# MASTER AGREEMENT

**between**

# West Ottawa Public Schools

**and the**

# West Ottawa Education Association

# 2024 - 2027

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# MASTER AGREEMENT

**for the**

**WEST OTTAWA PUBLIC SCHOOLS**

**2024 - 2027**

## AGREEMENT

This Agreement made and entered into this 17th day of June, 2024, by and between the WEST OTTAWA SCHOOL DISTRICT, Ottawa County, Michigan, hereinafter referred to as the District, and the WEST OTTAWA EDUCATION ASSOCIATION, hereinafter referred to as the Association.

## ARTICLE 1
## PURPOSE AND INTENT

1.01 The District and the Association recognize: That their joint objective is to provide a quality education to the students of the District, and that the quality of the education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the Administration. The provisions of this Master Agreement set forth the specific rights and obligations of the parties to this Agreement in attempting to work toward the goals stated in this section.

1.02 Being engaged in a mutual endeavor in the public interest, the District and the Association encourage fair and harmonious relations between their respective representatives at all levels.

1.03 In the above spirit and pursuant to the requirements of Act 336 of the Michigan Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, the District and the Association herein set forth their Agreement with respect to rates of pay, wages, hours and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Article 2 who are covered hereby, insofar as such matters are not controlled by applicable Michigan Laws, such Laws superseding anything which may be contained herein.

## ARTICLE 2
## RECOGNITION

2.01 **BARGAINING UNIT** Pursuant to and in accordance with applicable provisions of Act 336 of the Michigan Public Acts of 1947, as amended by Act 379 of the Michigan Public Acts of 1965, the District hereby recognizes the Association as the sole bargaining agent for purposes of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment for those employees of the District, described as all full-time classroom teachers, all part-time classroom teachers, vocational instructors, teacher consultants, counselors, special education teachers, librarians, specialists, psychologists, speech and language pathologists, MTSS, PBIS, instructional coaches, behavioral support specialists, social workers, and all other professional employees of the District. It is understood that guest teachers, shared time teachers who work exclusively in this capacity as defined by the Agostini decision, all supervisory, administrative, and executive personnel, including, but not limited to, superintendents, assistant superintendents, principals, and assistant principals, and all other employees not specifically included as part of the bargaining unit as mentioned above shall not be covered by this Agreement.

The term "teacher" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining unit. When used hereinafter, the term "non-classroom professional" or "NCP" shall refer to those employees whose employment is not regulated by the Michigan Teachers' Tenure Act, as amended, MCL38.71 et seq, which shall include but may not be limited to bargaining unit employees who are not required to possess a valid Michigan teaching certificate for their assignment or employees who do not possess a valid Michigan teaching certificate.

2.02 **SUPERVISORS** Supervisory personnel are employees of the District whose principal responsibility and authority as defined in the job description is to hire, assign, transfer, evaluate, reprimand, or otherwise direct the work responsibilities of employees of the District, using independent judgment.

Teachers performing these functions in relation to non-professional employees or performing any of the supervisory functions on a limited basis shall not be considered supervisors.

## ARTICLE 3
## DISTRICT RIGHTS

3.01 The District retains exclusively all of its legal customary and normal functions of management of the affairs of the District including, but not limited to, the determination of the number and types of schools and the location, schedule, curriculum and staffing thereof, the hiring, transfer, promotion and demotion of its employees, the establishment and enforcement of rules to maintain efficiency of discipline among its employees, and the suspension, discipline, and discharge of its employees for cause. The Board retains all rights except those limited by the specific terms of this Agreement.

## ARTICLE 4
## ASSOCIATION RIGHTS

4.01 **WOEA REPRESENTATIVES** The Association shall keep the Superintendent informed of the names of its President, Chief Negotiator, and Association Representatives.

4.02 **BULLETIN BOARDS** Bulletin board space will be made available to the Association for posting notices of Association activities, provided that requests for posting such material will be coordinated with the administration involved as to the appropriate bulletin board to be used.

4.03 **USE OF EQUIPMENT AND FACILITIES** The Association will be allowed to use equipment and facilities for Association meetings and other business with administrative approval. Materials used by the Association for Association business shall be provided and paid for at cost.

4.04 **FURNISHING INFORMATION** The Board agrees to furnish the Association, in response to reasonable requests, all normally available information in the form kept by the District concerning finance and other information, unless release of such information is expressly prohibited by law.

4.05 **WOEA MEETINGS** Members of the WOEA Executive Board will be excused from any staff meetings to attend WOEA Executive Board meetings, which shall be scheduled on the first Monday that school is in session each month. The WOEA may schedule up to three membership meetings each school year, and no staff meetings will be called for that day providing advance notice is given to the administration.

4.06 **ASSOCIATION RELEASED TIME** The Association President or Chief Negotiator shall have one (1) planning period of paid release time during each student day to work on District/Association business. The Association will notify the District whether the President or Chief Negotiator will be receiving the release time by the end of the prior academic school year. As required by State law, the Association shall reimburse the full MPSERS retirement cost paid by the District on behalf of the teacher for the release time. The payment shall be made no later than ten (10) days after the last school day for the year provided the invoice is issued by the District by June 1st.

## ARTICLE 5
## VOLUNTARY MEMBERSHIP

5.01 **VOLUNTARY MEMBERSHIP DUES** Each bargaining unit member may join the Association and pay union dues or decline to join the Association and decline to pay union dues.

## ARTICLE 6
## TEACHER RIGHTS

6.01 **RECOMMENDATIONS TO BOARD** Teachers may make recommendations to the Board for the Board's consideration in establishing the curriculum goals and objectives of the District. These goals and objectives should reflect the desires and ideals of the community. The teachers may make such recommendations through their representative on the West Ottawa Leadership Team. The teachers will carry out appropriate instruction within the instructional guidelines of the District.

6.02 **TEACHER DISCIPLINE** No written reprimand shall be placed in a teacher's file nor shall more stringent discipline be taken without just cause. A teacher shall be entitled to have present a representative of the Association during any such disciplinary action and shall be so advised before any action is taken.

In the event discipline is necessary, the District agrees to follow a policy of progressive discipline unless the administration determines the teacher's action was of a nature that requires more serious measures.

When a teacher has engaged in conduct that is minor in nature and/or it is the first time such conduct has occurred, the administration may issue an oral warning. This does not, however, prohibit the administration from keeping an administrative record of the oral warning, provided that this administrative record must be placed into the teacher's personnel file within six (6) months from the date of the oral warning was recorded on paper, if it is to be used for employment purposes.

6.03 **INDIVIDUAL CONTRACTS** The parties, at this time, recognize the need and validity of individual contracts of employment for teachers of migrant programs and teachers who teach beyond the normal school year between the District and employees who are covered by the Agreement. The District agrees not to eliminate, for individual employees in said contracts, rights or benefits specifically granted in this agreement.

6.04 **LUNCH PERIOD** All teachers shall be provided a duty-free lunch period of at least thirty (30) minutes.

6.05 **COMPLAINT AND DUE PROCESS PROCEDURES**

A. Any report of unsatisfactory conduct or any unsatisfactory report submitted by parents, students, other teachers, or based on any other sources of information shall be discussed with the teacher within ten (10) work days from the receipt of the complaint and the teacher will be given an opportunity to respond to the report. All complaints to be placed in a teacher's file shall include the names of the complainants, date, and details of the complaint, provided that the District may withhold the names of the complainants from the teacher in extreme circumstances, and further provided that the Association may grieve the reasonableness of withholding the complainant's name in any given situation.

B. The District or the teacher may ask any complainants to meet with the teacher to provide the teacher and the complainants with the opportunity to resolve the issue.

C. Upon receipt of a complaint, the District shall investigate the complaint to determine its accuracy. If the complaint is found to be unsubstantiated by the administration, the complaint and all copies of the complaint will be destroyed. Verification of the complaint being destroyed will be communicated via email to the teacher.

   If the completed investigation by the District does not provide sufficient evidence to determine whether the complaint is accurate or not, the complaint and all investigative documents will be maintained in an investigative file separate from the teacher's personnel file unless the District is otherwise required by law to destroy the complaint and investigative file. Investigative files will not be released to third parties unless required by law.

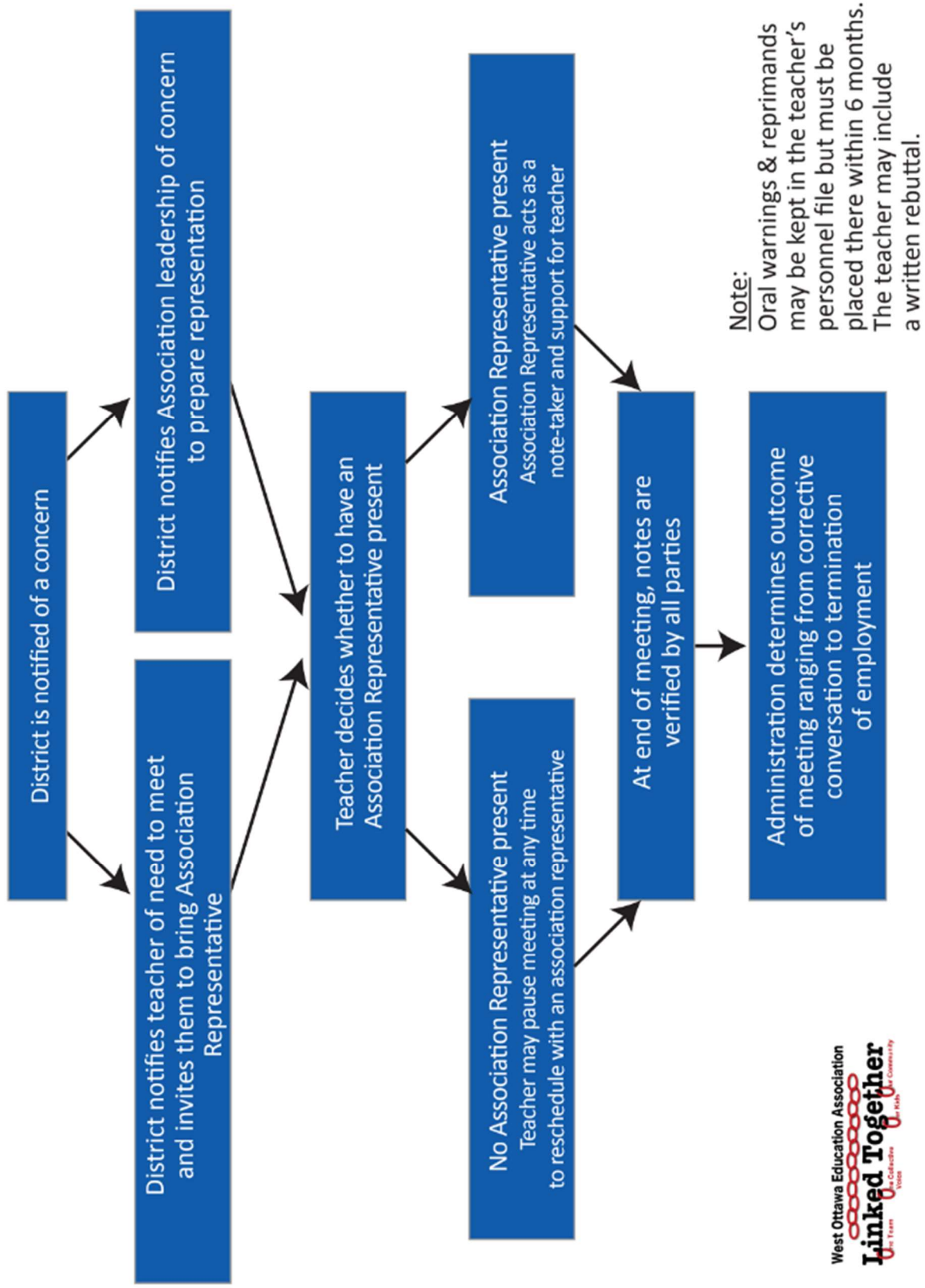
D. If the teacher's personnel file contains information which the teacher believes is false and the information is not related to a prohibited subject of bargaining, the Associate Superintendent for Human Resources will meet with the teacher to discuss removing and destroying said material. Only after this meeting may the teacher utilize the contractual grievance procedure to have said material removed and destroyed. It is understood that the teacher may not utilize the contractual grievance procedure to seek relief involving any prohibited subject of bargaining.

E. The teacher shall have the right to attach a written response to any complaint, and this written response will be attached to all copies of the complaint.

# DUE PROCESS FLOWCHART

WEST OTTAWA PUBLIC SCHOOLS

## ARTICLE 6.05

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## 6.06 TEACHER SAFETY

A. The parties recognize their mutual responsibility to provide the maintenance of control and discipline in the classroom. In the event of an assault upon a teacher, causing bodily harm requiring medical attention, directly related to the performance of their duty, the District shall render reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. Time lost, by reason of any assault, shall not result in loss of pay or leave time. However, losses compensated for by Worker's Compensation shall not be compensated under this section.

B. In the event of a direct threat against a specific teacher that is deemed credible, the teacher may submit a request for mental wellness day(s) to the Associate Superintendent of Human Resources for review and determination.

C. Prior to a student's reintegration into the classroom a restorative meeting will be held with the following participants; administrator, teacher, and student. Support professionals and parents will be included where appropriate.

D. Teachers are expected to follow state law, Board Policy, and administrative guidelines pertaining to seclusion, restraint, corporal punishment and the use of physical force with students.

## 6.07 REIMBURSEMENT FOR DAMAGE

A. The District agrees to reimburse teachers for reasonable losses related to the destruction of clothing, personal property, and/or glasses due to an assault on a teacher while performing their professional responsibility by a pupil, or a pupil's guardian or family member provided:

   1. That in the opinion of the Principal or Immediate Supervisor the teacher was exercising reasonable care in dealing with the student.

   2. Within three (3) days of the occurrence the teacher shall file a written report with the building administrator detailing the incident.

   3. The District will reimburse teachers for a reasonable amount.

   4. Teachers may be required to submit evidence of the amount of damage done.

B. Teachers who have personal teaching equipment stolen, damaged, or destroyed from their classroom, shall be reimbursed the replacement cost of such equipment provided the principal has received a written list of the personal equipment that the teacher has in the building or on school property and has approved of its use.

C. Teachers who have insured vehicles on the District's premises which are stolen or damaged, through no fault of the teacher, and occurs as a result of being onsite to perform contractual

work shall be reimbursed for such property by the District less any insurance settlements. The damage or theft must be properly reported to the police and building administrator immediately after the discovery of the damage or loss. This does not include traffic accidents between two employees.

6.08 **MAILBOXES** Each teacher shall be provided with a mailbox. Teachers shall be allowed to use the inter-school service.

6.09 **TEACHING SUPPLIES** Teachers shall be provided with the supplies, furniture, and equipment necessary to teach with and sufficient workroom space in which to prepare. Any alleged violation shall be subject to the grievance procedure through the Board level. The removal of any district provided teaching supplies may result in a required reimbursement to the district. Supplies may include but not be limited to: technology, supplies, furniture, therapy dogs, curriculum materials, etc.

6.10 **STAFF CENTER** Each school building in the District shall have at least one staff center designated for teachers.

6.11 **PARKING** Each school building shall have adequate off-street parking designated for teachers.

6.12 **ADEQUATE CLASSROOMS** Classrooms shall be adequate for the subjects being taught.

6.13 **NON-DISCRIMINATION** The Board shall not knowingly discriminate against and/or between teachers on the basis of their race, religion, color, national origin, ancestry, age, sex, gender identity, sexual orientation, marital status, and/or physical characteristics.

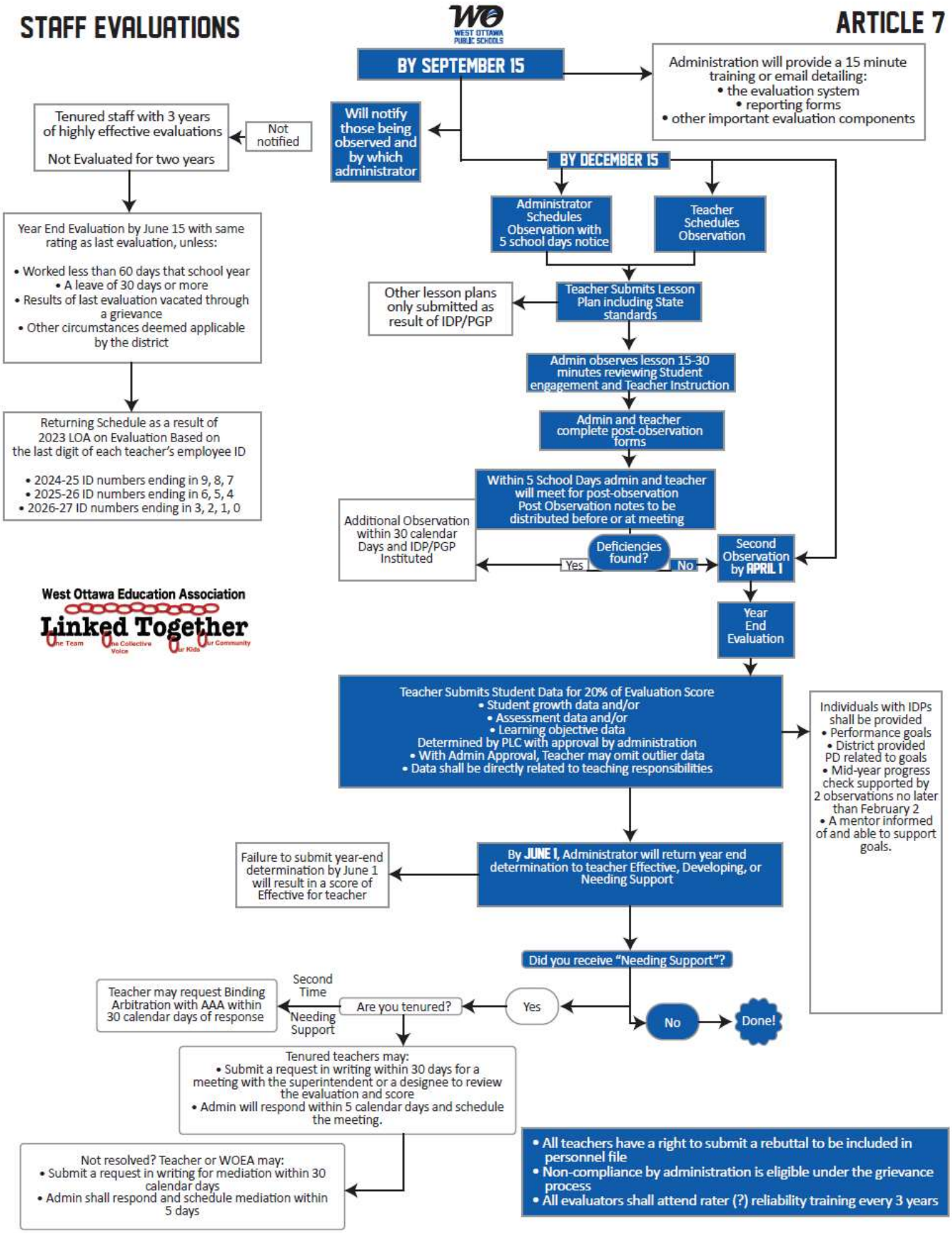
6.14 **PROFESSIONAL DRESS** Teachers shall be dressed in professional or business attire during their professional responsibilities. On Fridays or days designated by building administration, teachers shall continue to dress professionally but are allowed to wear blue jeans with black/white or West Ottawa apparel.

## ARTICLE 7
## TEACHER EVALUATION

7.01 Pursuant to the requirements of Senate Bill 395 which amends the Revised School Code 1249, 1249a, and 1249b, the District will adhere to the requirements of Public Act 224 signed November 22, 2023 and effective July 1, 2024.

# STAFF EVALUATIONS

# ARTICLE 7

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## ARTICLE 8
## GRIEVANCE PROCEDURE

8.01 The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which are subject to this procedure. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each step of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration in an effort to resolve matters without recourse to the grievance procedure. Nothing in this agreement shall be construed to restrict or deny the District its full rights and authority to take any action it deems necessary to comply with Federal and State law.

8.02 A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or a violation, misinterpretation or inconsistent application of any Board policy or regulation involving wages, hours, and/or conditions of employment may be processed as a grievance in accordance with the procedures contained herein.

It is recognized by the parties that the Board reserves the sole and exclusive right to change, modify or revise, in any manner the Board deems appropriate, any policy or regulation of the Board in existence or hereinafter adopted and such action by the Board shall not be subject to the grievance procedure by any teacher, or the Association, provided such change, modification or revision does not violate the express and specific terms of this Agreement.

The term “days” when used in this article means workdays, and the number of days indicated at each step are to be considered as maximum.

8.03 Step One - Immediate Supervisor

A. A grievance may be filed in writing with the principal or appropriate administrator within twenty (20) days from the time the grievance is known or should have been known to exist.

B. The grievance shall be identified as “individual” or as “Association.”

C. The principal or appropriate administrator will meet with the grievant and/or the Association within ten (10) days after receiving the grievance. The principal or appropriate administrator will respond in writing within ten (10) days of this grievance meeting.

8.04 Step Two – Superintendent

In the event the aggrieved person is not satisfied with the disposition of their grievance at Step One, or if no decision has been communicated within ten (10) days after presentation of his grievance at Step One, they may within ten (10) days file a copy of the grievance with the Association’s Grievance Committee. If the Committee decides that there is a legitimate grievance, the grievance shall be presented to the Superintendent within ten (10) days. The Superintendent will meet with the grievance committee within ten (10) days after receiving the grievance and shall complete their decision in writing within ten (10) days after this joint meeting.

8.05 Step Three - Board

In the event the Grievance Committee is not satisfied with the disposition of the grievance at Step Two, or if no decision has been stated in writing within ten (10) days from the date of the joint meeting, the Grievance Committee may within ten (10) days refer the grievance to a committee of the Board of Education as appointed by the Board. Within fifteen (15) days of receipt of the grievance, the committee of the Board shall meet with the Association's Grievance Committee for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be arrived at and transmitted to the Association within ten (10) days after the meeting.

Only the Association may appeal a grievance to arbitration.

8.06 Step Four - Arbitration

A. In the event the grievance is not satisfactorily resolved at Step Three, or if no decision is reached within the ten (10) day period, the Association shall have the right to appeal to arbitration by submitting a written Demand to Arbitrate within fifteen (15) days of the answer at Step Three.

B. The arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association (AAA). The costs and expenses of the arbitrator shall be shared equally by the Board and the Association.

C. During all proceedings in connection with the arbitration, the rules of the AAA shall be observed.

D. The decision of the arbitrator shall be final and binding.

E. The authority of the arbitrator shall be limited to interpretation of this Agreement and the arbitrator shall have no authority to add to, detract from, or vary the terms of the Agreement.

F. It is further recognized that the following matters are not subject to the arbitration procedures:

1. The failure to re-employ any probationary teacher.

2. Failure to re-employ any teacher to a position on Schedule B.

3. Discipline of a Non-tenured teacher. The discipline of tenured teachers and NCPs can still be subject to arbitration

4. Teacher placement and layoff/recall decision.

5. Teacher evaluation rating and process, except as provided by MCL 380.1249.

6. Any procedure that is subject to the specific procedures under the Teacher Tenure Act.

7. Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of law.

