

**MASTER AGREEMENT
BETWEEN THE
KALKASKA PUBLIC SCHOOLS
AND THE
KALKASKA ASSOCIATION OF SUPPORT EMPLOYEES
MEA/NEA**

August 31, 2026 – August 31, 2029

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ARTICLE 1: RECOGNITION

A. This agreement is entered into August 31, 2026, by and between the Board of Education of the Kalkaska Public Schools, hereinafter called the “Employer” and the Kalkaska Association of Support Employees, MEA/NEA, hereinafter called the “Association.”

B. Pursuant to and in accordance with all applicable provisions of the Public Employment Relations Act 336 of the Public Acts of 1947, as amended, and Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Association as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment of all employees of the Employer included in the one bargaining unit composed of:

All Bus Drivers, Bus Aides, Courier, Paraprofessionals, Grounds Keeper Personnel, Food Service Personnel, and Probationary Employees, but excluding all Regular Substitutes, Maintenance Personnel, Bus Mechanics, Administrators, Supervisors, Directors, Secretaries, Central Office Staff, Certificated Teaching Personnel, Substitute Teachers, Nurses, Technology Coordinators, and Extra-Curricular Personnel.

C. The Employer agrees not to negotiate with or recognize any organization other than the Association for the duration of this agreement or negotiate terms and conditions of employment with any individual who is or would be represented by this bargaining unit.

ARTICLE 2: MANAGEMENT RIGHTS

A. The Employer, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it, or not specifically withheld from it, by laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting and generality of the foregoing the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote, and transfer all such employees.
3. To temporarily or seasonally move employees (keeping them in the same job classification or department) to accomplish needed work. Such temporary assignment shall not exceed one (1) month except in the summer when school is not in session.

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

C. The parties agree that this contract incorporates their full and complete understanding and any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further

agree that no such oral understanding or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.

ARTICLE 3: JOINT ADMINISTRATION AND ASSOCIATION MEETINGS

A. Special Conferences for important matters will be arranged between the Association President and the Employer or its designated representative upon the request of either party. Such meetings will be between at least two (2) representatives of the Association and two (2) representatives of management. Arrangements for such special conferences will be made in advance and an agenda of the matters to be taken up at the meeting will be presented at the time the conference is requested.

B. There will be no loss of wages for personnel attending such meetings; however, attempts will be made to schedule meetings when employees do not have job responsibilities.

C. Nothing in this Article will be construed to prevent any employee from discussing any problem with their immediate Supervisor or Association representative.

ARTICLE 4: GRIEVANCE PROCEDURE

A. Definition:

1. A grievance shall mean a complaint by an employee or group of employees in the bargaining Unit that there has been as to them a violation, misinterpretation or inequitable application of a specific provision of this Agreement. The Employer will have the right to discharge and discipline probationary employees, and the action is not subject to appeal or grievance, unless the discharge or discipline is for Association activities.

2. Grievances of the employees of the Kalkaska Public Schools shall be presented and adjusted in accordance with the procedures covered in the Agreement.

B. The following steps will not prevent any individual employee from presenting a grievance to the Employer and having the grievance adjusted, without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of the collective bargaining contract or agreement then in effect, provided that the bargaining representative has been given opportunity to be present at such adjustment.

C. Failure to institute a grievance or appeal a decision within the specified time limit shall be deemed an acceptance of the decision. In exceptional circumstances extensions in time may be granted when so requested in writing and by mutual agreement. Should an employee accept the decision at any level or withdraw their grievance, all further processing of that grievance shall be barred and the last decision thereon shall be accepted.

D. The term "days" when used in this Article, shall, except when otherwise indicated, mean "work days."

E. Procedure:

1. It is important that grievances be handled as rapidly as possible. The number of days indicated at each level shall be considered as maximum and every effort shall be made to expedite the process. However, when mutually agreed upon in writing, the time limits given below may be extended.

2. It shall be the general practice of all parties of interest to process grievances during times when they do not interfere with assigned duties.

3. Written grievances as required herein shall contain the following:

- a. It shall be signed by the grievant or Association Representative.
- b. It shall contain a synopsis of the facts giving rise to the alleged violation.
- c. It shall cite the section or subsections of this contract alleged to have been violated.
- d. It shall contain the date of the alleged violation.
- e. It shall specify the relief sought.

4. Any written grievance not in accordance with the requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

F. Step One: The employee(s) with a grievance shall discuss the grievance informally with the Immediate Supervisor within fifteen (15) days of the alleged violation or day the employee should have had knowledge. If the matter is not resolved within five (5) days after the discussion, the following step may be taken by the employee(s).

G. Step Two: In the event that the matter is not resolved informally, the employee shall present the grievance in writing, with the assistance of a local Association Representative, at the employee's option, to their Immediate Supervisor. Such written grievance must be filed within fifteen (15) days of the response from Step One. The Immediate Supervisor shall file a written decision with the Association Grievance Committee Chair within five (5) days after they receive the written grievance as herein before specified. If the Immediate Supervisor fails to respond in a timely manner then the grievance shall be granted. The Association reserves the right to amend the grievance up to and prior to submitting it to the Superintendent at Step 3.

H. Step Three:

1. In the event that an employee is not satisfied with the disposition of the grievance at Step Two, they may, within fifteen (15) days after receipt of the Step Two answer, appeal to the Superintendent.

2. Any grievance appealed to the Superintendent shall be appealed within fifteen (15) days. It shall be in writing, and shall specify the facts giving rise to the grievance, the Article and/or Section of the Agreement allegedly violated, and the relief requested. A copy of the Immediate Supervisor's decision at Step Two shall also be included.

3. Within five (5) days after receipt of the appeal, the Superintendent and/or their representative, shall investigate the grievance, including giving the aggrieved employee and/or an Association Representative, a reasonable opportunity to be heard, and render their decision in writing. Within five (5) days following the meeting with the representative, a copy of their decision shall be delivered to the employee(s) involved, the Association President and the Immediate Supervisor. If the Superintendent fails to respond in a timely manner then the grievance shall be granted.

I. Step Four:

1. If a satisfactory disposition of the grievance is not made as a result of the answer in Step Three, or, if no disposition has been made within the period provided in Step Three, the grievance may be, within thirty (30) days, submitted to arbitration by the Association and written notification given to the School Board and the Superintendent. The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding.

2. Upon selection of the arbitrator, the arbitrator shall be empowered to conduct informal, private hearings and take testimony regarding the grievance. The Employer and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
3. The arbitrator shall conduct said hearings and disposition of a grievance within the time period specified by the American Arbitration Association rules. The disposition shall be in writing and shall be final and binding on the parties hereto.
4. In the event no disposition of said grievance is made within the time prescribed, the aggrieved party may process the grievance to any court of competent jurisdiction.
5. An award in one case will not require retroactive adjustment in any other instances not in dispute in the case at hand.

J. The Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and the arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall therefore not have authority, nor shall they consider their function to include, the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The arbitrator shall not give any decision which is not practical or the actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement.

K. Unless expressly agreed to by the parties, in writing, the arbitrator will be limited to hearing one issue or grievance upon its merits at any one hearing. Separate arbitrators shall be selected for each grievance appealed to binding arbitration.

L. The fees and expenses of the arbitrator shall be shared equally by the parties.

M. Miscellaneous.

1. Notwithstanding the expiration of this Agreement, any claim or grievance arising prior to the expiration which is filed within the time limits of this Agreement shall be processed through the grievance procedure until resolution.
2. 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 15th of any year and strict adherence to the time limits may result in hardship of any party, the Employer and the Association shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

ARTICLE 5: DISCIPLINE, DISCHARGE AND SUSPENSION

A. No non-probationary employee will be disciplined or discharged without just cause. A system of progressive and corrective discipline shall be applied to all employees in the district unless circumstances occur which require immediate action. The Board may initiate discipline at the appropriate level up to and including discharge. A copy of the disciplinary action will be given to the employee.

1. Written verbal warning.

2. Written reprimand.
3. Suspension without pay.
4. Discharge.

B. Any complaint against an employee that is to be used in evaluation, reprimands, discipline, discharge or other such action, shall be promptly brought to the Employee's attention.

C. Any reprimand, either oral or written, of an employee by a supervisor shall be conducted in private. The employee shall be notified in advance when any meeting may result in discipline. The employee shall have the right to have a Union Representative present in all such instances. The Union Representative must be available to meet within a twenty-four (24)-hour period following notification by the administrator to said employee.

D. Notice of Discharge or Suspension: The District agrees promptly, upon the discharge or suspension of an employee, to notify, in writing, the employee and their Union Representative of the discharge or suspension. Said written notice shall contain the specific reasons for the discharge or suspension.

E. The discharged or suspended employee will be allowed to discuss their discharge or suspension with their Union Representative and the District will make available a meeting room where they may do so before they are required to leave District property (this provision may be waived if the Employer determines that there may be a health or safety issue). Upon request, the supervisor and/or their designated representative shall discuss the discharge or suspension with the employee and the Union Representative.

F. Use of Past Record: In imposing any discipline or discharge on a current charge, the District shall not take into account any minor prior infractions which occurred more than three (3) years previously. Minor disciplinary actions or infractions shall remain in an employee's personnel file for a period of up to four (4) years. Upon the employee's written request, and provided no subsequent related disciplinary action has occurred during that period, such minor disciplinary actions or infractions shall be removed from the personnel file.

G. Nothing in this Article will prevent the Employer from maintaining a permanent discipline record in an employee's personnel file.

ARTICLE 6: SENIORITY, LAYOFF AND RECALL

A. Seniority shall be defined as the length of continuous service within the District as of the employee's first working day as a regularly scheduled employee in the bargaining unit. In circumstances where one or more employees began working on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. An employee on paid leave will continue to accrue seniority for the first sixty (60) days of the leave. The employee's seniority will be frozen until the employee returns to work.

B. Employees shall hold seniority in one of the following classifications:

1. Paraprofessionals (Aides) (including ESEA Instructional Aides).
2. Grounds Keeper Employees.
3. Bus Drivers.
4. Food Service Personnel.

5. Courier.

C. Termination: An employee shall lose their seniority if terminated for any of the following reasons:

1. The employee quits.
2. The employee is discharged and the discharge is not reversed through appeal.
3. The employee fails to return to work within ten (10) working days after the issuance by the Employer of notice of recall by registered or certified mail to the last known address of such employee as shown on the Employer's records.
4. The employee is absent from work for three (3) consecutive days without having been granted a leave or without having advised the supervisor, unless such failure is explained with a satisfactory reason.
5. The employee overstates a granted leave of absence or vacation, unless there are extenuating circumstances and the supervisor is so notified.
6. The employee retires.
7. The employee is laid off for a continuous period of two (2) years.

