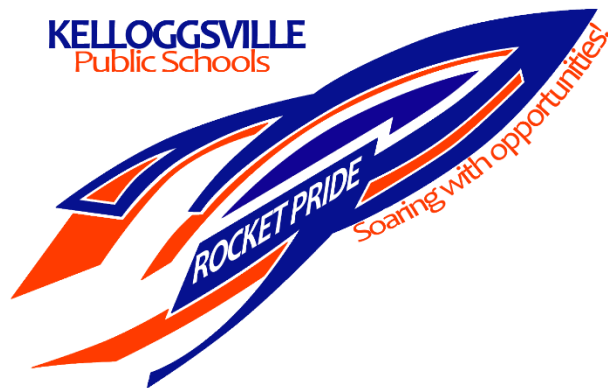


# Kelloggsville Public Schools



## **Master Agreement** Between The Kelloggsville Board of Education & Kelloggsville Educational Association (KEA)

August 22, 2024 – August 25, 2027

KELLOGGSVILLE PUBLIC SCHOOLS  
Kelloggsville Educational Association (KEA)  
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# Article 1

## 1.0 Recognition

### 1.1 Agreement

This agreement is entered into between the Board of Education of Kelloggsville Public Schools [Board], the Kent County Education Association [KCEA], Michigan Education Association [MEA], National Education Association [NEA] and the Kelloggsville Education Association [KEA].

### 1.2 The Unit

The KCEA, MEA, NEA, and KEA are the exclusive representatives of all of the unit members in the unit for the purposes of collective bargaining. The term “unit member(s)” when used in this Agreement shall refer to all unit members included in the unit.

The unit consists of two (2) categories: those eligible for tenure and those that are not eligible for tenure.

#### 1.2.1 Staff eligible for tenure under the Tenure Act:

1.2.1.1 Full-time and part-time unit members certified in PK-12 grades

#### 1.2.2 Ancillary staff is defined as: Licensed staff not eligible to receive tenure under the Tenure Act:

1.2.2.1 Counselors

1.2.2.2 Librarians – certified

1.2.2.3 Psychologists

1.2.2.4 Social Workers

1.2.2.5 Speech Therapists

1.2.2.6 Occupational Therapists

### 1.3 Excluded from the Unit

Any of the members in the following:

1.3.1 Substitute unit members

1.3.2 Administrators

1.3.3 Supervisors

1.3.4 Clerical

1.3.5 Custodial, maintenance, operations

1.3.6 Food Service

1.3.7 Transportation

- 1.3.8 Retired contracted unit members
- 1.3.9 Privatized/subcontracted unit members
- 1.3.10 All other persons employed by the Board who are not included in 1.2.1 or 1.2.2

1.4 New Positions

Any new positions created by the Board after the ratification date of this Agreement, possessing the same community of interest, will be included in this unit. Disputes concerning the “community of interest” will be submitted to Michigan Employment Relations Committee.

1.5 Negotiations

The Board agrees not to negotiate with any individual or organization other than the KEA for the duration of this Agreement.

## Article 2

### 2.0 Rights

#### 2.1 Board of Education Rights

- 2.1.1 Establish Policies – The KEA acknowledges that the Board, as officially constituted under the laws of the State of Michigan, is responsible for the establishment of policies designed to govern and maintain the school system.
- 2.1.2 Powers, Rights and Authority – The Board on its own behalf and on the behalf of the electors of the school district, retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and the United States, including, but without limiting the generality of the following rights:
- 2.1.2.1 Management and Control – The executive management and administrative control of the school system and its unit members, properties and facilities.
- 2.1.2.2 Relationship to Unit members – To hire all unit members, and determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer all such unit members.
- 2.1.2.3 Additional Rights – The Board delegates to its administrative staff the responsibilities of enforcing policies; construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, suspension, promotion and termination of unit members; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its unit members. The Board and administrative staff shall be free to exercise all managerial rights and authority as limited by law.
- 2.1.2.4 Use of Management Rights – Specific management rights in this Agreement are not included to be, nor shall be, restrictive of or a waiver of any rights of management not specifically provided for herein whether or not such rights have been exercised in the past.

## 2.2 KEA Rights

- 2.2.1 Nondiscrimination of Rights – The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, gender, sex (including gender identity and sexual orientation), or marital status. Said provisions shall also be applied without regard to membership in, or activities associated with, the KEA.
- 2.2.2 Religious and Political Discrimination – Unit members shall be entitled to full rights of citizenship and no religious or political non-employment activities of any unit member or lack thereof shall be grounds of any discipline or discrimination with respect to the employment of the unit member. However, the KEA recognizes that it is the unit member’s responsibility to fulfill their employment obligations.
- 2.2.3 Use of Facilities and Equipment – The Board grants to the KEA the right to use school building facilities after submitting a Building Use Form for each use desired. The Board shall provide reasonable use of office equipment and supplies for KEA business consistent with that provided other groups. When possible, bulletin boards in the staff lounge/work room(s) and other media of communications may be made available to the KEA.
- 2.2.4 District Information – The Board agrees to make available to the KEA, in response to a written request to the Superintendent, all district information that is available to the constituents of the school district. School records are not to be removed from the office in which they are located.
- 2.2.5 Use of School Mail – The KEA may use the inter-school mail, email service and unit member mailboxes for communications to the unit members.
- 2.2.6 Wearing of Insignias and Pins – The Board agrees that no unit member shall be prevented from wearing insignia or pins of membership in the KEA either on or off school premises.
- 2.2.7 Member Unit Changes – The district shall provide the KEA with the names and contact information (full name, telephone number, address, position and building) of all new hires in the unit the Friday before opening day. For unit members hired after opening day, the district shall provide the KEA with the contact information within five (5) district business days of hire date.

The district shall also provide the KEA with the names of any bargaining unit member that has a change in classification or status, including but not limited to retirement, resignation, termination, paid or unpaid leave and part/full time within five (5) district business days of the change. This notification shall be made, via email, to the KEA's leadership.

## Article 3

### 3.0 Professional Behavior and Standards

- 3.1 Compliance with Policy – The unit members shall comply with reasonable rules, regulations and directives as adopted by the Board or its representatives which are not inconsistent with provisions of this Agreement or the law.
- 3.2 Enforcement – The KEA recognizes that abuse of such rules, regulations, directives, leaves, chronic tardiness or absence, leaving the assigned work site without permission, willful deficiency in professional performance, or other violations of professional behavior by a unit member reflect adversely upon the education profession and create undesirable conditions in the school building, and thus shall be the basis for unit member discipline including up to termination. Alleged breaches of this agreement and code of ethics of the educational profession shall be reported to the offending unit member and the KEA within five (5) district business days.
- 3.3 Staff Discipline – Staff discipline decisions will be made pursuant to Board Policy # 3139 – Staff Discipline, which both parties acknowledge contains a clear and transparent procedure. KEA leadership will be notified of any updates and/or changes to Board Policy # 3139 within two weeks of Board approval of said changes. If Board policy changes, the changes go into effect at the end of the current contract and any state law changes will immediately go into effect. See Board Policy # 3139 below:

#### 3139 - STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, and the following principles and procedures.

A teacher may only be discharged, demoted, or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge, and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. The teacher shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, the teacher's designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.



After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than the equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher.

**3.4 Representation** – A unit member who has allegedly committed a breach in their professional behavior upon request shall be entitled to have a KEA representative during an investigatory meeting or disciplinary hearing conducted by the administration. When a request is made for such representation, no further action shall be taken with respect to the specific unit member until such representative of the KEA is present.

**3.5 Arbitrary and Capricious** – No unit member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage for reasons deemed arbitrary and capricious. Any such discipline, reprimand or reduction in rank, compensation or any professional advantage, shall be subject to the professional grievance procedure. All pertinent change in relevant information forming the basis for the disciplinary action will be made available within five (5) district business days to the unit member and the KEA upon written request of the unit member.

**3.6 Unit Member Dress Code** – All faculty and unit members of Kelloggsville Public Schools serve as role models for the students with whom they work and as leaders in the community. Unit members are expected to dress in appropriate professional attire that distinguishes them from students, and to follow basic

rules of good grooming and personal hygiene. Exceptions may be made for the following reasons:

- A. Nine (9) scheduled dress down days, scheduled at the discretion of the building administrator.
- B. Professional development days or days of non-student contact. The principal or supervisor is responsible for maintaining an acceptable standard of dress for unit members under their supervision.

3.7 Electronic Record Keeping – Elementary unit members must take attendance not more than 15 minutes after the beginning of the day in the a.m. and not more than 15 minutes after the lunch in the p.m. Secondary (6-12) unit members must take attendance at the beginning of every class period. If electronic attendance is not accessible, a written form is acceptable, electronically followed up on as soon as possible. Secondary unit members will have grades posted weekly on Synergy or current system.

### 3.8 Unit member Certification Responsibility

3.8.1 All instructional personnel shall possess teaching certificates that legally qualify them for work to which they are assigned. All unit members of core academic subjects must be highly qualified per federal law (NCLB). Core subjects include English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography (NCLB Section 9101). The acquisition of such certificates and keeping them up-to-date is the responsibility of the unit member. Unit members shall be responsible for their own professional development hours as required by law.

3.8.2 All teaching certificates shall be duly recorded with the Superintendent. If by June 30 of the current year, a unit member is not in possession of a certificate to teach that is valid for the next school year, they will be considered a voluntary quit and their position will automatically be declared vacant.

3.8.3 Bachelor's Degree Required – No new unit member shall be employed by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university.

3.8.4 Vocational Certification – Unit members assigned to vocational teaching positions shall hold vocational certificates in the area of specialization.

## Article 4

### 4.0 Protection of Unit Members

- 4.1 Responsibilities and Special Assistance for Students - It is the duty of unit members and administrators to maintain control and discipline on the school site. The administration and Board have the responsibility to give support and assistance to unit members in this respect. When in the opinion of the principal and the unit member, a pupil requires the attention of special counselors, social workers, law enforcement personnel or other professional persons, the Board shall, after having received a written referral from the unit member and immediate supervisor, take reasonable steps to relieve the unit member of sole responsibility with respect to such pupil.
- 4.2 Board Support – In the event of legal action against a unit member as a result of any proper action taken by the unit member against a student, the Board will provide counsel for the unit member’s defense.
- 4.3 Time Lost – Time lost by a unit member in connection with any incident in this Article shall not be charged against the unit member’s leave allowance and member shall be made whole.
- 4.4 Assault
- 4.4.1 The procedures for the handling of a verbal or physical assault shall be followed according to Board Policy 5610.
- 4.4.2 Any case of assault on an employee by a student must be promptly reported directly to the building administrator. The definition of assault being causing or attempting to cause physical harm through force or violence.
- 4.4.3 The accused student shall immediately be removed from the staff member’s classroom (if applicable) to provide all parties due process and a thorough investigation. As part of the investigation, the staff member may be required to fill out an incident report.
- 4.4.4 The student committing the assault shall not return to the classroom until an investigation has been concluded by the building administrator and the certified staff member has been briefed on the outcome of the investigation.
- 4.4.5 Depending on the severity of the situation, the certified staff may be excused for the remainder of the day with pay, without utilization of sick

or personal time for that day, as determined by the building administrator.

4.4.6 Should the certified staff be required to meet with law enforcement regarding the incident, they shall be excused without loss of personal or sick time. If needed, the district will provide legal counsel to defend the employee with respect to such assault.

4.4.7 Within the scope of their employment, each staff member may use reasonable force to protect himself/herself from attack or prevent injury to any individual.

4.5 Complaints – Unit members shall be notified within five (5) district business days of written and/or documented complaints concerning a unit member which are directed to an administrator.

## Article 5

### 5.0 Working Schedules and Working Conditions

#### 5.1 Elementary

5.1.1 Definitions – Elementary Unit Member: Instructional unit members and special education unit members assigned to K-5 classroom.  
Specials/Electives Unit members: Unit members that are assigned to non-core classes, for example: physical education, music, art, counselor, reading, science, Spanish, computers/technology and other area(s) as determined by the Board.

5.1.2 Elementary Schedule – Elementary unit members (regular classroom and specials/electives) shall have the following schedule:

7:55 a.m.	Unit member starting time
8:25 a.m.	Class starting time for students
3:15 p.m.	Class ending time for students
3:25 p.m.	Unit member dismissal time

The listed hours may be adjusted to equivalent times of up to 10 minutes for unit members and 15 minutes for students.

5.1.3 Student Times - Instructional time will be from 8:25 a.m. to 3:15 p.m. with a 40 minute lunch period scheduled in the time period of 8:25 a.m. – 3:15 p.m. The minimum instructional time will be 1,098 hours.

5.1.4 Student Supervision Time – The unit member may be assigned a specific area in the building by the principal to supervise students at the beginning and end of the day for 2 weeks after school starts and 1 week after breaks. Staff assigned to an area on a daily basis for the duration of the school year will be compensated per the rate defined on Schedule A-2.

5.1.5 Preparation Period – The preparation period is to be used for planning for classes, organizing related school work, and principal – unit member conferences. Unit members shall not leave the building during preparation period without prior consent of building administrator.

5.1.6 Lunch Period – Unit members shall be entitled to a duty-free, uninterrupted lunch period of at least 40 minutes.

- 5.1.7 Preparation Period Time – The total time for a full-time unit member shall be a two (2) week average of 210 minutes per week. Part-time unit members will receive prep time on a prorated basis as to their FTE.
- 5.1.7.1 Preparation Time Compensation – Any Elementary unit member receiving less than 42 minutes multiplied by the number of student days in a given week or scheduled days off (this does not include days lost due to inclement weather) shall be reimbursed for lost prep time at the teacher training rate at the end of each semester. The reimbursement amount shall be prorated at the number of minutes lost. Specials teachers will be expected to cover a class when the scheduled special time overlaps with a teacher’s prep time and an assembly.
- 5.1.8 Recess Supervision K-5 – Recess supervision shall be assumed by unit members in each building as a paid responsibility. If there is no individual volunteer for recess supervision, it shall be rotated among those unit members within the building and the compensation divided equally among them, or, at the discretion of the building administrator.
- 5.1.9 Relief Periods and Inclement Weather Dismissals – Elementary unit members shall be granted one 20-minute duty-free relief period each day during recess unless they are a recess supervisor per 5.1.8. During days of inclement weather this 20-minute relief period is waived and all unit members will supervise the students in the building during recess. If early dismissal occurs the unit members will stay with the students until all students exit the building. Unit members may leave when all their students exit the building. If unit members stay until 3:45 p.m., teacher dismissal time, they may arrive 10 minutes later the next day.
- 5.1.10 On days of inclement weather, at the principal’s discretion, unit members assigned to elementary buildings may assume supervision of students during lunch period on a voluntary basis and shall be compensated at the substitute rate.
- 5.1.11 Extra-Duty Assignment - Unit members will be notified in person or in writing of termination of extra-duty assignments by June 30. Otherwise, unit members will retain their positions unless circumstances arise necessitating the elimination of that position. Unit members who do not intend to perform the extra-duty assignment for which they are currently under contract shall notify the Superintendent’s designee by May 1<sup>st</sup>.
- 5.1.12 Travel – Unit members that travel between buildings, as part of their assignment, shall receive the IRS mileage rate posted on 01 September of the school year after submitting a mileage form. Unit members shall not

be expected to travel during their prep period or lunch. If travel during a unit member's prep period or lunch break is necessary, because of scheduling issues, that unit member will be paid .7% of BA base salary for their prep period or lunch break.

