writing to the

bargaining unit member and the Association.

Nothing in this section shall be construed to limit or waive a teacher's rights under the Michigan Teacher Tenure Act, including but not limited to rights related to discipline, discharge, or demotion.

2. Progressive Discipline

A program of progressive discipline shall be followed, except in cases where the nature and severity of the offense warrants acceleration. The typical sequence shall be as follows:

A. Directive or Clarification of expectations
B. Verbal warning (written)
C. Written reprimand
D. Suspension without pay
E. Discharge

3. Due Process Rights and Representation

a. **Notice and Investigation**
The employee shall be provided written notice of any issue or incident under investigation that may result in disciplinary action. In that communication it shall be clearly labeled as a due process meeting. An investigation shall be conducted by the appropriate administrator including interviews, review of evidence, and a meeting with the employee.

b. **Right to Representation**
A bargaining unit member shall be offered Association representation in any case involving an allegation or suspicion of misconduct.

c. The employee shall be entitled to the representative of their choice. If the chosen representative is not immediately available, the meeting shall not be unreasonably delayed. If, after such delay, the chosen representative remains unavailable, the District may proceed by requesting that the Association President or Association designee serve as the employee's representative. If representation is declined, the employee must sign a waiver and may revoke it, in writing, at any time.

d. **Disciplinary Meetings**
No action shall be taken until such representation is present, unless waived by the employee. Prior notice shall be given for any meeting which may lead to discipline.

4. Administrative Leave

The Superintendent or designee may place a bargaining unit member on paid, non-disciplinary, administrative leave during the course of an investigation, when necessary to protect the investigatory process or the work environment.

5. File Integrity

Directives or clarifications of expectations may be subject to consideration in future disciplinary actions where the employee engages in the same or substantially similar

conduct, or where the employee violates the directive or clarification of expectations. If there is no repeat of the same or substantially similar conduct, such directives or clarifications of expectations shall be removed from the employee's personnel file after three (3) years.

6. Rebuttal

a. **Right to Respond**
Employees may attach a written response, within 10 days of issuance of the disciplinary action, using the form found in Appendix G. This response shall be submitted on 8 1/2 X 11 paper, and shall be no more than 4 pages.

b. **Use in Evaluation**
Complaints shall not be referenced in a performance evaluation unless they have been substantiated and are directly connected to the professional practice expectations outlined in the evaluation rubric or resulted in formal discipline.

7. Evaluation Protection

Disciplinary action imposed pursuant to this Article shall not be cited, referenced, or scored in any performance evaluation conducted in a subsequent year. Prior discipline shall not be used to negatively influence or impact a bargaining unit member's evaluation beyond the evaluation year in which the discipline occurred, except in cases where the same or substantially similar conduct persists.

8. Board Authority and Legal Compliance

The following disciplinary actions shall only be imposed by the Board of Education, in accordance with the Michigan Teacher Tenure Act:

- Discharge of a tenured or probationary teacher
- Demotion of a tenured teacher (including suspension of fifteen (15) or more consecutive workdays without pay, or reduction in compensation of more than thirty (30) school days in a school year)
- Nonrenewal, discipline or discharge of a probationary teacher

ARTICLE 11
EVALUATION

A. EVALUATION OF TEACHERS

Teachers shall be defined as an individual who has a valid Michigan teaching certificate, approval, or authorization who is employed by a school district; and who is assigned to deliver direct instruction to pupils in any of grades K to 12 as a teacher of record or who is covered under the Teacher Tenure Act.

This performance evaluation system, will include as appropriate, the following:

1. A year-end evaluation process that meets statutory standards;

    a. The MDE approved evaluation tool shall be Charlotte Danielson and shall account for 80% of the overall evaluation rating.

    b. Student Growth shall account for 20% of the overall evaluation rating and shall be measured utilizing aggregate building scores form the following:

        i. K-5 – iReady benchmark assessments reading and math
        ii. 6-12 – District assessments, e.g. Pre and post exams.

2. An individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and 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.

3. Observations for tenured teachers may not be held prior to the third week of school, unless mutually agreed upon by evaluator and teacher.

4. Classroom observations of no less than 15 minutes each which include, at a minimum, a review of the Teacher's lesson plan, the state curriculum standard used in the lesson, and student engagement, with appropriate written feedback and a post-observation meeting between the Teacher and the school administrator conducting the observation to discuss those items;

5. Written feedback shall be provided according to the following timelines:
    a. Teacher shall submit a written lesson plan and any other relevant evidence to the observing administrator, via Frontline Platform, within **2 school days** after the date of the observation.
    b. Administrator shall submit evidences, (evidences, notices and wonderings, areas of strengths and/or growth), via Frontline Platform, within **10 school days** after the observation.
    c. If the administrator provides written notice to the teacher on or before day 10, this timeline may be extended to **15 school days**.

6. A post conference observation meeting must take place within **22 school days** of the observation.

7. A mid-year progress report, if required by law, which aligns with the Teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training, coaching, professional development, or resources identified by the evaluator;

8. Training on the evaluation tool for Teachers and evaluators as required by law.

9. If a Teacher receives an unevaluated rating, the Teacher's rating from the school year immediately before the designation must be used for consecutive purposes.

10. Evaluations for tenured teachers may be done triennually as long as the teacher maintains a rating of Effective.

11. The District maintains the discretion to move any teacher to an annual cycle at any time, should there be performance concerns.

12. A probationary Teacher cannot challenge any aspect of the negotiated evaluation process, including observation, the IDP, the mid-year performance review, or assigned rating.

Grievance Procedure: A tenured teacher who has received two (2) consecutive overall evaluation ratings of "Needing Support" may file a grievance as outlined in Article 13 of this agreement.

ARTICLE 12

INSTRUCTION

A. CURRICULUM PROCESS

Curriculum Council recommendations shall be submitted to the Administration and then to the Board for its consideration and action.

1. Curriculum Content or Grade Level Committees

Each employee will choose one Curriculum Content or Grade Level Committee on which to serve for each school year. Employees are encouraged to choose the committee that most closely matches their assignment. The purpose of these committees is to work on and make decisions based on the "how" of curricular issues such as:

- programming
- curriculum development
- material/resource/textbook choice

Committees will give input on curriculum standards, testing, and other issues regarding state accreditation.

Committee meetings will be held as necessary, not to exceed eight (8) times per year.

Committee chairs will be elected by the committee members. Committee representatives of middle and high school content employees may wish to elect co-chairs representing the two levels. A list of committees and job descriptions may be found in the Curriculum Council Guidelines document.

2. Curriculum Council

The Curriculum Council will be sixteen (16) elected teachers (one per building), sixteen (16) administrators or administrative appointed representatives and three (3) parents.

The purpose will be:

- to serve as the District School Improvement Committee under school code law including review of M-STEP achievement results
- to disseminate information through the elected representatives to each building
- to review committees' recommendations and review to ensure that proper process was followed
- to direct in-service day activities and recommend staff development activities - create agendas, choose speakers, etc.
- to review communication materials such *as Curriculum Briefs* and make suggestions to the Instruction Office

- to present recommendations to the Superintendent of Schools and their designee who shall make recommendations to the Board of Education

There will be up to five scheduled meetings of Curriculum Council per school year, which may include one full-day, released time meeting. The Council will be co-chaired by the Executive Director for Instruction. The co-chair will be a KEA member elected from the membership of the Council.

All voting of the Curriculum Council shall be accomplished by a written ballot.

Curriculum Council Guidelines describe the duties of Council members.

B. CLASS SIZE

1. Class size is recognized as a crucial component of being an effective employee. It is the goal of both the Board and the KEA to continuously address this issue. During the duration of this contract, efforts will be concentrated at providing relief within the classroom. Upon completion of this current building program and expiration of this contract, class size will be given priority status in future negotiations.

   The Board shall make every reasonable attempt to equalize class size at all levels.