D. New employees hired in the unit, except as provided in (C), above, shall be considered as probationary employees for the first ninety (90) calendar days of their employment. When an employee finishes the probationary period, they will be entered on the seniority list of the appropriate unit and will rank for seniority from the day ninety (90) days prior to the day they completed the probationary period. There shall be no seniority among probationary employees.

E. The Employer will have the right to discharge and discipline probationary employees, and the action is not subject to appeal or grievance, unless the discharge or discipline is for Association activities.

F. The word layoff shall mean the reduction in the number of bargaining unit employees with recall rights.

G. Should the Employer determine the need for any layoff or the reduction in the number of hours of a bargaining unit member, the following procedure will be used:

1. The Employer will identify the position being eliminated or the hours of the position to be reduced.
2. The Association will be notified as early as practical.
3. The employee currently in the position defined in section "A" above shall be entitled to bump any employee with less seniority and equal or fewer hours within their classification. Any employee who has been bumped has the same right to bump other employees with the same limitations described in this section.
4. An employee who is on layoff shall have the right to apply for any vacancies outside the bargaining unit member's classification.

H. Employees who transfer to another job classification will retain their initial seniority in their initial classification and will begin accruing seniority in the new classification from the date of transfer. In the event of lay-off any employee so transferred who may be subject to layoff may transfer back to their official job classification provided a position is open or shall be recalled to the next open position in either classification for which they have gained seniority. In the event of position openings exceeding layoffs, assignment other than by seniority will be posted.

I. Should vacancies occur in any job classification, employees who were laid off from positions in the bargaining unit will be recalled in order of seniority, most to least, in that classification. If additional positions are available for recall, employees who were laid off from non-association positions, but who hold frozen seniority in a bargaining unit classification, shall be recalled.

J. Notice of recall shall be sent by certified mail to the individual's last known address. If the individual does not report to work within ten (10) workdays of receipt of this notice, they will be considered to be a voluntary resignation.

K. The Employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the District within thirty (30) workdays after the effective date of this Agreement with revisions and updates prepared and posted semi-annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Association.

ARTICLE 7: VACANCIES, TRANSFERS, AND PROMOTIONS

A. A vacancy will be defined, for the purpose of this Agreement, as a position previously held by a bargaining unit member which the district decides to refill, or a newly created position within the bargaining unit. No vacancy will be filled until it has been posted for at least five (5) working days. Members of the bargaining unit may be given preference for vacant positions if the skills, capacity, experience and qualifications are equal between an internal applicant and an outside applicant.

B. Notice of such vacancies shall be posted on all bulletin boards used by the Association and shall state a specific posting period. Written requests for transfer or promotion must be received prior to the expiration date of the stated posting period.

C. Position postings shall contain minimum position qualifications for each position. All employees regularly employed on or before August 1, 1984, shall be exempt from the high school diploma or equivalent requirement.

D. Promotions (employees desiring higher rated classification) shall be governed by seniority, unless in the opinion of the Employer there is an employee bidding or applying for the job who has substantially greater ability, capacity and experience.

E. Employees may transfer laterally to different positions within the same classification, when there is a vacancy in that classification, by seniority, as long as they meet Minimum Position Qualifications and as long as the transfer would not substantially affect the efficient operation of the School District, unless in the opinion of the Employer there is an employee bidding or applying for the job who has substantially greater ability, capacity and experience. Such transfers will be subject to a thirty (30) day trial period. If during said trial period an employee's performance is unsatisfactory and/or at the request of the employee, they will be reinstated to their position.

F. Should an employee request transfer from one seniority classification to another, consideration shall be given only to the seniority earned in that classification to which they are requesting transfer.

G. When promoted to higher rated classifications, employees will retain their existing wage rate for a working trial period of not more than thirty (30) days, at the completion of which they will receive the appropriate rate for the higher classification, retroactive to the time of such promotion.

H. If during the trial period, the employee's work is unsatisfactory, or at the request of the employee, they will be reinstated to their previous position, and will not receive the additional pay for the advanced position. Seniority will not be affected. In such cases, vacancies created by the promotion shall be filled with substitute personnel during the 30-day trial period.

I. Realizing that the needs and priorities of the Employer change with time and except as provided in Articles 24–27, Special Provisions, nothing in this article shall be construed as to limit the Employer's rights to reassign personnel to different responsibilities within a job classification, so long as such reassignment does not result in a reduction of work hours. The Employer may temporarily or seasonally move employees (keeping them in the same job classification or department) to accomplish needed work.

J. When an employee is going to be absent from work for a period of more than twenty (20) consecutive work days up to and including one-hundred-eighty (180) consecutive work days (for reasons other than illness or FMLA), their designated position may be filled by any permanent employee in that classification by seniority. This position will require posting only if a permanent employee in that classification does not show interest in the position within five (5) days from the time notification is made to them that the position is available. When/if the absent employee returns to work, they will be placed in an equivalent position.

ARTICLE 8: UNPAID LEAVES OF ABSENCE

A. Unpaid leaves of absence for periods of more than ten (10) days in a given work year but not to exceed one (1) work year may be granted, in writing, without loss of previously earned seniority.

1. Except in emergency situations, requests for said leaves shall be submitted in writing to the Superintendent of Schools not less than two (2) calendar weeks prior to the start of the leave period.
2. In order to help preserve the continuity of school operations throughout the school year, unpaid leave requests which incorporate the entire school year will receive special consideration.
3. It is expressly understood by both parties that unpaid leaves of absence shall not be granted for the purpose of accepting other employment or for extending vacation periods.
4. In cases of requests for unpaid leaves for personal or immediate family illness (as defined in Article 18, A), a doctor's verification may be requested.

B. Such unpaid leaves may be extended upon written application not less than two (2) days prior to the termination of the initial leave period.

C. Employees shall accrue seniority while on leave of absence for the first ten (10) workdays, but seniority is not earned for day eleven (11) and beyond. In such cases, the seniority dates of the employees shall be adjusted to reflect the length of the leaves. Persons returning from an unpaid leave of absence shall be placed in positions they held at the time the leaves of absence were granted or to which their seniority entitles them.

D. The reinstatement rights of any employee who entered the military service will be determined in accordance with the provisions of the Federal law granting such rights.

E. A copy of the written approval of unpaid leave (as in Section A) stating the duration and considerations of said leave shall be submitted to the President of the local Association.

F. Extended Employee Unpaid Leaves

1. Upon request, the Employer shall grant unpaid leaves of up to one (1) year for the following reasons:
 - a. The serious health condition of the employee; or

- b. The serious health condition of the employee's spouse, parent, parent-in-law, grandparent, or child; or
 - c. The birth of a child; or
 - d. The placement of a child for adoption or foster care. Child includes any individual under 18 for whom the employee serves in loco parentis; a child over 18 who is incapable of self care because of a physical or mental disability; or a biological, adopted, or foster child.
2. Upon return from the leave, the employee shall be returned to the position immediately held before the leave began. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other terms and conditions of employment.
 3. The employee shall have the option of first using accrued paid sick leave, vacation, and/or personal leave during the leave. The remainder of any leave time will be unpaid.
 4. Health benefits will be continued for up to twelve weeks when the employee requests, is qualified for and is granted leave under the provisions and in accordance with guidelines and rules of the Family and Medical Leave Act of 1993, as amended, during the leave under the same conditions and at the same level as if the employee were still at work.
 5. Seniority shall continue to accrue during the leave.
 6. An eligible employee shall have the right to take a leave under the provisions and in accordance with guidelines and rules of the Family and Medical Leave Act of 1993, as amended, on a reduced or intermittent schedule. Whenever possible the employee will provide the Employer at least thirty (30) calendar days written notice of the request for the leave. It will include the reason for the request, the expected beginning date, the expected ending date, and whether or not the employee intends to use paid leave for any part of the leave.

ARTICLE 9: SAFETY

- A. The Employer will take measures to provide safe working conditions in order to prevent or eliminate any hazards which the employees may encounter in their places of work, in accordance with the provisions of state and local regulations (e.g., OSHA, MIOSHA, etc.).
- B. The employee will be expected to immediately inform the Employer of any such job hazard as soon as the employee first becomes aware of such unsafe behavior, conditions, or equipment. The Employer upon notification of an alleged unsafe condition, will investigate such condition, and will be expected to make adjustments in such condition, if, in the Employer's investigation, the alleged unsafe condition is found to be a hazard to employees, students or bus passengers.

ARTICLE 10: WAGES FOR NEW JOBS

When the Employer creates a new job that does not appropriately fit into an existing classification, the Employer will notify the Association immediately. The Employer and Association will meet within fifteen (15) days of such notification to begin negotiating the classification, and rate structure. If an agreement cannot be made as to the classification then the determination will be made by MERC.

ARTICLE 11: EQUAL EMPLOYMENT OPPORTUNITY

No person or persons will be discriminated against so as to limit, segregate, or classify employees in any way that tends to deprive any individual of employment opportunities or adversely affect their

employment status (firing, compensation, terms, conditions) because of their race, color, religion, sex, national origin, marital status, or membership in, or association with the activities of the Association.

ARTICLE 12: ASSOCIATION ACTIVITIES

A. The Employer agrees to provide, upon request, access to all public information retained by the Administration in compliance with the provisions of the Michigan Freedom of Information Act of 1976.

B. The Association will have the right to use school buildings in compliance with the established Board of Education policy regarding public use of such facilities.

C. State or Regional Association representatives will be allowed to visit schools during working hours provided they have notified the Administration of their presence. Such visits shall not interfere with the normal performance of duties by the employees or the normal function of the school.

D. Bulletin boards will be made available to the Association.

E. Association bargaining unit members will be permitted to use district technology, copying equipment, computers, etc., when school facilities housing such equipment are open, as long as such use by Association bargaining unit members does not interfere with employee work time, does not interfere with the education of students, the equipment is not needed at that time for Employer work, and as long as the equipment is not removed from the Employer's facilities. The Association will pay the cost of all materials and supplies incidental to such use. The Association will be responsible for any costs of repairs for direct damage to equipment during its use when caused by the Association members.

F. The employees in the bargaining unit covered by this Agreement will be represented by Association representatives. The Association will have the exclusive right to assign said representatives. The Employer will be notified of the names of the representatives.