## 5.2 Secondary

5.2.1 Definitions – Secondary unit members are unit members that are assigned and certified in the 6-12 program. The middle school is 6-8, the high school, 9-12, and 54<sup>th</sup> Street Academy is 9-12. Online classes, blended learning and dual enrollment may expand the range of 6-12 to 6-14 depending on the class offerings but are still classified as secondary education.

5.2.2 Secondary Schedule – 6-12 unit members shall have the following schedule:

7:20 a.m.	Unit member starting time
7:40 a.m.	Class starting time for students
2:40 p.m.	Class ending time for students
2:50 p.m.	Unit member dismissal time

The listed hours may be adjusted to equivalent times of up to 10 minutes for unit members and 15 minutes for students.

5.2.3 Student Times – Instructional time will be from 7:40 a.m. to 2:40 p.m., with a 30 minute lunch period. The minimum instructional time will be 1,098 hours.

5.2.4 Student Supervision Time – The unit member may be assigned a specific area in the building, by the principal, to supervise students at the beginning and end of the day.

5.2.5 Preparation Period – The preparation period is to be used for planning for classes, working with individual students, organizing related school work, and principal – unit member conferences. Full-time unit members will teach five (5) out of six (6) periods or 6 out of 7 periods on alternate schedule days. Less than full-time members will be prorated as per their FTE. Unit members shall not leave the building during preparation period without prior consent of building administrator.

5.2.6 Lunch Period – Unit members shall be entitled to a duty-free uninterrupted lunch period of at least 30 minutes.

5.2.7 Noon Hour Supervision – Noon hour supervision may be assumed by unit members as a paid responsibility in each building on a voluntary basis.

If there is no individual volunteer for noon supervision, the administration may assign the responsibility.

- 5.2.8 Assignments – The building principal is responsible for scheduling and assignment of personnel as recommended by the Superintendent to the Board of Education.
- 5.2.8.1 Class Periods - The Middle School, High School, and 54<sup>th</sup> Street Academy shall have a six (6) period student day schedule, except on alternative schedule days.
- 5.2.8.2 Teaching During Prep Time – A full-time unit member that voluntarily accepts to teach a core course during their prep time, for the duration of a semester, will receive additional compensation for the class as per Schedule A-2.
- 5.2.8.3 Remediation/Credit Recovery Before/After School - A unit member that voluntarily accepts to teach a class for remediation/credit recovery before or after school will be compensated as per the hourly rate in Schedule A-2.
- 5.2.8.4 Change in Grade or Subject Assignment - The administration will make its best effort to inform unit members of changes in grade and subject assignments at least thirty (30) calendar days prior to the beginning of each semester.
- 5.2.8.5 Extra-Duty Assignment – Unit members will be notified in person or in writing of termination of extra-duty assignments by June 30. Otherwise, unit members will retain their positions unless circumstances arise necessitating the elimination of that position. Unit members who do not intend to perform the extra-duty assignment for which they are currently under contract shall notify the Superintendent’s designee by May 1<sup>st</sup>.
- 5.2.8.6 Travel – Unit members that travel between buildings, as part of their assignment, shall receive the IRS mileage rate posted on 01 September of the school year after submitting a mileage form. Unit members shall not be expected to travel during their prep period or lunch. If travel during a unit member’s prep period or lunch break is necessary, because of scheduling issues, that unit member will be paid .5% of BA base salary for their prep period or lunch break. In the event a unit member travels on both their prep period and lunch break they will receive 1% of BA base salary for the required time.



### 5.3 Departure Time and Dismissal K-12 and Ancillary Staff

- 5.3.1 Elementary (K- 5) Dismissal Time – The elementary dismissal time is 3:25 p.m. except on days when the member is expected to be at building meetings, district meetings, parent conferences, or at other professional responsibilities.
- 5.3.2 Secondary Dismissal Time – Middle School, High School, and 54<sup>th</sup> Street Academy dismissal time is 2:50 p.m. except on days when the member is expected to be at building meetings, district meetings, parent conferences, or at other professional responsibilities.
- 5.3.3 Approval for Leaving Early – Any unit member desiring to leave their assigned building prior to the completion of their daily schedule, shall notify their immediate supervisor or the supervisor’s appointee, and get prior approval before leaving.
- 5.3.4 Early Dismissal – Unit members shall be allowed early dismissal (when students are dismissed for the day) on holidays, or prior to scheduled days off (does not include non-holiday weekends) as per the school calendar, or in the event of unscheduled school closings.
- 5.3.5 Last Day Dismissal – Dismissal time, on the last day of the school year, for each unit member shall be as per the designated work hours on the school calendar.

### 5.4 Meetings and Required Activities Attendance

- 5.4.1 Meetings – Two (2) days a month and an additional four (4) meetings a year will be scheduled for professional development, curriculum department/grade level meetings, staff meeting, and school improvement planning. The meetings will be held before or after the school day and be a maximum of one (1) hour and scheduled by the building principal. Each unit member is required to attend the meetings as scheduled unless approved by their immediate supervisor. With consensus of the building staff and administrator, one (1) of the two (2) meetings a month may be combined into one (1) - two (2) hour meeting after school.
- 5.4.2 Parent-Teacher Conferences – Full-time and part-time unit members are required to attend and conduct conferences as scheduled and not on a prorated basis because of FTE of employment or involvement in other school sponsored activities. Compensation for these meetings is included in the regular salary and additional compensation will not be given. Unit members absent from Parent-Teacher Conferences will be required to make up conferences.

5.4.3 Required Attendance at Activities – All unit members shall attend Open Houses. In addition, each unit member is required to attend a minimum of one (1) of the following (unless excused by the principal):

- 5.4.3.1 PreK-8 Activity Night, Pre-K-12 Holiday Programs/Winter Programs.
- 5.4.3.2 6<sup>th</sup> Grade Camp
- 5.4.3.3 9-12 Meet the Rockets, 9-12 Drama Productions, 9-12 Dance, 9-12 Prom.
- 5.4.3.4 Athletic Events 4-12
- 5.4.3.5 Band Concerts, Choir Concerts, Community Celebration, Parent-Unit member group meetings, High School and 54<sup>th</sup> Street Graduation, Awards Assemblies, Family Rocket Nights, and Rocket Registration.
- 5.4.3.6 PreK-5 School Carnivals
- 5.4.3.7 Any other weekend or school night program approved by the principal.

## 5.5 Class Size and Overload Compensation

### 5.5.1 Class Size

- 5.5.1.1 Kindergarten and Young 5's = 20 students
- 5.5.1.2 First (1) = 24 students
- 5.5.1.3 Second (2) = 24 students
- 5.5.1.4 Third (3) = 26 students
- 5.5.1.5 Fourth (4) = 26 students
- 5.5.1.6 Fifth (5) = 28 students
- 5.5.1.7 Middle School Self-Contained = 30 students
- 5.5.1.8 Sixth through Twelfth (6-12) = 32 students
- 5.5.1.9 The number of students in a class (art, science lab, computers, etc) cannot exceed the number of stations available.
- 5.5.1.10 K-5 Specials/Electives = 30 students
- 5.5.1.11 Physical Education (6-12)
  - = 38 students with one (1) teacher present
  - = 32 Students with two (2) teachers present
- 9-12 Weight Training
  - = 32 Students with one (1) teacher present
- 5.5.1.12 Vocal Music = unlimited number of students

- 5.5.1.13 Instrumental Music = unlimited number of students
- 5.5.1.14 54<sup>th</sup> Street Academy  
= 32 students average per day, per semester

## 5.5.2 Overload Compensation – See Schedule A-3

- 5.5.2.1 Reimbursement for overloads above the limits (5.5.1) will begin two (2) weeks after the start of the semester. For those classes not adjusted, the reimbursement will be made retroactive to the first week of school.
- 5.5.2.2 Overage payment shall be waived for the amount of time additional support is assigned to the classroom.
- 5.5.2.3 The weekly class rosters will be used, as verification of the overload, to compensate the unit member.

## 5.6 Working Conditions

- 5.6.1 Equipment and Maintenance – The Board agrees to keep the schools equipped and maintained with adequate furniture and access to building-wide standards of technology. Any unit member requesting repair and/or need for furniture or technology described above must describe the repair or need in writing or email within ten (10) working days, and submit to Webhelp Desk.
- 5.6.2 Staffing Facilities – The Board shall make available in each building, a restroom and lavatory facilities exclusively for staff use and at least one room reasonably furnished, which shall be reserved for use as a staff lounge.
- 5.6.3 Electronic Communications – Telephone facilities shall be made available to staff for their professional use. Computers provided to unit members by the district should be reserved for professional use and not to be used for promoting personal enterprise. Use of any school computer is subject to the Technology Use Agreement. Personal cell phones or other communication devices should not be used for personal business during instructional time. Unit members are personally and solely responsible for the care and security of their personally owned communication devices. Internet and email will be governed by Board guidelines.
- 5.6.4 Teacher Evaluation of Student Performance  
It is agreed by the parties that the evaluation of student performance is the responsibility of the professional staff within the unit unless the law, as per Michigan School Code, expressly permits otherwise. No change in

any grade or test score assigned a student may be made by the Employer or its administrators without the prior knowledge of the unit member who assigned the grade or score.

- 5.6.5 Personnel Files – A unit member shall have the right, upon written request, to review the contents of their own personnel file in the presence of an administrator. A representative of the KEA may, at the unit member’s request, accompany the unit member in this review. The unit member may request, in writing, the removal of any document. The removal will be done at the discretion of the Superintendent.
  
- 5.6.6 Years of Service List – The district shall prepare and present to the KEA annually by December 01 a current years of service list of unit members/professional staff. The KEA will review the list with the unit members/professional staff for accuracy and make corrections/additions where appropriate. The list will be returned to the Superintendent by 15 January and all changes and accuracy of the list will be mutually agreed to and verified by the KEA President and Superintendent signatures. Any events, after 15 January, that may change the contents of the list will be held for the next year’s service list. Said list will provide name, date of hire, length of service, certification, and purchased service time.
  - 5.6.6.1 Errors in the list, if any, must be identified, in writing, to the Superintendent and the KEA President after 01 December and prior to 15 January. If no errors are presented, the list shall be deemed to be accurate.
  
- 5.6.7 Posting Vacancies – When a vacant position in the unit occurs the administration shall post the position for five (5) days. The position won’t be filled prior to the expiration of the posting unless there is an emergency. Qualified unit members are encouraged to apply and shall be given consideration for the vacant position. Notification of all unit vacancies shall be available by electronic email to all unit members. If the vacancy is a semester or longer in duration, the position shall become a unit member.
  
- 5.6.8 Transfers
  - 5.6.8.1 Involuntary Transfer – When an involuntary transfer is necessary, the following factors will be considered: job performance, certification, previous experience at the grade level and years of service. The unit member being transferred shall be notified in person by the immediate supervisor. The reason for the transfer shall be reviewed. No email communications regarding transfers or staffing changes will be sent until all individuals involved in the transfer have been

notified in person or via phone call for unit members out of the district on that date. The administration will make its best effort to give all notifications to transferred individuals in all buildings on the same day. KEA shall be notified of the transfer and the date. Teacher placement and assignment decisions shall be made pursuant to Board Policy # 3130 – Assignment and Transfers, which the parties acknowledge contains a clear and transparent procedure. If Board Policy changes, the changes go into effect at the end of the current contract and any state law changes will immediately go into effect. See Board Policy # 3130 below:

### 3130 - ASSIGNMENT AND TRANSFER

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. The Superintendent shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

5.6.8.2 Transfer Requests – Requests by a unit member to a different class, building or position shall be made in writing, one copy to the Superintendent and one copy to the KEA. The written request for transfer must be to the Superintendent by March 01. The request/application shall set forth the reasons for the transfer, the school, grade or position, the applicant's academic qualifications, or current requirements being met. Transfer requests shall be renewed annually by March 01 to assure consideration by the Superintendent.

5.6.9 Student Teachers – The assignment of student teachers to tenure unit members will be approved by the Superintendent or Designee. A unit member may have one student teacher every three (3) years, exceptions may be made at the Superintendent's discretion. Any compensation received from a college or university shall be donated to the Kelloggsville Public Schools Education Foundation. The KEA will be notified of the amounts received and donated to KPS Education Foundation.

### 5.7 Teaching Staff Reductions / Recalls:

Teacher layoff and recall decisions shall be made pursuant to Board Policy 3131 – Staff Reductions/Recalls, which the Parties acknowledge

contains a clear and transparent procedure. If Board Policy changes, the changes go into effect at the end of the current contract and any state law changes will immediately go into effect. See Board Policy #3131 below:

#### 3131 - STAFF REDUCTIONS/RECALLS

It is the policy of this Board that all personnel decisions shall be based on retaining effective teachers in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. The District shall not utilize length of service as the sole factor in personnel decisions. Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.

This policy shall not operate or be applied to retain or recall a teacher whose most recent performance evaluation contains an overall rating of minimally effective or ineffective in preference to any properly certified and qualified teacher with a higher effectiveness rating as reflected in that teacher's most recent performance evaluation. This policy also shall not operate or be applied to retain or recall a probationary teacher who has received a rating of either minimally effective or ineffective in preference to any properly certified and qualified teacher with a higher effectiveness rating. A probationary teacher who is rated as effective or, prior to July 1, 2024, as highly effective on most recent annual performance evaluation is not subject to displacement under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers' Tenure Act.

The effectiveness of teachers as measured under the District's performance evaluation system developed under Section 1249 of the School Code or as otherwise collectively bargained must be used as a factor for personnel decisions.

The following shall also be used for personnel decisions made under this policy:

- A. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
- B. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of the teacher's subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
- C. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
- D. The teacher's attendance record. and disciplinary record, if any.
- E. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in the teacher's peer group and having demonstrated a record of exceptional performance.

## 5.8 Work Rules for Ancillary

5.8.1 Layoff and Recall of Ancillary Staff – In the event staffing levels need to be reduced the Board shall apply the following order of reduction in ancillary personnel:

- 5.8.1.1 Voluntary layoff
- 5.8.1.2 Evaluations and effectiveness in assignment
- 5.8.1.3 Least senior in the ancillary group

5.8.2 Seniority – Shall be defined as the length of continuous years of service to the Kelloggsville Public Schools and as per the approved district seniority list. The following items will be used as the determining factor for seniority:

- 5.8.2.1 Shall not be pro-rated for part-time unit members
- 5.8.2.2 Shall not accrue while on layoff or leaves of absence
- 5.8.2.3 Shall be frozen for ancillary staff that takes leave from the unit to occupy another position outside this unit member group (i.e. administrator, position that grants tenure) in the district.