2. Class size guidelines shall be as follows:

Y5-K grade	25
1st-2nd grade	27
3rd-5th grade	30
Middle	32
High School	32
Exceptions:	
Secondary Physical Education	38
Secondary Vocal and Instrumental Music	Unlimited
All other Secondary	32

Overages for elementary - $500 per student per semester
Overages for secondary - $100 per student per class per semester

Count day is the determining date (First Semester- October/Second Semester – February)

C. LEAST RESTRICTIVE ENVIRONMENT

1. Bargaining unit members shall not be required to assist a student with disabilities in the routine scheduled performance of bodily functions or to provide routine, scheduled maintenance of an apparatus in accomplishing such bodily functions (e.g. suctioning, catheterization). The employee shall be informed and instructed as to emergency measure(s) which may be necessary on occasion due to the student's disabilities. Otherwise, it is the employee's responsibility to implement the services or accommodations specified in the IEP while the student is under the employee's

supervision.

2. In assigning a student with disabilities to a general education classroom when more than one classroom placement is available within the building to facilitate the implementation of the student's I.E.P., the Board agrees to consider the severity of the student's condition, the number of other students with disabilities assigned to the class and the overall class sizes within the applicable classrooms.

3. Where necessary in each building there will be a designated staff member and an appropriate designated area for the performing of routine maintenance of an apparatus to maintain bodily function and/or routine care or maintenance of bodily functions related to an impaired condition of a student.

ARTICLE 13

GRIEVANCE PROCEDURE AND ARBITRATION

A. GRIEVANCE DEFINITION

1. A grievance is a complaint of an alleged violation or misapplication of provisions of the Master Agreement.

   The Association, believing that there has been a violation or misapplication of the provisions of the Master Agreement may file a grievance. In the event the grievance involves the rights of a bargaining unit member or group of employees, the Association may file a grievance provided the grievance is either signed by or otherwise identifies the employee(s) allegedly aggrieved.

2. Grievance - Master Agreement - Any employee or group of employees believing that there has been a violation or misapplication of this Agreement may process the complaint of the alleged violation by continuing the grievance through steps 1, 2, 3 and 4 (Step 4 requires Association approval).

B. GRIEVANCE STEPS

Step 1. (Discussion)

An employee with a grievance shall discuss it with the immediate supervisor, Principal, Executive Director for Human Resources, individually or with the Association representative, within ten (10) work days of the alleged violation.

Step 2. (Written to Immediate Supervisor)

a. An employee having a complaint of an alleged violation shall file form Grievance Complaint Step 2 with the Principal or immediate supervisor within five (5) work days of the conference provided for in Step 1.

b. The administrator with whom the Grievance Complaint Step 2 has been filed shall respond within five (5) work days on form Grievance Reply Step 2.

c. The written grievance as contemplated by this paragraph shall:

   (1) Be specific and contain a statement of the facts upon which the grievance is based. This statement shall be repeated in all succeeding steps.

   (2) Specify all articles and sections of this Agreement alleged to have been violated or misapplied. These references shall be repeated in all succeeding steps.

   (3) State the relief requested. This statement shall be repeated in all succeeding steps.

(4) Be signed by the employee or employees involved, or in the case of an Association grievance, signed by the Association.

Step 3. (Written to Superintendent of Schools or Representative)

In the event the aggrieved person is not satisfied, they shall have ten (10) work days from the receipt of form Grievance Reply Step 2 to transmit form Grievance Complaint Step 3 to the Superintendent of Schools or representative who shall have ten (10) work days from receipt to approve or disapprove it on form Grievance Reply Step 3.

Step 4. (Arbitration)

a. If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Step 3, the Association shall have the right to appeal the dispute to an impartial arbitrator who may be selected in accordance with the rules of the American Arbitration Association.

b. Such appeal shall be taken within twenty (20) work days from the date of receipt of written notice to the grievant of the Superintendent or their representatives' final determination provided in Step 3.

C. REGULATIONS FOR GRIEVANCE STEPS

1. Any grievance not advanced to the next step by the aggrieved within the time limit in that step shall be deemed abandoned and not grievable.

   Time limits imposed in Steps 2, 3, and 4 may be extended only by mutual written consent of the Board and aggrieved.

2. The aggrieved has the right to a hearing individually or with the Local Association representative present in Steps 2 and 3.

   A request for hearing shall be made to the administrator or Board with whom the grievance has been filed within three (3) work days of the date of the grievance receipt.

3. All complaints and replies shall be in written form.

4. Copies of the grievance shall be delivered to the Superintendent of Schools or representative and Grievance Chairperson.

5. Any grievance not receiving formal reply from the Board's agent within the time limits specified shall automatically be moved to the next step of the grievance procedure. If no reply has been received by the aggrieved at each of the steps necessary to process the grievance, then at the lapse of the final time limit for the maximum step for that grievance, it shall be deemed approved in favor of the grievant.

D. UNJUST DISCHARGE

1. If any ancillary staff for whom a grievance is sustained shall be found to have been unjustly discharged, they shall be reinstated with full reimbursement of all compensation lost.

2. If the employee has been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to the employee.

E. DISPOSITION OF GRIEVANCES

All parties to this Agreement shall make earnest attempts to dispose of grievances at each level, as set forth in the grievance procedure, and the grievance procedure as set forth herein shall be the exclusive procedure to be followed in case of a grievance; provided, however, that where the State law in regard to tenure is in conflict with the Agreement, the State law shall govern.

F. EXCLUSIONS

The arbitration procedure shall not apply to the following:

1. The non-renewal of a probationary employee.

2. Any prohibited subject within section 15(3) of PERA.

G. POWERS OF THE ARBITRATOR

It shall be the function of the arbitrator, and arbitrator shall be empowered, except as their powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

2. The arbitrator shall have no power to rule on any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act [Act IV Public Acts (extra session), of 1937 of Michigan, as amended.]

H. BINDING ARBITRATION

1. There shall be no appeal from an arbitrator's decision if within the scope of their authority as set forth above.

2. It shall be final and binding on the Association, its local members, the employee or the employees involved, the Board and its agents.

I. ARBITRATION EXPENSES

1. If the grievance is denied by the arbitrator, all fees and expenses of the arbitrator shall be borne by the Association.
2. If the grievance is upheld by the arbitrator, all fees and expenses of the arbitrator shall be borne by the Board.

3. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other

J. BOARD POLICIES AND REGULATIONS

Bargaining Unit Employees and/or Association concerns about alleged violations of Board Policies and Regulations will be discussed with the Executive Director for Human Resources.

ARTICLE 14

LAYOFF AND RECALL

A. ANCILLARY STAFF

1. CERTIFICATION OF PERSONNEL

Certification of bargaining unit employees is determined by the Michigan Department of Education.

B. SENIORITY OF PERSONNEL

There shall be one seniority list: The District will provide a list of the programs in Pre-K-12 and Alternative Education divisions.

By February 1 of each year, the Board shall furnish to the Association a copy of the one seniority list stating the seniority, certification, majors and minors of all teachers. Employees shall have thirty (30) calendar days to correct any errors, provide evidence of additional certification(s), or raise objections to such lists, which shall be done in writing. Failure to timely object, correct errors or provide additional certification will constitute a forfeiture of the right to object to Board decisions based on such lists.

K-12

a. New bargaining unit employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.

b. The term seniority as hereinafter used shall be length of continuous service with the Kentwood Board of Education and in the KEA bargaining unit within the K-12 division.

c. Bargaining unit employees granted an unpaid leave of absence of more than one- half of a full employee work year in accordance with the provisions of the Master Agreement shall retain but not accumulate seniority during such periods.

d. Members of the KEA bargaining unit who accept a position in administration in the Kentwood Public Schools will forfeit all accumulated seniority unless they return to a position in the bargaining unit within a period of two (2) years after leaving the unit. If the former member wishes to return to a bargaining unit position within the two- year period, they may return to any opening (vacancy) for which they are certified. *The return of a former member who acquired tenure in Kentwood Public Schools may not cause any tenured bargaining unit member to be bumped or laid off. The return of a former member who did not acquire tenure may not cause the bump or lay-off of any bargaining unit member.* Upon the return of the former member under the above circumstances, they will retain only the number of years of seniority they had accumulated while a member of the bargaining unit.

e. Any employee shall have seniority on the following basis:

- Starting date
- Board confirmation date
- Date on which written contract was signed based on last date of hire.
- Drawing by lot to break remaining seniority ties.

f. Seniority shall be considered continuous when an employee is transferred, or granted a change-of-status request to teach a different grade level within the employee's certification.