ARTICLE 13: ASSOCIATION LEAVE

Employees who are officers, delegates, or representatives of the K.A.S.E shall, upon application, be granted collectively a maximum of ten (10) days during the school year for K.A.S.E. business. Such leave is with pay and benefits. The Association, upon the Employer's request, agrees to reimburse the school at the appropriate substitute rate for each Association day used. Permission will be granted providing 10 days notice is given to the Employer and there is no serious disruption to the Employer's operations. No more than four (4) employees (no more than two (2) in one classification) shall be released at one time.

ARTICLE 14: PERSONNEL RECORDS

A. A bargaining unit employee has the right to review the contents of the personnel file maintained by the District in their name, and to review all records pertaining to said employee originating after their initial employment (unless excluded by law), and to have a representative of the Association accompany them in such review. Such review is to be scheduled through the Employer and, except in very unusual circumstances, shall not occur more than twice annually. The review shall be made in the presence of the Administrator (or designee) responsible for the safekeeping of these files.

B. When material is to be placed in a bargaining unit member's file, the affected bargaining unit member shall review and sign said material. Such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

C. Complaints against the bargaining unit member shall be put in writing with names of the complainants, administrative action taken, and remedy clearly stated (unless excluded by law). The bargaining unit member may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question.

D. An arbitrator shall have the authority to make decisions regarding contents of personnel files only if that personnel file information is relevant to a discharge.

ARTICLE 15: GENERAL PROVISIONS

A. The Association and the Employer recognize that strikes and other forms of work stoppage by employees are contrary to law and public policy. The Association and the Employer subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employees take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system during the term of this Agreement. The Employer agrees that it shall not lock out employees during the term of this Agreement.

B. If any provision of this Agreement or any application of this Agreement, to any bargaining unit member or employee or group of bargaining unit members or employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

C. It is further agreed that within ten (10) days of notification of a final and binding determination of such illegality, the Employer and Association will commence negotiations to reach a new agreement concerning the subject matter of the provisions determined to be illegal, and the parties will work together in negotiations in an effort to resolve outstanding issues as soon as reasonably possible.

D. The District will provide, at no cost to the employee, all required and recommended health screenings and immunizations for educational support professionals, including but not limited to tuberculosis (TB) tests, x-rays where required, Hepatitis B vaccine series, and annual influenza vaccines. Such screenings and vaccinations will be made available during regular working hours, when available, without loss of pay or benefits.

E. The Employer shall provide parking facilities for bargaining unit members.

F. Any case of assault on an employee shall be promptly reported to the Administration, which will make arrangements for notification to local police authorities or other appropriate arrangements. Time lost as the result of an assault on school premises during working hours while performing regularly assigned duties shall not be charged against the employee's sick leave allowance subject to the Worker's Compensation provisions.

G. The Employer is responsible for damages only when the employee is actively on the job. The Employer is only responsible for the portion not covered by the employee's personal insurance. The Employer shall reimburse the employee for the loss or destruction of personal property on the school premises when damage, theft, or destruction is not the result of the employee's negligence.

H. The Employer agrees to provide each employee and the Association President a copy of this Agreement.

I. No regular Association work shall be performed by non-bargaining unit members except in emergencies, or as is done from time to time by supervisory personnel or as is done routinely by outside vendors.

J. Supervision

1. Bargaining Unit Members shall be assigned only one immediate supervisor. Said supervisor shall be someone other than a Bargaining Unit Member.
2. The immediate supervisor shall have the responsibility for all Bargaining Unit Member evaluations, as well as any disciplinary action.
3. Building principals may have input to both the evaluation procedure and any written data only through the Bargaining Unit Member's immediate supervisor.
4. Any potential disciplinary action toward a Bargaining Unit Member must be investigated by the immediate supervisor before a decision is made to reduce it to writing.
5. Any written disciplinary action toward a Bargaining Unit Member must be signed by the immediate supervisor before it is placed in the Bargaining Unit Member's personnel file, and a meeting held as specified in Article 5.

K. Job Descriptions: Job descriptions (attached as Appendix A) shall be reviewed jointly by the Employer and the Association. Job descriptions shall be distributed to all current bargaining unit members when placed in a new position, or when the job description is changed, and to all new bargaining unit members when hired by the Employer. The employer shall conduct an annual joint review of all job descriptions with the Association no later than October 1 of each school year. Documented proof of distribution shall be provided to the Association President within thirty (30) days of any new hire or position change. The descriptions will include as a minimum:

1. Job Title and Description
2. Minimum requirements
3. A specific statement of required tasks and responsibilities

M. Any evaluation of bargaining unit members' work performance shall be based solely upon said job descriptions. These shall be done at the thirty (30), sixty (60), and seventy-five (75) day intervals in the first year. Evaluations shall be done every other year after the first year. If the evaluation of a non-probationary employee is not done as noted above, it shall be taken as evidence that the employee's work is satisfactory for that evaluation period. Nothing shall prevent the Administration from carrying out additional evaluations if problems arise or are not corrected through the normal evaluation sequence. Should additional evaluations become necessary, the Association shall be notified of the situation before any additional evaluations take place.

N. No bargaining unit member shall be required to share personal contact information with parents or students.

O. The listing of job descriptions (attached as Appendix A) shall not require the Employer to fill all positions listed. The Employer, at its sole discretion, shall determine the number of positions, if any, it will fill for each job description listed.

ARTICLE 16: HOURS OF WORK

A. The Employer reserves the right to set the hours of work for all employees covered by this Agreement. A permanent change in the starting time shall not be made without prior discussion with the Association.

B. The Employer agrees to pay overtime under the following conditions:

1. Time and one-half (1½) shall be paid for any hours worked in excess of forty (40) hours in a calendar week. Time and one-half shall be paid to cooks who work more than ten (10) hours in one day for additional food preparation outside of their normal schedule.
2. Double time shall be paid for any hours an employee is required to work on Sundays and/or Holidays which are not part of a regularly scheduled shift.

C. Advance notice of overtime shall be given to the affected employee(s) as soon as practical.

D. Assignment of additional hours of work not adjacent to the regular workday shall be made according to seniority by job classification and rotated. In the event that no employee is willing to work the additional hours, the Administration may require the least senior employee to perform the required tasks if they are unable, after reasonable attempt, to secure a substitute (unless, at its discretion, the Administration determines a substitute is not needed).

E. An employee required to perform overtime work or to work on a scheduled day off shall not be required to take time off during the work week for the purpose of off-setting overtime.

F. Employees required to attend meetings called by the Administration shall be paid regular hourly pay or time and one-half as outlined in Article 16.B.1., first sentence (above).

G. Employees shall be required to notify their immediate supervisor or central office when they are going to be absent. The supervisor or central office must be notified the night before or, in case of emergency, at least one (1) hour before their regular starting time. Except in very unusual circumstances, an expected absence must be called in before 12:00 noon for the evening shift. The Employer will provide a phone with an answering machine for this call in (when the Supervisor is not available), or will provide an alternate phone number where an individual or a machine will take the call.

H. Nothing in this Agreement shall require the Employer to keep offices or buildings open in the event of inclement weather, or when otherwise prevented by an act of God, or any event that causes the closing of schools. When the schools are closed to students, due to the above conditions, fifty-two (52) week bargaining unit members shall be required to report to their job assignments unless notified by their immediate supervisor.

I. If a driver is required to prepare a map of their regular run, the driver will receive one (1) hour's pay per map prepared.

J. When the paraprofessionals are given the yearly schedule, it will include the half-day professional development work day requirements.

K. Members will be paid for the first six (6) school closure days each school year.

ARTICLE 17: PAID LEAVES

A. Employees covered by this Agreement, shall be credited sick days on July 1st.

1. Nine-month employees shall be credited ten (10) days annually, with one hundred (100) days maximum accumulation. Nine-month employees who are assigned during the summer months will be credited two (2) additional days annually.

2. Twelve-month employees will be credited with twelve (12) days annually, with one hundred (100) days maximum accumulation.

3. Twelve-month bus driver(s) and twelve-month bus aides will be credited with twelve (12) days annually with one-hundred (100) days maximum accumulation.

B. All Employees covered by this contract will be paid at their prevailing rate (not to exceed eight (8) hours) per leave day at the time sick leave is used. An employee, while on paid sick leave, will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement and will be construed as days worked specifically.

C. Each employee shall receive three (3) days annually to be deducted from sick leave for illness in immediate family.

D. Definition of immediate family in this section for the sole purpose of using sick days shall be defined as a spouse, father, mother, or children, and persons living in the immediate household. Step relations will be considered the same as the above.

E. Sick leave shall be charged at one-half ($\frac{1}{2}$) day for absence up to 50% of that regularly scheduled workday and one (1) full day for absence over 50% of that regularly scheduled workday.

F. Upon prior written application, both nine-month and twelve-month employees shall be granted four (4) personal leave days with pay.

1. Upon prior written application an employee may be granted personal leave of absence beyond their leave days, either with or without pay at the superintendent's discretion.

G. Any unused personal leave day in one school year shall become a sick day in the following school year.

H. Bereavement Leave

1. Each employee shall be granted up to five (5) days leave in case of death in the following members of the immediate family: Husband, wife, mother, father, step mother/father, brother, sister, children, step children, grandchildren, father and mother-in-law, and dependent living in the immediate household and in the case of a miscarriage of the employee or significant other.

Up to three (3) days of leave in case of death of the following relatives: aunt; uncle; nephew; niece; cousin; brother-in-law; sister-in-law; son-in-law; daughter-in-law; grandparent (of employee or spouse).

One (1) day of leave chargeable against compensable leave may be granted by the employee's supervisor or the Superintendent for attendance at funerals for persons other than those in the immediate family. One (1) additional day chargeable against compensable leave may be granted for funerals held more than two-hundred-fifty (250) miles from Kalkaska.

I. All nine-month employees who at the end of their work year have reached the maximum accumulation (seventy-five (75) of allowable sick leave days), shall be paid one-third ($\frac{1}{3}$) of their regular daily rate of each day over the seventy-five (75) days. Part-time Food Service Personnel who at the end of their work year have reached the maximum accumulation (thirty (30) of allowable sick leave days), shall be paid one third ($\frac{1}{3}$) of their regular daily rate of each day over the thirty (30) days.

Nine-month employees who exceed the maximum accumulation of one hundred (100) sick days at the end of the work year shall receive one-half (1/2) of their regular daily rate for each day over one hundred (100). Part-time Food Service Personnel who exceed the maximum accumulation of thirty (30) sick days at the end of the work year shall receive one-half (1/2) of their regular daily rate for each day over thirty (30).

