

2025-2026 KEA Contract TA highlights

1. Calendar:
 - a. 4 all day PD's, Oct, Dec, Feb, March
 - b. **Mid-Winter Break Feb. 27**, added as a calendar rule
 - c. Middle School Literacy Night exchanged for 6th Open house/8th Promotion ceremony
 - d. Start and end times revert back to the 21-23 contract—shortening the workday by 6 minutes
 - e. LOA #19 PD-4 full days
2. Saturday School Package
 - a. Article 1
 - b. Article 8
 - c. Article 10
 - d. Article 22
3. Article 7: Staffing and Class Size
 - a. Maintained 160 students daily cap in periods besides seminar
 - b. Capped seminar at 32 students
4. Article 10: Staff Assignments language added back to contract
 - a. Negotiated an additional stipend for Middle School Sped. Department Heads additional stipend
5. Article 12: Transfers and Vacancies language added back to the contract (previously a prohibited topic of bargaining)
 - a. Bargained a list of “staffing criteria” and a form for transfers and displacement.
 - b. Bargained back contract language and a procedure for instances in which a teacher is displaced
6. Article 13: Evaluation
 - a. Maintained current contract language—no changes to the process
 - b. Maintained current performance evaluation effectiveness rating system
 - c. Agreed to utilize current contract language regarding formation of a committee to review evaluation scores and the model.
 - d. District may utilize updated Danielson model
7. Article 19 Paid Leave of Absence
 - a. Added ESTA to be consistent with current law
8. Article 22: Professional Compensation
 - a. Financial
 - i. Bargained New Section AB: An annual \$650 stipend for lost planning time will be paid to all collective bargaining members in two payments, one in the fall and one in the spring to all active employees.
 - ii. Negotiated 4% raise on schedule A retroactive
 - iii. Negotiated 2% raise on schedule B retroactive
 - iv. Negotiated 2% increase on National Board and Tuition Reimbursement
 - b. Insurance:

- i. KEA will move to the MESSA 5 tier prescription program. Bargaining unit members will have the option “buy up” to the 3 tier by paying the difference between the 5 tier and 3 tier
 - ii. District contribution to the HSA- 80% of the deductible.
- 9. Schedule B
 - a. Added Model UN to Schedule B
- 10. Article 27 language added back to the contract- previously a prohibited topic of bargaining
- 11. LOA #1 Middle School -approved by Governing Board
- 12. LOA# 4 High School- approved by Governing Board
- 13. LOA #18 Subbing on plan extra students
 - a. Paid at the rate of \$55.00 per clock hour for elementary and secondary (missed planning time)
- 14. Behavior Specialist rider will be included with contract

APPENDIX 4- CALENDAR RULES

1. The District will work collaboratively with the Association to publish a Calendar for each school year. The District shall publish a calendar for the following school year no later than June 30 of each school year according to provisions of Article 6 of this agreement and the following rules:
2. New Teacher Orientation will take place two (2) weeks prior to the week of KEA bargaining unit employees start date and will not exceed five (5) days from 8:00 A.M. -5:00 P.M. with a one (1) hour lunch each day.
3. There shall be no additional meetings before, during, or after work EXCEPT those covered by ADA/IDEA or as noted in calendar during the first two (2) teacher work weeks and the last teacher work week.
4. There shall be a maximum of ten (10) mandatory staff meetings at each building for no more than sixty (60) minutes. Elementary buildings may add an additional staff meeting for the purpose of scheduling parent-teacher conferences. There shall be no Monday staff meetings or Professional Development sessions immediately following breaks mandated by the Kalamazoo County Common Calendar except for after Thanksgiving and Spring Breaks.
5. A "Summary of PD HOURS" shall be distributed with letter to bargaining unit employees in August prior to first working day of the year. Meeting schedules for the opening of schools will be mailed out to all KEA members two (2) weeks prior to the teacher start date.
6. As stated in Article 6 Section B "After School" Professional Development activities shall be limited to no more than two (2) hours on Monday and one and one-half (1.5) hours on Wednesday. When combined with staff meetings they shall not exceed two and one-half (2.5) hours in a given week. Article 6, Section A shall apply. There shall be no mandatory PD on "KEA Mondays."
7. High School: There shall be parent teacher conferences during each trimester within one week of the midpoint of each trimester. The first trimester conferences shall be from one afternoon session from 12:30 P.M. to 3:30 P.M. and one evening session from 4:30 P.M. to 7:30 P.M. The second and third trimester conferences shall be two evenings, one from 4:00 P.M. to 7:00 P.M. and the other 5:00 P.M. to 8:00 P.M. If a teacher cannot meet with a parent, upon request, the teacher must meet with the parent before or after school or during the teacher's planning time. There shall be two (2) evenings for High School parent-teacher conferences second and third trimester on two (2) evenings within a week of the mid-point of the trimester, as long as not on day of other mandatory after-school activities. Total hours of scheduled high school conferences per trimester shall be six, six, and six (6, 6, 6) for first, second and third trimesters respectively.

8. There shall be one evening for Middle School parent-teacher conferences per trimester on Thursday within one week of the midpoint of each trimester. There shall be one (1) afternoon for Middle School parent teacher conferences per trimester on the same Thursday within one week of the midpoint of each semester. Total hours of scheduled middle school conferences per trimester shall be six, six and six (6, 6, 6) for first, second, and third trimesters respectively. Middle Schools will retain half-days for conferences during the day.
9. The building decision on the date and time of parent-teacher conferences and preparation time for parent-teacher conferences must be made by vote of each faculty team (Faculty time is all KEA bargaining unit employees and a single administrator) a minimum of three (3) weeks in advance and disseminated to all building staff.
10. PEEP, half-day ECSE and half-day Kindergarten conference sessions (fall and spring) will be handled as noted in the body of the calendar, utilizing a combination of compensation days and substitutes for those teachers having students in separate A.M. and P.M. sessions. Only teachers with two (2) half-day sessions must be provided with additional records time (one {1} day and conference sessions (two {2} days or four {4} half-days) per mutual agreement. The teacher has option of release time or compensation at the substitute rate. This shall fall within a two (2) week span whereas one (1) week of such time period falls before the two (2) weeks of elementary conference option.
11. Only teachers with two (2) half-day sessions must be provided with additional records time (one {1} day and conference sessions (two {2} days or four {4} half-days) per mutual agreement. The teacher has option of release time or compensation at the substitute rate.
12. Records Days
 - a. For all high schools, there shall be a total of five and one-half (5.5) teacher workdays of "records days" per year following the trimester final exams for high schools. Allowable Pattern: (Each Trimester a half ($\frac{1}{2}$) day P.M. after finals, a half ($\frac{1}{2}$) day P.M. after finals, and a full day at end of trimester.) Grades shall be submitted on or before the close of business on "records day."
 - b. There shall be a total of four and one-half (4.5) teacher workdays of "records days" per year with at least one-half (0.5) day each six (6) weeks of instruction for middle schools. Grades shall be submitted on or before 6:00 P.M. on "records day."
 - c. There shall be a total of three and one-half (3.5) teacher workdays of "records days" per year for elementary schools. Report cards shall not be required to be completed until 6:00 P.M. on the day of "records day". The date of "records day" shall always correspond with the day grades are due. Elementary Schools will follow a Trimester schedule.
 - d. Elementary Art, Music, and Physical Education teachers (pro-rated for those less than one (1.0) FTE elementary) and teachers with two (2) half day sessions per mutual agreement shall receive an additional one-half ($\frac{1}{2}$) day "records day." This shall be provided as release time or compensated at curriculum pay rate.

- e. During records days, if teachers request and are granted permission, they will be permitted to complete record keeping responsibilities off site. The parties will review status in contract review.
 - f. The last teacher workday of each work year will be records/ work in rooms day for PreK-12.
13. The District shall schedule exams according to the following schedule: receive an additional one-half (1/2) day "records day." This shall be provided as release time or compensated at curriculum pay rate.

High School Exam Schedule and Conference Schedule:

Each Trimester:

Day 1 (Full School Day) Day 2 (Half Day) Day 3 (Half Day)

Agreed to change to 5:00pm as part of High School LOA meeting.

Day 1 (Full School Day)	Day 2 (Half Day)	Day 3 (Half Day)
Normal School day 1st-3rd period Shorten 4th period by 20 minutes Add 20 minutes to 5th period for 90-minute exam	3rd period exam 90 minutes 4th period exam 90 minutes (Records time for teacher in the PM)	1st period exam 90 minutes 2nd period exam 90 minutes (Records time for teacher in the PM)

Conference Schedule Per Item 7 Above:
<u>First Trimester</u> Conference Day 1 1 half day of school** Afternoon Conferences 12:30 to 3:30 P.M. Parent Teacher Conferences 4:30 to 7:30 P.M.

<u>Second and Third Trimester</u> Conference Day 1 Full day of school* Parent Teacher Conferences 4:00-7:00 P.M.	<u>Second and Third Trimester</u> Conference Day 2 Full day of school* Parent Teacher Conferences 5:00-8:00 P.M.
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14. One hundred-eighty (180) student days of instruction and at least one thousand ninety-eight (1098) hours of instruction at all grade levels or MDE mandated hours/days. The Association

will be notified and bargain any potential impact on wages for student contact time that exceeds the current contractual level.

15. There shall be one hundred seventy-three (173) full student days of six (6) hours and fourteen (14) minutes maximum instructional time.
16. There shall be seven (7) half student days of three (3) hours and eleven minutes maximum instructional time. All of the half days shall be scheduled to start at the regular A.M. start time and will alternate between A.M. and P.M. schedule.
17. PEEP and ECSE schedules shall not exceed what is required for other elementary teachers. If program requirement doesn't require all scheduled hours of instruction time may be substituted as "records days" and/or professional development. Home visits required to be conducted by the program shall be conducted during work hours prior to or following instructional days.
18. Bargaining unit employee attendance and participation in "Literacy Night" shall be voluntary unless substituted as an "Open House" in accordance with Article 6, Section B.
19. "Ice Cream Socials and/ or "Meet and Greets" events are regarded as voluntary.
20. Kindergarten Orientation shall occur once per year - Principals will conduct one (1) A.M. Orientation Session during work hours or one (1) P.M. Orientation Session during P.M. work hours and one (1) Orientation Session of one and one-half (1.5) hours.
21. An Orientation Session of one and one-half (1.5) hours between 5:00 P.M. – 7:30 P.M. will be conducted by Kindergarten teachers, for which compensatory time or compensation at curriculum rate of pay will be provided. If the District determines a second orientation session is needed it may be scheduled in May during work hours likewise conducted by the principal.
22. **The middle schools shall engage the community through spring open houses and 8th grade promotion ceremonies. Bargaining unit members will select one (1) of these after-school events to attend as their second (2nd) semester required open house subject to the principal's approval to ensure balanced attendance. The open house date will be decided by the principal.**
- ~~22.~~23. If required, the emergency make-up day and any subsequent make-up days will be inserted before those days at the end of the year outlined as half-days for high school exams.
- ~~23.~~24. During the first half day of school:
 - a. Elementary art, music and physical education teachers with only one (1) work site will assist building staff with student placement and assignment responsibilities.

- b. Elementary art, music and physical education teachers with more than one (1) work site will not assist building staff. In lieu of these responsibilities, itinerant elementary art, music and physical education teachers with more than one (1) work site will be provided time to inventory materials, set-up classrooms and perform other professional responsibilities related to their regular teaching assignment.
- c. PEEP and half-day kindergarten teachers will assist building staff with student placement and assignment responsibilities.

~~24.25.~~ Mid-trimester progress reports:

- a. Grades 9–12: Mandatory for all students receiving D’s and F’s
- b. Pre-K–5 Level: The faculty team in each building will determine:
 - i. The criteria for disbursement (cutoff level that signals the need for a report to be sent home).
 - ii. The distribution method to be used.

~~25.26.~~ The District and the Association agree to the following regarding future school calendars:

- a. After March 1st of each school year, the School District will notify bargaining unit employees and community the following dates for the next school year:
 - i. First day of school for students
 - ii. Dates for winter break
 - iii. Dates for spring break
- b. For the educational value for the students and the convenience of parents’ planning, compensation days for conferences shall be aligned with the day before Thanksgiving and Spring Breaks. With a forty-five (45) day notice prior to the completion date of the District Calendar in Calendar Rule 1, KEA can notify the District that the Compensation Day attached to Spring Break shall be moved.

~~26.27.~~ After June 1 of each school year, the District shall be able to announce the schedule for the first week for staff and the schedule for the first week for students for the upcoming school year. Such announcement shall be based upon the template below, unless the schedule is changed due to a KRESA waiver, shall be mutually agreed to by both parties as a part of the collective bargaining process:

<p>Week of the last Monday in August District Calendar The teacher work schedule for this week is 8:00 to 3:00. Lunch is 11:00 to 12:00 pm</p>
<p>No Additional Meetings for These Two Weeks</p>
<p>Secondary Counselors Report Five (5) Workdays Before the First Regular Teacher Workday</p>
<p>New Teacher Orientation Shall Be Five (5) Days Prior to the First Regular Teacher Workday and Priority Training</p>

Priority Schools Training (if needed) Up to Five (5) Workdays Prior to the First Regular Teacher Workday. Priority training Will Be from 8 a.m. to 3 p.m. With a One (1) Hour Lunch.		
First Regular Teacher Work Week PreK-12		
	8:00 to 11:00 AM (11:00-12:00 Lunch)	12:00pm to 3:00 PM
Last Monday in August	Supt./Principal Staff Meeting	Work in Rooms
Tues. following	District/Building PD	
Wed. following	District/Building PD	
Thurs. following	Work in Rooms	
Fri. following	Labor Day Weekend – School Closed	
Week of Labor Day -- Opening Week of School PreK-12		
	AM	PM
Monday	Labor Day – School Closed	
Tuesday	K-12 First Day for Students	PreK-12 Work in Rooms
Wednesday	First full Day for Students K-12 and First Day for County Programs	
Thursday	Full Day for all Students K-12	
Friday	Full Day for Students K-12	

27.28. If either party to this Agreement wants changes in the first week for staff or the first week for students, such party shall give written notice to the other party of such desire prior to June 1st. If such written notice is given, such two (2) week period of time shall be subject to negotiation.

28.29. Secondary counselors shall work ten (10) mandatory days in addition to the regular schedule for teachers: five (5) workdays prior to the teacher report date at the beginning of the school year and five (5) workdays after the last teacher workday. Pay for these ten (10) days shall be at a pro rata rate.

