

COLLECTIVE BARGAINING AGREEMENT

between

CRESTWOOD SCHOOL DISTRICT

and the

CRESTWOOD FEDERATION OF TEACHERS

Effective August 27, 2024, to and including August 26, 2027

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AGREEMENT

This Agreement is entered into this 27th day of August, 2024, by and between the Crestwood School District (hereinafter called the "School District") and the Crestwood Federation of Teachers (hereinafter called the "Federation").

PREAMBLE

WHEREAS, the School District and the Federation recognize their rights and obligations pursuant to the Michigan Public Employment Relations Act and the Statements of Policy contained therein; and

WHEREAS, the School District and the Federation have entered into good faith negotiations and reached agreement upon wages, hours and other terms and conditions of employment;

The School District and the Federation do hereby set forth and memorialize this, their full agreement.

ARTICLE I - RECOGNITION

SECTION A: EMPLOYEES COVERED

The School District hereby recognizes the Federation as the exclusive and sole bargaining agent as defined in Section II of Act 379, Public Acts of 1965, for all certified personnel in the appropriate bargaining unit, described and defined as: currently contracted certified classroom teachers, librarians, teachers of the speech and language impaired, school psychologists, school social workers, school nurses, school occupational therapists, and counselors and excluding administrative supervisory personnel such as Superintendent, Assistant Superintendents, Managers, Coordinators, Directors, Supervisors, Principals, Assistant Principals, and all other employees not within the definition above.

SECTION B: DEFINITION

The terms "teacher" or "employee," singular or plural, when used hereinafter in this Agreement, shall refer to all personnel represented by the Federation in the bargaining unit as defined above, and references to one gender shall include the other gender.

ARTICLE II - RIGHTS OF THE SCHOOL DISTRICT

SECTION A: SCHOOL DISTRICT RIGHTS

It is agreed that the School District hereby retains and reserves unto itself, without limitation and without prior negotiations with the Federation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States, including, and without limiting the generality of the foregoing, the rights to:

1. The executive management and administrative control of the School District, its

properties, equipment, facilities, and operations and to direct the activities and affairs of its employees.

2. Hire all employees and determine their qualification and the conditions of their continued employment.
3. Promote, transfer and assign all employees.
4. Determine the size of the workforce; and to expand or reduce the workforce.
5. Establish, continue or revise policies and adopt work rules and regulations.
6. Dismiss, demote and discipline employees.
7. Establish, modify or change any work, business or school hours or days.
8. Determine the services, supplies and equipment for its operations and to determine all methods and means of distributing, disseminating and/or delivering its services and methods, schedules and standards of operation, the means, methods and processes of carrying on the work, including automation or subcontracting thereof or changes therein, and the institution of new and/or improved methods.
9. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions thereof and the relocation or closing of office, departments, divisions or subdivisions, buildings or other facilities.
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its functions, authority, amount of supervision and table of organization.

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

ARTICLE III - FEDERATION RIGHTS

SECTION A: SCHOOL FACILITIES

The Federation, its authorized agents, and its members, shall have the right to use school building facilities for meetings to conduct Federation business, upon request and prior notice, provided such use does not interfere with the orderly operation of the School District. Time and location of the meeting shall be subject to coordination by the administration with other scheduled activities in the School District. When special custodial services are required, the School District may make a reasonable charge to the Federation therefor.

SECTION B: INTER-SCHOOL MAIL

The Federation shall have the right to place Federation material in school mailboxes of teachers.

SECTION C: POST NOTICES

The Federation shall have the right to post notices of activities and matters of the Federation on teacher bulletin boards located in faculty lounges.

SECTION D: EQUIPMENT

The Federation shall have the right, upon notification and approval of the Building Administrator, to use the following equipment located in the schools at reasonable times, when such equipment is not otherwise in use, for Federation business.

1. Copier machines.
2. Computers/Printers.
3. Video Playback Equipment.

The Federation may make written requests to the Superintendent for use of other equipment not listed above and, if approved, shall be subject to the same limitations set forth herein. The Federation shall pay the cost to the School District of all materials and supplies incident to, and damage, excluding normal wear and tear, directly attributable to such use.

SECTION E: MEETING WITH SUPERINTENDENT

Upon the request of the Federation or the Superintendent, a meeting shall be arranged between the Federation's President and Superintendent to discuss assignments, transfers and the filling of vacancies.

SECTION F: RELEASE TIME

The Federation's President may arrange for release time for conducting Federation's business, not to exceed eleven (11) days per year, provided the Federation pays the cost of the substitute teacher.

SECTION G: CALENDAR

On or before the first teacher workday of each school year, the Employer shall print the color grid view calendar for that school year in color for each member.

SECTION H: COPIES OF CONTRACT

Within thirty (30) days of ratification of this Agreement by the Board of Education, the Employer will produce and deliver a "redlined" copy of the contract to the Federation for its review. Once the parties are in agreement that the contract is ready for signature, a signature-ready copy of the contract will be produced by the Employer within thirty (30) days. Copies of this signed Agreement shall be reproduced at the expense of the Employer

and presented to teachers currently employed who have expressed interest in receiving a printed copy or to newly employed teachers at the time of employment, to any teachers hereafter employed, during the term of this Agreement. The Federation will provide the district the number of contracts to print within 30 days of ratification.

SECTION I: BOARD POLICIES

A copy of the School District Policy Manual shall be delivered to the Federation's President and amendments/revisions of School District policies shall be delivered to the Federation's President within fifteen (15) days of adoption by the School Board.

SECTION J: NOTICE OF BOARD MEETINGS, AGENDA AND MINUTES

The School District shall provide an electronic copy of the agenda and minutes of all public School Board meetings, special or regular, to the Federation's President.

SECTION K: DATA INFORMATION AVAILABILITY

The School District shall make available to the Federation at the office of the Superintendent within a reasonable time after its request the following records, if the records are available.

1. Financial audit.
2. Treasurer's reports.
3. Monthly membership reports.
4. Labor contracts of other employee groups.
5. Student projection counts as contained in the annual budget.
6. The number of students taking courses outside the District as of the fourth Friday count in each school year.

This Section does not require the School District to make a compilation, summary, or report of information.

SECTION L: POSTING OF SENIORITY LIST(S)

The Federation, no later than October 1 of each school year, shall be provided a copy of the seniority list(s) and the seniority list(s) shall be posted in the faculty lounge of each school building.

ARTICLE IV - PAYROLL DEDUCTIONS

Upon written authorization from teachers, the school district shall withhold from compensation and contribute to the school district's 403(b) Plan in accordance with and subject to the terms of the Board adopted 403(b) Plan. Such voluntary payroll deductions shall be remitted within three (3) days of being withheld from such wages to one or more of the following Board approved investment providers:

Ameriprise Financial

AXA Equitable
Orion Portfolio Solutions
Fidelity Investments
GLP & Associates
Michigan Educational Credit Union
Corebridge Financial
FTJ Fund
Lincoln Investment Planning

ARTICLE V - TEACHER RIGHTS AND PROTECTION

SECTION A: RIGHT TO REPRESENTATION

A teacher shall at all times be entitled to have present his/her building representative when he/she is being reprimanded, warned, or disciplined for any reason except when such action is necessary to meet an immediate situation. Such reprimand, warning or discipline shall not be made in the presence of students or fellow teachers.

SECTION B: STUDENT REMOVAL

A teacher may remove and send a student to the school office for offenses consistent with School District policy for infractions outlined in the Student Code of Conduct. Ideally within one hour, but required by the end of the school day, the building discipline referral form must be submitted by the teacher. The teacher shall be notified within two (2) school days of the action taken by administration.

SECTION C: STUDENT ASSAULTS

Any cases of assault upon a teacher shall be promptly reported to the building principal. The Discipline Referral - Long Form will be used for this purpose. In the event that law enforcement or judicial authorities are involved in cases of assault upon a teacher or if any teacher is complained against or sued as a result of any action taken by the teacher while acting within the scope of employment, the School District will pay a reasonable and standard charge for a meeting with legal counsel of the teacher's choice to advise the teacher of his/her rights and obligations in such matter, provided that such protection is not available through the Federation or insurance coverage and if the teacher has not been negligent or at fault in the matter.

Time lost by a teacher in connection with any school related incident described above shall not be charged against the teacher if the teacher has not been held negligent or at fault.

SECTION D: TEACHER LIABILITY COVERAGE

Teachers shall be provided legal defense and comprehensive liability coverage in the amount of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence, in accordance with the terms and provisions of the School District's liability plan or policy. The School District shall provide the Federation's President with a certification of coverage.

SECTION E: SPECIAL SERVICES

Per District policy to support students with additional needs, the School District will provide teachers with needed diagnostic evaluation, speech therapy, social work assistance, and other special education services that may be required to assist in handling students with special needs.

SECTION F: TEACHER AIDES

Teachers and administrators may involve teacher's aides in: Assistance to them in instructional related activities.

With respect to the use of teacher aides in the classroom, the teacher shall make the classroom education decisions, form lesson plans, select curriculum materials, formulate classroom objectives, and make any and all initial presentations of materials and concepts.

SECTION G: PERSONNEL FILE

Each teacher shall have the right upon request to review the contents of his/her own personnel files. A representative of the Federation may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safekeeping of these files. Personal references and university or other recommendations such as normally sought at the time of employment or advancement are specifically exempt from review. The administrator shall in the presence of the teacher's authorized representative remove these credentials and confidential reports from the file prior to a review of the file by the teacher.

ARTICLE VI - SCHOOL DAYS

SECTION A: GENERAL RESPONSIBILITIES

The teacher's regular workday shall include responsibility for supervision of the arrival and departure of students within the building, attendance at scheduled staff meetings, preparation for the performance of classroom responsibility, and availability for student and parent conferences. All teachers shall enter the building each day 15 minutes before the scheduled start of student instruction time and remain 10 minutes after student instruction time to attend to those matters which properly require attention at that time, including consultations with parents. If, in their exclusive judgement professional responsibilities permit, classroom teachers shall monitor and observe the hallway adjacent to the entry door to their classrooms during passing time.

SECTION B: TIME SCHEDULE

All teachers in the secondary and middle schools shall have a seven (7) hour and four (4) minute day. All elementary schools shall have a seven (7) hour and four (4) minute day. The workday shall not begin prior to 7:00 a.m. nor end later than 4:00 p.m. Duty time shall be continuous except for the scheduled lunch period.

Secondary schools will have approximately sixty (60) minute class periods of five (5) teaching periods per day

SECTION C: LUNCH

Each secondary and middle school teacher shall have a twenty-five (25) minute duty-free lunch with a five (5) minute passing period before and after planning time lunch. Each elementary teacher shall have a duty-free lunch period of forty-five (45) minutes.

SECTION D: PLANNING PERIODS

Unassigned planning periods are defined as periods of time for individual teacher lesson planning; but on occasion may include IEP evaluations, MTSS, parent meetings, and individual teacher meetings with an administrator or instructional coach. PLC meetings will take place twice a month from September through May. All staff will be required to complete documentation for the PLC meetings, which shall include reviewing data, assessments, curriculum, and lesson planning. Any staff who wish to leave the building during their planning period must inform the main office.

Unassigned Planning periods are defined as periods of time not limited to individual teacher lesson planning; but on occasion may include IEP evaluations, MTSS, parent meetings, and individual teacher meetings with an administrator or instructional coach.

For any school year in which 1098 hours of instruction are required, and professional development time is counted as instruction, the following schedule applies:

Secondary and middle school teachers shall have at least five (5) unassigned planning periods per week equal to approximately the length of a class period. Planning periods may be rotated to accommodate scheduling and need not provide staff with a common planning period.

Elementary teachers shall receive a minimum of six (6) unassigned planning periods per week scheduled in meaningful units.

SECTION E: SPECIAL INSTRUCTION AND RECESS TIME

No elementary teacher shall be scheduled to be present in the classroom during the time students are receiving instruction from a specialist in the field of art, vocal music, physical education, Media Center or any other non-core content area instruction for specials. All such time shall be used as an unassigned planning period. All teachers shall accompany pupils to the specialist and remain until a learning atmosphere is established.

In order to facilitate such unassigned planning time for full-time elementary positions

- A. A special shall be scheduled in 30-45 minute increments, unless otherwise agreed between the District and the Federation;
- B. A minimum of (6) such specials will be scheduled each full week of school, or between 250 and 270 minutes of planning time per full week with the intent to remain as close to 270 as possible; and

- C. In the event that a special is canceled on a regularly-scheduled school day, the classroom teacher will keep their students for additional instruction and will be compensated at the rate of \$35.00 per missed special.

This paragraph shall not constitute a term and condition of employment when this contract expires.

Recess periods, other than lunch recess, are considered a part of the instructional day in the elementary school. Each teacher must supervise their own students at recess unless if there is an emergency situation wherein the school administration will allow for one (1) teacher to supervise two (2) classrooms. There may be one (1) recess per day per grades kindergarten through fourth grade, with a maximum of 75 minutes per week.

SECTION F: SUBJECT MATTER PREPARATION PERIODS

No secondary school teacher shall be required to make more than three (3) subject matter preparations except in the areas of business, career technical, art, music, band, foreign language, and physical education based on student count and needs.

The School District agrees to meet and discuss with the Federation the number and configuration of teacher assignments of more than three preparations as defined in Article VII, Section F, of the Bargaining Agreement and to give consideration to the Federation's input. This meeting shall occur by May 30, or as soon thereafter as the necessary scheduling information is available in any year when student course selections make teacher assignments of more than three preparations likely. It is the mutual goal of the parties to provide the maximum in curricular and educational opportunity for students, and to keep added teacher preparations to a minimum.

SECTION G: EXTRA ASSIGNMENTS

No secondary or middle school teacher shall be required to extend his/her services beyond the limits established in this Article (VII), but a teacher may agree to such extended service for the remainder of the then-current semester, provided he/she is compensated at one-sixth (1/6) of his/her base salary for secondary teachers.

These payments shall not continue while a teacher is on a leave of absence or suspension, during which time, the District may permanently or temporarily remove such extended service from the teacher's schedule.

In the event that that such extended service is provided on an intermittent basis (rather than for the balance of the then-current semester the teacher will be paid at the rate of \$45.00 for each additional period assigned at secondary level.

In the event that an insufficient number of volunteers exist for such extended service, the District reserves the right to assign such additional periods on an alphabetical, rotating basis among the certified and qualified teachers in that building. Documentation of these rotations will be provided to the staff. Special education teachers will be considered exempt from this rotation due to IEP meetings or other responsibilities they may have during their planning period.

SECTION H: STAFF MEETINGS

Teachers shall attend any necessary meetings called by the principal, or department meetings called by department supervisors, provided that such meetings are scheduled for and held on Mondays immediately after school, and that attendance shall not be required more than two (2) meeting-per month. One of these two meetings shall be reserved for school level committee work or building initiatives as determined by administration.

Part-time and shared-time teachers shall be required to attend each of the foregoing meetings. In the event the meetings are held on a date that the part-time or shared-time teacher is not scheduled to work, the part-time or shared-time teacher shall still be required to attend the meetings and shall be paid at their per diem rate for their attendance.

Meetings shall last no longer than sixty (60) minutes. With the consent of the teachers involved, the limitations of this provision may be waived. Teachers who are involved in an extra-curricular assignment shall be excused from these meetings when there is a scheduled competition or performance. (Note: Practice is not a competition or performance.) In the event that such a meeting is canceled due to a building closure or Act of God, it may be rescheduled by the District.

Staff who miss more than 120 Minutes of Staff meetings per year, who are not on FMLA, will be documented in their "Professional Responsibilities" section of their evaluation per the Danielson Framework. The staff member is responsible for all materials discussed and making up the time missed to complete any necessary tasks.

The Monday schedule for the year shall be established prior to the end of the first week of school. It is understood that shared time teachers will attend all staff meetings.

SECTION I: PROFESSIONAL DEVELOPMENT

Teachers shall be required to attend thirty (30) hours of professional development per school year, which shall be provided by the School District. Part-time and shared-time teachers shall be required to attend each of the professional development activities provided by the School District. In the event the professional development activity is held on a date or at a time that the part-time or shared-time teacher is not scheduled to work, the part-time or shared-time teacher shall still be required to attend the professional development activity and shall be paid at their per diem rate for their attendance.

For full-day professional development activities, the teacher workday shall be seven (7) hours, from 8:00 a.m. - 3:00 p.m., with one (1) hour for lunch

SECTION J: COMMITTEES and SCHOOL INVOLVEMENT

Committees play an important role in the function of an individual school and the district as a whole. It is agreed that committee participation is essential in developing teacher leadership and in providing a platform for teacher input into curricular decisions made in the district.

Each unit member will be required to serve on at least one (1) committee, building level and/or district wide in any given year. Beyond one assigned committee, any other committee work is voluntary.

Committees will meet one time per month for no more than sixty (60) minutes. In the event that the committee chair deems that a meeting is not necessary for any given month, the committee will address any topics requiring conversation or feedback through sharing thoughts in a Google form.

Teachers will volunteer at one (1) school-wide afterschool (extracurricular) event every school year. This can include but is not limited to: family/parent nights, curriculum nights, sporting events, music concerts, and drama performances.

SECTION K: ANNUAL OPEN HOUSE

Teacher attendance at the Annual Open House shall be required. Teacher attendance at Parent Teacher Organization meetings and other open houses shall be voluntary.

SECTION L: PARENT-TEACHER CONFERENCES

For elementary building(s) two (2) one-half days and one evening after the first quarter, and one evening near the end of the third quarter shall be scheduled for the purpose of parent teacher conferences. One half-day release time will be given for each evening conference.

For middle school(s) and high school building(s), one afternoon and one evening after the first quarter and one evening near the end of the third quarter shall be scheduled for the purpose of parent-teacher conferences. One half-day release time will be given for each evening conference.

Placement of half-days of release time from evening conferences will be determined annually by representatives of the Federation and Administration.