Alternative Education

- New employees hired into the Alternative Education program are probationary employees as described by the Tenure Act

- Seniority shall be defined as length of service with the Kentwood Board of Education in the KEA bargaining unit within the Alternative Education division. Bargaining unit employees must work a semester or more each year to accumulate seniority. Accumulation of seniority shall begin with the employee's first working day of continuous employment with Kentwood Public Schools.

- Otherwise, the provisions of paragraphs 3-7 above shall apply in the Alternative Education division.

2. QUALIFICATION OF PERSONNEL

North Central Association requirements shall apply to grades 7 - 12.

3. NECESSARY REDUCTION OF PERSONNEL

a. The Board and the Local Association realize that education, to a large degree, depends upon the financial resources available to the Board, and in accordance with this realization, understand that in some instances it may be economically necessary to reduce the educational program and subsequently the staff when funds are not available.

b. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and the staff when economic necessity dictates.

c. Notice of layoff of ancillary staff in the K-12 program shall be made no later than 30 days before the end of the first semester and no later than May 31, for

the following school year. When the Board determines that ancillary staff layoffs are necessary, an up-to-date seniority list shall be made available in all buildings prior to the layoff notices so that members can verify and/or update valid certification(s).

Any employee who collects unemployment compensation during the summer months (MESC's "summer denial period") and who is recalled as an employee by August 1, shall reimburse the District the amount of benefits through payroll deduction or direct payment to the District.

In Alternative Education, notice of ancillary staff layoff shall be given as soon as possible but not less than 30 days in advance. In the case of an agency or client reduction in staff (DSS, Pine Rest, Business and Industrial Programs), it may be necessary to reduce the number of days below thirty (30), but a minimum of fourteen (14) days notice shall be given. When scheduled classes are canceled, subsequent to the tentative assignment date, no advance notice of layoff is required.

d. In order to promote an orderly reduction in personnel when the educational program is curtailed, the following procedure shall be used:

- Probationary ancillary staff employees within each division shall be laid off first where any non-probationary whose position has been curtailed is certified and qualified to perform the services of the probationary ancillary staff.

- In the event seniority ancillary staff must be laid off, layoff of ancillary staff shall be determined by the following order within each division (K-12 and Alternative Education):

    1. Certification
    2. Seniority within classification
    3. Qualifications

e. In order to assure that ancillary staff with the least seniority are the ones subject to layoff, it may be necessary to reassign seniority ancillary staff within a division from their current assignments to others areas/grade levels for which they are certified. When making reassignments, seniority of those affected shall be considered.

f. Procedure for review and appeal:

i. The proposed layoff list shall be delivered to the Local Association president prior to notification of affected employees.
ii. Upon request of the Local Association president, the Superintendent of Schools shall arrange for a review of the effects of such layoff. The request for such review shall be made in writing within five (5) working days of the date of the proposed list.

iii. If the Local Association is not satisfied with the review, it may make a

written request for a hearing with the Board of Education within five (5) working days after the date of the above review.

g. Ancillary staff who is laid off pursuant to this article has the right to be placed in a position in their division(s) for which the ancillary staff is certified and qualified which is occupied by the ancillary staff with the least seniority.

4. RECALL OF ANCILLARY STAFF

a. Seniority ancillary staff shall be recalled in inverse order of layoff for new positions for which they are certified and qualified to the division(s) from which they were laid off (i.e. K-12 or Alternative Education).

b. The recall list shall be maintained by the Board for three (3) full school years or a period equivalent to the individual ancillary staff's accumulated seniority, whichever is greater.

c. Failure of ancillary staff to accept a bargaining unit position of at least equivalent time when laid off shall remove the ancillary staff from the recall list.

d. If the employee has been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to them.

C. TEACHERS

1. 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 the Teaching positions to be reduced.

2. Reduction in force and recall decisions must be made based on Teacher effectiveness criteria and using the rubric (see Appendix F) of this Agreement.

3. Decisions about the reduction and recall of Teachers will be guided by the following clear and transparent criteria.

a. Retaining the effective Teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary Teacher rated as "effective" (or highly effective) on the Teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured Teacher solely because the other Teacher is tenured under the Teachers' Tenure Act.

b. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The Teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, District

criteria and job descriptions, as on file the year prior to layoff/recall and other applicable State or Federal statutes and regulations; and based on documentation on file with the Superintendent's office.

c. A Teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office

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

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

   a. Compliance with 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;

5. Other clear and transparent factors shall include:

   - Length of service in a grade level(s) or subject area(s);
   - Recency of relevant and comparable teaching assignments;
   - Previous effectiveness ratings;
   - Attendance history, excluding absences allowed pursuant to state and federal law
   - Relevant and specialized training.

6. Teachers must provide the District with current information and documentation supporting the Teacher's certification and qualifications.

   a. 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.

   b. A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

   c. Failure to maintain current contact information may negatively affect the teacher's recall.

7. Teacher reductions and recalls are by formal Board action.

8. The Superintendent or designee will provide written notice of reduction in force decisions to affected Teachers and the Association thirty (30) calendar days prior to the Board's action, except in an emergency or other unforeseen circumstances. The teacher and/or Association has the opportunity to responding in person or in writing to the proposed reduction.

9. Length of service or tenure may not be used as a sole factor for decisions regarding layoff and/or recall of teachers. Length of service or tenure may be considered as a

tiebreaker if a layoff/recall decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

10. Teacher reduction in force decisions will be implemented by the following:

    a. If 1 or more teaching positions are to be reduced, 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 Agreement.

    b. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Agreement.

    c. 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 shall be assigned to the vacant position consistent with this Agreement.

    d. 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 Agreement.

    e. 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 the Teachers belong, will determine preference for reduction or recall.

    f. Seniority tiebreaker will be the employee's house or apartment building number as of their official date of hire, with the highest number being most senior. Staff hired prior to the 2025-2026 school year, seniority tiebreaker will be determined based on the house or apartment building number on file with the District as of August 1, 2025.

    g. Laid off teachers shall continue to receive Board paid insurance benefits through the end of the month of the effective date of layoff. Thereafter, a laid off teacher may continue insurance benefits at their own expense in accordance with the carrier's policy, including COBRA provisions.

11. Teacher Recall Process

    a. A Teacher is eligible for recall under this Agreement for 24 months from the date the District implemented the reduction in force.

    b. The Superintendent will first identify the academic level(s) or department(s) for which a teaching vacancy exists.

    c. Before or in lieu of initiating the recall of a laid-off Teacher, the Superintendent may reassign teachers to fill vacancies in accordance with this Agreement.

d. After or in lieu of any reassignment of existing Teaching staff, the Superintendent shall 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 consistent with this Agreement.

e. The Superintendent or designee will provide written notice, via certified mail, of the Board's recall decision to any recalled Teachers and a teacher has seven (7) calendar days to accept notice of recall to preserve the teacher's employment rights. -

f. If more than one position exists for which the laid-off teacher is certified and qualified, the teacher may be offered an interview with the appropriate administrator of the building/department or program, prior to placement. Following the interviews, the teacher will be placed in one of the available positions for which they are certified and qualified.

g. 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 will be considered a voluntary resignation.

h. A laid-off teacher who is recalled and fails to accept the recall by the deadline stated in the recall notice, or who does not report for work by the deadline stated in the notice after submitting a written acceptance of recall to the Superintendent, will forfeit all rights to recall and continued employment. This forfeiture will be treated as a voluntary resignation.

If circumstances arise, such as the need to provide reasonable notice to a current employer, childcare needs or medical illness or disability normally covered by FMLA, an employee may submit a written request to the Superintendent or designee for an extension of the reporting deadline. Such request must be submitted no later than seven (7) calendar days after the date of the recall notice. Extensions shall be granted for a period of up to thirty (30) days, unless a longer period is mutually agreed upon by the Association and the District. If no mutual agreement is reached for a request beyond thirty (30) days, the Superintendent or designee shall have sole discretion to establish the report date. All decisions shall be confirmed in writing.