29.30. When Juneteenth falls on a date that affects a KEA Bargaining Unit employee who is scheduled to work past that holiday, then the Bargaining Unit member will be paid an additional per diem amount for this day. Black out date rules apply.

31. A mid-winter break shall be included in the calendar each year.

Reporting Times 2025- 2026

Secondary		Half-day (1/2) Dismissal Times
(High Schools and Middle Schools):	Full Day Reporting & Dismissal Times	
7:25 a.m.	Teacher Report time	10:40 a.m.
7:33 a.m.	Student Instruction begins	
2:20 p.m.	Student dismissal	
2:30 p.m.	Teacher day ends	
Responsibility for students prior to 7:25 a.m. and beyond 2:30 p.m. belongs to administration and/or extra duty supervision staff.		
Phoenix	Full Day Reporting & Dismissal Times	Half-day (1/2) Dismissal Times
7:20 a.m.	Teacher Report time	10:15 a.m.
7:28 a.m.	Student Instruction begins	
1:00 p.m.	Student dismissal	
2:25 p.m.	Teacher day ends	
Responsibility for students prior to 7:20 a.m. and beyond 2:25 p.m. belongs to administration and/or extra duty supervision staff.		
Linden Grove Middle School	Full Day Reporting & Dismissal Times	Half-day (1/2) Dismissal Times
8:03 a.m.	Teacher Report time	11:19 a.m.
8:08 a.m.	Student Instruction begins	
2:58 p.m.	Student dismissal	
3:08 p.m.	Teacher day ends	
Responsibility for students prior to 8:03 a.m. and beyond 3:08 p.m. belongs to administration and/or extra duty supervision staff.		
Elementary	Full Day Reporting & Dismissal Times	Half-day (1/2) Dismissal Times
8:44 a.m.	Teachers report	12:00 p.m. (Students) 12:05 p.m. (Teachers)
8:44 a.m.	Buses arrive/students enter classroom/building	
8:44 a.m.	Teacher supervision of students begin	
8:50 a.m.	Student instruction begins/tardy bell	
3:50 p.m.	Student dismissal	
3:55 p.m.	Teacher day ends	
Responsibility for students prior to 8:44 a.m. and beyond 3:55 p.m. belongs to administration and/or extra duty supervision staff.		
Edison Academy Lincoln International Studies School Woodward School	Full Day Reporting & Dismissal Times	Half-day (1/2) Dismissal Times
8:04 a.m.	Teachers report	11:20 a.m. (Students) 11:25 a.m. (Teachers)
8:04 a.m.	Buses arrive/students enter classroom/building	
8:04 a.m.	Teacher supervision of students begin	
8:10 a.m.	Student instruction begins/tardy bell	
3:10 p.m.	Student dismissal	
3:15 p.m.	Teacher day ends	
Responsibility for students prior to 8:04 a.m. and beyond 3:15 p.m. belongs to administration and/or extra duty supervision staff.		

KEA proposal: Update LOA 19—Date _____
Updated to accommodate for full day PD's Draft
KEA updated on October 7 to reflect District counter (see red)

Letter of Agreement #19 – ~~Professional Development Half-Days~~ **Professional development full days**

Letter of Agreement #19-(TA-8/23/2024)**22**

Between the

KALAMAZOO EDUCATION ASSOCIATION

And the

KALAMAZOO PUBLIC SCHOOLS

The Kalamazoo Education Association and the Kalamazoo Public Schools agree to the following with respect to ~~half-days~~ **Four full days** for professional development for the ~~2024-2025-2025-2026~~ school year:

1. ~~The parties agree to add four (4) minutes in the 2024-25 school year, in addition to the two (2) minutes that were added in the 2023-24 school year to the instructional day in order to accommodate six (6) half days for professional development.~~ **The district will revert to the 2021-2023 reporting times.**
2. The parties agree that for the ~~2024-25~~ **2025 - 2026** school year, “after school” professional development activities will be limited to contract days only, no mandatory after school professional development shall take place unless mutually agreed to by both parties as a part of the collective bargaining process. The parties acknowledge there are two (2) one and one-half (1.5) professional development after school ~~on~~ **in** September 18, 2024, and May 7, 2025.
3. In the event the parties agree through the collective bargaining process to revert back to after school professional development, then the parties agree to follow the contractual calendar rules and the language in Article 6, Section B.
4. Additionally, the District will schedule the required BSA team meetings during the ~~half-day~~ **full day** professional development times not to exceed ten (10) hours during the ~~2024-25~~ **2025-2026** school year.
5. This understanding does not establish a precedent, custom, or binding practice in any other matter. This agreement shall expire on August 16, ~~2025-2026~~.

Saturday School Proposal (Articles 1(C), 10(C), and 22(T))

ARTICLE 1 - RECOGNITION

Section C: Unit Description

The District hereby recognizes the Association as the exclusive and sole bargaining representative as defined in Act 379, Public Acts of 1965, as amended, for all certified professional personnel under contract employed full-time or on a regular basis part-time in the grades Pre K-12 and including all persons holding a position title listed below:

Academic Specialist	School Social Worker
Academic Coach	Secondary Instructional Specialist
Acquisitions/Cataloger Librarian	Special Education Pre-Primary Teacher
Behavioral Specialist	Special Education Teacher
Bilingual Literacy Coach	Speech Therapist or Pathologist
Bilingual/ESL Specialist	Student Support Specialist
Classroom Teacher	Contractual Substitutes
Classroom Management Coach	Summer School Teacher
Co-Op Heads	Teacher Consultant
Culture-Climate Coach	Teacher of Hearing Impaired
Department Chairperson	Teacher of Homebound and/or Hospitalized
District Literacy Coach	Teacher in the Pre-Kindergarten Early
Driver Education Teacher	Education Program (PEEP)
Early Childhood Developmentally Delayed Teacher (ECDD)	Upper Elementary Facilitator
Elementary Instructional Specialist	
Elementary Literacy Interventionist	
Elementary Math Academic Teacher Coach	
School Counselor	
Information Literacy Specialist	
Instructional Specialist for the Academically Talented	
Instructional Specialist	
International Research Facilitator	
Language Specialist	
Lead Librarian	
Literacy Coach	
Mathematics Coach	
Media Specialist	
Occupational Therapist	
Physical Therapist	
Program Specialist (PEEP)	
Reading Specialist	
Reading Recovery Teacher	
Saturday School Teacher	
School Nurse	
School Psychologist	

and any other person whose responsibility is instruction or whose job requires teacher certification, but excluding: superintendent, assistant superintendents, directors, managers, heads of divisions, administrative assistants, assistant directors, assistant managers, all principals, assistant principals, deans, all coordinators and assistants, supervisors and assistants, chairperson of attendance, consultants with supervisory authority, supervisor of computer center, community school leaders, purchasing agent and assistant, accountant and assistant, research assistant, transportation supervisor, and any other person having executive authority or administrative or managerial functions.

ARTICLE 8 – WORKING CONDITIONS

Section M: Additional Assignments

Any non-classroom teaching assignment not requiring teacher certification to qualify in addition to the normal schedule during the regular school year, including: driver education, extra duties enumerated in Appendix B, **Saturday school** and summer school courses, shall not be obligatory but shall be with the consent of the bargaining unit employee. No employee in the **Saturday school** or summer school program shall be required to work a split shift or to teach less than two (2) hours per day. The pay for members of programs referred to above shall be outlined in Schedule B in Appendix 3.

ARTICLE 10 – STAFF ASSIGNMENTS

Section C: Additional Assignments

Any assignments in addition to the normal teaching schedule during the regular school year, including: driver education, extra duties enumerated in Appendix B, **Saturday school** and summer school courses, shall not be obligatory but shall be with the consent of the bargaining unit employee. No employee in the **Saturday school** or summer school program shall be required to work a split shift or to teach less than two (2) hours per day. The pay for members of programs referred to above shall be outlined in Appendix B.

ARTICLE 22 – PROFESSIONAL COMPENSATION

Section T: Nurses Additional Compensation Mileage

Upon submission of monthly mileage reimbursement forms in accordance with district guidelines, nurses will be reimbursed the IRS rate for business related miles. Nurses who worked during ~~the~~ **Saturday school** or summer school session shall be paid mileage on the same basis during the summer months worked. This allowance is intended to cover all car operating expenses including insurance. In addition to this allowance, the District agrees to carry a secondary liability insurance policy to cover the nurse over and above his/her primary coverage.

It is not part of the nurses' duties to transport students or students' families in the course of their duties.

[end of Saturday School Proposal]

Article 7 Section E

With the exception of classes in music, study hall and counseling group assignments it is hereby agreed that the maximum number of students assigned to any secondary teacher shall not exceed one hundred sixty (160) students per school day and thirty five (35) students per class period effective with the 2023-2024 school years. In the unusual event that a classroom teacher has been assigned either thirty-six (36) or thirty-seven (37) students, said teacher will be eligible for and additional payment of ~~five hundred (\$500)~~ based on Schedule B for each class to which they are assigned that contains thirty-six (36) or thirty-seven (37) students. **For High School teachers, the Seminar class will not count as part of the one hundred sixty (160) student per day limitation. Seminar will be limited to not more than ~~27~~ thirty-two (32) students, which will be treated as a hard cap—meaning this number will not be exceeded.**

ARTICLE 10 - ANCILLARY STAFF ASSIGNMENTS

Section A: Assignment in Areas of Certification

~~Ancillary staff~~ **Bargaining unit members** shall not be assigned outside their area of qualifications and certification, except temporarily and for good cause. Said assignment shall be made only when no other practical option is available and with the ~~ancillary staff~~ **Bargaining unit members** employee's approval. For the purpose of this paragraph, "temporarily" shall be defined as not to exceed the duration of the semester except that said time may be extended by mutual agreement between the Administration and the affected ~~ancillary staff~~ **bargaining unit members**. This paragraph shall also apply to summer school ~~ancillary staff~~.

Section B: Schedule Notification

~~Ancillary staff~~ **Staff bargaining unit members** shall be notified in writing of their forthcoming schedule, school, and grade assignment on or before the last student day of the school year, although it is recognized by the Association that such schedules may be subject to change due to such factors as enrollment. **Staff Bargaining unit members** without an assignment in their building will also be notified of that fact by the April posting, ~~but no later than prior to the May posting.~~

Because transfer requests continue to be effective after the ~~May~~ **April** posting, it is understood that an ~~ancillary staff~~ employee who has not rescinded their request(s) may still receive another assignment pursuant to such request(s). ~~Ancillary staff~~ **Bargaining unit members** who may later be affected by a change in such schedule, school, subject or grade assignment will be notified and consulted by the School District as soon as practicable, but no later than seven (7) calendar days of such change.

Section C: Additional Assignments

Any assignments in addition to the normal teaching schedule during the regular school year, including ~~driver education~~, extra duties enumerated in Appendix B, and summer school courses, shall not be obligatory but shall be with the consent of the bargaining unit employee. No employee in the summer school program shall be required to work a split shift or to teach less than two (2) hours per day. The pay for members of programs referred to above shall be outlined in Appendix B.

Section D: Accreditation Facilitators and Special Education Department Heads

1. Facilitators (one (1) at each high school) of the high school accreditation process shall receive one (1) hour of released time each day. Said released time from teaching shall be spent on accreditation activity.
2. Special Education Department Heads at the High Schools shall be assigned at least 4 classes over the course of the ~~three two trimesters~~ **semesters**. The building administrators shall have discretion of when and which four classes will be assigned.
3. **Special Education Department Heads at the Middle Schools shall be paid, in addition to the scheduled B Middle School Department Head, a payment of \$600, with one-half (1/2)**

paid in the second payroll of January and the second half (1/2) in the second payroll of June.

Section E: Instructional Assistance

Employees should request and receive instructional assistance from the appropriate administrator/supervisor when needed in order to improve their performance.

Section F: Daily Preparations

A building principal shall make every effort to keep the number of teacher daily preparations at a minimum.

Section G: Minority Personnel

The District and the Association, in recognition of the desirability of multi-ethnic representation on the faculty, hereby declare a policy of actively seeking minority group personnel **to the extent permitted by law.**

Section H: State Certification Code

It is understood and agreed that the District, in employing bargaining unit employees, will comply with the requirements set forth in the State Certification Code.

Section I: The Webb Act

Whenever either party becomes aware of a request of revocation of certification (under the Webb Act) that party shall, within five (5) working days, notify the other party of such request.

Section J: Certification Preference

Prior to completing a schedule and at the teacher's request, a personal consultation will be held with said teacher by the appropriate administrator or department head.

Section K: Non-Professional Assignments

No ~~ancillary staff~~ **bargaining unit** member in the secondary school shall be assigned lunchroom duty, hall duty or bus duty in lieu of a professional assignment as part of ~~his/her~~ **their** regular school day except when, in the judgement of the principal, it is absolutely necessary.

Section L: Non-Professional Assignment

No teacher in the secondary school shall be assigned lunchroom duty, hall duty or bus duty in lieu of a class assignment as part of his/her regular school day except when, in the judgment of the principal, it is absolutely necessary.

Section M: Supportive Services

Appropriate supportive pupil personnel services will be made available to employees when requested.

ARTICLE 12 – TRANSFERS AND VACANCIES

(APPLICABLE ONLY TO ANCILLARY STAFF)

[Note: Acceptance of this Article will also resolve KEA Grievance 24-25-04]

~~Ancillary staff~~ **Bargaining unit member employee** positions will be staffed at the District level. Placement of ~~ancillary staff bargaining unit member employee~~ shall mean and include the filling of vacancies, voluntary and involuntary transfers, job sharing and any decision which involves the placement of certified ~~ancillary staff bargaining unit member employee~~ in an assignment.

Section A: Staffing Criteria:

The administration shall fill vacancies from bargaining unit members within the District, provided the internal candidates are fully qualified and certified. *The administration shall assign displaced bargaining unit members first, provided they are presently fully qualified and certified.* External candidates can be considered if the internal candidates do not meet the criteria below outlined in Section A. Candidates must be fully qualified for all aspects of the assignment based on documentation on file with the District's Human Resources Office. **A completed copy of this form shall be transmitted to KEA. A copy of the form will be in the appendix of the contract.**

To select the appropriate candidate the district will determine if each criteria differentiate one particular candidate over the others. If two or more teachers are equally qualified after item 1 then the district shall proceed through *all the remaining items to determine which candidate is the most qualified.* If two or more candidates are still equally qualified seniority, shall be the tie breaker. The criteria is as follows:

1. Possession of a standard, permanent or professional Michigan Teacher's Certificate.
2. Compliance with applicable local, state or federal qualifications regulatory standards, including standards established a condition to receive foundation, grant, and/or categorical funding. Any qualified employee may apply for the position.
3. Previous overall effectiveness ratings (three of the four most recent evaluations must be rated effective).
4. Specific training, other than professional development or continuing education as required by the state or federal law. Employee will provide list.
5. Years of teaching experience at Grade level(s) or subject area(s) taught.