SECTION M: SCHEDULED CALENDAR DAYS

For elementary teachers, 5 half (1/2) days shall be provided. One at the end of the first and third quarters for evaluating student progress. One at the end of each semester for marking report cards shall be provided. The fifth half day to be specified in the school district calendar.

Secondary teachers shall have three (3) half days during finals week at each semester for the purpose of marking report cards.

SECTION N: REPORTING UNAVAILABILITY FOR WORK

Teachers shall report their unavailability for work at least one (1) hour prior to their regularly scheduled reporting time and shall request a substitute, if applicable. Teachers who are on a leave of absence, with the exception of a leave of absence under the Family

Medical Leave Act, shall be responsible for reporting their unavailability for work and requesting a substitute (if applicable) for each day of their leave. The School District shall provide an on-line attendance reporting system.

Once the teacher has reported unavailability for work, it shall be the responsibility of the administration to arrange for a substitute.

If a substitute does not satisfactorily carry out the duties to be assigned to him, the classroom teacher may request a review by the administration of the eligibility of that substitute.

SECTION O: CANCELED STUDENT INSTRUCTION DAYS

If in the discretion of the Superintendent, or his designee, scheduled student instruction days are canceled due to conditions not within the control of the School District, such as, by way of example, severe storms, fires, epidemics, or health conditions as defined by City, County or State authorities, the canceled scheduled student instruction days shall be made up immediately following the last student attendance day and the teacher workdays will be advanced accordingly. All make-up days shall be without additional compensation. The School District and the organization may make up the canceled days through mutually agreed upon alternatives. Provided, however, the first two (2) canceled days shall not be made up if those days are counted as days of pupil instruction under the laws of the State of Michigan and the Rules and Regulations of the State Board of Education and the Department of Education.

ARTICLE VII - WORKING CONDITIONS

SECTION A: STUDENT SUPERVISION

Each principal shall develop for his/her building a schedule for the supervision of students entering the building during the ten (10) minute period prior to the beginning of the pupil school day. This schedule shall require a ratio for supervision not greater than one (1) teacher to three (3) classes. Such a ratio shall be based on the number of classes scheduled for the beginning of the student day. It is understood that this schedule will equally divide the responsibility for the supervision among all the teachers of the building.

SECTION B: TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the Federation and the School District. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insurance that the energy of the teacher is primarily utilized to this end.

SECTION C: CLASS SIZE

The pupil teacher ratio is an important aspect of an effective educational program. The parties agree that class size shall not exceed the following standards, provided that if an emergency situation exists, such standards may be modified, with agreement with the Federation. To the extent that any of the following standards is exceeded, the following

shall apply:

Elementary Teachers (Not Specials Teachers)

Neither the following sum nor any other relief shall be due and owing for situations in which the applicable standard is exceeded for the first ten (10) consecutive or non-consecutive days on which elementary school students are present. Thereafter, as long as a student(s) remains enrolled in the teacher's class that the applicable standard is exceeded, the teacher shall receive the sum of \$15.00 for each student in excess of the applicable standard for each day that the standard is exceeded. Payment for all class size overages shall be made at the conclusion of the school year in which the overage occurred. No payment shall be due and owing for time when the teacher is on a leave of absence or suspension.

Secondary School Teachers

For purposes of this paragraph, "incident" shall mean a class period in which the applicable standard is exceeded on a day on which middle school and high school students are present. Neither the following sum nor any other relief shall be due and owing for situations in which the applicable standard is exceeded for the first ten (10) consecutive or non-consecutive incidents. Thereafter, as long as a student(s) remains enrolled in the teacher's class such that the applicable standard is exceeded, the teacher shall receive the sum of 1/6 of \$15.00 for

each student in excess of the applicable standard for each incident. Payment for all class size overages shall be made at the conclusion of the school year in which the overage occurred. No payment shall be due and owing for time when the teacher is on a leave of absence or suspension.

Payment for all class size overages shall be made at the conclusion of the school year in which the overage occurred. No payment shall be due and owing for time when the teacher is on a leave of absence or suspension.

For any classrooms that exceed the required maximums must include a meeting between administration and union representation to identify a cost-effective solution to meet the needs of the students and staff.

1. ELEMENTARY CLASS SIZE

GRADES	CLASS SIZE
Young Fives	18
Kindergarten	26
1-3	28
4-5	28
Combination	26

2. MIDDLE SCHOOL

GRADE/CONTENT AREA	CLASS SIZE
5th	28
5th	Band: 40 Add a second teacher at 50 30 for all other classes
6 th Core Classes (Math, Social Studies, Science, ELA)	30
6th Band	40
6th All other Classes	32
5-6 th Gym/P.E.	40
7-8 Gym/PE	40
7-8 Band	45
7-8 All Other Classes	32

3. SECONDARY 9-12

CONTENT AREA	CLASS SIZE
(Math, English; Foreign Language Social Studies Business; Typing General Education)	32
(Science, Drafting, Industrial Arts, Vocational Shop)	28
Home Economics	34
(Physical Education, Hygiene)	40
Art	34
Reading Development	25
Computer Programming	34
Band	50

To promote a successful mainstream learning environment for students identified as learning disabled and/or emotionally impaired, an equitable assignment of those students shall be made among the classes available to fulfill the student's schedule.

SECTION D: TEACHING FACILITIES

The School District shall provide:

1. A desk for each teacher assigned to a classroom and comparable facilities for each transient teacher. Lockable drawer space will be provided each teacher.
2. Suitable space for each teacher to store coats, overshoes and personal articles. The School District assumes no responsibility for lost or stolen personal property where a lockable space is provided.
3. Suitable presentation equipment space in every classroom.
4. Copies, exclusively for each teacher's use of all texts used in each of the courses he/she is to teach, together with any teaching manuals designated for such text.
5. Adequate materials required in the daily teaching responsibility, including one classroom dictionary.
6. A teacher reference library in the District.

SECTION E: BUILDING CONDITIONS

The School District shall make available in each school, lavatory facilities exclusively for employee use and at least one room, properly furnished, which shall be reserved for use as a faculty lounge/faculty lunchroom. Provisions for such facilities shall be made in all future buildings, however, this paragraph shall not be construed to require construction of additional facilities in present buildings.

SECTION F: PARKING

Off-street paved parking facilities shall be provided, a portion of which shall be designated exclusively for faculty use as available due to unexpected circumstances and/or infrastructure improvement projects. Such space is to be determined by the needs of each building. "Staff Parking Only" signs shall be placed to denote the sections designated exclusively for faculty use.

SECTION G: MONEY COLLECTION

No teachers shall be required to supervise or collect monies for milk, pictures, albums, lunch or student insurance.

SECTION H: TELEPHONE

A telephone shall be made available in the teachers' lounge in each building. The School District shall assume responsibility for the basic instrument charge and local calls. All telephone service shall be restricted to local calls.

SECTION I: HEALTH AND SAFETY

Teachers shall not be required to work under hazardous conditions or to perform tasks which endanger their physical health or safety.

SECTION J: EARLY DISMISSAL

In the event that a student body of a building is dismissed during regular school hours for adverse conditions, teachers shall be permitted to leave at the time of such dismissal provided that the school grounds have been cleared of students.

SECTION K: SCHOOL CALENDAR

The calendars for the 2024-2025, 2025-2026, and 2026-2027 are Schedules C-1, C-2, and C-3. The parties shall begin to negotiate the calendar for the 2027-28 school year by April 1, 2025.

If the school calendars set forth above do not provide a sufficient number of days/hours of student instruction required for the School District to receive full state aid and not suffer a reduction, the parties shall meet to add the number of day(s)/hours necessary to receive full state aid.

SECTION L: TRAVEL BETWEEN BUILDINGS

Whenever a teacher is required to travel between buildings as part of his/her daily schedule, that teacher will be allowed not less than fifteen (15) minutes for travel time between work stations from the ending time of one class to the beginning time of the next class.

SECTION M: STUDENT PROMOTION/RETENTION

The Federation recognizes by law that the Superintendent shall determine the promotion, retention and/or placement of the student. However, consideration shall be given to the teacher's written recommendation concerning such promotion or retention. The teacher shall receive prior written notice of any exception to the teacher's recommendation.

SECTION N: SUBSTITUTE PREFERENCE

Teachers may submit their preference of substitute to the building principal for consideration.

SECTION O: SUPERVISION OF STUDENT TEACHERS

Supervision by a teacher of a student teacher shall be voluntary and no teacher shall supervise more than one such student teacher simultaneously unless agreed upon by the voluntary teacher in the situations of co-teaching programs through a university. The School District shall remit to the supervising teacher any monies received from the university which placed the student teacher.

SECTION P: SHARED TIME POSITIONS

K-4 Teachers

The Superintendent may, in his discretion, approve shared teaching positions. Shared teaching positions shall be defined as two (2) teachers sharing a position for a school year on a daily basis or a semester each, which would otherwise have been a single assignment for one teacher. Each teacher sharing a position will receive a prorated portion of his/her salary, as shown in Schedule B. Examples are as follows:

1. Two (2) teachers sharing a position for one (1) semester each would receive fifty (50%) percent of their full salary. Teachers teaching the first semester may have their salary paid for the first semester (approximately ten (10) pays), or the school year (approximately twenty (20) pays), or through the summer (twenty-six (26) pays). Salary would not begin for those teachers teaching the second semester until employment begins, and could be paid at the request of the teacher over the balance of the second semester and through the summer.
2. Two (2) teachers sharing a position on a daily basis will receive a prorated salary based on the ratio of classes taught to the total classes normally assigned, i.e., two (2) of six (6) periods would equal 33-1/3% salary.
3. Two (2) kindergarten teachers sharing a position on a daily basis for the school year (one for AM and one for PM) will receive fifty (50%) percent of their full salary.

Teachers teaching full-time for one (1) semester would receive one-half the annual accumulated paid leave days granted to teachers in a full-time assignment for a full school year, with one (1) full day deducted for each full day's absence.

Teachers teaching each day (but less than a full day) would receive, based on the teacher's assignment, a prorated number of annual accumulated paid leave days granted to teachers in full time assignments for a full school year and would lose, based on the teacher's assignment, a prorated day for each day's absence. Should a shared time teacher who has accumulated days in his/her sick leave bank while teaching full-time and who is teaching less than a full day (each day) be absent more than thirteen (13) days during the school year, then beginning with the fourteenth (14th) day of absence, the deduction from that teacher's sick leave bank (which was accumulated through full-time work) would be prorated based upon the teacher's assignment (one-half (1/2) day for one-half (1/2) time employment).

All shared time teachers will receive pro-rated insurance benefits. Furthermore, each shared time teacher will attend the nine (9) one-hour blocks of professional development and all staff meetings.

Each teacher participating in an approved shared teaching position will continue to accrue seniority on a full-time basis. Experience on the salary schedule shall be granted according to the schedule in Article XV.B.

5-12 Teachers

The Superintendent may, in his discretion, approve shared teaching positions.

Shared teaching positions shall be defined as two (2) teachers sharing a position for a school year on a daily basis or 2 teachers teaching a combination of 3 terms, which would otherwise have been a single assignment for one teacher. Each teacher sharing a position will receive a prorated portion of his/her salary based upon the ratio of classes taught to the total classes normally taught, as shown in Schedule A. Salary would not begin for a shared time teacher until active employment begins.

Teachers teaching full-time for one (1) quarter would receive one fourth the annual accumulated paid leave days granted to teachers in a full-time assignment for a full school year, with one (1) full day deducted for each full day's absence.

Teachers teaching each day (but less than a full day) would receive, based on the teacher's

assignment, a prorated number of annual accumulated paid leave days granted to teachers in full time assignments for a full school year and would lose, based on the teacher's assignment, a prorated day for each day's absence. Should a shared time teacher who has accumulated days in his/her sick leave bank while teaching full-time and who is teaching less than a full day (each day) be absent more than thirteen (13) days during the school year, then beginning with the fourteenth (14th) day of absence, the deduction from that teacher's sick leave bank (which was accumulated through full-time work) would be prorated based upon the teacher's assignment.

All shared time teachers will receive pro-rated insurance benefits based upon the ratio of classes taught to the total classes normally taught. Furthermore, each shared time teacher will attend all professional development and all staff meetings.

Each teacher participating in an approved shared teaching position will continue to accrue seniority on a full-time basis. Experience on the salary schedule shall be granted according to the schedule in Article XV.B.

SECTION Q: COUNSELORS

Counselors will work the teacher year plus up to thirteen (13) additional days, paid at their per diem rate, scheduled continuously to the end or beginning of the school year as determined by the School District. Counselors will be notified of the scheduled dates of the additional days no later than May 15. Counselor's workday is continuous duty, excluding lunch. Counselors shall not receive a planning period.

ARTICLE VIII - INSTRUCTIONAL IMPROVEMENT

SECTION A: INSERVICE

The School District and the Federation recognize that local in-service education is desirable. Therefore, teachers shall attend all regularly scheduled professional meetings, including institutes and workshops, when release time is provided. The Superintendent may designate portions of the normally scheduled school day for District, building, or individual in-service educational workshops.

In addition to any in-service scheduled as part of the calendar, up to six (6) one-half (1/2) District and or building in-service days may be scheduled each school year. The dates shall be determined at the discretion of the Superintendent or his designee. In the case of District in-service, the dates and content of the in-service shall be established by the Superintendent, or his designee, after consultation with the Curriculum Council. In the case of building in-service, the dates and content of the in-service shall be established by the Superintendent or his designee, after consultation with the School Improvement Committee and the building representative.

SECTION B: PROFESSIONAL DEVELOPMENT INDUCTION

During the first three (3) years of employment in classroom teaching, a teacher shall be required to receive intensive professional development induction into teaching, including classroom management and instructional delivery. The intensive professional development shall consist of 30 hours, in each of the first three (3) years of employment, of professional

development, the experiencing of effective practices in university-linked professional development schools, and regional seminars conducted by master teachers and other mentors. The 30 hours of professional development each year are in addition to the professional development days provided for in the regular school calendar, are without additional compensation, and, as a condition of continued employment, the 30 hours each year shall be completed by June 1 of each school year.

The administration shall make teachers aware of professional development seminars, workshops, in-services, and other activities which have been approved by the administration as qualifying for a professional development day. A teacher may also make application to the administration for the approval of professional development activities he/she may want to attend.

SECTION C: CONFERENCE ATTENDANCE

Teacher attendance at conferences, workshops and conventions will be based upon the needs and interests of the District and teacher(s) and the financial limits allocated by the School District for such purpose or the funds available from other outside sources. Attendance may be granted upon the recommendation of the principal and the approval of the Superintendent, or his designee. The Superintendent, or his designee, shall determine at the time of approval the limits and items of expense which will be reimbursed by the School District and whether the teacher will attend without loss of compensation.

At the request of the Federation, and with the approval of the Superintendent, or at the request of the Superintendent, arrangements shall be made for after school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs.

SECTION D: WAIVER PROCESS

The Crestwood School District ("the District") and the Crestwood Federation of Teachers ("the Union") agree that, from time to time, recommendations from a building's school improvement committee or a desire on the part of the staff of a building to implement innovative ideas to improve the school may require the waiver or modification of the collective bargaining agreement. Therefore, the District and the Union have agreed to the following procedure and process for effectuating such proposed waivers and modifications.

1. A proposal for waiver or modification will be developed in writing by those proposing the waiver or modification with concurrence of the building principal and shall include both the current contract language and proposed waiver or modification.
2. The proposal will be given to the building membership at least five (5) working days prior to a vote.
3. If 65% of the building membership votes in favor of the proposal, it will be referred to the Executive Board of the Union and the District's administration.
4. The Union's Executive Board shall accept or reject the proposal on the Union's behalf and shall so notify the District's administration, in writing, within twenty-five (25) working days of building's vote on the proposal.
5. The District's administration shall accept or reject the proposal and so notify the Union's Executive Board, in writing, within five (5) working days of receipt of notification of acceptance from the Union.

6. Waivers and modifications accepted by the District and the Union will take effect as specified in the proposal, but shall expire on the expiration date of the then applicable collective bargaining agreement.

SECTION E: PERSONNEL FILE/COMMUNICATIONS AND EVALUATIONS

All communications, including evaluations, by School District administrators, commendations, and validated complaints directed toward the teacher which are included in the personnel file, shall be called to the teacher's attention at the time of inclusion and signed by the teacher. All notifications to the teachers covered in this paragraph shall be in writing.

SECTION F: MENTORS

It is a professional responsibility of teachers and school improvement teams to provide a sufficient number of qualified mentors in each school. A list will be provided. The Building Principal will consult with the School Improvement Team to help put such a list together. A formal mentorship program has been developed. An annual stipend per each mentee will be provided. The stipend will be set forth in Schedule B.

SECTION G: EVALUATIONS

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. The District shall use the Danielson evaluation tool, which has been approved by MDE and is in compliance with Revised School Code Section 1249 and corresponding regulations. This performance evaluation system will include, as appropriate, the following:

1. YEAR-END EVALUATIONS

- a. Except as otherwise provided in this article, all teachers will receive a year-end evaluation. The year-end evaluation process shall meet statutory standards.
- b. Year-end performance evaluations will result in a rating of teachers as effective, developing, or needing support.
- c. The evaluation tool shall incorporate components required by law, including:
 - i. Locally agreed-on student growth data and assessment data or student learning objectives, as defined by Revised School Code 1249, which shall be considered for 20% of the evaluation beginning in the 2024-2025 school year. Acceptable metrics may include but are not limited to:
 1. Building Level PLC Common Assessments
 2. District-wide PLC Common Assessments
 3. SLO Data
 4. Benchmark Assessment System (BAS), iReady, or other district assessment tool
 5. Other data as relevant to job category
 - ii. The teacher's performance.
- d. The parties will by September 1, 2024 negotiate and reach consensus concerning how to measure student growth and assessment data or student

learning objective metrics to be considered for 20% of the evaluation. If a consensus is not reached by September 1, 2024, the District will use the assessment data currently utilized.