5.8.3 Recall

- 5.8.3.1 Ancillary staff shall be recalled in inverse order of lay-off to vacancies within their category (1.2.2), which they are certified (licensed, etc.) and qualified.
- 5.8.3.2 Ancillary staff failing to respond to written notice of recall within ten (10) district business days of receipt of such notice shall be considered to have voluntarily resigned.
- 5.8.3.3 The right to recall expires one (1) year from the date of official notification of the lay-off.

5.9 Professional Development, Training, and Conferences

5.9.1 Professional Development

- 5.9.1.1 Requirements – The district shall schedule and provide professional development (PD) to the staff to meet requirements of the Michigan Department of Education (MDE). All unit members, full-time and part-time, are mandated to attend the district sponsored PD.
- 5.9.1.2 Part-time Staff – Part-time staff must attend all PD activities sponsored by the District and will not receive additional compensation for attending PD.

- 5.9.2 Training – The definition of training is educational opportunities, for staff members, scheduled outside the regular work day or regular work year.
- 5.9.2.1 The rate of compensation is the Training Rate - - Schedule A-2
  - 5.9.2.2 The minimum compensated time will be for actual hours worked.
  - 5.9.2.3 The maximum compensated time during the school year will be three (3) hours if approved by the supervisor. Additional training may be granted at the Superintendent’s discretion.
  - 5.9.2.4 The compensation for programs/training shall include:
    - 5.9.2.4.1 KISD Workshops before/after/out of the regular day.
    - 5.9.2.4.2 KPS training/workshops scheduled and offered before/after/out of the regular workday.
    - 5.9.2.4.3 KISD and/or KPS training/workshops offered outside the regular work year (i.e. summer).
    - 5.9.2.4.4 Workshops offered by other institutions will be considered.
  - 5.9.2.5 College classes will not be included in the training compensation provision.
  - 5.9.2.6 Professional development scheduled during the regular contractual year will not be included in the Unit member training rate compensation provision.
  - 5.9.2.7 Professional development scheduled outside the regular contractual year will be paid at the Teacher Training Rate (Schedule A-2) and may run 6-8 hour work sessions during the summer if approved by the appropriate supervisor.
  - 5.9.2.8 The training time accumulated isn’t applicable to the salary schedule for advancement on steps or lane changes.
- 5.9.3 Conference – An activity sponsored by the MDE, Professional organization, institution, or college/university for no college credit.



- 5.9.3.1 An unit member must file an application for approval to the Superintendent.
- 5.9.3.2 Factors considered by the Superintendent for unit member attendance at a conference shall be based upon professional interest, teaching assignment, leadership and current school improvement goals.
- 5.9.3.3 The Board will cover the registration fees, substitute cost, mileage, and the unit member's salary for the conference day.

**If approved by the Superintendent:**

- 5.9.3.4 The Board will not pay for lodging, meals, or additional materials that aren't provided by the conference host.
- 5.9.3.5 The unit member shall share and present the information learned with colleagues at the grade level or department meeting directly following the conference attended.
- 5.9.3.6 If a unit member is scheduled to attend a conference and the district has a snow day or other "Act of God" day, the unit member is expected to make a reasonable attempt to attend the conference.
- 5.9.3.7 The conference time, Continuing Education Units (CEU), SCECH accumulated at conferences will not be applicable for salary advancement on steps or lane changes.

## Article 6

### 6.0 Leave of Absence

6.1 Sick Leave – The provisions for sick leave days are as follows:

6.1.1 Each full-time unit member shall be granted ten (10) paid leave days per school year for absences caused by illness or injury. Part-time unit members shall receive a prorated amount of days as per their FTE.

6.1.2 Unused sick leave days may accumulate, without limitations, as per Article 12.

6.1.3 A unit member returning from a day of absence must fill out and submit the required form to the Central Office.

6.1.4 Sick Day Use – Sick leave may be used for personal illness or health related issues of the unit member, the unit member's spouse, children, or parents and other individuals residing for an extended period of time in the unit member's household, and persons for whom legal responsibility has been assigned.

6.1.5 The unit member may be required, after five (5) consecutive working days, to present a physician's statement of illness or injury at the request of the building principal, Superintendent, or their designee.

6.1.6 Family Catastrophic and Severe Illness – If a staff member experiences a severe or catastrophic illness or injury and has exhausted their sick days, the staff member may request the KEA or Admin to donate up to three (3) sick days directly to their leave. A committee composed of the Kelloggsville Superintendent or designee, the KEA President or designee, and the district nurse (if available) shall determine the staff member's eligibility.

6.1.7 Accumulation/Long Term Illness – Each unit member shall be entitled to an accumulation of the unused portion of each year's leave without limitation. Any unit member whose personal illness extends beyond the period compensated shall be granted a leave of absence without pay for up to the remainder of the school year renewable by the Board upon request of the unit member. Upon return from leave, a unit member shall be assigned to their former position or to one of comparable status.

6.1.8 Attendance Bonus

Chargeable Leave Days Use in Previous Year	Days to be Reimbursed	Amount Reimbursed Per Day
None (0)	Two (2)	Two (2) Days @ Per Diem
One (1)	One (1)	One (1) Day @ Per Diem

6.1.8.1 Each unit member who has no chargeable sick leave absences or used any personal days during the current school year will be reimbursed by June 30 of the current school year, at their daily per diem rate for two (2) sick leave/personal days. Each unit member who has used up to one (1) chargeable sick leave absence or one (1) personal day during the current school year will be reimbursed by June 30 of the current school year, at their daily per diem rate for one (1) sick leave/personal day. Any absence requiring an Employee Absence Report form to be filed will constitute an absence.

6.2 Personal Days – The provisions for personal leave days are as follows:

6.2.1 Each full-time unit member shall be granted three (3) personal days per year.

6.2.1.1 Personal days shall be limited to three (3) for any particular date, district wide however, exceptions may be made at the discretion of the Superintendent. Requests will be granted in the order they were received. In the event that more than three (3) requests are received for the same day, requests received on the earliest date will be granted first. In the event of a tie, with multiple requests being received on the same day, a tiebreaker will be the order of hire with the unit member hired earliest in that unit being granted the personal day first until the limit of three (3) requests has been reached.

6.2.2 Notification – Must submit form online to Central Office and copy the building administrator. Notification must be made five (5) district business days in advance of the anticipated absence. In case of an emergency the five days may be waived by the Superintendent however, notification should be done as soon as possible. Member will receive notice of approval or denial within two (2) district business days of submitting the form.

6.2.3 Unacceptable Uses of Personal Days:

6.2.3.1 Rendering services

6.2.3.2 Other employment

6.2.3.3 First or last day of school

6.2.3.4 First working days preceding or following a vacation period or holiday

6.2.3.5 Days parent-unit member conferences are held

6.2.3.6 Professional development days

6.2.3.7 Days of state mandated testing

6.2.3.8 Days that semester final exams are scheduled

6.2.3.9 Consecutive scheduled workdays

6.2.3.10 Exceptions may be made at the discretion of the Superintendent.

6.2.4 Unused Personal Days – Unused personal days do not accrue but shall be converted to sick days by the payroll department by June 30<sup>th</sup> of each year.

6.2.5 No statement of reason is necessary for any personal days.

6.3 Paid Leaves Not Charged to Sick Leave – Leaves of absence, with pay and not charged against sick leave, will be made available for the reasons: (The Superintendent must approve each day of absence)

6.3.1 Jury Duty – If a unit member is called for jury duty, he/she shall serve. Salary payments will continue normally and any money paid for jury duty (except mileage) is to be given to the business office of the school district.

6.3.2 Witness - - Court appearance as a witness in any case connected with the unit member's employment with the school.

6.3.3 Bereavement Leave - - Up to five (5) consecutive (unless otherwise approved by the Superintendent) days per school year for each occurrence may be used due to death in the immediate family. The leave for the immediate family isn't charged against accumulated sick leave, and includes:

6.3.3.1 Spouse

6.3.3.2 Parent (step and in-law)

6.3.3.3 Child

6.3.3.4 Stepchild

6.3.3.5 Grandchild

6.3.3.6 Brother

6.3.3.7 Sister

6.3.3.8 Grandparent (step and in-law)

6.3.3.9 Other with approval of Superintendent

Bereavement Leave that is charged against accumulated sick leave includes;

- 6.3.3.10 Sister-in-law
- 6.3.3.11 Brother-in-law
- 6.3.3.12 Daughter-in-law
- 6.3.3.13 Son-in-law
- 6.3.3.14 Any other persons residing in the household for extended period of time
- 6.3.3.15 Niece
- 6.3.3.16 Nephew
- 6.3.3.17 Aunt
- 6.3.3.18 Uncle
- 6.3.3.19 Cousin
- 6.3.3.20 Funeral attendance of one (1) day per funeral for a person outside the immediate family.

6.3.4 Conferences - Approved attendance at conferences, workshops, or professional development meetings related to the unit member's work and approved by the Superintendent.

6.3.5 KEA Leave - The Board will provide up to a total of ten (10) days per year for use by the Kelloggsville Education KEA President or their designee for the purpose of local business, and/or attending state or regional conferences of the MEA or KEA-oriented meetings. If additional days are needed, the KEA President will conference with the Superintendent. The following conditions govern the use of days:

6.3.6.1 The application for such days will be processed through regular leave day procedures.

6.3.6.2 The KEA agrees the appropriate building principal(s) will be notified at least five (5) business days in advance of the absence of the leave day(s).

6.3.6.3 No unit member shall exceed three (3) days a year with the exception of the KEA President.

6.3.6.4 There will be no deduction from individual sick day accumulation for KEA days used.

6.3.6.5 The KEA will reimburse the school district for the unit member's substitute's pay.

6.3.6.6 A unit member engaged during the school day in negotiation on behalf of the KEA with any representative of the Board or participating in a professional grievance negotiation, including arbitration, shall be released from regular duties without loss

of salary. Every attempt shall be made to conduct such sessions other than during school hours.

6.3.6.7 Exceptions may be made by the Superintendent to grant additional leave.

6.4 Unpaid Leaves - Leaves of absence without pay may be granted, upon application, for the following reasons:

6.4.1 Medical - A leave of absence may be granted upon written request of those unit member who are unable to work because of personal illness or injury, as per the following guidelines:

6.4.1.1 The maximum length of this leave shall be the duration of the semester for which the leave is granted and the following semester.

6.4.1.2 This leave may be extended if applied for in writing, fifteen (15) workdays prior to the expiration of the leave, and approved by the Board.

6.4.1.3 Failure of any unit member, or designated representative, to apply for such unpaid leave prior to using their last available paid leave day may result in termination of their employment.

6.4.1.4 If, during the school year, any unit member on an unpaid status is absent more than thirty (30) consecutive workdays, insurance benefits will be discontinued. However, the unit member may continue the insurance at their own cost as per the provisions of COBRA.

6.4.1.5 Prior to returning to work the unit member must furnish the Superintendent with a written, signed statement from the attending physician stating that the unit member is capable of returning and performing the full duties of their assignment.

6.4.1.6 Failure to report (without notification and approval) on the reinstatement date agreed after recovery may be considered to be voluntary termination of employment.

6.4.1.7 The provisions of the Family and Medical Leave Act (FMLA) are applicable and invoked prior to the implementation of the above guidelines.

6.4.2 Child Care Leave - The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. Some conditions related to child care leave are as follows:

6.4.2.1 Use of paid leave days allowed from accumulated leave shall not exceed thirty (30) days.

6.4.2.2 The amount of accumulated leave a unit member uses may be extended by providing the Superintendent with a doctor declaration of medical and/or disability reasons (i.e. birth of a child, long term illness of a child) that make the unit member unable to fulfill the job duties.

6.4.2.3 The unit member shall, when possible, notify the Superintendent, in writing thirty (30) days prior to the beginning of the leave date.

6.4.2.4 Once the beginning date of the leave has been approved by the Board it shall not thereafter be changed, except in the case of emergencies and to be determined on an individual basis.

6.4.2.5 Sixty (60) days prior to the termination date of the leave, the unit member shall notify the Superintendent of their intent to return to active teaching status unless the leave extends into the summer in which case the unit member shall notify the Superintendent no later than 01 June of intent to return. The notification of return shall be in writing. Failure to meet the notification requirements and deadlines may result in a voluntary resignation by the unit member.

6.4.3 Military Leave - The parties shall abide by all local, state and federal laws pertaining to granting of leave and the reemployment of unit members who perform active service in the uniformed services of the Armed Forces of the United States.

## 6.5 General Provisions

6.5.1 Family and Medical Leave Act - The parties agree to abide by the rules and regulations set forth in the Family and Medical Leave Act (Federal) of 1993.

This section shall not be construed as limiting the right of a member to elect to substitute paid leave for unpaid leave in accordance with Section 102(d) (2) of the aforementioned legislation.

- 6.5.2 Medical Statement - Any unit member absent for five (5) consecutive days or more may be required to present to the Superintendent, prior to returning to work, a statement from a physician indicating that the unit member's health is satisfactory to resume normal work duties. If the Superintendent is in doubt about the unit member's health and ability to perform their duties, the Superintendent may send the unit member to a physician of their choice for further examination at the expense of the Board.
- 6.5.3 Violation of Leave - All leaves are considered as time off for protection of the unit member. Any unit member who willfully violates or misuses this policy on leave with pay or who misrepresents any statements or conditions under this policy shall forfeit all pay for this stated period and further rights under this policy unless reinstated in good standing by the Superintendent. Violation of this leave policy will be subject to disciplinary action up to and including discharge.
- 6.5.4 Additional Leaves - The Board may grant additional leaves without pay, benefits, and increments at its discretion.
- 6.5.5 Absence/Loss of Pay – Each unit member's contractual time shall be the number of unit member attendance days established in Schedule B - Calendar, attached to and incorporated in the Agreement.

When a unit member is absent from their duties, and this absence is not allowable under the leave policy, said unit member shall have deducted an amount determined by dividing the contractual salary by the number of unit member attendance days multiplied by the number days absent. The KEA shall be notified of all reductions in pay.

- 6.5.6 Partial Day Absence – If it shall be necessary for a unit member to come in late or leave during the morning or afternoon within provisions of Article 6 of this Agreement, they shall be charged by dividing the instructional day by 7.5 hours and charging the sick leave accordingly. If the absence is not covered by the sick leave policy, they shall be deducted in the same manner.



## Article 7

### 7 Workers Compensation Guidelines

- 7.1 Injury/Accident Reporting - A unit member injured on the job shall report such injury at once to the building principal and the Central Administration Office. All reports must be filed at the Central Office as soon as possible after the incident has occurred but no later than the next working day.
- 6.3 Reporting Earnings - Should a unit member's injury require loss of time and result in the unit member receiving worker's compensation benefits, said compensation shall be reported, by the unit member to the Central Office immediately upon receipt.
- 6.4 Limits - A unit member cannot collect both worker's compensation and sick leave at the same time. When legally possible a unit member will be compensated under the worker's compensation law rather than the unit member's accumulated sick leave. Should worker's compensation be less than the unit member's regular wage, the difference may be made up through available sick leave benefit, after the expiration of the worker's compensation benefit. "Leave bank" time is not allowable to make up the difference in compensation.