8.07 The Association and the Board may mutually agree in writing to waive one or more of the steps in the grievance procedure in an effort to expedite the solution of the grievance. Every effort should be made to expedite the process. In the absence of the principal or superintendent, an officially designated representative shall be responsible to carry out the grievance procedure.

8.08 Failure of the Association or the aggrieved to advance a grievance through the grievance procedure within the established time limits shall result in said grievance being considered withdrawn without prejudice to future grievances of a similar nature. If the Administrator or Board fails to respond to each step according to the established time limits, the grievance may be appealed to the next step in the grievance procedure.

8.09 The time limits may be extended by written mutual consent.

8.10 Any grievant may have present at any meeting or hearing at any step of the grievance procedure Association Grievance Committee members, Association officers and/or an Association representative.

8.11 An Association grievance may, by mutual consent of the parties, commence in writing at either Step One or Step Two of the grievance procedure.

8.12 No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

8.13 All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of all participants.

8.14 Access shall be made available to all parties of all public documents, communications and/or records upon which any party relies in the course of processing a grievance, unless release of such information is expressly prohibited by law.

8.15 Meetings relating to grievances, and investigation, discussion or processing of grievances shall be done outside normal Schedule A hours unless mutually agreed otherwise.

8.16 Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment, and further provided that individual teachers may only present grievances through the Board step. Only the Association has the authority to appeal a grievance to arbitration.

# STAFF GRIEVANCE PROCESS

# ARTICLE 8

**BARGAINING UNIT MEMBER HAS A GRIEVANCE** → **ATTEMPT TO RESOLVE CONCERN INFORMALLY** — Informal discussion with Immediate Supervisor to attempt resolution → **DID THIS RESOLVE THE CONCERN?**

NO → **FILE WRITTEN GRIEVANCE**

File written grievance with principal by teacher(s) or Association
- Must file within 20 days of alleged violation
- Must state section of contract violation
- Must be signed by aggrieved party

→ **STEP 1 — IMMEDIATE SUPERVISOR PROVIDES WRITTEN RESPONSE**

Immediate Supervisor provides written response within 10 days of the receipt of the written grievance and meets with the teacher

**DID THIS RESOLVE THE CONCERN?**

YES → **GENERAL GRIEVANCE FILED BY PRESIDENT OF ASSOC.** — President has right to file a grievance directly with Superintendent, or designee

NO → **STEP 2 — GRIEVANCE COMMITTEE REFERS GRIEVANCE TO SUPERINTENDENT**

Grievance Committee refers to Superintendent within 10 days of receipt of Immediate Supervisor's response

→ **GRIEVANCE COMMITTEE MEETS WITH SUPERINTENDENT**

Superintendent, or designee, will meet with the Grievance Committee within 10 days of receipt of the grievance

→ **SUPERINTENDENT PROVIDES WRITTEN RESPONSE**

Superintendent, or designee, will provide a written response within 10 days of the meeting and forward a copy to the Board of Education

**IS THE GRIEVANCE COMMITTEE SATISFIED AND/OR WAS A RESPONSE RECEIVED?**

NO → **SUBMIT GRIEVANCE TO BOARD**

Submit grievance to the Board within 10 days of the Superintendent's response

→ **HEARING HELD BY BOARD**

Within 15 days of receipt of the grievance, the Board will meet with the Grievance Committee

→ **STEP 3 — BOARD PROVIDES WRITTEN RESPONSE**

- The Board will issue its response in writing within 10 days after the hearing
- A copy of the response will be sent to the Association

**DID THIS RESOLVE THE CONCERN?**

NO → **STEP 4 — SUBMIT GRIEVANCE FOR ARBITRATION**

Only the Grievance Committee may submit for arbitration within 15 days of receipt of Board's response
- Must be filed by the Association
- Must be filed with American Arbitration Association (AAA)
- Arbitration is binding, the authority of the Arbitrator is limited to the interpretation of this Agreement
- Fees and expenses shall be shared equally between the Board and Association

YES → **STEP 4 — SUBMIT GRIEVANCE FOR ARBITRATION**

YES → **STEP 3 — BOARD PROVIDES WRITTEN RESPONSE**

YES → **STEP 2 — GRIEVANCE COMMITTEE REFERS GRIEVANCE TO SUPERINTENDENT**

YES → **STEP 1 — IMMEDIATE SUPERVISOR PROVIDES WRITTEN RESPONSE**

YES → **DID THIS RESOLVE THE CONCERN?**

YES → **ATTEMPT TO RESOLVE CONCERN INFORMALLY**

- Time limits provided shall be strictly observed, unless extended by mutual consent
- Time limits may be extended by written agreement of the parties
- No reprisals of any kind may be taken by or against any party of interest
- "Days" refers to working days

West Ottawa Education Association
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One Team One Collective Voice For Our Kids For Our Community

## ARTICLE 9
## VACANCIES, PROMOTIONS, AND TRANSFERS
## LAYOFF AND RECALL PROCEDURES

9.01 **DEFINITION OF CERTIFIED AND QUALIFIED** For the purposes of this article, the following definitions shall be applied:

**CERTIFIED:** Possessing a Michigan Certificate valid for the teaching level**.**

**QUALIFIED:** Qualifications mean and include appropriate state certifications and meeting all State and Federal requirements, and having attained a sufficient number of credit hours in subject areas to meet accrediting agency standards.

9.02 **SENIORITY** Seniority for all purposes under this Agreement shall be defined as the length of unbroken service within the bargaining unit since the last date of hire or transfer into the bargaining unit. Accumulation of seniority shall begin with the employee's first working day in the bargaining unit, defined as the last date of hire or transfer into the bargaining unit.

All bargaining unit seniority shall be lost by an employee upon resignation, retirement, transfer to a non-bargaining unit position, and/or discharge for cause. Neither layoff nor the taking of a leave as provided under this Agreement shall constitute a break in service. Seniority shall continue to accumulate during a leave as provided under this Agreement. During a period of layoff, seniority shall continue to accumulate up to the total amount of time that the teacher was employed by the district at the time of the layoff, and then shall be frozen. [Example: A teacher who is laid off at the end of the third year of employment shall continue to accumulate seniority while on layoff for up to three years, and will then be frozen at six years.]

An employee who terminates employment in the bargaining unit and is later rehired or transfers back into the bargaining unit shall begin as a new hire from the most recent date of hire and shall not retain any seniority from previous bargaining unit employment.

If two or more people have equal seniority, their seniority shall be determined by the highest last four digits of their social security numbers.

The Board shall maintain a current list of seniority. Not later than November 1 of each year, the District shall provide the Association President with a current seniority list.

9.03 **DEFINITION OF VACANCY**

Permanent Vacancy**:** A permanent vacancy is any job opening within the bargaining unit which the District intends to fill, including but not limited to, regular full-time or part-time jobs; newly created positions; any permanent opening in an existing job created by death, resignation, discharge, retirement, or permanent transfer; a position vacated by an employee on a paid or unpaid leave, or any other vacancy as determined by the District.

Temporary Vacancy**:** A temporary vacancy is defined as an opening within the bargaining unit created by an employee on a paid or unpaid leave . A temporary vacancy also includes

vacancies that occur on August 1 or later, that the District elects to post and fill as temporary vacancies.

9.04 **TEACHER PLACEMENT** On or before March 1 the Human Resources office will send out a request for transfer form. Teachers may request their top two desired positions or building locations within the district before April 1. The request shall specify the school, grade, and subject/position sought. Subject to possessing adequate certification, a request for voluntary transfer may be granted. No bargaining unit employee shall be discriminated against because of a request to transfer. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated.

When the Human Resources office is notified of a vacant teacher position, the Associate Superintendent of Human Resources will consult the request for transfer list. Upon identifying qualified requested transfers, the Associate Superintendent of Human Resources will confer with building administration. If a request of transfer is granted, the newly vacated position as a result of the transfer will be posted immediately. All teacher placement decisions will be made consistent with MCL 380.1248.

All teachers are able to apply for any position which they are qualified for at any time.

9.05 **STAFF REDUCTION**

A. Non-certificated teachers in the specific positions being reduced or eliminated will be laid off first, provided there are certified and qualified teachers to replace and perform all of the duties of the laid off teacher(s).

B. After reduction of teachers in part A of 9.05, teachers will be reduced based on a rolling three-year average of the teacher's evaluation composite scores. For teachers with less than three years of service, the District will use the rolling average of all available evaluation composite scores.

C. Written notice of layoff shall be given to affected teachers no later than July 1, prior to the school year in which the layoff is scheduled to take effect.

D. If an opening for which a teacher in part C is certified and is available by September 1, the laid off teacher will have the first right to the position. If there were multiple laid off teachers qualified for the open position, teachers will be recalled in reverse layoff order.

E. After September 1 of the recall year, the District will no longer retain a recall list. Laid off teachers will have to reapply for any future position.

F. Reduction of a position from full-time to part-time shall be avoided whenever possible. Any reduction of a position from full-time to part-time shall be considered a layoff.

# ARTICLE 10
# LEAVES

## 10.01 PAID LEAVES

A. **BEREAVEMENT LEAVE** In the event of a teacher's absence because of a funeral at which the teacher is in attendance, a leave of absence shall be granted for a period of time which is of duration appropriate to the circumstances presented, up to a maximum of three (3) work days. This three (3) day limit may, upon request to the Associate Superintendent of Human Resources, for cause acceptable to the District, be extended for two (2) additional days, for a total maximum of five (5) days.

The District, at its discretion, may require verification of the death, relationship, and actual attendance at the funeral following the leave and may withhold payment if the employee(s) did not make immediate request for leave, prior to taking the time off, so that their work could be covered in their absence.

1. If the leave is for the death of an extended family member, all such leaves shall be deducted from the number of "PAID sick leave days" accumulated by the teacher.

2. In cases when the death involves a member of the teacher's immediate family, or the immediate family of the teacher's spouse, or the death of a relative living in the same household as the teacher, the teacher shall be paid for such leave time. Immediate family as used herein shall include only spouse, parent, grandparent, child, brother and sister, those who stood *in loco parentis*, and others as approved by the Associate Superintendent of Human Resources.

3. In the case of a death of a non-family member, the teacher shall be granted one (1) day of bereavement leave. The Associate Superintendent of Human Resources will have the discretion to extend the approved leave beyond one (1) day.

B. **MILITARY LEAVE** It is agreed that the matter of leave of absence for an employee during the period of their military service with the Armed Forces of the United States, and of their reinstatement thereafter, shall be governed by applicable statutes as they may be interpreted by decision of the Courts.

In the event members of the National Guard or Reserves are ordered to participate in activities which result in loss of time from their teaching responsibilities, such members will be paid the difference between the total amount paid by the government and the amount they would have otherwise received from the District. This payment shall apply only to the period not to exceed the first fifteen (15) working days after the period of being called into duty for which they would otherwise have received pay from the District.

C. **JURY DUTY** Teachers required to serve on jury duty or subpoenaed to testify in a judicial proceeding to which they are not a party, shall be allowed a leave of absence. Teachers who secure a leave for such purpose will be compensated the difference between what they receive for such duty, excluding travel allowances, and their normal pay.

D. **MATERNITY RELATED ILLNESS OR DISABILITY** Teachers may use sick leave and/or Sick Leave Bank, subject to the limitations in 10.01G, for maternity related illness or disability.

E. **PARENTAL CARE LEAVE** Employees that have arranged and been notified that adoption of a child has been secured, may use up to thirty (30) days paid sick leave, provided they have accumulated sick leave, are the primary caregiver in household, and are within six (6) weeks of the adoption date or the day in which the child enters the teacher's care. A leave for adoption should be one parent only. The employee shall provide the Associate Superintendent of Human Resources with proper documentation, when possible, at least six (6) weeks' notice should be given in writing of the intent to take an adoption leave and submitted to the Associate Superintendent of Human Resources. This adoption leave provision also applies to families who are welcoming a child via surrogacy.

F. **PERSONAL LEAVE** At the beginning of every school year each teacher shall be credited with three (3) paid personal leave days. A teacher planning to use a personal leave day or days shall notify their principal as early as possible. A personal leave day will not normally be granted for the day preceding or the day following holidays or vacation, and the first and last days of the school year. If a teacher requests personal leave time for the day preceding or the day following holidays or vacation, or the first or last days of the school year, the teacher may be asked to explain the reasons for the personal leave request.

Only one (1) personal leave day may be used after May 1 each year. In special circumstances, requests to use additional personal days after May 1 should be made to the Associate Superintendent for Human Resources.

The District will compensate an employee at a rate of $250 per day for any unused personal days at the conclusion of the school year. This election must be made in writing by June 1. If an employee receives compensation for a personal day, that day will not roll into a sick day and will be considered used. If an employee does not make an election for compensation for an unused personal day, then the day will automatically roll into a sick day.

Personal days will be prorated based on the date of hire.

G. **SICK LEAVE**

1. An employee who is injured, ill, or disabled, and whose claim of injury, illness, or disability is supported by satisfactory evidence, shall be granted a sick leave of absence without loss of pay up to fifteen (15) days in the first year of employment and up to ten (10) work days in any single school year thereafter, with unused leave cumulative to a maximum of one hundred (100) days. Employees with more than ninety (90) sick days in April can elect to be paid $40 for each day over ninety (90). This election must be made in writing by May 1.

2. After a period of three (3) consecutive sick days, the Associate Superintendent of Human Resources may request evidence of sick day use as the District may reasonably require.

H. **SICK LEAVE BANK** The District shall initiate a voluntary Sick Leave Bank.

1. The bank shall consist of voluntary teacher contributions. The Sick Leave Bank Committee shall be comprised of the Association President, Association Chief Negotiator, Associate Superintendent of Human Resources, and Chief Financial Officer.

2. Teacher contributions are to be made in September of each year during the life of this contract. A Sick Leave Bank donation form is due to the Associate Superintendent of Human Resources by May 1.

   a. Teachers utilizing the sick leave bank must have evidence of donating minimally one (1) day.

   b. This requirement is waived for teachers in their first three (3) years of service.

3. The total number of Sick Days available for use in a school year will be capped at five hundred forty (540). The Bank may accumulate days in excess of five hundred forty (540). Unused donated days will roll over into subsequent school years.

4. Applying teachers must:

   a. Exhaust their sick leave.

   b. Have been absent for five (5) days without pay.

   c. Submit a written application to the Sick Leave Bank Committee.

   d. Obtain written approval from the Sick Leave Bank Committee.

5. The Board reserves the right to request the applying teacher to submit to a medical examination by a medical professional from an approved District provided list.

6. Sick Leave Bank shall be available only until a teacher is eligible for long term disability regardless of whether or not they have applied or been approved for LTD benefits. A teacher may not receive donated sick days for the purpose of extending maternity/paternity leave beyond the approved six (6) week for general delivery and eight (8) week caesarean delivery. In the event of medical, verifiable complications, causing an extension beyond the six (6) week or eight (8) week leave, a teacher may receive additional days as approved by the Sick Leave Bank Committee.

7. Ten (10) Sick Leave Bank days may be provided to eligible members (those who have exhausted their own Sick Leave) for immediate family members in situations which are verified by medical documentation to be life-threatening. Examples of life-threatening situations would include but are not limited to cancer or serious heart or brain conditions. Conditions that would not be considered life threatening would include

childhood illnesses such as measles, mumps, chicken pox, or broken bones. Immediate family is defined as spouse, children, parent, and members of the immediate household with whom one has an association equivalent to family ties. The requesting teacher will submit medical documentation of the immediate family member's condition and need for care to the Sick Leave Bank Committee and must obtain approval as outlined above.

8. All contributions shall be deducted from the donors' accumulated Sick Leave.

9. There is a lifetime maximum of one hundred (100) of Sick Leave Bank days used per teacher.

I. **WORKERS' COMPENSATION** When it is necessary to be absent from duty due to illness or injury compensable under the Michigan Workers' Compensation Act, the teacher shall receive the difference between their salary (including any extra-curricular pay) and that amount received through Workers' Compensation.

Such differences in salary shall be figured on a percentage basis, and this same percentage shall be deducted from the teacher's sick leave accumulation until the teacher's sick leave is exhausted or upon the teacher's return to duty, whichever is sooner. For example: If Workers' Comp pays 60% of the full pay, sick leave will pay only 40% and the sick leave accumulation shall be charged .4 of a day for each day used. It is the intent of the District and Association that an employee shall continue to receive 100% of their salary, but not more than 100% of their salary, while prorated sick leave is being used. The District's obligation to pay the difference between the teacher's salary and Workers' Compensation shall end when the teacher has used thirty (30) full sick leave days.

J. **EARLY NOTIFICATION OF RETIREMENT INCENTIVE** Any Teacher who gives the District early notification of their intent to retire upon the completion of an academic year will receive payment as indicated in the table below. Early Notification of Retirement shall be submitted by the Teacher to the Associate Superintendent of Human Resources on or before the dates listed. This payment will be an off-schedule payment, paid by the District into a 403b account in the Teacher's name. The Early Notification of Retirement payment will be deposited upon the completion of the Teacher's contractual work of the given school year. There shall be no retribution, change in expected workload, or consequence for any Teacher submitting Early Notification of Retirement.

| Notification of intent to retire submitted on or before: | Payment amount into 403b: |
|---|---|
| January 1 | $3,000 |
| February 15 | $2,000 |
| April 1 | $1,000 |

10.02 **UNPAID LEAVES**

A. **FAMILY AND MEDICAL LEAVE ACT** All Family Medical Leave Act Leaves of Absence shall be subject to and administered in accordance with the Family Medical Leave Act and its

regulations. The Board reserves all rights granted to school districts under the Act. See FMLA Fact Sheet in Appendix A.

B. **CHILD CARE LEAVE** Unpaid childcare leave shall be granted for up to one full year upon the teacher's request, to care for a child(ren) under the age of six (6) on June 1. Unpaid childcare leave may be granted for up to one full year upon the teacher's request for a child(ren) ages six (6) and up on June 1, at the discretion of the district with collaboration between the Association leadership and Assistant Superintendent of Human Resources. A second year will be considered for the purpose of caring for the employee's infant, adopted child, or child with a medical condition. Request to the Associate Superintendent of Human Resources for leave shall be made within thirty (30) days in advance of such leave. Any employee on a childcare leave shall not be employed elsewhere during the period covered by such leave. If the employee takes a job elsewhere, the leave is cancelled.

C. **OTHER LEAVES** Leaves of absence may be granted by the administration at its discretion. The request for such leave shall be made in writing at least sixty (60) days prior to the end of the school year preceding the year for which the leave is requested or sixty (60) days prior to the date the leave is to begin. This required sixty (60)-day notice may be waived by the Superintendent in cases where unusual circumstances justify a waiver. The request must include the purpose of the leave, and a statement by the teacher confirming that the teacher intends to return to the District at the beginning of the next semester following the end of the leave.

Teachers may request a sabbatical leave for the purpose of advanced education. If it is approved by the Superintendent, the terms of the leave shall be worked out with the Association and the teacher regarding salary and fringe benefits. The teacher will be granted a leave without loss of seniority and upon return will be placed on the salary schedule as if they had been working the year(s) they were out of the district.

D. **SHORT-TERM LEAVE** Other short-term leaves may be granted by the Superintendent or Associate Superintendent of Human Resources without Schedule A pay.

10.03 **PROFESSIONAL LEAVES**

A. **ASSOCIATION LEAVES** At the beginning of every school year the Association shall be credited with seven (7) days to be used by teachers for professional development at the discretion of the Association. The Association, upon approval by the Associate Superintendent of Human Resources, may purchase additional days per year at the cost incurred by the District.

B. **PRESCHEDULED ABSENCES** The number of pre-scheduled absences from a building for conferences, professional development, and personal leave may be limited to twelve percent (12%) of the building staff unless the administration deems it advisable for additional staff members to attend a conference or in-service, or in special circumstances an additional personal leave day is required.

10.04 **EARLY RETURN** A teacher may make written application to the Associate Superintendent of Human Resources for reinstatement prior to the expiration of the leave. The Board reserves the

right in its sole discretion to approve requests for early return from leave on the basis of each individual case.

10.05 **NOTICE OF RETURN** The teacher on leave must submit written notice to the Associate Superintendent of Human Resources by April 1 of the school year in which the leave expires or in the case of leaves for less than a year, such other date as may be set by prior agreement between the Superintendent and the teacher, stating the teacher's intent to return to work the following year.

10.06 **UNAUTHORIZED LEAVE** Teachers who fail to follow the above procedures will be notified by the District and given a deadline to respond to the notification. If the teacher fails to respond by the deadline, they will be considered to have terminated employment and will be considered to have resigned.

10.07 **DISTRICT INITIATED LEAVE** In the event the District has reason to question a teacher's physical, emotional, or mental ability to carry out some or all responsibilities of the assigned teaching position, the District reserves the right to require a teacher, by written notice, to be examined by a doctor acceptable to the District, at the District's expense.

The District may place the teacher on leave status pending receipt of the doctor's report. If placed on leave status, the teacher shall have a right to a hearing in accordance with the Michigan Tenure Act (see Article V, Michigan Teacher's Tenure Act), or to grieve and arbitrate the District's actions in accordance with the grievance provisions (see Article 8 of the Master Agreement). There shall be no interruption in pay while in this status and the teacher's accumulated sick leave shall be reduced only by the number of days the doctor's report certifies as days on which the teacher was too ill to perform regular services.

10.08 **COMPENSATORY TIME** Secondary counselors will report for two (2) additional days during the month of August, and will be given two (2) compensatory days to be expended at a later time during the school year. One (1) additional compensatory day may be awarded to each secondary counselor at semester upon the approval of the building administrator. These compensatory days will not be subject to leave day parameters but will be communicated at least three (3) weeks in advance of their use to the building administrator. Compensatory days may not be combined with personal days to lengthen a school break.

Compensatory days may be cashed out annually at the counselor's per diem rate. Notification must be submitted to the Associate Superintendent of Human Resources by May 1. Compensatory days may not be carried over to subsequent school years.

School Psychologists and Speech Language Pathologists who do summer diagnostic work will be given compensatory days for time worked in the summer, to be expended at a later time during the school year. Summer diagnostic work must be approved by the Director of Special Education. These compensatory days or cash out options are subject to the same parameters as the counselors.

## ARTICLE 11
## TEACHING CONDITIONS

11.01 **PLAYGROUND, LUNCH & RECESS DUTY** Elementary, middle school, and high school teachers will not be assigned noon playground duty, lunch duty or recess duty. One (1) elementary recess may be scheduled either in the morning or in the afternoon, as recommended by the teachers in each building and approved by administration. If a teacher decides to participate in a second recess, they shall be responsible for the class during this time.

Teachers who are on their duty-free lunch time are free of student supervisory responsibility. However, if a teacher schedules students to be in their room during the lunch time, the teacher shall have responsibility for the students. In case of emergency or inclement weather, however, a teacher may be assigned to this duty on a rotating basis. Nothing shall prevent a teacher from volunteering or being hired for playground, lunch, or recess duties.

11.02 **PUPIL-TEACHER RATIO** Pupil-teacher ratio is an important aspect of an effective educational program, and it is further recognized that normally it is desirable to have a lower pupil-teacher ratio in the primary elementary level than the upper elementary level.