- e. The year-end evaluation must include specific performance goals that will assist in improving effectiveness for the next school year, which are developed by the school administrator responsible for conducting the evaluation, in consultation with the teacher, that would assist the teacher in meeting these goals.
- f. The year-end evaluation and feedback concerning the evaluation must be provided in writing to the teacher. If a written evaluation is not provided to the teacher, the teacher is deemed effective.

2. OBSERVATIONS

- a. Classroom observations must be used to assist in performance evaluations. There must be at least two classroom observations in each school year the teacher is evaluated. At least one of the observations shall be unscheduled.
- b. The administrator conducting the observation must conduct a post-observation meeting with the teacher with appropriate written feedback.
- c. Classroom observations must be a minimum of 15 minutes and must include, a review of the classroom teacher's lesson plan, the state or national curriculum standard used in the lesson, and pupil engagement. An administrator responsible for the teacher's performance evaluation must conduct the observations.
- d. The post-observation meeting must be held within 30 calendar days after each observation.

3. PROBATIONARY TEACHERS AND/OR THOSE TEACHERS EVALUATED AS DEVELOPING OR NEEDING SUPPORT

- a. The District shall provide an individualized development plan (IDP) to:
 - i. All probationary teachers
 - ii. Teachers rated developing or, needs support in the teachers most recent year-end evaluation: or
 - iii. At the administrator's discretion when performance deficiencies are noted. To the extent allowable by law, the District will notify a classroom teacher of complaints that might lead to discipline.
 - iv. The IDP shall include specific performance goals and training that will assist in improving effectiveness for the next school year and shall be developed by the school administrator responsible for performing the evaluation in consultation with the teacher.
- b. Teachers in the first year of the probationary period or who received a rating of needing support or developing in the teacher's most recent year-end evaluation shall receive a mid year progress report. All of the following apply to the midyear progress report:

- i. It shall align with the teacher's IDP.
 - ii. It shall include in a written improvement plan specific performance goals for the remainder of the school year that are developed by the school administrator conducting the year-end evaluation, in consultation with the teacher, and any recommended training, coaching, professional development, or other resources identified by the school administrator that would assist the teacher in meeting these goals.
- c. The IDP shall clearly identify the goals and training required above. The mid-year progress report is supplemental and in addition to the year-end evaluation and IDP. Teachers identified in this section shall be assigned a mentor or coach as required by law.
- d. If a tenured classroom teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the classroom teacher shall be discharged consistent with due process and in accordance with the Teachers' Tenure Act. The District is not precluded from discharging a teacher at other times for reason unrelated to whether the teacher is rated as ineffective or needing support as provided by the Teachers' Tenure Act

4. UNEVALUATED RATING

- a. A teacher must not be assigned an evaluation rating and must be designated as unevaluated for a school year if any of the following apply to the teacher:
 - i. The teacher has worked less than 60 days in that school year.
 - ii. The teacher's evaluation results were vacated through the grievance procedure described in MCL 380.1249 (l).
 - iii. There are extenuating circumstances and the teacher and the District agree to designate the teacher as unevaluated because of the extenuating circumstances. Such agreement must be in writing and signed by the Superintendent to be enforceable.
- b. If a teacher receives an unevaluated designation, the teacher's rating from the school year immediately before that designation must be used for consecutive purposes.

5. TRAINING TEACHERS AND EVALUATORS

- a. The employer will provide training to the teacher on the evaluation tool and how the tool is used. All evaluators and observers must be trained by an individual with expertise on the evaluation framework and tool.
- b. By no later than September 1, 2024 and every 3 years thereafter, any individual who conducts a performance evaluation under this section, including classroom observations, must complete a rater reliability training provided by the district. This training must include all of the following:
 - i. A clear and consistent set of evaluation criteria that all evaluators can use when assessing teacher performance.

- ii. Clear expectations for what evaluators should look for when assessing teacher performance, including identifying key behaviors and practices that are associated with effective teaching.
- iii. Training on the evaluation process itself, including how to conduct classroom observations, collect data, and analyze results
- iv. Calibration exercises that help evaluators practice using the evaluation criteria and establish consistency in the evaluator's evaluations.
- v. Ongoing support for evaluators, including feedback and coaching to help the evaluators improve their skills and ensure they consistently apply the evaluation criteria.

6. EVALUATION TRANSPARENCY

- a. The district must comply with all provisions of MCL 380.1249 as amended by 2023 PA 225, related to posting information about the evaluation tool and evaluation system on its public website.

7. TEACHERS CONSISTENTLY RATED AS EFFECTIVE OF HIGHER

- a. Tenured teachers rated effective or highly effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially instead of annually. If the teacher's rating on 1 of these evaluations is not effective, the teacher must again be provided with year-end evaluations.
- b. If a teacher on the triennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the teacher to annual evaluations;
- c. Year end evaluations for teachers shall be completed at least five (5) business days before the end of the school year.

8. EVALUATION RATING REVIEW

- a. Unit Members Rated as Needing Support on a Year-End Evaluation:
 - i. A unit member who is not probationary under section 1 of the Tenure Act and is rated as needing support on a year-end evaluation may request a review of the evaluation rating by the school district superintendent or intermediate superintendent.
 - ii. The request for review must be submitted in writing within 30 calendar days after the teacher is informed of the rating.
 - iii. Upon receipt of the request the school district superintendent or intermediate superintendent shall review the evaluation and rating and make any modifications as appropriate.
 - iv. The unit member must receive a written response regarding this review by no later than 30 days after receipt of the request for a review and before making any modifications.
 - v. If the written response does not resolve the matter, the unit member or the Union may request for mediation as provided for in 1947 PA 336, 423.201 to 423.217. The request for mediation must be submitted in

writing within 30 calendar days after the teacher receives the written response form the school district.

- vi. Within 15 days of the receipt of the request, the school district superintendent or intermediate superintendent must provide written response to the unit member and the Union stating the mediation will be scheduled as appropriate.
- b. Unit Members Rated as Needing Support on 2 Consecutive Ratings:
 - i. A unit member who is not probationary under section 1 of the Tenure Act and is rated as needing support on 2 consecutive year-end evaluations may use the contract's grievance procedure, to grieve the second evaluations rating.
- c. A probationary classroom teacher cannot challenge any aspect of the negotiated evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating.

9. ENFORCEMENT OF THIS ARTICLE

- a. Except where otherwise agreed, all terms and provisions in this article are fully enforceable through the contract's grievance procedure. Following a finding that the employer has failed to comply an arbitrator may grant any remedy which is appropriate to the violation including expungement of any evaluation which is the product of non compliance.

ARTICLE IX - CURRICULUM COUNCIL

SECTION A: Purpose

A curriculum council is hereby established for the School District to study, evaluate, and make recommendations to the Superintendent of Schools concerning curriculum study and revision, and the adoption of materials. The purpose of the council shall be to promote continuity in the development and appraisal of the instructional program, kindergarten through the twelfth grade.

1. Content area committees and where appropriate, grade level sub-committees will make recommendations to the Curriculum Council on programs, textbooks, and equipment that impact Core Content Area expectations that are not supplemental.
2. All such programs, textbooks and equipment must be presented to and discussed with the content area and/or grade level impacted. Such a presentation shall be made verbally to the affected group preceded by a distribution of available School District printed information regarding the proposal
3. Following the presentation and discussion, non-Curriculum Council Members may discuss with the Curriculum Council member who represents their school, content area, or grade level concurring and/or dissenting opinions. These opinions shall be brought to the Curriculum Council by the member for discussion prior to a vote. This includes presentation to departmental staff wherein pertinent.
4. Following implementation of subsections (1), (2), and (3) above, the proposed

program shall be considered by the Curriculum Council. A recommendation will be developed by the Curriculum Council concerning the proposed program and will be forwarded to the Superintendent for presentation to the School Board, along with his/her own recommendations. Following the presentations to all pertinent staff, the proposal(s) shall be considered by the Curriculum Council. The decisions of this Council shall be reached by a majority vote, following Robert's Rules of Order with a quorum present. A recommendation will be developed by the Curriculum Council concerning the proposal and will be forwarded to the Superintendent for presentation to the School Board, along with his/her own recommendations within 60 business days from the recommendation submission date.

5. The Council shall meet at least four (4) times a year from 4:00 p.m. until 6:00 p.m. and will not be considered one of the committee requirements. Council members will be paid \$65.00 per meeting they attend. Upon Superintendent approval, additional meetings can be scheduled and council members will be paid a \$65.00 stipend for each additional meeting. The tentative calendar for meetings will be established in the final meeting of each year for the following year. Dates will be published and anyone may attend the meetings but only Curriculum Council members may vote or ask questions.
6. Curriculum Council shall follow Roberts Rules of Order and a quorum must be present for any voting items to be conducted.
7. In the event that a low number of participants demonstrate interest in serving on the Council, the Council will continue to function with the elected representatives available.

SECTION B: Members

The Council shall be composed of:

1. The Superintendent or his/her designee as chairman.
2. An active Curriculum Council teacher member voted upon by the Curriculum Council as Co-Chair.
3. The Superintendent as ex-officio nonvoting member when not serving as chairman.
4. The administrator of each school.
5. Three (3) teachers elected from the high school level, ~~two~~ three (3) teachers elected from the middle school level, and two teachers from each elementary building representing both lower and upper elementary.
6. Three (3) teachers of special education students one representing elementary, middle, and high school.
7. Three (3) teachers of English Language learners, one representing elementary, middle, and high school.
8. The supervisor of technology or a selected member from the technology department as chosen by the superintendent.
9. Alternates may be elected to serve in the absence of a member who is unable to participate due to extenuating circumstances.
10. Teachers shall comprise a majority of the representatives on Curriculum Council.
11. Elected members shall serve for a one year term.
12. Interested candidates must express their intent to run for Curriculum Council by May 1 of the preceding year.

SECTION C:

Matters for study by the Curriculum council shall be initiated through content area committees or grade level subcommittees where appropriate.

SECTION D:

The School Board shall establish all instructional programs for the School District.

ARTICLE X - SENIORITY

SECTION A: DEFINITION OF SENIORITY

Seniority dates for current teachers and administrators shall be as set forth in the attached seniority list (Appendix G).

Seniority shall be defined as the total years of continuous service in the bargaining unit from the first day of work as a regular contractual teacher, excluding all substitute work (whether day to day or permanent) and breaks in service.

The seniority dates have been computed in accordance with existing contract provisions. The seniority list will be posted in each school for 15 days following ratification of the agreement. A teacher who believes his/her seniority date is in error may file a written request to correct the error within said 15 days. The written request will contain the proposed corrected date with any support documentation. It shall be submitted to the Superintendent with a copy to the Union President. At the expiration of the 15-day posting period, seniority dates for all employees hired prior to June 1, 2004, shall be conclusive and final, except as modified by Section B below or as a result of a timely-appeal provided above.

Staff who have the same seniority date would be determined by the last four digits of their social security number ranked in ascending numerical order.

SECTION B: TEACHER/ADMINISTRATIVE SENIORITY

Administrative personnel employed by the School District after September 1, 1985 shall not accrue seniority in the bargaining unit, but shall retain all seniority previously accrued as a teacher in the bargaining unit should they subsequently return to a position in the bargaining unit from an administrative position. Administrative personnel employed by the School District prior to September 1, 1985 shall continue to accrue seniority.

ARTICLE XI - DEPARTMENT CHAIRPERSONS

SECTION A: DEFINITION

The Superintendent may appoint, at his or her discretion, department chairpersons in one or more of the following high school subject areas, or other areas where he or she deems necessary:

1. English Language Arts
2. World Languages

3. Social Studies
4. Science
5. Math
6. Business, Practical Arts, and Physical Education/Health
7. Special Education

The Superintendent may appoint, at his or her discretion, department chairpersons in one of more of the following Middle School (Grades 6-8) subject areas, or other areas where he or she deems necessary:

1. English Language Arts
2. Social Studies
3. Science
4. Math
5. Special Education

SECTION B: WAGES AND RELEASE TIMES

An appointed High School department chairperson shall receive \$3,500.00 per school year for the duties performed in that position and Middle School department chairperson \$1,750 per school year for duties performed in that position. Department chairs will also be provided three (3) days a school year of release time to be determined by the Principal and the Department Chair to be used for duties associated with department chairs.

SECTION C: DUTIES OF DEPARTMENT CHAIRPERSONS

1. Review lesson plans with all teachers in the department and establish procedures for the development of common goals and objectives for instructional improvement by teachers in their department.
2. Review all textbooks and recommend the purchase of supplementary textbooks and professional publications to the building principal.
3. Prepare and administer the department budget after consultation with the teachers in the department.
4. Maintain an inventory of the equipment and supplies within the department and administer the use of these materials.
5. Meet with the building principal to recommend revisions, deletions and new courses in the curriculum for that department.
6. Plan and conduct regularly scheduled department and subject area meetings; submit minutes of the meetings to the building principal.
7. Work with teachers to develop a substitute lesson plan distribution plan for emergencies as well as long-term needs.
8. Provide orientation for new teachers within the department including instruction as to how to obtain materials (necessary for that teacher's classes and assist the teacher when obtaining other supplies necessary).
9. Investigate and introduce modern teaching techniques, including review of professional periodicals necessary to promote ideas for improving the quality of education. The department chairperson shall also be responsible for informing the teachers within that department of professional articles and books which may be available for their study.
10. Assist the building principal in selection of teachers for that department through

- interviews, evaluations of teachers' credentials, and written recommendations.
11. Attend all meetings, open houses, parent nights, orientation, citizen meetings, staff meetings, etc.
 12. Assist in the development of the master schedule for teaching assignment, number of sections, and course offerings, and consult with the department staff regarding these recommendations.
 13. Actively participate in Professional Learning Communities, School Improvement, and Strategic Planning.

SECTION D: MISCELLANEOUS

Department chairpersons shall not be considered administrative personnel and shall not be responsible nor empowered with the ability to discipline other bargaining unit members.

Department chairpersons shall only be asked to act as substitute teachers in emergency situations. Department chairpersons shall not have teacher tenure in the position of department chairperson and may be removed from the position during the school year at the discretion of the Superintendent.

The Superintendent, or his designee, may add to or delete from the prescribed duties set forth in Section D above.

ARTICLE XII - LEAVES

SECTION A: PAID LEAVE

1. Annually at the beginning of the school year, each previously employed full-time teacher, continuing from the previous school year or a leave of absence, shall be provided a total of thirteen (13) days leave with pay to be used as protection against loss of income because of absence due to personal illness or accidental injury. Newly employed teachers shall receive their annual sick and personal business days on a prorated basis determined by their effective date of hire and FTE to be used only as protection against loss of income because of absence due to personal illness or accidental injury. All earned but unused leave days shall be accumulated to one hundred forty (140) days maximum accumulation. Days accumulated while teaching less than full-time and subsequently withdrawn shall be used as the portion of the work day the teacher worked when earned. At the beginning of the school year, each teacher shall be provided with a statement of their accumulation as of the end of the previous school year.

Teachers who must leave during the work day because of sudden personal illness or accidental injury shall be charged with use of leave for the portion of the work day missed to the nearest one-sixth ($1/6$) of a work day for elementary, middle school and high school.

The following requirement and procedures shall apply to all teachers:

- a. Teachers who wish to use more than three (3) consecutive days of paid leave shall be required to provide at least thirty (30) days advance notice to the School District, except in cases of emergency, in which case, notice shall be provided

as soon as is practicable. Said notification is to be accompanied by a statement from the teacher's attending physician giving the anticipated date and duration of disability or illness. Said notification shall be filed with the Superintendent of Schools. Failure to provide timely notice or the attending physician's statement shall result in denial of the paid leave.

A teacher may be required to provide a return to work certification from his/her attending physician upon return to work following a paid leave of more than three (3) consecutive days.

To receive sick leave payment, the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties.

2. Each previously employed teacher may use a maximum of three (3) days leave with pay per school year to attend to matters of an urgent nature, which require the personal presence of the teacher and cannot reasonably be attended to at an alternative time which does not interfere with the duties of employment and for which other leave is not available under this Agreement. Such leave absolutely shall not be granted to participate in the affairs and business of the Federation, to engage in ventures for profit, to render services to another employer or organization, or to engage in recreational activity or competition of any sort. Such leave shall not be used the day before or after a holiday or vacation period. Such leave shall be deducted from the teacher's personal illness leave. Prior approval of the administration must be secured at least forty-eight (48) hours in advance of the time needed for such leave. In cases of emergency, which precludes at least forty-eight (48) hours advance notice, the administration may waive such notice. To receive payment for such days, the teacher must submit a statement electronically, certifying the matter as urgent, requiring their personal presence and containing a general statement of the nature of the matters.
3. Full-time teachers may use a maximum of two (2) days leave with pay per occurrence to attend the funeral of a member of the teacher's immediate family. The Superintendent, at his discretion, may approve the use of additional days if required. Such additional days shall be deducted from the teacher's accumulated personal illness leave. Immediate family is defined as the teacher's spouse, children (natural or adopted), and father, mother, brother, sister, grandfather, grandmother and spouse's parent (natural or adopted), brother-in-law, and sister-in-law.
4. A teacher called for jury duty, other than the grand jury, or under subpoena to give testimony before any judicial or administrative body as a non-party witness or as a party defendant with the District, shall be compensated for the difference between the teacher's pay and the compensation received by the teacher from the judicial or administrative body or responsible party, as certified by the judicial or administrative body. Such time shall not be charged against a teacher's personal illness leave. No teacher shall be charged with a leave day for personal illness on a day when school is canceled due to an Act of God. Whether a teacher is charged with a personal business day which was scheduled on an Act of God will be determined by the School District on a case-by-case basis.
5. Teachers who are eligible for workers' compensation wage loss benefits shall only receive those benefits permitted under law, and the School District shall not be responsible for supplementing the wage differential.

SECTION B: FMLA LEAVE

The School District shall provide leave to eligible employees under the Family Medical Leave Act, "FMLA," in accordance with applicable law.