## Article 8

### 7 Unscheduled School Closings and School Delayed Days

- 7.1 Unscheduled School Closings - Unit members need not report to work on days when pupil instruction is not provided because of conditions not within the control of school authorities such as severe weather (snow days, severe heat advisories) and other “Acts of God” days: i.e. fires, epidemics, mechanical failure, or health conditions as defined by city, county or state agencies. Unit members may be directed by the Superintendent to give virtual instruction due to a long-term closure of five (5) or more consecutive days. Every effort will be made to notify members of school cancellation by 6:00 a.m.
- 8.1.1 The KEA and Board agree to the number of hours/days allowed, for such unscheduled school closings, as defined by the State of Michigan School Code.
  - 8.1.2 Unit members shall receive their regular compensation for unscheduled school closings.
  - 8.1.3 If the number of hours/days of unscheduled closings exceeds the allowable amount of time by the State, the Superintendent and KEA will meet to develop a make-up schedule. Unit members will work the rescheduled hours/days without additional compensation.
- 8.2 School Delayed Days - School starting time is delayed because of weather or other conditions that impede the regular starting time to be followed. A school delay is defined as a delay that is two (2) or more hours in duration.
- 8.2.1 Unit members are required to be at their assigned teaching station twenty (20) minutes prior to the beginning of the scheduled starting.
  - 8.2.2 Minutes and hours not worked by the unit members may be made up/added on to staff meeting times.

## Article 9

### 9 Calendar

- 9.1 The school year calendars will be determined by the Superintendent and KEA representatives.
- 9.2 There will be a maximum of 185 unit member workdays for the 2024-25, 2025-26 and 2026-27 school years.
- 9.3 There will be a maximum of 180 student instruction days for the 2024-25, 2025-26 and 2026-27 school years.
- 9.4 Of the 185 unit member workdays, 180 days will be for student instruction and four (4) will be for professional development. There will be time scheduled for record days.
- 9.5 Kelloggsville Public Schools will attempt to follow the Kent County Intermediate School District calendar (i.e. County Calendar) for holidays, Christmas break, and spring break.
- 9.6 In the event that the countywide waiver is not approved for the 2026-27 school year, the administration and the KEA agree to open the calendar for negotiations.

## Article 10

### 10 Benefits – The Benefit Specifications are listed in Schedule C

10.1 Health Insurance - The Board will pay the medical insurance hard cap premium amounts, as set by the state treasury department, beginning January 1<sup>st</sup> of each year as follows:

#### 10.1.1

2024-25	Full Family	Hard Cap TBD
	Self & Other	Hard Cap TBD
	Self	Hard Cap TBD

#### 10.1.2

2025-26	Full Family	Hard Cap TBD
	Self & Other	Hard Cap TBD
	Self	Hard Cap TBD

#### 10.1.3

2026-27	Full Family	Hard Cap TBD
	Self & Other	Hard Cap TBD
	Self	Hard Cap TBD

10.1.4 The premium contribution by the unit member will be a payroll deduction over twenty-four (24) pay periods and will be with pre-tax dollars as per the District’s Section 125 Plan.

10.1.5 This benefit is available only for full-time 1.0 FTE unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 10.6

10.1.6 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work .8 FTE or less will not receive health insurance but will receive CILO as per 10.6.5.5

10.2 Dental Insurance - The Board will pay 90% of the yearly dental premium for full-time 1.0 FTE unit members as follows:

10.2.1

Full Family	Board = 90% of Annual Premium	Unit Member = 10% of Annual Premium
Self	Board = 90% of Annual Premium	Unit Member = 10% of Annual Premium

10.2.2 This benefit is available only for full-time 1.0 FTE unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 10.6

10.2.3 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work .8 FTE or less will not receive dental insurance but will receive CILO as per 10.6.6.4.

10.3 Vision Insurance

10.3.1 The Board will allocate \$800 for full-time 1.0 FTE unit members for vision insurance. The employee and family members will not exceed the \$800 allocation per year.

10.3.2 This benefit is available only for full-time unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 10.6

10.3.3 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work .8 FTE or less will not receive vision insurance but will receive CILO as per 10.6.7.3.

10.4 Life Insurance

10.4.1 The Board will pay the premium for life insurance, a \$40,000 policy, for full-time 1.0 FTE unit members. Unit members that work .8 FTE or less will not receive this benefit. Forfeiture of the life insurance benefit is not eligible for CILO.

10.5 Long-Term Disability (LTD).

10.5.1 The Board will pay the premium for LTD insurance for full-time 1.0 FTE unit members. Unit members that work .8 FTE or less will not receive this benefit. Forfeiture of the LTD insurance benefit is not eligible for CILO.

10.5.2 The LTD plan specifications include the following:

10.5.2.1 The LTD Plan shall be for 66 2/3% of the unit member's salary with a maximum of \$5,000 per month.

10.5.2.2 The Plan will have a 90-day waiting period with a modified file.

10.6 Cash-in-Lieu of (CILO)

10.6.1 Definition - This is an amount of money allocated to a unit member for forfeiture of their insurance benefits.

10.6.2 The amount of CILO will be prorated as to the unit member's FTE and those that are eligible to receive. Unit members that work .8 FTE or less will receive CILO as per the amounts specified.

10.6.3 CILO will be paid over twenty-four (24) pay periods.

10.6.4 If a unit member elects CILO and during the year has a "qualifying event" that necessitates securing health insurance, any amount the unit member receives in CILO will be deducted from the Board of Education contribution, which results in the returning the CILO via a higher health insurance contribution.

10.6.5 Health CILO - The health insurance CILO for full-time 1.0 FTE unit members is as follows:

10.6.5.1	Full Family	=	\$6,500
10.6.5.2	Self & Other	=	\$4,800
10.6.5.3	Single	=	\$2,500

10.6.5.4 Unit members working less than 1.0 FTE will have the above benefit prorated.

10.6.5.5 Unit members that work .8 FTE or less will receive \$2,000 in CILO.

10.6.6 Dental CILO - The dental insurance CILO for full-time 1.0 FTE unit members is as follows:

10.6.6.1	Full Family	=	\$840
10.6.6.2	Single	=	\$260

10.6.6.3 Unit members working less than 1.0 FTE will have the above benefit prorated.

10.6.6.4 Unit members that work .8 FTE or less will receive \$200 in CILO.

10.6.7 Vision CILO - The vision insurance CILO for full-time 1.0 FTE unit members is as follows:

10.6.7.1 \$220

10.6.7.2 Unit members working less than 1.0 FTE will have the above benefit prorated.

10.6.7.3 Unit members that work .8 FTE or less will receive \$150 in CILO.

10.6.8 CILO will be paid while a unit member is on leave and is using earned sick time or personal days to receive compensation. Once a unit member has exhausted earned leave time (sick and personal days) or time and elects to go on unpaid leave, CILO will not be paid.

## Article 11

### 11 Compensation

#### 11.1 Wage Schedules - A-1

11.1.1 The Schedule A-1 is the salary schedule.

11.1.2 The salary in A-1 will be prorated as to the unit member's FTE.

11.1.3 Salary Schedule A-1 is categorized with education increments / lanes: BA, BA+20, MA, MA+15, MA+30. To move on the schedule to a higher increment/lane (i.e. BA+20 to MA) a unit member must:

11.1.3.1 Accumulate approved graduate hours from an accredited college or university. The approval must be attained from the Superintendent prior to taking the class.

11.1.3.2 C.E.U.s, SCECH, MDE professional development, district provided professional development, or any other training that isn't graduate approved classes will not qualify for movement on the salary schedule.

11.1.3.3 The graduate hours applied to the schedule must be in the teaching major, teaching minor, teaching assignment or courses approved, in writing, by the Superintendent. All approved courses must be authorized by the Superintendent prior to taking the class to be applied to the increment/lane changes.

11.1.3.4 Only approved courses taken after the completion of a graduate degree (date of issuance degree was awarded) will count toward the next education increment/lane (i.e. MA to MA+15).

#### 11.2 Degree Status Change

11.2.1 Any changes in the degree status of a unit member that affects a unit member's salary must be done upon proof of change by 31 August, or the



end of the first week of school returning from winter break of each school year. Notification must be to the Superintendent.

11.2.2 The proof of change materials must be received by the Superintendent prior to the date (11.2.1) in order to become effective for that semester.

11.2.3 Materials submitted after the deadline (11.2.1) will not be applied to that semester but will be for the following period.

11.2.4 The change in salary will be effective for the full semester.

### 11.3 Part-Time Unit Members

11.3.1 Part-time unit members shall not be placed on a split schedule unless there is no other possible arrangement, in which case the Board will pay a 5% increase in base.

11.3.2 The salary will be pro-rated as to the assigned FTE.

11.3.3 Attendance at parent-teacher conferences, staff meetings, and other district activities will be required with no additional compensation.

### 11.4 Credit Experience

11.4.1 Placement of new unit members on the salary schedule A-1 shall be at the discretion of the Superintendent.

11.4.2 Placement on the salary schedule A-1 shall not be more than actual experience.

### 11.5 Payment Method for Schedule A-1

11.5.1 The unit member shall be paid twice a month for a total of 24 pay periods for the 2024-25 school year and 26 pays per year for years 2025-26 and 2026-27.

11.5.2 The pay dates will be the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month for the 2024-25 school year and bi-weekly for years 2025-26 and 2026-27.

### 11.6 Extra-Duty Schedules A-2

11.6.1 The Schedule A-2 is the extra-duty schedule.

11.6.2 It is the responsibility of the Board to hire qualified individuals.

11.6.3 Experience/promotion for steps/compensation, for extra duties, will be determined by the Superintendent but won't exceed the level of actual experience.

11.6.4 Comparable Experience - - Activities that are similar and may be used to assign an individual to a step for the extra-duty activity.

11.6.4.1 Baseball - Softball

11.6.4.2 Boys - Girls Tennis

11.6.4.3 Boys - Girls Basketball

11.6.4.4 Boys-Girls Track

11.6.4.5 Cheerleading – Dance Team

11.6.4.6 Play Technical Director – Play Director

11.6.5 Method of Payment - Extra-duty payment shall be as follows:

11.6.5.1 A year long duty: one-half payment at the end of each semester.

11.6.5.2 Seasonal duty: payment shall be made at the completion of the duty when the unit member has completed an application for payment form and has been signed by their supervisor.

## 11.7 Tuition Reimbursement

11.7.1 The District will not provide tuition reimbursement to any unit member for any graduate class, professional development, or other training classes, unless at the discretion of the Superintendent.

## 11.8 Class Size and Overload Compensation

11.8.1 Class size limits are listed in 5.5.

11.8.2 Overload compensation is listed in Schedule A-3.

11.8.3 Loss of Prep compensation is listed in Schedule A-2.

## 11.9 Severance Payments

### 11.9.1 Severance Payments for Non-Retiring Unit Members

11.9.1.1 Any unit member who leaves the District after ten (10) consecutive years of service in Kelloggsville shall be compensated for any unused accumulated leave.

11.9.1.2 Accumulated leave is defined as the number of unused sick days.

11.9.1.3 Notification dates and corresponding pay:

11.9.1.3.1 After the end of student attendance for the year and prior to 30 June = 100% of severance rate.

11.9.1.3.2 After 30 June to 31 July = 50% of severance rate

11.9.1.3.3 After 01 August and through the current school year = 25%

11.9.1.4 Severance Amounts for Days Accumulated:

<u>Days</u>	<u>Amount Per Day</u>	<u>Range Low to High</u>
1-25	\$10.00	\$10 - \$250
26-49	\$15.00	\$390 - \$735
50-75	\$20.00	\$1,000 - \$1,500
76-100	\$25.00	\$1,900 - \$2,500
101-125	\$30.00	\$3,030 - \$3,750
126-150	\$35.00	\$4,410 - \$5,250
151-175	\$40.00	\$6,040 - \$7,000
176-200	\$45.00	\$7,920 - \$9,000
201 +	\$50.00	\$10,050

11.9.2 Severance Payments for Retiring Unit Members

11.9.2.1 Any unit member that retires from the District after ten (10) consecutive years of service in Kelloggsville shall be compensated for any unused accumulated leave as well as years of service in the district.

11.9.2.2 Accumulated leave is defined as the number of unused sick days.

11.9.2.3 Years service is defined as the years worked in Kelloggsville Public Schools. Any experience in other districts isn't counted as years of service for 11.9.2.1

11.9.2.4 To qualify for severance pay in 11.9.2.1, the unit member must retire under the rules of the Michigan School Retirement Laws.

11.9.2.5 Notification dates and corresponding pay:

11.9.2.5.1 Notification must be made by 01 March to receive 100% of severance pay

11.9.2.5.2 After 01 March to 01 June = 75%

11.9.2.5.3 After 01 June to and prior to 31 August = 50%

11.9.2.6 Severance Amounts for Days Accumulated:

<u>Days</u>	<u>Amount Per Day</u>	<u>Range Low to High</u>
1-25	\$25.00	\$25 - \$625
26-49	\$30.00	\$780 - \$1,470
50-75	\$35.00	\$1,750 - \$2,625
76-100	\$40.00	\$3,040 - \$4,000
101 – 125	\$45.00	\$4,545 - \$5,625
126 – 150	\$50.00	\$6,300 - \$7,500
151 – 175	\$55.00	\$8,305 - \$9,625
176 – 200	\$60.00	\$10,560 - \$12,000
201 +	\$65.00	\$13,065

11.9.2.7 Severance Amounts for Years of Service

<u>Years Service</u>	<u>Amount Per Year</u>	<u>Range Low to High</u>
1 - 10	\$0	
11 – 15	\$75.00	\$825 - \$1,125
16 – 20	\$85.00	\$1,360 - \$1,700
21 – 25	\$95.00	\$1,995 - \$2,375
26 – 30	\$115.00	\$2,990 – \$3,450
31 +	\$125.00	\$3,875 +

11.9.2.8 Service time purchase from the retirement system will not count as years of service for 11.9.2.7

11.9.3 Death of a Unit Member

11.9.3.1 In case of death to a unit member, the applicable amounts in 11.9.1 will be paid to the individual's estate. The amounts in 11.9.2 are not applicable as these amounts are for retiring members.

11.10 Unrequested Moves

11.10.1 Any unit member required to change locales, building-wide, and the move is unrequested, shall be compensated up to six (6) hours at the training rate for their time and expense.

Reimbursement must be submitted by September 1, following the move, or as directed by the Superintendent.

- 11.10.2 Any unit member required to change locales due to unrequested transfers to another building shall be compensated up to four (4) hours at the training rate for their time and expense. Reimbursement must be submitted by September 1, following the move, or as directed by the Superintendent.