Upon separation from employment for any reason other than retirement at 10 years, bargaining unit members shall receive a payout of all unused accrued sick leave/vacation time at one-half (1/2) of their then-current regular daily rate.

Upon separation from the District for retirement or resignation or permanent layoff after a minimum of 10 years of service to the district, bargaining unit members shall receive a payout of all unused accrued sick leave/vacation time at \$50.00 per unused day.

ARTICLE 18: VACATIONS

A. Year-around (12-month) employees shall be entitled to vacation credited annually on July 1st according to the following schedule:

1. Upon completion of one (1) year, nine (9) work days.
2. Upon completion of seven (7) years, fourteen (14) work days.
3. Upon completion of fifteen (15) years, nineteen (19) work days.

B. Vacation time shall be scheduled by March 1st. Vacation calendar will be available to twelve-month employees for scheduling purposes. Choice of vacation will be granted on the basis of seniority.

C. When a holiday is observed by the Employer during a scheduled vacation period, the vacation will be extended by one (1) day, continuous with the vacation.

D. An employee may choose to waive or carry over up to 5 (five) days of vacation time with administrator approval and shall receive equal compensation for any time waived.

1. The choice to waive vacation time must be done by June 1st of each year.
2. Compensation will be made by July 15th of the next fiscal year.

E. If any employee is hospitalized under the care of a duly licensed physician during their vacation, their vacation will be rescheduled. In the event that the incapacity continues through the year, the employee will be awarded payment in lieu of vacation.

F. Pay Advance

1. If a regular payday falls during an employee's vacation, they will receive that check in advance before going on vacation provided they make a request in writing two weeks prior to their scheduled vacation.
2. If an employee is laid off or retired or severs their employment, they will receive any unused vacation credit including that accrued in the current calendar year.
3. A recall employee who received credit at the time of layoff in the current calendar year will have such credit deducted from their vacation period upon recall.

ARTICLE 19: HOLIDAYS

A. Twelve-month employees shall have the following paid holidays: July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Eve Day; New Year's Day; Memorial Day.

B. Good Friday shall be a paid holiday if school is not in session.

C. If any of the paid holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. If the holiday should fall on Sunday, the following Monday shall be observed as the holiday provided that school is not in session.

D. Any employee required to work on a holiday shall receive double time plus regular pay (triple time).

E. Nine-month employees shall have the following paid holidays: Thanksgiving Day; Day after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Eve Day; New Year's Day; Good Friday if students are not in session; Memorial Day; and Labor Day, included as a paid holiday during those years in which the traditional school year begins prior to Labor Day.

ARTICLE 20: TRAINING AND EDUCATION

A. The District and the Union recognize their shared interest in ensuring that all bargaining unit employees receive required training in a timely and effective manner. In furtherance of this commitment, bargaining unit employees shall be required to report on all calendar professional development days to participate in District-provided training, and shall be compensated at their regular rate of pay for all such time.

1. The District shall be responsible for identifying all training required by law, regulation, or District policy, and for providing such training at no cost to the employee, including any required materials, certifications, or licensing fees.
2. All required training shall be conducted during the employee's regular working hours. Where operational needs require that training occur outside of regular working hours, affected employees shall be compensated at the applicable rate in accordance with this Agreement.
 - a. When an employee is sent by the Administration to job-related training programs or courses, the costs of tuition, books, and supplies related to such training will be paid by the District. Employees will receive regular hourly pay for all required travel time (unless held at one of the district's regular work sites) and time spent in training.
 - b. For those out-of-town programs, conferences, courses, or workshops which the employee must attend at the direction of the Administration, the employee's expenses pursuant to attendance will be paid by the Employer. Attendance during working hours at out-of-town conferences will not cause the employee to suffer loss of pay or benefits.
 - c. Payment of expenses incurred by the Employer pursuant to this Article will be subject to itemization (i.e., receipts) and subject to per diem reimbursement rates established by the Employer. Prior to the bargaining unit member incurring any cost, the total cost of the

training shall be disclosed (to the best ability of the Employer), and the per diem rate established for each separate training. The bargaining unit member has the right to decline the training if all costs are not reimbursed, but may agree to attend if the bargaining unit member chooses.

3. The parties agree to establish a joint training committee, meeting no less than once per semester/quarter, to review upcoming training requirements, identify gaps in training delivery, and recommend improvements to training programs.

4. No employee shall be disciplined or adversely affected for failure to complete required training that the District has not made reasonably available.

B. CPR and first aid training will be provided and paid for all members yearly or as often as needed to maintain current certification.

ARTICLE 21: JURY DUTY

A leave of absence will be granted to regular employees called for jury duty or witness duty by court subpoena or for court appearance on behalf of the Employer. Employees shall suffer no loss of pay or benefits provided that they endorse fee payment, excluding expense reimbursement, to the District.

ARTICLE 22: FRINGE BENEFITS

A. For all full-time employees (full-time to mean working the regular number of hours assigned to that classification on a five-day-a-week schedule), the employer shall provide medical coverage as described in Options 1, 2, and 3 below, with the District paying the cost of Option 3 coverage for all members working over 20 hours per week, as set forth in the current Agreement.

B. The district will pay the applicable percentage of the current publicly funded health insurance hard cap contribution, adjusted annually per the Publicly Funded Health Insurance Contribution Act, according to the working-hours-per-day schedule set forth in the current Agreement.

C. Fringe benefits under this Article are provided for a full twelve months annually for employees who work a full year as scheduled for their position and classification. Co-pays and deductibles remain the responsibility of the employee.

D. Health insurance coverage is continued (through the use of accumulated sick days) for a period of up to ninety (90) calendar days.

E. Full-time employees who are otherwise covered by health insurance and do not need health insurance through the District shall receive \$1,250 dollars annually, paid monthly throughout the school year.

F. Twelve-Month Employees/Longevity Schedule: 16 years — one week's pay; 22 years — two weeks' pay.

G. The KASE and the Kalkaska Board of Education agree to create a committee to explore and evaluate available Blue Cross/Blue Shield insurance coverage options (inclusive of MESSA) for the

purpose of identifying possible cost savings, with findings forwarded to the respective bargaining teams for consideration during future contract negotiations.

ARTICLE 23: WAGES AND PAYROLL DEDUCTIONS

A. Regular payroll shall be issued on Wednesday of every other week. For employees, payroll shall reflect all wages earned and reported on time sheets/cards through the second Friday of the two weeks prior to the payday.

1. Administration shall provide each employee with an accounting of their accumulated sick leave, vacation time, personal leave, hourly pay, and hours worked for current pay period, on each pay stub.

B. The Employer will deduct from the pay of each employee from whom it received authorization to do so and make appropriate remittance for annuities, credit union, saving bonds, charitable donations, or any other plans or programs jointly approved by the Employer and the Association.

C. The payroll deduction authorization shall continue in effect from year to year unless changed by the employee during the months of August or September.

D. Any time an employee is required to perform the duties of a higher pay classification, they shall receive said pay rate.

E. Terminal Leave Payment:

1. To be eligible for terminal leave pay, an employee must have been employed by the Employer for a minimum of ten (10) years immediately prior to retirement, and must be qualified to receive retirement benefits under provisions of the Michigan Public School Employees Retirement Fund Board.

2. Terminal pay shall be granted to any employee who retires from employment with the Employer at the following percentage rates of the employee's final annual salary for each year employed: 10 yrs. – ½%; 15 yrs. – ¾%; 20 yrs. – 1%.

3. Terminal leave pay shall be paid in full to an eligible employee upon retirement.

ARTICLE 24: SPECIAL PROVISIONS – GROUNDSKEEPER

A. Grounds Keeper employees working eight (8) hours shall be entitled to two (2) fifteen (15) minute breaks as assigned by the immediate supervisor. Grounds Keeper working six and one-half (6.5) hours are only entitled to one (1) fifteen (15) minute break as assigned by the immediate supervisor.

B. All Grounds Keepers required to work a shift of six and one-half (6.5) consecutive hours or more shall be entitled to an unpaid, duty-free, uninterrupted lunch period of one-half (½) hour.

C. Grounds Keeper employees desiring overtime shall signify the same by signing the overtime list at the beginning of each semester.

D. Grounds Keeper overtime hours shall be divided as equally as possible among regularly scheduled employees in that classification. An up-to-date list showing overtime hours will be posted monthly in a prominent place in each building.

E. Whenever overtime is required, the grounds keeper who has signified their desire for overtime by signing the overtime list and who has the least number of overtime hours in that classification shall be called first and so on down the list in an attempt to equalize overtime hours.

F. Assignment of substitute work will be divided as equally as possible among regular substitute employees.

G. The Employer shall provide each Grounds Keeper employee with the following work clothing and personal protective equipment on an annual basis:

(1) SHIRTS: Five (5) shirts with the KPS logo (three short-sleeved, two long-sleeved). Worn-out shirts may be turned in to the Maintenance Supervisor for replacement at any time. If on July 1 of any year an employee does not need all five (5) shirts, they will be paid the per-shirt cost for any shirts not needed.

(2) WORK PANTS: Three (3) pairs of durable work pants annually, provided by the Employer or as a reimbursement of up to fifty dollars (\$50.00) per pair upon submission of receipt, for a total pants allowance of up to one hundred fifty dollars (\$150.00) per year.

(3) BOOT ALLOWANCE: Each Grounds Keeper employee shall receive a boot/work footwear allowance of one hundred fifty dollars (\$150.00) per year, payable each September, to be used for the purchase of safety-toe or slip-resistant work boots. Receipts shall be submitted to the Employer. Any unused boot allowance shall not carry over to the following year.

(4) CLOTHING ALLOWANCE: Each Grounds Keeper employee shall receive an annual clothing allowance of one hundred dollars (\$100.00), payable each September, for the purchase of additional work-appropriate clothing (e.g., rain gear, cold-weather layers, work gloves). Receipts shall be submitted to the Employer.

(5) COVERALLS: The Employer shall provide a minimum of one (1) pair of insulated coveralls per employee for use during cold-weather operations.

(6) REPLACEMENT: The Employer shall replace any employer-issued clothing item damaged, destroyed, or rendered unusable as a direct result of the employee's work duties, at no cost to the employee, upon submission of the damaged item and a written report to the supervisor.

H. Grounds Keeper personnel may choose to work four (4) consecutive ten (10) hour days during summer vacation. Employees will schedule the days with the supervisor's permission so that all days are covered by the work force. Seniority will be used to determine first choice of schedule.