6. Discipline record, if any, within the last 4 years.
7. District, provided professional development, training, and academic preparation for an instructional assignment and is integrated into instruction, within the last 4 years.
8. Attendance and punctuality, excluding ESTA and FMLA leave, within the last 4 years.
9. Seniority will be used as a tiebreaker if a placement decision involves two (2) or more employees with equal qualifications.

Section A B: Involuntary Transfers

~~The parties agree that un-requested transfers of ancillary staff bargaining unit member employee shall be minimized and avoided whenever possible. Involuntary transfers will be made only after the District has conferred with the Association and with the affected ancillary staff employee bargaining unit member employee and only for reasonable and just cause. An analysis of educational needs and qualifications will be the primary criteria for making involuntary transfers as identified in Section A above. All factors related to these criteria being equal, seniority will be the factor for considering ancillary staff bargaining unit member involuntary transfers. The parties also agree that there may, from time to time, be an instance when in the best interests of education or of an individual ancillary staff bargaining unit member that involuntary transfers are made. In such instance, The District shall, after consulting with the Association, determine appropriate action. The ancillary staff employee bargaining unit member employee shall be entitled to consult with the Association and the principal prior to final action being taken on such transfer. Official notification of transfer shall be from the Human Resources Office. Such notification shall occur at least ten (10) days prior to the transfer taking place and will include written reasons for the transfer.~~

Involuntary transfers will be made only after the District has conferred with the Association and with the affected employee. An analysis of educational needs and qualifications will be the primary criteria for making involuntary transfers as identified in Section A above. The District shall, after consulting with the Association, determine appropriate action. The employee shall be entitled to consult with the Association and the principal prior to final action being taken on such transfer. Official notification of transfer shall be from the Human Resources Office. Such notification shall occur at least ten (10) days prior to the transfer taking place and will include written reasons for the transfer.

Section C: Displacements

(KPS and KEA language shared during grievance process)

Displacement means elimination of a position when vacancies exist for which the affected employee is fully qualified and able to perform.

At the elementary level, admin will ask across grade levels for volunteers to be displaced. Administration can decide to displace one of the volunteers or use the remainder of the displacement procedure process to displace another teacher/s.

At the secondary level, the principal will ask for volunteers from the affected department. In the event it becomes necessary to reduce the number of identifiable specialized bargaining unit member categories, such reductions will be made on a district basis using the identified placement procedure.

Specialized departments include but are not limited to art, music, physical education, behavior support specialists and other identifiable specialized categories.

The placement procedure under Section A will be utilized to determine who is displaced from a position. If the individual does not receive a placement, they will be considered laid off.

The KPS/KEA Displacement Process will be added to all staff handbooks provided by the schools.

Section D B: Transfer Requests

Ancillary Bargaining unit staff members who desire a change in assignment or who desire a transfer to another building shall file a written statement of such desire on the District's online transfer forms. Receipt of application shall be acknowledged by the online system **within five (5) days**.

1. **Internal qualified applicants as determined under Section A criteria, shall be awarded the position prior to considering external applicants. Awarding a vacancy to external applicants shall only occur if no existing bargaining unit member candidate meets the criteria outlined Section A.** ~~The District may consider a request to transfer from ancillary staff. Ancillary staff should have two (2) or more years' experience to be considered for a District transfer. Exceptions may be considered.~~
2. Once a request has been granted, additional transfers may be made for the coming year based on District needs. ~~Ancillary Staff Bargaining unit members~~ must wait one (1) school year to make another voluntary transfer request unless the stipulation is waived by the District.
3. A voluntary ~~ancillary staff Bargaining unit member~~ transfer request may have up to **five (5)** ~~three (3)~~ requests on it (~~three two~~ specific and ~~two one~~ broad). There will be no exceptions.
4. The requests may be prioritized at the option of the employee.

5. The District Transfer List will be used in conjunction with ~~ancillary staff~~ **bargaining unit** members' responses to the Spring Posting to determine positions.
6. Any transfer requests may be withdrawn in writing by the date specified in the staffing timeline.
7. ~~If ancillary staff have been displaced from their positions and would like to return to the previous assignment or building, bargaining unit ancillary staff should note their desires on the transfer request form through a specific or broad request. Such displaced staff shall be granted the next vacancy in their former position.~~
8. If two (2) ~~ancillary staff~~ **Bargaining unit members** in different buildings would like to switch assignments, the **transfer request forms** will be reviewed and will require District **written** approval, ~~which shall not be unreasonably withheld.~~

Section ~~C~~ **E**: Request Deadline

Except for transfer requests in response to a specific posting, ~~ancillary staff~~ **Bargaining unit member employee** members must file transfer requests with Human Resources via the District's online transfer form prior to the last day in March. ~~Ancillary staff~~ **Bargaining unit member employee** members who have requested transfer or reassignment shall be notified by the Administration when action on said transfer or reassignment has been taken. The District Transfer List of all transfer requests for any school year shall remain active until the State-designated Fall Student Count Day of the subsequent school year. Any transfer request granted from the District's Transfer List after the start of the school year may be refused by the requesting ~~ancillary staff employee~~ **Bargaining unit member employee**. The District may fill such vacancies as provided in Article 12, Section D. Transfer requests received at the start of the school year shall not become active for placement until after the State-designated Fall Student Count Day. ~~If ancillary staff bargaining unit member vacancies occur which allow for involuntary transfers to be reversed, the District will do so. (If more ancillary staff members volunteer to move as a result of a reduction in a building or department, only the more senior individual(s) need accomplish such reduction will be allowed to submit transfer requests. KEA agrees with the deletion current process has been working~~

There will be at least two (2) joint in-service meetings by KEA and KPS Human Resources held prior to March 1st regarding "How to file a valid transfer form."

Any ancillary staff employee Bargaining unit member who is advised that he/she is being displaced following the Transfer List deadline may submit a new Transfer request within seven (7) calendar days of such notification.

Section ~~D~~ **F**: Vacancy Announcements

Spring Posting

On or before the second Friday in May the District shall announce online and in ~~special bulletins distributed to, and posted in, each work site~~ a May posting of vacancies resulting from resignations, retirements, terminations, out of unit transfers and the creation of new positions. Such bulletins shall also be mailed to the KCEA office and to all members on leave of absence at the time of the posting. ~~Ancillary staff~~ **Bargaining unit member** shall have seven (7) workdays from the transmission date of the posting to submit transfer requests for positions announced in said posting. Receipt of application for transfer shall be acknowledged by the District within five (5) workdays. On or before the last student day of the school year, all transfer applications shall be acted upon and affected ancillary staff members notified in writing. Vacancies created by transfer, which are being filled by currently contracted ancillary staff members, shall not be posted. ~~Ancillary staff~~ **Bargaining unit members** vacancies for which no transfer request is honored may be filled with new hires.

~~Ancillary staff vacancies which occur in the School District after the May Posting as a result of ancillary staff resignations, retirements, terminations, out of unit transfers and the creation of new positions will be filled by the School District utilizing the Master List until August 1st. Such ancillary staff assignment need not be reposted the following spring. After August 1st, the District could utilize the Master List, fill with a new hire, fill with a displaced ancillary staff employee, or take other action to fill as permitted by this Agreement. If the District fills such vacancy without utilizing the Master List, it shall identify from the Master List the most senior qualified ancillary staff employee requesting that position who shall be awarded the position the following school year. If the most senior ancillary staff employee declines such position in writing within five (5) school days, the next most senior ancillary staff employee requesting said position on the Master List will be awarded the position for the following school year. This methodology shall continue until all such Master List requests have been exhausted. In the event there are no qualified ancillary staff members requesting said position on the Master List or in the event all qualified ancillary staff members decline said award, there will be no further action required by the District.~~

Only those positions which never existed previously, i.e., newly created positions, will be required to be posted the following spring. For the purpose of the transfer/vacancy language, "newly created position" shall be defined as a position which did not exist in the prior school year. Assignments made to vacancies resulting from the granting of a transfer request from the master list need not be posted the following spring.

~~It is agreed that the District would remain cautious in allowing transfer rights to probationary ancillary staff members.~~

During each step of the process as outlined in this Section, no assignment of a new ~~ancillary staff~~ employee to a specific position in the school system shall be made until all pending transfer requests from displaced ~~ancillary staff~~ have been acted upon as stated herein **provided they are qualified and certified for the vacancy.**

The ancillary staff applicant can secure the application form from the Human Resources Department and the School Building Offices. If an application is on file, it may be updated each year by the deadlines ~~herein~~ in Sections C and D.

The District and the KEA mutually agree that all procedures regarding ancillary staff transfer requests will be posted online and available in each school office.

~~Section E F:~~ New Ancillary Staff **Bargaining unit member** Assignment

No assignment of new ancillary staff members ~~bargaining unit members~~ to a specific position in the school system shall be made until all pending requests for reassignment or transfer to that position have been acted on.

~~Section F G G:~~ Non-Unit Vacancies

All openings for administrative or supervisory positions shall be announced online ~~and in special bulletins distributed to, and posted in each work site.~~ Such bulletins shall also be mailed to the KEA office and to all members on leave of absence at the time of the posting. Notices will include minimum qualifications, date of vacancy, required certification, application information and deadline for filing the application.

~~Section G:~~ Qualifications

- ~~1. The administration shall fill vacancies from ancillary staff within the District, provided internal candidates are presently fully qualified.~~
- ~~2. The administration shall consider displaced ancillary staff, provided they are presently full qualified, in seniority order.~~
- ~~3. Applicants must meet all local and state qualifications for such position as defined in the announcement. Any qualified employee may apply for the positions described in Paragraph G and all applicants will be given due consideration.~~

~~Section H H:~~ Extra-Compensation Positions

All openings for extra-compensation positions covered by this Agreement shall be announced online ~~and in special bulletins distributed to, and posted in, each work site.~~ Such bulletins shall also be mailed to the KEA office and to all members on leave of absence at the time of the posting. The notice shall show the job title, the compensation involved, procedure and deadline for filing application and any other relevant information. Applications for said positions may be filed by the bargaining unit employee for said extra-compensation positions. All applicants shall be considered with respect to their training and experience.

~~Section I I:~~ Reassignment Guidelines **Ancillary Staff**

The voluntary reassignment and/or transfer of an ancillary staff employee will be made on the following basis: qualifications, mutual agreement of the ancillary staff employee and Human Resources, educational need and seniority.

A probationary ancillary staff employee must complete two (2) years at his/her work site before being allowed a voluntary transfer. A probationary ancillary staff employee will only be allowed one (1) voluntary transfer during ~~their his/her~~ probationary period employment.

Section ~~J~~ J: Part-Time Employee

The voluntary reassignment and/or transfer of a part-time ~~ancillary staff~~ employee who has satisfactorily completed a probationary period will be made in accordance **herein**. ~~with Section I.~~

Section ~~K~~ K: Department Heads

In those curricular areas in which the District determines there shall be a department head, such department head shall be selected jointly by the principal and the department staff ~~between April 15 and~~ **by** May 23 for the ensuing school year, and such department head shall be compensated in accordance with the extra-duty schedule applicable thereto. In the event that the principal and/or Appropriate Director and the department staff cannot reach agreement as to whom should be selected as department head, the issue as to whom will be appointed as the department head shall be referred to a committee of four (4) people. That committee shall be composed of the Assistant Superintendent of Teaching and Learning Services (TLS), the Superintendent of Schools or designee, the President of the Association and a building Association Representative of the affected building selected by the Association. When making its decision, the committee shall seek input from the principal and all staff members in the affected department. The decision of the committee shall be binding.

~~Section L: Specialized Layoffs~~ KPS agreed to move to Article 27

~~In the event it becomes necessary to reduce the number of identifiable specialized ancillary staff categories, such reductions will be made on a District-wide basis by seniority. **Moved to article 27**~~

~~Section L M L: Surplus Ancillary Staff~~ **Bargaining Unit Member**

~~When a cut is to be made in a building to ancillary staff **bargaining unit member** positions, volunteers will be solicited. If there are no volunteers, the least senior person (District-wide seniority) shall be termed surplus ancillary staff **bargaining unit member** if the remaining ancillary staff **bargaining unit** members are qualified for the remaining positions. The surplus ancillary staff **bargaining unit member** is allowed to file a transfer request. The transfer rights of surplus staff to open positions are based on their District-wide seniority. It might be necessary to deny the transfer of a more senior ancillary staff employee **bargaining unit member** if transfer would result in a layoff. If more than one senior ancillary staff **bargaining unit member** employee has applied for a vacancy filled by the surplus ancillary staff **bargaining unit member** transfer, the least senior ancillary staff request shall be the one denied.~~

Section ~~M N~~ L: Use of Substitutes

Except as hereinafter provided, substitutes shall not be used to fill newly created positions and vacancies resulting from retirement, resignation, termination, or unpaid leaves of absence which exceed **more than one (1) semester** ~~ninety (90) working days~~ during the school year and for which the employee has no return rights. The District agrees that a decision to declare a position vacant will be made within ten (10) working days and filled within thirty (30) additional working days from the day the position becomes vacant. During these periods, the positions may be filled with a substitute. The parties recognize that the District will utilize a substitute in such position until a teacher can be hired who is found to be qualified by the School District. The Association shall be notified in writing of such situation no later than the above-stated deadlines. Vacancies in the second semester may be filled with a substitute.

In the School District, if a vacancy occurs during the first semester prior to the forty (40) working day timeline set forth in this Section, and it is the decision of the School District that the position will be eliminated at the end of the then-current semester, the District shall have a right to use a substitute in said position for the remainder of that semester; but such substitute shall have no seniority rights or recall rights in the bargaining unit. If the District changes its decision and decides at a later date to continue the position for the remainder of the school year, the affected substitute (now a new hire) shall have seniority rights and all other contractual rights from ~~their hire~~ ^{her} 61st working day as a substitute.