## Article 12

### 12 Grievance Procedures

- 12.1 Grievance Defined – A Grievance is a claim by any unit member, group of unit members or the KEA that there has been violation of any provision of this Agreement. The KEA designates the KEA President or their designee as the agent responsible for processing of grievances.

#### 12.1 Purpose

- 12.1.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both the Board and the KEA agree these procedures shall be kept as informal and confidential as may be appropriate at any level of this procedure.
- 12.1.2 Nothing contained in this procedure shall be construed to prevent any individual unit member from presenting a grievance and having the grievance adjusted without intervention of the KEA, if the adjustment is consistent with terms of this Agreement, provided that the KEA has been given opportunity to be present at such adjustment.

#### 12.2 Procedure

- 12.2.1 Level 1 – A unit member may, within fifteen (15) district business days of the occurrence of the alleged grievance, discuss it with their KEA representative and immediate supervisor with the object of resolving the matter informally.
- 12.2.2 Level 2 – If the unit member is not satisfied with the disposition of grievance at Level 1, they may file the grievance in writing and signed no later than ten (10) district business working days following the discussion held at Level 1 to their supervisor who shall meet with the unit member and their KEA representative. At this level the grievance must be co-

signed by the KEA and the unit member involved. Within ten (10) district working days of this meeting, the supervisor shall give the unit member and the KEA, a written response to the grievance.

- 12.2.3 Level 3 – If the unit member is not satisfied with the disposition of grievance at Level 2, they may file the grievance in writing no later than ten (10) district business days following the disposition at Level 2 to the Superintendent or their representative who shall meet with the unit member and their KEA representative within five (5) district business days.

Within ten (10) district business days of this meeting, the Superintendent shall give the unit member and KEA, a written response to the grievance.

- 12.2.4 Level 4 – If the unit member is not satisfied with the disposition of the grievance at Level 3, the aggrieved may within twenty (20) district business days submit in writing to the Secretary of the Board a statement of the reasons why the disposition at Level 3 is being appealed. At the next regular meeting of the Board, or at a meeting specially called for this purpose, the Board shall consider the grievance and may cause to have held hearing or otherwise investigate or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board or Board Committee shall make a final decision within forty-five (45) district business days or earlier of receipt of the grievance at Level 4.

- 12.2.5 Level 5 – No individual unit member shall have the right to submit a grievance to Level 5.

If the decision of the Board is unsatisfactory to the KEA, the grievance may be referred to arbitration by submitting written notice within thirty (30) district business days of the Level 4 disposition or the date the disposition was due at Level 4. The parties shall meet within fourteen (14) district business working days to select an arbitrator.

On alternating cases, the KEA and Board shall be the first to strike the name of an arbitrator from the panel below Each party will continue to alternately strike a name until the name of one (1) arbitrator remains. The arbitrator will then be jointly notified by the parties of selection and request available hearing dates.

Arbitration Panel

- 1.
- 2.
- 3.

4.

5.

Either party may remove an arbitrator from the above list by placing the other party on written notice during the month of January in any given year or at such other times as an arbitrator declines to continue on the panel or becomes incapacitated and cannot serve. By mutual agreement of the parties, a replacement arbitrator will be added to the panel. The parties reserve the right to mutually select an arbitrator on the above list or not on the list.

### 12.3 General Rules Governing the Arbitration Hearing

12.3.1 Neither party shall be permitted to assert in such arbitration proceeding any ground or reply on any evidence not previously disclosed.

12.3.2 The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the decision of the arbitrator and agree that judgment may be entered in any court of competent jurisdiction.

12.3.3 Any arbitration hearing conducted under the terms of this Agreement shall be conducted in accordance with the Voluntary Labor Arbitrator Rules of the American Arbitration KEA. Cost of the arbitrator shall be paid by the Board of Education and the KEA equally.

### 12.4 Other Provisions: Grievance & Arbitration

12.4.1 Time Lines – The time lines specified in this Article may be shortened or extended upon mutual agreement between the parties. The party requesting a change in the time limits must do so in writing.

12.4.2 Non – Arbitration Issues – The following issues will not be subject to the grievance procedures arbitration provisions:

12.4.2.1 The termination or non-renewal of a probationary unit member.

12.4.2.2 Any matter covered by the Tenure Act.

12.4.2.3 Failure to re-employ any unit member to an extra-duty position.

12.4.2.4 The evaluation of unit members.

12.4.3 Compensation – If the unit member shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to the unit member.

12.4.4 Representation – The KEA shall have the right to be present and to state its views at all stages of the grievance procedures.

12.4.5 Initiating Grievances at Level 3 – If a grievance arises from the alleged action of authority higher than the immediate supervisor, the grievance may be presented at Level 3 of the grievance procedure within thirty (30) district business days of the alleged grievance. The immediate supervisor shall receive a copy of the grievance from the KEA. At this level the grievance shall be signed by the KEA and the unit member involved.

The grievance, the alleged action, and the reasons for filing the grievance shall be presented.



## Article 13

### 13 Continuity of Operations

- 13.1 Successor Agreement – To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- 13.2 Contrary to Law – If any provision of this Agreement or any application of this Agreement to any unit member shall be found contrary to law, determined by the court, state or federal agency of proper jurisdiction, then such provision or application shall be null and void and shall no longer be a segment of this Agreement.
- 13.3 Modification of Agreement – Nothing in this Agreement shall require either the Board or KEA to negotiate during the term of this Agreement. However, this Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the Board and KEA, in writing, and signed by representatives of the Board and KEA.
- 13.4 No Strike Clause – During the term of this Agreement, neither the KEA nor any person acting on its behalf, nor any individual unit member will cause, authorize, support or take part in any strike (i.e. the concerted failure to report for duty, or willful absence of a unit member from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the unit member's duties of employment) for any purpose whatsoever. It is further agreed the KEA will not engage and will not request any other organization to place a sanction of any form on the Kelloggsville Public Schools.
- 13.5 No Reprisals – The KEA will not support the action of any unit member taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a unit member who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities by this Article.

- 13.6 Violation by KEA – In the event that KEA or any individual unit member or both violate the intent of this Article the KEA or individual unit member shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any unit member involved in the violation of this Article may be subject to discipline, up to and including termination.
- 13.7 Violation by Board – In the event the Board violates the intent of this Article, the Board shall be held liable for any and all damages and/or expenses incurred by the KEA.
- 13.8 No Lockout – During the life of this Agreement, the Kelloggsville Board of Education will not “lockout” any member of the KEA in any school of the Kelloggsville Public School district.
- 13.9 Copies of Agreement – Copies of this Agreement shall be reproduced at the expense of the Board and given to all current and newly hired unit members.
- 13.10 Signed Agreement – There shall be four (4) signed copies of this Agreement for purposes of record: one (1) retained by the Board, two (2) by the KEA and one (1) for the Superintendent.
- 13.11 Negotiations – The KEA and Superintendent will meet sixty (60) calendar days prior to the expiration of the Agreement to mutually design a meeting schedule for negotiations.

## Article 14

### Evaluations

#### 14 Evaluation of Teaching Staff

14.1 The Superintendent (or their designee) shall evaluate the member according to MCL # 380.1249. Evaluation decisions shall be made pursuant to Board Policy # 3220 – Professional Staff Evaluations, which the Parties acknowledge contains a clear and transparent procedure. If Board Policy changes, the changes go into effect at the end of the current contract and any state law changes will immediately go into effect. See Board Policy # 3220 below:

#### 3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

- A. evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics.

Evaluations must also comply with the following:

1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
  2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
  3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.
  4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are no student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
  5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of employees, so that they are given ample opportunities for improvement
  2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development
  3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
  4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures
- E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

- F. includes classroom observations in accordance with the following:
1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher
  2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
  3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than fifteen (15) minutes
  4. one (1) observation may be unscheduled
  5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations
- Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.
6. the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation

- G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

- H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
  2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
  3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
  4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
  5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
  6. A description of the plan for providing evaluators and observers with training.

- I. the District shall also:

1. provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher rated as ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

## Article 15

### Duration

This Agreement shall be effective upon ratification and implementation on 20-August 2024 and shall continue in effect for three (3) years; 20 August 2024 until 25 August 2027. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date here indicated. However, upon mutual consent of both parties to the Agreement, renegotiations of part or all of this Agreement may take place at any time during the term of this Agreement.

Board of Education Representatives + Date

KEA Representatives + Date

\_\_\_\_\_  
BOE President

\_\_\_\_\_  
Date

\_\_\_\_\_  
KEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOE Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
KCEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date





**Schedule A-1**

**24-25**

	<b>4%</b>	<b>BA</b>	<b>BA + 20</b>	<b>MA</b>	<b>MA+ 15</b>	<b>MA + 30</b>
Base		46,315	47,778	49,729	52,165	55,579
1		48,753	50,215	52,165	55,579	58,016
2		50,215	52,165	55,579	58,504	60,454
3		52,165	55,579	58,504	61,429	62,892
4		55,579	58,504	61,429	64,354	66,304
5		58,504	61,429	64,354	67,280	69,230
6		61,429	64,354	67,280	70,204	72,154
7		64,354	67,280	70,204	74,105	75,567
8		67,280	70,204	73,130	77,030	78,980
9		70,204	73,130	76,055	79,955	82,881
10		73,130	76,055	78,005	82,881	86,293
11		76,055	77,030	81,905	86,293	89,706
12		76,543	78,980	85,318	86,781	90,193
13		77,030	79,955	85,805	87,268	90,681
14		77,517	80,443	86,293	87,755	91,168
15		78,005	80,931	86,781	89,218	92,631
16		78,493	81,417	87,755	90,193	93,606
17		78,980	81,905	88,243	90,681	94,094
18		79,467	82,393	88,731	91,168	94,581
19		79,955	82,881	89,218	91,656	95,068
20		80,443	83,367	89,706	92,143	95,556
21		80,931	83,855	90,193	92,631	96,044
22		81,417	84,343	90,681	93,118	96,532
23		81,905	84,831	91,168	93,606	97,018
24		82,393	85,318	91,656	94,094	97,506
25		82,881	85,805	92,143	94,581	97,994
26		83,367	86,781	92,631	95,556	98,968
27		83,855	87,268	93,118	96,044	99,456
28		84,343	87,755	93,606	96,532	99,944
29		85,318	88,243	94,094	97,018	100,432
30		85,805	88,731	95,068	97,994	101,406

## Schedule A-1

**25-26**

<b>3.50%</b>	<b>BA</b>	<b>BA + 20</b>	<b>MA</b>	<b>MA+ 15</b>	<b>MA + 30</b>
Base	47,936	49,450	51,469	53,991	57,524
1	50,459	51,973	53,991	57,524	60,047
2	51,973	53,991	57,524	60,552	62,570
3	53,991	57,524	60,552	63,579	65,093
4	57,524	60,552	63,579	66,607	68,625
5	60,552	63,579	66,607	69,634	71,653
6	63,579	66,607	69,634	72,661	74,680
7	66,607	69,634	72,661	76,699	78,212
8	69,634	72,661	75,689	79,726	81,744
9	72,661	75,689	78,717	82,754	85,782
10	75,689	78,717	80,735	85,782	89,313
11	78,717	79,726	84,772	89,313	92,846
12	79,222	81,744	88,305	89,818	93,350
13	79,726	82,754	88,808	90,323	93,855
14	80,231	83,258	89,313	90,827	94,359
15	80,735	83,763	89,818	92,341	95,873
16	81,240	84,267	90,827	93,350	96,882
17	81,744	84,772	91,331	93,855	97,387
18	82,249	85,277	91,836	94,359	97,891
19	82,754	85,782	92,341	94,864	98,396
20	83,258	86,285	92,846	95,368	98,901
21	83,763	86,790	93,350	95,873	99,406
22	84,267	87,295	93,855	96,378	99,910
23	84,772	87,800	94,359	96,882	100,414
24	85,277	88,305	94,864	97,387	100,919
25	85,782	88,808	95,368	97,891	101,424
26	86,285	89,818	95,873	98,901	102,432
27	86,790	90,323	96,378	99,406	102,937
28	87,295	90,827	96,882	99,910	103,442
29	88,305	91,331	97,387	100,414	103,947
30	88,808	91,836	98,396	101,424	104,955

Schedule A-1

26-27

<b>3%</b>	<b>BA</b>	<b>BA + 20</b>	<b>MA</b>	<b>MA+ 15</b>	<b>MA + 30</b>
Base	49,374	50,933	53,013	55,611	59,250
1	51,973	53,532	55,611	59,250	61,848
2	53,532	55,611	59,250	62,368	64,447
3	55,611	59,250	62,368	65,486	67,046
4	59,250	62,368	65,486	68,605	70,684
5	62,368	65,486	68,605	71,724	73,802
6	65,486	68,605	71,724	74,841	76,920
7	68,605	71,724	74,841	79,000	80,559
8	71,724	74,841	77,960	82,117	84,196
9	74,841	77,960	81,079	85,236	88,355
10	77,960	81,079	83,157	88,355	91,993
11	81,079	82,117	87,315	91,993	95,631
12	81,599	84,196	90,954	92,513	96,150
13	82,117	85,236	91,473	93,033	96,670
14	82,637	85,756	91,993	93,551	97,190
15	83,157	86,276	92,513	95,111	98,749
16	83,677	86,795	93,551	96,150	99,789
17	84,196	87,315	94,071	96,670	100,309
18	84,716	87,835	94,591	97,190	100,828
19	85,236	88,355	95,111	97,710	101,348
20	85,756	88,874	95,631	98,229	101,868
21	86,276	89,394	96,150	98,749	102,388
22	86,795	89,914	96,670	99,269	102,908
23	87,315	90,434	97,190	99,789	103,427
24	87,835	90,954	97,710	100,309	103,947
25	88,355	91,473	98,229	100,828	104,467
26	88,874	92,513	98,749	101,868	105,505
27	89,394	93,033	99,269	102,388	106,025
28	89,914	93,551	99,789	102,908	106,545
29	90,954	94,071	100,309	103,427	107,065
30	91,473	94,591	101,348	104,467	108,104