ARTICLE 15

NEGOTIATION PROCEDURES

A. NEGOTIATORS

1. In any negotiations described in this Agreement, neither party shall have any control over the selection of the negotiators of the other party and each party may select its representatives within or outside the school district.

2. The parties mutually pledge that the negotiators selected by each shall be clothed with all necessary power and authority to make concessions in the course of negotiations, subject only to ultimate ratification.

3. A bargaining unit employee engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any necessary grievance or negotiation shall be released from regular duties without loss of salary. Such employees are not to be excused from their duties until a substitute can be secured.

B. EDUCATIONAL PILOT PROGRAMS

The Association recognizes the Board's ability to establish educational pilot programs. Prior to implementation, the Board will notify the Association of the duration of any pilot program. Upon completion of a pilot, the Association may demand to bargain the impact.

ARTICLE 16

NONSTRIKE CLAUSE

The Local Association and its individual members agree not to strike (i.e. the concerted failure to report for duty, or willful absence of a bargaining unit employee from their position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever as long as this Agreement is in effect.

ARTICLE 17

SAVINGS CLAUSE

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

ARTICLE 18

DURATION OF AGREEMENT

A. DURATION

This Agreement shall commence August 1, 2026 and shall remain in full force and effect until July 31, 2029.

B. PROCEDURES FOR AGREEMENT CHANGES

1. Either of the parties hereto desiring to change or terminate this Agreement shall notify the other party in writing during the terminal year of this Agreement.

2. Negotiations shall be started no later than March 1 of the terminal year, unless a different date is mutually agreed upon by the parties hereto.

Association

KEA President

Chief Negotiator

Date: Aug. 17, 2026

Board of Education

Mimi Madden

President

Secretary

Chief Negotiator

Date: 8.17.2026

Kentwood Public Schools

Salary Schedule A K-12

2026-2027

Yrs Exp		BA	MA	MA+ 30
1		52,250	56,848	59,983
2		53,295	57,998	61,133
3		54,340	59,147	62,387
4		55,385	60,297	63,641
5		56,535	61,551	64,895
6		62,178	67,716	71,374
7		64,059	69,388	73,150
8		65,940	71,165	75,031
9		67,925	73,986	78,062
10		70,015	76,912	81,197
11		72,105	79,943	84,436
12		74,300	86,317	91,229
13		76,494	87,571	92,587
14		76,494	88,930	93,946
15		76,494	90,288	95,304
16		76,494	91,647	96,767
17		76,494	93,005	98,230
18		76,494	94,364	99,693
19		76,494	95,827	101,156
20		76,494	97,290	102,724
21		76,494	98,021	103,769
22		76,494	98,753	104,814
23		76,494	99,484	105,859
24		76,494	100,216	106,381
25		76,494	100,947	106,904
26		76,494	101,888	107,635

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

Kentwood Public Schools

Salary Schedule A1 Alternative Education

2026-2027

Yrs Exp	BA	MA	MA+ 30
1	38.02	41.82	44.11
2	39.16	42.95	45.25
3	40.67	44.86	46.75
4	43.06	47.40	49.43
5	45.49	49.93	52.08
6	47.90	52.47	54.76
7	50.17	55.10	57.41
8	52.47	57.41	60.07
9	54.76	60.07	62.36
10	57.03	62.72	65.00
11	58.29	64.49	66.91
12	59.57	66.26	68.80
13	60.84	68.03	70.68
14	60.84	68.82	71.46
15	60.84	69.57	72.25
16	60.84	69.94	73.00
17	60.84	70.32	73.76
18	60.84	70.68	74.50
19	60.84	71.46	75.29
20	60.84	71.82	76.01
21	60.84	72.22	76.78
22	60.84	72.62	77.55
23	60.84	73.00	78.29
24	60.84	73.36	79.06
25	60.84	73.77	79.83
26	60.84	74.86	81.31

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT
SCHEDULE B 2026-2027
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

Salary Schedule A K-12, BA Step 1
BA Step 1 52,250

	Step 1		Step 2		Step 3		Step 4		Step 5	
ELEMENTARY SCHOOL										
Misc										
Clubs/Editor Newletter	0.6%	314	0.6%	314	0.7%	366	0.7%	366	0.7%	366
Gifted/Talented Coordinator	1.4%	732	1.5%	784	1.5%	784	1.6%	836	1.7%	888
Intramural Sports(per Hour)									0.061%	31.87
Odyssey of the Mind	0.7%	366	0.8%	418	0.8%	418	0.8%	418	0.9%	470
Red Cross Director	0.5%	261	0.6%	314	0.6%	314	0.7%	366	0.7%	366
Robotics: K-2nd Grade									Stipend	300
Robotics: 3rd-5th Grade									Stipend	500
Safety Director	3.4%	1,777	3.6%	1,881	3.7%	1,933	3.9%	2,038	4.1%	2,142
Science Coordinator	1.4%	732	1.5%	784	1.5%	784	1.6%	836	1.7%	888
Student Council	1.6%	836	1.7%	888	1.8%	941	1.9%	993	1.9%	993
MIDDLE SCHOOL										
Athletics										
Cheerleading	4.2%	2,195	4.4%	2,299	4.7%	2,456	5.0%	2,613	5.3%	2,769
Cross Country	5.2%	2,717	5.4%	2,822	5.7%	2,978	5.9%	3,083	6.2%	3,240
Softball	3.6%	1,881	3.8%	1,986	4.0%	2,090	4.3%	2,247	4.5%	2,351
Swimming/Diving/Volleyball/Wrestling/Basketball	5.9%	3,083	6.1%	3,187	6.3%	3,292	6.5%	3,396	6.7%	3,501
Tennis/Track	5.1%	2,665	5.3%	2,769	5.5%	2,874	5.7%	2,978	6.0%	3,135
Fine Arts										
Band	3.4%	1,777	3.6%	1,881	3.8%	1,986	4.0%	2,090	4.3%	2,247
Choral	3.3%	1,724	3.5%	1,829	3.8%	1,986	4.1%	2,142	4.3%	2,247
Musical Director	3.2%	1,672	3.4%	1,777	3.6%	1,881	3.7%	1,933	3.9%	2,038
Musical Assistant-Costumes	0.6%	314	0.7%	366	0.9%	470	1.1%	575	1.2%	627
Musical Asst-Choreographer, Accompanist and Sets	0.2%	105	0.2%	105	0.3%	157	0.4%	209	0.5%	261
Musical Assistant-Drama	0.3%	157	0.5%	261	0.7%	366	0.8%	418	1.0%	523
Orchestra	3.3%	1,724	3.5%	1,829	3.7%	1,933	3.9%	2,038	4.1%	2,142
Other										
8th Grade Banquet	0.7%	366	0.7%	366	0.8%	418	0.9%	470	1.0%	523
Content Area Coordinator, Gr. 6-9	1.4%	732	1.6%	836	1.8%	941	2.0%	1,045	2.2%	1,150
Computer Coordinator	1.2%	627	1.3%	679	1.4%	732	1.5%	784	1.5%	784
Editor of Building Newsletter	0.7%	366	0.7%	366	0.8%	418	0.9%	470	1.0%	523
Gifted/Talented Coordinator	1.4%	732	1.5%	784	1.5%	784	1.6%	836	1.7%	888
Intramurals(per Hour)									0.061%	31.87
Odyssey of the Mind	1.1%	575	1.2%	627	1.3%	679	1.4%	732	1.5%	784
Other Club	0.9%	470	1.0%	523	1.1%	575	1.1%	575	1.2%	627
Robotics									Stipend	1,500
Special Olympics	1.9%	993	2.1%	1,097	2.4%	1,254	2.7%	1,411	2.9%	1,515
Student Council	3.1%	1,620	3.3%	1,724	3.3%	1,724	3.5%	1,829	3.6%	1,881
Yearbook	3.5%	1,829	3.7%	1,933	3.7%	1,933	3.9%	2,038	4.1%	2,142
Student Paper	1.4%	732	1.5%	784	1.5%	784	1.6%	836	1.7%	888
HIGH SCHOOL										
Athletics										
Athletic Trainer	17.0%	8,883	17.4%	9,092	17.8%	9,301	18.2%	9,510	18.6%	9,719
Ass't Athletic Director	12.5%	6,531	12.9%	6,740	13.4%	7,002	13.8%	7,211	14.2%	7,420
Baseball/Lacrosse										
Varsity	10.1%	5,277	10.5%	5,486	10.9%	5,695	11.3%	5,904	11.7%	6,113
JV	7.3%	3,814	7.7%	4,023	8.1%	4,232	8.5%	4,441	8.9%	4,650
Freshman	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Basketball										
Varsity	14.2%	7,420	14.6%	7,629	15.0%	7,838	15.4%	8,047	16.2%	8,465
JV	8.5%	4,441	8.9%	4,650	9.3%	4,859	10.1%	5,277	10.5%	5,486
Freshman	8.1%	4,232	8.5%	4,441	8.9%	4,650	9.3%	4,859	9.7%	5,068
Competitive Cheer										
Varsity	9.2%	4,807	9.7%	5,068	10.1%	5,277	10.6%	5,539	11.1%	5,800
JV	5.7%	2,978	5.9%	3,083	6.1%	3,187	6.3%	3,292	6.5%	3,396
Freshman	3.8%	1,986	4.5%	2,351	4.9%	2,560	5.3%	2,769	5.7%	2,978
Cheerleading										
Varsity	6.1%	3,187	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023
JV	5.7%	2,978	5.9%	3,083	6.1%	3,187	6.3%	3,292	6.5%	3,396
Freshman	3.8%	1,986	4.5%	2,351	4.9%	2,560	5.3%	2,769	5.7%	2,978
Cross Country	7.3%	3,814	7.7%	4,023	8.5%	4,441	9.3%	4,859	9.7%	5,068
Diving	10.5%	5,486	10.9%	5,695	11.3%	5,904	11.7%	6,113	12.1%	6,322
Dance										
Varsity	4.0%	2,090	4.5%	2,351	4.9%	2,560	5.3%	2,769	5.7%	2,978
JV	3.2%	1,672	3.6%	1,881	4.0%	2,090	4.5%	2,351	4.9%	2,560
Football										
Varsity Head	14.2%	7,420	14.6%	7,629	15.0%	7,838	15.4%	8,047	16.2%	8,465
"A" Assistant (5)	9.7%	5,068	10.1%	5,277	10.5%	5,486	10.9%	5,695	11.3%	5,904
"B"Assistant (4)	8.1%	4,232	8.5%	4,441	8.9%	4,650	9.3%	4,859	9.7%	5,068
78'ers (4)	3.6%	1,881	4.0%	2,090	4.5%	2,351	4.9%	2,560	5.3%	2,769
Golf										
Varsity	7.7%	4,023	8.1%	4,232	8.5%	4,441	8.9%	4,650	9.3%	4,859
JV	2.7%	1,411	3.8%	1,986	5.1%	2,665	6.2%	3,240	7.4%	3,867