Section ~~N O~~ M: High School Designated Vacancies for Athletic Coaches

When the District posts the vacancies at Loy Norrix and/or Kalamazoo Central, it shall have the right once a year to indicate that one of the vacant positions at each high school will be filled by an individual who is qualified for a particular head coaching position. Such positions shall be limited to ten (10) sports five (5) male, five (5) female designated by the District. The following sports are designated:

<u>MEN</u>		<u>WOMEN</u>	
Basketball	Track	Basketball	Swimming
Soccer	Wrestling	Soccer	Track
Football		Volleyball	

At the time of such posting, the District will indicate which high school coaching position is being designated for that upcoming school year. When filling the vacancies at the high school, the District has the right to place a qualified coach in one of the posted vacant positions. Once an individual is assigned to a high school as a result of the aforementioned process, **the individual** ~~he/she~~ must continue in the previously designated coaching assignment for a minimum period of six (6) years. If the individual teacher who is placed in the high school as a result of a coaching assignment does not complete six (6) consecutive years of coaching the activity which results in ~~his/her~~ ^{their} original placement, ~~his/her~~ ^{their} teaching assignment shall be reposted at the

conclusion of the school year in which the teacher concluded performing coaching responsibilities. The individual who held the vacated position may apply for the posted position on the same basis as teachers outside the building.

Section ~~Q P~~ N: High School Designated Vacancies for Co-Curricular Coaches

When the District posts the vacancies at Loy Norrix and/or Kalamazoo Central, the District will indicate which high school coaching/performance position is being designated for that upcoming school year from the following:

Debate and forensics, Drama, Band or Orchestra, Model United Nations, Assistant Model United Nations, and mock trial coaches.
~~Coaching/Performance~~

When filling the vacancies at the high schools, the District has the right to place a qualified coach in the posted vacant positions. Once an individual is assigned to a high school as a result of the aforementioned process, **the individual he/she** must continue in the previously designated coaching/ performance assignment for a minimum period of six (6) years. If the individual teacher who is placed in the high school as a result of a coaching/performance assignment does not complete six (6) consecutive years of coaching the activity which resulted in **their his/her** original placement, **their his/her** teaching assignment shall be reposted at the conclusion of the school year in which the teacher concluded performing coaching/performance responsibilities. The individual who held the vacated position may apply for the posted position on the same basis as teachers outside the building.

Section ~~P Q~~ O: Staffing of Counselor Position Vacancies

The District agrees to grant unpaid sabbaticals for any bargaining unit employees for the completion of the degree requirements for such positions. The District and the KEA will work cooperatively to provide opportunities for bargaining unit employees to have the clinical requirement for the degree completed within the District. ~~A committee, consisting of representatives of the District and the Association, will develop the implementation process for determining individual site needs. Said process will be presented to the KEA and the District for final approval.~~

Section ~~Q R~~ P: School and Program Ancillary Staff Selection {KPS Counter No. 1 language struck 6/25/25}

Every candidate for an ~~ancillary staff Program~~ position at one of the District's Schools or Education Programs must understand the challenging and often unique character of the assignment. The following process shall be utilized by the District when selecting ancillary staff:

1. On or before the second Friday ~~in May~~, **In April**, Human Resources will announce the posted vacancies (see Section D, Spring Posting) on the Internet and via email to each bargaining unit employee. Such

announcement shall include the minimum and desirable skills, certification, qualifications, and additional obligations required of an applicant to each position, as determined through mutual agreement with the Association. Any additional professional/staff development will also be listed. Any items not mutually agreed to may be subsequently promulgated by the District subject to a grievance regarding whether or not such District-developed entry was reasonable.

2. Every ~~ancillary staff~~ candidate to either a school or a program may show evidence of training and/or experience to match the program or school.
3. ~~Ancillary staff~~ Candidates will be selected upon best meeting the posted requirements. If two (2) or more candidates meet the posted requirements, then seniority shall be the determining factor.

Section-S Q: KAMSC Staffing

Due to the uniqueness of the program, ancillary staffing for the Kalamazoo Area Mathematics and Science Center (KAMSC) shall be subject to the provisions **of this Article** ~~of Article 12~~, with the following modifications, which shall not apply to other positions in the bargaining unit:

1. Candidates for an ~~ancillary staff~~ **bargaining unit member** position at KAMSC may be sought outside of the District. A notice of a vacancy will be posted to all school districts within KRESA, as well as within state and national networks specializing in math, science, and technology secondary schools.
2. Qualifications for an ~~ancillary staff~~ **bargaining unit member** position at KAMSC shall include:
 - a. a minimum of three years of successful experience in the content area,
 - b. an undergraduate major in the content area, and
 - c. a minimum of a Masters' degree in the content area, or equivalent coursework or experience.
3. A review of the candidates' qualifications will be conducted by a committee consisting minimally of a representative from Human Resources, the KAMSC Director, and two (2) KEA representatives selected by the Association members of the site. Interviews shall be conducted by the committee, prior to the end of the teachers' work year, if possible. Internal candidates will be considered before external candidates.
4. The selection committee may recommend a waiver of one or more of the qualifications (see #2 above). Candidates shall be selected based upon meeting the posted requirements and best fit for the program.

ARTICLE 19 – PAID LEAVES OF ABSENCE

Section A: Sick Leave

Each regular full-time employee shall earn accumulated sick leave credit at the rate of ten (10) days per annum. **Part-time employees shall earn a pro-rated amount of sick leave credit based on their assigned partial FTE. For example, a .5 FTE assignment will receive .5 accumulated sick leave credit.** The full allowance for the year shall be credited at the beginning of each year. Unused sick leave shall be cumulative from year to year without limitation. When an employee's services terminate, a deduction will be made at such time for all sick leave used in excess of the earned amount. **Employees shall only use sick leave as permitted by the Michigan Earned Sick Time Act, unless otherwise specified in this Agreement. The District shall comply with all provisions of ESTA.** Female employees may use sick leave from absence caused by the employee's disability during pregnancy and/or childbirth.

Employees must immediately (except in unforeseeable emergency circumstances) notify Human Resources when they are absent from their assignment due to their own personal illness or disability for three consecutive days or longer or have a "serious health condition" as described within Letter of Agreement #5. To preserve confidentiality, it is agreed that employees are not required to disclose specific medical diagnosis to their immediate supervisor.

The District may take adverse actions against an employee if the employee uses earned sick time for purpose other than a purpose described in ESTA.

Section B: Family Illness

Absences due to the illness of members of the immediate family or household shall be deducted from sick leave. Immediate family shall be defined as spouse, ~~son, daughter, child, mother, or father, parent,~~ or other relative living in the employee's household who is a dependent of the employee as defined by the Internal Revenue Service, **or any individual who is a "family member" as defined by the Michigan Earned Sick Time Act.** When two (2) individuals have lived together for a number of years, they will be covered by the above.

Employees may also use sick leave to care for a son, daughter, mother, or father who is not a member of the household, **or any individual who is a "family member" as defined by the Michigan Earned Sick Time Act.** Such leave may not exceed ten (10) workdays per school year. **After utilizing sick leave for more than three (3) consecutive days for a family illness, reasonable documentation** for such leave must be provided to Human Resources.

Documentation signed by a health care professional is reasonable. A request for extended use of sick days may be approved by a joint Compassionate Leave Committee consisting of the Superintendent, Deputy Superintendent, and two employees appointed by the Association.

Section C: Holidays

Holidays occurring during illness shall not be considered deductible from the employee's sick leave accumulation.

Section D: Illness or Disability Prior to School Year

When an illness or disability commences prior to the opening of the school year, the employee will be eligible to use sick leave benefits upon the opening of school provided said employee has taught for the system prior to the opening of the school in the fall.

Section E: Evaluation of Credits

If the employee has no unused accumulated sick leave credits, a full deduction will be made. Deductions from salary made under this policy shall be determined by the Department of Budget and Finance on a prorated contractual daily basis.

Section F: Sick Leave Statement

Statements of sick leave accumulations shall continue to be provided with payroll and/or as an alternative, employees will have access to a digital program selected by the District that will provide up-to-date sick and personal business leave accruals such as, the current RED ROVER program. Upon request to the Payroll Department or Human Resources, bargaining unit employees on unpaid leaves of absence will receive a written statement of accumulated sick leave. Such requests will be honored by October 30th or within twenty-one (21) calendar days, whichever is later.

Note: This additional language is part of the settlement agreement for the grievance 22-23-04. The settlement agreement LOA is dated December 18, 2023.

Section G: Family Medical Leave Act (FMLA)

The parties have agreed that the Family Medical Leave Act provisions are as set forth in Letter of Agreement #5.

Section H: Death

In the case of death, any unused accumulated sick leave up to a maximum of seventy-five (75) days shall be paid in a lump sum to the survivor named by the employee. Such payment shall be computed by multiplying the number of unused sick days times the affected employee's daily rate of pay at the time of death.

Section I: Workers' Compensation

In the event of an injury or illness compensable under the Michigan Workers' Compensation Law, the affected and necessarily absent employee may elect to be paid from ~~his/her~~ **their** unused paid sick leave credits (to the extent that the same will support such payment) an amount sufficient to make up the difference between what he/she received from the Workers' Compensation Commission and his/her regular salary during such necessary absence.

Section J: Personal Business Leave

Personal business leave for employees shall be provided at the rate of two (2) days per year cumulative to four (4) days, except that it will not be granted on a day preceding or following a holiday or break unless such request is based on an emergency. Up to one (1) of these days per year may be used for a child's academic performance or activity (per Article 19, Section K) without the preceding exception. Any unused portion of the personal business leave shall accumulate to a maximum of four (4) days.

Personal business leave shall be governed by the following regulations:

1. The personal leave shall be used for the purpose of conducting business which is impossible to transact on the weekend or after school hours. Employees are strongly encouraged to schedule personal business outside of the school day and year, when possible.

Reasons such as family obligations, legal commitments (with the exception of legal action taken against the District by the Association or any member thereof, except in such cases in which the District subpoenas the employee), religious observances, unusual circumstances related to professional growth, and the District by the Association or any member thereof, except in such cases in which the District subpoenas the employee), religious observances, unusual circumstances related to professional growth, and emergencies are considered to be justification for the utilization of the personal business policy. Unused personal business leave in excess of four (4) days shall be added to accumulated sick leave. If the available personal days are not sufficient for religious observances, up to two (2) sick days may also be used for that purpose.

2. Subject to item 3 below, employees wishing to use the personal business leave shall submit an S-55A or appropriate form to the principal at least five (5) workdays in advance of said absence except in cases of emergency. The reason for said leave shall be stated as in 1. above on the S-55A or appropriate form. If it is not reasonably obvious from the stated reason for the leave request that it was impossible to transact the planned personal business after school or on weekends, the District may request additional detail and verification, except where prohibited by FMLA and HIPAA.

3. If the leave is considered an emergency, the S-55A or appropriate form may be submitted at the earliest possible time.

4. Personal business leave shall not be used by employees for the purpose of seeking employment elsewhere.

5. Personal business leave shall not be used by employees for the purpose of rendering services, except for governmental office(s), or working either with or without remuneration for themselves or for anyone else.

6. If such requests are timely submitted, it is expected that they are to be approved in writing and in the online system at least one (1) full workday prior to the absence date.

Additionally, the appropriate S-55 form must be completed and submitted to the administrator for approval prior to the scheduled absence for the following absences: Academic Performance of a Child, School Business, Union Business-No Sub, Union Business-Sub, and Unpaid Leave-Call HR. If possible, these requests should be submitted to the administrator and entered into the online substitute system at least five (5) workdays prior to the absence date. If such requests are timely submitted, it is expected that they are to be approved in writing and in the online system at least one (1) full workday prior to the absence date.

The appropriate S-55A form must be completed and submitted to the administrator for approval prior to the scheduled absence for Personal Business (see Article 19, Section J). These requests should be submitted to the administrator and entered into the online substitute system at least five (5) workdays prior to the absence date. If such requests are timely submitted, it is expected that they are to be approved in writing and in the online system at least one (1) full workday prior to the absence date.

On the preceding or following days of a scheduled break period or holiday, personal business days will not be approved unless such request is based on a documented emergency. Sick days taken on the days preceding or following a scheduled break period or holiday may require a document, signed by the medical provider. The listed documentation must be provided to Human Resources within five (5) workdays following the day in question. Prior to any administrative action the employee will have the opportunity to meet and explain the circumstances of the absence.

Section K: Leave for Child's Academic Performance or Activity

Up to one personal business day per school year, from a member's accrued personal business days, will be allowed for a member to attend an academic activity or performance of ~~his/her~~ **their** PreK-Post Secondary child. Such leave may be taken in half-day or whole-day increments. A separate check-box or notation will be provided on the S-55 or appropriate absence request form for members to invoke this leave.

Section L: Death in the Immediate Family

A total of five (5) days of absence will be allowed for each death in the immediate family to enable the employee to make arrangements for and attend the funeral when travel, distance or other circumstances warrant. Additional days of absence may be allowed but taken from sick leave, and/or personal business leave, and/or compensatory time, at the employee's discretion. If there is no such leave or compensatory time available, a salary deduction will be made on a prorated contractual daily salary basis. The immediate family is interpreted to include spouse, ~~father, mother,~~ **parent**, ~~sister, brother,~~ **sibling**, ~~son, daughter,~~ **child**, foster child, step-child, stepparent, ~~father in law, mother in law,~~ **parents-in-law**, ~~brother in law, sister in law,~~ **siblings-in-law**, ~~son in law, daughter in law,~~ **child-in-law**, grandparents, great grandparents, grandchildren, and great grandchildren. When two (2) individuals have lived together for a number of years, they will be covered by the above.

Section M: Death in Non-Immediate (or Extended) Family

One (1) day of absence will be allowed for the purpose of attending the funeral of a relative outside the immediate family. Additional days of absence will be allowed, but taken from sick leave, and/or personal leave, and/or compensatory time, at the employee's discretion. If no such leave or compensatory time is available, there will be a full-pay deduction for these days.

Section N: Funeral of Friend

An absence will be allowed to attend the funeral of a friend and deducted from sick leave, and/or personal leave, and/or compensatory time, at the employee's discretion.

Section O: Jury Duty

An employee called for jury duty or to give testimony before any judicial or governmental tribunal shall be compensated for the difference between the employee's pay and the pay received for the performance of such obligation with the exception of cases involving legal action brought against the District, by the Association, or any member thereof, except in such cases in which the Board subpoenas the employee. Upon receipt, compensation received for jury duty performed on an employee's regularly scheduled workday shall be submitted to payroll. If an employee is released from Jury Duty before 1 P.M., the employee must return to work for the remainder of the day or use a P.M. personal day to cover the absence.

