

**LETTER OF AGREEMENT BETWEEN
MATTAWAN CONSOLIDATED SCHOOLS (“the District”)
MATTAWAN EDUCATION ASSOCIATION (“the Association”)**

17.1 Evaluation of Collective Bargaining Unit Members

Collective Bargaining Unit Members will be evaluated pursuant to a performance evaluation system consistent with the Revised School Code Section 1249 and the Teachers’ Tenure Act.

17.2 Evaluation Tool

The performance evaluation system will include the following:

- A. Specific performance goals collectively agreed upon by the Collective Bargaining Unit Member and Evaluator to improve their effectiveness in the upcoming school year
 - a. The use of the evaluation tool rubric as 80% of the year-end evaluation determination
 - b. The use of student growth and assessment data as 20% of the year-end evaluation determination, this will be based on a measurement tool collectively agreed upon by the Collective Bargaining Unit Member and Evaluator
- B. Assigns a rating of Effective, Developing, or Needing Support
- C. District will post required information for the evaluation tool on the district website
- D. Training on the evaluation tool for all Collective Bargaining Unit Members and evaluators as required by law

17.3 Evaluation Frequency

- A. Probationary Collective Bargaining Unit Members, for the first three years with the district, will be evaluated on an annual basis; once tenure is obtained the Collective Bargaining Unit Member may be evaluated on a tri-annual basis
- B. Tenured Collective Bargaining Unit Members at the district with three consecutive years of effective rating may be evaluated on a tri-annual basis
 - a. If a Collective Bargaining Unit Member transfers to a new position, the Superintendent may choose to move the Collective Bargaining Unit Member to annual evaluations until an effective rating
- C. A Collective Bargaining Unit Member who does not receive an effective rating will be evaluated every year until three consecutive years of effective rating can be obtained
- D. The administration may move to an evaluation on an off scheduled year if concerns are observed in accordance with the district’s evaluation tool.

17.4 Formal Evaluation Procedure

The procedures for completing formal evaluations are as follows

- A. The Collective Bargaining Unit Member shall be notified no later than September 30 of the school year as to which administrator will be conducting the year-end evaluation
- B. The school administrator responsible for the Collective Bargaining Unit Member’s performance evaluation shall conduct a minimum of two of these observations
 - a. A minimum of 15 minutes with a review of the lesson plan, state curriculum standard, and observation of evaluation tool framework.
 - b. Written feedback between the Collective Bargaining Unit Member and the school administrator evaluator shall take place within ten school days after each observation. If requested, a post-observation conference to discuss the feedback will be arranged.

17.5 Unevaluated Collective Bargaining Unit Members

A Collective Bargaining Unit Member shall be designated as unevaluated for a school year if any of the following apply:

- A. Extenuating circumstances where the Collective Bargaining Unit Member and the Superintendent agree to designate the member as "unevaluated"
- B. If a Collective Bargaining Unit member receives an unevaluated designation, the member's rating from the school year immediately before that designation shall be used for consecutive purposes.

17.6 Developing and Needing Support Ratings

A Collective Bargaining Unit Member who receives a developing or needing support rating on their most recent year-end evaluation the following shall occur:

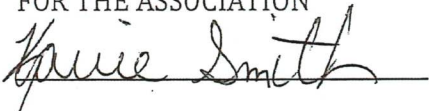
- A. A mid-year progress report, if required by law, which aligns with the Collective Bargaining Unit Members individual development plan, includes specific performance goals developed by the evaluator and any recommended training, coaching, professional development, or resources identified by the evaluator.
- B. A mentor (per section 8.5) shall be assigned to the Collective Bargaining Unit Member
- C. If a tenured Collective Bargaining Unit Member receives a rating of needing support on three consecutive year-end evaluations, the Collective Bargaining Unit member shall be discharged consistent with due process. The District is not precluded from discharging a Collective Bargaining Unit Member at other times as provided by the Teachers' Tenure Act.