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT
SCHEDULE B 2026-2027
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

Salary Schedule A K-12, BA Step 1
BA Step 1 52,250

	Step 1		Step 2		Step 3		Step 4		Step 5	
Gymnastic										
Head	10.5%	5,486	10.9%	5,695	11.3%	5,904	11.7%	6,113	12.1%	6,322
Assistant	5.7%	2,978	6.1%	3,187	6.5%	3,396	6.9%	3,605	7.2%	3,762
Ice Hockey										
Head	11.2%	5,852	11.6%	6,061	12.1%	6,322	12.5%	6,531	12.9%	6,740
Assistant	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Soccer										
Varsity	10.0%	5,225	10.4%	5,434	10.9%	5,695	11.3%	5,904	11.8%	6,166
JV	6.2%	3,213	6.7%	3,506	7.3%	3,799	7.8%	4,086	8.4%	4,379
Softball										
Varsity	10.1%	5,277	10.5%	5,486	10.9%	5,695	11.3%	5,904	11.7%	6,113
JV	7.3%	3,814	7.7%	4,023	8.1%	4,232	8.5%	4,441	8.9%	4,650
Freshman	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Swimming										
Head	12.2%	6,375	12.7%	6,636	13.2%	6,897	13.7%	7,158	14.1%	7,367
Assistant	10.4%	5,434	10.7%	5,591	11.0%	5,748	11.3%	5,904	11.7%	6,113
Tennis/Bowling										
Varsity	8.1%	4,232	8.5%	4,441	8.9%	4,650	9.3%	4,859	9.7%	5,068
JV	5.3%	2,769	5.7%	2,978	6.1%	3,187	6.5%	3,396	6.9%	3,605
Track										
Head	10.9%	5,695	11.3%	5,904	11.7%	6,113	12.1%	6,322	12.5%	6,531
Assitant	7.3%	3,814	7.7%	4,023	8.1%	4,232	8.5%	4,441	8.9%	4,650
Volleyball										
Varsity	11.8%	6,166	12.2%	6,375	12.7%	6,636	13.2%	6,897	13.8%	7,211
JV	7.8%	4,076	8.3%	4,337	8.7%	4,546	9.2%	4,807	9.7%	5,068
Freshman	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Water Polo										
Varsity	9.0%	4,493	9.5%	4,757	10.0%	5,021	10.6%	5,285	11.1%	5,550
JV	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Wrestling										
Varsity	12.5%	6,531	12.9%	6,740	13.4%	7,002	13.9%	7,263	14.4%	7,524
JV	7.7%	4,023	8.1%	4,232	8.5%	4,441	8.9%	4,650	9.3%	4,859
Freshman	6.5%	3,396	6.9%	3,605	7.3%	3,814	7.7%	4,023	8.1%	4,232
Instrumental Music										
9th Grade Band	1.6%	836	1.7%	888	1.9%	993	2.1%	1,097	2.3%	1,202
Advanced String Ensemble	1.6%	836	1.8%	941	2.0%	1,045	2.2%	1,150	2.3%	1,202
Advanced Woodwind Ensemble	1.6%	836	1.8%	941	2.0%	1,045	2.2%	1,150	2.3%	1,202
Concert Band	2.9%	1,515	3.1%	1,620	3.3%	1,724	3.5%	1,829	3.7%	1,933
Concert Orchestra	1.6%	836	1.7%	888	1.9%	993	2.1%	1,097	2.3%	1,202
Jazz Band	3.6%	1,913	4.3%	2,152	4.6%	2,407	5.3%	2,654	5.7%	2,832
*Marching Band Assistant (2)	2.9%	1,515	3.1%	1,620	3.3%	1,724	3.5%	1,829	3.7%	1,933
*Marching Band Color Guard (1)	3.9%	2,038	4.1%	2,142	4.4%	2,299	4.6%	2,404	4.8%	2,508
*Marching Band Director	6.7%	3,343	6.9%	3,453	7.2%	3,579	7.4%	3,707	7.7%	3,835
Pep Band (per appearance)	0.108%	56.43	0.121%	63.22	0.128%	66.88	0.136%	71.06	0.143%	74.72
Symphonic Band/Orchestra	3.3%	1,724	3.5%	1,829	3.7%	1,933	3.9%	2,038	4.0%	2,090
* includes summer camp										
Vocal Music										
9th Grade Choir Director	0.6%	314	0.8%	418	1.0%	523	1.2%	627	1.4%	732
Concert Choir Director	0.6%	314	0.7%	366	0.9%	470	1.1%	575	1.3%	679
Honors Choir Director	1.8%	941	2.0%	1,045	2.2%	1,150	2.4%	1,254	2.6%	1,359
Madrigal Singer Director	3.0%	1,568	3.2%	1,672	3.4%	1,777	3.6%	1,881	3.8%	1,986
Mans Chorus Director	0.7%	366	0.7%	366	0.8%	418	0.8%	418	0.8%	418
Varsity Voices Director	3.9%	2,038	4.1%	2,142	4.4%	2,299	4.6%	2,404	4.8%	2,508
Women Chorus Director	1.6%	836	1.7%	888	1.9%	993	2.1%	1,097	2.3%	1,202
Drama										
Ass't Accompanist	1.5%	784	1.7%	888	1.8%	941	2.0%	1,045	2.2%	1,150
Ass't Choreographer	1.8%	941	2.0%	1,045	2.2%	1,150	2.4%	1,254	2.6%	1,359
Ass't Costumes	0.8%	418	0.8%	418	0.8%	418	0.9%	470	0.9%	470
Ass't Makeup	0.4%	209	0.4%	209	0.4%	209	0.4%	209	0.5%	261
Ass't Orchestra	2.8%	1,463	2.9%	1,515	3.1%	1,620	3.3%	1,724	3.5%	1,829
Ass't Production	2.6%	1,359	2.8%	1,463	2.9%	1,515	3.1%	1,620	3.3%	1,724
Ass't Sets	2.6%	1,359	2.8%	1,463	2.9%	1,515	3.1%	1,620	3.3%	1,724
Ass't Vocal	2.8%	1,463	2.9%	1,515	3.1%	1,620	3.3%	1,724	3.5%	1,829
Drama Club	0.6%	314	0.7%	366	0.9%	470	1.1%	575	1.3%	679
HS Fall Play	5.9%	3,083	6.3%	3,292	6.4%	3,344	6.8%	3,553	7.1%	3,710
HS Musical Director	6.5%	3,396	6.8%	3,553	7.1%	3,710	7.5%	3,919	7.8%	4,076
HS One Act Play	1.1%	575	1.3%	679	1.5%	784	1.7%	888	1.8%	941
Other										
Americal Political Thought (We the People)									Stipend	5,000
AP Coordinator									Stipend	10,000
Area Coordinator	2.6%	1,359	2.7%	1,411	2.8%	1,463	2.8%	1,463	2.9%	1,515
Bookstore	6.8%	3,553	6.9%	3,605	7.0%	3,658	7.0%	3,658	7.1%	3,710
Class Sponsor-Senior	3.3%	1,724	3.4%	1,777	3.5%	1,829	3.6%	1,881	3.6%	1,881
Class Sponsor-Junior	2.7%	1,411	2.8%	1,463	2.8%	1,463	2.9%	1,515	3.0%	1,568
Class Sponsor-Soph	1.3%	679	1.4%	732	1.5%	784	1.5%	784	1.6%	836