**Schedule A-2**  
**Extra Duty**  
**2024-25, 2025-26, 2026-27**

	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Football:</b>		<b>ATHLETICS</b>					
	Football - Varsity Head	\$6,355	\$6,765	\$7,175	\$7,585	\$7,995	\$8,405
	Football - Varsity Asst.	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Football - JV	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Football - General Asst.	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Football - 9th or HS General Asst.	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Football - MS Head	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588
	Football - MS Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
	Football - 5th & 6th	\$513	\$615	\$718	\$820	\$923	\$1,025
<b>Basketball - Boys &amp; Girls:</b>							
	Basketball - Varsity Head	\$6,355	\$6,765	\$7,175	\$7,585	\$7,995	\$8,405
	Basketball - JV	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Basketball - 9th	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Basketball - HS General Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
	Basketball - 8th	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588
	Basketball - 7th	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588
	Basketball - MS General Asst.	\$513					
	Basketball - 5th & 6th	\$513	\$615	\$718	\$820	\$923	\$1,025
<b>Baseball:</b>							
	Baseball - Varsity	\$4,715	\$4,920	\$5,125	\$5,330	\$5,535	\$5,740
	Baseball - JV	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998
	Baseball - HS General Asst.	\$1,025					
	Baseball - MS	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
<b>Softball:</b>							
	Softball - Varsity	\$4,715	\$4,920	\$5,125	\$5,330	\$5,535	\$5,740
	Softball - JV	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998
	Softball - HS General Asst.	\$1,025					
	Softball - MS	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
<b>Volleyball:</b>							
	Volleyball - Varsity	\$5,125	\$5,535	\$5,945	\$6,355	\$6,765	\$7,175
	Volleyball - JV	\$3,383	\$3,588	\$3,793	\$3,998	\$4,203	\$4,408
	Volleyball - 9th	\$3,383	\$3,588	\$3,793	\$3,998	\$4,203	\$4,408
	Volleyball - HS General Asst.	\$1,025					
	Volleyball - MS	\$2,153	\$2,358	\$2,563	\$2,768	\$2,973	\$3,178
	Volleyball - MS General Asst.	\$513					
<b>Soccer - Boys &amp; Girls:</b>							
	Soccer - Head	\$4,715	\$4,920	\$5,125	\$5,330	\$5,535	\$5,740
	Soccer - JV	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998
	Soccer - HS General Asst.	\$1,025					
	Soccer - MS	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
	Soccer - MS General Asst.	\$513					
<b>Track - Boys &amp; Girls:</b>							
	Track - Head	\$4,613	\$4,818	\$5,023	\$5,228	\$5,433	\$5,638
	Track - Asst.	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998
	Track - MS Head	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588
	Track - MS Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
<b>Cross Country - Boys &amp; Girls:</b>							
	Cross Country - Head	\$4,613	\$4,818	\$5,023	\$5,228	\$5,433	\$5,638
	Cross Country - Asst.	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998
	Cross Country - MS Head	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588
	Cross Country - MS Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358
<b>Golf - Boys &amp; Girls:</b>							
	Golf - Head	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920
	Golf - Asst.	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588

**Schedule A-2**  
**Extra Duty**  
**2024-25, 2025-26, 2026-27**

Position							
<b>ATHLETICS</b>							
<b>Tennis - Boys &amp; Girls:</b>							
Tennis - Head	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920	
Tennis - Asst.	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588	
<b>Wrestling:</b>							
Wrestling - Head	\$5,125	\$5,535	\$5,945	\$6,355	\$6,560	\$6,970	
Wrestling - Asst.	\$3,383	\$3,588	\$3,793	\$3,998	\$4,203	\$4,408	
Wrestling - HS General Asst.	\$1,025						
Wrestling - MS Head	\$2,153	\$2,358	\$2,563	\$2,768	\$2,973	\$3,178	
Wrestling - MS Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358	
Wrestling - Club	\$1,025						
<b>Bowling:</b>							
Bowling - Head	\$3,895	\$4,100	\$4,305	\$4,510	\$4,715	\$4,920	
Bowling - HS General Asst.	\$1,025						
<b>Cheerleading:</b>							
Cheerleading - Varsity (Fall)	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588	
Cheerleading - JV (Fall)	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Cheerleading - Varsity (Winter)	\$2,563	\$2,768	\$2,973	\$3,178	\$3,383	\$3,588	
Cheerleading - JV (Winter)	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Cheerleading - 9th	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358	
Cheerleading - HS General Asst.	\$1,025						
Cheerleading - 8th (Fall)	\$1,128	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	
Cheerleading - 7th (Fall)	\$1,128	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	
Cheerleading - 8th (Winter)	\$1,128	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	
Cheerleading - 7th (Winter)	\$1,128	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	
Cheerleading - 5th & 6th (Fall)	\$308	\$410	\$513	\$615	\$718	\$820	
<b>Dance:</b>							
Dance Team - Head	\$2,153	\$2,358	\$2,563	\$2,768	\$2,973	\$3,178	
Dance Team - Asst.	\$1,333	\$1,538	\$1,743	\$1,948	\$2,153	\$2,358	
<b>Faculty Manager:</b>							
Football	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Basketball	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Middle School	\$2,973	\$3,178	\$3,383	\$3,588	\$3,793	\$3,998	
Community Education	\$718	\$923	\$1,128				
Recreation	\$718	\$923	\$1,128				
<b>Power Lifting:</b>							
Power Lifting - Head	\$1,538	\$2,153					
General Asst.	\$1,025						
<b>Boys Volleyball Club:</b>							
Boys Volleyball Club	\$1,500						

**Schedule A-2  
Extra Duty  
2024-25, 2025-26, 2026-27**

<b>ACTIVITIES - - ADVISORS</b>							
Position							
<b>Vocal Music:</b>							
Vocal Music Director - HS/MS	\$1,333	\$1,700	\$2,100	\$2,500	\$2,900	\$3,300	
Vocal Teacher - Elementary	\$1,300.00						
Vocal Music - Accompanist	\$25 Per Hour						
<b>Band:</b>							
Band - Director	\$5,125	\$5,535	\$5,945	\$6,355	\$6,765	\$7,175	
Band - Asst. Director	\$2,153	\$2,563	\$2,973	\$3,383	\$3,793	\$4,203	
Band - Director Summer Camp	\$1,250						
Band - Assistants Summer Camp	\$500						
Band - Color Guard/Flag Corp Inst.	\$718	\$923	\$1,128				
<b>Drama:</b>							
Play Director - Fall	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Play Director - Spring	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
Play Technical - Fall	\$718	\$923	\$1,128				
Play Technical - Spring	\$718	\$923	\$1,128				
Play Set Construction - Fall	\$718	\$923	\$1,128				
Play Set Construction - Spring	\$718	\$923	\$1,128				
HS Auditorium Director - All Year	\$1,743	\$1,948	\$2,153	\$2,358	\$2,563	\$2,768	
<b>Student Council:</b>							
High School	\$1,128	\$1,333	\$1,538				
Middle School	\$718	\$923	\$1,128				
<b>Advisors:</b>							
Academic Team Coach	\$718	\$923	\$1,128				
HS Forensics Coach	\$718	\$923	\$1,128				
Close-Up Advisor	\$1,538	\$1,948	\$2,358				
Yearbook Advisor	\$2,563	\$2,973	\$3,383				
E-Coach - Per Season	\$1,200.00						
<b>Grade Sponsors:</b>							
12th Grade	\$1,743						
11th Grade	\$1,743						
10th Grade	\$1,743						
9th Grade	\$1,025						
<b>Additional Assignments:</b>							
HS Counselor	\$7,200 = 10 extra days & no prep						
MS Counselor	\$7,200 = 10 extra days & no prep						
Teacher Leadership Projects	\$1,333 Full Year						
Elem/MS/HS Morning Supervisor - Full Year	\$1,230 Full Year						
Elem/MS/HS Noon Supervisor	\$1,333	\$1,743	\$2,153				
Elem/MS/HS PM Supervisor	\$1,050 Full Year						
Intramurals	\$500						
Recess Supervisor	\$1,743 Full Year						
Loss Prep Time - Secondary - Full Year	\$8,500						
Loss Prep Time - Elementary - Full Year	\$1,190						
<b>Hourly Positions</b>							
Academic Tutoring	\$45.00						
Summer School	\$45.00						
Teaching as a Substitute	\$35.00						
Teacher Training Rate	\$30.00						
Teacher Leadership Projects (Hrly)	\$30.00						
School Improvement Team Member	\$30.00						
PBIS Team Member	\$30.00						
Grade Level Leaders/Dept. Heads	\$35 Per Hour for a maximum of 40 hours (up to \$1,400)*						
*Must be pre-approved by the bldg. administrator. Timesheet turned in after each semester with approval of bldg.administrator							
Credit Recovery HS/MS	\$40.00						
K-8 After School (Non-KEDS)	\$30.00						
After School Activities (Non-Certified)	\$20.00						
Recreation Instruction	\$20.00						

**Schedule A-3**

**Class Size Overage Compensation**

**2024-25**

**2025-26**

**2026-27**

Reimbursement for overloads as listed in 5.5.1.

X = number of students listed in 5.5.1

**ELEMENTARY**

Per Student/Per Day

X + 1 additional student = \$6.00
X + 2 additional students = \$6.50
X + 3 additional students = \$7.00
X + 4 additional students = \$7.50
X + 5* additional students = \$8.00 [*Classroom Limit – additional students over 5, in all sections of each grade level, will result in the addition of another section/class.]

**SECONDARY**

Per Student/Per Day

Classroom Limit Not Applicable for Additional Section/Class at KMS/KHS/54<sup>th</sup> Street Academy

X + 1, 2, 3 additional students = \$2.50
X + 4, 5, 6 additional students = \$4.50
X + 7 additional students = \$6.50 [Classroom limit not applicable for the addition of another section/class.]

**Kelloggsville Public School  
District Calendar 2024-2025  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2024</b>						
11	12	13	14	15 AM Building Meetings/ PM Work Day	16	17
18	19 Professional Dev.	20 1 <sup>st</sup> Day of School	21	22	23 No School	24
25	26	27	28	29	30 No School	31
<b>September 2024</b>						
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Secondary Conf. 4:00-7:30 p.m.	18	19	20	21
22	23	24	25 Secondary Conf. 4:00-7:30 p.m.	26	27	28
29	30					
<b>October 2024</b>						
		1	2	3 Elementary Conf. 4:30 – 8:00 p.m.	4	5
6	7	8	9 Elementary Conf. 4:30 – 8:00 p.m.	10	11	12
13	14	15	16	17	18 End of 1 <sup>st</sup> MP	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>November 2024</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13 Professional Development	14	15	16
17	18	19	20	21	22	23
24	25	26	27 No School	28 No School Thanksgiving	29 No School	30
<b>December 2024</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 ½ Day Students PM Records End of 1 <sup>st</sup> Semester	21
22	23 No School	24 Christmas Eve	25 Christmas Day	26 No School	27 No School	28
29	30 No School	31 New Year's Eve				
<b>January 2025</b>						
			1 New Year's Day	2 No School	3 No School	4
5	6	7	8	9	10	11



**Kelloggsville Public School  
District Calendar 2024-2025  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2025</b>						
12	13	14	15	16	17	18
19	20 MLK Day Prof. Development	21	22	23	24	25
26	27	28	29	30	31	
<b>February 2025</b>						
						1
2	3	4	5	6	7	8
9	10	11 Secondary Conf. 4:00-7:30 p.m.	12	13	14	15
16	17 Mid-Winter Break - No School	18	19 Secondary Conf. 4:00-7:30 p.m.	20	21	22
23	24	25	26	27 Elementary Conf. 4:30-8:00 p.m.	28	
<b>March 2025</b>						
						1
2	3	4	5 Elementary Conf. 4:30-8:00 p.m.	6	7	8
9	10	11	12 Professional Development	13	14 End of 3 <sup>rd</sup> MP	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>April 2025</b>						
		1	2	3	4 No School	5
6	7 No School	8 No School	9 No School	10 No School	11 No School	12
13	14	15	16	17	18	19
20 Easter	21	22	23	24	25	26
27	28	29	30			
<b>May 2025</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 No School Memorial Day	27	28	29	30	31
<b>June 2025</b>						
1	2	3	4 ½ Day Students a.m. Last Day Teachers Records & Checkout p.m.	5	6	7

## **Kelloggsville Public School District Calendar 2024-2025**

### **Calendar Details:**

180 Student Days – (2 of which will be half days; 12/20/24 + 06/04/25)  
185 Teacher Days

All staff meetings will be scheduled as per KEA Master Agreement

1<sup>st</sup> Marking Period = 41 Student Days  
2<sup>nd</sup> Marking Period = 41 Student Days  
3<sup>rd</sup> Marking Period = 47 Student Days  
4<sup>th</sup> Marking Period = 51 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:00 p.m.  
½ Day Dismissal – Elementary – 11:30 a.m.  
Secondary – 10:50 a.m.

Updated: 06/10/24

**Kelloggsville Public School  
District Calendar 2025-2026  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2025</b>						
10	11	12	13	14 AM Building Meetings/PM Work Day	15	16
17	18 Professional Dev.	19 1 <sup>st</sup> Day of School	20	21	22 No School	23
24	25	26	27	28	29 No School	30
31						
<b>September 2025</b>						
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Secondary Conf. 4:00-7:30 p.m.	17	18	19	20
21	22	23	24 Secondary Conf. 4:00-7:30 p.m.	25	26	27
28	29	30				
<b>October 2025</b>						
			1	2 Elementary Conf. 4:30 – 8:00 p.m.	3	4
5	6	7	8 Elementary Conf. 4:30 – 8:00 p.m.	9	10	11
12	13	14	15	16	17 End of 1 <sup>st</sup> MP	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>November 2025</b>						
						1
2	3	4	5	6	7	8
9	10	11	12 Professional Development	13	14	15
16	17	18	19	20	21	22
23	24	25	26 No School	27 No School Thanksgiving	28 No School	29
30						
<b>December 2025</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ½ Day Students PM Records End of 1 <sup>st</sup> Semester	20
21	22 No School	23 No School	24 Christmas Eve	25 Christmas Day	26 No School	27
28	29 No School	30 No School	31 New Year's Eve			

**Kelloggsville Public School  
District Calendar 2025-2026  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2026</b>						
				1 New Year's Day	2 No School	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 MLK Day Prof. Development	20	21	22	23	24
25	26	27	28	29	30	31
<b>February 2026</b>						
1	2	3	4	5	6	7
8	9	10 Secondary Conf. 4:00-7:30 p.m.	11	12	13	14
15	16 Mid-Winter Break – No School	17	18 Secondary Conf. 4:00-7:30 p.m.	19	20	21
22	23	24	25	26 Elementary Conf. 4:30-8:00 p.m.	27	28
<b>March 2026</b>						
1	2	3	4 Elementary Conf. 4:30-8:00 p.m.	5	6	7
8	9	10	11 Professional Development	12	13 End of 3 <sup>rd</sup> MP	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>April 2026</b>						
			1	2	3 No School	4
5 Easter	6 No School	7 No School	8 No School	9 No School	10 No School	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<b>May 2026</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 No School Memorial Day	26	27	28	29	30
31						
<b>June 2026</b>						
	1	2	3 ½ Day Students a.m. Last Day Teachers Records & Checkout p.m.	4	5	6

## **Kelloggsville Public School District Calendar 2025-2026**

### **Calendar Details:**

180 Student Days – (2 of which will be half days; 12/19/25 + 06/03/26)  
185 Teacher Days

All staff meetings will be scheduled as per KEA Master Agreement

1<sup>st</sup> Marking Period = 41 Student Days  
2<sup>nd</sup> Marking Period = 41 Student Days  
3<sup>rd</sup> Marking Period = 47 Student Days  
4<sup>th</sup> Marking Period = 51 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:00 p.m.  
½ Day Dismissal – Elementary – 11:30 a.m.  
Secondary – 10:50 a.m.