To request a FMLA leave, a teacher must submit a completed and signed Application for Family and Medical Leave Act form electronically to the Office of Human Resources. If the need for FMLA leave is foreseeable, the teacher must request the leave at least thirty (30) days in advance of the first day of the leave. If the need for FMLA leave is not foreseeable, the teacher shall provide notice as soon as possible and practical, generally no later than the next business day. Failure to request a FMLA leave in accordance with this Section may result in denial of the FMLA leave.

Upon receipt of a request for FMLA leave, the School District shall process the request in accordance with applicable law.

Teachers who are approved for a FMLA leave shall be required to use all paid leave remaining in their leave bank concurrent with the FMLA leave.

SECTION C: UNPAID LEAVE

Teachers may submit requests for leaves of absence without pay to the School District for consideration. The requests shall be in writing and contain a full explanation of the reason for the desired leave of absence. The request shall be submitted to the Superintendent for recommendation to the School Board, and must be submitted sufficiently in advance of the first day of the leave to allow time for the request to be considered by the School Board before the start of the leave. Failure to follow the foregoing timeline shall result in denial of the leave request. The School Board shall consider the request and provide an answer granting or denying the leave of absence as requested. The School Board may indicate an alternative arrangement for leave of absence in its answer, which the teacher may accept by submission of an amendment to the original application. Upon the return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights if the teacher had been teaching in the District during the leave.

Upon the submission of a request by a teacher, the School District shall grant a leave of absence for the reasons and under the conditions as follows:

1. A military leave of absence shall be granted to any teacher who is drafted into any branch of the armed forces of the United States for the period of time the teacher is required to remain in the armed forces. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule and credited with seniority rights as if the teacher had been teaching in the District during the leave, if return after the initial year of leave. Extensions shall not accrue seniority.
2. A leave of absence shall be granted to any teacher for the purpose of serving in a public office for one (1) term of office. The leave shall commence no earlier than the date of assuming office. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching in the District during the leave, if return after the initial year of the leave. Extensions shall not accrue seniority.
3. A leave of absence of up to one (1) year duration shall be granted to any teacher for

the purpose of caring for a member of the immediate family, who is critically ill or disabled. To the extent such leave also qualifies as a FMLA leave, the two leaves shall run concurrently. Immediate family shall be defined as husband, wife, children, father, mother, brother, sister or grandparents. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching in the District during the leave, if return after the initial year of leave. Extensions shall not accrue seniority.

4. A leave of absence shall be granted to a teacher, who is medically certified as physically unable to perform the duties of employment due to a personal illness or disability and who has exhausted all accumulated personal illness leave, for the duration of the illness or disability, but not to exceed one (1) year. To the extent such leave also qualifies as a FMLA leave, the two leaves shall run concurrently. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after the initial year of the leave. Extensions shall not accrue seniority.
5. A maternity leave of absence shall be granted, for the purpose of childbirth and subsequent childcare, for a duration of up to one (1) year. To the extent such leave also qualifies as a FMLA leave, the two leaves shall run concurrently. Upon the return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after initial year of leave. Extensions shall not accrue seniority.
6. A leave of absence shall be granted to a teacher adopting an infant child for the purpose of childcare, for a duration of up to one (1) year, which shall commence upon the entry of a court order awarding custody to the adoptive parent. To the extent such leave also qualifies as a FMLA leave, the two leaves shall run concurrently. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after the initial year of leave. Extensions shall not accrue seniority.

SECTION D: ALL UNPAID LEAVES OF ABSENCE SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS

1. All leaves of absence shall not be extended unless specifically approved by the School Board. Requests for extensions must be submitted sufficiently in advance of the end of the leave to allow time for the request to be considered by the School Board before the first day of the extension. Failure to follow the foregoing timeline shall result in denial of the extension request. No seniority shall accrue while on an extension of a leave of absence beyond the initial year of the leave unless otherwise specifically provided by law or elsewhere in this Agreement.
2. Upon return from leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave, unless otherwise specifically specified.
3. Except in emergencies which preclude such notice, the School District shall be provided notice of request for leave sixty (60) days in advance.

4. Prior to returning from leave, the School District may request a physician's statement regarding the teacher's physical fitness for employment.
5. Unless otherwise arranged with and approved by the School Board, leaves of absence shall be for the remainder of a term or school year or full term or school year, except in health related situations where an earlier return may be approved by the Superintendent.

SECTION E: SABBATICAL LEAVE

The School Board may grant a teacher a sabbatical leave for such period of time, under such conditions and with such rights as are specified in Section 1235 of the School Code of 1976.

SECTION F: TESTS AND EXAMINATIONS

The District may require a teacher to submit to physical and medical tests and examinations by a District-appointed doctor/physician when such tests and examinations are necessary to maintain a capable workforce, employee health and safety, etc., provided the District will pay the cost of such tests and examinations.

In the event there is a disagreement between the teacher's physician and the District's physician concerning the employee's ability to do his/her job or return to his/her job, at the written request of the teacher, the parties will appoint a specialist from Henry Ford Health System or the University of Michigan Medical Center whose decision on the employee's fitness to return to work shall be final and binding on the parties. The cost of the specialist shall be paid by the District.

ARTICLE XIII - PROFESSIONAL COMPENSATION

SECTION A: SALARIES

The basic salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

1. For the 2024-2025 school year, teachers shall be paid as follow:
 - a. Half Steps will be eliminated
 - b. Step 12 in both BA and MA Lanes salary will increase by \$1,000
 - c. Step 13 will be added to both BA and MA Lanes increasing the salary by \$3,100
 - d. Step 14 will be added to both BA and MA Lanes increasing the salary by \$2,100
 - e. The salary schedule will increase by 1% from Steps 0-14 for both BA and MA Lanes.
 - f. A full step on the salary schedule will be paid. Individuals currently on .5 step will move up 1.5 steps.
 - g. After steps have been given, Step 0 and Step 1 will be eliminated, then all steps will be renamed 0-12

2. For the 2025-2026 school year, teachers shall be paid as follow:
 - a. A full step on the salary schedule will be paid.
 - b. The salary schedule will increase by 1% from Steps 0-12 for both BA and MA Lanes.
3. For the 2026-2027 school year, teachers shall be paid as follow:
 - a. A full step on the salary schedule will be paid.
 - b. The salary schedule will increase by 1% from Steps 0-12 for both BA and MA Lanes.
 - c. If the district receives an increase to the per pupil allocation of more than \$850.00 for the combined 3-year contract, staff will receive a 2% one time, payment prior to May 1, 2027.

Teachers' salaries shall be paid in twenty-six (26) bi-weekly pays.

Extra-Curricular (See Attached – Appendix B)

SECTION B: COMPENSATION CREDIT FOR PROFESSIONAL EXPERIENCE

All teachers may be given full credit on the Salary Schedule for up to five (5) years of teaching experience outside the School District upon verification of previous professional experience from employer(s). All teachers shall be given full credit on the Salary Schedule for years of teaching experience in the School District.

The Superintendent has the discretion to match pay rates or add an additional 2 steps for high need positions such as Math, Science, Special Education, ESL, Trades, Band, and Performing Arts, of teachers entering the district in order to fill high need positions with the candidates that possess the most experience necessary to meet the needs of high-risk students. This decision will be made in consultation and in agreement with the union president or their designee. Additionally, a CFT member will participate in interview committees which recommend candidates to the Human Resource Department for hire. The district will share the rating of all candidates interviewed for CFT positions with the union president or designee upon request.

SECTION C: PAYMENT FOR GRADUATE CREDIT HOURS

1. No payment shall be made for credit hours earned prior to provisional certification.
2. Upon completion of a Masters Degree, a teacher moves to a Master's lane
3. Two Thousand – Five Hundred (\$2,500) Dollars upon the completion of 30 credits above a Masters degree (Masters +30)
4. Five Thousand (\$5,000) Dollars above the Master's degree shall be paid for the completion of a Doctorate Degree in Education or in the major subject area in which the person is teaching.

SECTION D: EXTRACURRICULAR ASSIGNMENTS

A teacher involved in extracurricular assignments set forth in Schedule B, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions thereof.

The Superintendent, or his designee, in his sole discretion, shall each year designate those clubs sponsors and coaches, and the criteria which must be met, for sponsorship and coaching compensation. The duties of the sponsor and/or coach and the activities of the club or coach shall be approved by the building principal with consultation with the superintendent or the Superintendent's designee.

Sponsorship and coaching compensation shall be a pro-rated amount for those clubs or sports which are not active the entire school year or in the event the sponsorship compensation has been terminated at the discretion of the Superintendent, or his designee. All new clubs that have completed the new club paperwork by the beginning of the school year (September 1st) shall be placed on schedule B. Clubs that are started after the school year starts are still required to follow all the club policies, but will be considered a PILOT and the sponsor will not receive compensation for the PILOT year.

SECTION E: LONGEVITY PAY

Teachers will be paid longevity after the completion of their 10th year of continuous employment as a teacher-based on the following schedule:

- 10th – 14th year \$4,000
- 15th – 19th year \$5,000
- 20th – Retirement \$6,000

All longevity salaries will be based on official District seniority dates.

Longevity payments will be made on the last payroll of June each fiscal year through June 2027, if at that time the per pupil funding amount has not decreased from the 2024-2025 allocation the payments will remain for following contract.

Only teachers rated effective or higher are eligible for longevity.

Employees must complete the school year in order to receive the longevity payment.

SECTION F: ERRORS

The parties agree that any error made by the School District with regard to wages shall be adjusted either for the benefit of the teacher or the School District as soon as practicable after the error has been identified. Any underpayment by the School District shall be rectified to make the teacher whole for the underpayment. Any overpayments of whatever nature will be recovered in equal installments over the pay periods remaining in the year in which the overpayment was discovered. No interest of any kind shall be paid by the teacher to the School District or by the School District to the teacher for any overpayment/underpayment.

Any errors of overpayment or underpayment not discovered by one party and/or brought to the attention of the other party in writing within 360 days of the date of the last overpayment/underpayment shall be null and void. In such cases, corrections shall be made to avoid future errors, even though no money shall be paid by either party to compensate for those errors.

ARTICLE XIV - INSURANCE PROTECTION

The School District shall provide, to all full-time teachers the following insurance benefits:

SECTION A: HEALTH

The District will pay the premiums as set forth herein to provide health care to regular, full-time teachers. Part-time and shared-time teachers will be provided health insurance on a pro-rated basis.

As soon as practicable after ratification of this Agreement by both parties, the coverage shall be the Blue Cross Community Blue Option 1 PPO with a \$5 generic/\$30 brand prescription drug rider, with MOPD 2x and the PDCM, PCD riders, in-network deductible of \$250/\$500, out-of network deductible of \$375/\$750, \$20 Office Visit (including Chiropractic).

The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose. If at any point PA 152 of 2011 is repealed, the current cost-sharing will remain in effect for one (1) year after the law is enacted. The parties will begin negotiating over healthcare plans and the impact of PA 152 being repealed as soon as possible after the law is enacted.

SECTION B: DENTAL

Coverage for dental benefits shall be comparable to that in effect July 1, 1982, providing 100% for routine dental treatment, fifty (50%) percent for major dental treatment and fifty (50%) percent for orthodontics with a One Thousand (\$1,000) Dollar calendar year maximum on routine and major treatment and One Thousand Five Hundred (\$1,500) Dollar lifetime maximum on orthodontics, each per member of the family. Said plan to cover the employee and dependents. Dependents to include spouse and all children to age twenty-one (21) and beyond age twenty-one (21) if meeting the eligibility requirements of the insurance carrier for a full-time student.

SECTION C: VISION

Benefit	In-Network	Out-of-Network
EXAMINATION Once Every 12 Months	Covered 100%	(Reimbursed Amounts) Up to \$55
LENSES Once Every 12 Months	Standard Glass or Plastic Covered 100%	Single Vision Up to \$73 Bi-Focal Up to \$84 Tri-Focal Up to \$100 Lenticular Up to \$124
FRAME Once Every 12 Months	Covered Up to \$50 Retail Allowance (20% Discount Off Remaining Balance Over \$50 Allowance)	Up to \$50
CONTACT LENSES	(In lieu of Lenses/Frames)	(In Lieu of Lenses/Frames)

Once Every 12 Months 1. Elective 2. Medically Necessary	Covered Up to \$100 Retail Allowance (15% Discount (Conventional) or 10% Discount (Disposable) Off Remaining Balance Over \$110) Covered 100%	Up to \$110 \$200
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SECTION D: LIFE

Effective on the first day of the next month following thirty (30) days after ratification of this Agreement, each teacher shall be provided group term life insurance protection in an amount of Fifty Thousand (\$50,000.00) Dollars payable to the designated beneficiary upon death.

SECTION E: LONG-TERM DISABILITY COVERAGE

The Employer shall make payment of premiums for a long term disability insurance plan for each teacher eligible for coverage, meeting all requirements for active at-work employment, the benefits of which shall provide a monthly benefit at the rate of sixty (60%) percent of the monthly Schedule A salary of the teacher at the point of disability, not to exceed a monthly benefit of Four Thousand Five Hundred (\$4,500.00) Dollars, which shall commence after the teacher has exhausted all of his/her accumulated paid leave or a sixty (60) calendar day waiting period, whichever is the longer period of time. The monthly benefit shall be subject to standard offsets, exclusions, exemptions and limitations, including a two (2) year limitation for drug abuse/alcoholism and nervous/mental conditions and limited benefits for disabilities occurring after attaining the age of sixty (60) years as permitted by the Age Discrimination in Employment Act.

SECTION F: PERIOD OF COVERAGE

Premiums for insurance protection shall be paid for the period September 1 to August 31 of each year. Teachers who fulfill their contractual teaching obligation for the school year shall be provided coverage through August 31. Exceptions to these provisions are: (1) newly hired teachers will have coverage commencing no later than the first of the month following a thirty (30) day waiting period; (2) teachers who are discharged, or cease their teaching duties prior to conclusion of the school year, shall not be covered beyond the last date employed.

SECTION G: COVERAGE - LEAVE OF ABSENCE

A teacher on an approved unpaid leave of absence may purchase the hospital-medical-surgical benefits provided in this Article, as a member of the employees group, at the rate determined by the insurance company. The monthly premium is to be delivered to the business office by at least the 15th of each month. The first payment shall be equal to two (2) monthly amounts, and all subsequent payments are to be for the monthly premium.

SECTION H:

Coverage and benefits under the above plans are subject to the terms and conditions

contained in the contracts between the District and the carrier/provider in existence on the date of ratification. In the event of a change by the carrier/provider, the District will meet with the Federation to negotiate the matter.

Except as otherwise provided under COBRA, the insurance coverage listed above shall be discontinued at the end of the month in case of layoff or unpaid non-FMLA leave of absence, or upon the employee's failure to return to work at the expiration of a FMLA leave and/or exhaustion of all sick leave.

It shall be the responsibility of the teacher to notify the Business Office of any change in her/his status, with respect to eligibility for coverage, including dependent coverage.

ARTICLE XV - RETIREMENT

SECTION A: POLICY

The Board may adopt a mandatory retirement policy which requires retirement of teachers at the minimum age permitted by law.

SECTION B: RETIREMENT STIPEND

A teacher hired in the School District prior to July 1, 2021 and retiring from the School District under the provisions of the Michigan Public School Employee Retirement System with ten (10) years or more of teaching in the District shall be eligible to receive a lump sum retirement stipend of \$3,500, provided the following conditions are met:

1. The teacher must notify the School District in writing of his/her intent to retire on or before March 1st.
2. The teacher must retire from the District at the end of the school year.
3. No unemployment compensation claim must be filed by the teacher against the School District in the 12-month period following the teacher's retirement.

For all teachers hired after July 1, 2021, the retirement stipend amount will be determined by the teacher's years of service to the district and will be allocated as follows provided conditions 1-3 depicted in this section are met:

1. 10 years of service - \$1,500.00
2. 11-15 years of service - \$2,000.00
3. 16 - 20 years of service - \$2,750.00
4. 21 + years of service - \$3,500.00

The retirement stipend shall be paid in a one lump sum 30 days after retirement date.

ARTICLE XVI - GRIEVANCE PROCEDURE

SECTION A: DEFINITION

A grievance is defined as a written complaint by a member of the bargaining unit or the Federation that administrative action, discipline or policy has resulted in a violation,

misinterpretation or misapplication of the terms and conditions of this Agreement. The following matters and issues shall not constitute a grievance subject to this procedure, notwithstanding being addressed or mentioned elsewhere in this Agreement.

1. The termination of services of or failure to re-employ any tenure or probationary teacher;
2. Any matter within the appeal jurisdiction of the State Tenure Commission or any action requiring a hearing before the School District pursuant to the Teacher Tenure Act;
3. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule;
4. The content of a teacher's evaluation. This does not preclude grieving an action resulting from an adverse evaluation;
5. Any matter for which there is a specified procedure and/or administrative agency for recourse according to state or federal laws, provided that the School District shall grant a hearing for these matters within twenty (20) days of receipt of a request, in writing, except where the School District is otherwise obligated by law to provide a hearing pursuant to a specified procedure.

SECTION B: DESIGNEES

The Federation shall designate one (1) representative per building to handle a grievance when requested by the grievant. The School District hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent, or his designated representative, to act at Level Two as hereinafter described. The Superintendent may provide release time to Federation officials for the processing of grievances.

SECTION C: GRIEVANT RIGHTS

The grievant shall have the right at all times during the grievance procedure to have a Federation representative present.

SECTION D: "DAYS" DEFINED

The term "days" as used herein shall mean business days in which the School District is in operation, excluding Christmas and Spring recess.

SECTION E: GRIEVANCE CONTENT

Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall be specific;
3. It shall contain a synopsis of the facts giving rise to the alleged violation;
4. It shall cite the section or subsections of this Agreement alleged to have been violated;
5. It shall contain the date of the alleged violation, if known;
6. It shall specify the relief requested.