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT
SCHEDULE B 2026-2027
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

Salary Schedule A K-12, BA Step 1
BA Step 1 52,250

	Step 1		Step 2		Step 3		Step 4		Step 5	
Class Sponsor-Fresh	1.3%	679	1.4%	732	1.5%	784	1.5%	784	1.6%	836
Computer Svcs Coord.	2.6%	1,359	2.7%	1,411	2.8%	1,463	2.8%	1,463	2.9%	1,515
Debate	5.7%	2,978	5.8%	3,031	5.9%	3,083	6.0%	3,135	6.1%	3,187
Debate Assistant	2.9%	1,515	3.0%	1,568	3.1%	1,620	3.2%	1,672	3.2%	1,672
**Department Head	3.3%	1,724	3.5%	1,829	3.6%	1,881	3.8%	1,986	3.9%	2,038
E-Sports									Stipend	10,000
Forensics	4.5%	2,351	4.6%	2,404	4.7%	2,456	4.8%	2,508	4.9%	2,560
Gifted/Talented Coordinator	1.4%	732	1.5%	784	1.5%	784	1.6%	836	1.7%	888
***Insights Newsletter	2.5%	1,250	3.0%	1,495	3.5%	1,740	4.0%	2,016	4.5%	2,231
National Honor Society	2.7%	1,411	2.8%	1,463	2.8%	1,463	2.9%	1,515	3.0%	1,568
Other Clubs	2.7%	1,348	3.0%	1,485	3.2%	1,618	3.5%	1,751	3.8%	1,888
Radio Station Director	0.9%	470	1.0%	523	1.1%	575	1.1%	575	1.2%	627
Robotics										
JV									Stipend	5,000
Varsity									Stipend	6,000
Shakespeare Club	1.1%	575	1.2%	627	1.3%	679	1.4%	732	1.5%	784
Student Council	4.5%	2,351	4.5%	2,351	4.6%	2,404	4.7%	2,456	4.8%	2,508
Student Paper	2.8%	1,463	2.9%	1,515	3.0%	1,568	3.1%	1,620	3.2%	1,672
Weight Training Supervisor									0.076%	39.71
Yearbook	4.9%	2,472	5.1%	2,532	5.2%	2,593	5.3%	2,653	5.4%	2,714
** plus $125 per employee										
*** per edition										
DISTRICT WIDE										
Curriculum Council	1.3%	679	1.4%	732	1.5%	784	1.54%	805	1.6%	836
Driver Education-Director	2.4%	1,254	2.5%	1,306	2.6%	1,359	2.67%	1,395	2.8%	1,463
Driver Education - per Hour	0.049%	25.60	0.053%	27.69	0.057%	29.78	0.061%	31.87	0.065%	33.96
Fine Arts Festival Coordinator	0.7%	366	0.7%	366	0.8%	418	0.89%	465	1.0%	523
K-12 Gifted/Talented Coord.	3.9%	2,038	4.0%	2,090	4.2%	2,195	4.37%	2,283	4.5%	2,351
Robotics Coordinator									Stipend	20,000
Teacher Hourly Rate									0.078%	40.76
Committee Chair									1.2%	627
Building Representative/Curriculum Council									0.078%	40.76
Multicultural Rep									0.9%	470

Kentwood Public Schools

Salary Schedule A K-12

2027-2028

Yrs Exp		BA	MA	MA+ 30
1		54,079	58,838	62,082
2		55,160	60,027	63,272
3		56,242	61,217	64,570
4		57,323	62,407	65,868
5		58,513	63,705	67,166
6		64,354	70,086	73,872
7		66,301	71,817	75,710
8		68,247	73,655	77,657
9		70,302	76,576	80,794
10		72,466	79,604	84,038
11		74,629	82,740	87,391
12		76,900	89,338	94,421
13		79,171	90,636	95,828
14		79,171	92,042	97,234
15		79,171	93,448	98,640
16		79,171	94,854	100,154
17		79,171	96,260	101,668
18		79,171	97,666	103,182
19		79,171	99,180	104,696
20		79,171	100,695	106,319
21		79,171	101,452	107,400
22		79,171	102,209	108,482
23		79,171	102,966	109,564
24		79,171	103,723	110,104
25		79,171	104,480	110,645
26		79,171	105,454	111,402

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

Kentwood Public Schools

Salary Schedule A1 Alternative Education

2027-2028

Yrs Exp	BA	MA	MA+ 30
1	39.35	43.28	45.65
2	40.53	44.45	46.83
3	42.09	46.43	48.39
4	44.57	49.06	51.16
5	47.08	51.68	53.91
6	49.58	54.31	56.67
7	51.93	57.03	59.42
8	54.31	59.42	62.17
9	56.67	62.17	64.54
10	59.02	64.92	67.27
11	60.33	66.74	69.25
12	61.65	68.58	71.21
13	62.97	70.41	73.16
14	62.97	71.23	73.96
15	62.97	72.00	74.78
16	62.97	72.39	75.56
17	62.97	72.78	76.34
18	62.97	73.16	77.11
19	62.97	73.96	77.93
20	62.97	74.34	78.67
21	62.97	74.75	79.46
22	62.97	75.16	80.26
23	62.97	75.56	81.03
24	62.97	75.93	81.83
25	62.97	76.35	82.62
26	62.97	77.48	84.16

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

Kentwood Public Schools

Salary Schedule A K-12

2028-2029

Yrs Exp		BA	MA	MA+ 30
1		55,701	60,603	63,945
2		56,815	61,828	65,170
3		57,929	63,054	66,507
4		59,043	64,279	67,844
5		60,269	65,616	69,181
6		66,284	72,189	76,088
7		68,290	73,971	77,982
8		70,295	75,865	79,987
9		72,411	78,873	83,217
10		74,639	81,992	86,560
11		76,868	85,223	90,013
12		79,207	92,018	97,254
13		81,546	93,355	98,702
14		81,546	94,803	100,151
15		81,546	96,252	101,599
16		81,546	97,700	103,158
17		81,546	99,148	104,718
18		81,546	100,596	106,278
19		81,546	102,156	107,837
20		81,546	103,715	109,508
21		81,546	104,495	110,622
22		81,546	105,275	111,736
23		81,546	106,055	112,850
24		81,546	106,835	113,407
25		81,546	107,615	113,964
26		81,546	108,617	114,744