ARTICLE 25: SPECIAL PROVISIONS – PARAPROFESSIONALS, INCLUDING ESEA AIDES

A. Six (6) hour paraprofessional employees shall be entitled to two (2) fifteen (15) minute breaks and an unpaid thirty (30) minute duty-free lunch period as assigned by the immediate supervisor.

B. Paraprofessionals shall be scheduled at least six (6) hours per day when such scheduling meets the needs of the Employer. The Employer reserves the right to set the work hours for paraprofessionals that best meet the needs of the Employer. Paraprofessionals will be provided a work year calendar no later than the second week of each school year.

C. Parent-teacher conference days which are half-days for students shall be scheduled as half-day work days for paraprofessionals. The Employer may offer more than a half-day of work to a

paraprofessional on such parent-teacher conference days, but the paraprofessional will not be required to accept the additional time.

D. Health and Safety

1. The Association recognizes that the Employer may be required by law to provide certain “related services.”
2. When related services require expertise, the Employer will endeavor to provide the services via training personnel. In no case, however, will a bargaining unit member be required to provide related services requiring expertise unless the following conditions are met:
 - a. The member has received prior training in the procedure. Such training shall be provided at the Employer's expense, with compensation to the bargaining unit member for any overtime required to receive training.
 - b. The Employer has obtained written permission from the student's parents and/or guardian(s) authorizing the procedure to be performed by a lay person with the level of training received by the bargaining unit member.
 - c. A witness must be made available during execution of the procedure.
 - d. Paraprofessionals may request assistance from the Employer (or another paraprofessional) if the paraprofessional would otherwise be required to lift more than fifty (50) pounds alone.
3. The Employer shall indemnify and save harmless from any liability bargaining unit members who administer medication to pupils when directed to do so by school supervisory personnel.
4. In the event no school medical personnel are employed by the Employer, two (2) bargaining unit members in each building shall be designated who may be required to administer medication to pupils only as substitutes for the regularly assigned personnel.
5. A bargaining unit member who is assigned full time to assist a disabled student shall be trained to assist the student in all needs.
6. No bargaining unit member shall be required to share personal contact information with parents or students.

ARTICLE 26: SPECIAL PROVISIONS – BUS DRIVERS

A. Bus drivers will be notified of any student passenger who has an illness such as epilepsy, heart condition, diabetes, or who has a diagnosed impairment when the administration has knowledge of their condition.

B. Bus drivers are responsible for acquiring a Commercial Driver's License (CDL) prior to being eligible for employment. The Employer will pay the required CDL renewal. The Employer will reimburse the difference between the cost of the first CDL and a regular driver's license after the new driver has completed ninety (90) days of employment.

C. Bus driver's warm-up, cleaning, safety check, and gas up are included as part of the daily route time (thirty-five (35) minutes). In order to protect personal clothing while washing buses, rain gear shall be available in the bus garage.

D. Extra Trips:

1. Extra trips will be paid from the time the employee starts the extra trip at the school or garage, until they arrive back at the school or garage.

2. Assignment of extra trips shall be made according to seniority and rotated.
3. In the event that an assigned trip is canceled, the driver assigned to that trip will be eligible for the next posted extra trip.
 - a. If an assigned driver shows up at the pick-up point without having been notified that the trip was canceled or the trip is cancelled within 24 hours of reporting, that driver will be paid their two-hour minimum.
4. A driver who is assigned to an extra trip of four hundred (400) or more total miles will request in writing an expense check of approximate cost.
 - a. Drivers on overnight trips shall have all reasonable itemized expenses paid by the Employer upon receipt.
 - b. Drivers on all extra trips where the driver will be away from the District for a minimum of five (5) hours will receive the designated breakfast, lunch, or dinner meal allowance, paid in advance of said trip if requested:
 1. \$10.00 breakfast meal allowance
 2. \$15.00 lunch meal allowance
 3. \$20.00 dinner meal allowance
- E. Regular runs, morning, afternoon, and afternoon runs will be posted along with the approximate hour value at the beginning of each year. Said runs shall be bid upon by seniority with the most senior person bidding first. Substantial alterations to established runs may necessitate a rebidding process.
- F. All school trips during the summer shall be assigned according to seniority.
- G. When drivers are required to attend in-service classes (training, safety, etc.), they shall be paid at their hourly rate.
- H. Substitute assignments will be distributed as evenly as possible among all substitute drivers.
- I. Qualified personnel shall be available for communication until all afternoon runs are complete.
- J. Regular drivers who voluntarily elect to return/go to substitute status shall automatically lose all accumulated seniority.
- K. The parties recognize that certain transportation services and equipment are required to insure the safe maneuvering of special education and/or handicapped students. The Employer agrees to provide lifts on any vehicles transporting wheelchair students, and seat belts or other appropriate restraints for each student transported. Bus aides will be provided in the event the safety of the driver and/or passengers is compromised by the behavior and/or physical needs of the passengers.
- L. The Employer will provide bargaining unit members with all known information concerning their passengers' handicaps. The Employer will provide prior training as to specialized procedures at the Employer's expense with compensation to the bargaining unit member for any overtime occasioned by the training.
- M. The Employer agrees to indemnify and save bargaining unit members harmless from any liability incurred in the transportation of special education students.
- N. Any information and guidelines contained in the Bus Drivers Handbook SOP (Standard Operating Procedures) shall have relevance only in those areas contained in the Master Agreement.

O. A sub driver must request a leave of absence in writing to the superintendent when they will be unavailable for a period of more than two consecutive weeks. Failure to do so will result in loss of all seniority.

P. Saturday extra trips will receive a forty dollar (\$40) bonus.

Q. No bus driver shall be paid for less than two (2) hours when reporting to work for any regular morning or afternoon route assignment, regardless of actual route duration or early dismissal. If a driver is called in for a route that is subsequently canceled after the driver has reported, the driver shall receive a minimum of two (2) hours pay at their regular hourly rate.

ARTICLE 27: SPECIAL PROVISIONS – FOOD SERVICE

A. Cooks, six (6) hour Assistant Cooks, and seven (7) hour workers shall receive a one hundred dollar (\$100) per year clothing allowance, payable each September.

B. Two fifteen (15) minute breaks will be scheduled by the Director of Food Service for Cooks. In addition to the breaks, employees in these positions will also receive a thirty (30) minute working lunch period. One fifteen (15) minute break will be scheduled by the Director of Food Service for Assistant Cooks and seven (7) hour workers. In addition, these employees will receive a thirty (30) minute working lunch period. Food Service employees working four (4) hours will receive a fifteen (15) minute break.

C. Food service employees desiring overtime shall signify the same by signing the overtime list at the beginning of each school year.

D. Overtime hours shall be divided as equally as possible among regularly scheduled employees in that classification. An up-to-date list showing overtime hours will be posted monthly in a prominent place in each building.

E. Whenever overtime is required, the food service person who has signified a desire for overtime by signing the overtime list and who has the least number of overtime hours in that classification shall be called first.

F. Assignment of substitute work will be divided as equally as possible among regular substitute employees.

ARTICLE 28: MEDICALLY FRAGILE STUDENTS

Employees who are required to serve medically fragile students shall be provided training to deal with the special needs of the student they are assigned to. Such training shall be at the Employer's expense and at the employee's regular hourly rate. The parent or legal guardian of the child will sign a statement acknowledging that a lay person is performing such services and that this is with the consent of the parent or guardian. The Employer shall indemnify and save harmless from any liability employees who administer services to medically fragile students when directed to do so by school supervisory personnel.

ARTICLE 29: SITE-BASED DECISION MAKING

Site-based decision making is a joint planning and problem-solving process that seeks to improve the quality of life in the school and the delivery of quality education. Those individuals responsible for the implementation of a decision at the building level are actively and legitimately involved in the

decision. The following provisions govern K.A.S.E. participation in the site-based decision making process and school improvement planning in the Kalkaska Public School District:

A. None of the SBDM/SIP committees shall engage in the collective bargaining of the K.A.S.E contract or have the authority to address K.A.S.E employment matters or modify the provisions of the Master Agreement.

B. Any participation in the committee, whether full or in part, shall be voluntary. Participation or lack of participation will have no consideration in evaluation, assignment, promotion, discipline, or discharge of any bargaining unit member or any condition of employment.

C. Employees participating in SBDM/SIP activities, including training and scheduled committee meetings, will be compensated in accordance with the Master Agreement. If meetings are scheduled during the regular workday, the employee shall be released from duties without loss of time or pay.

ARTICLE 30: TERMS OF THE AGREEMENT

A. This agreement shall become effective on the date the Agreement has been ratified by both parties. The agreement shall continue in effect through August 31, 2029, at which time it will expire unless mutually extended, in writing, by both parties.

FOR THE BOARD OF EDUCATION:

Rachael Birgy

President

Wendy Watson

Secretary

R. Deetmeyer

R

Superintendent

Ratification Date 8/17/26

FOR THE ASSOCIATION:

Krista Tucker

President

Renee Snyder

KASE Member

[Signature]

Uniserv Director 15A

Ratification Date 8/14/26

ARTICLE 31: SALARY SCHEDULES

Bus Driver

Step	2026-27	2027-28	2028-29
Year 1	\$20.40	\$21.22	\$22.06
Year 2	\$20.65	\$21.47	\$22.31
Year 3	\$20.90	\$21.72	\$22.56
Year 4	\$21.15	\$21.97	\$22.81
Year 5	\$21.40	\$22.22	\$23.06
Year 6	\$21.65	\$22.47	\$23.31
Year 7	\$21.90	\$22.72	\$23.56
Year 8	\$22.15	\$22.97	\$23.81
Year 9	\$22.40	\$23.22	\$24.06
Year 10	\$22.65	\$23.47	\$24.31

Groundskeeper

Step	2026-27	2027-28	2028-29
Year 1	\$18.15	\$18.88	\$19.63
Year 2	\$18.30	\$19.03	\$19.78
Year 3	\$18.45	\$19.18	\$19.93
Year 4	\$18.60	\$19.33	\$20.08
Year 5	\$18.75	\$19.48	\$20.23
Year 6	\$18.90	\$19.63	\$20.38
Year 7	\$19.05	\$19.78	\$20.53

Instructional Aides

Step	2026-27	2027-28	2028-29
Year 1	\$17.90	\$18.65	\$19.35
Year 2	\$18.10	\$18.85	\$19.55
Year 3	\$18.30	\$19.05	\$19.75
Year 4	\$18.50	\$19.25	\$19.95
Year 5	\$18.70	\$19.45	\$20.15
Year 6	\$18.90	\$19.65	\$20.35
Year 7	\$19.10	\$19.85	\$20.55
Year 8	\$19.30	\$20.05	\$20.75

Head Cook

Step	2026-27	2027-28	2028-29
Year 1	\$19.25	\$20.02	\$20.82
Year 2	\$19.40	\$20.17	\$20.97
Year 3	\$19.55	\$20.32	\$21.12
Year 4	\$19.70	\$20.47	\$21.27
Year 5	\$19.85	\$20.62	\$21.42

Food Service Assistant

Step	2026-27	2027-28	2028-29
Year 1	\$17.50	\$18.20	\$18.93
Year 2	\$17.65	\$18.35	\$19.08
Year 3	\$17.80	\$18.50	\$19.23
Year 4	\$17.95	\$18.65	\$19.38
Year 5	\$18.10	\$18.80	\$19.53

Courier

Step	2026-27	2027-28	2028-29
Year 1	\$20.00	\$20.80	\$21.63
Year 2	\$20.15	\$20.95	\$21.78
Year 3	\$20.30	\$21.10	\$21.93
Year 4	\$20.45	\$21.25	\$22.08
Year 5	\$20.60	\$21.40	\$22.23

When a bargaining unit member substitutes for a teacher, that member will receive an additional \$5.00 per class period/hour on their hourly rate of pay.