Recognizing these considerations, it is agreed to continue the effort to keep class sizes at a level at which the teaching process can be conducted most effectively subject to the financial resources of the District, availability of building facilities and qualified personnel, and the overall best interest of the District.

11.03 **IMPARTIAL ADVISORY PANEL** If the administration and/or the Association believes that application of the above factors is creating undue hardship on students by imbalance of class size, then either party may request a meeting, to be scheduled at a mutually agreeable time. This meeting will be between representatives of the Administration and the Association and shall be to discuss the matter in an effort to explore the problem and reach an amicable solution.

If either party believes that an amicable solution has not been realized, said party may move to convene an Impartial Advisory Panel. The Impartial Advisory Panel shall be composed as follows: (1) The President of the Board and the President of the Association will each submit one nominee to the Panel. Said nominee will neither be members of the Board of Education nor employees of the District. These two nominees will mutually select a third nominee to the Panel. (2) The three members of the Panel shall select one of the members to be chairperson who shall convene and preside over a hearing. Subsequent to the hearing, the chairperson shall issue an advisory report to the Association, the Board and the community. (3) Costs and expenses incurred by the Panel shall be borne equitably between the Board and the Association.

To facilitate the Association's use of 11.03, the District shall provide the Association with an accurate student count classroom by classroom, including the number and category of the inclusion students in each classroom. This information shall be provided to the Association within two (2) weeks of the scheduled student count days.

11.04 **ELEMENTARY CLASSROOM SIZE** Whenever an elementary classroom population exceeds thirty (30) students, the Board shall provide that teacher with three (3) hours of aide time per day for each student in excess of thirty. Aide time required shall be provided as follows:

A. Extra aide time will not be provided the first week of school. A week shall be defined as having at least two (2) student count days.

B. After the first week of school, extra aide time shall be provided within six (6) student count days, but not later than Monday of the third week of school, if a class load exceeds thirty (30) students.

C. After the Monday of the third week of the school year, "whenever," as stated in this section, shall mean within two (2) school days if a class load exceeds thirty (30) students.

D. When the class enrollment drops below thirty-one (31) students, the services of the aide will be withdrawn the third day after the change in enrollment or later.

11.05 **SPLIT GRADES** If the administration concludes that distribution of students necessitates the possibility of split grades, the teachers in the school of the classes involved, if available, shall have an opportunity to make suggestions as to whether larger classes or split grades offer the better educational setting, subject to final determination by the administration. In connection with determining the assignment of paraprofessional employees of the District, the administration, as a part of its evaluation of needs, will consider the particular conditions which exist within certain classrooms, on certain playgrounds, the number of teachers in each building, and the number of self-contained split grades within the building. In the event split grades are necessary, the teachers in the classes affected will have an opportunity to make suggestions on the need for additional paraprofessional assistance.

11.06 **MIDDLE AND HIGH SCHOOL CLASSROOMS**

A. The high school and middle school shall follow a six (6)-period schedule for grades 6-12.

B. The Administration shall make a reasonable effort to level class numbers between sections in the same course.

C. In no event shall the number of students assigned to a class exceed the number of workstations available.

D. Should the Board mainstream students with special needs, the Board will attempt to mainstream them into the smaller classes.

E. The maximum teacher load per semester in the high school shall be one hundred and fifty-five (155) students per teacher with maximum section loads of thirty-two (32) with the exception of performing music and physical education, not to include health classes. The maximum teacher load per semester for performing music and physical education shall be one hundred eighty (180) students per teacher with the exception of lifeguard instruction. The maximum teacher load per class for lifeguard instruction shall be twenty (20) students. Additional students may be added to performing music at the discretion of the performing

music department chairperson and building administrator. The classroom teacher will also be consulted before students are added to the teacher load.

The maximum teacher load per semester in the middle school shall be one hundred fifty-five (155) students per teacher with maximum section loads of thirty-two (32) with the exception of performing music and physical education (not to include health classes). The maximum teacher load per semester for performing music and physical education shall be one hundred seventy-four (174) students per teacher with the exception of lifeguard instruction. The maximum teacher load per class for lifeguard instruction shall be twenty (20) students. Additional students may be added to performing music at the discretion of the performing music department chairperson and building administrator. The classroom teacher will also be consulted before students are added to the teacher load.

F. Secondary classroom teachers (6-12) can be assigned an additional academy or seminar group not to exceed class size language. These students do not count towards the maximum teacher load. Academy and seminar classes shall not require additional prep by the teachers.

G. Teachers may, with the approval from the administration and Association, elect to alter their teaching day typically one hour before or after school. Compensation for altered schedules, which may include a total FTE greater than 1.0, will be prorated to a typical Schedule A day. In the event of an altered schedule, the teacher must report to work at least ten (10) or fifteen (15) minutes prior to the start of their instructional day, depending on the grade level and remain ten (10) minutes after students are dismissed as described above in 11.09B. Any teacher unable to attend a required Schedule A obligation due to having an altered schedule shall work with their administrator to fulfill the time requirement.

H. Large Group Instruction (LGI) Classes – Full-time teachers, with a minimum of ten (10) years' experience, and with the approval of the administration, may voluntarily teach one section per day with up to seventy-five (75) students. The maximum teacher load each semester will be one-hundred and twenty (120) students plus the LGI class up to the maximum of seventy-five (75) students. The teacher shall be compensated an extra stipend based on the number of students enrolled in this class on the official count day for each semester and based on the teacher's current salary. The compensation table is below and will be in effect on the eleventh ($11^{th}$) student day. Additionally, when the class is over forty-five (45) students the teacher shall be provided a grading assistant for each hour of LGI classroom instruction. An additional half-hour of grading assistant time per hour of LGI classroom instruction shall be provided when the class is over sixty-five (65) students. The number of students in the class shall be based on the enrollment on the State pupil count day each semester.

| Number of Students | Percentage of Additional Compensation |
|---|---|
| 33 to 45 | 4.25% |
| 46 to 55 | 6.50% |
| 56 to 65 | 8.75% |
| 66 to 75 | 11.25% |

The District shall have ten (10) student days at the beginning of each semester to hire grading assistants required under Article 11.06, F.

If the District is unable to hire the required grading assistants for any reason, each LGI teacher with forty-five to sixty-five (45-65) students shall be paid one (1) hour per day at the Schedule C rate after the first ten (10) days.

If the District is unable to hire the required grading assistants for any reason, each LGI teacher with more than 65 students shall be paid one and one-half (1.5) hours per day at the Schedule C rate after the first ten (10) days.

If at any time after the first ten (10) days of the semester, the grading assistant position becomes vacant, the District has five (5) days to fill the position. If the District fails to replace the grading assistant, the LGI teachers shall be paid pursuant to the paragraphs above.

Once a grading assistant has been hired, the LGI teacher will no longer receive the Schedule C pay after the grading assistant's start date.

I. The District will make a conscious effort to follow the MARSE guidelines for NCP caseloads.

11.07 **PLANNING TIME**

A. Bargaining unit members in the elementary schools (kindergarten and grades YK-5) shall have at least fifty (50) minutes of planning time daily in blocks of at least thirty (30) minutes.

B. All teachers in grades 6 through 12 shall have one scheduled planning period in each school day.

C. Teachers in grades 6-8 will have at least fifty (50) minutes of planning time daily in blocks of at least thirty (30) minutes.

D. Teachers in grades 9-12 will have an average of two hundred eighty-one (281) minutes per week of individual planning time with each daily planning period equal to the length of the regular class period.

E. Planning time will be prorated for part-time teachers.

F. Planning periods use shall be limited to matters such as conferences between teachers and students or parents of students, teachers' cooperative planning, teachers' preparation and planning for instruction, meetings with administrators, meetings with mentors or mentees, or other duties relating to teaching responsibilities.

G. If, during the school year, the District concludes that under emergency circumstances a planning period cannot be included in the schedule of a bargaining unit member at the high school during the regular school day, the District shall inform the high school Association Negotiating Team Representative of such circumstances. The teacher's compensation shall be calculated by prorating the actual minutes of additional instructional time plus planning based on the teacher's current column and step on Salary Schedule A.

H. Teachers who, at the request of the Administration voluntarily accept a teaching assignment occasionally in place of a planning period, shall be paid at the Schedule C hourly rate for each such planning period that the teacher gives up for such other assignment. In each such case, the teacher who accepts the assignment will be given a written record of the additional services rendered, such written record to be provided to the teacher as soon as practical after the services are rendered.

I. On half days, teachers will receive half of a normal daily planning period.

J. If West Ottawa Virtual Academy continues past the 2024-2025 academic year, the WOVA Letter of Agreement will be integrated into the Master Agreement as 11.06J. All WOVA compensation will receive a 6% wage increase for 2024-2025, 3% increase in 2025-2026, and 2% increase in 2026-2027.

11.08 **TEACHERS' HOURS**

A. The teachers' hours shall be in accordance with Schedule G.

B. Teachers shall remain ten (10) minutes after students are dismissed.

All elementary teachers shall report to work at least five (5) minutes prior to the start of their instructional day.

All teachers in grades 6-8 shall report to work at least fifteen (15) minutes prior to the start of their instructional day.

All teachers in grades 9-12 shall report to work at least ten (10) minutes prior to the start of their instructional day.

The District may require up to five (5) minutes of pre-instructional contact time or post-instructional contact time.

C. No teacher shall be required to be at school more than seven (7) hours and eighteen (18) consecutive minutes, except in case of special events as specified herein or in emergency situations.

11.09 **ADDITIONAL ACTIVITIES** Principals may schedule a maximum of one (1) open house which the teachers are expected to attend. Principals may schedule additional building activities to which teacher will be invited but not required to attend, providing that the principal will confer with Association Representative(s) before scheduling these meetings. Such activities shall not be scheduled for more than two and one half (2½) hours in length. These activities do not include parent-teacher conferences as provided in the calendar.

11.10 **ADDITIONAL MEETINGS OR ACTIVITIES** Nothing in this Article shall prohibit a teacher or group of teachers from voluntarily planning and/or participating in more than the required meetings, and activities, provided such participation is strictly voluntary.

11.11 **STUDENT DAY** The school day for pupils shall be set by the Board.

11.12 **COMMUNICATIONS WITH PARENTS** Teachers are expected to communicate with the parents of their students on a regular basis, using one or more of the following:

A. Classroom or grade level newsletters
B. Flyers
C. Progress updates
D. E-Mail
E. Websites
F. Infinite Campus
G. Telephone
H. Or other methods approved by building administration

If requested, the teacher shall notify their building principal of the method(s) of communications that they will use.

11.13 **SUMMER CLASSROOM USE** The teachers in buildings housing the Summer Migrant Program, Summer School, and/or the At-Risk Program, and teachers in buildings that are undergoing remodeling or District reorganization that requires the teachers to move into new classrooms and/or buildings shall receive time to pack, move, and unpack. If a teacher needs to prepare their classroom because of District-related summer programs, or move to a new classroom/building because of District reorganization, the teacher shall be paid $200 during non-scheduled work time.

11.14 **CURRICULUM CHANGES** New curriculum programs, new textbooks, and changes to curriculum programs for the next school year shall be communicated to teachers no later than June 1, with the expectation that all materials be delivered as soon as possible.

11.15 **PARENT-TEACHER CONFERENCES** The expectation for Schedule A Parent-Teacher conferences is that all teachers shall meet with parents during the scheduled conference time. In the instance where a teacher is unable to meet with parents during the scheduled conference time, an alternate scheduled time to meet with parents must be set up with approval by the building principal. In the event that a teacher does not meet with parents during scheduled conference time or during an approved alternate time, the Schedule A time will be unpaid.

## 11.16 KINDERGARTEN EXTRA COMPENSATION

### A. PRE-ASSESSMENTS

1. Kindergarten teachers shall administer pre-assessment to incoming kindergarten students prior to the start of the school year. The pre-assessments shall last approximately four (4) to six (6) hours. The date(s) and time(s) for kindergarten pre-assessments shall be set by the administration and the kindergarten teachers of each elementary building.

2. Based on numbers of sessions taught, each kindergarten teacher shall be permitted to select one (1) of the following options:

    a. Kindergarten teachers shall be allowed one-half (.5) compensatory day off during the school year. The procedures used for personal business days shall be applied to this compensatory day.

    b. The teacher shall be paid at their regular per diem salary rate prorated for the number of hours worked.

## ARTICLE 12
## MENTOR TEACHER

12.01 The Teacher Mentoring process is a cooperative arrangement between peers in which new teachers are provided ongoing assistance and support by skilled and experienced teachers. This relationship should be collegial in nature, and should be directed toward the development and refinement of effective teaching skills in a non-evaluative capacity.

12.02 A Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The Mentor Teacher shall be a member of the bargaining unit.

12.03 As used in the context of this article:

A. **NEW TEACHER**: a beginning teacher within their initial three years of employment in teaching. (MENTEE)

B. **MENTOR**: a master teacher who voluntarily agrees to assist and support a new teacher within the context of an ongoing, caring relationship.

12.04 A new teacher in the first three (3) years of employment shall be assigned a Mentor Teacher.

12.05 A teacher, assigned to a new position within their certification, may request a mentor teacher for one (1) year. This request must be made in writing to the Associate Superintendent of Human Resources by October 1. If approved, the mentor teacher would be compensated at one percent (1%) of the BA base.

12.06 A Mentor Teacher shall be assigned in accordance with the following:

A. The Mentor Teacher shall be a tenured member of the bargaining unit and shall have worked in a similar grade level or discipline within the last five years.

B. Participation as a Mentor Teacher shall be voluntary. Assignments are made by the administration. Administrators will not participate as Mentor Teachers.

C. Upon request, the Association President shall be provided a list of all those bargaining unit members requiring a mentor assignment. The notification shall include the Mentee's teaching assignment.

D. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification or work assignment (school social worker, etc.).

E. Mentee shall only be assigned to one (1) Mentor Teacher at a time unless they request an additional mentor for a unique circumstance as approved by the Associate Superintendent of Human Resources (e.g. secondary teacher teaching multiple content areas or teachers who teach in multiple buildings).

F. Subject to renewal each year, the Mentor Teacher assignment shall be for one (1) year and shall be reviewed by the Mentor Teacher and Mentee at the end of the year with the approval of the administration.

G. Because of the nature of the Mentor/Mentee program the relationship shall be confidential; neither one shall be permitted to participate in any matter related to the formal evaluation of the other.

12.07 The administration shall make available half days of released time so the Mentor may work with the Mentee in their assignment during the regular work day. Where possible the Mentor and Mentee shall be assigned common planning time.

12.08 Compensation for the Mentor Teacher - per twelve-month (12) assignment. Compensation for the Mentor Teacher shall be two percent (2%) of the BA Base for each of the three years.

## ARTICLE 13
## MISCELLANEOUS

13.01 **CONTRACT SUPERSEDES/WAIVER** This Agreement supersedes any practice or understanding, verbal or written, which is in conflict with this Agreement. It is recognized that innovation is essential, but could be restricted by a specific term of this agreement. Therefore, it is agreed that any part of this Agreement may be waived temporarily as mutually agreed by the Association and the Board. Any proposed waiver shall specify the persons affected by it, and the specific term of the Agreement to be affected by it. If the term of the proposed waiver cannot be resolved within ten (10) hours of negotiation time, or such additional time as may be mutually agreed upon, and ratified by both the Association and the Board, the proposed waiver shall be null and void and contract provisions as written shall continue to apply. Any waiver shall have no other effect on the other portions of the Agreement.

13.02 **PROVISIONS CONTRARY TO LAW** If any provision(s) of this Agreement shall be found contrary to state or federal law, then such provisions shall not be deemed valid, but all other provisions shall continue in full force and effect.

13.03 **BARGAINING REPRESENTATIVES** Neither party to the Agreement shall have any control over the selection of the bargaining representatives of the other party.

13.04 **REFERENCES** Whenever herein reference is made to the word teacher, it is intended, and it shall be deemed to include, reference to any member of the bargaining unit as defined in Article 2.01.

13.05 **SCHOOL CALENDAR** The calendars for the 2024-2027 (school years) are attached.

13.06 **SCHOOL CLOSURE DAYS** Nothing in this article shall require the Administration to keep school open in the event of inclement weather or other uncontrollable circumstances. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty. When school openings are delayed due to the above conditions, teachers shall be required to report for duty according to the scheduled start time.

In the event that school is closed on a scheduled exam or records day, the existing schedule, including the report card due date, will be moved back one (1) school day. If circumstances cause school to be closed longer than one (1) day, the existing schedule, including the records day, will be moved back the same number of days as school was closed, with report cards being due seven (7) days after the last rescheduled exam day. If the provisions in this paragraph would put the district below the minimum number of hours of student instruction required by the state, then the Administration and Association shall meet to mutually agree to an alternative.

13.07 **SPECIALIST TEACHERS** The Board, in exercising its right to determine program and curriculum will endeavor to employ, within the limits of finances and personnel acceptable to the District, specialist teachers, such as, but not limited to, physical wellness, Spanish, technology, art, and music. During the regular school day when the specialist teachers are present and assuming prime responsibility for a class, teachers in the elementary grades will be permitted to use their time for planning and other duties related to their teaching.

Elementary specialists will be provided additional prorated per diem compensation for teaching and travel time which exceeds the instructional time of a regular elementary classroom teacher.

13.08 **T.B. TESTS** Teachers shall acquire T.B. tests if required by law. Teachers shall be reimbursed for said test when provided by the Ottawa County Health Department.

13.09 **SUMMER SICK LEAVE** Teachers working beyond the regular school year in summer programs for one (1) month or more shall receive one (1) sick leave day without loss of pay. This day is not cumulative.

13.10 **JOB SHARING** Job Sharing shall refer to two (2) tenured bargaining unit members sharing one (1) full-time position.

A. RESPONSIBILITIES: Responsibilities of an assignment by two job sharers may be divided and/or allocated according to a plan designed by the job sharers, with the agreement of the District. This shall include, but not be limited to, attendance at regular staff meetings, District meetings, parent conferences, etc. The teachers are required to attend full-day district in-service or special training days such as testing training, curriculum workshops, and grade level meetings which are required of regular full-time teachers.

B. COMPENSATION: Compensation shall be determined by each teacher's step and column of the salary schedule, prorated. Each teacher will gain one full year of seniority and will move up one full step on the salary schedule, for each year worked at the job-sharing position. Also, all other provisions under the contract shall continue as if the teacher had worked a regular full-time position.

C. BENEFITS: A planning period shall be prorated and made available as specified in Article 11.07. Sick leave and personal business leave will be granted on a prorated basis. For the one full-time job-sharing position there shall be one full fringe benefit share. The job sharers will select the reduced fringe benefits as provided in Section 15.11.

D. SUBSTITUTING: In the event one of the teachers is absent and is covered by one of the paid leave of absence provisions in Article 10, the other teacher will have first opportunity to substitute for the absent teacher. The partner who is substituting shall be paid at their *per diem* rate of pay, prorated for the period of time that they substitute for the absent partner.

E. APPROVAL: The District, job sharing teachers, and the Association shall sign the approved job-sharing agreement.

13.11 **TEACHER TRAINING**

A. **REQUIRED SUMMER TRAINING:**

The District may require an individual or group of teachers to attend up to two (2) days of training in August. Required elementary trainings would only be for training pertaining to the implementation of new Board approved curriculum or curriculum waiting to be approved by the Board in core subjects. Required secondary trainings would only be for any

new Board approved curriculum or curriculums waiting to be approved by the Board. These days shall not exceed eight (8) hours of training per day. Teachers shall be paid $28 per hour for these trainings.

Teachers willing to present at summer training shall be compensated at a rate of $75 per hr.

The District shall announce the dates of required summer training by the end of the last working day before April 1 of each year. The required training announcement shall include the dates, times, and teachers required to attend. The teachers required to attend shall be based on the current assignment of the teacher unless a change in assignment is known by the end of the last working day before April 1.

If a teacher's assignment changes for the following year and the teacher can attend the training, the teacher shall be paid for the training.

The District shall provide a reasonable time for lunch or provide lunch at no cost to the teacher.

Teachers who miss these trainings may be required to attend similar trainings during the school year before or after school with no additional compensation. Teachers who miss any training dates pursuant to Article 10.01 A, B, C, D or F shall be compensated at $28 per hour when they make up the missed training during the school year outside of the regular school day.

B. **VOLUNTARY SUMMER TRAINING**

The District may offer voluntary summer training at any time with or without compensation. Teachers are not required to attend these voluntary trainings.

Teachers willing to present at summer training shall be compensated at a rate of $75 per hr.

C. **TRAINING FOR TEACHERS HIRED AFTER MAY 15**

The District may require new teachers to attend training prior to their first day of work, without additional compensation beyond the teacher's Schedule A salary.

The District may also require up to ninety (90) hours of after-school and summer training during the first thirty-six months of employment at no additional compensation beyond the teacher's Schedule A salary. All summer training dates shall be given to these teachers by April 1 each year.

13.12 **SCHOOL IMPROVEMENT PLAN**

1. It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 (MCL 380.1277) to adopt and implement a three to five year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the terms of the collective bargaining agreement between them govern as to the wages, hours, and

terms and conditions of employment of teachers addressed therein and that those terms shall not be altered or modified through the school improvement process except by mutual agreement of the undersigned Board of Education and Association, executed in writing.

2. In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. Any provision(s) of a SIP or applications thereof affecting wages, hours, and/or other terms and conditions of employment of any bargaining unit members must have the written approval of the Board of Education and the Association prior to being adopted and/or implemented.

3. Staff input and voluntary involvement on the School Improvement Team and various planning subcommittees and projects is encouraged.

13.13 **CPR AND LIFE SAVING RECERTIFICATION** Physical education teachers and teachers employed by the District as coaches whose assignment requires annual CPR and Life Saving certification will be given release time to attend certification classes. The fee(s) for the class(es) will be paid by the District so long as the teacher attends the class sessions arranged by the District.

Payment to coaches for taking classes or release time afforded teachers to take classes by the District shall not be considered precedent setting in any way regarding future State teacher certification requirements. The District does not accept by fact nor implication any future responsibility to grant other teachers release time or payment for certification purposes.

13.14 **EMERGENCY FINANCIAL MANAGER** Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager.

13.15 **CAMERAS IN CLASSROOMS** Bargaining unit members who teach in an area with an active security camera will be made aware of its existence. Surveillance equipment, including cameras, will not be used for purposes of evaluating instruction.

## ARTICLE 14
## PROFESSIONAL COMPENSATION

14.01 **SALARIES** The salaries of all individuals included in the bargaining unit covered by this Agreement are set forth in Schedule A, Schedule B, and Schedule C, which are all attached to and incorporated in this Agreement.

14.02 **CONTRACTS**

A. SCHEDULE A Individuals included in the bargaining unit shall be placed on the salary schedule as appropriate in accordance with Schedule A of this Agreement. A contract is for a school year and for a normal school day.

14.03 **PRO-RATED CONTRACTS**

A. A "teaching contract" is normally for a full school year and school day. Shorter contracts may be issued if necessary and shall be prorated.

B. In cases where the District sets the hours per day in a full-year position, a teacher working:

1. Half-time (.5) or more receives one (1) year of credit in the position.
2. Less than half-time (.5) receives one-half (.5) year of credit in the position.