Section P: Association Days

1. The School District shall provide, at no cost to the Association, thirty (30) days per school year of released time for conducting Association business as deemed appropriate by the Association. If a substitute is not required, the day shall not be deducted from the thirty (30) days but shall be deducted from the forty (40) days provided hereinafter.
2. In addition, the District shall provide, at the average cost of the per diem substitute rate ("the substitute rate"), forty (40) Association leave days per year to be paid by the Association and to be used as deemed appropriate by the Association.
3. In addition, the Association may request up to an additional fifteen (15) days of Association leave at the substitute rate. These days may be granted or denied at the discretion of the District. The substitute rate will not be billed to the Association unless it was necessary to actually get a substitute for the employee on Association leave.
4. The Association may also request up to an additional 15 days beyond the eighty-five (85) days outlined above. These days may be granted or denied at the discretion of the District. If granted, the Association shall pay the employee's salary cost inclusive of employer retirement cost and the District shall pay the actual substitute cost, if any.
5. The Association is responsible for the MPSERS cost associated with wages paid for Association days. If the Association does not reimburse the District cost by June 30th the MPSERS credit for such days shall not be reported to ORS. The billing shall include the data

related to the actual costs related to individual days in order that the accuracy may be verified. Whatever balance remains from the \$25,000.00 paid per Article 20 Section G for full-time release KEA President after paying MPSERS costs, will be applied to this billed amount.

6. Association days used for collective bargaining shall not be counted towards the limitations in 1-4, when the District and KEA mutually agree to negotiate during a scheduled workday. It is understood that five (5) will nonetheless still apply.

Section Q: Teacher Call-In/Substitute Contact

The District agrees to maintain an online qualified substitute system.

Employees shall be required to enter their absences by: 1) logging into the online system, or 2) contacting the system's toll-free telephone number. Such entries are to be made in advance of the online system's cutoff time, which is no less than one hour prior to the employee's report time. If an employee needs to enter an absence after the online system's cutoff time, said employee must call the designated building person and state the reason for the absence. The designated person will then enter the absence into the online system.

All absences (and the reason for the absence) must be recorded in the online system regardless if a substitute is needed or not.

If it is verified that an employee regularly and consistently reports their absences late or does not enter the information in a timely manner, the appropriate administrator will document same, and the employee will be subject to discipline in accordance with this Agreement.

Section R: Special Area Substitutes

When teachers of elementary art, music, or physical education are absent, the principal or designee shall secure a competent substitute.

ARTICLE 22 – PROFESSIONAL COMPENSATION

Section A: Salary Schedules

The basic salaries of bargaining unit employees covered by this Agreement are set forth in Schedule A. Schedule B sets forth extra duty salaries, found in Appendix 4.

All bargaining unit employees shall receive a one-time 2% off-schedule pay to be paid on or before December 31, 2024. This payment will be treated as compensation for the purpose of MPSERS.

Level	2024-25 Salary	2025-26 Salary	Daily Rate
A	\$45,768.30	\$47,599.72	\$245.36
B	\$56,684.55	\$58,952.40	\$303.88
C	\$67,600.80	\$70,305.04	\$362.40
D	\$78,517.05	\$81,658.68	\$420.92
E	\$89,433.30	\$93,010.32	\$479.43

Behavioral Specialist Salary Schedule – See Appendix 4

Behavior Specialist Rates 2025-26

BHS1 - Behavior Specialist				BHS2 - Behavior Specialist Masters			
Step	Hourly Rate	Daily Rate	Annual Salary	Step	Hourly Rate	Daily Rate	Annual Salary
1	\$ 28.63	\$ 220.26	\$ 46,726	1	\$ 29.39	\$ 220.26	\$ 47,965
2	\$ 29.46	\$ 235.71	\$ 48,084	2	\$ 30.57	\$ 244.52	\$ 49,883
3	\$ 30.30	\$ 242.36	\$ 49,442	3	\$ 31.74	\$ 253.93	\$ 51,801
4	\$ 31.14	\$ 249.10	\$ 50,817	4	\$ 32.92	\$ 263.33	\$ 53,719
5	\$ 31.96	\$ 255.67	\$ 52,157	5	\$ 34.09	\$ 272.73	\$ 55,637
6	\$ 32.80	\$ 262.41	\$ 53,532	6	\$ 35.28	\$ 282.21	\$ 57,572
7	\$ 33.63	\$ 269.07	\$ 54,890	7	\$ 36.45	\$ 291.62	\$ 59,490
8	\$ 34.47	\$ 275.72	\$ 56,248	8	\$ 37.63	\$ 301.02	\$ 61,408
9	\$ 35.32	\$ 282.55	\$ 57,640	9	\$ 38.80	\$ 310.42	\$ 63,326
10	\$ 36.19	\$ 289.54	\$ 59,065	10	\$ 39.98	\$ 319.82	\$ 65,243
11	\$ 37.07	\$ 296.52	\$ 60,491	11	\$ 41.15	\$ 329.22	\$ 67,161
12	\$ 37.96	\$ 303.68	\$ 61,951	12	\$ 42.33	\$ 338.62	\$ 69,079

Enrollment Incentive—calculated on each bargaining unit members salary. Behavioral Specialists shall be eligible for this enrollment incentive. This payment will be treated as compensation for the purpose of MPSEERS.

	If Fall 2024 K-12 enrollment is:	Then salary increase is:
1	12,318 to 12,383	0.20%
2	12,384 to 12,449	0.40%
3	12,450 to 12,515	0.55%
4	12,516 to 12,581	0.70%
5	12,582 to 12,647	0.85%
6	12,648 to 12,713	1.00%

~~For all elementary assignments in place at the start of the school year, half of elementary planning time compensation shall be paid in thirty (30) calendar days following the fall state count day and half of such payment shall be paid in thirty (30) calendar days following the winter state count day. Any teacher hired for an elementary assignment or who has an increase in elementary time after the start of the school year will be paid a prorated payment within eight (8) weeks of hire or increased assignment.~~

Secondary class size compensation will be paid as stated in Article 7 Section F.

An annual \$650 stipend for lost planning time shall be paid to all collective bargaining unit members in two payments, one in the fall and one in the spring, to all active employees.

The District, by this agreement, communicates an intent to hire non-certified employees in the KEA Bargaining Unit to perform bargaining unit work as a classroom teacher. This agreement shall be governed by Michigan State Law and the following conditions. If a bargaining unit employee qualifies for a Full-Year Substitute Permit, they shall be directly hired and entitled to all provisions of the Master Agreement with the exception of:

1. Article 22 Section A and Schedule A. Salary shall be on Level A for up to three (3) years. Article 22 Section B
2. Article 22 Section H- No Advancement shall be accrued on the salary scale while working toward certification.
3. Upon completion of full certification, the teacher shall be placed on the Salary Schedule based on experience as a Non-Certified teacher as if it were certified service.

Section B: Insurance

The employer shall provide a MESSA-PAK Insurance plan or cash option to all bargaining unit employees. Part-time employees who select Plans A, ~~or~~ B, C, or D may do so at an additional cost, as described below.

Full Medical (Plan A₁) KEA Only – Available to only ONE spouse if both spouses are KPS employees.

<p>Health Employer paid premium will include the difference in premiums from Plan C to this plan.</p>	<p>MESSA Choices: H—</p> <ul style="list-style-type: none"> • \$500/1000 In-Network deductible • \$1000/2000 annual Out-of-Network deductible • \$20/\$20/25/50 OV/SV/UC/ER (Office Visits/Specialist Visits/Urgent Care/Emergency Room) co-pay • \$20/\$20/\$20 IN Teladoc Health 25-7/MH/PC co-pay • SAVER-Rx 5-Tier Rx • Includes Preventative Hearing Care • Adult Immunizations
<p>Long Term Disability Employer Paid</p>	<p>66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver</p>
<p>Negotiated Life- Employer Paid</p>	<p>\$10,000 and \$10,000 AD&D</p>
<p>Vision- Employer Paid</p>	<p>VSP 3 - Gold</p>
<p>Dental – Delta Dental 80%/20% Cost Share Class I, II, III + max Class IV + max Coordinated Riders</p>	<p>80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants</p>

Full Medical with HSA (Plan € B) KEA/BSA – Available to only ONE spouse if both spouses are KPS employees

<p>Health Employer paid premium will include the difference in premiums from Plan C to this plan.</p>	<p>MESSA Account Based Choices (ABC 1) Plan 1</p> <ul style="list-style-type: none"> • \$1700/\$3400 \$1650/\$3200* annual In-Network deductible • \$3400/\$6800 \$3200/\$6400* annual Out-of-Network deductible • 3-Tier Rx MESSA ABC Rx • Includes Preventative Care and Hearing Care • Adult Immunizations <p>*Or minimum “High Deductible Plan” deductible allowed per IRS Regulations.</p>
<p>Health Savings Account</p>	<p>HSA Administered by Health Equity HSA Contributions shall be earned on per diem basis between first workday of January and last teacher workday 80% \$1280/\$2560 to be contributed by District in January (prorated for new hires after January 1)</p>
<p>Long Term Disability Employer Paid</p>	<p>66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver</p>
<p>Negotiated Life- Employer Paid</p>	<p>\$10,000 and \$10,000 AD & D</p>
<p>Vision- Employer Paid</p>	<p>VSP 3 - Gold</p>
<p>Dental – Delta Dental 80%/20% Cost Share Class I, II, III + max Class IV + max Coordinated Riders</p>	<p>80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants</p>

Full Medical with HSA (**Plan C**) **KEA/BSA** – Available to only ONE spouse if both spouses are KPS employees

<p>Health Employer paid premium 80%</p>	<p>MESSA Account Based Choices (ABC 1) Plan 1</p> <ul style="list-style-type: none"> • \$1700/\$3400 \$1650/\$3200* annual In-Network deductible • \$3400/\$6800 \$3200/\$6400* annual Out-of-Network deductible • 5-Tier Rx MESSA ABC Rx • Includes Preventative Care and Hearing Care • Adult Immunizations <p>*Or minimum “High Deductible Plan” deductible allowed per IRS Regulations.</p>
<p>Health Savings Account</p>	<p>HSA Administered by Health Equity HSA Contributions shall be earned on per diem basis between first workday of January and last teacher workday 80% \$1280/\$2560 to be contributed by District in January (prorated for new hires after January 1)</p>
<p>Long Term Disability Employer Paid</p>	<p>66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver</p>
<p>Negotiated Life- Employer Paid</p>	<p>\$10,000 and \$10,000 AD & D</p>
<p>Vision- Employer Paid</p>	<p>VSP 3 - Gold</p>
<p>Dental – Delta Dental 80%/20% Cost Share Class I, II, III + max Class IV + max Coordinated Riders</p>	<p>80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants</p>

Full Medical with HSA (Plan D) KEA/BSA – Available to only ONE spouse if both spouses are KPS employees

<p>Health Employer paid premium 80%</p>	<p>MESSA Account Based Choices (ABC 1) Plan 1</p> <ul style="list-style-type: none"> • \$2000/\$4000 \$1650/\$3200 * annual In-Network deductible • \$4000/\$8000 \$3200/\$6400 * annual Out-of-Network deductible • 5-Tier Rx MESSA ABC Rx • Includes Preventative Care and Hearing Care • Adult Immunizations <p>*Or minimum “High Deductible Plan” deductible allowed per IRS Regulations.</p>
<p>Health Savings Account</p>	<p>HSA Administered by Health Equity HSA Contributions shall be earned on per diem basis between first workday of January and last teacher workday 80% \$1280/\$2560 to be contributed by District in January (pro-rated for new hires after January 1)</p>
<p>Long Term Disability Employer Paid</p>	<p>66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver</p>
<p>Negotiated Life- Employer Paid</p>	<p>\$10,000 and \$10,000 AD & D</p>
<p>Vision- Employer Paid</p>	<p>VSP 3 - Gold</p>
<p>Dental – Delta Dental Employer Paid Class I, II, III + max Class IV + max Coordinated Riders</p>	<p>80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants</p>

Supplemental Health (Plan B E) – Available to all employees but required for any employee whose spouse is covered by Full Medical (Plan A, B, C, or D) provided by KPS.

Long Term Disability Employer Paid	66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver
Negotiated Life- Employer Paid	\$10,000 and \$10,000 AD & D
Vision- Employer Paid	VSP 3 - Gold
Dental – Delta Dental 80%/20% Cost Share Class I, II, III + max Class IV + max Coordinated Riders Dental – Delta Dental 80%/20% Cost Share	80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants
Cash in Lieu – see Art. 22(C) for details	\$350/month or \$100/month with spouse at KPS receiving Health Plan A, B, C, or D.

Behavioral Specialists shall receive the same Health Savings Account (HSA) employer contribution, if applicable.

Should an employee leave employment with the District before the conclusion of the school year, the District reserves the right to reclaim a pro-rata portion of the District's HSA contribution from the employee's salary, through payroll deduction, or from other funds owed to the employee at separation of employment. If multiple pay periods occur after notice of the employee's departure is received, deductions will if feasible be made in equal installments across the departing employee's remaining pay periods.

Full Medical (Plan A₂) BSA Only – Available to only ONE spouse if both spouses are KPS employees.

<p>Health Employer paid premium 80%</p>	<p>MESSA Choices: H—</p> <ul style="list-style-type: none"> • \$300/600 In-Network deductible • \$20/\$20/25/50 OV/SV/UC/ER (Office Visits/Specialist Visits/Urgent Care/Emergency Room) co-pay • \$20/\$20/\$20 IN Teladoc Health 25-7/MH/PC co-pay • SAVER Rx 3-Tier Rx • Includes Preventative Hearing Care • Adult Immunizations
<p>Long Term Disability Employer Paid</p>	<p>66 2/3 \$5,000 maximum/month 90 calendar day - modified fill Freeze on offsets Pre-existing condition waiver</p>
<p>Negotiated Life- Employer Paid</p>	<p>\$10,000 and \$10,000 AD&D</p>
<p>Vision- Employer Paid</p>	<p>VSP 3 - Gold</p>
<p>Dental – Delta Dental</p> <p>Class I, II, III + max Class IV + max Coordinated Riders</p>	<p>80/80S/80: \$2,000 80: \$2,000 50/50/50/50: \$1,500 Sealants</p>

Percentage Base, Annual Rates and Hourly Rates
 Extra Duty Salaries for 2025-26

Section A: Rates

The following pay scales shall apply to fully certified, qualified teachers and other bargaining unit employees for performing the duties.