The grievance shall be submitted on the grievance form attached to this Agreement as

SECTION F: RELEASE TIME

The Federation shall be granted up to ten (10) days of released time during the school year to be used by the Federation officials and/or the grievant, at its discretion, for the purpose of preparation and presentation of grievances at the arbitration level.

SECTION G: PERSONNEL FILE

No record whatsoever shall appear in the personnel file of any teacher indicating his/her institution or pursuit of proceedings under this Article. No teacher shall be discriminated against on the basis of his/her institution or processing a proceeding under this Article.

SECTION H:

Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, or leave the employ of the School District (except a grievance involving a remedy directly benefiting the grievant regardless of his/her employment), all further proceedings on a previously instituted grievance shall be barred.

SECTION I:

The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the School District shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

SECTION J: PROCEDURES

Notwithstanding the expiration of this Agreement, any grievance arising thereunder may be processed through the Grievance Procedure until resolution.

GRIEVANCE PROCEDURE:

Level One:

Informal Procedure. A teacher alleging a violation of the express provisions of this contract shall, within twenty (20) days of its alleged occurrence, orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within five (5) days of the discussion, the teacher shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

Level Two:

Formal Grievance Procedure. The grievant may invoke Level Two of this grievance procedure by presenting the grievance, in writing, to the Federation and to his/her principal or supervisor.

Within five (5) days of receipt of the written grievance, the grievant's principal or supervisor shall state his/her decision, in writing, concerning the grievance, together with the supporting reasons therefor and furnish one (1) copy to the grievant and one (1) copy to the Federation.

In the event the Federation is not satisfied with the disposition of the grievance by the building principal or supervisor, or if no decision has been rendered within five (5) days after presentation of the Formal Grievance, it may file the written grievance and the decision of the building principal or supervisor if there is one with the superintendent's office within five (5) days.

The Superintendent's office shall schedule a meeting with the grievant and the Federation representative within five (5) days of the receipt of the grievance. Within five (5) days after said meeting, the Superintendent's office shall issue a written decision and furnish one (1) copy to the grievant and one (1) copy to the Federation representative.

Level Three:

Arbitration. In the event the Federation is not satisfied with the disposition of the grievance at Level Two, or if no disposition has been rendered within the time lines for decision at Level Two, the Federation may refer the grievance to arbitration by filing a Demand for Arbitration, within ten (10) days of the Level Two disposition, with the American Arbitration Association, whose Voluntary Arbitration Rules shall govern the arbitration selection process and the conduct of the hearing. The arbitrator shall render a decision and remedy, if appropriate, based upon the interpretation of this Agreement and shall have no authority or power to alter, modify, add to, subtract from or ignore any of the terms of this Agreement. The arbitrator shall construe this Agreement in a manner which does not interfere with the exercise of the School District's rights and responsibilities except where they have been expressly and clearly limited by the terms of this Agreement.

The arbitrator shall have no power to reverse or modify a discretionary decision of the School District or its administration where the ability to exercise managerial discretion is not expressly and clearly limited by the terms of this Agreement.

The decision of the arbitrator shall be final and binding, provided the decision is within the arbitrator's scope of authority as set forth herein.

Specifically, the arbitrator shall have no authority or power to render a decision in cases which are matters and issues not constituting grievance subjects as listed in Section A, 1-5, of this Article and such cases are expressly excluded from arbitration.

The fees and expenses of the arbitrator shall be apportioned as follows:

1. If the grievance is fully denied, the Federation shall be responsible for the fees and expenses.
2. If the grievance is fully granted, the School District shall be responsible for the fees and expenses.
3. If the grievance is denied in part and granted in part, the arbitrator shall

apportion the responsibility for the fees and expenses between the parties on a percentage basis according to the degree to which each party did not prevail in its position.

ARTICLE XVII - Discipline and Discharge

- A. No teacher shall be disciplined, reprimanded, have a reduction in compensation (other than discharge/demotion) or be deprived of any professional advantage without just cause. Any such discipline, reprimand, a reduction in compensation or advantage, shall be subject to the grievance procedure hereinafter set forth. It is understood that this sub-section does not apply to teachers in their probationary period.
- B. The President of the Union or designee will be given a copy of any written discipline imposed upon a bargaining unit member within 24 hours of such discipline.
- C. Disciplinary action will not be taken without first holding a conference with the employee to determine the facts of the incident.
- D. When imposing discipline or giving reprimands, warnings, or criticism, confidentiality must be maintained at all times. This shall not unduly restrict communication between managerial employees who have a need to know.
- E. A teacher shall at all times be entitled to have present a representative of the Union when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Union is present.
- F. All information forming the basis for disciplinary action will be made available to the teacher and the Union upon written request of the teacher.
- G. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are consistent with the provisions of this Agreement.
- H. No teacher shall be subjected to administrative reprimand while in the presence of students, or other teachers, or parents.
- I. Notwithstanding the above, it is understood the Tenure Act contains arbitrary and capricious language for discharge/demotion of a tenured teacher.

ARTICLE XVIII - SECTION LAYOFF/RECALL OF TEACHERS

- 1. Acting within the approved budget, Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing classroom teaching staff or that a reduction in classroom teaching staff is necessary due to program,

curricular, or other operational considerations, the Superintendent will recommend to the Board the classroom teaching positions to be reduced.

2. Reduction in force and recall decisions must be made based on classroom teacher effectiveness criteria established in Revised School Code Section 1249 and this Article.
3. Decisions about the reduction and recall of teachers will be guided by the following criteria:
 - a. Group 1: Bargaining unit members who work under a Permit (or equivalent for their position) and do not hold a teaching certificate (or equivalent for their position)
 - b. Group 2: Bargaining unit members who were rated as “needing support” in their last two or more evaluations.
 - c. Group 3: Bargaining unit members who are rated as “needing support” in their last evaluation and have less than three years seniority.
 - d. Group 4: Bargaining unit members who are rated as “developing” in their last evaluation and have less than three years seniority.
 - e. Group 5: All other Bargaining Unit Members.
 - f. If all else is equal between members in a group, seniority will be the determining factor
4. Before the Board authorizes a classroom teacher reduction, the Superintendent or designee will notify, in writing, the Union 45 days prior to the layoff. The Union will have an opportunity to respond, either in person or in writing, to the proposed reduction and offer possible alternatives to the layoff.
5. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected classroom teacher and Federation.
6. A classroom teacher’s length of service with the District as a classroom teacher or tenure under the Teachers’ Tenure Act will not be the sole factor in reduction in force and recall decisions.
7. Classroom teacher reduction in force decisions will be implemented by the following:
 - a. If 1 or more classroom teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those classroom teachers who are certified, to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a classroom teacher(s) for reduction in force will be based on the factors set forth in this Article.
 - b. Classroom teachers within the affected academic level(s) or department(s) who are certified for the remaining positions will be retained consistent with the factors set forth in this Article.
 - c. When a classroom teaching position is identified for reduction and there exists a concurrently vacant classroom teaching position for which the classroom teacher in the position to be reduced is certified, and the classroom teacher has received an overall rating of at least effective on that teacher’s most recent year-end performance evaluation, that classroom teacher may be assigned to the vacant position consistent with this Article unless the Superintendent or designee determines (based on non-

arbitrary or capricious reasons) that the District's educational interests would not be furthered by that assignment.

- d. If more than 1 classroom teacher whose position has been identified for reduction is certified for a concurrently vacant classroom teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Article.
- e. If the reduction or recall decision involves more than 1 classroom teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit).
- f. At least 30 calendar days' notice of reduction in force will be provided to the classroom teacher and Federation, absent extenuating circumstances.

8. Classroom Teacher Recall Process

- a. A classroom teacher is eligible for recall under this Article for 18 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off classroom teacher, the Superintendent may reassign teachers to fill vacancies in accordance with this Article.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take the following action to fill a vacancy: Recall the laid-off classroom teacher who is certified for the vacancy, provided the classroom teacher was rated at least effective. If more than 1 laid-off classroom teacher is certified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with this Article.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled classroom teachers and will establish the time within which a classroom teacher must accept recall to preserve the teacher's employment rights.
- f. A laid-off classroom teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.
- g. A laid off classroom teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office. Failure to maintain current contact information may negatively impact the teacher's recall.

ARTICLE XIX - Catastrophic Sick Bank

Section 1: Purpose and Definition

The purpose of the Sick Leave Bank (the "Bank") is to provide additional sick leave days to members of the Bank who because of severe pregnancy complications, or catastrophic illness or injury and have exhausted all categories of paid leave days.

“a catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed medical practitioner for a prolonged period of time and that forces the employee to exhaust all paid leave earned by that employee and to lose compensation from the District”.

- The maximum number of days that can be accrued in the sick bank will be 1,500 days.
- An individual employee may utilize up to sixty (60) days from the sick bank per school year.
- A retiring employee may donate up to forty- five (45) days of unused sick time to the bank upon retirement.
- An employee’s health insurance will continue in full effect during the time that an employee is in catastrophic leave status.
- Sick leave and annual leave do not accrue during the use of catastrophic leave.
- All leave donated to the bank is irrevocable.
- All current/active employees can donate a maximum of 15 (fifteen) days per year

Requests to use leave from the Catastrophic Sick Leave Bank must be in writing and addressed to the Federation.

The request must include:

- reason for the request,
- written verification from attending physician (indicating nature, severity of illness or health problem, and projected recovery date).
- number of days required for the leave

The union reserves the right to approve requests, deny requests, or to approve only a portion of the days requested.

Employees receiving catastrophic sick leave can only use catastrophic leave for the reason(s) for which it was granted (doctor’s instruction and recuperation). Employees should follow doctor’s instructions and should not work elsewhere while receiving catastrophic sick leave. Working while on catastrophic sick leave is an abuse of leave and is cause for discipline including termination.

The Crestwood School District has the right to investigate abuse. If there is abuse, the District has the right to have the employee pay back the days used.

ARTICLE XX - CONTINUITY OF OPERATIONS

SECTION A:

The Federation agrees that it, its officers, its agents or its membership shall not authorize, sanction, condone, engage in or acquiesce in any strike as defined in the Michigan Public

SECTION B:

The Federation agrees that in the event that any teacher engages in such strike activity or job action of any sort, it will act immediately and diligently to persuade the teacher to return to the full, faithful and proper performance of the duties of employment by sending notice to the teachers individually and publishing notice to the School District community that the Federation disapproves and repudiates the activity and that those involved should cease and return to work immediately.

SECTION C:

Should the Federation fail to adhere to the provisions of this Article, it shall assume liability for any damages, liabilities or costs incurred by the Crestwood School District attributable to such failure and shall forfeit its rights, privileges and benefits pursuant to this Agreement.

ARTICLE XXI - MISCELLANEOUS PROVISIONS

The District and the Federation agree to comply with the requirements of No Child Left Behind (NCLB).

The parties recognize that state law requires the following provision be included in the collective bargaining agreement: An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act.

In the event that the School District operates kindergarten on a full-day basis, all references to the scheduling of teachers in grades 1-4 shall include kindergarten teachers during the period of time in which kindergarten is being operated on a full-day basis.

The parties agree that the School District may enter into cooperative agreements with private and/or parochial schools for the School District to provide educational services to the students of those private and/or parochial schools. The Federation agrees that the employment positions of those delivering such educational services shall not be represented by the Federation. The Federation agrees that it will not seek representation of these positions, that it will not contest or grieve the work assigned to those positions, and that it will not accept these positions into membership in the Federation.

ARTICLE XXII - NEGOTIATION PROCEDURE

Upon request of either party, on or after March 1, preceding the termination of this Agreement, negotiations shall commence, not later than thirty (30) days after receipt of such request by the other party, for the purpose of fulfilling the mutual obligation to negotiate in good faith regarding a successor Agreement. Neither party shall be obligated to engage in such negotiations prior to such request.

ARTICLE XXIII- DURATION OF AGREEMENT

SECTION A:

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written and expresses all obligations imposed upon the School District and the Federation. This Agreement is subject to amendment, alteration or additions only by a subsequent written Agreement between and executed by the School District and the Federation. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

SECTION B:

If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect.

SECTION C:

Any individual contract between the School District and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreement to be executed by the parties. If an individual contract contains any language inconsistent with the Agreement, during its duration, this Agreement shall be controlling.

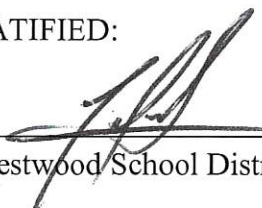
SECTION D:

In the event of any conflict arising between the policies, rules and regulations of the School District and the provisions of this Agreement, the terms set forth herein shall prevail.

SECTION E:

This Agreement shall become effective on 27th day of August, 2024, and shall continue in effect through 26th day of August, 2027 at which time it will terminate. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

RATIFIED:



Crestwood School District

RATIFIED:



Crestwood Federation of Teachers

APPENDIX A - SCHEDULE A

	2024-2025	2024-2025		2025-2026	2025-2026		2025-2026	2025-2026
Steps	BA	MA		BA	MA		BA	MA
0	\$ 48,326	\$ 55,589		\$ 48,809	\$ 56,145		\$ 49,297	\$ 56,706
1	\$ 50,771	\$ 59,283		\$ 51,279	\$ 59,876		\$ 51,792	\$ 60,474
2	\$ 53,216	\$ 62,975		\$ 53,748	\$ 63,604		\$ 54,285	\$ 64,240
3	\$ 55,662	\$ 66,668		\$ 56,219	\$ 67,335		\$ 56,781	\$ 68,009
4	\$ 58,107	\$ 70,360		\$ 58,688	\$ 71,064		\$ 59,275	\$ 71,775
5	\$ 62,679	\$ 74,051		\$ 63,306	\$ 74,792		\$ 63,939	\$ 75,540
6	\$ 65,125	\$ 77,748		\$ 65,776	\$ 78,526		\$ 66,434	\$ 79,311
7	\$ 67,571	\$ 81,438		\$ 68,247	\$ 82,252		\$ 68,929	\$ 83,075
8	\$ 70,050	\$ 85,139		\$ 70,751	\$ 85,991		\$ 71,458	\$ 86,851
9	\$ 74,345	\$ 90,124		\$ 75,089	\$ 91,025		\$ 75,840	\$ 91,935
10	\$ 77,415	\$ 93,195		\$ 78,190	\$ 94,127		\$ 78,972	\$ 95,068
11	\$ 80,546	\$ 96,326		\$ 81,352	\$ 97,289		\$ 82,165	\$ 98,262
12	\$ 82,667	\$ 98,447		\$ 83,494	\$ 99,431		\$ 84,329	\$ 100,425

APPENDIX B - SCHEDULE B: EXTRA-CURRICULAR/STIPENDS

Athletics All Sports

SPORT	COACH	STIPEND % of BA Step 0
Baseball	Varsity Head	13%
	Assistant Coaches (3)	6%
Basketball	Varsity Head	13%
	Assistant Coach HS (3)	9%
	Assistant Coach MS (2)	6%
Bowling (Girls/Boys Combined Team)	Varsity Head	9%
	Assistant Coach added at team size of 16 or more	6%
Cheerleading	Varsity Head	9%
	Assistant Coach HS (1) added at team size of 16 or more	6%
	Assistant Coach MS (1)	6%
Cross Country	Varsity Head	9%
	Assistant Coach MS (1)	6%
Football	Varsity Head	13%
	Assistant Coach HS (5)	9%
	Assistant Coach MS (3)	9%
Pom Pom	Varsity Head	9%
	Assistant Coach HS added at team size of 16 or more	6%
Rowing	Varsity Head	9%
	Assistant Coach	6%

Soccer	Varsity Head	13%
	Assistant Coaches HS (2)	9%
	Assistant Coach MS (2)	6%
Softball	Varsity Head	13%
	Assistant Coach (3)	6%
Golf	Varsity Head	9%
Swimming	Varsity Head	9%
	Assistant Coach (2)	6%
Tennis	Varsity Head	9%
	Assistant Coach (2)	6%
Track and Field	Varsity Head	13%
	Assistant Coach HS	7%
	Assistant Coach MS	7%
Volleyball	Varsity Head	13%
	Assistant Coach HS (3)	9%
	Assistant Coach MS (2)	6%
Wrestling	Varsity Head	13%
	Assistant Coach HS (2)	9%
	Assistant Coach MS (2)	6%
E-Sports	Varsity Head	9%
	Assistant Coach HS added at team size of 16 or more	6%
Fitness Center Supervisor	Per Season	5%

Extra-Curricular Stipends (Co-Curricular)

All extra-curricular clubs must meet a minimum of 5 times per year per club. Club meetings shall be held independently. If a collaboration of two clubs will serve to enhance the planning of an event or activity, this meeting will be held in addition to the minimum of 5 meetings per year.

High School

All extra curricular clubs will log their required meetings and events according to the procedure at each building. Clubs are expected to be at Curriculum Night and Freshman Festival so clubs may have an opportunity to showcase their mission and recruit students. These nights do not count as a club events and if the club is not represented the sponsor will not receive the club stipend. Advisors will follow the policies in the advisor handbook.