C. In cases where the District determines the teacher will teach a portion of each week in a full-year position, a teacher working:

1. Two and one-half (2½) days or more per week receives one (1) year of credit in the position.
2. Fewer than two and one-half (2½) days per week receives one-half (.5) year of credit in the position.

D. In cases where a teacher works less than the entire year, a teacher working:

1. Ninety (90) or more days, receives one (1) year of credit.
2. Eighty-nine (89) days or fewer, receives one-half (.5) year of credit.

E. As in previous years, both times worked and time on leave count, except that time on unpaid leaves under 10.02 A, B, C, and D do not count toward salary increment credit.

14.04 **SCHEDULE A PLACEMENT** Initial placement on Schedule A shall be as follows: previous years of experience within or outside the District may be accepted at full credit. Unique situations may come up where the Human Resources office may be able to offer more years of service in critical need positions to new hires, pending consultation with the Association. This provision also applies to retired teachers returning to the classroom in retirement.

14.05 **COLUMN ADVANCEMENT ON SCHEDULE A** Upon receipt of a written notice by August 1 that a teacher has completed requirements for column advancement on Schedule A, a teacher's contract shall be amended to reflect the additional compensation. Acceptable documentation

may include an unofficial transcript showing courses in progress. If the teacher does not establish the validity by submitting official transcripts by September 15, or by a mutually agreed later date, the Board may, upon notice to the teacher, adjust the salary to the previous level.

Credits completed after the attainment of a BA or MA degree qualify for column advancement.

14.06 **PART-TIME SALARY PRORATION** A part-time teacher shall be paid pro rata salary as compared with the regular school day for a full-time teacher.

14.07 **SALARY OPTIONS** All teachers must participate in the direct deposit option for payroll checks in accordance with procedures established by the business office. The salary of bargaining unit members shall be paid in equal installments. The equal installments will be paid in accordance with the teacher's choice of payment under Option 1, Option 2, or Option 3 as set forth in this section. If the first (1st) or fifteenth (15th) is on a weekend, holiday or non-business day, the payday will be on the preceding regular business day.

A. **OPTION 1** - A member of the bargaining unit may request their pay to be computed and paid in twenty (20) equal installments. The pays will occur on the first (1st) and fifteenth (15th) day of each month. In case of teachers who select this option, the first installment will be paid on September 1.

B. **OPTION 2** - A member of the bargaining unit may request their pay to be computed and paid in twenty-four (24) equal installments. The pays will occur on the first (1st) and fifteenth (15th) day of each month. These pays will start on September 1 and continue thereafter until paid in full, except that a teacher on this plan shall receive the balance of their salary for the school year on June 15.

   For teachers on the twenty-four (24) pay plan Option, the District will compute deductions for insurance and other programs through the summer on the basis of information available as of May 15 of the school year and will assume no obligation nor have any responsibility to make adjustments in case of changes in any premiums or costs for such benefits that may take place after May 15 of the school year.

C. **OPTION 3** – A member of the bargaining unit may request their pay to be computed and paid in twenty-four (24) equal installments. These pays will start on September 1 and continue on every payday until paid in full. The pays will occur on the first (1st)and fifteenth (15th) day of each month.

14.08 **PAYROLL DEDUCTIONS**

A. The District shall make such payroll deductions as required by law and other deductions as authorized by the individual for those purposes now available and any other as authorized by the Superintendent. A list of all available payroll deductions shall be available from the office of Central Administration.

B. In case of payroll deductions for any teacher for insurance, the District will deduct such amounts as are authorized by the individuals in writing on appropriate forms and in such amounts as the insurance carrier notifies the District in writing are due from the individual.

Article 15.16 shall determine the mandatory employee premium contributions made through payroll deduction. The District shall have no responsibility for the individual tax consequences associated with the failure to submit a Salary Reduction Agreement for employee premium contributions. The District shall deduct Article 15.16 premium contributions regardless of employee pre-approval.

Upon appropriate written authorization from the bargaining unit member, the District shall deduct from the salary of any such bargaining unit member and make appropriate remittance for programs jointly approved by the Association and District.

1. Any program for deductions must have a minimum of five participants to be established and remain in effect.

2. The initial deduction or change in deduction must be delivered to the payroll office seven days prior to the effective payroll date.

3. Amendments to annuity programs shall be effectuated on the first payday of each month, but not later than June 1.

4. Teachers may make voluntary payroll deductions to the extent allowed under Internal Revenue Service (IRS) guidelines. Teachers will be responsible for all employee taxes, including any penalties arising out of deductions that exceed the limits allowed by law that are assessed against the employee.

C. Overpayment/Underpayment – The parties agree that where an overpayment or underpayment to a bargaining unit member has been discovered, restitution will be made based upon the amount overpaid or underpaid over the past three (3) years. In the case of overpayment, the bargaining unit member shall be given the opportunity to make restitution through payroll deduction, for a period of time at least equal in length to the time period during which the overpayment was made or until the termination of employment, whichever is less.

14.09 **CERTIFICATION APPLICATION FEE** The District will pay for the renewal or licensing fee for any bargaining unit member who needs to renew certification. Failure to renew a certificate before expiration disqualifies a bargaining unit member from reimbursement.

14.10 **STUDENT ASSESSMENTS** Elementary (K-5) classroom teachers shall, upon request, be furnished with two (2) half-day guest teachers to complete their Student Assessments/Running Records. Up to two (2) additional half-days may be granted upon approval by the building principal.

14.11 **FINANCIAL RE-OPENER** The District and the Association agree to reopen negotiations for finances pertaining to Article 14 and 15 only. The criteria which triggers the re-opener will be based on the student enrollment.

A. The re-opener will trigger for each school year if by December 1 the unaudited enrollment for grades K-12 is one-hundred (100) or more FTE above the prior year's fall audited count per the DS4120.

B. The re-opener will also trigger if over the course of this contract the unaudited enrollment for grades K-12 is two hundred and fifty (250) or more FTE above the fall audited count from the fall of 2023 per the DS4120.

## ARTICLE 15
## FRINGE BENEFITS

15.01 **HEALTH INSURANCE** Each teacher at or above .8 FTE shall elect in writing one of the following options subject to the conditions listed below. The cost of Option A, B C, D or E will be paid by the Board so long as the teacher remains under its employ pursuant to the limitations in Article 15.16.

A. **OPTION A** – Full coverage as desired by the teacher under the MESSA Choices II with $1,000/$2,000 Deductible, $20 Office Visit Copay, and Saver Rx Program.

B. **OPTION B** - Full coverage as desired by the teacher under the MESSA Choices II with $1,000/$2,000 Deductible, $20 Office Visit Copay, 20% Coinsurance, and Saver Rx-Mandatory Mail Program.

C. **OPTION C -** Full coverage as desired by the teacher under the MESSA ABC Plan 2 with $2,000/$4,000 deductible and ABC Rx program.

D. **OPTION D** – Full coverage as desired by the teacher under the MESSA ABC Plan 2 with $2,000/4,000 deductible, 20% Coinsurance, and ABC Rx.

E. **OPTION E** – For teachers who do not elect health insurance coverage, the District will contribute $535 per month cash in lieu of insurance.

F. The Board, through payroll deduction procedures, will handle payment by teachers of any costs beyond the District's contribution for the insurance coverage selected by teachers under the above choices.

The Association and District may mutually elect to change/modify MESSA medical health plans during the term of this agreement. At the end of each medical plan year, the Association may eliminate one medical plan from 15.01.A-E and substitute in its place another MESSA approved medical plan.

G. The above coverages shall include all MESSA health insurance riders that do not increase the cost of the premium.

15.02 **DENTAL INSURANCE** The District shall provide to all bargaining unit members working at or above .8 FTE, and their eligible dependents (as defined by MESSA/Delta) the following MESSA/Delta Dental Plan:

A. Class I, Class II, and Class III Co-pays of 90%, 90% and 90%, with $1,500 maximum;
B. Class IV Orthodontic Rider with Co-pay of 90%, with $3,200 maximum;
C. Internal and external coordination of benefits (COB);
D. Sealants.

15.03 **LIFE INSURANCE** The District shall provide, and pay the full premium, to the bargaining unit member MESSA Negotiated Term Life Insurance protection in the amount of $40,000, which shall be paid to the bargaining unit member's designated beneficiary. In the event of accidental

death, the insurance will pay double the specified amount. The plan shall include Accidental Death and Dismemberment (AD&D) and Waiver of Premium (WOP).

15.04 **LONG TERM DISABILITY INSURANCE** The Board of Education shall provide, and pay the full premium, for MESSA Long Term Disability Insurance for each member of the bargaining unit. The following benefits shall be included:

A. Benefit percentage - 66 2/3 %
B. Maximum monthly income benefit - $5,000
C. Maximum eligible monthly salary - $7,000
D. Qualifying period - 180 calendar days modified fill
E. Maternity coverage
F. Pre-existing condition waiver
G. Social Security freeze
H. Alcoholism/Drug Abuse waiver
I. Mental/Nervous Conditions waiver

15.05 **VISION INSURANCE** The District shall provide to the bargaining unit member working at or above .8 FTE, MESSA Vision Preferred for all bargaining unit members and their eligible dependents as defined by MESSA.

15.06 **MESSA PAK** The health, dental, life, long-term disability and vision insurance coverage described above in Sections 15.01 through 15.05 shall be put into a "MESSA PAK" for all full-time teachers. All teachers at or above 0.8 FTE must select MESSA PAK insurance, which includes dental, vision, LTD, and life insurance. They must also pay any applicable premium costs described in Sections 15.01 through 15.05. The health, dental, life, long-term disability and vision coverage described above in Sections 15.01 through 15.05 shall be purchased "à la carte" (as individual insurance plans, rather than in a MESSA PAK) for all teachers who are less than full time.

15.07 **ENROLLMENT PERIOD** The above option elections must be made by the teacher in writing annually during the enrollment period, or in the case of newly hired teachers within thirty (30) calendar days of the beginning of employment. Insurance coverage for such employees who enroll and otherwise qualify will become effective as the terms of the insurance policies and the regulations of the insurance carrier permit. Teachers who fail to complete the necessary paperwork during the designated enrollment period may have their coverage discontinued and forfeit their coverage, provided the District communicates all deadlines to the individuals and to the Association in writing. The open enrollment process may be done electronically at the option of the district.

15.08 **FULL YEAR'S BENEFITS** Any teacher working the full school year will receive the full year's benefits. The insurance year is September 1 through August 31.

15.09 **PRORATION OF HEALTH BENEFITS: LESS THAN FULL-TIME** Any teacher working less than full time shall be covered by the following (unless the FMLA requires additional coverage) in accordance with the provider's rules on participation. This section shall only apply to teachers working at or above .8 FTE:

A. The teacher may elect to receive cash equal to prorated amount of the dollar amount in Option B in section 15.01 based on the percentage of time a teacher works (often referred to as the teacher's full-time equivalency), pursuant to a Section 125 Plan; OR

B. At the teacher's option, the District shall provide a prorated amount of the health coverage as described in Article 15.01, less the applicable employee contribution described in Article 15.16. This prorated amount shall be equal to the percentage of time a teacher works times the appropriate rate. [Example: A teacher with a .6 FTE assignment will have District-paid health insurance equal to 60% of the appropriate rate, less the applicable employee contribution described in Article 15.16.]

C. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.

15.10 **PRORATION OF HEALTH BENEFITS – JOB SHARERS** Two teachers who are job sharing in a full time position shall be covered by the following:

A. The intent of this section is that job sharing teachers will share one (1) fringe benefit package for jointly filling a full-time assignment less the applicable employee contributions described in Article 15.16.

B. The job-sharing teachers shall elect health (or cash in lieu of health), dental, vision and life insurance coverage. The District shall pay a prorated amount of the premium for each teacher, equal to the percentage of time each teacher works. Each teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan. Both teachers shall be provided District-paid long-term disability.

C. These provisions shall be subject to the carrier's rules.

D. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.

15.11 **PRORATION OF BENEFITS** Any teacher working less than the full school year shall be covered by the following provisions:

A. When a teacher begins employment after the beginning of the school year, coverage shall begin the first day of the month after the teacher's first day of work under contract.

B. When a teacher resigns before the end of the school year, and/or requests and is granted a leave of absence without pay during the school year, the benefits will terminate at the end of the last month worked.

C. In the event a teacher's prorated share of the annual cost of the coverage paid by the District is not sufficient to cover the costs of premiums for the balance of the year until the beginning of the school year in the following fall, the teacher may continue coverage by

contributing any additional amounts necessary to pay the full premium cost subject to the rules of the insurance provider.

15.12 **TEACHER BECOMES DISABLED** When a teacher becomes disabled during any school year and is unable to work, the District will continue insurance benefits through the year until paid sick leave expires and until the teacher's benefits for the following year would resume. The District has no responsibility to provide such benefits during a school year in which no work is performed or sick leave is drawn by the teacher under the terms of this Agreement.

15.13 **SURVIVOR'S INSURANCE COVERAGE** In the event that a teacher dies, and the family is not eligible for state retirement survivor's health insurance, the District shall continue District-paid group insurance benefits for the surviving spouse and/or dependent children of the deceased teacher through December 31 at the end of the current insurance year. This continuation shall be subject to the rules of the carrier.

15.14 **MISCELLANEOUS PROVISIONS**

A. The liability of the District, and its agents, is limited to timely payment of the applicable premium.

B. Changes in family status (marriage, divorce, death, birth, adoption, etc.) shall be reported by the employee to the business office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on their behalf for failure to comply with this paragraph.

C. The Board agrees to provide the above-mentioned benefit programs within the Underwriting Rules and Regulations as set forth by the carrier(s) in the master contract held by the policyholder.

15.15 **SECTION 125 PLAN**
The District shall maintain its existing dependent care and medical reimbursement plans to allow participation by bargaining unit members.

15.16 **EMPLOYEE PREMIUM CONTRIBUTIONS** Teachers shall contribute toward the total cost of benefits paid by the District under Article 15:

A. The district shall pay the entire premium cost of vision, dental, life and long-term disability insurance throughout the duration of this agreement.

B. The amount the District shall contribute annually toward medical benefits is detailed below, but under no circumstance shall it be required to pay more than the annually established Public Act 152 premium contributions amounts. The employee will be responsible to pay the remaining premium cost above the annual District contribution. These amounts are based on full-time employment at or above .8 FTE. Those working less than .8 FTE shall be entitled to premium contributions as detailed in Article 15.09.

| | Calendar year 2024 | Calendar year 2025 | Calendar year 2026 | Calendar year 2027 |
|---|---|---|---|---|
| single subscriber | $ 6,800 | $ 7,030 | 50% of the difference between 2025 WO contribution and the new 2026 state hard cap | 75% of the difference between 2026 WO contribution and the new 2027 state hard cap |
| 2-person | $ 14,800 | $ 15,135 | | |
| full family | $ 18,550 | $ 19,175 | | |

If the cost of any plan is below the District annual contribution, the employee shall receive the difference between the premium and the District annual contribution as a payment into their Health Equity Health Savings Account by January 30 of each year, so long as the plan includes an HSA. If the selected plan does not include an HSA, the teacher would have the option of receiving the difference in a Flexible Spending Account (FSA) for medical costs.

C. Both parties agree that the above provisions must be in compliance with Public Act 152.

D. Payroll deductions for premium contributions shall be adjusted whenever premiums change and shall reflect the teacher's requirement to pay the amount stipulated in this agreement. Any changes in the Public Act 152 health benefit caps shall be reflected in the teacher's contribution when the premium contribution is adjusted by the carrier. For example: if the Public Act 152 caps are released in October, those cap amounts shall be reflected in the teacher's contributions on the subsequent January 1 (assuming January 1 is the date that MESSA adjusts its premiums annually). Their contributions shall be evenly distributed over twelve (12) months as much as possible. Teachers paid over a time period less than twelve (12) months shall have their premium contributions deducted evenly over all paychecks as much as is administratively feasible.

Failure by either party to initiate payroll deductions immediately after a premium rate change shall not alter the teacher's financial obligation.

E. The monthly cost of the premium shall be determined by the applicable rate (single, two-person, family) indicated on the invoice received from the provider for each month of each year. The monthly deduction will be adjusted for any changes in familial status or size so that the teacher's contributions coincide with the invoiced premium and other provider invoiced costs.

F. Teachers not returning for employment in the subsequent year will have their contributions reduced for the premiums for the July and August after their work year has concluded provided that the employee resigns or retires in writing with an effective date of June 30 and delivers the written resignation to the Superintendent or designee by March 15. This cost will also be waived if the teacher experiences an IRS qualifying event on June 30 and elects cash in lieu of insurance for the months of July and August.

   Any teacher leaving employment for any reason during the school year shall pay the prorated health insurance deduction based on the number of months for which benefits were received.

   Teachers shall make their premium contributions through a Salary Reduction Agreement and payroll deduction. They shall submit amended and/or additional Salary Reduction Agreements as necessary to comply with the Internal Revenue Code.

G. As premium amounts change, the District shall deduct the appropriate amount after the changes go into effect and as soon as is administratively feasible. The District shall notify the Association President of any changes in premiums or other provider invoiced costs.

H. Teachers shall reimburse the District if employment or paychecks are terminated for any reason and payroll deductions are not enough to cover the deduction required to meet the amount stated above.

## ARTICLE 16
## SPECIAL EDUCATION/LEAST RESTRICTIVE ENVIRONMENT/MEDICAL PROCEDURES

16.01 **PLACEMENT INFORMATION** Any teacher who, as a result of an IEP placement, will be providing instruction or other services for a handicapped student in a special or regular education classroom setting will be advised of the identity of the student with special needs and provided with access to information pertaining to the student's placement available from the special education teacher and education records containing information of legitimate educational interest to the teacher.

16.02 **IEP ATTENDANCE** The District shall provide written notice to any teacher who will be providing instructional or other services to a student with special needs to participate in the IEP which may initially place (or continue the placement) of the student in a regular education classroom.

16.03 **IEP CLASSROOM RESOLUTIONS** If any teacher to whom a student with special needs is assigned advises the District, in writing, of a reasonable basis to believe that problems exist in the implementation of the student's current IEP which negatively impact the student's educational progress and/or impede the learning progress of non-special needs students in the same classroom setting, the teacher shall have the right to request a meeting of appropriate staff to discuss the problems and possible solutions or to request the convening of another IEP meeting.

16.04 **TRAINING** The District will provide in-service and/or other training to teachers regarding the instruction and behavioral management of students with disabilities in general education classroom settings.

16.05 **MEDICAL PROCEDURES** Where clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, diapering, or similar procedures, are necessary to maintain a student in the classroom, these procedures will be performed by school support personnel or county nurse(s) who will be provided with appropriate training. Teachers will not be required to perform these procedures.

## ARTICLE 17
## PROBATION AND CONTINUING STATUS
## FOR NON-CERTIFIED TEACHERS

17.01 The provisions of this Article shall apply to all bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act (MCLA 38.71 *et. seq*.; MSA 15.1971 *et. seq*.).

17.02 A bargaining unit member may, upon initial employment with the District, be required to serve a probationary period not to exceed two (2) calendar years from their anniversary date of employment. If a teacher works a partial school year, such periods shall be aggregated for purposes of computing the two-year probationary period if the experience has occurred within four (4) calendar years of the time when continuing status is claimed.

17.03 At least sixty (60) days before conclusion of the probationary period described in paragraph 18.02 above, the District shall determine whether the teacher's performance is satisfactory or unsatisfactory, and shall notify the teacher in writing. The determination of unsatisfactory performance shall be based on the Teachers' Appraisal Form (AF 8-95). If the District determines unsatisfactory performance, it shall provide the teacher with the specific reasons for the determination.

17.04 If the District determines that the probationary teacher's performance is unsatisfactory in accordance with the above paragraphs, the teacher's contract shall not be renewed.

17.05 For purposes of non-renewal, the teacher shall be considered "probationary" under the terms of this Agreement.

17.06 If the District does not determine unsatisfactory performance in accordance with the above paragraphs, the teacher shall be considered to be on "continuing status." The term "continuing status" shall be equated to the term "tenure" under the terms of this Agreement for bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act, MCLA 38.71 *et. seq.*

## ARTICLE 18
## TEACHERS' FILES

18.01 Before any written document is placed in a teacher's personnel file, the following shall be done.

A. Any document about a teacher that is to be placed in a file shall be put in writing and dated. The teacher shall be given a copy of any such document when it is put in the file. Documents that do not contain all of this information shall not be included in the teacher's file.

B. The District shall correct or expunge from all District files any information determined by the District and/or an arbitrator to be inaccurate.

18.02 The teacher shall have the right to submit a written response to any material placed in their file, and this response shall be attached to all copies of the written document, including but not limited to all copies provided to all third parties.

18.03 In the event that any material from a teacher's personnel files is provided to any third party, the teacher shall be notified of the name(s) of the parties that received the information, and shall, upon request, be given a copy of all information provided to the third parties.

18.04 If the District releases any material from a teacher's personnel file, the District shall simultaneously release the corresponding teacher's response(s) to the material.

18.05 In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any teacher(s), or any portion thereof, the District shall immediately notify the teacher by telephone or email, and shall provide the following to the affected teacher(s) and to the Association:

A. A copy of the FOIA request;

B. The name(s) of the requesting parties, and all documents and communications received by the District;

C. The District shall take the maximum time allowable by law to respond to a FOIA request to allow the teachers and/or Association the opportunity to take whatever legal action is available to bar disclosure of any or all of the requested document(s).

D. The teacher will be provided an opportunity to review the contents before the release of the information, and will, upon request, be provided with copies of all communications and documentation sent to the requesting parties by District administrators or other District agents or attorneys.

18.06 Upon receiving a FOIA request, the District will only divulge those items it is compelled by law to disclose, and will withhold all information it is permitted by law to withhold.

18.07 Each teacher shall have only one (1) "personnel file," to be kept in the District's central office.

18.08 The parties recognize that this Article is based on their best mutual understanding of the current law in this area; they agree to meet to discuss changes should further judicial proceedings or legislative action so require. The parties understand a binding interpretation by the courts supersedes this Agreement.

## ARTICLE 19
## TERMINATION

19.01 This Agreement shall be effective as of August 30, 2024, and shall remain in effect through the last day before the first teacher day of the 2027-2028 school year.

**WEST OTTAWA PUBLIC SCHOOLS**

**2024-2027**

**AGREEMENT**

This Agreement made and entered into this 13th day of May, 2024, by and between **WEST OTTAWA PUBLIC SCHOOL DISTRICT**, Ottawa County, Michigan, hereinafter referred to as the District, and the **WEST OTTAWA EDUCATION ASSOCIATION**, hereinafter referred to as the Association.