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

Kentwood Public Schools

Salary Schedule A1 Alternative Education
2028-2029

Yrs Exp	BA	MA	MA+ 30
1	40.53	44.58	47.02
2	41.74	45.79	48.24
3	43.36	47.82	49.84
4	45.91	50.53	52.69
5	48.49	53.23	55.52
6	51.07	55.94	58.37
7	53.48	58.74	61.20
8	55.94	61.20	64.03
9	58.37	64.03	66.47
10	60.79	66.86	69.29
11	62.14	68.75	71.33
12	63.50	70.64	73.35
13	64.86	72.52	75.35
14	64.86	73.37	76.18
15	64.86	74.16	77.02
16	64.86	74.56	77.83
17	64.86	74.96	78.63
18	64.86	75.35	79.42
19	64.86	76.18	80.27
20	64.86	76.57	81.03
21	64.86	76.99	81.85
22	64.86	77.41	82.67
23	64.86	77.83	83.46
24	64.86	78.20	84.29
25	64.86	78.64	85.10
26	64.86	79.81	86.68

Notes:

1. MA means Master's Degree.

2. MA+30 means 30 hours/credits earned after issuance of the MA degree. However, School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists, that complete a Master's program that requires sixty (60+) credit hours, shall be given credit on the MA+30 salary schedule in accordance with university requirements, for those hours required by the university. School Social Workers, Speech Pathologists, Occupational Therapists and School Psychologists' official transcript will be evaluated at the time of initial employment and placement on the salary schedule will be given accordingly.

APPENDIX A

Kentwood Public Schools
2026-2027

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

10 work days – New Staff Only
8 work days – Regular Staff
6 Instruction Days

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

20 work days/20 instruction days

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

21 work days/21 instruction days

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

18 work days/17 instruction days

November						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14 work days/14 instruction days

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

19 work days/19 instruction days

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

18 work days/18 instruction days

February						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

23 works days/23 instruction days

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

16 work days/16 instruction days

April						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 work days/20 instruction days

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

4 work days/4 instruction days

June						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	New Staff Report for PD
	First Day of School is a Full Day for Students & Staff Last Day of School is a Half Day for Students & Staff
	Holiday Break/Vacation Break
	No Students/Staff Report for Full Day of PD
	Half Day for Students/KEA Afternoon PD K-12
	Half Day for Students/KEA Conferences
	Half Day for Students and KEA Staff

178 Instruction days
182 work days for regular staff
184 work days for new staff

Kentwood Public Schools
2027-2028

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

11 work days – New Staff Only 9 work days – Regular Staff 7 Instruction Days August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 work days/ 20 instruction days September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 work days/ 20 instruction days October						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 work days/ 18 instruction days November						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13 work days/ 13 instruction days December						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 work days/ 20 instruction days January						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 work days/ 19 instruction days February						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

22 works days/ 22 instruction days March						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 work days/ 15 instruction days April						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

22 work days/ 22 instruction days May						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 work days/ 2 instruction days June						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	New Staff Report for PD
	First Day of School is a Full Day for Students & Staff Last Day of School is a Half Day for Students & Staff
	Holiday Break/Vacation Break
	No Students/Staff Report for Full Day of PD
	Half Day for Students/KEA Afternoon PD K-12
	Half Day for Students/KEA Conferences
	Half Day for Students and KEA Staff

178 Instruction days
182 work days for regular staff
184 work days for new staff

Kentwood Public Schools
2028-2029

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

13 work days – New Staff Only
11 work days – Regular Staff
9 Instruction Days

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

19 work days/ 19 instruction days

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

21 work days/ 21 instruction days

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

19 work days/ 18 instruction days

November						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 work days/ 16 instruction days

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

17 work days/ 17 instruction days

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

18 work days/ 18 instruction days

February						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

21 works days/ 21 instruction days

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

16 work days/ 16 instruction days

April						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22 work days/ 22 instruction days

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

1 work days/ 1 instruction days

June						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	New Staff Report for PD
	First Day of School is a Full Day for Students & Staff Last Day of School is a Half Day for Students & Staff
	Holiday Break/Vacation Break
	No Students/Staff Report for Full Day of PD
	Half Day for Students/KEA Afternoon PD K-12
	Half Day for Students/KEA Conferences
	Half Day for Students and KEA Staff

178 Instruction days
182 work days for regular staff
184 work days for new staff

APPENDIX B

Full-Time Teachers & Ancillary Staff Insurance Options August 1, 2026 - July 31, 2029			
	Option I **MESSA Balance+**	**Option II** **MESSA ABC Plan 1**	**Option III** **MESSA ABC Plan 2**
Monthly Employee Cost	Full-Time Employee working 30 or more hours per week Full-Time Employees who elect MESSA Balance+ will pay the difference between the PA152 Cap amount and the plan premium. The Board shall pay the premium for Dental, Vision, Life, AD&D and LTD.	Full-Time Employee working 30 or more hours per week Full-time employees who elect MESSA ABC Plan 1 will pay the difference between the PA152 Cap amount and the plan premium. The Board shall pay the premium for Dental, Vision, Life, AD&D and LTD.	Full-Time Employee working 30 or more hours per week Full-time employees who elect MESSA ABC Plan 2 will pay the difference between the PA152 Cap amount and the plan premium. The Board shall pay the premium for Dental, Vision, Life, AD&D and LTD.
Cash In Lieu	N/A	N/A	N/A
Medical	**Deductible:** Single: $1,700.00 2 Person: $3,400.00 Family: $3,400.00 Office Visit - $25 Copay (deductible does not apply) 20% Co-Insurance once deductible is met. Includes Accident, Hospital & Critical Illness Indemnity Plans	**Deductible:** Single: $1,700.00 2 Person: $3,400.00 Family: $3,400.00 After deductible is met in-network services are covered at 100%	**Deductible:** Single: $2,000.00 2 Person: $4,000.00 Family: $4,000.00 After deductible is met in-network services are covered at 100%
Prescription	**5-Tier Rx** After deductible is met $10 generic, $40 preferred, $80 brand name All other Rx - 20% Co-Insurance up to $300 max	**5-Tier Rx** After deductible is met $10 generic, $40 preferred, $80 brand name All other Rx - 20% Co-Insurance up to $300 max	**3-Tier Rx** After deductible is met $10 Generic Preferred and Brand Name - 20% Co-insurance up to $100 max
Dental	**Delta Dental** Plan year January - December	**Delta Dental** Plan year January - December	**Delta Dental** Plan year January - December
Vision	**Vision Service Plan** Plan year is January - December.	**Vision Service Plan** Plan year is January - December.	**Vision Service Plan** Plan year is January - December.
Life Insurance	$30,000 Life - $30,000 AD&D	$30,000 Life - $30,000 AD&D	$30,000 Life - $30,000 AD&D
Long Term Disability	66.67% of monthly salary to a maximum of $5000 per month	66.67% of monthly salary to a maximum of $5000 per month	66.67% of monthly salary to a maximum of $5000 per month
Footnotes			
	Full plan details available on the KPS Website **PA152 District paid Cap amounts change on an annual basis and will be updated annually in the insurance calculations. Updated plans will be posted to the website.** **Employee premiums will be adjusted annually to reflect rates given by MESSA**	**Full plan details available on the KPS Website** **PA152 District paid Cap amounts change on an annual basis and will be updated annually in the insurance calculations. Updated plans will be posted to the website.** **Employee premiums will be adjusted annually to reflect rates given by MESSA**	**Full plan details available on the KPS Website** **PA152 District paid Cap amounts change on an annual basis and will be updated annually in the insurance calculations. Updated plans will be posted to the website.** **Employee premiums will be adjusted annually to reflect rates given by MESSA**