Longevity Stipend

Any employee who has completed fifteen (15) or more years of continuous service in their classification shall receive an annual longevity stipend of Three Hundred Dollars (\$300.00), payable as a lump sum each June, in addition to their regular hourly wage under this Article. This stipend shall not affect the employee's step placement and shall be paid in each subsequent year the employee remains actively employed in that classification. Years of continuous service shall be calculated based on the employee's original hire date into the classification, consistent with the seniority calculation used elsewhere in this Article.

Bus Driver Sign-On Bonus

The District shall pay a signing bonus of Seven Hundred Fifty Dollars (\$750.00) to each newly hired Bus Driver, payable in a single lump sum upon the driver's successful completion of the District's standard probationary period.

If a Bus Driver who has received this bonus voluntarily separates from the District, or is terminated for cause, prior to completing one (1) full year of employment, the employee shall repay the District the full amount of the bonus received. The District may deduct this amount from the employee's

final wages to the extent permitted by law; any remaining balance shall be repaid directly by the employee within thirty (30) days of separation.

JOB DESCRIPTIONS
KALKASKA PUBLIC SCHOOLS

All employees will obtain TB tests at Employer designated intervals only if or as required by the State of Michigan or the Employer. Costs for any such tests will be the responsibility of the Employer.

TITLE: GROUNDS KEEPER

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent.
2. Experience and/or vocational training in grounds maintenance, custodial work, or a related field preferred; not required at time of hire.
3. Ability to perform the physical requirements of the position. The Employer shall provide appropriate equipment, protective gear, and assistance to ensure safe working conditions. Employees shall not be required to lift more than sixty (60) pounds without assistance.
4. Ability to recognize the need for and perform minor equipment repairs.
5. Evidence of a satisfactory employment record.

SUPERVISOR: MAINTENANCE DIRECTOR

RESPONSIBILITIES:

Spring:

1. Maintain all tractors, mowers, blowers, buckets, brooms, and other lawn care and grounds equipment.
2. Broom and rake lawns.
3. Clean and maintain all tennis courts.
4. Line all baseball and softball fields as needed.
5. Fill holes left from snow plowing and reseed.
6. Clean dirt from around sidewalks and sweep sidewalks.
7. Rake any leaves remaining from winter.
8. Fertilize lawns.
9. Mow lawns and fields at all schools.
10. Assist with setup for district events (e.g., Trout Festival, Graduation, Sports Awards Banquet). Event setup assignments shall be made in accordance with the Master Agreement.
11. Pick up garbage left from winter.
12. Repair and activate sprinkler systems at all schools.
13. Maintain playground equipment and play areas.

Summer:

1. Mow grass at all schools, lawns and fields.
2. Fertilize lawns and spray for weeds.

3. Perform regular tractor maintenance.
4. Sharpen lawn mower blades.
5. Edge and trim lawns.
6. Move equipment from school to school as needed.
7. Deliver supplies.
8. Maintain playground equipment and play areas.
9. Fill gas cans.
10. Maintain, fix, and repair sprinkler heads.
11. Clean and maintain all tennis courts.

Fall:

1. Mow lawns and fields.
2. Edge and trim all lawns at all schools.
3. Rake leaves at all schools.
4. Fertilize lawns.
5. Clean and maintain all tennis courts.
6. Line all football fields as needed.
7. Remove bucket and blower attachments from tractors and install snow blowers.
8. Change oil on tractors.
9. Winterize equipment as required.
10. Blow out sprinkler systems.
11. Maintain playground equipment and play areas.

Winter:

1. Keep all school facility entrances, sidewalks, and drives free of snow and ice.
2. Apply ice melt or salt as needed.
3. Keep gas cans filled for the tractors.
4. Perform tractor repairs and maintenance.
5. Plow snow as necessary.
6. Assist with setup for school programs and events as directed.
7. Assist maintenance staff when workload permits.
8. Maintain playground equipment and play areas.
9. Perform other duties within the Grounds Keeper classification as assigned by the Director of Buildings and Grounds.

TERMS OF EMPLOYMENT: Twelve (12) months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: LIBRARY PARAPROFESSIONAL**QUALIFICATIONS:**

1. Education: Minimum of a high school diploma or equivalent; some college-level preparation preferred.
2. Experience with library operations, cataloging, filing, and general office practices preferred.
3. Knowledge of and ability to use computers and basic software applications; experience with library management software preferred.
4. Ability to work effectively with students and staff in an instructional setting.
5. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To support the operation of the school library and assist students and staff in accessing and utilizing library resources in a welcoming and organized environment.

RESPONSIBILITIES:

1. Check library materials in and out and maintain circulation records.
2. Shelf materials and maintain orderly book and media organization.
3. Check in and file periodicals and other incoming materials.
4. Process new materials, including cataloging and labeling.
5. Enter and maintain cataloging records in the library management system.
6. Repair damaged library materials.
7. Assist students and staff with book selection, research, and use of library resources.
8. Assist students and staff with the operation of computers, printers, and other library equipment.
9. Provide photocopying and other support services as needed.
10. Assist with design and setup of library displays and bulletin boards.
11. Assist with inventory of library materials.
12. Supervise students in the library, including during assigned lunch coverage. Duty-free lunch shall be provided in accordance with Article 25 of the Master Agreement.
13. Assist in supervising student library aides.
14. Sort and distribute mail as assigned.
15. Perform other duties within the Library Paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: INSTRUCTIONAL PARAPROFESSIONAL

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent; some college-level preparation preferred. If the position is required to meet ESEA/Title I qualifications, the employee must satisfy the Highly Qualified Paraprofessional standard. The Employer shall provide reasonable support and paid time to assist employees in meeting any applicable standard.
2. Experience working with students in a school or structured educational setting is preferred.
3. Ability to work effectively and collaboratively with students, teachers, and colleagues.
4. Familiarity with computers, office equipment, and basic software applications preferred.
5. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
6. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To work collaboratively with classroom teachers and staff to support student learning and maintain a safe, productive classroom environment.

RESPONSIBILITIES:

1. Support student learning by reinforcing concepts and skills introduced by the classroom teacher.
2. Assist with supervision of students in the classroom, hallways, and other school settings.
3. Assist teachers and administration with instructional materials, record-keeping, and classroom preparation.
4. Operate computers, copiers, and other office equipment as needed to support instructional duties.
5. Maintain CPR and First Aid certification (adult, child, and infant). Certification renewal shall be at the Employer's expense and on compensated time.
6. Maintain confidentiality regarding students and families in accordance with applicable law and district policy.
7. Perform other duties within the Instructional Paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: PARAPROFESSIONAL – ESEA Instructional Assistant

QUALIFICATIONS:

1. Education: Minimum of an Associate Degree, two (2) years of college credit, or passage of a formal state or local academic assessment, consistent with the Highly Qualified Paraprofessional standard under applicable federal law (ESEA/Every Student Succeeds Act). The Employer shall provide reasonable support and paid time to assist employees in meeting this standard.
2. Ability to work effectively and patiently with students in small-group and individual instructional settings.
3. Experience working with students in a school or structured educational setting preferred.
4. Ability to implement instructional strategies as directed by the classroom teacher.
5. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
6. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To provide effective academic and behavioral support to students under the direction of the classroom teacher, contributing to a safe and productive learning environment.

RESPONSIBILITIES:

1. Support a safe and orderly learning environment for all students in the program.
2. Reinforce academic skills and concepts introduced by the classroom teacher through guided practice and re-teaching.
3. Provide individual and small-group academic support to assigned students.
4. Support positive behavioral expectations; assist in implementing age-appropriate, school-consistent approaches to student behavior.
5. Maintain accurate records as directed by the classroom teacher.
6. Use computers, copiers, and other office equipment as needed to support instructional duties.
7. Maintain CPR and First Aid certification (adult, child, and infant). Certification renewal shall be at the Employer's expense and on compensated time.
8. Maintain confidentiality regarding students and families in accordance with applicable law and district policy.
9. Perform other duties within the ESEA paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kaskaskia Public Schools Board of Education.

TITLE: PARAPROFESSIONAL – Special Education – Health or Personal Care Aide

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent; coursework in special education, health services, or a related field preferred.
2. Current CPR certification (adult, child, and infant) and First Aid certification. If not currently certified, the Employer shall provide certification training at no cost to the employee prior to the start of any duties requiring such certification. The Employer shall maintain certifications at no cost to the employee throughout employment.
3. Experience working with students with physical, cognitive, or multiple disabilities in a school or care setting preferred.
4. Ability to assist students with personal hygiene, mobility, feeding, and health-related needs in a dignified and respectful manner.
5. Knowledge of specialized health care procedures or willingness to be trained. No employee shall be required to perform any specialized health care procedure without first receiving documented, employer-provided training, consistent with Article 25.D of the Master Agreement.
6. Ability to assist students with physical transfers and mobility. Employees shall not be required to perform lifts exceeding fifty (50) pounds without assistance; the Employer shall provide assistance upon request, consistent with Article 25.D.2.d of the Master Agreement.
7. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To assist regular and special education teachers in daily instruction and to carry out the specific goals and skills established in the student's IEP, while upholding the student's dignity, supporting their independence, and maintaining a safe working environment for all.