For the Association:

Julie Kovacs, Chief Negotiator
West Ottawa Education Association

Theresann Pyrett, President
West Ottawa Education Association

For the District:

Cathy Lebster, President
Board of Education
West Ottawa Public Schools

Tim Bearden, Superintendent of Schools
West Ottawa Public Schools

## 2024-25 WOEA Salary Table

| | BA | BA+15 | MA | MA+15 | MA+30 |
|---|---|---|---|---|---|
| STEP | 1 | 2 | 4 | 5 | 7 |
| 1 | 53,000 | 53,678 | 55,086 | 55,816 | 57,330 |
| 2 | 53,671 | 54,393 | 56,013 | 56,850 | 58,575 |
| 3 | 54,361 | 55,109 | 56,835 | 57,883 | 59,821 |
| 4 | 55,070 | 55,824 | 57,656 | 58,917 | 61,066 |
| 5 | 55,799 | 56,540 | 58,478 | 59,950 | 62,312 |
| 6 | 56,548 | 57,255 | 59,299 | 60,984 | 63,557 |
| 7 | 57,426 | 57,971 | 60,348 | 62,251 | 64,803 |
| 8 | 58,328 | 58,908 | 61,402 | 63,527 | 66,297 |
| 9 | 59,255 | 59,738 | 62,929 | 65,293 | 67,675 |
| 10 | 60,186 | 60,571 | 64,947 | 67,575 | 69,657 |
| 11 | 61,028 | 61,292 | 66,398 | 69,272 | 71,311 |
| 12 | 61,028 | 62,000 | 67,872 | 70,671 | 72,716 |
| 13 | 61,028 | 63,725 | 69,446 | 71,375 | 73,821 |
| 14 | 61,028 | 65,496 | 71,697 | 73,690 | 75,763 |
| 15 | 61,028 | 67,317 | 73,361 | 75,399 | 77,814 |
| 16 | 61,028 | 69,447 | 74,721 | 76,797 | 78,838 |
| 17 | 61,028 | 69,447 | 76,449 | 78,573 | 80,987 |
| 18 | 61,028 | 69,447 | 78,215 | 80,387 | 82,697 |
| 19 | 61,028 | 69,447 | 79,652 | 81,865 | 83,968 |
| 20 | 61,028 | 69,447 | 81,108 | 83,362 | 85,802 |
| 21 | 61,028 | 69,447 | 82,949 | 85,253 | 87,276 |
| 22 | 61,028 | 69,447 | 84,831 | 87,187 | 89,615 |
| 23 | 61,028 | 69,447 | 86,315 | 88,713 | 91,209 |
| 24 | 61,028 | 69,447 | 87,826 | 90,265 | 92,732 |
| 25 | 61,028 | 69,447 | 89,363 | 91,844 | 94,382 |
| 26 | 61,028 | 69,447 | 90,926 | 93,452 | 96,012 |
| 27 | 61,028 | 69,447 | 92,743 | 96,218 | 98,613 |
| 28 | 61,028 | 69,447 | 95,525 | 100,031 | 102,601 |
| 29 | 61,028 | 69,447 | 96,775 | 101,281 | 103,851 |
| 30 | 61,028 | 69,447 | 98,025 | 102,531 | 105,101 |

## 2025-26 WOEA Salary Table

| | BA | BA+15 | MA | MA+15 | MA+30 |
|---|---|---|---|---|---|
| STEP | 1 | 2 | 4 | 5 | 7 |
| 1 | 54,590 | 55,288 | 56,738 | 57,491 | 59,050 |
| 2 | 55,281 | 56,025 | 57,694 | 58,555 | 60,332 |
| 3 | 55,992 | 56,762 | 58,540 | 59,620 | 61,615 |
| 4 | 56,722 | 57,499 | 59,386 | 60,684 | 62,898 |
| 5 | 57,473 | 58,236 | 60,232 | 61,749 | 64,181 |
| 6 | 58,244 | 58,973 | 61,078 | 62,813 | 65,464 |
| 7 | 59,148 | 59,710 | 62,158 | 64,119 | 66,747 |
| 8 | 60,078 | 60,675 | 63,244 | 65,432 | 68,286 |
| 9 | 61,033 | 61,530 | 64,817 | 67,252 | 69,705 |
| 10 | 61,992 | 62,388 | 66,896 | 69,602 | 71,746 |
| 11 | 62,859 | 63,131 | 68,390 | 71,350 | 73,451 |
| 12 | 62,859 | 63,860 | 69,908 | 72,791 | 74,898 |
| 13 | 62,859 | 65,637 | 71,529 | 73,516 | 76,036 |
| 14 | 62,859 | 67,461 | 73,848 | 75,901 | 78,036 |
| 15 | 62,859 | 69,336 | 75,561 | 77,661 | 80,148 |
| 16 | 62,859 | 71,530 | 76,962 | 79,100 | 81,203 |
| 17 | 62,859 | 71,530 | 78,742 | 80,930 | 83,417 |
| 18 | 62,859 | 71,530 | 80,561 | 82,799 | 85,178 |
| 19 | 62,859 | 71,530 | 82,042 | 84,321 | 86,487 |
| 20 | 62,859 | 71,530 | 83,541 | 85,863 | 88,376 |
| 21 | 62,859 | 71,530 | 85,438 | 87,811 | 89,894 |
| 22 | 62,859 | 71,530 | 87,376 | 89,802 | 92,303 |
| 23 | 62,859 | 71,530 | 88,904 | 91,374 | 93,946 |
| 24 | 62,859 | 71,530 | 90,461 | 92,973 | 95,514 |
| 25 | 62,859 | 71,530 | 92,044 | 94,600 | 97,213 |
| 26 | 62,859 | 71,530 | 93,654 | 96,255 | 98,892 |
| 27 | 62,859 | 71,530 | 95,525 | 99,105 | 101,571 |
| 28 | 62,859 | 71,530 | 98,391 | 103,032 | 105,679 |
| 29 | 62,859 | 71,530 | 99,678 | 104,320 | 106,966 |
| 30 | 62,859 | 71,530 | 100,966 | 105,607 | 108,254 |

## 2026-27 WOEA Salary Table

| | BA | BA+15 | MA | MA+15 | MA+30 |
|---|---|---|---|---|---|
| STEP | 1 | 2 | 4 | 5 | 7 |
| 1 | 55,682 | 56,394 | 57,873 | 58,641 | 60,231 |
| 2 | 56,387 | 57,146 | 58,848 | 59,726 | 61,539 |
| 3 | 57,112 | 57,897 | 59,711 | 60,812 | 62,848 |
| 4 | 57,857 | 58,649 | 60,574 | 61,898 | 64,156 |
| 5 | 58,622 | 59,401 | 61,437 | 62,984 | 65,465 |
| 6 | 59,409 | 60,152 | 62,300 | 64,070 | 66,773 |
| 7 | 60,331 | 60,904 | 63,401 | 65,401 | 68,082 |
| 8 | 61,279 | 61,888 | 64,509 | 66,741 | 69,652 |
| 9 | 62,254 | 62,761 | 66,113 | 68,597 | 71,099 |
| 10 | 63,231 | 63,636 | 68,233 | 70,994 | 73,181 |
| 11 | 64,116 | 64,393 | 69,758 | 72,777 | 74,920 |
| 12 | 64,116 | 65,138 | 71,306 | 74,247 | 76,396 |
| 13 | 64,116 | 66,949 | 72,960 | 74,986 | 77,557 |
| 14 | 64,116 | 68,810 | 75,325 | 77,419 | 79,597 |
| 15 | 64,116 | 70,723 | 77,073 | 79,214 | 81,751 |
| 16 | 64,116 | 72,961 | 78,501 | 80,682 | 82,827 |
| 17 | 64,116 | 72,961 | 80,317 | 82,548 | 85,085 |
| 18 | 64,116 | 72,961 | 82,173 | 84,455 | 86,882 |
| 19 | 64,116 | 72,961 | 83,683 | 86,007 | 88,217 |
| 20 | 64,116 | 72,961 | 85,212 | 87,580 | 90,143 |
| 21 | 64,116 | 72,961 | 87,147 | 89,567 | 91,692 |
| 22 | 64,116 | 72,961 | 89,123 | 91,598 | 94,149 |
| 23 | 64,116 | 72,961 | 90,682 | 93,202 | 95,824 |
| 24 | 64,116 | 72,961 | 92,270 | 94,832 | 97,424 |
| 25 | 64,116 | 72,961 | 93,885 | 96,492 | 99,158 |
| 26 | 64,116 | 72,961 | 95,527 | 98,180 | 100,870 |
| 27 | 64,116 | 72,961 | 97,436 | 101,087 | 103,603 |
| 28 | 64,116 | 72,961 | 100,359 | 105,093 | 107,792 |
| 29 | 64,116 | 72,961 | 101,672 | 106,406 | 109,106 |
| 30 | 64,116 | 72,961 | 102,985 | 107,719 | 110,419 |

# Supplement to Schedule A

2024-25 for Certain Employees *

| STEP | BAG | BAG+15 | BAG+30 |
|---|---|---|---|
| 9 | - | | 72,000 |
| 9.5 | - | 72,261 | |
| 10 | - | 73,483 | 75,597 |
| 11 | - | 75,832 | 77,946 |
| 11.5 | - | - | 79,827 |
| 12 | - | 79,591 | 81,706 |
| 13 | - | 79,591 | 81,706 |
| 14 | - | - | 81,706 |
| 15 | - | 83,350 | - |
| 16 | - | - | 85,464 |
| 17 | - | 83,350 | 85,464 |
| 18 | 85,183 | 87,298 | 89,459 |

2025-26 for Certain Employees *

| STEP | BAG | BAG+15 | BAG+30 |
|---|---|---|---|
| 9 | - | - | 74,160 |
| 9.5 | - | 74,429 | - |
| 10 | - | 75,688 | 77,865 |
| 11 | - | 78,107 | 80,285 |
| 11.5 | - | - | 82,222 |
| 12 | - | 81,979 | 84,157 |
| 13 | - | 81,979 | 84,157 |
| 14 | - | - | 84,157 |
| 15 | - | 85,850 | - |
| 16 | - | - | 88,028 |
| 17 | - | 85,850 | 88,028 |
| 18 | 87,738 | 89,917 | 92,143 |

2026-27 for Certain Employees *

| STEP | BAG | BAG+15 | BAG+30 |
|---|---|---|---|
| 9 | - | - | 75,643 |
| 9.5 | - | 75,918 | - |
| 10 | - | 77,201 | 79,423 |
| 11 | - | 79,669 | 81,890 |
| 11.5 | - | - | 83,866 |
| 12 | - | 83,618 | 85,841 |
| 13 | - | 83,618 | 85,841 |
| 14 | - | - | 85,841 |
| 15 | - | 87,567 | - |
| 16 | - | - | 89,789 |
| 17 | - | 87,567 | 89,789 |
| 18 | 89,493 | 91,715 | 93,985 |

***** Based on step and lane placement in September 2013, some bargaining members will be paid the salaries listed above because the new salary schedule would result in a pay reduction. Employees paid these salaries shall not move up any further on the step schedule until they move to the MA column. When they move to the MA column they will be granted the appropriate step for all of their years of service at West Ottawa Public School. The step shown is based on the salary schedule in place in the 2012-13 contract.

This salary listing ceases to exist as soon as all employees paid one of these salaries have left employment with the District. No employees shall be allowed to move on to this listing nor shall any new employees be paid these salaries.

When a teacher earns a master's degree, resulting in a move onto the Schedule A pay scale, their steps will be restored in accordance with the contractually agreed upon steps for the duration of the time they were on the Supplement to Schedule A pay scale.

**Schedule A**

**2024-25 Daily Salary Schedule***

| Step | BA<br>1 | BA+15<br>2 | MA<br>4 | MA+15** <br>5 | MA+30** <br>6 |
|---|---|---|---|---|---|
| | 1.000 | 1.013 | 1.039 | 1.053 | 1.082 |
| 1 | 288.83 | 292.52 | 300.20 | 304.18 | 312.42 |
| | 1.013 | 1.026 | 1.057 | 1.073 | 1.105 |
| 2 | 292.49 | 296.42 | 305.25 | 309.81 | 319.21 |
| | 1.026 | 1.040 | 1.072 | 1.092 | 1.129 |
| 3 | 296.25 | 300.32 | 309.73 | 315.44 | 326.00 |
| | 1.039 | 1.053 | 1.088 | 1.112 | 1.152 |
| 4 | 300.11 | 304.22 | 314.20 | 321.07 | 332.79 |
| | 1.053 | 1.067 | 1.103 | 1.131 | 1.176 |
| 5 | 304.08 | 308.12 | 318.68 | 326.70 | 339.57 |
| | 1.067 | 1.080 | 1.119 | 1.151 | 1.199 |
| 6 | 308.16 | 312.02 | 323.16 | 332.34 | 346.36 |
| | 1.084 | 1.094 | 1.139 | 1.175 | 1.223 |
| 7 | 312.95 | 315.92 | 328.87 | 339.24 | 353.15 |
| | 1.101 | 1.111 | 1.159 | 1.199 | 1.251 |
| 8 | 317.86 | 321.02 | 334.62 | 346.19 | 361.29 |
| | 1.118 | 1.127 | 1.187 | 1.232 | 1.277 |
| 9 | 322.92 | 325.55 | 342.94 | 355.82 | 368.80 |
| | 1.136 | 1.143 | 1.225 | 1.275 | 1.314 |
| 10 | 327.99 | 330.09 | 353.94 | 368.26 | 379.60 |
| | 1.151 | 1.156 | 1.253 | 1.307 | 1.345 |
| 11 | 332.58 | 334.02 | 361.84 | 377.50 | 388.62 |
| | 1.151 | 1.170 | 1.281 | 1.333 | 1.372 |
| 12 | 332.58 | 337.88 | 369.87 | 385.13 | 396.27 |
| | 1.151 | 1.202 | 1.310 | 1.347 | 1.393 |
| 13 | 332.58 | 347.27 | 378.45 | 388.96 | 402.30 |
| | 1.151 | 1.236 | 1.353 | 1.390 | 1.429 |
| 14 | 332.58 | 356.92 | 390.72 | 401.58 | 412.88 |
| | 1.151 | 1.270 | 1.384 | 1.423 | 1.468 |
| 15 | 332.58 | 366.85 | 399.79 | 410.89 | 424.05 |
| | 1.151 | 1.310 | 1.410 | 1.449 | 1.488 |
| 16 | 332.58 | 378.46 | 407.20 | 418.51 | 429.63 |
| | 1.151 | 1.310 | 1.442 | 1.483 | 1.528 |
| 17 | 332.58 | 378.46 | 416.61 | 428.19 | 441.35 |
| | 1.151 | 1.310 | 1.476 | 1.517 | 1.560 |
| 18 | 332.58 | 378.46 | 426.24 | 438.08 | 450.67 |
| | 1.151 | 1.310 | 1.503 | 1.545 | 1.584 |
| 19 | 332.58 | 378.46 | 434.07 | 446.13 | 457.59 |
| | 1.151 | 1.310 | 1.530 | 1.573 | 1.619 |
| 20 | 332.58 | 378.46 | 442.01 | 454.29 | 467.59 |
| | 1.151 | 1.310 | 1.565 | 1.609 | 1.647 |
| 21 | 332.58 | 378.46 | 452.04 | 464.60 | 475.62 |
| | 1.151 | 1.310 | 1.601 | 1.645 | 1.691 |
| 22 | 332.58 | 378.46 | 462.29 | 475.13 | 488.36 |
| | 1.151 | 1.310 | 1.629 | 1.674 | 1.721 |
| 23 | 332.58 | 378.46 | 470.38 | 483.45 | 497.05 |
| | 1.151 | 1.310 | 1.657 | 1.703 | 1.750 |
| 24 | 332.58 | 378.46 | 478.62 | 491.91 | 505.35 |
| | 1.151 | 1.310 | 1.686 | 1.733 | 1.781 |
| 25 | 332.58 | 378.46 | 486.99 | 500.51 | 514.34 |
| | 1.151 | 1.310 | 1.716 | 1.763 | 1.812 |
| 26 | 332.58 | 378.46 | 495.51 | 509.27 | 523.23 |
| | 1.151 | 1.310 | 1.750 | 1.815 | 1.861 |
| 27 | 332.58 | 378.46 | 505.41 | 524.35 | 537.40 |
| | 1.151 | 1.310 | 1.802 | 1.887 | 1.936 |
| 28 | 332.58 | 378.46 | 520.57 | 545.13 | 559.13 |
| | 1.151 | 1.310 | 1.826 | 1.911 | 1.959 |
| 29 | 332.58 | 378.46 | 527.38 | 551.94 | 565.94 |
| | 1.151 | 1.310 | 1.850 | 1.935 | 1.983 |
| 30 | 332.58 | 378.46 | 534.20 | 558.75 | 572.76 |

**Schedule A**

**2025-26 Daily Salary Schedule***

| Step | BA<br>1 | BA+15<br>2 | MA<br>4 | MA+15** <br>5 | MA+30** <br>6 |
|---|---|---|---|---|---|
| | 1.000 | 1.013 | 1.039 | 1.053 | 1.082 |
| 1 | 297.49 | 301.30 | 309.20 | 313.30 | 321.80 |
| | 1.013 | 1.057 | 1.089 | 1.105 | 1.138 |
| 2 | 301.26 | 305.31 | 314.41 | 319.10 | 328.79 |
| | 1.026 | 1.071 | 1.105 | 1.125 | 1.163 |
| 3 | 305.13 | 309.33 | 319.02 | 324.90 | 335.78 |
| | 1.039 | 1.085 | 1.120 | 1.145 | 1.187 |
| 4 | 309.11 | 313.35 | 323.63 | 330.70 | 342.77 |
| | 1.084 | 1.099 | 1.136 | 1.165 | 1.211 |
| 5 | 313.20 | 317.36 | 328.24 | 336.51 | 349.76 |
| | 1.099 | 1.113 | 1.152 | 1.185 | 1.235 |
| 6 | 317.41 | 321.38 | 332.85 | 342.31 | 356.75 |
| | 1.116 | 1.127 | 1.173 | 1.210 | 1.259 |
| 7 | 322.33 | 325.39 | 338.74 | 349.42 | 363.74 |
| | 1.134 | 1.145 | 1.193 | 1.235 | 1.288 |
| 8 | 327.40 | 330.65 | 344.66 | 356.58 | 372.13 |
| | 1.152 | 1.161 | 1.223 | 1.269 | 1.315 |
| 9 | 332.61 | 335.31 | 353.23 | 366.50 | 379.86 |
| | 1.170 | 1.177 | 1.262 | 1.313 | 1.354 |
| 10 | 337.83 | 339.99 | 364.55 | 379.30 | 390.99 |
| | 1.186 | 1.191 | 1.290 | 1.346 | 1.386 |
| 11 | 342.56 | 344.04 | 372.70 | 388.83 | 400.28 |
| | 1.186 | 1.205 | 1.319 | 1.373 | 1.413 |
| 12 | 342.56 | 348.01 | 380.97 | 396.68 | 408.16 |
| | 1.186 | 1.238 | 1.350 | 1.387 | 1.435 |
| 13 | 342.56 | 357.69 | 389.80 | 400.63 | 414.36 |
| | 1.186 | 1.273 | 1.393 | 1.432 | 1.472 |
| 14 | 342.56 | 367.63 | 402.44 | 413.63 | 425.26 |
| | 1.186 | 1.308 | 1.426 | 1.465 | 1.512 |
| 15 | 342.56 | 377.85 | 411.78 | 423.22 | 436.77 |
| | 1.186 | 1.350 | 1.452 | 1.492 | 1.532 |
| 16 | 342.56 | 389.81 | 419.41 | 431.07 | 442.52 |
| | 1.186 | 1.350 | 1.486 | 1.527 | 1.574 |
| 17 | 342.56 | 389.81 | 429.11 | 441.03 | 454.59 |
| | 1.186 | 1.350 | 1.520 | 1.562 | 1.607 |
| 18 | 342.56 | 389.81 | 439.03 | 451.22 | 464.19 |
| | 1.186 | 1.350 | 1.548 | 1.591 | 1.632 |
| 19 | 342.56 | 389.81 | 447.09 | 459.51 | 471.32 |
| | 1.186 | 1.350 | 1.576 | 1.620 | 1.667 |
| 20 | 342.56 | 389.81 | 455.27 | 467.92 | 481.61 |
| | 1.186 | 1.350 | 1.612 | 1.657 | 1.696 |
| 21 | 342.56 | 389.81 | 465.60 | 478.53 | 489.89 |
| | 1.186 | 1.350 | 1.649 | 1.694 | 1.742 |
| 22 | 342.56 | 389.81 | 476.16 | 489.38 | 503.01 |
| | 1.186 | 1.350 | 1.677 | 1.724 | 1.773 |
| 23 | 342.56 | 389.81 | 484.49 | 497.95 | 511.97 |
| | 1.186 | 1.350 | 1.707 | 1.754 | 1.802 |
| 24 | 342.56 | 389.81 | 492.97 | 506.66 | 520.51 |
| | 1.186 | 1.350 | 1.737 | 1.785 | 1.834 |
| 25 | 342.56 | 389.81 | 501.60 | 515.53 | 529.77 |
| | 1.186 | 1.350 | 1.767 | 1.816 | 1.866 |
| 26 | 342.56 | 389.81 | 510.38 | 524.55 | 538.92 |
| | 1.186 | 1.350 | 1.802 | 1.870 | 1.916 |
| 27 | 342.56 | 389.81 | 520.57 | 540.08 | 553.52 |
| | 1.186 | 1.350 | 1.856 | 1.944 | 1.994 |
| 28 | 342.56 | 389.81 | 536.19 | 561.48 | 575.91 |
| | 1.186 | 1.350 | 1.881 | 1.968 | 2.018 |
| 29 | 342.56 | 389.81 | 543.21 | 568.50 | 582.92 |
| | 1.186 | 1.350 | 1.905 | 1.993 | 2.043 |
| 30 | 342.56 | 389.81 | 550.22 | 575.52 | 589.94 |