	Option IV MESSA Choices	Option V Dental, Vision, CILO
Monthly Employee Cost	Full-Time Employee working 30 or more hours per week Full-time employees who elect MESSA Choices will pay the difference between the PA152 Cap amount and the plan premium. The Board shall pay the premium for Dental, Vision, Life, AD&D and LTD.	Full-Time Employee working 30 or more hours per week Full-time employees not electing a MESSA Medical plan will elect Option V. The Board shall pay the premium for Dental, Vision, Life, AD&D and LTD.
Cash In Lieu	N/A	Full-time employees receive $250 monthly cash compensation. *Must provide proof of medical insurance coverage
Medical	**Deductible:** Single: $500.00 2 Person: $1,000.00 Family: $1,000.00 Office Visit - $20 Copay Emergency Room - $50 Copay 10% Co-Insurance once deductible is met.	There is no medical coverage with this option
Prescription	**5-Tier Rx** $10 generic, $40 preferred, $80 brand name All other Rx - 20% Co-Insurance up to $300 max	There is no prescription coverage with this option
Dental	**Delta Dental** Plan year January - December	**Delta Dental** Plan year January - December
Vision	**Vision Service Plan** Plan year is January - December.	**Vision Service Plan** Plan year is January - December.
Life Insurance	$30,000 Life - $30,000 AD&D	$45,000 Life - $45,000 AD&D
Long Term Disability	66.67% of monthly salary to a maximum of $5000 per month	66.67% of monthly salary to a maximum of $5000 per month
Footnotes		
	Full plan details available on the KPS Website **PA152 District paid Cap amounts change on an annual basis and will be updated annually in the insurance calculations. Updated plans will be posted to the website.** **Employee premiums will be adjusted annually to reflect rates given by MESSA**	**FULL-TIME EMPLOYEE** working 30 or more hours per week

APPENDIX C
Written Reprimand

SAMPLE

TO: Name…

FROM: Supervisor's Name

SUBJECT: Verbal/Written Reprimand DATE:

2/12/09

TEXT

_____ _____
Employee Signature *Date*
(My signature does not indicate either approval or disapproval of its content.)

_____ _____
Supervisor Signature *Date*

CC: Human Resource
Building File

APPENDIX D

Grievance

FINAL DISTRIBUTION:

1 - AGGRIEVED

1 - IMMEDIATE SUPERVISOR

1 - SUPERINTENDENT OF SCHOOLS

1 - GRIEVANCE CHAIRPERSON

1 - KCEA UNISERV DIRECTOR

KENTWOOD PUBLIC SCHOOLS

EDUCATION ASSOCIATION

GRIEVANCE COMPLAINT FORM

NAME(s) OF GRIEVANT(s) _____

BUILDING _____CLASS OF GRIEVANCE _____

DATE CAUSE OF GRIEVANCE OCCURRED: _____

STATEMENT OF FACTS LEADING TO ALLEGED VIOLATION: _____

_____

_____

SPECIFIC ARTICLE(S) AND SECTIONS ALLEGED TO HAVE BEEN VIOLATED: _____

_____

RELIEF SOUGHT: _____

_____

A. STEP 1 (Discussion)

(Within 10 work days of alleged violations)

Date of meeting with supervisor: _____

B. STEP 2 (Written – to Immediate Supervisor)

1. Filing Request (within 5 work days of conference in Step 1)

_____

Grievant Date Grievance Chairperson Date

2. Response (from Supervisor within 5 work days of Step 2)

Disposition by Supervisor:

_____

Signature of Supervisor Date

C) STEP 3 (Written – to Superintendent or Designee)

1. Filing Request (Within 10 work days of receipt of Step 2 response)

_____

Grievant Date Grievance Chairperson Date

Date of meeting _____(within 10 work days of receipt of Step 3 request)

2. Response (within 10 work days of Step 3 meeting)

Disposition by Superintendent or Designee:

_____

Signature of Superintendent or Designee Date

D) STEP 4 (Arbitration). Request to appeal the dispute to an impartial arbitrator. (Within 20 work days of receipt of Board response in Step 4.)

_____

Grievant Date Grievance Chairperson Date

NOTE: It will be the Association's responsibility to file for arbitration with the American Arbitration Association.

APPENDIX E

Rubric for Involuntary Transfers

This rubric is designed to provide a clear and transparent set of factors for consideration in the case of an involuntary transfer. It does not advantage or disadvantage staff based on length of service alone. All factors are considered collectively, and no single factor will be determinative. Factors will be calculated by the building principal/direct supervisor in collaboration with the Superintendent.

A. Teacher's demonstrated pedagogical skills (Avg. score from Domains 1 & 3 in Danielson Framework) Max 10 points

- Effective = 10 points
- Developing = 8 points
- Needs Support = 0 points

B. Length of service in a grade level or subject area Max 10 points

- 0-3 years = 3 points
- 4-6 years = 5 points
- 7-9 years = 8 points
- 10+ years = 10 points

C. Length of service in the affected building Max 10 points

- 0-3 years = 3 points
- 4-6 years = 5 points
- 7-9 years = 8 points
- 10+ years = 10 points

TOTAL POSSIBLE POINTS: 30

Should this rubric result in a tie, the Teacher's seniority in a KEA bargaining position in the district shall be the tie breaker.

PLEASE NOTE:
For the purposes of this rubric, the evaluation rating from the prior year will be used for scoring. If the Teacher was on an off cycle during the prior year, the most recent evaluation rating on file in Human Resources will be used.

APPENDIX F

Revised Rubric for Layoff, & Recall Decisions

This rubric is designed to provide a clear and transparent set of factors for consideration in the case of layoff or recall. It does not advantage or disadvantage staff based on length of service alone. All factors are considered collectively and no single factor will be determinative.

A. Length of service in a grade level or subject area (max 10 points)

- 0–3 years = 3 points
- 4–6 years = 5 points
- 7–9 years = 6 points
- 10+ years = 10 points

B. Teacher's disciplinary record within the past 3 years (min 0/max 10 points)

- No discipline = 10 points
- Written reprimand = Deduct 3 points each
- Unpaid disciplinary leave = Deduct 5 points

C. Teacher attendance record, average within the past 3 years (max 10 points)
(Excluding FMLA or approved medical leave, bereavement days, approved personal business days or Association Days)

- 0–5 days used = 10 points
- 6–7 days used = 8 points
- 8–9 days used = 6 points
- 10+ days used = 0 points

***Average is calculated using mean rounded to the nearest whole number.

D. Relevant special training and integration into instruction, other than DPPD or continuing education required by law.
(max 15 points)

- Within past 2 years = 15 points
- Within past 3 years = 10 points
- Within past 4 years = 5 points
- More than 4 years = 0 points

E. Teacher's demonstrated pedagogical skills (Avg. score from Domains 1 & 3 in Danielson Framework)
(max 15 points)

- Effective = 15 points
- Developing = 8 points
- Needs Support = 0 points

F. Teacher's classroom management (Avg. score in Domain 2 in Danielson Framework)
(max 15 points)

- Effective = 15 points
- Developing = 8 points
- Needs Support = 0 points

G. Teacher's Professionalism and Responsibilities (Avg. score from Domain 4 in Danielson Framework)
(max 15 points)

- Effective (15 points)
- Developing (8 points)
- Needs Support (0 points)

H. Teacher's seniority in a recognized KEA bargaining position in the district.
(max 10 points)

- 0-5 years = 3 points
- 6-10 years = 5 points
- 11-15 years = 8 points
- 16+ years = 10 points

TOTAL POSSIBLE: 100 points
PLEASE NOTE:
For the purposes of this rubric, the evaluation rating from the prior year will be used for scoring. If the Teacher was on an off cycle during the prior year, the most recent evaluation rating on file in Human Resources will be used.

APPENDIX G
Employee Rebuttal

Final Distribution
1- Employee
1- Immediate Supervisor
1- Human Resources

NAME OF EMPLOYEE:

BUILDING:

DATE OF COMPLAINT:

DATE OF RESPONSE:

WRITTEN RESPONSE (Attach additional pages if necessary, not to exceed four (4) pages in total, including this form):