RESPONSIBILITIES:

1. Support a safe setting for all students.
2. Assist students with physical therapy exercises as directed by a licensed therapist. No employee shall be required to perform therapeutic procedures without prior training at the Employer's expense.
3. Support appropriate language and social skill development; assist in implementing school-consistent, IEP-aligned approaches to student behavior.
4. Assist students with dressing for outdoor activities, working toward maximum student independence.
5. Supervise students during meals and monitor for safety.
6. With a witness present, assist with personal hygiene and care as specified in the student's health care plan, supporting student independence at all times.
7. Support student attention and task completion using strategies established in the student's IEP and behavior support plan.
8. Maintain required records and communicate with families and Northwest Ed personnel regarding changes or concerns as directed.

9. Maintain confidentiality regarding students and families in accordance with FERPA, HIPAA, and district policy.

10. Perform other duties within the Special Education Health or Personal Care Aide classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: PARAPROFESSIONAL – Day Care Assistant

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent; previous child care experience preferred.
2. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
3. Ability to communicate and work effectively with children, parents, colleagues, and administrative staff.
4. Ability to perform the physical requirements of the position, including working outdoors. The Employer shall provide appropriate equipment and protective gear to support safe working conditions.
5. Any required day care certifications shall be obtained and maintained with all required training provided and reimbursed by the Employer, consistent with Article 22 and applicable provisions of the Master Agreement.
6. Evidence of a satisfactory employment record.

SUPERVISOR: Day Care Program Manager

JOB GOAL: To provide a safe, nurturing, and developmentally appropriate environment for children enrolled in the Day Care Program, in collaboration with program staff.

RESPONSIBILITIES:

1. Implement daily lesson plans and carry out educational and recreational activities as directed.
2. Supervise students and maintain a safe and orderly environment throughout the program day.
3. Perform attendance and other required record-keeping duties.
4. Support positive student behavior; bring behavior and discipline concerns to the Program Manager.
5. Maintain cleanliness of the facility and playground during operational hours.
6. Oversee outdoor recess and activities.
7. Administer first aid and respond to emergencies in accordance with written guidelines provided by the Employer.
8. Maintain positive relationships with children, families, and colleagues.
9. Follow all applicable safety standards and licensing regulations.
10. Maintain confidentiality regarding students and families in accordance with applicable law and district policy.
11. Perform other duties within the Day Care Assistant classification as assigned by the Day Care Program Manager.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months, or as established by the program calendar. Any reduction in hours or assignment shall be made in accordance with the seniority and layoff provisions of the Master Agreement.

TITLE: FOOD SERVICE ASSISTANT**QUALIFICATIONS:**

1. Education: Minimum of a high school diploma or equivalent.
2. Experience in institutional food preparation preferred; not required at time of hire.
3. Ability to perform basic arithmetic, handle cash, make change, and operate a point-of-sale system; willingness to learn required computer skills.
4. Ability to work cooperatively and effectively as a member of the food service team.
5. Ability to perform the physical requirements of the position. Employees shall not be required to lift more than fifty (50) pounds without assistance.
6. Must obtain Food Safety and Sanitation certification within one (1) year of hire date, provided training is offered within a fifty (50) mile radius. All required certification training shall be at the Employer's expense and on compensated time.
7. Evidence of a satisfactory employment record.

SUPERVISOR: Food Service Supervisor

JOB GOAL: To support the preparation and service of nutritious meals and to maintain a safe, clean, and efficient food service operation.

RESPONSIBILITIES:

1. Assist the Head Cook with meal preparation, serving, and cleanup at the assigned school.
2. Substitute for the absent Head Cook as directed by the Food Service Supervisor.
3. Assist with receiving, storing, and rotating stock.
4. Maintain food service work and storage areas in a clean and orderly condition.
5. Rotate cashier duties with other Food Service Assistants as directed by the Cook.
6. Follow all food safety, sanitation, and health regulations applicable to school food service operations.
7. Perform other duties within the Food Service Assistant classification as assigned by the Food Service Supervisor.

TERMS OF EMPLOYMENT: Nine (9) months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: FOOD SERVICE HEAD COOK**QUALIFICATIONS:**

1. Education: Minimum of a high school diploma or equivalent.
2. Experience in institutional food preparation preferred.
3. Ability to perform basic arithmetic, handle cash, make change, and operate a point-of-sale system; willingness to learn required computer skills.
4. Ability to lead and work cooperatively as a member of the food service team.
5. Ability to make sound decisions in a fast-paced environment.
6. Ability to perform the physical requirements of the position. Employees shall not be required to lift more than fifty (50) pounds without assistance.
7. Must obtain School Nutrition Association (SNA) certification within one (1) year of hire date, and maintain certification thereafter. All required certification training shall be at the Employer's expense and on compensated time.
8. Evidence of a satisfactory employment record.

SUPERVISOR: Food Service Supervisor

JOB GOAL: To oversee the preparation and service of nutritious meals at the assigned school, and to lead the food service team in maintaining a safe, efficient, and well-organized kitchen operation.

RESPONSIBILITIES:

1. Oversee and carry out preparation, cooking, serving, and cleanup for all meals at the assigned school.
2. Maintain food service storage areas, freezers, and coolers in a clean, orderly, and properly stocked condition.
3. Keep kitchen equipment clean and in good working order; report any equipment malfunctions to maintenance and/or the Food Service Supervisor.
4. Direct Food Service Assistants in completing the daily functions of the kitchen.
5. Maintain daily food production records.
6. Assist the Food Service Supervisor with ordering food, milk, and supplies in a timely manner.
7. Substitute for an absent Lead Cook as needed.
8. Follow all food safety, sanitation, and health regulations applicable to school food service operations.
9. Perform other duties within the Food Service Head Cook/Baker classification as assigned by the Food Service Supervisor.

TERMS OF EMPLOYMENT: Nine (9) months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: COURIER**QUALIFICATIONS:**

1. Education: Minimum of a high school diploma or equivalent.
2. Experience in delivery, transportation, or a similar role preferred.
3. Ability to perform the physical requirements of the position. Employees shall not be required to lift more than fifty (50) pounds without assistance.
4. Must possess and maintain a valid Michigan driver's license throughout employment.
5. Must obtain Food Safety and Sanitation certification within one (1) year of hire date, provided training is offered within a fifty (50) mile radius. All required certification training shall be at the Employer's expense and on compensated time.
6. Ability to work cooperatively and effectively with colleagues and district staff.
7. Evidence of a satisfactory employment record.

SUPERVISOR: Director of Food Service

JOB GOAL: To provide reliable delivery and support services across district facilities, ensuring the timely distribution of food, supplies, and materials.

RESPONSIBILITIES:

1. Pick up and deliver food, supplies, Northwest Ed materials, and other items to and from district facilities as directed.
2. Load and transport food to assigned school locations, including redistribution of extra food as directed.
3. Put away stock and pull stock items as listed for the day.
4. Go to the post office for pickup and delivery of mail as scheduled.
5. Make bank runs for pickup and deposit of bags as scheduled by the Employer.
6. Help serve lunch at the high school as assigned.
7. Pick up leftovers and mail from all assigned schools.
8. Drop off mail at all schools, pick up outgoing mail, and complete required deposit bag transactions.
9. Maintain the assigned district vehicle, including monitoring fuel, oil, and cleanliness; report any mechanical concerns to the supervisor.
10. Perform other duties within the Courier classification as assigned by the Director of Food Service.

TERMS OF EMPLOYMENT: Minimum of One Hundred Eighty-Five (185) days. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: BUS DRIVER**QUALIFICATIONS:**

1. Must meet the certification requirements of the State of Michigan for school bus driving. The Employer shall pay the cost difference between a regular driver's license and any required CDL or CDL renewal, consistent with Article 26 of the Master Agreement.
2. Evidence of a satisfactory employment record.

SUPERVISOR: Transportation Supervisor

JOB GOAL: To provide safe, reliable, and respectful transportation for all students in accordance with state law, district policy, and the Master Agreement.

RESPONSIBILITIES:

1. Conduct a thorough pre-trip inspection of the school bus prior to every trip.
2. Transport students safely, with student safety as the first priority at all times.
3. Report all bus accidents and student injuries to authorities in accordance with district policy.
4. Conduct emergency evacuation drills consistent with school policies and state requirements.
5. Report personal absences in accordance with the provisions of the Master Agreement.
6. Perform bus housekeeping duties as required.
7. Report bus defects and maintenance needs to the Transportation Supervisor.
8. Operate all vehicle types used in transporting students within the district.
9. Know and follow all applicable local, state, and federal laws and regulations governing school transportation.
10. Address student conduct on the bus in a manner consistent with school policy and the Master Agreement. No employee shall be required to physically restrain a student without prior training at the Employer's expense.
11. Perform other duties within the Bus Driver classification as assigned by the Transportation Supervisor, in accordance with the Master Agreement.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) school days. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: Transportation Bus Aide – Special Education

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent.
2. Current CPR certification (adult, child, and infant) and First Aid certification. If not currently certified, the Employer shall provide certification training at no cost to the employee prior to the start of duties requiring such certification. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
3. Experience working with children or individuals with physical and/or cognitive disabilities preferred.
4. Knowledge of or willingness to be trained in procedures specific to the assigned students' needs. No employee shall be required to perform any specialized procedure without prior documented training at the Employer's expense.
5. Evidence of a satisfactory employment record.

SUPERVISOR: Transportation Supervisor

JOB GOAL: To support the bus driver in providing safe, respectful, and orderly transportation for students with disabilities, in accordance with each student's IEP and the Master Agreement.

RESPONSIBILITIES:

1. Supervise safe seating and seatbelt use for all students.
2. Assist with loading and unloading students who use wheelchairs, walkers, crutches, or canes.
3. Assist students with disabilities in a safe, dignified manner; support their independence at all times.
4. Maintain a safe and respectful environment on the bus for all students.
5. Assist with personal health needs that arise during transit (e.g., sneezing, runny nose, vomiting) according to district health and safety protocols. Diaper changes are not a responsibility of this position.
6. Disinfect and clean seats and floor after health incidents.
7. Maintain accurate records of students riding to and from school.
8. Document and report behavioral concerns, bus incidents, and referrals in accordance with district policy.
9. Be familiar with the bus route and school schedule to support on-time pickup and drop-off in the event of a substitute driver.
10. Communicate effectively with teachers, families, and caregivers regarding individual student needs and concerns.
11. Be knowledgeable of each assigned student's relevant health information (e.g., seizure protocols, medications) as provided by the Employer. The Employer shall provide all such information to the employee prior to the start of the assignment.
12. Learn relevant communication techniques (e.g., basic sign language) as needed for assigned students; all required training shall be at the Employer's expense and on compensated time.