**Schedule A**

**2026-27 Daily Salary Schedule***

| Step | BA 1 | BA+15 2 | MA 4 | MA+15** 5 | MA+30** 6 |
|---|---|---|---|---|---|
| | 1.000 | 1.013 | 1.039 | 1.053 | 1.082 |
| 1 | 303.44 | 307.32 | 315.39 | 319.57 | 328.23 |
| | 1.013 | 1.078 | 1.110 | 1.127 | 1.161 |
| 2 | 307.29 | 311.42 | 320.70 | 325.48 | 335.36 |
| | 1.026 | 1.092 | 1.127 | 1.147 | 1.186 |
| 3 | 311.24 | 315.52 | 325.40 | 331.40 | 342.49 |
| | 1.039 | 1.107 | 1.143 | 1.168 | 1.210 |
| 4 | 315.29 | 319.61 | 330.10 | 337.32 | 349.62 |
| | 1.106 | 1.121 | 1.159 | 1.188 | 1.235 |
| 5 | 319.47 | 323.71 | 334.81 | 343.24 | 356.76 |
| | 1.121 | 1.135 | 1.175 | 1.209 | 1.260 |
| 6 | 323.75 | 327.81 | 339.51 | 349.15 | 363.89 |
| | 1.138 | 1.149 | 1.196 | 1.234 | 1.285 |
| 7 | 328.78 | 331.90 | 345.51 | 356.41 | 371.02 |
| | 1.156 | 1.168 | 1.217 | 1.259 | 1.314 |
| 8 | 333.95 | 337.27 | 351.55 | 363.71 | 379.58 |
| | 1.175 | 1.184 | 1.247 | 1.294 | 1.341 |
| 9 | 339.26 | 342.02 | 360.29 | 373.83 | 387.46 |
| | 1.193 | 1.201 | 1.287 | 1.340 | 1.381 |
| 10 | 344.59 | 346.79 | 371.84 | 386.89 | 398.81 |
| | 1.210 | 1.215 | 1.316 | 1.373 | 1.414 |
| 11 | 349.41 | 350.92 | 380.15 | 396.60 | 408.28 |
| | 1.210 | 1.229 | 1.345 | 1.401 | 1.441 |
| 12 | 349.41 | 354.97 | 388.59 | 404.61 | 416.33 |
| | 1.210 | 1.263 | 1.377 | 1.415 | 1.463 |
| 13 | 349.41 | 364.85 | 397.60 | 408.64 | 422.65 |
| | 1.210 | 1.298 | 1.421 | 1.461 | 1.502 |
| 14 | 349.41 | 374.99 | 410.49 | 421.90 | 433.77 |
| | 1.210 | 1.334 | 1.454 | 1.495 | 1.542 |
| 15 | 349.41 | 385.41 | 420.01 | 431.68 | 445.51 |
| | 1.210 | 1.377 | 1.481 | 1.522 | 1.563 |
| 16 | 349.41 | 397.61 | 427.80 | 439.69 | 451.37 |
| | 1.210 | 1.377 | 1.515 | 1.558 | 1.605 |
| 17 | 349.41 | 397.61 | 437.69 | 449.85 | 463.68 |
| | 1.210 | 1.377 | 1.550 | 1.593 | 1.639 |
| 18 | 349.41 | 397.61 | 447.81 | 460.25 | 473.47 |
| | 1.210 | 1.377 | 1.579 | 1.623 | 1.664 |
| 19 | 349.41 | 397.61 | 456.04 | 468.70 | 480.75 |
| | 1.210 | 1.377 | 1.608 | 1.652 | 1.701 |
| 20 | 349.41 | 397.61 | 464.37 | 477.28 | 491.24 |
| | 1.210 | 1.377 | 1.644 | 1.690 | 1.730 |
| 21 | 349.41 | 397.61 | 474.91 | 488.10 | 499.68 |
| | 1.210 | 1.377 | 1.682 | 1.728 | 1.776 |
| 22 | 349.41 | 397.61 | 485.69 | 499.17 | 513.07 |
| | 1.210 | 1.377 | 1.711 | 1.759 | 1.808 |
| 23 | 349.41 | 397.61 | 494.18 | 507.91 | 522.20 |
| | 1.210 | 1.377 | 1.741 | 1.789 | 1.838 |
| 24 | 349.41 | 397.61 | 502.83 | 516.80 | 530.92 |
| | 1.210 | 1.377 | 1.771 | 1.821 | 1.871 |
| 25 | 349.41 | 397.61 | 511.63 | 525.84 | 540.37 |
| | 1.210 | 1.377 | 1.802 | 1.852 | 1.903 |
| 26 | 349.41 | 397.61 | 520.58 | 535.04 | 549.70 |
| | 1.210 | 1.377 | 1.838 | 1.907 | 1.955 |
| 27 | 349.41 | 397.61 | 530.98 | 550.88 | 564.59 |
| | 1.210 | 1.377 | 1.894 | 1.983 | 2.034 |
| 28 | 349.41 | 397.61 | 546.91 | 572.71 | 587.42 |
| | 1.210 | 1.377 | 1.918 | 2.008 | 2.059 |
| 29 | 349.41 | 397.61 | 554.07 | 579.87 | 594.58 |
| | 1.210 | 1.377 | 1.943 | 2.032 | 2.083 |
| 30 | 349.41 | 397.61 | 561.23 | 587.03 | 601.74 |

# SCHEDULE B

**SCHEDULE B COMMITTEE** A Schedule B Committee will be established whose make-up and responsibilities shall be as follows:

A. The Committee shall be composed of three (3) members to be chosen by the Association and three (3) members to be chosen by the District. The Association Chief Negotiator and the Associate Superintendent of Human Resources will be representatives of this Committee.

B. The Committee will meet as necessary to carry out its purpose. It will, at a minimum, meet bi-annually by November 15 and April 15, to review all existing Schedule B positions, job descriptions, and assigned percentages. Copies of its finding will be sent to both the Superintendent and the Association President.

C. The purpose of the Committee shall be limited to making recommendations regarding the percentages assigned each Schedule B position. Percentages as recommended shall be established by the Committee on the basis of as near uniform criteria and good judgment as possible so as to create a reasonable basis for compensation for the various positions.

D. It is further agreed that existing positions, new positions, and any significant modifications of positions, proposed by the Administration or by the Association, will be submitted to this Committee and that the Committee's recommendations will be considered by the Board and the Association. If agreed to by the negotiation committees of both the Board and the Association and ratified by both the Board and the Association, these percentages shall be the basis for compensation for that position.

E. All Schedule B positions and percentage total values as finalized shall be directly tied to an accepted job description for that position. Copies of each job description will be filed each with the Administration and the Association. Any change in the total percentage value from that time on shall come about only through a change in the corresponding job description and process listed above.

A. **SCHEDULE B POSITIONS**

1. District-wide Schedule B job openings will be posted district-wide in each building, and the application shall be made directly to the Assistant Superintendent for Human Resources or a designee.

2. Schedule B job openings which apply to a particular building or buildings and can only be filled by a teacher in that building or buildings shall still be posted district-wide for information purposes, and the application shall be made directly to the Assistant Superintendent for Human Resources or a designee.

B. **SCHEDULE B CONTRACT** Individuals performing services identified on Schedule B shall receive a Special Services Contract indicating the rate of pay for said service. No teacher will be expected to provide special services without a Special Services Contract. Before a Special Services Contract can be offered, a job description for that position must be on file and accepted, according to the provisions of the Master Agreement.

C. **SCHEDULE B PAY** It is understood the payment for Schedule B compensation shall be made according to the follow schedules below. If there are any changes to the scheduled pay dates, the business office will contact the Association at their earliest convenience. All clubs will be paid out at the conclusion of their session as deemed completed by their building administrator.

**2024-2025 Season**

| | Athletic | | | | | | Academic | Theater |
|---|---|---|---|---|---|---|---|---|
| | Fall | Winter HS | Winter 1 MS | Winter 2 MS | Spring | Summer | | |
| Mid-way Pay Date | 09/13/24 | 01/15/25 | 12/13/24 | 02/14/25 | 05/01/25 | 07/15/25 | 01/15/25 | Per Event |
| Final Pay Date | 11/01/24 | 04/01/25 | 01/31/25 | 04/01/25 | 06/13/25 | 08/15/25 | 06/13/25 | |

**2025-2026 Season**

| | Athletic | | | | | | Academic | Theater |
|---|---|---|---|---|---|---|---|---|
| | Fall | Winter HS | Winter 1 MS | Winter 2 MS | Spring | Summer | | |
| Mid-way Pay Date | 09/15/25 | 01/15/26 | 12/15/25 | 02/13/26 | 05/01/26 | 07/15/26 | 01/15/26 | Per Event |
| Final Pay Date | 10/31/25 | 04/01/26 | 01/30/26 | 04/01/26 | 06/15/26 | 08/14/26 | 06/15/26 | |

**2026-2027 Season**

| | Athletic | | | | | | Academic | Theater |
|---|---|---|---|---|---|---|---|---|
| | Fall | Winter HS | Winter 1 MS | Winter 2 MS | Spring | Summer | | |
| Mid-way Pay Date | 09/15/26 | 01/15/27 | 12/15/26 | 02/15/27 | 04/30/27 | 07/15/27 | 01/15/27 | Per Event |
| Final Pay Date | 10/30/26 | 04/01/27 | 02/01/27 | 04/01/27 | 06/15/27 | 08/13/27 | 06/15/27 | |

**APPENDIX B**

2024-2027 Extra Curricular Position Salary Schedule

| 2024-2025 | |
|---|---|
| Step 1 | 43,735 |
| Step 2 | 44,609 |
| Step 3 | 45,850 |
| Step 4 | 47,124 |
| Step 5 | 48,434 |
| Step 6 | 49,781 |
| Step 7 | 51,164 |

| 2025-2026 | |
|---|---|
| Step 1 | 45,047 |
| Step 2 | 45,948 |
| Step 3 | 47,225 |
| Step 4 | 48,538 |
| Step 5 | 49,887 |
| Step 6 | 51,274 |
| Step 7 | 52,699 |

| 2026-2027 | |
|---|---|
| Step 1 | 45,948 |
| Step 2 | 46,867 |
| Step 3 | 48,169 |
| Step 4 | 49,508 |
| Step 5 | 50,884 |
| Step 6 | 52,300 |
| Step 7 | 53,753 |

Appendix B Salary Based on % of Extra-Curricular Position Salary Table. Compensation is based on years of position experience and is limited to seven (7) steps.

**Athletics**

| | | | | | |
|---|---|---|---|---|---|
| Fall | Girls | Cheerleading - Sideline | Junior Varsity | Head Coach | 5.50% |
| Fall | Girls | Cheerleading - Sideline | Varsity | Head Coach | 8.04% |
| Fall | Boys | Cross Country | 7th & 8th Grade | Head Coach | 3.38% |
| Fall | Girls | Cross Country | 7th & 8th Grade | Head Coach | 3.38% |
| Fall | Boys | Cross Country | Varsity | Head Coach | 12.69% |
| Fall | Girls | Cross Country | Varsity | Head Coach | 12.69% |
| Fall | Boys | Cross Country | Varsity | Assistant Coach | 3.81% |
| Fall | Girls | Cross Country | Varsity | Assistant Coach | 3.81% |
| Fall | Boys | Football | 7th Grade | Assistant Coach | 7.19% |
| Fall | Boys | Football | 7th Grade | Head Coach | 8.88% |
| Fall | Boys | Football | 8th grade | Assistant Coach | 7.19% |
| Fall | Boys | Football | 8th grade | Head Coach | 8.88% |
| Fall | Boys | Football | Freshman | Assistant Coach | 13.11% |
| Fall | Boys | Football | Freshman | Head Coach | 13.96% |
| Fall | Boys | Football | Junior Varsity | Assistant Coach | 13.11% |
| Fall | Boys | Football | Junior Varsity | Head Coach | 13.96% |
| Fall | Boys | Football | Varsity | Assistant Coach | 13.54% |
| Fall | Boys | Football | Varsity | Head Coach | 17.77% |
| Fall | Girls | Golf | Junior Varsity | Head Coach | 8.46% |
| Fall | Girls | Golf | Varsity | Head Coach | 10.58% |

| | | | | | |
|---|---|---|---|---|---|
| Fall | Boys & Girls | Physical Conditioning & Weight Training | | Supervisor | 2.54% |
| Fall | Boys | Soccer | 7th Grade | Head Coach | 5.08% |
| Fall | Boys | Soccer | 8th grade | Head Coach | 5.08% |
| Fall | Boys | Soccer | Freshman | Head Coach | 9.73% |
| Fall | Boys | Soccer | Junior Varsity | Head Coach | 9.73% |
| Fall | Boys | Soccer | Varsity | Head Coach | 11.84% |
| Fall | Girls | Dive Head Coach & Swim Assistant Coach | Varsity | | 11.00% |
| Fall | Girls | Swim | Varsity | Assistant Coach | 9.50% |
| Fall | Girls | Swim | Varsity | Head Coach | 14.81% |
| Fall | Girls | Tennis | 7th & 8th Grade | Head Coach | 5.08% |
| Fall | Boys | Tennis | Junior Varsity | Head Coach | 8.46% |
| Fall | Boys | Tennis | Varsity | Head Coach | 11.42% |
| Fall | Girls | Volleyball | 7th Grade | Head Coach | 5.08% |
| Fall | Girls | Volleyball | 8th grade | Head Coach | 5.08% |
| Fall | Girls | Volleyball | Freshman | Head Coach | 11.00% |
| Fall | Girls | Volleyball | Junior Varsity | Head Coach | 11.00% |
| Fall | Girls | Volleyball | Varsity | Head Coach | 14.38% |
| Fall | Boys | Water Polo | Varsity | Head Coach | 11.42% |
| Winter | Boys | Basketball | 7th Grade | Head Coach | 7.19% |
| Winter | Girls | Basketball | 7th Grade | Head Coach | 7.19% |
| Winter | Boys | Basketball | 8th Grade | Head Coach | 7.19% |
| Winter | Girls | Basketball | 8th Grade | Head Coach | 7.19% |
| Winter | Boys | Basketball | Freshman | Head Coach | 13.96% |
| Winter | Girls | Basketball | Freshman | Head Coach | 13.96% |
| Winter | Boys | Basketball | Junior Varsity | Head Coach | 14.38% |
| Winter | Girls | Basketball | Junior Varsity | Head Coach | 14.38% |
| Winter | Boys | Basketball | Varsity | Head Coach | 18.19% |
| Winter | Girls | Basketball | Varsity | Head Coach | 18.19% |
| Winter | Girls | Cheerleading - Competitive | 7th Grade | Head Coach | 5.50% |
| Winter | Girls | Cheerleading - Competitive | 8th Grade | Head Coach | 5.50% |
| Winter | Girls | Cheerleading - | Junior Varsity | Head Coach | 12.27% |

| | | | | | |
|---|---|---|---|---|---|
| Winter | Girls | Competitive Cheerleading - Competitive & Sideline | Varsity | Head Coach | 15.65% |
| Winter | Girls | Competitive Dance | Varsity | Head Coach | 7.61% |
| Winter | Boys | Hockey | Varsity | Head Coach | 15.65% |
| Winter | Boys & Girls | Intramural | | Director | 2.96% |
| Winter | Boys & Girls | Physical Conditioning & Weight Training | | Supervisor | 2.54% |
| Winter | Boys | Swim & Dive | 7th & 8th Grade | Assistant Coach | 5.92% |
| Winter | Girls | Swim & Dive | 7th & 8th Grade | Assistant Coach | 5.92% |
| Winter | Boys | Swim | 7th & 8th Grade | Head Coach | 5.92% |
| Winter | Girls | Swim | 7th & 8th Grade | Head Coach | 5.92% |
| Winter | Boys & Girls | Swim | 7th & 8th Grade | Head Coach | 5.92% |
| Winter | Boys | Dive Head Coach & Swim Assistant Coach | Varsity | | 11.00% |
| Winter | Boys | Swim | Varsity | Assistant Coach | 9.50% |
| Winter | Boys | Swim | Varsity | Head Coach | 14.38% |
| Winter | Boys | Wrestling | 7th & 8th Grade | Assistant Coach | 4.23% |
| Winter | Boys | Wrestling | 7th & 8th Grade | Head Coach | 6.77% |
| Winter | Boys | Wrestling | Junior Varsity | Head Coach | 11.84% |
| Winter | Boys | Wrestling | Varsity | Head Coach | 15.23% |
| Spring | Boys | Baseball | Freshman | Head Coach | 9.73% |
| Spring | Boys | Baseball | Junior Varsity | Head Coach | 9.73% |
| Spring | Boys | Baseball | Varsity | Head Coach | 12.69% |
| Spring | Boys | Golf | Junior Varsity | Head Coach | 8.46% |

| | | | | | |
|---|---|---|---|---|---|
| Spring | Boys | Golf | Varsity | Head Coach | 10.58% |
| Spring | Boys & Girls | Intramural | | Director | 2.96% |
| Spring | Boys | Lacrosse | Varsity | Head Coach | 11.84% |
| Spring | Girls | Lacrosse | Varsity | Head Coach | 11.84% |
| Spring | Boys | Lacrosse | Junior Varsity | Head Coach | 8.04% |
| Spring | Girls | Lacrosse | Junior Varsity | Head Coach | 8.04% |
| Spring | Boys & Girls | Physical Conditioning & Weight Training | | Supervisor | 2.54% |
| Spring | Girls | Soccer | 7th Grade | Head Coach | 5.08% |
| Spring | Girls | Soccer | 8th Grade | Head Coach | 5.08% |
| Spring | Girls | Soccer | Freshman | Head Coach | 9.73% |
| Spring | Girls | Soccer | Junior Varsity | Head Coach | 9.73% |
| Spring | Girls | Soccer | Varsity | Head Coach | 11.84% |
| Spring | Girls | Softball | Junior Varsity | Head Coach | 9.73% |
| Spring | Girls | Softball | Varsity | Head Coach | 12.69% |
| Spring | Boys | Tennis | 7th & 8th Grade | Head Coach | 5.08% |
| Spring | Girls | Tennis | Junior Varsity | Head Coach | 8.46% |
| Spring | Girls | Tennis | Varsity | Head Coach | 11.42% |
| Spring | Boys | Track & Field | 7th & 8th Grade | Assistant Coach | 4.23% |
| Spring | Girls | Track & Field | 7th & 8th Grade | Assistant Coach | 4.23% |
| Spring | Boys | Track & Field | 7th & 8th Grade | Head Coach | 5.50% |
| Spring | Girls | Track & Field | 7th & 8th Grade | Head Coach | 5.50% |
| Spring | Boys | Track & Field | Varsity | Assistant Coach | 7.19% |
| Spring | Girls | Track & Field | Varsity | Assistant Coach | 7.19% |
| Spring | Boys & Girls | Track & Field | Varsity | Assistant Throwing Coach | 6.77% |
| Spring | Boys | Track & Field | Varsity | Head Coach | 12.69% |
| Spring | Girls | Track & Field | Varsity | Head Coach | 12.69% |
| Spring | Girls | Water Polo | Varsity | Head Coach | 11.42% |

| | | | | |
|---|---|---|---|---|
| Summer | Boys & Girls | Physical Conditioning & Weight Training | Supervisor | 2.54% |

**Academic**

| | | |
|---|---|---|
| Band Director | Harbor Lights | 8.88% |
| Band Director | Macatawa Bay | 5.92% |
| Band Director | 10th - 12th Grade | 13.54% |
| Band Director | 9th Grade | 4.23% |
| Band Director Assistant | 6th Grade | 0.42% |
| Band Director High School Assistant | High School | 3.81% |
| Calling All Colors Advisor | Middle School | 2.54% |
| Choral Director | 10th - 12th Grade | 6.35% |
| Choral Director | 9th Grade | 1.69% |
| Choral Director | Middle School | 5.92% |
| Class Sponsor | 10th Grade | 1.69% |
| Class Sponsor | 11th Grade | 4.65% |
| Class Sponsor | 12th Grade | 3.81% |
| Class Sponsor | 9th Grade | 1.69% |
| Conflict Manager Advisor | Elementary | 2.96% |
| Curriculum Department Chairperson - Art | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Business | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - English Language Arts | 6th - 8th Grade | 7.61% |
| Curriculum Department Chairperson - English Language Arts | 9th - 12th Grade | 8.88% |
| Curriculum Department Chairperson - Family & Consumer Sciences | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Foreign Language | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Guidance | 9th - 12th Grade | 8.88% |
| Curriculum Department Chairperson - Industrial Technology | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Math | 6th - 8th Grade | 7.61% |
| Curriculum Department Chairperson - Math | 9th - 12th Grade | 8.88% |
| Curriculum Department Chairperson - Music | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Physical Wellness | 6th - 12th Grade | 8.04% |
| Curriculum Department Chairperson - Science | 6th - 8th Grade | 7.61% |
| Curriculum Department Chairperson - Science | 9th - 12th Grade | 8.88% |
| Curriculum Department Chairperson - Social Studies | 6th - 8th Grade | 7.61% |
| Curriculum Department Chairperson - Social Studies | 9th - 12th Grade | 8.88% |
| Curriculum Department Chairperson - Special Education | 6th - 8th Grade | 7.61% |
| Curriculum Department Chairperson - Special Education | 9th - 12th Grade | 8.88% |

| | | |
|---|---|---|
| Debate Coach | Varsity | 6.77% |
| DECA Advisor | 9th - 12th Grade | 2.96% |
| Director of Theater | High School | 1.69% |
| Drama Club Advisor | High School | 1.27% |
| Dutch Dance Costume Director | High School | 6.35% |
| Dutch Dance Director | High School | 10.15% |
| Elementary Special Ed. Chairperson (K-5), 2 positions | Elementary | |
| Elementary Grade Level Chairperson (K-5), 6 positions | Elementary | 7.00% |
| FIRST Robotics Advisor | High School | 11.84% |
| FIRST Robotics Advisor, Assistant | High School | 3.38% |
| Forensics Coach | High School | 4.65% |
| Job Squad Advisor | Elementary | 2.54% |
| Language Club Advisor - French | High School | 1.69% |
| Language Club Advisor - Spanish | High School | 1.69% |
| Model United Nations Advisor | High School | 5.92% |
| National Academic Honor Society Advisor | High School | 5.08% |
| National Art Honor Society Advisor | High School | 1.27% |
| Newspaper Advisor | High School | 6.35% |
| Orchestra Director | 10th - 12th Grade | 5.92% |
| Orchestra Director | 9th Grade | 1.69% |
| Orchestra Director | Middle School | 4.23% |
| Renaissance Advisor | 9th - 12th Grade | 2.12% |
| Safety Patrol Director | Elementary | 4.27% |
| School Improvement Chair | Elementary | 5.50% |
| Science Olympiad Assistant Coach | High School | 6.77% |
| Science Olympiad Assistant Coach | Middle School | 5.08% |
| Science Olympiad Coach | High School | 10.15% |
| Science Olympiad Coach | Middle School | 5.08% |
| Science Olympiad Part-Time Flex Assistant Coach | Middle School | 2.54% |
| Ski Club Advisor | High School | 2.54% |
| Ski Club Advisor | Middle School | 2.96% |
| Student Activities Coordinator | High School | 7.61% |
| Student Government Advisor | Elementary | 1.27% |
| Student Government Advisor | Middle School | 2.54% |
| Theater Caravan Production Coach | High School | 4.65% |
| WOBN Advisor (with release hour) | High School | 5.08% |
| Yearbook Advisor (ICON Staff) | High School | 11.00% |

**Theater**

| | | | |
|---|---|---|---|
| Fall | Choreographer | High School Musical | 4.23% |
| Fall | Costumes Director | High School Musical | 4.23% |
| Fall | Director | High School Musical | 7.61% |
| Fall | Front of House Advisor | High School Musical | 1.69% |

| | | | |
|---|---|---|---|
| Fall | Make-up Advisor | High School Musical | 0.85% |
| Fall | Orchestra Director | High School Musical | 5.08% |
| Fall | Patron & Publicity Advisor | High School Musical | 2.12% |
| Fall | Pianist | High School Musical | 2.96% |
| Fall | Program Advisor | High School Musical | 1.27% |
| Fall | Properties Director | High School Musical | 1.69% |
| Fall | Set Design & Construction Advisor | High School Musical | 2.96% |
| Fall | Stage Manager & Assistant Director | High School Musical | 4.23% |
| Fall | Technical Director | High School Musical | 3.38% |
| Fall | Vocal Director | High School Musical | 5.08% |
| Winter | Costumes Director | High School Play | 3.38% |
| Winter | Front of House Advisor | High School Play | 1.27% |
| Winter | Make-up Advisor | High School Play | 1.27% |
| Winter | Patron & Publicity Advisor | High School Play | 2.12% |
| Winter | Production Director | High School Play | 6.77% |
| Winter | Program Advisor | High School Play | 1.27% |
| Winter | Properties Director | High School Play | 2.12% |
| Winter | Set Design & Construction Advisor | High School Play | 2.96% |
| Winter | Stage Manager & Assistant Director | High School Play | 4.23% |
| Winter | Technical Director | High School Play | 2.96% |
| Spring | Costumes Director | Middle School Musical | 3.81% |
| Spring | Director | Middle School Musical | 5.08% |
| Spring | Production Coordinator | Middle School Musical | 3.38% |
| Spring | Properties Director | Middle School Musical | 1.69% |
| Spring | Technical Director | Middle School Musical | 2.54% |
| Spring | Vocal Director | Middle School Musical | 3.38% |
| Spring | Costumes Director | Theatre Caravan Production | 2.54% |
| Spring | Director | Theatre Caravan Production | 5.08% |
| Spring | Set Design & Construction Advisor | Theatre Caravan Production | 2.54% |
| Spring | Stage Manager & Assistant Director | Theatre Caravan Production | 3.81% |

**SCHEDULE C**

A. The Schedule C hourly rate shall be used for programs paid on an hourly basis, including but not limited to driver's education, adult education (non-recreation), special services, summer institute, in-service training, teacher option days, etc. The Schedule C hourly rate for the term of this agreement is listed below and is calculated by .0008 x Schedule A step BA 1.

| Year | Rate |
|---|---|
| 2024-25 | $ 42.40 |
| 2025-26 | $ 43.67 |
| 2026-27 | $ 44.55 |

**SCHEDULE D**
**2024-2027**
**REGULAR CALENDARS**

A. Inclement weather days will be made up only if make-up days are needed to meet the state-required minimum number of days and/or hours, and if the District determines to make up the days.