Schedule B₁: High School Rates 2025-26

Activity	Head Coach or Lead Advisor	Assistant Coaches or Assistant Advisor
Baseball	\$5,116.77	\$3,581.74
Basketball	\$7,572.84	\$5,280.52
Phoenix Basketball	\$7,572.84	\$5,280.52
Cross Country	\$4,502.77	\$3,151.93
Football	\$7,368.16	\$5,157.71
Golf	\$3,684.08	
Ice Hockey	\$5,730.78	\$4,011.55
Soccer	\$4,502.77	\$3,151.93
Softball	\$5,116.77	\$3,581.74
Swimming	\$5,730.78	\$4,011.55
Tennis	\$3,684.08	\$2,578.86
Track and Field	\$4,912.10	\$3,438.47
Volleyball	\$5,321.44	\$3,725.01
Wrestling	\$5,526.12	\$3,847.82
Cheerleading-Football	\$3,274.74	\$2,292.31
Cheerleading- Basketball	\$4,502.77	\$3,151.93
Cheerleading- Competitive	\$3,684.08	
Athletic Game Aide	\$7,572.84	
Athletic Ticket Aide	\$7,572.84	
Head Driver Education	\$4,502.77	
High School Band Director	\$6,549.47	\$4,502.77
High School Choral Director	\$4,912.10	
High School Orchestra	\$4,912.10	
Instrumental Jazz	\$3,684.08	
Drama Coach	\$3,684.08	
Debate	\$4,912.10	\$1,637.36
Forensics	\$3,479.40	\$1,228.03
National Honor Society	\$1,228.03	
High School Yearbook	\$2,046.70	
High School Newspaper	\$1,228.03	
Day Care Center Director	\$4,093.42	
Mock Trial Coach	\$3,274.74	
Student Government	\$818.69	

B, Cont.

Young Educator Society/Future Teacher Development Leader (one elementary total and one per middle)	\$3,684.08	
Grades 9-12 Team Leader	\$1,350.83	
Department Heads	\$2,456.05	
Co-Op Heads	\$3,274.74	
Senior Class Sponsor	\$2,865.39	
Junior Class Sponsor	\$2,865.39	
Sophomore Class Sponsor	\$1,637.36	
Freshman Class Sponsor	\$1,637.36	
B.F.A Advisor	\$1,842.04	
F.C.C.L.A. Advisor	\$1,842.04	
D.E.C.A. Advisor	\$1,842.04	
Model United Nations Advisor	\$4,815.78	\$1,605.25

Schedule B₂: Secondary Class Size Overage Compensation

Position	Class Size Threshold for Payment	Payment Amount per class per Trimester 2024-25	Payment Amount per class per Semester 2025-26
English, Math, Science, and Social Studies	32 or More	\$554.54	
Secondary Classes (other than P.E. and F.A.)	36 or 37	\$554.54	
Secondary Physical Education	48 or More	\$554.54	

*See Article 7 Section E

Schedule B₃:Lead Teachers' Rates

Position	Annual Amount 2025-26	Summer Days at Curriculum Rate
Social Studies (6-12)	\$6,549.47	10 to 15 Days
Physical Education (K-12)	\$6,549.47	10 to 15 Days
Elementary Science (K-5)	\$6,549.47	20 Days
Secondary Science (6-12)	\$6,549.47	10 to 15 Days
Special Education Itinerant Ancillary Staff Lead (See Section P Below)	\$2,456.05	

Schedule B₄: Middle School Rates 2025-26

Activity	Head Coaches or Lead Advisor	Assistant Coaches or Assistant Advisor
Basketball	\$3,274.74	\$2,046.70
Football	\$2,865.39	\$2,865.39
Softball	\$2,046.70	
Tennis	\$2,456.05	
Volleyball	\$2,865.39	
Wrestling	\$2,865.39	
Cheerleading- Football	\$1,637.36	
Cheerleading- Basketball	\$2,046.70	
Track and Field	\$2,456.05	\$1,719.24
Athletic Aide	\$4,912.10	
Athletic Director/Coordinator- one per building	\$7,368.16	
Department Heads	\$1,923.90	
Middle School Band Director	\$2,046.70	
Middle School Choir Director	\$2,046.70	
Middle School Orchestra Director	\$2,046.70	
Drama Plays	\$1,473.63	
Grade 6-8 Team Leader	\$1,350.83	
Middle School Musical Director	\$1,228.03	

Schedule B₅: Elementary Rates

Position	Hours Cap	Rates of Pay Time Period	Year 2024-25	Year 2025-26
Student Assistant Leader		Per Hour	\$25.78	\$26.30
Black History Quiz Bowl	60 Hours Max	Per Hour	\$24.94	\$25.44
Social Studies Olympiad	60 Hours Max Per Event	Per Hour	\$24.94	\$25.44
Science Fair/ Olympiad	60 Hours Max Per Event	Per Hour	\$24.94	\$25.44
Drama/ Plays	60 Hours Max Per Event	Per Hour	\$24.94	\$25.44
Elementary Intramural Sports	60 Hours Max Per Event	Per Hour	\$24.94	\$25.44
Extra Duty Supervision	60 Hours Max Per Event	Per year	\$1,388.51	\$1,416.28
Splits		Per Year	\$3,934.46	\$4,013.15

Schedule B₆: All Levels Other Assignments- Hourly and Various Rates

	2024-25	2025-26
Curriculum Rate	\$24.94	\$25.44
Summer School Teacher	\$24.94	\$25.44
Substituting During Planning	\$49.89	\$55.00
EXPO	\$17.17	\$17.51
In-Service Activities	\$16.78	\$17.12
Mentor Teacher	See Article 31	See Article 31
Secondary Counselors and Behavioral Specialists- ten (10) additional days	Pro-Rata Pay	Pro-Rata Pay
FIT	Varies by Building	Varies by Building
Grade-Level/Department Meeting Facilitators (excluding Department Heads)- Maximum 1.5 hours per meeting	24.94	\$25.44
Art, Music, and Physical Education preparation, setup/takedown, and supervision of exhibits, performances, or competitions outside of school hours (20 hours maximum in hourly pay or comp time)	\$24.94	\$25.44

per LOA#18

ARTICLE 27 – REDUCTION OF ANCILLARY STAFF PERSONNEL AND RECALL PROCEDURE

In the event it becomes necessary to reduce the number of ~~ancillary staff employees~~ **bargaining unit members** through layoff, the Association will be consulted and will be provided with all necessary data in order to monitor the procedure. The following procedure shall be applied using the criteria stated below whenever it becomes necessary to lay off ~~ancillary staff employees~~ **bargaining unit members** due to a decrease in enrollment or in revenue.

~~Section A: Probationary Ancillary Staff~~

~~The service of probationary ancillary staff employees shall first be discontinued, unless certain of the probationary ancillary staff employees are working in a position for which there are no qualified ancillary staff employees to fill the needs of the School District. Probationary ancillary staff employees shall be laid off on the basis of qualification, licensure, and seniority.~~

Section AB: Guidelines

~~Following the decisions as enumerated above relative to the layoff of probationary employees, non-probationary ancillary staff employees~~ **Bargaining unit members will be laid off on the basis of the staffing criteria.** ~~qualifications, licensure, and seniority with the Kalamazoo School District. The parties agree that every effort will be made to continue to employ more senior ancillary staff employees following a layoff provided that all remaining ancillary staff employees are qualified as defined by this Agreement for the remaining positions available in the School District.~~

~~Section B C: Guideline Exceptions~~

~~Exceptions may be made in positions in which no other ancillary staff employee~~ **bargaining unit member** ~~with more service has the necessary qualifications to fill such assignments.~~
~~The document entitled "Career Directory" may provide additional qualifications.~~

Section B D: Layoff Notification

No ancillary staff employee **bargaining unit member** shall be laid off pursuant to a necessary reduction in work force unless said ~~ancillary staff employee~~ **bargaining unit member** shall have been notified of said lay off at least thirty (30) days prior to the scheduled beginning of the school year of said reduction.

In the event of an unexpected reduction of revenue occurring after the start of the school year when such revenue was dedicated to maintaining lower elementary class size or other unexpected reduction of revenue that causes the reduction or elimination

of an educational program, no ~~ancillary staff employee~~ **bargaining unit member** shall be laid off pursuant to a necessary reduction in work force unless said ~~ancillary staff employee~~ **bargaining unit member** shall have received preliminary notice and been notified of said lay off at least sixty (60) calendar days prior to the scheduled beginning of the semester of said reduction. ~~Such preliminary notice for mid-year layoffs shall be in writing and given to the Association and potentially affected ancillary staff employees as soon as possible, but in no case later than thirty (30) days prior to the scheduled beginning of the school year of said reduction.~~ The preliminary notice will include the reason(s) why the lay-off may occur. A voluntary meeting will be held with all the affected ~~ancillary staff employees~~ **bargaining unit member** including Association representation within a reasonable period of time following issuance of the preliminary notice.

Section C E: Retirement Eligibility

Any teacher who would have qualified for retirement during the reduction year shall be permitted to teach that year so as to acquire needed service. This provision may be invoked only once by a teacher.

Section D F: Fringe Benefits Over Summer

Employees subject to lay off for the following school year shall receive fringe benefits during the summer months.

Section E G: Employee Paid Benefits

A laid off bargaining unit employee may choose to continue existing insurance benefits, with the District continuing paid coverage in proportion to the employee's service for the school year. After that point, the employee may continue paid coverage in accordance with MESSA's termination benefits, if eligible. And finally, the employee may pay for continued coverage in accordance with his/her COBRA rights. When monthly premium payments are required, the employee will pay the bargaining unit's per-employee group rate for the same coverage as was provided by the District.

Section F H: Substitute Priority

A laid off ~~ancillary staff employee~~ **bargaining unit member** shall, upon application, be granted priority status on the District's paid substitute list for all areas in which the ~~ancillary staff employee~~ **bargaining unit member** is qualified excluding teaching positions. ~~If the District uses an outside agency for substitutes, the outside agency will be given the names of laid-off ancillary staff employees who are to be given such priority status to be hired.~~

Section G I: Recall Guidelines

An ~~ancillary staff employee~~ **bargaining unit member** who is laid off shall be appointed to the first vacancy in the District for which ~~he/she is~~ **they are** qualified, **based on the staffing criteria**. ~~Rehiring of laid-off ancillary staff shall be in order of seniority provided the employees are qualified for the existing vacancy.~~

Section H J: Acquiring Additional Certification

~~Ancillary staff~~ **Bargaining unit member** employees who secure additional qualifications and certification while on layoff may be eligible for recall in both the old and new area of qualification and certification. ~~In addition, such ancillary staff employee shall have the right to displace a less senior ancillary staff employee at the beginning of the school year provided such ancillary staff employee has notified Human Resources in writing of his/her intent to obtain additional certification no more than ten (10) calendar days after the receipt of his/her assignment status for that year. Ancillary staff employee on layoff shall submit written plans for and projected completion date of such additional qualification or certification to the Assistant Superintendent of Human Resources on or before March 1 of the preceding year. Ancillary staff employees who receive notification of lay off for the ensuing school year prior to the end of the current school year shall submit written plans for and projected completion date of such additional qualification or certification to the Assistant Superintendent of Human Resources prior to June 20 of that year. To be eligible for recall in a new area of certification, an ancillary staff employee must submit proof of credentials to Human Resources.~~ **The bargaining unit member to inform the district of the new certification.**

Section I K: Recall Notification

Notification of recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the ~~ancillary staff employee~~ **bargaining unit member's** last known address. It shall be the responsibility of the ~~ancillary staff employee~~ **bargaining unit member** to notify the District of any change in address.

Section J L: Recall Refusal

A laid-off ~~ancillary staff employee~~ **bargaining unit member** shall be considered laid-off until he/she is reinstated in the District or the ~~ancillary staff employee~~ **bargaining unit member** resigns. Refusal of an offer from the District for a position for which the laid off ~~ancillary staff employee~~ **bargaining unit member** is certified, qualified and/or licensed or failure to respond within ten (10) weekdays of the receipt of a written offer of a position made by the District, shall be cause for termination. However, ~~ancillary staff employee~~ **bargaining unit members** recalled from layoff shall have the option to take an unpaid leave of absence for the balance of the school year.

Section K M: Restoration of Benefits

All accrued benefits to which an ~~ancillary staff employee~~ **bargaining unit member** was entitled at the time ~~their his/her~~ layoff commenced including unused sick leave will be restored upon ~~their his/her~~ return to active employment.

Section ~~L N~~: Involuntary Transfers **for Ancillary Staff**

When it is necessary to reduce the number of ancillary staff employees through layoff, the District shall affect involuntary transfers of ancillary staff employees to their major area of study as defined in this article or to any other area in which they are qualified, where applicable, as a means of ensuring the retention of as many senior ancillary staff employees as possible. This paragraph does not apply to teaching assignments.

Section ~~M O~~: **Ancillary and BSA** Involuntary Transfer Exemption

When it is necessary to reduce the number of ancillary staff employees through layoff, any ancillary staff with twenty (20) years or more seniority in the District may declare ~~themselves himself/herself~~ exempt from involuntary transfer for any reason other than necessary reduction in a department, elimination of a job or position, or building closing. Ancillary staff employees who wish to use this exemption must file ~~their his/her~~ intent in writing with the Human Resources Office each year by May 1st.

Section ~~N P~~: Minority Hiring

It is mutually agreed that the District shall, **to the extent permitted by law**, exercise the right and responsibility to hire minorities whenever possible to enhance the ethnic ratio of our staff.

Section ~~O Q~~: Court Orders

It is understood that the above procedures shall not conflict with currently effective Federal Court Orders. However, should these Court Orders be changed or modified in any way, this article will be open for renegotiation.

Section ~~R R~~: Unemployment Compensation Benefits

In the event that a bargaining unit employee is notified of layoff to be effective after the end of a current school year and such employee is subsequently recalled on or before the start of the succeeding school year, the employee shall reimburse the District the amount of unemployment compensation benefits paid to that employee during the weeks of the intervening summer denial period. Reimbursement shall be accomplished through equal amounts of payroll deductions commencing with the first payroll after recall. Such deductions shall return money to the District in the same manner as the unemployment compensation was received by the employee (i.e., unemployment compensation received over twelve (12) weeks will be reimbursed to the District over twelve [12] weeks).

Section ~~S~~: **Specialized Layoffs**

In the event it becomes necessary to reduce the number of identifiable specialized bargaining unit members categories, such reductions will be made on the staffing process criteria in Article 12 Section A.