Activity	% of BA Step 0
Activity Director Will coordinate all student activities at the high school, activity/fundraiser requests, fundraiser summaries, building use forms. Act as a resource for all advisors.	12.0%
Band/Marching Director Attend all home football games, attendance at all competitions, and coordinate/attend band camp in the summer.	11.0%
Flag Corp. Sponsor Attend all home football games and band camp in the summer.	4.0%
National Honor Society Advisor Must log all member meetings (holding at least 8 general membership meetings) and all service opportunities for members. Must plan a new-member induction ceremony each year.	10.0%
Student Congress Advisor Must log all member meetings (holding at least 10 general membership meetings) and all school-wide events. Must plan homecoming/snowcoming week.	10.0%
Link Crew Advisor Must log all member meetings (holding at least 5) and freshmen events. Must plan and execute freshmen orientation and hold at least 5 freshmen activities.	10.0%
Robotics Coach Must log all practices and attend a minimum of 2 competitions yearly.	10.0%
Quiz Bowl Coach:	2.0%

Must log all practices and attend regional competitions.	
All Class Sponsors will hold monthly meetings, in which minutes will be recorded, with the class officers and plan one class social activity and one class fundraising activity per semester. Class Sponsors are expected to help the class with all aspects of class homecoming/snowcoming events (organization, float building, parade, etc.) and Prom planning.	
12th Grade Class Sponsor	10.0%
11th Grade Class Sponsor	8.0%
10th Grade Class Sponsor	5.0%
9th Grade Class Sponsor	5.0%
High School sponsored clubs that are chartered and in good standing at the beginning of the year will be on the following schedule: - Clubs that hold a minimum of 5 individual meetings per year each lasting a minimum of 45 minutes and execute one event outside of club meeting hours (not a personal club fundraiser) will receive 2% of BA 0 - Clubs that hold a minimum of 10 individual meetings per year each lasting a minimum of 45 minutes and execute two events outside of club meeting hours (not a personal club fundraiser) will receive 4% of BA 0.	
HS Sponsored Club	2.0%/4.0%
Drama Club Productions The per-production stipends are for each musical, play, variety show/production and will be paid out after each production or school event for the lighting and sound designer. The advisor stipend is paid out at the end of the year and follows the same policies as the HS Sponsored Club above.	
Director (per musical or play production)	4.0%
Assistant Director (per musical or play production)	1.0%
Musical Director (per musical or play production)	2.0%
Technical Director (per musical or play production)	2.0%
Assistant Technical Director (per musical or play production)	1.0%
Choreographer (per musical or play production)	2.0%
Scenic Designer (per musical or play production)	2.0%
Artistic Designer (per musical or play production)	2.0%
Musical Costume Designer (per musical or play production)	2.0%
Lighting Design (per musical, play production, or additional school events)	1.0%

Sound Design (per musical, play production, or additional school events)	1.0%
Drama Props Coach Property Designer (per musical or play production)	1.0%
Drama Hair Designer (per musical or play production)	1.0%
Drama Make-Up Coordinator (per musical or play production)	1.0%
Talent Variety Show Director (per production variety show)	2.0%
Variety Show Technical Director (per variety show)	2.0%
Drama Costume Director (per production)	1.0%

Middle School

All extra curricular clubs will log their required meetings and events according to the procedure at each building. Clubs are expected to be at Curriculum Night so clubs may have an opportunity to showcase their mission and recruit students. These nights do not count as a club events and if the club is not represented the sponsor will not receive the club stipend. Advisors will follow the policies in the advisor handbook.

Middle School sponsored clubs that are chartered and in good standing at the beginning of the year will be on the following schedule: - Clubs that hold a minimum of 5 individual meetings per year each lasting a minimum of 45 minutes will receive 2% of BA 0 - Clubs that hold a minimum of 10 individual meetings per year each lasting a minimum of 45 minutes will receive 4% of BA 0.	2%/4%
Yearbook Sponsor	4.0%
Science Natural	3.0%
Science Olympiad	5.0%
Band	2.5%
Intramural Sponsors (per event) 11@	1.5%
Clubs	2.0%
Variety Show Director (per production)	3.0%
Variety Show Assistant (per production)	2.0%
Drama Coach (per production)	3.0%
Drama Coach Assistant (per production)	2.0%
National Honor Society	4.0%

Robotics (Attendance at a minimum of 2 competitions yearly)	10.0%
Student Council Advisor	5.0%
WEB Advisor (Development of 5 yearly activities for Middle School students and attendance with WEB Student members at school events)	10.0%

Elementary School

Clubs - Clubs that hold a minimum of 5 individual meetings per year will receive 2% each lasting a minimum of 45 minutes of a BA 0 - Clubs that hold a minimum of 10 individual meetings per year each lasting a minimum of 45 minutes will receive 4% of a BA 0	2%/4%
Robotics (attendance at a minimum of 3 1 competition yearly)	10%
Student Council Advisor (per building)	2.5%

District Wide

Mentor (Year 1)	2.0%
Mentor (Year 2&3)	1.0%
Summer/After School Programs	\$45/hour
Elementary Yearbook	2%

Appendix C-1- 2024-2025

August 22, 2024, Thursday	Professional Development - No Students
August 23, 2024, Friday	Professional Development - No Students
August 26, 2024, Monday	All Students AM only - Teacher Workday PM
August 30, 2024, Friday	Labor Day Recess - No School
September 2, 2024, Monday	Labor Day-No School
October 14, 2024, Monday	Professional Development - No Students
October 21, 2024, Monday	Elementary Only - Students AM- Teacher Workday PM
October 22, 2024, Tuesday	Middle School Only - Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
October 23, 2024, Wednesday	High School Only - Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
October 24, 2024, Thursday	Elementary Only - Students AM-PTC 12:40 - 3:40, 5:00 - 8:00
October 25, 2024, Friday	Elementary Only - Students AM-PTC 12:40 - 3:40
November 5, 2024, Tuesday	Professional Development - No Students
November 27, 2024, Wednesday	Conference Release Day- No School
November 28, 2024, Thursday	Thanksgiving - No School
November 29, 2024, Friday	Thanksgiving Recess - No School
December 18, 2024, Wednesday	5-12 th Grade Only AM-Teacher Workday PM/ Elementary- Full Day
December 19, 2024, Thursday	5-12 th Grade Only AM-Teacher Workday PM/ Elementary - Full Day
December 20, 2024, Friday	All Students AM only - Teacher Workday PM
December 23, 2024 - January 3, 2025	Winter Recess Begins - End of School Day Winter Recess - No School
January 6, 2025, Monday	School Resumes
January 20, 2025, Monday	MLK Day - No School
February 10, 2025, Monday	Professional Development - No Students
February 17 - 18, 2025	No School - Mid Winter Break
February 27, 2025, Thursday	Elementary Only - Students AM - Teacher Workday PM , PTC 5:00- 8:00
March 18, 2025, Tuesday	Middle School Only - PTC Evening 5:00 pm - 8:00pm
March 19, 2025, Wednesday	High School Only - PTC Evening 5:00 pm - 8:00 pm
March 21, 2025, Friday	Spring Break Begins - End of School Day
March 24 - 28, 2025	Spring Break- No School
March 31, 2025, Monday	Projected Eid Holiday - No School
April 1, 2025	School Resumes
April 18, 2025, Friday	Good Friday- No School
May 5, 2025, Monday	Professional Development- No Students
May 23, 2024, Friday	Elementary Only - Students AM- Teacher Workday PM
May 26, 2025, Monday	Memorial Day- No School
June 06, 2025, Friday	Eid Holiday - No School
June 09, 2025, Monday	5-12 th Grade Only AM-Teacher Workday PM - Elementary - Full Day
June 10, 2025, Tuesday	5-12 th Grade Only AM - Teacher Workday PM - Elementary - Full Day
June 11, 2025, Wednesday	All Students AM only-Teacher Workday PM

Appendix C-2- 2025-2026

August 21, 2025, Thursday
 August 22, 2025, Friday
 August 25, 2025, Monday
 August 29, 2025, Friday

September 1, 2025, Monday

October 13, 2025, Monday
 October 20, 2025, Monday
 October 21, 2025, Tuesday
 October 22, 2025, Wednesday
 October 23, 2025, Thursday
 October 24, 2025, Friday

November 4, 2025, Tuesday
 November 26, 2025, Wednesday
 November 27, 2025, Thursday
 November 28, 2025, Friday

December 17, 2025, Wednesday
 December 18, 2025, Thursday
 December 19, 2025, Friday

December 22, 2025 - January 2, 2026

January 5, 2026, Monday
 January 19, 2026, Monday

February 6, 2026, Friday
 February 9, 2026, Monday
 February 12, 2026, Thursday
 February 16-17, 2026

March 20, 2026, Friday
 March 25, 2026, Wednesday
 March 26, 2026, Thursday
 March 27, 2026, Friday
 March 30 - April 3, 2026

April 6, 2026, Monday

May 22, 2026, Friday
 May 25, 2026, Monday
 May 26, 2026, Tuesday
 May 27, 2026, Wednesday

June 8, 2026, Monday
 June 9, 2026, Tuesday
 June 10, 2026, Wednesday

Professional Development - No Students
 Professional Development- No Students
 All Students AM only- Teacher Workday PM
 Labor Day Recess - No School

Labor Day - No School

Professional Development - No Students
Elementary Only- Students AM -Teacher Workday PM
Middle School Only- Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
High School Only- Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
Elementary Only- Students AM- PTC 12:40 - 3:40, 5:00 - 8:00
Elementary Only - Students AM - PTC 12:40 - 3:40

Professional Development - No Students
 Conference Release Day - No School
 Thanksgiving - No School Thanksgiving
 Recess - No School

5-12th Grade Only AM - Teacher Workday PM * Elementary - Full Day
 5-12th Grade Only AM-Teacher Workday PM *Elementary - Full Day
 All Students AM only- Teacher Workday PM
 Winter Recess Begins - End of School Day
 Winter Recess - No School

School Resumes
 MLK Day - No School

Elementary Only - Students AM only - Teacher Workday PM
 Professional Development- No Students
Elementary Only- Students AM-Teacher Workday PM- PTC 5:00 - 8:00
 No School - Mid Winter Break

Projected Eid Holiday - No School
High School Only- PTC Evening 5:00 pm - 8:00 pm
Middle School Only- PTC Evening 5:00 pm - 8:00pm
 Spring Break Begins- End of School Day
 Spring Break - No School

School Resumes

Elementary Only - Students AM- Teacher Workday PM
 Memorial Day- No School
 Projected Eid Holiday - No School
 Professional Development- No Students

5-12th Grade Only AM - Teacher Workday PM* Elementary - Full Day
 5-12th Grade Only AM-Teacher Workday PM *Elementary - Full Day
 All Students AM only - Teacher Workday PM

** In the event that 5th grade is moved back to the elementary schools, they will follow the elementary calendar

Appendix C-3 - 2026-2027

August 20, 2026, Thursday
August 21, 2026, Friday
August 24, 2026, Monday

Professional Development-No Students
Professional Development-No Students
All Students AM only-Teacher Workday PM

September 4, 2026, Friday
September 7, 2026, Monday

Labor Day Recess - No School
Labor Day-No School

October 12, 2026, Monday
October 19, 2026, Monday
October 20, 2026, Tuesday
October 21, 2026, Wednesday
October 22, 2026, Thursday
October 23, 2026, Friday

Professional Development - No Students
Elementary Only- Students AM - Teacher Workday PM
Middle School Only - Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
High School Only- Students AM - PTC 12:40 - 3:40, 5:00 - 8:00
Elementary Only-Students AM- PTC 12:40 - 3:40, 5:00 - 8:00
Elementary Only- Students AM- PTC 12:40 - 3:40

November 3, 2026, Tuesday
November 25, 2026, Wednesday
November 26, 2026, Thursday
November 27, 2026, Friday

Professional Development - No Students
Conference Release Day - No School
Thanksgiving - No School
Thanksgiving Recess - No School

December 16, 2026, Wednesday
December 17, 2026, Thursday
December 18, 2026, Friday

5-12th Grade Only AM - Teacher Workday PM * Elementary - Full Day
5-12th Grade Only AM - Teacher Workday PM * Elementary- Full Day
All Students AM only - Teacher Workday PM
Winter Recess Begins - End of School Day
Winter Recess - No School

December 21, 2026 - January 1, 2027

January 4, 2027, Monday
January 18, 2027, Monday

School Resumes
MLK Day- No School

February 1, 2027, Monday
February 4, 2027, Thursday
February 8, 2027, Monday
February 15-16, 2027,

Elementary Only - Students AM only-Teacher Workday PM
Elementary Only - Students AM - Teacher Workday PM - PTC 5:00 - 8:00
Professional Development - No Students
No School - Mid Winter Break

March 10, 2027, Wednesday
March 11, 2027, Thursday
March 12, 2027, Friday
March 23, 2027, Tuesday
March 24, 2027, Wednesday
March 26, 2027, Friday
March 29 - April 2, 2027

Projected Eid Holiday - No School
Projected Eid Holiday - No School
Projected Eid Holiday - No School
Middle School Only- PTC Evening 5:00 pm - 8:00pm
High School Only - PTC Evening 5:00 pm - 8:00 pm
Good Friday - No School
Spring Break - No School

April 5, 2027, Monday

School Resumes

May 3, 2027, Monday
May 17, 2027, Monday
May 28, 2027, Friday
May 31, 2027, Monday
June 9, 2027, Wednesday
June 10, 2027, Thursday
June 11, 2027, Friday

Professional Development - No Students
Projected Eid Holiday - No School
Elementary Only - Students AM - Teacher Workday PM
Memorial Day - No School
5- 12th Grade Only AM - Teacher Workday PM * Elementary - Full Day
5- 12th Grade Only AM - Teacher Workday PM * Elementary - Full Day
All Students AM only- Teacher Workday PM

APPENDIX D

Grievance Report Form	
Name of Grievant:	Building:
Assignment:	Date Filed:
1. Date of Alleged Violation of Contract: (Cite contractual provisions allegedly violated) _____	
Relief Requested:	
Date:	Signature:
2. Disposition by Principal:	
3. Position of Organization:	
Date:	Signature:
4. Date Received by Superintendent or Designee: _____	
Disposition by Superintendent or Designee:	
Date:	Signature:
Distribution: Superintendent: () Principal () Organization () Teacher ()	

APPENDIX E

STUDENT'S NAME	DISCIPLINE REFERRAL Long Form CRESTWOOD SCHOOL DISTRICT	DATE OF INCIDENT
CURRENT GRADE		TIME OF DAY
TEACHER		

A PARENT CONTACT BY TEACHER SHOULD BE MADE FOR ALL OFFICE REFERRALS

Please describe behavior that led to this referral in detail.

Previous Teacher Interventions, If Applicable

HAD CONFERENCES WITH STUDENTS OR: DATES	STUDENT DETENTION BEFORE/AFTER SCHOOL DATES	DIALOGUE WITH PARENT (PHONE, EMAIL, MEETING) DATES
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☐ CONSULTED COUNSELOR
☐ CONSULTED ADMINISTRATION

Teacher interventions concerning this issue (before referral, if applicable):

ADDITIONAL COMMENTS:

ADMINISTRATIVE ACTION:

APPENDIX F

STUDENT'S NAME	DISCIPLINE REFERRAL Short Form CRESTWOOD SCHOOL DISTRICT	DATE OF INCIDENT
CURRENT GRADE		TIME OF DAY
TEACHER		

The above-named student is being sent to the School Office for the following reason(s):

☐ Out of Assigned Area/Skipping	☐ Insubordination
☐ Excessive Tardiness	☐ Rude/Discourteous
☐ Left Grounds w/o Authorization	☐ Excessive Talking
☐ Verbal/Physical Mistreatment	☐ Unacceptable Language
☐ Mistreatment/Destruction of School Property	☐ Fighting/Assault
☐ Disruptive/Uncooperative	☐ Throwing Objects
☐ Cell Phone, Pager, Electronic Device	☐ Cheating/Academic Misconduct
☐ Dress Code Violation	☐ Other _____

APPENDIX G

CRESTWOOD SCHOOL DISTRICT TEACHER SENIORITY LIST

August 31, 2024

Seniority Date	Name	Major/Minor
01/06/1975	Jenks, Linell	Art Education (LX) K-12, Secondary All Subjects (ZK) 7-8
09/02/1975	Johns, Diana	Biology (DA) 6-12, Environmental Studies (NJ) 6-12, Science (DX) 6-12, Earth/Space Science (DH) 6-12, Secondary All Subjects (ZK) 7-8
08/28/1989	Bates, Julie	French (FA) 6-12, Spanish (FF) 6-12
08/26/1991	Teer, Jennifer	K-8 all subjects (ZC), Social Science (CX) K-9, Science (DX) K-9
08/30/1993	Jendrowski, Peggy	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Social Science (CX) K-8
08/29/1994 (1)	Meyer, Gregory	Industrial Technology (IX) K-12
08/25/1995 (1)	O'Connor-Martin, Kelly	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Social Science (CX) K-8
8/25/1995 (2)	Mulka, Rebecca	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8, English (BA) Grades K-8
08/28/1995	Sultana-Gacioch, Cynthia	History (CC) 6-12, Mathematics (EX), 6-12
08/29/1995	Shevock, Laurie	Elem K-5 All Subj (K-8 Self CC) (ZG), Mathematics (EX) K-8, Science (DX) K-8
08/26/1996 (1)	Studard, James	History (CC) 6-12, Social Science (CX) 6-12
08/26/1996 (3)	Ukraineec, Rachelle	Elem K-5 All Subj (K-8 Self CC) (ZG), Social Science (CX) K-8, Science (DX) K-8
10/29/1996	Christnagel, Jannette	Elem K-5 All Subj (K-8 Self CC) (ZG), English (BA) K-8, Social Science (CX) K-8
02/24/1997	Liogas-Goffas, Sophia	Elem K-5 All Subj (K-8 Self CC) (ZG)
04/28/1997	Kaczmarczyk, Jennifer	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K, Learning Disabilities (SM) K-12, Reading Specialist (BR) K-12
08/08/1997	Diamond, Jill	English (BA) 6-12, Speech (BD) 6-12
08/25/1997 (2)	Kibbey, Jennifer	Elem K-5 All Subj (K-8 Self CC) (ZG)