Updated: 06/10/24

**Kelloggsville Public School  
District Calendar 2026-2027  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2026</b>						
16	17	18	19 AM Building Meeting/ PM Work Day	20 Professional Dev.	21	22
23	24 1 <sup>st</sup> Day of School	25	26	27	28	29
30	31					
<b>September 2026</b>						
		1	2	3	4 No School	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Secondary Conf. 4:00-7:30 p.m.	23	24	25	26
27	28	29	30 Secondary Conf. 4:00-7:30 p.m.			
<b>October 2026</b>						
				1	2	3
4	5	6	7	8 Elementary Conf. 4:30 – 8:00 p.m.	9	10
11	12	13	14 Elementary Conf. 4:30 – 8:00 p.m.	15	16 End of 1 <sup>st</sup> MP	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>November 2026</b>						
1	2	3	4	5	6	7
8	9	10	11 Professional Development	12	13	14
15	16	17	18	19	20	21
22	23	24	25 No School	26 No School Thanksgiving	27 No School	28
29	30					
<b>December 2026</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 ½ Day Students PM Records End of 1 <sup>st</sup> Semester	19
20	21 No School	22 No School	23 No School	24 Christmas Eve	25 Christmas Day	26
27	28 No School	29 No School	30 No School	31 New Year's Eve		
<b>January 2027</b>						
					1 New Year's Day	2
3	4	5	6	7	8	9

**Kelloggsville Public School  
District Calendar 2026-2027  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2027</b>						
10	11	12	13	14	15	16
17	18 MLK Day Prof. Development	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>February 2027</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Secondary Conf. 4:00-7:30 p.m.	17	18	19	20
21	22	23	24 Secondary Conf. 4:00-7:30 p.m.	25	26	27
28						
<b>March 2027</b>						
	1	2	3	4 Elementary Conf. 4:30-8:00 p.m.	5	6
7	8	9	10 Elementary Conf. 4:30-8:00 p.m.	11	12	13
14	15	16	17 Professional Development	18	19 End of 3 <sup>rd</sup> MP	20
21	22	23	24	25	26	27
28 Easter	29	30	31			
<b>April 2027</b>						
				1	2 No School	3
4	5 No School	6 No School	7 No School	8 No School	9 No School	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>May 2027</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 No School Memorial Day					
<b>June 2027</b>						
		1	2	3	4 ½ Day Students a.m. Last Day Teachers Records & Checkout p.m.	5

**Kelloggsville Public School  
District Calendar 2026-2027**

**\*\* (KEA/Admin Agree to Re-Open Based on Labor Day Waiver)**

**Calendar Details:**

180 Student Days – (2 of which will be half days; 12/18/26 + 06/04/27)  
185 Teacher Days

All staff meetings will be scheduled as per KEA Master Agreement

1<sup>st</sup> Marking Period = 38 Student Days  
2<sup>nd</sup> Marking Period = 41 Student Days  
3<sup>rd</sup> Marking Period = 48 Student Days  
4<sup>th</sup> Marking Period = 53 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:00 p.m.  
½ Day Dismissal – Elementary – 11:30 a.m.  
Secondary – 10:50 a.m.

Updated: 06/10/24



**MESSA In-Network Plan Comparison - Effective 1/1/2024**

**Kelloggsville Public Schools - Teachers & Itinerants**

	<b>MESSA Choices \$500/\$1,000 0% MESSA Saver Rx</b>	<b>MESSA ABC Plan 1 \$1,600/\$3,200 HSA 0% MESSA ABC Rx</b>	<b>MESSA ABC Plan 1 \$1,600/\$3,200 HSA 10% 3-Tier Rx</b>
<b>In-Network Cost Share After Deductible</b>			
Deductible	\$500/\$1,000	\$1,600/\$3,200	\$1,600/\$3,200
Coinsurance	0%	0%	10%
Teladoc Health virtual 24/7 care for minor illnesses, injuries and mental health copay/coinsurance	\$20	0%	10%
Teladoc Health virtual primary care visit copay/coinsurance	\$20	0%	10%
Office visit copay/coinsurance	\$20	0%	10%
Specialist visit copay/coinsurance	\$20	0%	10%
Urgent care copay/coinsurance	\$25	0%	10%
Emergency room copay/coinsurance	\$50	0%	10%
Total out-of-pocket maximum	\$2,500/\$5,000	\$2,600/\$5,200	\$4,600/\$8,050
<b>Certain Benefit Differences</b>			
Chiropractic manipulations	Up to 38 visits per calendar year, including therapeutic massage; Covered 100% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year, including therapeutic massage; Covered 100% after deductible	Up to 38 visits per calendar year, including therapeutic massage; Covered 90% after deductible
Osteopathic manipulations	Up to 38 visits per calendar year; Covered 100% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year; Covered 100% after deductible	Up to 38 visits per calendar year; Covered 90% after deductible
Outpatient physical, occupational and speech therapy	Up to a combined 60 visits per calendar year; Covered 100% after deductible	Up to a combined 60 visits per calendar year; Covered 100% after deductible	Up to a combined 60 visits per calendar year; Covered 90% after deductible
Bariatric surgery	Covered 100% after deductible	Covered 100% after deductible	Covered 90% after deductible
Acupuncture	Covered 100% after deductible	Covered 100% after deductible	Covered 90% after deductible
Hearing aids	Covered 100% up to a maximum benefit after deductible	Covered 100% up to a maximum benefit after deductible	Covered 90% up to a maximum benefit after deductible

## MESSA In-Network Plan Comparison - Effective 1/1/2024

### Kelloggsville Public Schools - Teachers & Itinerants

	<b>MESSA Choices \$500/\$1,000 0% MESSA Saver Rx</b>	<b>MESSA ABC Plan 1 \$1,600/\$3,200 HSA 0% MESSA ABC Rx</b>	<b>MESSA ABC Plan 1 \$1,600/\$3,200 HSA 10% 3-Tier Rx</b>
<b>Prescription Drugs</b>	<b>MESSA Saver Rx</b>	<b>MESSA ABC Rx (after deductible)</b>	<b>3-Tier Rx (after deductible)</b>
<b>Up to a 34-day supply</b>			
Generic drugs	\$2 or \$10	Free, \$2 or \$10	Free or \$10
Preferred brand-name drugs	\$20 or \$40	\$20 or \$40	20% coinsurance (\$40 min - \$80 max)
Nonpreferred brand-name drugs			20% coinsurance (\$60 min - \$100 max)
Preferred specialty drugs (includes generic specialty and preferred brand specialty)	Specialty drugs included in one of the above pricing categories	Specialty drugs included in one of the above pricing categories	Specialty drugs included in one of the above pricing categories
Nonpreferred specialty drugs			
<b>90-day supply</b>			
Generic drugs, Preferred brand-name drugs, Nonpreferred brand-name drugs	2x 1-month supply; Available via retail or mail order	2x 1-month supply; Available via retail or mail order	2.5x 1-month supply; Available via retail or mail order
<b>Additional Information</b>			
Free preventive drug lists	Affordable Care Act (ACA) Free Preventive Drug Coverage	Affordable Care Act (ACA) Free Preventive Drug Coverage and the Expanded Free Preventive Drug List; These are FREE before you pay your deductible	Affordable Care Act (ACA) Free Preventive Drug Coverage and the Expanded Free Preventive Drug List; These are FREE before you pay your deductible
Supplemental Plans	Not included	Not included	Not included

~ For Saver Rx and ABC Rx, the reduced cost generic drugs at \$2 and brand-name drugs at \$20, include medications for asthma, diabetes, coronary artery disease, high blood pressure and high cholesterol.

~ The MESSA ABC Plan 1 and Balance+ deductible is subject to change each Jan. 1 to remain HSA-compatible, per IRS rules; out-of-pocket maximums may change based on deductible amounts.

If you have any questions, please contact your MESSA Field Representative, Reneé Szurna, at 800-292-4910.

This comparison is provided for informational purposes only and MESSA assumes no responsibility or liability for any errors or omissions in the content. Refer to MESSA.org and the plan booklets for additional information.

# MESSA Choices

## Medical plan highlights



1475 Kendale Blvd. PO Box 2560  
 East Lansing, Michigan 48826-2560  
 517-332-2581 • 800-292-4910

**Effective Date: 9/1/2024**

**MESSA Account: Kelloggsville Public Schools**

**Employee Group: Teachers**

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

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

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

Plan features	In-network
<p><b>Annual deductible</b>                      The amount you pay for health care services before your health insurance begins to pay. If one member of the family meets the individual deductible, but the family deductible has not been met, MESSA will pay for covered services for that member only. Covered services for the remaining family members will be paid when the family deductible has been met. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p>\$500 individual/\$1,000 family</p>
<p><b>Medical copayment</b>                      A fixed amount you pay for a medical visit.</p>	<p>\$20 Teladoc Health 24/7 care for minor illnesses, injuries and mental health, \$20 Teladoc virtual primary care visit, \$20 office visit for medical, mental health and/or substance use disorder treatment, \$20 specialist visit, \$25 urgent care, \$50 emergency room, if not admitted</p>
<p><b>Medical coinsurance</b>                      A fixed percentage you pay for a medical service.</p>	<p>0%</p>
<p><b>Prescription drug coverage</b>                      Subject to prescription copayments and coinsurance.</p>	<p>Saver Rx</p>
<p><b>Annual out-of-pocket maximums</b>                      The most you have to pay for covered medical services in a calendar year, including deductible, applicable coinsurance and copayments. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximums.  <b>Prescription:</b> The most you have to pay for prescription copayments and coinsurance in a calendar year.</p>	<p>Medical: \$1,500 individual/\$3,000 family                      Prescription: \$1,000 individual/\$2,000 family</p>
<p><b>In-network preventive care – no cost to you</b></p>	
<p><b>Preventive care</b>                      Certain services such as annual exams, screenings, childhood and adult immunizations, and certain preventive medications.</p>	<p><b>Prenatal and postnatal care</b>                      Prenatal and postnatal doctor visits.</p>
<p><b>In-network services subject to deductible and applicable copayment</b></p>	
<p><b>Emergency room (ER)</b>                      Copayment waived if admitted or due to an accidental injury.</p>	<p><b>Mental health and substance use disorder - outpatient care</b></p>
<p><b>Office visit</b>                      e.g. primary care physician, obstetrics and gynecology and pediatric visits.</p>	<p><b>Specialist visit</b></p>

<b>Teladoc Health visits</b> 24/7 care for minor illnesses, injuries and mental health; virtual primary care visits.	<b>Urgent care</b> Copayment waived if services are required to treat a medical emergency or accidental injury.
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**In-network services subject to deductible and applicable coinsurance**

<b>Acupuncture</b> Must be performed by an M.D. or D.O or a registered acupuncturist.	<b>Allergy testing and therapy</b> Subject to deductible and coinsurance. Office visit copayment may apply
<b>Ambulance</b>	<b>Autism - applied behavior analysis (ABA) services</b>
<b>Bariatric surgery</b>	<b>Chiropractic services including modalities</b> Up to 38 visits per calendar year.
<b>Diagnostic lab and X-ray</b>	<b>Durable medical equipment (DME)</b>
<b>Hearing aids</b> There is a maximum benefit for a hearing aid for each ear during a 36-month period.	<b>Hearing care</b> Hearing related services performed by an M.D. or D.O.
<b>Home health care</b>	<b>Human organ transplant</b> Must be performed at an approved facility.
<b>Inpatient hospital</b>	<b>Medical supplies</b>
<b>Mental health and substance use disorder - inpatient care</b>	<b>Osteopathic manipulations</b> Performed by an Osteopathic physician. Up to 38 visits per
<b>Outpatient physical, occupational and speech therapy</b> Up to a combined benefit max of 60 visits per individual per calendar year.	<b>Prosthetics and orthotics</b>
<b>Radiation and chemotherapy</b>	<b>Skilled nursing facility</b> Up to a max of 120 days per calendar year.

**Home delivery of prescription medications**

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

**Medical care outside the U.S.**

MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website ([www.bcbsglobalcore.com](http://www.bcbsglobalcore.com)) to find in-network providers prior to your departure.

**Covered services and approved amounts**

**In-network providers** bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.

**Out-of-network providers** may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.

*Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.*

**Life and accidental death & dismemberment insurance**

**Life insurance:** \$5,000 policy for you.

**Accidental death & dismemberment insurance (AD&D):** \$5,000 policy for you.

*Life and AD&D insurance underwritten by Life Insurance Company of North America.*

# MESSA Saver Rx Overview



1475 Kendale Blvd. PO Box 2560  
 East Lansing, Michigan 48826-2560  
 517-332-2581 • 800-292-4910

**If you have MESSA Saver Rx with the Mandatory Mail rider:** You must obtain all 90-day prescriptions and certain long-term maintenance medications through OptumRx home delivery.

- A prescription is required for each covered drug, including covered over-the-counter medications.
- You are responsible for prescription copayments until your prescription out-of-pocket maximum is reached.
- Save money by using the OptumRx Pharmacy, our home delivery service. To order medication through the OptumRx Pharmacy, log in to your MyMESSA account at [messa.org](http://messa.org) and select "Rx home delivery."
- In most cases, if your doctor writes "Dispense as written" or "DAW," your cost will be higher.
- If you take a brand name medication and a generic is available, you pay \$40 plus the difference between the approved amount and the retail cost. Your doctor may request an exception due to medical necessity.
- If the approved amount is less than the copayment, you pay only the approved amount for the drug.
- Specialty medications may be handled separately. We reserve the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one-half for this reduced initial fill. Additional fills for specialty drugs are limited to a 30-day supply and must be obtained from a retail pharmacy or by mail through AllianceRx Walgreens Pharmacy.
- Your prescription plan includes a number of money-saving features, including prior authorization, step therapy and quantity limits.

Prescription copayment for one-month supply	Prescription drug
No cost to you	<ul style="list-style-type: none"> <li>• Specific preventive medications mandated by federal law are covered 100% with no deductible required. Age and gender limits apply.</li> </ul>
\$2	<ul style="list-style-type: none"> <li>• Specific generic drugs used to treat asthma, diabetes, high blood pressure, high cholesterol and coronary artery disease.</li> </ul>
\$10	<ul style="list-style-type: none"> <li>• All other generic drugs</li> <li>• Specific over-the-counter medications with a written prescription for the treatment of seasonal allergies and heartburn. Cannot combine with a coupon or other manufacturer offer.</li> </ul>
\$20	<ul style="list-style-type: none"> <li>• Specific brand-name maintenance drugs used to treat asthma and diabetes for which there is no generic equivalent.</li> </ul>
\$40	<ul style="list-style-type: none"> <li>• All other brand-name drugs, including single-source drugs where no generic is available.</li> <li>• You will be responsible for the cost difference between the approved amount and the actual retail cost of the drug when you insist on a brand name but a generic is available and medically appropriate.</li> </ul>

For specific drugs under each category, go to [messa.org](http://messa.org) or call the MESSA Member Service Center at 800-336-0013 or TTY: 888-445-5614 or contact us via live chat from your MyMESSA account or through the MESSA app.