17.7 Refuting an Evaluation

A tenured Collective Bargaining Unit Member who is rated as needing support shall use the following procedure to refute the rating:

- A. A tenured Collective Bargaining Unit Member may request a review meeting of the evaluation and the rating to the district's Superintendent within ten business days of the Collective Bargaining Unit Member being informed of the rating.
 - a. Meeting with the Superintendent shall be held no later than ten business days after receipt of the request for review. A written response to the review meeting with any modification of the year-end performance rating shall be provided to the teacher within ten business days after the meeting.
 - b. A tenured Bargaining Unit Member may submit a rebuttal to the final evaluation and will be attached to the final evaluation and placed in the Bargaining Unit Member's personnel file.

FOR THE ASSOCIATION

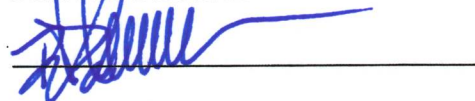


Kim Largen, President or Karrie Smith, Lead Negotiator

Mattawan Education Association

Dated: 7-10-24

FOR THE DISTRICT



Randy Fleenor

Superintendent

Dated: 8-12-24

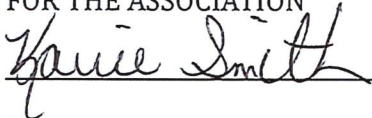
**LETTER OF AGREEMENT BETWEEN
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MATTAWAN EDUCATION ASSOCIATION (“the Association”)**

18.1 Discipline

Disciplinary action regarding an employee shall be taken in accordance with the following guidelines following the principles of due process:

- A. A Collective Bargaining Unit member shall be entitled to have a representative of the Association present at a formal conference at which the Collective Bargaining Unit Member is to be disciplined. The Association representative shall be informed of the subject matter along with the ability to meet privately with the Collective Bargaining Unit Member in advance of such a required meeting.
- B. Any formal complaint made against a Collective Bargaining Unit Member by a parent, student or other will be promptly called to the attention of the employee.
- C. It is understood and agreed that except as the seriousness of an offense in the opinion of the District shall otherwise require, the following progressive system of discipline
 - a. Discussion of the problem between Collective Bargaining Unit Member and Administrator
 - b. Written warning (Counseling Memo) by administrator
 - c. Written reprimand by administration
 - d. Suspense with pay and benefits
 - e. Suspension without pay and benefits
 - f. Discharge

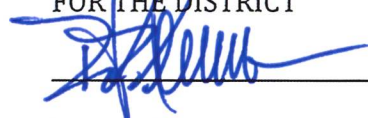
FOR THE ASSOCIATION



Kim Largen, President or Karrie Smith, Lead Negotiator
Mattawan Education Association

Dated: 7-10-24

FOR THE DISTRICT



Randy Fleenor
Superintendent

Dated: 8-12-24

**LETTER OF AGREEMENT BETWEEN
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MATTAWAN EDUCATION ASSOCIATION ("the Association")**

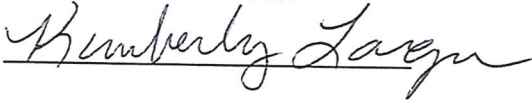
I. Modify Section 16.9 Merit Pay.

Merit Pay Merit pay shall be based on the following:

The building in which a Bargaining Unit Member is working must receive a Green, Lime, Yellow, or Orange on the building's accountability scorecard from the state of Michigan. This rating will be based on current legislative laws if the Accountability Scorecard is no longer used. The Bargaining Unit Member must achieve an effective rating on their evaluation in the current year.

If these two objectives are achieved, the Bargaining Unit Member will receive a five hundred dollar (\$500) payment in their last paycheck in June. Said payment is for the purpose of rewarding achievement of specific evaluated performance objectives. Under Public Act 300 of 1980, MCL 38.1303(a), merit payments are reportable compensation subject to Michigan Public School Employees Retirement System (MPSERS). Any Bargaining Unit Member who receives a "developing" or "needing support" rating will not receive merit pay.

FOR THE ASSOCIATION

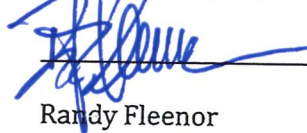


Karrie Smith, President or Kim Largen, Lead Negotiator

Mattawan Education Association

Dated: 6/26/24

FOR THE DISTRICT



Randy Fleenor

Superintendent

Dated: 8/12/24