APPENDIX 2: LETTERS OF AGREEMENT

Letter of Agreement #1 - Middle School Letter

LETTER OF AGREEMENT #1 (TA 8/24/24)
between
KALAMAZOO PUBLIC SCHOOLS
and the
KALAMAZOO EDUCATION ASSOCIATION

RE: Middle School Schedule Change to a ~~Six (6)~~ **Seven (7)** Period Day ~~Trimester~~ **Semester** Schedule

Currently, the middle school program requires revision to enhance the amount and degree of instruction available for students in their middle school years. The parties have agreed to establish an organizational framework as set forth herein, which permits flexibility and employs a variety of strategies to facilitate effective learning for the middle school student.

The parties have recognized that a number of contractual provisions maintained in the body of the Agreement need to be changed so as to effectuate a ~~six (6)~~ **seven (7)** period day, ~~trimester~~ **semester** schedule. The parties have agreed that the following provisions shall be effective for the ~~2024-2025~~ **2025-2026** school years:

1. The parties recognize that the District will establish a ~~six (6)~~ period day. Each period shall be of equal length not less than ~~fifty~~ **forty-eight (58 48)** minutes nor more than ~~sixty~~ **fifty-one (61 51)** minutes. Variance between class periods shall not exceed more than three (3) minutes. The weekly teaching load in the middle school for all full-time teachers will be ~~twenty-five~~ **thirty (25 30)** periods [~~five (5)~~ **six (6)** per day] and, subject to Article 6 Sections C, D, and G, five (5) periods [one (1) per day] assigned for daily planning.

A portion of said planning time, not to exceed two (2) meetings per month, will be utilized for team planning. Teachers shall be given the option of doing the team planning during the regular school day or at another time as determined by the team. No matter when the team decides to fulfill their obligation to participate in team planning, such planning shall be subject to monitoring by the building principal. All teachers shall be assigned to a team with which they share a common plan. All meetings shall be scheduled and publicized by semester using the same timelines as the semester meeting calendar. Such schedule shall be provided to the principal and all members of the team.

Each team shall have a Team Leader or Co-Team Leaders who shall be jointly selected by the principal and the respective members of each team, no later than May 23, for the ensuing school year. Such Team Leaders shall be compensated in accordance with the extra-duty schedule applicable thereto (B4). In the event that the principal and the members of a team cannot reach agreement as to who should be selected as Team Leader by May 23rd, the issue as to who will be appointed as the Team Leader shall be referred to a committee of four (4) people within five (5) calendar days. That committee shall be composed of two (2) central-office administrators designated by the Superintendent; the President of the Association; and a building Association Representative, selected by the Association, at the affected building. When making its decision, the committee shall seek input from the principal and all staff members in the affected team. The decision of the committee shall be binding. If such committee cannot reach a decision by June 15, the Superintendent shall be notified, and will have thirty (30) calendar days to make a final determination.

~~Team Leaders will be compensated an additional three and \$1,204.96 \$1,235.08 for their additional responsibilities.~~

Approved - Middle School LOA 2025-2026 - (5/13/25)

2. With the exception of classes in music, study hall, physical education, and counseling group assignments, it is agreed that the maximum number of students assigned to any middle school teacher in a **trimester semester** shall not exceed one hundred sixty (160) students per school day and thirty-five (35) students per class period. The District agrees that teachers with 159 students daily will receive a caseload coverage of ~~\$200.00~~ **\$300.00** per **trimester semester**, and teachers with a caseload of 160 students shall receive an overage of ~~\$400.00~~ **\$600.00** per **trimester semester**, **unless allotted more per Appendix 3 Compensation Schedules**. These overages shall be paid in the exact manner as preparation and class size overages. Article 7 Section F will be modified to reflect these additional overage payments. **During the 2025 - 2026 School Year with written agreement from the association, the district, and an affected teacher, a teacher may be assigned up to an additional 10 students above the maximum number of students assigned per school day to accommodate a new prep not previously taught in a previous school year (using a waiver form). If this new prep constitutes additional pay as depicted below, the affected teacher will receive that compensation accordingly. This waiver will expire at the close of the 2025-2026 school year. Waivers to exceed the maximum number of students assigned to any middle school teacher in a semester will not be an option after the 2025-2026 school year.**

However, grades 6, 7 and 8, Strategic Reading and Strategic Math classes shall be limited to a maximum class size of thirty-two (32) per class period.

In the unusual event that a classroom teacher has been assigned either thirty-six (36) or thirty-seven (37) students in a class, said teacher will be eligible for an additional payment of ~~five hundred dollars (\$500)~~ **seven hundred and fifty dollars (\$750)**, **unless allotted more per Appendix 3 Compensation Schedules**, per class per **trimester semester**, which they are assigned that contains thirty-six (36) or thirty-seven (37) students. A determination of class counts shall be made no later than fifteen (15) school days after the first day of the first **trimester semester** and ten (10) days after the first day of the second ~~and third trimesters~~ **semester**.

The maximum for physical education will be two hundred thirty (230) students per **trimester semester** or per any school day.

The parties agree that every reasonable effort will be made to balance grade level teams. If this cannot be effectuated due to the transfer of students or other plausible reasons, with written agreement from the association, the district, and an affected teacher ~~variances~~ **variances**, of more than five (5) pupils between grade levels teams may be waived (using the waiver form).

3. Duty-free lunch periods for all full-time teachers in the middle school will be provided. Such duty-free lunch periods shall be a minimum of ~~twenty-eight~~ **thirty (28 30)** minutes in duration. Teachers will not be required to remain in the building during this time provided they notify the building office.
4. The parties have agreed that no teacher in the core courses will be assigned more than three (3) preparations, hereafter referred to as preps, per **trimester semester**. Teachers assigned to teach more than one core subject or two (2) grade levels will not be assigned more than four (4) preps per **trimester semester**. No teacher will be assigned more than seven (7) preps per year.

No core teacher shall be assigned more than two (2) grade levels per year. **Teachers in the Middle School KPS Virtual Program can be assigned all three (3) grade levels (6-8).** Split teams will be created only when no other options are available.

5. In the event a core teacher has more than three (3) preps, or a non-core teacher has more than four (4) preps, per **trimester semester**, the teacher shall be entitled to premium compensation of ~~four hundred dollars (\$400)~~ **six hundred dollars (\$600)** per additional prep per **trimester semester**.

Approved - Middle School LOA 2025-2026 - (5/13/25)

In a ~~trimester semester~~ in which a class would be counted as a fourth (4th) prep for core teachers, or a fifth (5th) prep or non-core teachers, but the same ~~trimester semester~~ of the class has already been taught in a previous ~~trimester semester~~ of the same school year by the member, the payment shall be ~~three hundred dollars (\$300)~~ four hundred and fifty dollars (\$450).

~~When counting the number of preps for the year, the same course shall count as one prep regardless of the number of times it is taught that year. For example, Spanish I (a two trimester course in this example) might be taught by the same teacher first and third period during the first and second trimester and fourth period during the second and third trimester which would count as one (1) prep for the year but two (2) preps for the second trimester when both the first and the second parts of the same course would be taught during the same (second) trimester, and necessitate separate lesson plans.~~

The number of preps per ~~trimester semester~~ would be counted based on the course and the portion of the course being taught that ~~trimester semester~~. For example, if a teacher had 6th grade art (2 times), 7th grade art (2 times), and 8th grade art all in the same ~~trimester semester~~ that would count as three (3) preps for that ~~trimester semester~~. If these were the only courses that the teacher taught all year, the teacher would have three (3) preps for the year. The parties have agreed on the attached examples, which are illustrations only and are not exhaustive. ~~(See attachments.)~~ **Remove 2 attachments to the LOA**

6. Schedules for teachers with assignments in more than one (1) building shall be coordinated by the District on a case-by-case basis.
7. The parties have agreed that there will be ~~trimester semester~~ marking periods. To facilitate this, one half (½) day of record keeping will be provided at the ~~end of marking periods 1, 3, and 5~~ **midway point of first and second semester**. Middle School ~~Trimesters Semesters~~ shall align with High School ~~Trimesters Semesters~~. These half days will be used to prepare for parent/teacher conferences which may include structured at-risk progress monitoring and scheduling parent/teacher conferences for at-risk students.

One (1) day of record keeping will be provided at the end of ~~marking periods 2, 4, and 6 (or trimesters semesters 1, 2, and 3)~~ **2**. All bargaining unit employees will receive record keeping time within five (5) days of the end of the ~~marking period semester~~. Such time will be provided prior to when the ~~marking period semester~~ reports are due. ~~Staff members will receive their record keeping time prior to the marking period reports due date.~~ Grades for ~~twelve (12) week courses~~ are not due until ~~8:00 AM on the first scheduled workday of the week following~~ **6:00 PM on the records day** at the end of the ~~trimester semester~~. The ~~Teacher Access Center (TAC) student information system~~ shall remain open for the duration of the ~~marking period semester~~ and until the ~~marking period semester~~ report deadline.

8. Teachers shall participate in ~~eighteen twelve (18 12)~~ **12** hours of after school parent conference time per year. Compensation time shall be scheduled per the calendar agreement. Conferences shall be scheduled during the week in which mid-~~twelve week marking period~~ semester progress reports are available (i.e. the ~~seventh tenth~~ **tenth** week): six (6) hours each ~~twelve week marking period semester~~. A half day for students will be provided to accommodate afternoon conferences each ~~twelve week marking period semester~~. The faculty team shall select the conference option times for each ~~twelve week marking period semester~~ from those provided in the calendar.

9. **In place of Literacy Night, the Middle Schools shall engage the community through Spring Open House and 8th-grade promotion ceremonies. Bargaining unit members will select one (1) of these after-school events to attend as their second (2nd) semester required open house per Article 6 Section B.**

9. 10. Grade(s) will be entered regularly in the student information system.

Approved - Middle School LOA 2025-2026 - (5/13/25)

~~10.~~ 11. The parties have agreed that the contract provisions referring to the above-cited working conditions applying to a middle school program will remain in the main body of the Contract. The provisions as set forth in this Letter of Agreement shall take precedence over the old middle school provisions during any period that the School District maintains a middle school program with a ~~six (6)~~ **seven (7)** period day as defined in this Letter of Agreement unless modified by mutual agreement. All other contract provisions shall remain in full force and effect.

If, at a future date, the School District would attempt to unilaterally change the middle school program in such a manner which would attempt to change the provisions of the Letter of Agreement regarding class periods, planning periods, class size or the duty-free lunch period, the District would have to get the Association's permission through additional negotiations. Any attempt by the District to effectuate such a unilateral change without agreement of the Association would result in a return to the middle school provisions the following school year.

~~11.~~ 12. Both parties to this Agreement are committed to involving the teaching staff in meaningful input regarding the continued development and implementation of the middle school. The parties have agreed to the establishment of a Middle School Steering Committee. This Committee will be made up of four (4) teachers, one (1) per middle school, excluding alternatives, elected by the KEA members in that building and four (4) administrators appointed by the District. In addition, one (1) central office administrator, designated by the Superintendent, and (one) 1 member of the Association Executive Board (middle school at-large representative when possible) appointed by the Association shall also serve as ex-officio members of the steering committee. All recommendations from this or any other committee developing the middle school program shall be presented to the Board of Education by the full membership of the Steering Committee. This will assure all parties that the District's teaching staff have had the opportunity for direct input into the Board's decision-making process as the middle school program is developed and implemented.

The parties recognize that the success of the middle school program is dependent on the quality of work life of the people involved; therefore, program planners will preserve the general working conditions as set forth in this Agreement, and in non-conflicting provisions in the main body of the Collective Bargaining Agreement, in order to assure positive attitudes and high morale. As the program develops during the life of the current Collective Bargaining Agreement, installation and implementation problems may be resolved through the Contract Review process.

~~12.~~ 13. This Letter of Agreement is for the ~~2023-24~~ **2025-26** school ~~years~~ **year** and may be renewed and/or renegotiated no later than May 30, ~~2024~~ **2026** upon the agreement of both parties. If not renewed or renegotiated, the middle schools' program (grades 6-8) will revert back to a six (6) period day ~~trimester~~ **semester** school year without teams but maintaining class size, preps, and other compensation referenced within this document. This Letter of Agreement neither sets a precedent nor constitutes a practice.

For the Kalamazoo Education Association:

/s/Heather Reid
October 8, 2025

Heather Reid
Oct 8, 2025

For the Kalamazoo Public School District:

/s/Steve Leland
October 8, 2025

S. Leland
Oct. 8, 2025

Revised: May 26, 2010; August 16, 2010; April 15, 2011; August 16, 2011; May 1, 2012; May 15, 2013; April 22, 2014; August 1, 2014; July 27, 2016; August 15, 2018; September 14, 2023; August 24, 2024, October 8, 2025

Letter of Agreement #4 - ~~Trimester~~ Semester Scheduling at The High Schools

**LETTER OF AGREEMENT
between the
KALAMAZOO EDUCATION ASSOCIATION
and
KALAMAZOO PUBLIC SCHOOLS**

RE: ~~Trimester~~ Semester Scheduling at KILP, Phoenix, Kalamazoo Central and Loy Norrix High Schools

The Kalamazoo Education Association, hereinafter known as the "Association", and the Kalamazoo Public Schools, herein known as the "District", hereby agree to the following with respect to the implementation of ~~Trimester~~ Semester Scheduling at KILP, Phoenix, Kalamazoo Central and Loy Norrix High Schools beginning with the ~~2019-2020~~ 2025-2026 school year.