# MESSA ABC Plan 1

## Medical plan highlights



**Effective Date: 9/1/2024**

**MESSA Account: Kelloggsville Public Schools**

**Employee Group: Teachers**

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

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

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

Plan features	In-network
<p><b>Annual deductible</b> The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p>Single coverage: \$1600  2-Person &amp; Family coverage: \$3200  Your deductible is subject to change each Jan. 1 according to IRS rules governing HSA-qualified plans.  When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</p>
<p><b>Medical coinsurance</b> A fixed percentage you pay for a medical service.</p>	<p>0%</p>
<p><b>Prescription drug coverage</b> Under federal law governing HSA-eligible plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See free preventive prescriptions below.</p>	<p>MESSA ABC Rx</p>
<p><b>Annual out-of-pocket maximums</b> The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.</p>	<p>Single coverage: \$2600  2-Person &amp; Family coverage: \$5200</p>
<p><b>In-network services covered at no cost to you</b></p>	
<p><b>Free preventive prescriptions</b> MESSA ABC covers an extensive list of free preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.</p>	<p>No cost to you</p>
<p><b>Preventive care</b> Certain services such as annual exams, screenings, childhood and adult immunizations, and certain preventive medications.</p>	
<p><b>Prenatal and postnatal care</b> Prenatal and postnatal doctor visits.</p>	

### In-network services subject to deductible and applicable coinsurance

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

### Home delivery of prescription medications

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

### Medical care outside the U.S.

MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website ([www.bcbsglobalcore.com](http://www.bcbsglobalcore.com)) to find in-network providers prior to your departure.

### Covered services and approved amounts

**In-network providers** bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.

**Out-of-network providers** may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.

*Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.*

### Life and accidental death & dismemberment insurance

**Life insurance:** \$5,000 policy for you.

**Accidental death & dismemberment insurance (AD&D):** \$5,000 policy for you.

*Life and AD&D insurance underwritten by Life Insurance Company of North America.*

## MESSA ABC with ABC Rx Overview



1475 Kendale Blvd. PO Box 2560  
 East Lansing, Michigan 48826-2560  
 517-332-2581 • 800-292-4910

**If you have MESSA ABC Rx with Mandatory Mail:** You must order all 90-day prescriptions and certain long-term maintenance medications through Optum Rx home delivery.

- A prescription is required for each covered drug, including covered over-the-counter medications.
- You pay the full cost of your prescriptions until your deductible is fully paid. After deductible, you are responsible for prescription copayments until your out-of-pocket maximum is reached.
- Save money by using Optum Rx for home delivery of your medications. To order medications through Optum Rx, log in to your MyMESSA account at [messa.org](http://messa.org) and select "Optum Rx home delivery."
- In most cases, if your doctor writes "Dispense as written" or "DAW," your cost will be higher.
- After your deductible is fully paid, if you take a brand-name medication and a generic is available, you pay \$40 plus the difference between the approved amount and the retail cost. Your doctor may request an exception due to medical necessity.
- If the approved amount is less than the copayment, you pay only the approved amount for the drug.
- Specialty medications may be handled separately. We reserve the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one-half for this reduced initial fill. Additional fills for specialty drugs are limited to a 30-day supply and must be obtained from a retail pharmacy or by mail through AllianceRx Walgreens Pharmacy.
- Your prescription plan includes a number of money-saving features, including prior authorization, step therapy and quantity limits.

Copayment for one-month supply	Prescription drug
No cost to you	<ul style="list-style-type: none"> <li>• List of specific preventive medications in addition to those mandated by federal law are covered 100% with no deductible required.</li> </ul>
After your deductible is met the following copayments apply:	
\$2	<ul style="list-style-type: none"> <li>• Specific generic drugs used to treat asthma, diabetes, and coronary artery disease.</li> </ul>
\$10	<ul style="list-style-type: none"> <li>• All other generic drugs.</li> <li>• Specific over-the-counter medications with a written prescription for the treatment of seasonal allergies and heartburn. Cannot combine with a coupon or other manufacturer offer.</li> </ul>
\$20	<ul style="list-style-type: none"> <li>• Specific brand-name maintenance drugs used to treat asthma and diabetes for which there is no generic equivalent.</li> </ul>
\$40	<ul style="list-style-type: none"> <li>• All other brand-name drugs, including single-source drugs where no generic is available.</li> <li>• You will be responsible for the cost difference between the approved amount and the actual retail cost of the drug when you insist on a brand name but a generic is available and medically appropriate.</li> </ul>

For specific drugs under each category, go to [messa.org](http://messa.org) or call the MESSA Member Service Center at 800-336-0013 or TTY 888-445-5614 or contact us via live chat from your MyMESSA account or through the MESSA app.



# MESSA ABC Plan 1

## Medical plan highlights



1475 Kendale Blvd. PO Box 2560  
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**Effective Date: 9/1/2024**

**MESSA Account: Kelloggsville Public Schools**

**Employee Group: Teachers**

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

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

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

Plan features	In-network
<p><b>Annual deductible</b>                      The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p>Single coverage: \$1600                       2-Person &amp; Family coverage: \$3200                       Your deductible is subject to change each Jan. 1 according to IRS rules governing HSA-qualified plans.                       When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</p>
<p><b>Medical coinsurance</b>                      A fixed percentage you pay for a medical service.</p>	<p>10%</p>
<p><b>Prescription drug coverage</b>                      Under federal law governing HSA-eligible plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See free preventive prescriptions below.</p>	<p>3-Tier Rx</p>
<p><b>Annual out-of-pocket maximums</b>                      The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.</p>	<p>Single coverage: \$4600                       2-Person &amp; Family coverage: \$8050</p>
<p><b>In-network services covered at no cost to you</b></p>	
<p><b>Free preventive prescriptions</b>                      MESSA ABC covers an extensive list of free preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.</p>	<p>No cost to you</p>
<p><b>Preventive care</b>                      Certain services such as annual exams, screenings, childhood and adult immunizations, and certain preventive medications.</p>	
<p><b>Prenatal and postnatal care</b>                      Prenatal and postnatal doctor visits.</p>	

### In-network services subject to deductible and applicable coinsurance

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

### Home delivery of prescription medications

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

### Medical care outside the U.S.

MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website ([www.bcbsglobalcore.com](http://www.bcbsglobalcore.com)) to find in-network providers prior to your departure.

### Covered services and approved amounts

**In-network providers** bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.

**Out-of-network providers** may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.

*Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.*

### Life and accidental death & dismemberment insurance

**Life insurance:** \$5,000 policy for you.

**Accidental death & dismemberment insurance (AD&D):** \$5,000 policy for you.

*Life and AD&D insurance underwritten by Life Insurance Company of North America.*

## MESSA ABC with 3-Tier Rx Overview



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East Lansing, Michigan 48826-2560  
517.332.2581 • 800.292.4910

**If you have MESSA ABC with 3-Tier Rx and Mandatory Mail:** You must order all 90-day prescriptions and certain long-term maintenance medications through Optum Rx for home delivery.

- You pay the full cost of your prescriptions until your deductible is fully paid. After you meet your deductible, you are responsible for prescription copayments or coinsurance until your out-of-pocket maximum is reached.
- Save money by using Optum Rx for home delivery of your medications.
- In most cases, if your doctor writes “Dispense as written” or “DAW,” your cost will be higher.
- After your deductible is fully paid, if you take a brand-name medication and a generic is available, you pay Tier 3 coinsurance plus the difference between the approved amount and the retail cost. Your doctor may request an exception due to medical necessity.
- If the approved amount is less than the copayment, you pay only the approved amount for the drug.
- Specialty medications may be handled separately. We reserve the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one-half for this reduced initial fill. Additional fills for specialty drugs are limited to a 30-day supply and must be obtained from a retail pharmacy or by mail through AllianceRx Walgreens Pharmacy.
- Your prescription plan includes a number of money-saving features, including prior authorization, step therapy and quantity limits.

	Up to 34-day supply	90-day supply
List of specific preventive medications in addition to those mandated by federal law are covered 100% with no deductible required.	No cost to you	No cost to you
After your deductible is met the following copayments or coinsurance apply:		
Tier 1 Generics	\$10 copayment	\$25 copayment
Tier 2 Most brand drugs with no generic equivalent	20% coinsurance \$40 minimum – \$80 maximum	20% coinsurance \$100 minimum – \$200 maximum
Tier 3 Most brand drugs with a generic equivalent or therapeutic alternative	20% coinsurance \$60 minimum – \$100 maximum	20% coinsurance \$150 minimum – \$250 maximum

*The amount you pay for brand-name medications varies because coinsurance is based on the price of the drug when it is filled. If you obtain a Tier 3 drug when a Tier 1 drug is available, you will pay the Tier 3 coinsurance plus the difference in cost between the Tier 1 drug and the Tier 3 drug. A drug may switch from one tier to another. Up to a 90-day supply of insulin may be obtained for the same amount as a 34-day supply from any in-network provider.*

To order medications through Optum Rx, log in to your MyMESSA account at [messa.org](https://messa.org) and select “Optum Rx home delivery.” You may also call MESSA at 800-336-0013 or TTY 888-445-5614 for assistance or contact us via live chat from your MyMESSA account or through the MESSA app.



PO Box 610  
 Southfield, MI 48037  
 248-901-3705

**KELLOGGSVILLE PUBLIC SCHOOLS Dental Benefits Plan**  
 Instructional, Dual Employees

**Group # 42109**

**The Plan-at-a-Glance**

**PPO Networks: ADN Dental Network, DenteMax**

**Maximum Benefits**

**September 1<sup>st</sup> through August 31<sup>st</sup>**

Annual Maximum	\$1,000 per eligible individual for covered class I, II and III services
Lifetime Maximum	\$2,500 per eligible individual for covered class IV services
TMJ Services	Applies to annual maximum, up to lifetime maximum of \$1000

**Class I Preventive Services – 50%**

**\*\*\*Incentive Plan Increases 10% per year to 100%**

Routine Oral Examinations	Twice per plan year
Prophylaxis (Cleaning), Periodontal Maintenance	Twice per plan year
Topical Application of Fluoride	Twice per plan year to age 18
Bitewing X-Rays	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	

**Class II Restorative Services – 50%**

**\*\*\*Incentive Plan Increases 10% per year to 100%**

Composite and Amalgam fillings**	
Space Maintainers	Up to age 14
Inlays, Onlays and Crowns	
Root Canal Therapy	
Periodontal Root Planing	
Periodontal Surgery	
Oral Surgery and Extractions	Medical plan primary for certain procedures
General Anesthesia or IV Sedation	With covered oral surgery
Occlusal Guards	For Bruxism Only
TMJ Appliances and Services	

**Class III Major Services – 50%**

**Annual deductible applies**

Complete and Partial Removable Dentures  
 Fixed Partial Dentures (Bridges)  
 Denture Repair and Adjustment  
 Denture Reline or Rebase  
 Addition of Teeth to Partial Dentures

**Class IV Orthodontic Services – 50%**

Limited and Interceptive Treatment	Removable and Fixed Appliance Therapy, up to age 19
Comprehensive Treatment	Fixed Appliance Therapy, up to age 19

**Not Covered**

Sealants      Implants and Related Restorations      Cosmetic Treatment

Deductible –\$25 Individual/\$50 Family Annual Class III

Missing Tooth Clause – None

12 Month Billing Limitation

\*\*Composite and resins are not covered for posterior teeth, alternate benefit applies

Waiting Periods – None

\*\*Prosthetics are considered on delivery date

COB – Standard

\*\*\*Annual Routine Exam or Prophy required for increase or retention of higher benefit level

**\*\*Note – Quotes of benefits do not constitute a guarantee of payment. Eligibility is determined at time of service. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan document for additional coverage details and limitations. Predetermination is strongly encouraged for all non-emergency dental treatment exceeding \$250.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**

**KELLOGGSVILLE PUBLIC SCHOOLS**  
**VISION PLAN SPECIFICATIONS**  
 KEA/KESSA/Secretarial + Clerical/Administrative

The BOE will provide vision insurance for qualifying members, as per the following specifications:

1. Plan Year: **September 01, 2024 through August 31, 2027**
  
2. **Steps for Employee Reimbursement:**
  - A. The employee will obtain vision services from provider of their choice and pay at the point of service.
  - B. The employee will submit a **detailed paid receipt with a reimbursement form** to the central office.
  - C. The employer will remit an amount to the employee as per the listed **maximum rates after the \$25.00 individual/\$50.00 family deductible has been met.**
  - D. Total reimbursement; The Board will allocate **\$800** for vision insurance for qualifying employees. The employee and family members will not exceed the **\$800** allocation per year.
  
3. You will receive reimbursement for **one pair of glasses or contacts per person per plan year.**

**LISTED BELOW ARE THE SCHEDULED RATES FOR MAXIMUM REIMBURSEMENT:**

<b>ONE:</b>		<b>ONE TYPE OF LENS:</b>	
EXAM (Optometrist)	\$ 100.00	Regular Lens	\$155.00
(Ophthalmologist)	\$ 100.00	Bifocals	\$155.00
		Trifocals-Progressive	\$195.00
<b>ONE:</b>		High Index	\$195.00
CONTACTS: Standard/Cosmetic			
	\$200.00		

<b>ONE:</b>	
FRAMES	\$180.00

**ITEMS NOT COVERED**

- Non-Glare Coatings are not covered
- Polycarbonates are not covered
- Warranties are not covered
- Refractions are not covered

**In addition to the cost of the lens**

<b>POLAROID:</b>	
Single Lenses	\$100.00
Bifocal	\$145.00
Trifocal-Progressive	\$170.00

**PHOTOCHROMICS:** (sun or gradient tints/color coated)

Single Lenses	\$ 80.00
Bifocal	\$120.00
Trifocal-Progressive	\$170.00

**Oversize/Rimless/Blended Bifocal:**

Included in lens allowance shown above-employees pay the balance

**Vision Plan Reimbursements:**

The plan allows the employee and dependents to receive reimbursement for **one eye exam and either one pair of glasses or contacts per plan year up to the total reimbursement per qualifying employee.** You must pay for the invoice at the point of service before reimbursement can be made and submit a detailed paid receipt with a reimbursement form to the Central Office.

**\*\* For your convenience, we have subscribed with RxOptical's Vision Advantage Program for added savings, if you choose. Use the RXOptical card if interested.**

## LONG-TERM DISABILITY & LIFE INSURANCE

### A. L.T.D. Plan Specifications

The Board will provide the following premium for qualifying employees.

1. There will be ninety (90) day modified file waiting period.
2. The maximum benefit shall be 66 2/3% of your regular contractual salary subject to subject to a maximum schedule amount of \$5,000.
3. The combined limit can be 70%.
4. There will be a pre-existing condition waiver.
5. There will be a social security freeze.
6. There will be a primary social security offset.
7. There will be no exclusion on Mental & Nervous (two year limitation).
8. There will be a primary employee retirement offset.
9. Up to one year of health insurance premiums will be paid by the Board provided the employee does not have other coverage initiated by the disability.

### B. Life Insurance

1. \$40,000 benefit for qualifying employees.