13. Perform other duties within the Transportation Bus Aide classification as assigned by the Transportation Supervisor, in accordance with the Master Agreement.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) days. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

**TITLE: PARAPROFESSIONAL – Student Supervisor/Hall Monitor/Blue Room Supervisor
(ALL SITES)**

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent; some college-level preparation preferred.
2. Ability to work effectively and professionally with high school students, teachers, and administrators.
3. Experience working with high school students in a school or structured setting preferred.
4. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To support a safe, orderly, and respectful school environment in the building and on school grounds.

RESPONSIBILITIES:

1. Supervise students in the building, hallways, and on school grounds.
2. Monitor hallways during class periods to support student safety and building security.
3. Monitor restrooms to ensure a safe environment for students.
4. Assist in maintaining a safe and clean building environment.
5. Support teachers and administration as directed.
6. Enforce school policies pertaining to student conduct in a fair and consistent manner.
7. Seek appropriate care for injured students and complete required incident and accident reports.
8. Follow the schedule as established by the Building Principal; communicate with administration regarding any conflicts or concerns.
9. When a student's behavior poses a safety concern, the employee has the right to request and receive prompt administrative support.
10. Perform other duties within the Student Supervisor/Hall Monitor classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: COMPUTER TECHNICIAN**QUALIFICATIONS:**

1. Education: Minimum of a high school diploma or equivalent; college-level coursework in information technology, computer science, or a related field preferred.
2. Experience with computer hardware troubleshooting, software installation, printer setup, and basic network support preferred.
3. Ability to work effectively and collaboratively with students, teachers, and administrators.
4. Ability to assist students and staff with technology use in a patient and supportive manner.
5. Ability to perform the physical requirements of the position. Employees shall not be required to lift more than forty (40) pounds without assistance.
6. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To assist students and staff in the effective daily use of computers, technology equipment, and related software, and to support the maintenance and organization of district technology resources.

RESPONSIBILITIES:

1. Assist students and staff with the operation and use of computers, printers, projectors, and other technology equipment and software.
2. Assist classroom teachers with technology lesson preparation and planning.
3. Research grade- and subject-appropriate web resources for teachers as requested.
4. Assist with the maintenance, cleaning, and inventory of computers, printers, and related hardware.
5. Assist with the procurement and inventory of appropriate hardware and software.
6. Assist in maintaining a safe, clean, and organized technology environment across school facilities.
7. Assist with networking and wireless technology support as needed.
8. Perform other duties within the Computer Technician classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: Nine (9) months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education.

TITLE: PARAPROFESSIONAL – At-Risk / Title I Instructional Assistant

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent. To work in a Title I-funded position, the employee must satisfy the Highly Qualified Paraprofessional standard under applicable federal law (ESEA/Every Student Succeeds Act), which is met by an Associate Degree, two (2) years of college credit, or passage of a formal state or local academic assessment. The Employer shall provide reasonable support and paid time to assist any employee in meeting this standard if not met at time of hire.
2. Experience working with students who have experienced academic, social, emotional, or economic barriers to learning preferred; not required at time of hire.
3. Ability to work effectively and patiently with students in small-group and individual instructional settings.
4. Ability to implement instructional strategies and intervention programs as directed by the classroom teacher.
5. Demonstrated patience, consistency, and commitment to the success of all students.
6. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee prior to or within thirty (30) days of the start of duties requiring such certification. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
7. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To provide effective academic and social-emotional support to students identified as at-risk, working collaboratively with the classroom teacher to close learning gaps, improve outcomes, and support the well-being of each student served by Title I or other at-risk programs.

RESPONSIBILITIES:

1. Provide direct instructional support to individual students and small groups, following lesson plans and intervention strategies established by the classroom teacher.
2. Reinforce skills and concepts introduced by the classroom teacher through guided practice, review, and re-teaching using approved strategies.
3. Support the social and emotional well-being of students; model and reinforce positive behavioral expectations consistent with the school's behavioral framework.
4. Assist in monitoring and documenting student progress; maintain accurate records as directed by the classroom teacher.
5. Assist in administering approved assessments under the direction of the classroom teacher or building administrator.
6. Communicate regularly and professionally with the classroom teacher regarding individual student needs, progress, and concerns.

7. Participate in required professional development, team meetings, and program training. All required training and certifications shall be provided at the Employer's expense and on compensated work time.

8. Maintain confidentiality regarding students and families in accordance with applicable law and district policy.

9. Perform other duties within the At-Risk Paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kaskaskia Public Schools Board of Education. Continuation of this position is subject to program operation; any reduction in force or hours shall be governed by the seniority and layoff provisions of the Master Agreement.

TITLE: PARAPROFESSIONAL – Great Start Readiness Program (GSRP)

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent. Child Development Associate (CDA) credential or equivalent early childhood coursework preferred; not required at time of hire. The Employer shall provide or arrange any state-mandated GSRP staff qualification requirements, with all training completed at the Employer's expense and during compensated work time.
2. Knowledge of early childhood development principles and age-appropriate instructional strategies for four-year-old children, or demonstrated willingness to develop such knowledge through district-provided training.
3. Experience working with preschool-aged children in a school, licensed childcare, or structured early learning setting preferred.
4. Ability to communicate and work effectively with young children, families, and colleagues.
5. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee prior to or within thirty (30) days of the start of duties requiring such certification. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
6. Must meet all background check and health screening requirements applicable to GSRP programs. The Employer is responsible for informing employees of these requirements and for providing or arranging required compliance activities at no cost to the employee.
7. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To work collaboratively with the GSRP Lead Teacher to implement a high-quality preschool program that supports the social, emotional, physical, and cognitive development of each four-year-old child in a safe, nurturing, and inclusive environment, consistent with GSRP program guidelines and Michigan Department of Education requirements.

RESPONSIBILITIES:

1. Work with the GSRP Lead Teacher to carry out daily lesson plans, learning centers, and activities aligned with the GSRP curriculum and program guidelines.
2. Support the whole-child development of each student in the program, including during transitions, meals, outdoor play, and rest periods.
3. Assist with classroom preparation, organization of materials, and maintenance of a safe, welcoming, and developmentally appropriate learning environment.
4. Assist in conducting developmental screenings, observations, and documentation as directed by the Lead Teacher.
5. Maintain required GSRP program records, including attendance and meal counts, as directed.
6. Participate in required GSRP professional development, program planning sessions, and coaching activities. All required training and certifications shall be provided at the Employer's expense and on compensated work time.

7. Communicate regularly and professionally with the Lead Teacher regarding individual student needs, progress, and family concerns.
8. Assist with family engagement activities, home visit preparation, and parent-teacher conferences as directed by the Lead Teacher.
9. Maintain confidentiality regarding students and families in accordance with applicable law, district policy, and GSRP program requirements.
10. Perform other duties within the GSRP Paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months, or as established by the GSRP program calendar. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education. Continuation of this position is subject to GSRP program funding and operation; any reduction in force or hours shall be governed by the seniority and layoff provisions of the Master Agreement.

TITLE: PARAPROFESSIONAL – Strong Beginnings Early Childhood Program (Age 3 Pilot)

QUALIFICATIONS:

1. Education: Minimum of a high school diploma or equivalent. Child Development Associate (CDA) credential, early childhood education coursework, or equivalent experience preferred; not required at time of hire.
2. Knowledge of early childhood development principles and age-appropriate learning strategies for three-year-old children, or willingness to develop such knowledge through district-provided training. Experience with children ages 2-4 in a school, licensed childcare, or structured early learning setting is preferred.
3. Ability to work patiently, consistently, and with warmth with young children who may be experiencing their first structured learning environment.
4. Ability to communicate effectively and professionally with young children, families, colleagues, and program partners.
5. Ability to support children with a wide range of developmental readiness levels, including those with identified delays or disabilities, in a developmentally appropriate and inclusive setting.
6. Current CPR and First Aid certification (adult, child, and infant). If not currently certified, the Employer shall provide certification training at no cost to the employee prior to or within thirty (30) days of the start of duties requiring such certification. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
7. Must meet all background check and health screening requirements applicable to early childhood programs. The Employer is responsible for informing employees of these requirements and for providing or arranging required compliance activities at no cost to the employee.
8. Evidence of a satisfactory employment record.

SUPERVISOR: Building Principal

JOB GOAL: To work collaboratively with the Strong Beginnings Lead Teacher to provide a safe, nurturing, and developmentally appropriate early learning environment for three-year-old children, supporting each child's readiness for preschool and beyond through play-based, whole-child instruction consistent with the goals of the Strong Beginnings pilot program.

RESPONSIBILITIES:

1. Work with the Lead Teacher to implement daily lesson plans, activities, and learning routines aligned with the Strong Beginnings curriculum and program goals.
2. Support the social, emotional, physical, and cognitive development of each three-year-old child, recognizing and responding to the wide range of developmental stages present in this age group.
3. Supervise and support children throughout the program day, including during transitions, meals, outdoor play, sensory activities, and rest periods, maintaining safety at all times.
4. Assist with classroom setup, preparation of materials, and maintenance of a clean, organized, and developmentally appropriate learning environment designed for three-year-olds.

5. Support children's developing self-regulation, social skills, and independence using positive, age-appropriate guidance strategies established by the Lead Teacher.
6. Assist in observing and documenting individual children's developmental progress as directed by the Lead Teacher; communicate concerns regarding a child's development or well-being promptly.
7. Assist with personal care needs of young children (e.g., toileting assistance, hand washing, mealtime support) as appropriate to the age group and individual child need. All personal care shall be carried out with dignity and in a manner that supports the child's growing independence.
8. Maintain required program records, including attendance and other documentation as directed.
9. Participate in required professional development, program planning sessions, and pilot program evaluations. As this is a pilot program, the employee may be asked to participate in program feedback processes; such participation shall be on compensated time. All required training and certifications shall be provided at the Employer's expense and on compensated work time.
10. Communicate regularly with the Lead Teacher regarding individual children's needs, progress, and family concerns; assist with family engagement activities and parent communications as directed.
11. Maintain confidentiality regarding students and families in accordance with applicable law and district policy.
12. Perform other duties within the Strong Beginnings Paraprofessional classification as assigned by the Building Principal.

TERMS OF EMPLOYMENT: One Hundred Eighty (180) Days / 9 months, or as established by the program calendar. This position is subject to all applicable provisions of the Master Agreement between KASE and the Kalkaska Public Schools Board of Education. This position is part of a pilot program; continuation is subject to program funding and operation. Any reduction in force or hours shall be governed by the seniority and layoff provisions of the Master Agreement.