B. Only the days and/or hours necessary to meet the minimum number of days and hours required by the state will be made up.

C. Make up days will be scheduled for regular weekdays at the end of the school calendar.

D. If the state law is amended or appealed so that no loss of state aid occurs for Act of God days, the District and Association will meet to revise the calendar as needed.

# Schedule D – 2024-25 West Ottawa Public Schools K-5

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 20 - 21 | Professional Development | 2 | 2 |
| Aug 22 - 29 | Full Days of School | 6 | 6 |
| Aug 30 – Sept 2 | No School - Labor Day Recess | 0 | 0 |
| Sept. 3- 17 | Full Days of School | 11 | 11 |
| Sept. 18 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 19 – Oct 11 | Full Days of School | 17 | 17 |
| Oct. 14 | Full Days of School, P/T Conference 5-8 pm | 1.5 | 1 |
| Oct. 15 - 16 | Full Days of School | 2 | 2 |
| Oct. 17 | Students Half day of School, P/T Conf. 1-4 and 5-8 p.m. | 1.5 | 1 |
| Oct. 18 | No School | 0 | 0 |
| Oct. 21 - 22 | Full Days of School | 2 | 2 |
| Oct. 23 | Half day for Students – Half day Professional Development | 1 | 1 |
| Oct. 24 | Full Days of School | 1 | 1 |
| Oct. 25 | End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Oct. 28 – Nov. 19 | Full Days of School | 17 | 17 |
| Nov. 20 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Nov. 21 – 26 | Full Days of School | 4 | 4 |
| Nov. 27 – 29 | No School - Thanksgiving Recess | 0 | 0 |
| Dec. 2 - 20 | Full Days of School | 15 | 15 |
| Dec. 23 – Jan 3 | No School - Holiday Recess | 0 | 0 |
| Jan. 6 - 15 | Full Days of School | 8 | 8 |
| Jan. 16 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 17 | Half Day for Students, Records Day, End of 2nd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **47** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 20 | No School for Students – Professional Development | 1 | 1 |
| Jan. 21 | Full Day of School | 1 | 1 |
| Jan. 22 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| Jan. 23- Feb. 5 | Full Days of School | 10 | 10 |
| Feb. 6 – 10 | No School - Mid-Winter Recess | 0 | 0 |
| Feb. 11-25 | Full Days of School | 11 | 11 |
| Feb. 26 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Feb. 27-Mar. 14 | Full Day of School | 12 | 12 |
| Mar. 17 | Full Day of School – P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 18-19 | Full Day of School | 2 | 2 |
| Mar. 20 | Students Half Day of School, P/T Conf 1-4 and 5-8 pm | 1.5 | 1 |
| Mar. 21 | No School | 0 | 0 |
| Mar. 24-25 | Full day of School | 2 | 2 |
| Mar. 26 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Mar. 27 | Full Day of School | 1 | 1 |
| Mar. 28 | Full Day of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 31-April 3 | Full Days of School | 4 | 4 |
| Apr.4-11 | Spring Recess | 0 | 0 |
| Apr. 14-22 | Full Days of School | 7 | 7 |
| Apr. 23 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Apr. 24-May 7 | Full Days of School | 10 | 10 |
| May 8 | Half Day of School, Tulip Time | .5 | 1 |
| May 9-20 | Full Days of School | 8 | 8 |
| May 21 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| May 22-23 | Full Days for Students | 2 | 2 |
| May 26 | No School - Memorial Day | 0 | 0 |
| May 27-June 4 | Full Days of School | 7 | 7 |
| June 5 | Half Day for Students – | 1 | 1 |
| June 6 | Half Day of School, Last Day of School | 1 | 1 |
| June 11 | Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 2nd & February 12th

# Schedule D – 2024-25 West Ottawa Public Schools 6-8

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 20-21 | Professional Development | 2 | 2 |
| Aug. 22-29 | Full Days of School | 6 | 6 |
| Aug. 30-Sept 2 | No School - Labor Day Recess | 0 | 0 |
| Sept. 3-Sept 17 | Full Days of School | 11 | 11 |
| Sept. 18 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 19 – Oct 14 | Full Days of School | 18 | 18 |
| Oct. 15 | Full Day of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 16 | Full Days of School | 1 | 1 |
| Oct. 17 | Students Half day of School, P/T Conf. 1-4 p.m. and 5-8pm | 1.5 | 1 |
| Oct. 18 | No School | 0 | 0 |
| Oct. 21-22 | Full Days of School | 2 | 2 |
| Oct. 23 | Half Day of School – Half Day Professional Development | 1 | 1 |
| Oct. 24 | Full Day of School | 1 | 1 |
| Oct. 25 | Full Day of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Oct 28-29 | Full Days of Schools | 2 | 2 |
| Oct. 30 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| Oct. 31- Nov. 19 | Full Days of School | 14 | 14 |
| Nov.20 | Half Day of School – Half Day Professional Development | 1 | 1 |
| Nov. 21-26 | Full Days of School | 4 | 4 |
| Nov. 27-29 | No School - Thanksgiving Recess | 0 | 0 |
| Dec. 2-20 | Full Days of School | 15 | 15 |
| Dec. 23- Jan 3 | No School – Holiday Break | 0 | 0 |
| Jan. 6-15 | Full Days of School | 8 | 8 |
| Jan. 16 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 17 | Half Day for Students, Records Day, End of 2nd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **47** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 20 | No School for Students – Professional Development | 1 | 1 |
| Jan. 21 | Full Day of School | 1 | 1 |
| Jan. 22 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| Jan. 23- Feb. 5 | Full Days of School | 10 | 10 |
| Feb. 6-10 | Mid-Winter Recess | 0 | 0 |
| Feb. 11-25 | Full Day of School | 11 | 11 |
| Feb. 26 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 27- Mar.17 | Full Day of School | 13 | 13 |
| Mar. 18 | Full Day of School – P/T Conference 5-8pm | 1.5 | 1 |
| Mar. 19 | Full Day of School | 1 | 1 |
| Mar. 20 | Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m. | 1.5 | 1 |
| Mar. 21 | No School | 0 | 0 |
| Mar. 24-25 | Full Day of School | 2 | 2 |
| Mar. 26 | Half Day for Students, Half Day Professional Development Report Cards due 4:30pm | 1 | 1 |
| Mar. 27-28 | Full Days of School | 1 | 1 |
| Mar. 28 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 31-April 3 | Full Days of School | 4 | 4 |
| Apr. 4-11 | Spring Recess | 0 | 0 |
| Apr. 14-22 | Full Days of School | 7 | 7 |
| Apr. 23 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Apr. 24- May 7 | Full Days of School | 10 | 10 |
| May 8 | Half Day of School, Tulip Time | 0.5 | 1 |
| May 9-20 | Full Day of School | 8 | 8 |
| May 21 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| May 22-23 | Full Day of School | 2 | 2 |
| May 26 | No School - Memorial Day | 0 | 0 |
| May 27-June 4 | Full Days of School | 7 | 7 |
| June 5 | Half Day for Students, Records Day | 1 | 1 |
| June 6 | Half Day for Students, Last Day of School, Records Day | 1 | 1 |
| June 11 | Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 2nd & February 12th

# Schedule D - 2024-25 West Ottawa Public Schools 9-12

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 20-21 | Professional Development | 2 | 2 |
| Aug. 22-29 | Full Days of School | 6 | 6 |
| Aug. 30 – Sept 2 | No School - Labor Day Recess | 0 | 0 |
| Sept. 3-17 | Full Days of School | 11 | 11 |
| Sept. 18 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 19- Oct. 14 | Full Days of School | 18 | 18 |
| Oct. 15 | Full Days of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 16 | Full Days of School | 1 | 1 |
| Oct. 17 | Full Days of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 18 | No School | 0 | 0 |
| Oct. 21-22 | Full Days of School | 2 | 2 |
| Oct. 23 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Oct. 24 | Full Day of School | 1 | 1 |
| Oct. 25 | Full Day of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Oct. 28-29 | Full Day of School | 2 | 2 |
| Oct. 30 | Full Day of School, Report Cards due 4:30 pm | 1 | 1 |
| Oct. 31-Nov 19 | Full Days of School | 14 | 14 |
| Nov. 20 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Nov. 21-26 | Full Days of School | 4 | 4 |
| Nov. 27-29 | No School – Thanksgiving Recess | 0 | 0 |
| Dec. 2-20 | Full Day of School | 15 | 15 |
| Dec. 23- Jan. 3 | No School – Holiday Break | 0 | 0 |
| Jan. 6-14 | Full Days of School | 7 | 7 |
| Jan. 15 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 16 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 17 | Half Day for Students, Records Day, End of 2nd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **47** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 20 | No School- Professional Development | 1 | 1 |
| Jan. 21 | Full Days of School | 1 | 1 |
| Jan. 22 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| Jan. 23-Feb. 5 | Full Days of School | 10 | 10 |
| Feb. 6-10 | No School - Mid-Winter Break | 0 | 0 |
| Feb. 11-25 | Full Days of School | 11 | 11 |
| Feb. 26 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Feb. 27- Mar. 17 | Full Days of School | 13 | 13 |
| Mar. 18 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 19 | Full Days of School | 1 | 1 |
| Mar. 20 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 21 | No School | 0 | 0 |
| Mar. 24-25 | Full Days of School | 2 | 2 |
| Mar. 26 | Half Day for Students, Half Day Professional Development Report Cards due 4:30pm | 1 | 1 |
| Mar. 27 | Full Days of School | 1 | 1 |
| Mar. 28 | Full Days of School, End of Quarter 3 | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 31-April 1 | Full Days of School | 2 | 2 |
| April 2 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| April 3 | Full Days of School | 1 | 1 |
| Apr. 4-11 | Spring Recess | 0 | 0 |
| Apr. 14-22 | Full Days of School | 7 | 7 |
| Apr. 23 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Apr. 24-May 7 | Full Days of School | 10 | 10 |
| May 8 | Half Day of School, Tulip Time | 0.5 | 1 |
| May 9-20 | Full Days of School | 8 | 8 |
| May 21 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| May 22-23 | Full Day of School | 2 | 2 |
| May 26 | No School – Memorial Day | 0 | 0 |
| May 27-June 3 | Full Days of School | 6 | 6 |
| June 4 | Half Day for Students, Records Day | 1 | 1 |
| June 5 | Half Day for Students, Records Day | 1 | 1 |
| June 6 | Half Day for Students, Last day of School, Records Day | 1 | 1 |
| June 11 | Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 2nd & February 12th

# Schedule D – 2025-26 West Ottawa Public Schools K-5

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 19-20 | Professional Development | 2 | 2 |
| Aug. 21-28 | Full Days of School | 6 | 6 |
| Aug. 29- Sept. 1 | No School - Labor Day Recess | 0 | 0 |
| Sept. 2-16 | Full Days of School | 11 | 11 |
| Sept. 17 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 18- Oct. 10 | Full Days of School | 17 | 17 |
| | | | |
| Oct. 13 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Oct. 14-15 | Full Days of School | 2 | 2 |
| Oct. 16 | Students Half day of School, P/T Conf. 1-4 and 5-8 p.m. | 1.5 | 1 |
| Oct. 17 | No School | 0 | 0 |
| Oct. 20-21 | Full Days of School | 2 | 2 |
| Oct. 22 | Half day for Students – Half day Professional Development | 1 | 1 |
| Oct. 23-30 | Full Days of School | 6 | 6 |
| Oct. 31 | Full Days of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **52** | **51** |
| Nov. 3-18 | Full Days of School | 12 | 12 |
| Nov. 19 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Nov. 20-25 | Full Days of School | 4 | 4 |
| Nov. 26-28 | No School – Thanksgiving Break | 0 | 0 |
| Dec. 1-19 | Full Days of School | 15 | 15 |
| Dec. 22- Jan. 2 | No School – Holiday Break | 0 | 0 |
| Jan. 5-14 | Full Days of School | 8 | 8 |
| Jan. 15 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 16 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 19 | No School – Professional Development | 1 | 1 |
| Jan. 20 | Full Days of School | 1 | 1 |
| Jan. 21 | Full Days of School, Report cards due 4:30pm | 1 | 1 |
| Jan. 22-Feb. 4 | Full Days of School | 10 | 10 |
| Feb. 5-9 | No School - Mid-Winter Break | 0 | 0 |
| Feb. 10-24 | Full Days of School | 11 | 11 |
| Feb. 25 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 26-Mar. 13 | Full Days of School | 12 | 12 |
| Mar. 16 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 17-18 | Full Days of School | 2 | 2 |
| Mar. 19 | Full Day of School – P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 20 | No School | 0 | 0 |
| Mar. 23-24 | Full Days of School | 2 | 2 |
| Mar. 25 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Mar. 26 | Full Days of School | 1 | 1 |
| Mar. 27 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 30-31 | Full Days of School | 2 | 2 |
| April 1 | Full Days of School | 1 | 1 |
| April 2 | Full Days of School | 1 | 1 |
| April 3-10 | Spring Recess | 0 | 0 |
| April 13-21 | Full Days of School | 7 | 7 |
| April 22 | Half Day for School, Half Day Professional Development | 1 | 1 |
| April 23-May 6 | Full Days of School | 10 | 10 |
| May 7 | Half Day for Students – Tulip Time | 0.5 | 1 |
| May 8-19 | Full Days of School | 8 | 8 |
| May 20 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 21-22 | Full Days of School | 2 | 2 |
| May 25 | No School – Memorial Day | 0 | 0 |
| May 26-June 3 | Full Days of School | 7 | 7 |
| June 4 | Half Day for Students, Records Day | 1 | 1 |
| June 5 | Half Day for Students, Records Day | 1 | 1 |
| June 10 | Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 1st & February 11th

# Schedule D – 2025-26 West Ottawa Public Schools 6-8

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 19-20 | Professional Development | 2 | 2 |
| Aug. 21-28 | Full Days of School | 6 | 6 |
| Aug. 29- Sept. 1 | No School - Labor Day Recess | 0 | 0 |
| Sept. 2-16 | Full Days of School | 11 | 11 |
| Sept. 17 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 18-Oct. 13 | Full Days of School | 18 | 18 |
| Oct. 14 | Full Day of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 15 | Full Days of School | 1 | 1 |
| Oct. 16 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Oct. 17 | No School | 0 | 0 |
| Oct. 20-21 | Full Days of School | 2 | 2 |
| Oct. 22 | Half Day of School – Half Day Professional Development | 1 | 1 |
| Oct. 23-30 | Full Days of School | 6 | 6 |
| Oct. 31 | Full Days of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **52** | **51** |
| Nov. 3-4 | Full Days of School | 2 | 2 |
| Nov. 5 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| Nov. 6-18 | Full Days of School | 9 | 9 |
| Nov. 19 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Nov. 20-25 | Full Days of School | 4 | 4 |
| Nov. 26-28 | No School – Thanksgiving Break | 0 | 0 |
| Dec. 1-19 | Full Days of School | 15 | 15 |
| Dec. 22- Jan 2 | No School – Holiday Break | 0 | 0 |
| Jan. 5- Jan 14 | Full Days of School | 8 | 8 |
| Jan. 15 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 16 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 19 | No School for Students - Professional Development | 1 | 1 |
| Jan. 20 | Full Day of School | 1 | 1 |
| Jan. 21 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| Jan. 22-Feb 4 | Full Day of School | 10 | 10 |
| Feb 5-9 | No School - Mid-Winter Break | 0 | 0 |
| Feb. 10 – 24 | Full Days of School | 11 | 11 |
| Feb. 25 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 26 – Mar. 16 | Full Days of School | 13 | 13 |
| Mar. 17 | Full Day of School, P/T Conference 5-8pm | 1.5 | 1 |
| Mar. 18 | Full Day of School | 1 | 1 |
| Mar. 19 | Half Day for Students, P/T Conf. 1-4pm & 5-8pm | 1.5 | 1 |
| Mar. 20 | No School | 0 | 0 |
| Mar. 23-24 | Full Day of School | 2 | 2 |
| Mar. 25 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Mar. 26 | Full Days of School | 1 | 1 |
| Mar. 27 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 30 – 31 | Full Days of School | 2 | 2 |
| April 1 | Full Days of School | 1 | 1 |
| April 2 | Full Days of School | 1 | 1 |
| April 3-10 | Spring Recess | 0 | 0 |
| April 13 – 21 | Full Days of School | 7 | 7 |
| April 22 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| April 23-May 6 | Full Days of School | 10 | 10 |
| May 7 | Half Day – Tulip Time | .5 | 1 |
| May 8-19 | Full Days of School | 8 | 8 |
| May 20 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 21-22 | Full Days of School | 2 | 2 |
| May 25 | No School – Memorial Day | 0 | 0 |
| May 26-June 3 | Full Days of School | 7 | 7 |
| June 4 | Half Day for Students, Records Day | 1 | 1 |
| June 5 | Half Day for Students, Records Day | 1 | 1 |
| June 10 | End of Semester Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 1st & February 11th

# Schedule D - 2025-26 West Ottawa Public Schools 9-12

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 19-20 | Professional Development | 2 | 2 |
| Aug. 21-28 | Full Days of School | 6 | 6 |
| Aug. 29-Sept. 1 | No School - Labor Day Recess | 0 | 0 |
| Sept. 2-16 | Full Days of School | 11 | 11 |
| Sept. 17 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 18-Oct. 13 | Full Days of School | 18 | 18 |
| Oct. 14 | Full Days of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 15 | Full Days of School | 1 | 1 |
| Oct. 16 | Full Days of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 17 | No School | 0 | 0 |
| Oct. 20-21 | Full Days of School | 2 | 2 |
| Oct. 22 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Oct. 23-30 | Full Days of School | 6 | 6 |
| Oct. 31 | Full Day of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **52** | **51** |
| Nov. 3-4 | Full Day of School | 2 | 2 |
| Nov. 5 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| Nov. 6-18 | Full Days of School | 9 | 9 |
| Nov. 19 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Nov. 20-25 | Full Days of School | 4 | 4 |
| Nov. 26-28 | No School – Thanksgiving Recess | 0 | 0 |
| Dec. 1-19 | Full Day of School | 15 | 15 |
| Dec. 22-Jan 2 | No School – Holiday Break | 0 | 0 |
| Jan. 5-13 | Full Days of School | 7 | 7 |
| Jan. 14 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 15 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 16 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **94** | **93** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 19 | No School for Students, Professional Development | 1 | 1 |
| Jan. 20 | Full Days of School | 1 | 1 |
| Jan. 21 | Full Days of School, Report Cards due 4:30pm | 1 | 1 |
| Jan. 22-Feb. 4 | Full Days of School | 10 | 10 |
| Feb. 5-9 | No School - Mid-Winter Break | 0 | 0 |
| Feb. 10-24 | Full Days of School | 11 | 11 |
| Feb. 25 | Half Day for Students – Half Day Professional Development | 1 | 1 |
| Feb. 26-Mar. 16 | Full Days of School | 13 | 13 |
| Mar. 17 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 18 | Full Days of School | 1 | 1 |
| Mar. 19 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 20 | No School | 0 | 0 |
| Mar. 23-24 | Full Days of School | 2 | 2 |
| Mar. 25 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Mar. 26 | Full Days of School | 1 | 1 |
| Mar. 27 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 30-31 | Full Days of School | 2 | 2 |
| April 1 | Full Days of School | 1 | 1 |
| April 2 | Full Days of School | 1 | 1 |
| April 3-10 | Full Days of School | 0 | 0 |
| April 13-21 | Full Days of School | 7 | 7 |
| April 22 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| April 23-May 6 | Full Days of School | 10 | 10 |
| May 7 | Half Day for Students – Tulip Time | 0.5 | 1 |
| May 8-19 | Full Days of School | 8 | 8 |
| May 20 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 21-22 | Full Days of School | 2 | 2 |
| May 25 | No School – Memorial Day | 0 | 0 |
| May 26-June 3 | Full Days of School | 7 | 7 |
| June 4 | Half Day for Students, Records Day | 1 | 1 |
| June 5 | Half Day for Students, Records Day, End of Semester | 1 | 1 |
| June 10 | Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **42.5** | **43** |
| | **Semester Totals** | **89.5** | **89** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 1st & February 11th