Seniority Date	Name	Major/Minor
08/24/1998 (1)	Deprez, Jennifer	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) 6-8
08/24/1998 (2)	Abate, Edward	History (CC) 6-12, Political Science (CD) 6-12
08/23/1999 (1)	Shearer, Jennifer	Business Administration (GH) 6-12, School Counselor (NT) K-12, Health (MA) K-12, Physical Education (MB) K-12
08/23/1999 (2)	Snook, Julie	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Early Childhood Education (ZA) PK-K
08/23/1999 (4)	Metric, Viki	Elem K-5 All Subj (K-8 Self CC) (ZG), Cognitive Impairment (SA) K-12
08/23/1999 (5)	Mueller-Hilling, Jessica	Elem K-5 All Subj (K-8 Self CC) (ZG), English (BA) K-8, Speech (BD) K-8
08/23/1999 (6)	Johnson, Ann	Physics (DE) 6-12, Mathematics (EX) 6-12
09/10/1999	Robinson, Anthony	Elem K-5 All Subj (K-8 Self CC) (ZG), Speech & Language Impairment (SB) K-12
08/07/2000	Moore, Michael	Elem K-5 All Subj (K-8 Self CC) (ZG), Social Studies (RX) K-8
08/21/2000	Rankin, Suzanne	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8
08/21/2000	Rutz, Kathleen	Elem K-5 All Subj (K-8 Self CC) (ZG), Spanish (FF) K-8, Science (DX) K-8
09/11/2000	Ray, Carl	Biology (DA) 6-12, Science (DX) 6-12
08/22/2001 (1)	Klos, Christene	Elem K-5 All Subj (K-8 Self CC) (ZG), French (FA) K-8, Mathematics (EX) K-8
08/22/2001 (2)	Yancura, Steven	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8
08/22/2001 (4)	Pinto, Lisa	Health (MA) 6-12, Physical Education (MB) K-12
08/22/2001 (6)	Adkins, Christina	Elem K-5 All Subj (K-8 Self CC) (ZG), Mathematics (EX) K-8, Science (DX) K-8
08/22/2001 (9)	Bright, Michael	Physical Education (MB) K-12, Health (MA) 6-12
08/22/2001(10) **	O'Hara, Andria	Elem K-5 All Subj (K-8 Self CC) (ZG), Learning Disabilities (SM) K-12, Emotional Impairment (SE) K-12
08/22/2001 (11)	Gurshaw, Kari	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8, Psychology (CE) K-8
08/22/2001 (12)	Laney, Mary	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K

Seniority Date	Name	Major/Minor
08/22/2001 (13)	Keilman, Kristine	Elem K-5 All Subj (K-8 Self CC) (ZG)
08/22/2001 (14)	Miah, Trisha	English (BA) 6-12, History (CC) 6-12
01/21/2002	Ray, Jennifer	Mathematics (EX) 6-12, Science (DX) 6-12
08/22/2002 (1)	Petty, Theresa	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K, Language Arts (BX) K-8, Mathematics (EX) K-8
08/22/2002 (2)	Greenlaw, Veronica	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8
08/22/2002 (3)	Yasenchak, Deana	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K, Science (DX) K-8
08/22/2002 (7)	Brighton, Kelly	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Mathematics (EX) K-8
8/22/2002 (10)	Cash, Shane	Earth/Space Science (DH) 6-12, Science (DX) 6-12
8/22/2002 (11)	Barnes, Jennifer	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Mathematics (EX) K-8
8/22/2002 (14)	Gorski, Melissa	Elem K-5 All Subj (K-8 Self CC) (ZG), Earth/Space Science (DH) K-8, Mathematics (EX) K-8
08/28/2002	McMaster, Laura	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Science (DX) K-8
8/21/2003 (1)	Markey, Heather	English (BA) 6-12, Social Studies (RX) 6-12
8/21/2003 (2)	Spencer, Tara	Elem K-5 All Subj (K-8 Self CC) (ZG), Emotional Impairment (SE) K-12, Learning Disabilities (SM) K-12
8/21/2003 (3)	Moitozo, Jason	Mathematics (EX) 6-12, Psychology (CE) 6-12
8/21/2003 (5)	Kocoloski, Kimberly	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K, Science (DX) K-8, English as a Second Language (NS) 6-12, Family and Consumer Sciences (KH) 6-12
08/21/2003 (6)	Keilman, Melissa	Health (MA) 6-12, Physical Education (MB) K-12
09/15/2003	Bajorek, Kenneth	Elem K-5 All Subj (K-8 Self CC) (ZG), Mathematics (EX) K-8, Science (DX) K-8
08/24/2004	Kaczmarczyk, Dina	Elem K-5 All Subj (K-8 Self CC) (ZG), Science (DX) K-8
08/23/2004 (2)	Mydlowski, David	Industrial Technology (IX) K-12, CTE - Automobile Technician, CTE Construction Trades

Seniority Date	Name	Major/Minor
08/23/2004	Schabo, Eric	Political Science (CD) 6-12, Psychology (CE) 6-12, Social Studies (RX) 6-12
09/14/2004	Wojtkowicz, Anne	Elem K-5 All Subj (K-8 Self CC) (ZG)
10/12/2004	Edwards, Yvonne	Elem K-5 All Subj (K-8 Self CC) (ZG), Language Arts (BX) K-8, Social Studies (RX) K-8, Education Technology (NP) K-8
02/21/2005	Patrny, Jennifer	Elem K-5 All Subj (K-8 Self CC) (ZG), Early Childhood Education (ZA) PK-K, Language Arts (BX) K-8, Social Studies (RX) K-8
07/11/2005	Hawrot, Kristen	K-5 all subjects, K-8 Self CC(ZG), Cognitive Impairment (SA) K-12
08/08/2005 (1)	Montgomery, Michelle	K-5 all subjects, K-8 Self CC(ZG), Early Childhood Educ PreK-K (ZA)
08/08/2005 (2)	Rapai, Kaitlyn	K-5 all subjects, K-8 Self CC(ZG), Learning Disabilities (SM) K-12, Educational technology (NP) 6-12
08/08/2005 (3)	Richards, Angela	English (BA) 6-12, History (CC) 6-12
08/08/2005 (4)	Sutton, Lauren	K-5 all subjects, K-8 Self CC(ZG), English (BA) K-8
08/08/2005 (5)	Grima, Gina	K-5 all subjects, K-8 Self CC(ZG), Language Arts (BX) K-8
08/08/2005 (6)	Lewkowicz, Shauna	K-5 all subjects, K-8 Self CC(ZG)
08/08/2005 (7)	Orrell, Erica	K-5 all subjects, K-8 Self CC(ZG), Learning Disabilities (SM) K-12
08/16/2005	McNulty, Marisa	K-5 all subjects, K-8 Self CC(ZG), Science (DX) K-8, Learning Disabilities (SM) K-12
08/28/2006 (1)	Lane, Mackenzie	K-5 all subjects, K-8 Self CC, Math (EX) K-8, Reading (BT) K-8
09/05/2006	Tasich, Alison	French (FA) 6-12, Biology (DA) 6-12, Chemistry (DC) 6-12
08/13/2007**	Haidar, Marwa	Math (EX) 6-12, Political Science (CD) 6-12
09/25/2007	Brennan, Michael	Health (MA) 6-12, Physical Education (MB) K-12
10/01/2007	Souldourian, Marisa	K-5 all subjects, K-8 Self CC(ZG), Lang Arts (BX) K-8, Reading specialist (BR) K-12

Seniority Date	Name	Major/Minor
08/22/2008	Houghton, Gail	Emotional Impairment (SE) K-12, English (BA) 6-12, Speech (BD) 6-12
08/25/2008	Mason, Sean	Visual Arts Education (LQ) K-12
12/01/2008	ElHajj, Hiba Kahil	English (BA) 6-12, English as a Second Language (NS) 6-12, Bilingual Arabic (YK) 6-12
02/10/2009	Hassan, Carolyn	K-5 all subjects, K-8 Self CC(ZG), Early Childhood Education PK-K (ZA)
08/26/2010	Shepherd, Angie	French (FA) 6-12, History (CC) 6-12
08/22/2011	Kolbusz, Cayla (1)	English (BA) 6-12, Speech (BD) 6-12
08/22/2011	Vokal, Daniel (2)	K-5 all subjects, K-8 Self CC(ZG), Language Arts (BX) K-8, Reading Specialist (BR) K-12
08/22/2011	Paul, Brian (3)	K-5 all subjects, K-8 Self CC(ZG)
08/22/2011	Carlton, Angela	Elem K-5 All Subj. (K-8 Self CC) (ZG)
05/21/2012 **	Taleb, Linda	K-5 all subjects, K-8 Self CC (ZG), Early childhood Education PK-K (ZA), Science (DX) K-8, English as a Second Language (NS) K-12
08/28/2012	Walsh, Raymond (1)	English (BA) 6-12, History (CC) 6-12, English as a Second Language (NS) 6-12
08/28/2012	McFarland, Joseph (3)	English (BA) 6-12, Social Studies (RX) 6-12, English as a Second Language (NS) 6-12
08/28/2012	Harp, Nada (6)	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8, Mathematics (EX) K-8, Language Arts (BX) K-8
08/28/2012	Giant, Meghan (1)	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education PK-K (ZA), Language Arts (BX) K-8, Social Studies (RX) K-8, English as a Second Language (NS) K-8
08/28/2012	Mericsko, Sarah (2)	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education PK-K (ZA), Language Arts (BX) K-8, English as a Second Language (NS) K-12, Educational Technology (NP) K-8

Seniority Date	Name	Major/Minor
08/28/2012	Phillips-Lockhart, Jeremy(3)	Geography (CB) 6-12, History (CC) 6-12, Mathematics (EX) 6-12, English as a Second Language (NS) 6-12
09/10/2012	Marijanovich, Anthony	History (CC) 6-12, Social Studies (RX) 6-12, Learning Disabilities (SM) K-12, English as a Second Language (NS) K-12
09/10/2012	Ramold,Kristin	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, Science (DX) K-8, Reading Specialist (BR) K-12, Early Childhood PK-K (ZA), English as a Second Language (NS) K-12
08/26/2013**	Beydoun, Zainab (3)	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12
08/26/2013	Haar, Kathryn (5)	K-5 all subjects, K-8 Self CC (ZG), Cognitive Impairment (SA) K-12, English as a Second Language (NS) K-12
07/15/2014 **	Barada, Cherene	Mathematics (EX) 6-12, Psychology (CE) 6-12, English as a Second Language (NS) 6-12
08/22/2014	Kuderka, David	Social Studies (RX) 6-12, English as a Second Language (NS) 6-12
08/29/2014	Allen, Lindsay (1)	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education P K-K (ZA), English as a Second Language (NS) K-8
08/29/2014	Tumminello, Sarah (3)	K-5 all subjects, K-8 Self CC (ZG), Autism Spectrum Disorder (SV) K-12, Social Studies (RX) K-8, English as a Second Language (NS) K-12
12/08/2014	Bannoura, Christina	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
7/13/2015	Regan, Dan	Social Studies (RX) 6-12, History (CC) 6-12, English as a Second Language (NS) 6-12
8/31/2015	Witoslawski, Lisa (1)	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education PK-K (ZA), Language Arts (BX) K-8, Science (DX) K-8, English as a Second Language(NS) K-8
8/31/2015	Gammoh, Joanne (3)	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, English as a Second Language (NS) K-8
9/14/2015	Peterson, Dina	Visual Arts Education (LQ) K-12, English as a Second Language (NS) K-12

Seniority Date	Name	Major/Minor
6/27/2016	Macari, Katlin	Learning Disabilities (SM) K-12, Mathematics (EX) 6-12, English as a Second Language (NS) 6-12
8/30/2016	Murray, Sara (2)	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, English as a Second Language (NS) K-8
8/30/2016	Chapman, Anna (4)	K-5 all subjects, K-8 Self CC (ZG), English (BA) K-8, English as a Second Language (NS) K-12
8/30/2016	Selameh, Fadwa (8)	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
9/14/2016	Resetar, Stephanie	K-5 all subjects, K-8 Self CC (ZG) English as a Second Language (NS) K-8
6/13/2017	Idris, Samah	Arabic (Modern Standard) (FK) K-12, English as a Second Language (NS) 6-12, English (BA) 6-12
6/27/2017	Abdallah, Randa	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8, English as a Second Language (NS) K-12
7/11/2017	Habhab, Fadia	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
7/25/2017	Harvey-Flowers, Mercedes	English (BA) 6-12, Social Studies (RX) 6-12
8/28/2017	Chammout, Maha	History (CC) 6-12, English as a Second Language (NS) 6-12
8/28/2017	Dezsi, Krista	K-5 all subjects, K-8 Self CC (ZG), Integrated Science (DI) K-8, English as a Second Language (NS) K-12
8/20/2018	Moumni, Laila	Learning Disabilities (SM) K-12, Cognitive Impairment (SA) K-12, Mathematics (EX) 6-12, Computer Science (NR) 6-12, English as a Second Language (NS) 6-12
8/20/2018	Schoen, Lisa (1)	Art Education (LX) K-12, English as a Second Language (NS) K-12
8/20/2018	St. Amand, Charles	Health (MA) 6-12, Physical Education (MB) K-12
8/20/2018	Ellis, Wendy (3)	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12
1/07/2019	Knust, Evander	K-5 all subjects, K-8 Self CC (ZG), Science (DX) K-8, Social Studies (RX) K-8, English as a Second Language (NS) K-8
3/12/2019	Myftiu, Klodiana	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8, Language Arts (BX) K-8
8/27/2019	Saab, Hana	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12

Seniority Date	Name	Major/Minor
8/27/2019	Trickey, Kristine	English (BA) 6-12, Speech (BD) 6-12, English as a Second Language (NS) K-12
11/04/2019	Hosseini, Batoul	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8, English as a Second Language (NS) K-8
03/05/2020	Bertolissio, Amy	French (FA) 6-12, Italian (FH) 6-12, Learning Disabilities (SM) K-12
09/15/2020	Brown, Celeste	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8
09/15/2020	Szczepaniak, Eric	Health (MA) 6-12, Physical Education (MB) K-12
09/15/2020	Hammoud, Hussein	Arabic (Modern Standard) (FK) K-12
09/28/2020	Samman, Norma	Chemistry (DC) 6-12, Mathematics (EX) 6-12
10/05/2020	McParlane, Lindsay	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8
10/12/2020	Fleming, Danielle	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education PK-K (ZA), English as a Second Language (NS) K-8
10/12/2020	Skaf, Zeinab	K-5 all subjects, K-8 Self CC (ZG), Integrated Science (DI) K-8, English as a Second Language (NS) K-8
10/12/2020	Houssaiky, Alexandria	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, English as a Second Language (NS) K-8
10/19/2020	Hadous, Sabah	Mathematics (EX) 6-12
12/09/2020	Smith, Mitchell	Integrated Science (DI) 6-12, Biology (DA) 6-12
12/15/2020	Sharif, Husan	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8
01/04/2021	Blasius, Desiree	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, English as a Second Language (NS) K-12
01/04/2021	Fidama, Safa	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
01/26/2021	Gogue, Lisa	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8, Science (DX) K-8, English as a Second Language (NS) K-8
04/07/2021	Turk, Brian	Health (MA) 6-12, Physical Education (MB) K-12
06/14/2021	Tockstein, Jonathon	Music Education (JQ) K-12
7/26/2021	Jawad, Khadijah	K-5 all subjects, K-8 Self CC (ZG)

Seniority Date	Name	Major/Minor
7/26/2021	Puente, Anthony	K-5 all subjects, K-8 Self CC (ZG), Reading Specialist (BR) K-12
8/26/2021	Nahass, Reem	Visual Arts Education (LQ) K-12
8/23/2021	Jamieson, Julie	English (BA) 6-12
8/26/2021	Khanafer, Zeina	Early Childhood Education PK-K(ZA), K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12
8/23/2021	Gordon, Jody	K-5 all subjects, K-8 Self CC (ZG)
8/30/2021	Bazzi, Sharifi	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
8/23/2021	Zein, Zeinab	K-5 all subjects, K-8 Self CC (ZG)
8/26/2021	Hespen, Alyssa	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12
8/30/2021	Wynn, Jeffrey	History (CC) 6-12, Marketing Education (GM) 6-12, Social Studies (RX) 6-12, CTE-Business Management and Operations (52.0299), CTE-Marketing, Sales and Service (52.1999)
9/13/2021	Salame, Maya	K-5 all subjects, K-8 Self CC (ZG), Early Childhood Education PK-K and Special Education (ZS)
9/13/2021	Elward, Asharj	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
9/22/2021	Novak, Marcy	K-5 all subjects, K-8 Self CC (ZG), Science (DX) K-8, Social Science (CX) K-8
09/27/2021	Akil, Abir	Mathematics (EX) 6-12, English as a Second Language (NS) K-12
09/27/2021	Cash, Laurel	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-12, Library Media (ND) K-12
10/11/2021	Barlage, Daniel	K-5 all subjects, K-8 Self CC (ZG), Business Education (GX) 6-12, English as a Second Language (NS) K-12, Learning Disabilities (SM) K-12, Psychology (CE) 6-12, Social Studies (RX) 6-12
10/25/2021	Beydoun, Susanne	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8, English as a Second Language (NS) K-12
10/26/2021	Hojeij, Eman	K-5 all subjects, K-8 Self CC (ZG), Bilingual Arabic (YK) K-8

Seniority Date	Name	Major/Minor
10/27/2021	Laroche, Tammy	Biology (DA) 6-12, Earth/Space Science (DH) 6-12, Science (DX) 6-12
10/28/2021	Kasim, Rana	Arabic (Modern Standard) FK K-12
12/13/2021	Duran, Courtney	Psychology (CE) 6-12, Spanish (FF) 6-12
1/10/2022	Mozham, Diebh	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
1/11/2022	Mardeusz, Nicholas	Health (MA) 6-12, Physical Education (MB) K-12
2/16/2022	Thalji, Donia	K-5 all subjects, K-8 Self CC (ZG), Learning Disabilities (SM) K-12, Mathematics (EX) K-8
5/24/2022	Martinez, Sandra	Spanish (FF) K-12
8/25/2022	Washington, Lakisha	English (BA) 6-12
8/25/2022	Charafeddine, Nada	Mathematics (EX) 6-12
8/25/2022	Platzke, Charlotte	Integrated Science (DI) 6-12
8/25/2022 **	Hannawi, Ali	English (BA) 6-12
8/25/2022	Alhamadani, Marwah	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
8/25/2022	Pisani, Carina	Music Education (JQ) K-12
8/25/2022	Juers, Elizabeth	K-5 all subjects, K-8 Self CC (ZG)
8/25/2022	Srour, Salam	K-5 all subjects, K-8 Self CC (ZG)
9/13/2022	Phillips, Stephen	English (BA) 6-12
9/14/2022	Semifero, Anthony	Mathematics (EX) 6-12, Speech (BD) 6-12
9/30/2022	Krajewski, Kristopher	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8
12/12/2022	Petee, Rebecca	K-5 all subjects, K-8 Self CC (ZG), Early Childhood PK-General and Special Education (ZS)
12/19/2022	Hazime, Fatima	K-5 all subjects, K-8 Self CC (ZG)
02/13/2023	Hackney, Jason	Social Studies (RX) 6-12
02/28/2023	Torsch, Julie	K-5 all subjects, K-8 Self CC (ZG), English (BA) K-8, English as a Second Language (NS) K-12
08/24/2023	Abbas, Lina	Biology (DA) 6-12, Chemistry (DC) 6-12, English as a Second Language (NS) 6-12