I. COMMON PROVISIONS

- A. The regular school day shall consist of ~~five (5)~~ **seven (7)** instructional periods for students, each of which will be no less than ~~seventy (70)~~ **fifty (50)** minutes.
- B. Passing time between classes shall be five (5) minutes.
- C. The District shall provide a thirty (30) minute duty free lunch period for all Association members. This thirty (30) minute duty-free lunch includes one (1) five (5) minute passing time either to or from lunch.
- D. Subject to Article 6, Section G, the District shall provide each full-time teacher with one planning period per school day of no less than ~~seventy (70)~~ **fifty (50)** minutes.
- E. Team planning (required for Loy Norrix and Kalamazoo Central only) and regular planning periods for part-time staff members shall be pro-rated in accordance with his/her assignment.
- F. Beginning the 2023-24 school year, the District's obligation toward scheduling co-teachers with a common plan time shall be limited to a special education teacher sharing a common plan time with one (1) general education teacher, and no special education teacher shall team with more than two (2) teachers per ~~trimester~~ **semester** and no more than two (2) subjects per ~~trimester~~ **semester**. Beginning with the 2024-25 school year, if a co-teacher is paired with more than one (1) co-teacher that results in a different plan time, then the District shall pay up to one (1) hour per week at the curriculum rate that is documented by the co-teachers completed timesheet(s). Payment is conditioned on timesheets and lesson plans being submitted to the principal during the pay period worked.
- G. Beginning in the 2025-2026 school year, each teacher will have a seminar class on their schedule every semester. Teachers need not submit lesson plans for the seminar. Teachers are required to take attendance for the seminar. Teachers will not be evaluated or observed for their evaluation during seminar.
- H. The District shall make every effort to keep the number of preparations, hereafter referred to as prep(s), for each teacher to a minimum. It is expected that the normal load of preps be three (3) per ~~trimester~~ **semester**. A teacher will not be assigned more than seven (7) preps per year.
- I. In the event a teacher has more than three (3) preps per ~~trimester~~ **semester**, the teacher shall be entitled to premium compensation of ~~four hundred dollars (\$400)~~ **six hundred dollars (\$600)** per additional prep per ~~trimester~~ **semester**.

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In a ~~trimester~~ semester in which a class would be counted as a fourth (4th) prep, but the same ~~trimester~~ semester of the class has already been taught in a previous ~~trimester~~ semester of the same school year by the member, the payment shall be ~~two hundred and fifty dollars (\$250).~~ three hundred and seventy-five dollars (\$375).

When counting the number of preps for the year, the same course shall count as one (1) prep regardless of the number of times it is taught that year. ~~For example, English 9 A and English 9 B (a two trimester course in this example) might be taught by the same teacher first and third period during first and second trimester and second and third trimester which would count as two preps for the year and two preps for the second trimester when both first and second parts of the same course would be taught during the same (second) trimester, and necessitate separate lesson plans.~~

A and B sections of a course shall count as two (2) preps. ~~However, Advance Placement courses (AP A, AP B, and AP C), Strategic Reading Courses (SRS A, SRS B, and SRS C), special education classes (Math 1A, 1B, and 1C; English 1A, 1B, 1C) which are A, B, and C sections with the same students and same period for the year shall count as one (1) prep for the year but each portion of the course (A, B, and C) shall count as a separate prep for each trimester.~~

In the unlikely event that a teacher is assigned more than seven (7) preparations in a year, the following provisions will be used: the affected teacher and an Association Representative designated by the Association President must be consulted, and both must agree to the additional prep. If a request is granted for a number of preps over seven (7), up to a maximum of ten (10), then the teacher will receive additional compensation in the amount as follows:

Number of preps per year	Additional Compensation
8	\$600
9	\$1,200
10	\$1,800

Such compensation for preps per year is in addition to any compensation for preps per ~~trimester~~ semester, as provided in Section G.

- J. The number of preps per ~~trimester~~ semester would be counted based on the course and the portion of the course being taught that ~~trimester~~ semester. For example, if a teacher had Chemistry A and Chemistry B (a one ~~trimester~~ semester course in this example) two (2) periods, Forensic Science (a one ~~trimester~~ semester course in this example) for one period, and Environment Science (a one ~~trimester~~ semester course in this example) for one period all in the same ~~trimester~~ semester, that would count as four preps for that ~~trimester~~ semester. The parties have agreed on the attached examples, which are illustrations only and are not exhaustive.
- K. The District shall make every effort to ensure that students successfully complete the "A" portion of a course prior to taking the "B" portion of the same course. In addition, the District shall make every effort to consecutively sequence the "A" and "B" portions of a course.
- L. Schedules, professional development, and meeting requirements for teachers with assignments in more than one building shall be coordinated cooperatively on a case-by-case basis by the building administrators with input from the teacher and copied to all parties and Human Resources.

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- M. The District shall ensure whenever necessary that scheduling is appropriately coordinated with ~~EFE~~ **CTE**, EFA and KAMSC classes that exist outside of the Phoenix, Kalamazoo Central, Loy Norrix High School, and KILP environments.
- N. Mid-~~trimester~~ **semester** progress reports **grades** shall be required for all students. The period being evaluated in the mid-~~trimester~~ **semester** marking **grade** reports shall be the first ~~six (6)~~ **nine (9)** weeks of the ~~twelve (12)~~ **eighteen (18)** week period/~~trimester~~ **semester**.
- O. Teachers shall participate in ~~eighteen (18)~~ **twelve (12)** hours of after-school parent conference time per year. Comp time shall be scheduled per the calendar agreement.

Conferences shall be scheduled during the week in which mid-~~trimester~~ **semester** progress reports are available (i.e., the seventh week): six (6) hours each ~~trimester~~ **semester**. ~~A half day for students will be provided to accommodate afternoon conferences each trimester.~~ Conference scheduling will follow the calendar rules. The faculty team shall select the conference option times for each ~~trimester~~ **semester** from those provided in the calendar.

- P. Per the permanent agreement on calendar, exams shall be conducted in accordance with provisions of the Calendar Rules in Appendix 4 of this agreement (See item 13).
- Q. Grades are due by ~~close-of-business~~ **6 p.m.** on the records day following exams.
- R. ~~Beginning with the 2012-2013 school year, two (2) additional minutes of instruction will be added to the student day to provide for the adjustment in the trimester conference schedule and trimester exam schedule. This shall be done by moving the tardy bell two (2) minutes earlier so that one (1) minute shall be added to first period and that one (1) minute added to the fourth period.~~
- R. The District agrees to facilitate the attendance of students enrolled in ~~EFE~~ **CTE** and EFA county programs. The District also agrees to hire substitutes for said programs at KCHS/LNHS for records days per the calendar agreement.

II. GRADE 9 KALAMAZOO CENTRAL AND LOY NORRIX

- A. Ninth grade students will continue to be organized into small learning communities called "Freshman Academies" at Loy Norrix and Kalamazoo Central High Schools.
- B. If the number of students assigned to any Freshman Academy English, mathematics, science, or social studies team teacher is thirty-two (32) or more students in a class, that teacher shall be entitled to premium compensation in accordance with Schedule B of the Agreement. A determination of class counts shall be made no later than fifteen (15) student days after the first day of the first ~~trimester~~ **semester** and ten (10) days after the first day of the second ~~and third trimesters~~ **semester**. After the initial determination of class counts, if the number is exceeded, the teacher will be eligible for the additional payment.
- C. Freshman Academy teachers assigned to teach Non-Freshman Academy classes shall be entitled to premium compensation per class per ~~trimester~~ **semester** in accordance with Schedule B of this agreement if thirty-six (36) or thirty-seven (37) students are assigned to the class.
- D. Teachers assigned to teach English, mathematics, science, and social studies in the same Freshman Academy shall receive their planning time during the same ~~seventy (70)~~ **fifty (50)** minute block per day.

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- E. The District shall provide each full-time teacher with a ~~seventy (70)~~ **fifty (50)** minute planning period per school day. A portion of said planning time, not to exceed ~~seventy (70)~~ **fifty (50)** minutes per meeting for two (2) meetings per month, will be utilized for team planning where teams exist.
- F. Each Freshman Academy shall have an Academy Team Leader, selected according to the provisions stated in Section IV of this Letter, who will be a member of the team, and teach a full schedule of classes, where appropriate, in the Freshman Academy. The Academy Team Leader will be responsible for coordination of goals determined by the team.

III. GRADES 10-12 KALAMAZOO CENTRAL AND LOY NORRIX

- A. If the number of students assigned to any classroom teacher is thirty-six (36) or thirty-seven (37) students in a class, that teacher shall be entitled to premium compensation per ~~trimester~~ **semester** per class in accordance with Schedule B of the Agreement. A determination of class counts shall be made no later than fifteen (15) school days after the first day of the first ~~trimester~~ **semester** and ten (10) days after the first day of the second ~~and third trimesters~~ **semester**.
- B. If a Non-Freshman Academy teacher is assigned to teach a Freshman Academy English, mathematics, science, or social studies class, that teacher shall be entitled to premium compensation per class per ~~trimester~~ **semester** in accordance with Schedule B of this agreement if thirty-two (32) or more students are assigned in a class.
- C. The District shall provide each full-time teacher with a ~~seventy (70)~~ **fifty (50)** minute planning period per school day.

IV. FRESHMAN ACADEMY LEADERS

- A. Selection: The Academy shall have an Academy Leader who shall be jointly selected by the principal and the respective members of each Academy, no later than the second week of the school year. These Academy Leaders shall be compensated in accordance with the extra-duty schedule applicable thereto. In the event that the principal and the members of an Academy cannot reach agreement as to who should be selected as Academy Leader by the second week of the school year, the issue as to who will be appointed as the Academy Leader shall be referred to a committee of four (4) people within five (5) calendar days. That committee shall be composed of two central-office administrators designated by the Superintendent; the President of the Association; and a building Association Representative selected by the Association at the affected building. When making its decision, the committee shall seek input from the principal and all staff members in the affected Academy. The decision of the committee shall be binding. If such committee cannot reach a decision by the end of the fourth week of school year, the Superintendent shall be notified, and will have thirty (30) calendar days to make a final determination.
 - a. Compensation: Academy Leaders will be compensated an additional \$1,235.08 for their additional responsibilities.

V. ADDITIONAL CONDITIONS RELATED TO THE ~~TRIMESTER~~ SEMESTER SCHEDULE

- A. This Letter of Agreement is for the ~~2023-24~~ 2025-2026 school years and may be renewed and/or renegotiated no later than April 1, ~~2024~~ 2026, upon the agreement of both parties. If not

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renewed or renegotiated, the high schools' program (grades 9-12) will revert back to a six (6) period day as stated within the 1994-1996 Agreement.

B. This Letter of Agreement neither sets a precedent nor constitutes a practice.

Heather Reid Oct 7, 2025

For Kalamazoo Education Association:
/s/Heather Reid

S. Leland Oct 7, 2025

For Kalamazoo Public School District
/s/Steve Leland

Revised: April, 2011; May, 2011; August 16, 2011; May 9, 2012; May 15, 2013; April 22, 2014; August 1, 2014; Renumbered from #5 to #4 on 9/3/2015; July 27, 2016; August 11, 2017; September 14, 2023; August 19, 2024; March 25, 2026

Letter of Agreement #18 – Pay for Subbing on Plan

Letter of Agreement

Between the KALAMAZOO EDUCATION ASSOCIATION

And the

KALAMAZOO PUBLIC SCHOOLS

The Kalamazoo Education Association and Kalamazoo Public Schools agree to a change, as outlined below, in the pay rate for any Association member substituting in place of all or part of their regular duty schedule.

For the 2025-2026 school years, the District will adjust the pay rates for Association employees who substitute after the date that this letter of agreement is executed.

1. The District will double the rate of pay for secondary employees who substitute on their plan period in Schedule B. Thus, the Association sub pay rate will be ~~\$50.00~~ **\$55.00** per hour, **prorated for periods less than an hour.**
2. Elementary classroom teachers who teach their own students plus additional students where the teacher is not the teacher of record will be paid an additional ~~\$50.00~~ **\$55.00** per day for each teacher that accepts students.
3. Elementary specials teachers who teach another classroom teacher's class will be compensated an additional ~~\$50.00~~ **\$55.00** per day.
4. Part-time teachers who substitute outside of their regular work time will be paid their regular per diem while substituting.
5. If an elementary teacher loses plan time, the teacher will be compensated at ~~\$50.00~~ **\$55.00** per hour, prorated.

Clarification of Substitute LOA

This document will be used in conjunction with the Subbing on Plan Letter of Agreement. The clarification is for the elementary division in regards to specials teachers.

1. Classroom teachers that teach elementary music, art or physical education will receive \$50/day maximum regardless of the number of class periods they teach that contain extra students in a single day.

2. In an effort to support the increase in class size due to classes being split, specials teachers who do not have a class assigned due to the absence of a teacher will be assigned to other classrooms as needed consistent with Article 4 Section A.

3. The \$50/day would be prorated for instructional days less than a full day by that percentage. Example ½ day (50%) would equal a \$25 prorated.

4. Plan time that was missed prior to the implementation of Sub LOA (April 21 , 2023) will be paid at the original curriculum rate of \$23.40.

This understanding does not establish a precedent, custom or binding practice in any other matter. This agreement shall expire on the last day of school in June 2026.

For Kalamazoo Education Association:

For Kalamazoo Public Schools:

Heather Reid

Steve Leland

KEA President

Director of Human Resources

Date: --/--/25

Date: --/--/25

Schedule A 2025-26

Step	KEA Bachelors	KEA Masters	KEA Masters+30	KEA Doctorate
1	\$ 47,599	\$ 47,599	\$ 58,952	\$ 58,952
2	\$ 47,599	\$ 47,599	\$ 58,952	\$ 58,952
3	\$ 47,599	\$ 58,952	\$ 58,952	\$ 70,305
4	\$ 47,599	\$ 58,952	\$ 58,952	\$ 70,305
5	\$ 58,952	\$ 58,952	\$ 58,952	\$ 70,305
6	\$ 58,952	\$ 58,952	\$ 70,305	\$ 70,305
7	\$ 58,952	\$ 58,952	\$ 70,305	\$ 81,658
8	\$ 58,952	\$ 70,305	\$ 70,305	\$ 81,658
9	\$ 58,952	\$ 70,305	\$ 70,305	\$ 81,658
10	\$ 70,305	\$ 70,305	\$ 70,305	\$ 81,658
11	\$ 70,305	\$ 70,305	\$ 70,305	\$ 81,658
12	\$ 70,305	\$ 70,305	\$ 81,658	\$ 81,658
13	\$ 70,305	\$ 81,658	\$ 81,658	\$ 93,010
14	\$ 81,658	\$ 81,658	\$ 81,658	\$ 93,010
15	\$ 81,658	\$ 81,658	\$ 81,658	\$ 93,010
16	\$ 81,658	\$ 81,658	\$ 93,010	\$ 93,010
17	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
18	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
19	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
20	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
21	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
22	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
23	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
24	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
25	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
26	\$ 81,658	\$ 93,010	\$ 93,010	\$ 93,010
27	\$ 93,010	\$ 93,010	\$ 93,010	\$ 93,010
28	\$ 93,010	\$ 93,010	\$ 93,010	\$ 93,010
29	\$ 93,010	\$ 93,010	\$ 93,010	\$ 93,010
30	\$ 93,010	\$ 93,010	\$ 93,010	\$ 93,010