Seniority Date	Name	Major/Minor
08/24/2023	Anderson, Kathryn	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8
08/24/2023	Storck, Abigail	K-5 all subjects, K-8 Self CC (ZG)
08/24/2023	Petricca, Christina	English (BA) 6-12
08/24/2023	Doyle, Christine	Chemistry (DC) 6-12, Mathematics (EX) 6-12
08/24/2023	Mahmoud, Rebecca	K-5 all subjects, K-8 Self CC (ZG)
08/24/2023	Phillips, Alyssa	K-5 all subjects, K-8 Self CC (ZG), Autism Spectrum Disorder (SV) K-12, Cognitive Impairment (SA) K-12
08/24/2023	Mitchell, Christopher	Biology (DA) 6-12, History (CC) 6-12, Social Studies (RX) 6-12
08/24/2023	Zaban, Suhare	K-5 all subjects, K-8 Self CC (ZG)
08/24/2023	Brooks, Damion	English (BA) 6-12, Social Studies (RX) 6-12
08/24/2023	Bazzi, Mohammed	English (BA) 6-12, English as a Second Language (NS) K-12, History (CC) 6-12
08/24/2023	Eddy, Jessica	K-5 all subjects, K-8 Self CC (ZG), Reading (BT) K-8
8/24/2023	Fawaz, Charles	Lower Elementary Education (ZO) PK-3
09/12/2023	Crawford, Lenora	English (BA) 6-12, History (CC) 6-12
09/18/2023	Eckhardt, Devon	Social Studies (RX) 6-12
10/02/2023	Harajli, Abraham	Biology (DA) 6-12, Cognitive Impairment (SA) K-12
10/16/2023	Saad, Natalee	K-5 all subjects, K-8 Self CC (ZG)
10/30/2023	Beiz, Fadia	K-5 all subjects, K-8 Self CC (ZG)
11/07/2023	Alhassan, Zahra	English (BA) 6-12, English as a Second Language (NS) 6-12
12/19/2023	Tenbroeck, Peter	K-5 all subjects, K-8 Self CC (ZG), Science (DX) K-8
12/20/2023	Homayed. Alia	K-5 all subjects, K-8 Self CC (ZG), Learning Disabilities (SM) K-12
02/19/2024	DiNicola, Andrea	Emotional Impairment (SE) K-12 Learning Disabilities (SM) K-12
3/4/2024	Lane, Alexander	Music Education (JQ) K-12
3/5/2024	Makki, Kamal	K-5 All Subjects, K-8 Self CC (ZG), Learning Disabilities (SM) K-12, Mathematics (EX) K-8

Seniority Date	Name	Major/Minor
07/29/2024	Nelson, David (1)	Music Education (JQ) K-12
07/29/2024	Johnson, Stephanie (2)	K-5 all subjects, K-8 Self CC (ZG), English as a Second Language (NS) K-8
07/29/2024	Ghazi, Mustapha (3)	Mathematics (EX) 6-12
07/29/2024	Gering, Sarah (4)	K-5 all subjects, K-8 Self CC (ZG), Integrated Science (DI) K-8, Social Studies (RX) K-8
07/29/2024	Al-khafaji, Bashaer (5)	K-5 All Subjects, K-8 Self CC (ZG), English (BX) K-8, English as a Second Language (NS) K-8
07/29/2024	Jawhar, Noujoud (6)	Mathematics (EX) 6-12
07/29/2024	Hachem, Hanine (7)	Lower Elementary Education (ZO) PK-3
07/29/2024	Pierson, David (8)	Visual Arts Education (LQ) K-12
08/26/2024	Bremer, David (1)	Music Education (JQ) K-12
08/26/2024	Rizka, Areej (2)	Lower Elementary Education (ZO) PK-3
08/26/2024	Szpaichler, Nastassia (3)	K-5 all subjects, K-8 Self CC (ZG), Cognitive Impairment (SA) K-12
08/26/2024	Garbacik, Lexi (4)	K-5 all subjects, K-8 Self CC (ZG)
08/26/2024	Faber, Rachel (5)	History (CC) 6-12, Social Studies (RX) 6-12, Spanish (FF) 6-12
08/26/2024	Fouani, Nadia (6)	K-5 all subjects, K-8 Self CC (ZG)
08/26/2024	Bazzi, Mohammad K. (7)	Interim: Integrated Science (DI) K-8
08/26/2024	Ruggerio, Ashley (8)	K-5 all subjects, K-8 Self CC (ZG)
08/26/2024	Dear, Paige (9)	English (BA) 6-12, English as a Second Language (NS) 6-12, Speech (BD) 6-12
08/26/2024	Buckley, Robert (10)	K-5 all subjects, K-8 Self CC (ZG), Mathematics (EX) K-8, Music Education (JX) K-8
08/26/2024	Grucz, Michael (11)	Social Studies (RX) 6-12
08/26/2024	Waddell, Jackson (12)	Social Studies (RX) 6-12
08/26/2024	Kirk, Gregory (13)	K-5 all subjects, K-8 Self CC (ZG), Language Arts (BX) K-8, Mathematics (EX) K-8
08/26/2024	O'Brien, Cathryn (14)	History (CC) 6-12, Social Studies (RX) 6-12

Non-Tenure Professional Staff Seniority List

Seniority Date	Name	Position
08/30/2016	Branam, Kathryn	Speech/Language Pathologist
11/05/2018	Klein, Anna	School Social Worker
8/27/2019	Avakian, Tamar	School Psychologist
9/16/2019	Hesano, Tiffany	Speech/Language Pathologist
10/14/2019	Berry, Shadia	School Counselor
02/18/2020	Beydoun, Alia	School Social Worker
08/19/2020	Grammel, Sarah	Speech/Language Pathologist
08/19/2020	Knott, Elizabeth	Occupational Therapist
01/25/2021	Zaarour, Zahra	School Social Worker
06/14/2021	Kafi, Fay	School Psychologist
07/26/2021	Turfe, Janine	Nurse
8/23/2021	Jawad, Michelle	School Psychologist
9/13/2021	Nasser, Faizah	School Social Worker
9/27/2021	Adoure, Lila	School Social Worker
11/29/2021	Kiefer, Craig	School Counselor
4/4/2022	Berry, Madaline	Nurse
4/5/2022	Massey, Wanda	School Social Worker
8/25/2022	Formosa-Little, Lisa	School Psychologist
10/25/2022	Amen, Nadine	School Counselor
04/03/2023	Glaab, Hailey	School Counselor
05/02/2023	Adoure, Rola	School Counselor
08/24/2023	Bennett, Veronica	Speech/Language Pathologist
08/24/2023	Fakhreddine, Fatima	School Counselor
08/24/2023	Ali, Zahraa	School Social Worker
08/24/2023**	Schankowski, Anna	School Social Worker
07/29/2024	Guerra, Valerie	School Social Worker
08/26/2024	Ader, Julie	School Social Worker

** To be adjusted for administrative service.

() Numerals in parentheses indicate order of seniority from draw for same dates.

APPENDIX H

LETTER OF UNDERSTANDING CRESTWOOD SCHOOL DISTRICT and CRESTWOOD FEDERATION OF EMPLOYEES

The parties understand and acknowledge that, as a result of Public Act 103 of 2011, the following provisions apply only to those members of the bargaining unit who are not subject to the Teacher Tenure Act. For purposes of this Letter of Understanding, "employee" shall mean a member of the bargaining unit who is not subject to the Teacher Tenure Act.

PROBATIONARY EMPLOYEES

An employee's first two (2) years of employment with the School District shall be considered probationary. During the probationary period, the School District shall have the sole right to discharge, transfer, demote or layoff a probationary employee for any reason, without regard to the provisions of the collective bargaining agreement, and no grievance shall arise therefrom.

DISCIPLINE

No employee shall be disciplined by reprimand, orally or in writing, without just cause, providing, nothing herein shall limit the School District's right with respect to the termination of services or failure to renew a probationary employee. The employee shall be provided a copy of any written disciplinary reprimand and shall be required to sign for the same.

ASSIGNMENTS, VACANCIES AND TRANSFERS

SECTION A: ASSIGNMENTS

The Superintendent, or his designee, shall give each employee written notice of his/her tentative assignment for the forthcoming school year five (5) working days prior to the end of the employee work year. Should changes in assignment thereafter be made, the employee shall be notified immediately, in writing, the reasons for the change. In no event shall changes in an employee's assignment be made later than fourteen (14) days preceding the commencement of the school year without good cause and the sufficiency of the cause shall either be subject to the grievance procedure or the employee may resign his/her position in good standing.

In the event of a known change in grade level assignment at the elementary level for the coming school year, the principal will consider volunteers from the building grade level in question and meet with the employee selected, and at the employee's request, the Federation representative, to review the reason for the assignment change. The meeting will take place prior to the date of issuing tentative assignments for the forthcoming school year. The decision

shall be based on the principal's determination as to the instructional requirements, student needs and the best interest of the District.

Since students are entitled to be taught by employees who are working within the area of their competence, employees shall not be assigned or transferred outside the scope of their area of qualification. Provided, however, this provision may be waived for good cause upon written agreement of the Federation and the School District.

The District will review a tentative draft specials schedule with the Federation President, and a specials employee designated by the Federation, to obtain the Union's input prior to publishing the schedule. Under normal circumstances, the draft schedule will be reviewed with the Federation on or before the last employee workday in June. Subsequent changes shall be reviewed with the Federation. In preparing a special schedule, consideration will be given to balancing assignments and travel between buildings.

SECTION B: VACANCIES

A vacancy shall be defined as an assignment declared open for the forthcoming school year due to the death, retirement, dismissal or resignation of an employee during the period of time from September 15th to June 30th of the current school year and which is not filled pursuant to recall. The School District shall publicize the vacancy and provide for appropriate posting at least ten (10) days in every school building. A copy of the posting shall be sent to the President of the Crestwood Federation of Teachers at the last address provided by the Crestwood Federation of Teachers. Employees who are qualified for the assignment, may bid on the vacancy during the ten (10) days of posting.

Newly created positions within the bargaining unit shall also be considered a vacancy and shall be posted and filled as provided in this Section B. Under normal circumstances, internal applicants meeting the minimum requirements will be offered interviews. The term "normal circumstances" assumes a relatively small number of qualified applicants apply. If a large number apply, the District will do a paper screen to find the best three or four internal applicants who would be interviewed. All other internal applicants who applied would be notified that their application had been reviewed but they had not been selected for interviews.

In filling a vacancy, the School District shall consider several factors, including, but not limited to, the applicants' competency, experience, academic preparation in the subject area and/or grade level to be taught, seniority in the bargaining unit and the best interests of the educational and instructional program. The Superintendent's, or designee's decision in filling the vacancy shall be final and the decision shall not be the basis of a grievance.

Vacancies that occur during the school year may be filled with outside personnel until the end of the school year.

SECTION C: INVOLUNTARY TRANSFER TO POSITIONS/VACANCIES

An involuntary transfer is defined as movement of an employee without consent from their assigned position during the school year to a position which is out of their present assigned subject area. No involuntary transfer shall be made, except in cases of emergency or to prevent undue disruption of the instructional program, prevent layoff or accommodate recall. In the event an involuntary transfer is made, the Superintendent shall notify the affected employee and the Federation, in writing, of the reasons for the transfer. If the employee objects to the involuntary transfer, the employee may file a transfer request form for their prior position. If the employee objects to such involuntary transfer, he/she may submit the dispute for resolution through the professional grievance procedure, or he/she shall have the opportunity to resign his position in good standing.

SECTION D: TRANSFER TO SUPERVISORY POSITIONS

Any employee who shall be transferred to a supervisory or executive position and shall later return to employee status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status, provided that seniority rights are consistent with Article X, Seniority Rights.

SECTION E: EXTRACURRICULAR VACANCIES

Vacancies in extracurricular positions which arise at least fifteen (15) days prior to commencement of the activity shall be posted for at least five (5) school days in every school building prior to being filled. Candidates with the highest qualifications will be offered the position. All things being equal, employees from within the district shall be given preference. If employees who are currently performing Schedule B positions and have attained a satisfactory rating and recommendation for continuation from their administrative supervisor do not sign to perform those duties by May 15 (June 5 for Spring activities), the position will be posted for application. In the event that an employee currently performing Schedule B positions does not attain a satisfactory rating and recommendation for continuation from their administrative supervisor, the position will be posted for application.

SECTION F: EXCLUSIVITY OF LAYOFF AND RECALL PROVISIONS

In the event of a reduction in personnel or recall, the provisions of this agreement regarding reductions in personnel and recall shall be applied exclusively and shall supersede the provisions of this Article.

SECTION G: PROBATIONARY EMPLOYEES

An employee's first two (2) years of employment with the School District shall be considered probationary. During the probationary period, the School District shall have the sole right to discharge, transfer, demote or layoff a probationary employee for any reason, without regard to the provisions of the collective bargaining agreement, and no grievance shall arise therefrom.

SHARED POSITIONS

K - 12 Employees

Applications for a shared position during the first semester of a school year must be received by May 1st of the prior school year. Applications for a shared position during the second semester must be received by December 15th of that school year. Vacancies created by the establishment of shared positions during the second semester of any school year will be posted. Employees applying for and receiving a shared position will remain in the position for a school year or the second semester of a school year.

Employees participating in a shared program must give notice to the Superintendent by March 1 of their desire to continue in a shared position for the next school year. This notice is the responsibility of the individual employee. In the event an employee elects not to continue in a shared position, the involved employees will be assigned a full-time position for the following school year, subject to reduction in personnel.

EVALUATIONS

The work performance of all employees shall be evaluated in writing. Probationary employees shall be observed at least twice during the school year. If a probationary employee is hired after the start of the school year, the probationary employee shall be observed at least once during the school year. A year-end evaluation shall follow the last observation. Non-probationary employees should be observed and evaluated at least once every other year.

Evaluations shall be conducted by the employee's immediate supervisor, an administrator working in the same building or an administrator designated by the Superintendent who, in his opinion, is competent. If an employee works in more than one building or under the direct supervision of a special area coordinator, he/she shall be evaluated by the principal of each building and a coordinator of that special area. Each observation shall be made in person, and one observation shall be for at least one full class session.

Within five (5) days of the written evaluation, at the request of either party, the administrator shall hold a conference with the employee he/she observed and discuss his/her evaluation. Each employee shall receive a copy of his/her evaluation. The employee may attach a statement providing additional pertinent information, if desired.

No later than April 15 of each school year, the final written evaluation report will be furnished to the Superintendent for each probationary employee. A copy shall be furnished to the employee. If the report contains any information not previously known to and discussed with the probationary employee, the employee shall have an opportunity to submit additional information to the

Superintendent. In the event a probationary employee is not continued in employment, the Superintendent, or his designee, will advise the employee of the reasons therefore in writing.

COMPLAINTS

Any complaint or other communication from non-professional sources not specifically brought to the attention of an employee when received may not be used as a basis for subsequent disciplinary action.

REDUCTION OF PERSONNEL

SECTION A:

In the event of a reduction of personnel, the School District shall, for purposes of layoff and recall only, first retain non-probationary employees with the greatest seniority from the seniority list who are qualified for the available positions.

SECTION B: Under normal circumstances, notice of layoffs which are to be effective the start of the Fall term will be given by the first Board meeting in June. No employee shall be laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless said employee shall have been notified of the said layoff at least forty-five (45) days prior to the actual effective date of the layoff.

SECTION C: The School District shall furnish to the Federation a personnel list enumerating the seniority, certification and majors and minors of all employees prior and pursuant to any reduction in personnel as defined in the Article.

SECTION D: Non-probationary employees on layoff shall be recalled in order of greatest seniority to the next available position for which they are qualified.

Dated: 3/23/15

CRESTWOOD SCHOOL DISTRICT

CRESTWOOD FEDERATION
OF TEACHERS

Dr. Laurie Van Valkenburg [Signature]
[Signature] Park Milowski CFT President

APPENDIX I

Crestwood School District PLC Meeting (Agenda & Minutes) Template

Building:

Department:

Date & Time:

Team Members Present:

Professional Learning Communities are rooted in 4 questions. These questions are and should always be the driving force behind every PLC conversation.

Q1: What do we want students to know? Which Curricular Standards are your students currently learning?

Q2: How do we know students have learned? What student assessments (formative/summative) are we currently analyzing to see if students are learning?

Q3: What do we do for students that didn't learn? Identify the students who haven't learned the intended standards. What support & intervention are/will we be providing to help these students learn? If the students are EL or SE, what specific support & intervention are/will be provided?

Q4: What do we do for students that did learn? Identify students who have already learned the intended standards. What enrichment are we providing to help these students further their learning?

Things to keep in mind:

MTSS- PLC is looking at all data to see who will be forwarded to an MTSS meeting

Identification of Essential Standards/ELD standards

Formative assessments

Strategies discussed from SIOP, Readers Apprenticeship, 6+1 traits, Thinking Maps, etc.