# Schedule D – 2026-27 West Ottawa Public Schools K-5

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 25-26 | Professional Development | 2 | 2 |
| Aug. 27-Sept 3 | Full Days of School | 6 | 6 |
| Sept. 4-7 | No School - Labor Day Recess | 0 | 0 |
| Sept. 8-15 | Full Days of School | 6 | 6 |
| Sept. 16 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 17-Oct. 9 | Full Days of School | 17 | 17 |
| Oct. 12 | Full Days of School, P/T Conference 5-8 pm | 1.5 | 1 |
| Oct. 13-14 | Full Days of School | 2 | 2 |
| Oct. 15 | Students Half day of School, P/T Conf. 1-4 and 5-8 p.m. | 1.5 | 1 |
| Oct. 16 | No School | 0 | 0 |
| Oct. 19-20 | Full Days of School | 2 | 2 |
| Oct. 21 | Half day for Students – Half day Professional Development | 1 | 1 |
| Oct. 22-29 | Full Days of School | 6 | 6 |
| Oct. 30 | Full Days of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Nov. 2-17 | Full Days of School | 12 | 12 |
| Nov. 18 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Nov. 19-24 | Full Days of School | 4 | 4 |
| Nov. 25-27 | No School – Thanksgiving Break | 0 | 0 |
| Nov. 30- Dec. 18 | Full Days of School | 15 | 15 |
| Dec. 21-Jan. 1 | No School – Holiday Break | 0 | 0 |
| Jan. 4-13 | Full Days of School | 8 | 8 |
| Jan. 14 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 15 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **89** | **88** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 18 | No School- Professional Development | 1 | 1 |
| Jan. 19 | Full Days of School | 1 | 1 |
| Jan. 20 | Full Days of School, Report cards due 4:30pm | 1 | 1 |
| Jan. 21-Feb11 | Full Days of School | 16 | 16 |
| Feb. 12-16 | Mid-Winter Break | 0 | 0 |
| Feb. 17-23 | Full Days of School | 5 | 5 |
| Feb. 24 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 25-Mar. 12 | Full Days of School | 12 | 12 |
| Mar. 15 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 16-17 | Full Day of School | 2 | 2 |
| Mar. 18 | Half Day for Students – P/T Conf. 1-4pm & 5-8pm | 1.5 | 1 |
| Mar. 19 | No School | 0 | 0 |
| Mar. 22-23 | Full Days of School | 2 | 2 |
| Mar. 24 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Mar. 25 | Full Days of School | 1 | 1 |
| Mar. 26 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 29-31 | Full Day of School, Report Cards due 4:30pm | 3 | 3 |
| April 1 | Full Day of School | 1 | 1 |
| April 2-9 | Spring Recess | 0 | 0 |
| April 12-20 | Full Days of School | 7 | 7 |
| April 21 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| April 22-May 5 | Full Days of School | 10 | 10 |
| May 6 | Half Day for Students, Tulip Time | .5 | 1 |
| May 7-25 | Full Days of School | 13 | 13 |
| May 26 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 27-28 | Full Days of School | 2 | 2 |
| May 31 | No School – Memorial Day | 0 | 0 |
| June 1-9 | Full Days of School | 7 | 7 |
| June 10 | Half Day for Students, Records Day | 1 | 1 |
| June 11 | Half Day for Students, Records Day | 1 | 1 |
| June 16 | End of Semester, Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **47.5** | **48** |
| | **Semester Totals** | **94.5** | **94** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 7th & February 10th

# Schedule D – 2026-27 West Ottawa Public Schools 6-8

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 25-26 | Professional Development | 2 | 2 |
| Aug. 27-Sept 3 | Full Days of School | 6 | 6 |
| Sept. 4-7 | No School - Labor Day Recess | 0 | 0 |
| Sept. 8-15 | Full Days of School | 6 | 6 |
| Sept. 16 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 17-Oct. 12 | Full Days of School | 18 | 18 |
| Oct. 13 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Oct. 14 | Full Days of School | 1 | 1 |
| Oct. 15 | Students Half day of School, P/T Conf. 1-4 and 5-8 p.m. | 1.5 | 1 |
| Oct. 16 | No School | 0 | 0 |
| Oct. 19-20 | Full Days of School | 2 | 2 |
| Oct. 21 | Half day for Students – Half day Professional Development | 1 | 1 |
| Oct. 22-29 | Full Days of School | 6 | 6 |
| Oct. 30 | Full Days of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Nov. 2-3 | Full Days of School | 2 | 2 |
| Nov. 4 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| Nov. 5-17 | Full Days of School | 9 | 9 |
| Nov. 18 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Nov. 19-24 | Full Days of School | 4 | 4 |
| Nov. 25-27 | No School – Thanksgiving Break | 0 | 0 |
| Nov. 30- Dec. 18 | Full Days of School | 15 | 15 |
| Dec. 21-Jan. 1 | No School – Holiday Break | 0 | 0 |
| Jan. 4-13 | Full Days of School | 8 | 8 |
| Jan. 14 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 15 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **89** | **88** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 18 | No School – Professional Development | 1 | 1 |
| Jan. 19 | Full Days of School | 1 | 1 |
| Jan. 20 | Full Days of School, Report cards due 4:30pm | 1 | 1 |
| Jan. 21-Feb11 | Full Days of School | 16 | 16 |
| Feb. 12-16 | Mid-Winter Break | 0 | 0 |
| Feb. 17-23 | Full Days of School | 5 | 5 |
| Feb. 24 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 25-Mar. 15 | Full Days of School | 13 | 13 |
| Mar. 16 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 17 | Full Day of School | 1 | 1 |
| Mar. 18 | Half Day for Students – P/T Conf. 1-4pm & 5-8pm | 1.5 | 1 |
| Mar. 19 | No School | 0 | 0 |
| Mar. 22-23 | Full Days of School | 2 | 2 |
| Mar. 24 | Half Day for Students, Professional Development | 1 | 1 |
| Mar. 25 | Full Days of School | 1 | 1 |
| Mar. 26 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Mar. 29-30 | Full Days of School | 2 | 2 |
| Mar. 31 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| April 1 | Full Day of School | 1 | 1 |
| April 2-9 | Spring Recess | 0 | 0 |
| April 12-20 | Full Days of School | 7 | 7 |
| April 21 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| April 22-May 5 | Full Days of School | 10 | 10 |
| May 6 | Half Day for Students, Tulip Time | .5 | 1 |
| May 7-25 | Full Days of School | 13 | 13 |
| May 26 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 27-28 | Full Days of School | 2 | 2 |
| May 31 | No School – Memorial Day | 0 | 0 |
| June 1-9 | Full Days of School | 7 | 7 |
| June 10 | Half Day for Students, Records Day | 1 | 1 |
| June 11 | Half Day for Students, Records Day | 1 | 1 |
| June 16 | End of Semester, Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **47.5** | **48** |
| | **Semester Totals** | **94.5** | **94** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 7th & February 10th

# Schedule D – 2026-27 West Ottawa Public Schools 9-12

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Aug. 25-26 | Professional Development | 2 | 2 |
| Aug. 27-Sept 3 | Full Days of School | 6 | 6 |
| Sept. 4-7 | No School - Labor Day Recess | 0 | 0 |
| Sept. 8-15 | Full Days of School | 6 | 6 |
| Sept. 16 | Half Day for Students - Half Day Professional Development | 1 | 1 |
| Sept. 17-Oct. 12 | Full Days of School | 18 | 18 |
| Oct. 13 | Full Days of School, P/T Conference 5-8 pm | 1.5 | 1 |
| Oct. 14 | Full Days of School | 1 | 1 |
| Oct. 15 | Full Days of School, P/T Conf. 5-8 p.m. | 1.5 | 1 |
| Oct. 16 | No School | 0 | 0 |
| Oct. 19-20 | Full Days of School | 2 | 2 |
| Oct. 21 | Half day for Students – Half day Professional Development | 1 | 1 |
| Oct. 22-29 | Full Days of School | 6 | 6 |
| Oct. 30 | Full Days of School, End of 1st Quarter | 1 | 1 |
| | **Quarterly Totals** | **47** | **46** |
| Nov. 2-3 | Full Days of School | 2 | 2 |
| Nov. 4 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| Nov. 5-17 | Full Days of School | 9 | 9 |
| Nov. 18 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Nov. 19-24 | Full Days of School | 4 | 4 |
| Nov. 25-27 | No School – Thanksgiving Break | 0 | 0 |
| Nov. 30- Dec. 18 | Full Days of School | 15 | 15 |
| Dec. 21-Jan. 1 | No School – Holiday Break | 0 | 0 |
| Jan. 4-12 | Full Days of School | 7 | 7 |
| Jan. 13 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 14 | Half Day for Students, Records Day | 1 | 1 |
| Jan. 15 | Half Day for Students, End of 2nd Quarter, Records Day | 1 | 1 |
| | **Quarterly Totals** | **42** | **42** |
| | **Semester Totals** | **89** | **88** |

| Dates | | Teacher Days | Student Days |
|---|---|---|---|
| Jan. 18 | No School – Professional Development | 1 | 1 |
| Jan. 19 | Full Days of School | 1 | 1 |
| Jan. 20 | Full Days of School, Report cards due 4:30pm | 1 | 1 |
| Jan. 21-Feb11 | Full Days of School | 16 | 16 |
| Feb. 12-16 | Mid-Winter Break | 0 | 0 |
| Feb. 17-23 | Full Days of School | 5 | 5 |
| Feb. 24 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| Feb. 25-Mar. 15 | Full Days of School | 13 | 13 |
| Mar. 16 | Full Days of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 17 | Full Day of School | 1 | 1 |
| Mar. 18 | Full Day of School, P/T Conf. 5-8pm | 1.5 | 1 |
| Mar. 19 | No School | 0 | 0 |
| Mar. 22-23 | Full Days of School | 2 | 2 |
| Mar. 24 | Half Day for Students, Professional Development | 1 | 1 |
| Mar. 25 | Full Days of School | 1 | 1 |
| Mar. 26 | Full Days of School, End of 3rd Quarter | 1 | 1 |
| Mar. 29-30 | Full Days of School | 2 | 2 |
| | **Quarterly Totals** | **49** | **48** |
| Mar. 31 | Full Day of School, Report Cards due 4:30pm | 1 | 1 |
| April 1 | Full Day of School | 1 | 1 |
| April 2-9 | Spring Recess | 0 | 0 |
| April 12-20 | Full Days of School | 7 | 7 |
| April 21 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| April 22-May 5 | Full Days of School | 10 | 10 |
| May 6 | Half Day for Students, Tulip Time | .5 | 1 |
| May 7-25 | Full Days of School | 13 | 13 |
| May 26 | Half Day for Students, Half Day Professional Development | 1 | 1 |
| May 27-28 | Full Days of School | 2 | 2 |
| May 31 | No School – Memorial Day | 0 | 0 |
| June 1-8 | Full Days of School | 6 | 6 |
| June 9 | Half Day for Students, Records Day | 1 | 1 |
| June 10 | Half Day for Students, Records Day | 1 | 1 |
| June 11 | Half Day for Students, Records Day | 1 | 1 |
| June 16 | End of Semester, Report Cards due 4:30pm | 0 | 0 |
| | **Quarterly Totals** | **45.5** | **46** |
| | **Semester Totals** | **94.5** | **94** |
| | **Yearly Total** | **183.5** | **182** |

Classroom teachers responsible for report cards.

The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.

Student Count Days: October 7th & February 10th

**SCHEDULE E**
**Professional Development Attendance Policy and**
**Required After-School Duties**

1. August or September: One (1) open house – maximum two and a half (2½) hours. The date and time will be determined by August 5th each year.

2. In an effort to comply with the State School Aid Act (MCL 388.1701) and the Pupil Accounting Manual, any pre-arranged absences, sick or personal days scheduled for professional development days are subject to review and approval by the Assistant Superintendent of Human Resources.

3. The afternoon of the half-day records day at the end of first semester can be used at the certified staff member's discretion as on-site or off-site worktime.

4. Any half day professional development list on the Schedule D calendars are Schedule A contract days. These days will follow the outlined times on Schedule G.

**SCHEDULE**
**School Day Starting and Ending Times 2024-2027**

| Buildings | Student Day | Teacher Day | Teacher Total |
|---|---|---|---|
| Full Day | | | |
| Great Lakes, Lakeshore, Lakewood, Pine Creek, Waukazoo, Woodside | 8:35AM-3:38PM | 8:30AM-3:48PM | 7 hours 18 minutes |
| North Holland, Sheldon Woods | 8:50AM-3:53 PM | 8:45AM-4:03PM | |
| Harbor Lights, Macatawa Bay | 7:50AM-2:43PM | 7:35AM-2:53PM | |
| High School North, High School South | 7:45AM-2:43PM | 7:35AM-2:53PM | |
| Half-Day | | | |
| Great Lakes, Lakeshore, Lakewood, Pine Creek, Waukazoo, Woodside | 8:35AM-11:52AM | 8:30AM-12:09PM | 3 hours 39 minutes |
| North Holland, Sheldon Woods | 8:50AM-12:07PM | 8:45AM-12:24PM | |
| Harbor Lights, Macatawa Bay | 7:50AM-11:04AM | 7:35AM-11:14PM | |
| High School North, High School South | 7:45AM-11:04AM | 7:35AM-11:14AM | |

Appendix A

# EMPLOYEE RIGHTS
## UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE ENTITLEMENTS**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BENEFITS & PROTECTIONS**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**ELIGIBILITY REQUIREMENTS**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

**REQUESTING LEAVE**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**ENFORCEMENT**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division

WHD

WH1420 REV 04/16

WEST OTTAWA PUBLIC SCHOOLS

# 2024-25 Staff Calendar Draft - Calendar A
## K - 5

### July 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | | | | |

### August 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 20: 7 Hrs PD |
| | | | | | | | 21: 7 Hrs PD |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 22: First Day of School |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 30: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 8 Teacher Days/8 Student Days |

### September 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 2: No School |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 18: Half Day |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 18: 3 Hrs PD |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 20 Teacher Days/20 Student Days |

### October 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 14: P/T Conferences 5-8 (in-person) |
| | | | | | | | 17: Half Day |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 17: P/T Conferences 1-4 (virtual), 5-8 (in-person) |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 18: No School |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 23: Half Day |
| 27 | 28 | 29 | 30 | 31 | | | 23: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 25: End of Q1 |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 20: Half Day |
| | | | | | | | 20: 2 Hrs PD, 1 Hr Building |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 27-29: No School |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 18 Teacher Days/18 Student Days |

### December 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 23-31: No School |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | 15 Teacher Days/15 Student Days |

### January 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 1-3: No School |
| | | | 1 | 2 | 3 | 4 | 16: Half Day, Records Day |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 17: Half Day, Records Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: End of Q2 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 20: No School Students, 6 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| 26 | 27 | 28 | 29 | 30 | 31 | | 22: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6-10: Mid-Winter Break |
| | | | | | | | 26: Half Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 26: 2 Hrs PD, 1 Hr Building |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | | 17 Teacher Days/17 Student Days |

### March 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 17: P/T Conferences 5-8 (in-person) |
| | | | | | | | 20: Half Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 20: P/T Conferences 1-4 (virtual) |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 20: P/T Conferences 5-8 (in-person) |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21: No School |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 26: Half Day |
| 30 | 31 | | | | | | 26: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 28: End of Q3 |
| | | | | | | | 21 Teacher Days/20 Student Days |

### April 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 4-11: No School |
| | | 1 | 2 | 3 | 4 | 5 | 23: Half Day |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 23: 2 Hrs PD, 1 Hr Building |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | 16 Teacher Days/16 Student Days |

### May 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 8: Half Day Staff & Students- Tulip Time |
| | | | | | | | 21: Half Day |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: 2 Hrs PD, 1 Hr Building |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 26: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 20.5 Teacher Days/21 Student Days |

### June 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 5: Half Day, Records Day |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6: Half Day, Records Day |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11: Report Cards Due 4:30 PM |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 5 Teacher Days/5 Student Days |

**1st Semester Student Days: 93**
**2nd Semester Student Days 89**
**Yearly Totals: 182**

**1st Semester Teacher Days: 94**
**2nd Semester Teacher Days 89.5**
**Yearly Totals: 183.5**

WEST OTTAWA PUBLIC SCHOOLS

# 2024-25 Staff Calendar Draft - Calendar A
## 6 - 8

### July 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | | | | |

### August 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 20: 7 Hrs PD |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: 7 Hrs PD |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 22: First Day of School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 30: No School |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 8 Teacher Days/8 Student Days |

### September 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 2: No School |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 18: Half Day |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18: 3 Hrs PD |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 20 Teacher Days/20 Student Days |

### October 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 15: P/T Conferences 5-8 (in-person) |
| | | 1 | 2 | 3 | 4 | 5 | 17: Half Day |
| | | | | | | | 17: P/T Conferences 1-4 & 5-8 (virtual) |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 18: No School |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 23: Half Day |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 23: 2 Hrs PD, 1 Hr Building |
| 27 | 28 | 29 | 30 | 31 | | | 25: End of Q1 |
| | | | | | | | 30: Report cards due 4:30 PM |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 20: Half-day |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 20: 2 Hrs PD, 1 Hr Building |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 27-29: No School |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 18 Teacher Days/18 Student Days |

### December 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 23-31: No School |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | 15 Teacher Days/15 Student Days |

### January 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 1-3: No School |
| | | | | | | | 15: Half Day, Records Day |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 17: Half Day, Records Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: End of Q2 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 20-Hrs School Students, 4 Hrs PD Staff (3 Hrs PD, 1 Hrs PLC) |
| 26 | 27 | 28 | 29 | 30 | 31 | | 22: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6-10: Mid-Winter Break |
| | | | | | | | 28: Half Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 28: 2 Hrs PD, 1 Hr Building |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | | 17 Teacher Days/17 Student Days |

### March 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 18: P/T Conferences 5-8 (in-person) |
| | | | | | | | 20: Half Day |
| | | | | | | 1 | 20: P/T Conferences 1-4 & 5-8 (virtual) |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 21: No School |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 28: Half Day |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 28: 2 Hrs PD, 1 Hr Building |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28: Report cards due 4:30 PM |
| 30 | 31 | | | | | | 28: End of Q3 |
| | | | | | | | 21 Teacher Days/20 Student Days |

### April 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 2: Report Cards due 4:30 |
| | | | | | | | 4-11: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 23: Half Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 23: 2 Hours Staff PD, 1 Hr Building |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | 16 Teacher Days/16 Student Days |

### May 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 8: Half Day Staff & Students- Tulip Time |
| | | | | 1 | 2 | 3 | 21: Half Day |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: 2 Hrs PD, 1 Hr Building |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 26: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 20.5 Teacher Days/21 Student Days |

### June 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 5: Half Day, Records Day |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6: Half Day, Records Day |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11: Report Cards Due 4:30 PM |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 5 Teacher Days/5 Student Days |

1st Semester Student Days: 93
2nd Semester Student Days 89
Yearly Totals: 182

1st Semester Teacher Days: 94
2nd Semester Teacher Days 89.5
Yearly Totals: 183.5

WEST OTTAWA PUBLIC SCHOOLS

# 2024-25 Staff Calendar Draft - Calendar A
## 9 - 12

### July 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | | | | |

### August 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 20: 7 Hrs PD |
| | | | | | | | 21: 7 Hrs PD |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 22: First Day of School |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 30: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 8 Teacher Days/8 Student Days |

### September 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 2: No School |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 18: Half Day |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 18: 3 Hrs PD |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 20 Teacher Days/20 Student Days |

### October 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 15: P/T Conferences 5-8 (virtual) |
| | | 1 | 2 | 3 | 4 | 5 | 17: P/T Conferences 5-8 (virtual) |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 18: No School |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 23: Half Day |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 23: 2 Hrs PD, 1 Hr Building |
| 27 | 28 | 29 | 30 | 31 | | | 25: End of Q1 |
| | | | | | | | 30: Report cards due 4:30 PM |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 20: Half-day |
| | | | | | 1 | 2 | 20: 2 Hrs PD, 1 Hr Building |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 27-29: No School |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 18 Teacher Days/18 Student Days |

### December 2024

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 23-31: No School |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | 15 Teacher Days/15 Student Days |

### January 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 1-3: No School |
| | | | 1 | 2 | 3 | 4 | 15: Half Day, Records Day |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 16: Half Day, Records Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: Half Day, Records Day |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17: End of Q2 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 20: No School (Students, 6 Hrs PD (Staff (3 Hrs PD, 3 Hrs PLC)) |
| | | | | | | | 22: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6-10: Mid-Winter Break |
| | | | | | | | 26: Half Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 26: 2 Hrs PD, 1 Hr Building |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | | 17 Teacher Days/17 Student Days |

### March 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 18: P/T Conferences 5-8 (virtual) |
| | | | | | | 1 | 20: P/T Conferences 5-8 (virtual) |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 21: No School |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 26: Half Day |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 26: 2 Hrs PD, 1 Hr Building |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 26: Report cards due 4:30 PM |
| 30 | 31 | | | | | | 28: End of Q3 |
| | | | | | | | 21 Teacher Days/20 Student Days |

### April 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 2: Report Cards due 4:30 |
| | | 1 | 2 | 3 | 4 | 5 | 4-11: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 23: Half Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 23: 2 Hours Staff PD, 1 Hr Building |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | 16 Teacher Days/16 Student Days |

### May 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 8: Half Day Staff & Students- Tulip Time |
| | | | | 1 | 2 | 3 | 21: Half Day |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: 2 Hrs PD, 1 Hr Building |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 26: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 20.5 Teacher Days/21 Student Days |

### June 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 4: Half Day, Records Day |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5: Half Day, Records Day |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6: Half Day, Records Day |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 11: Report Cards Due 4:30 PM |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 5 Teacher Days/5 Student Days |

1st Semester Student Days: 93
2nd Semester Student Days 89
Yearly Totals: 182

1st Semester Teacher Days: 94
2nd Semester Teacher Days 89.5
Yearly Totals: 183.5

WEST OTTAWA PUBLIC SCHOOLS

# 2025-26 Staff Calendar Draft - Calendar A
## K - 5

### July 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |

### August 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 19: First day of School for Staff |
| | | | | | | | 19: 8 Hours PD |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 20: 8 Hours PD |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 21: First Day of School for Students |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 29: Labor Day Break |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | 8 Teacher Days/8 Student Days |

### September 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 1: Labor Day |
| | 1 | 2 | 3 | 4 | 5 | 6 | 17: Half Day Students |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 17: 2 Hours PD, 1 Hour Building Meeting |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | 21 Teacher Days/21 Student Days |

### October 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 13: P/T Conferences 5-8pm (in-person) |
| | | | 1 | 2 | 3 | 4 | 16: Half Day Students |
| | | | | | | | 16: P/T Conferences 1-4pm (virtual) |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 16: P/T Conferences 5-8pm (in-person) |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: No School |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22: Half Day Students |
| 26 | 27 | 28 | 29 | 30 | 31 | | 22: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 31: End of Q1 |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 19: Half Day Students |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 19: 2 Hours PD, 1 Hour Building Meeting |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 26-28: Thanksgiving Break |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | | 17 Teacher Days/17 Student Days |

### December 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22-31: Winter Break |
| 28 | 29 | 30 | 31 | | | | 15 Teacher Days/15 Student Days |

### January 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 1-2: Winter Break |
| | | | | 1 | 2 | 3 | 15: Half Day Students, Records Day |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 16: Half Day Students, Records Day |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16: End of Q2 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 19: No School Students, 6 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 21: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 5-9: Mid-Winter Break |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 25: Half Day Students |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 25: 2 Hours PD, 1 Hour Building Meeting |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 17 Teacher Days/17 Student Days |

### March 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 16: P/T Conferences 5-8pm (in-person) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 19: Half Day students |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 19: P/T Conferences 1-4pm (virtual) |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19: P/T Conferences 5-8 (in-person) |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20: No School |
| 29 | 30 | 31 | | | | | 25: Half Day Students |
| | | | | | | | 25: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 27: End of Q3 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### April 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 6-10: Spring Break |
| | | | 1 | 2 | 3 | 4 | 22: Half Day Students |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 22: 2 Hours PD, 1 Hour Building Meeting |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | 16 Teacher Days/16 Student Days |

### May 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 7: Half Day Staff & Students - Tulip Time |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 20: Half Day Students |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20: 2 Hours PD, 1 Hour Building Meeting |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 25: Memorial Day |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | 19.5 Teacher Days/20 Student Days |

### June 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 4: Half Day Students, Records Day |
| | | | | | | | 5: Half Day Students, Records Day |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 10: Report Cards Due 4:30 PM |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | 5 Teacher Days/5 Student Days |

1st Semester Student Days: 93
2nd Semester Student Days 89
Yearly Totals: 182

1st Semester Teacher Days: 94
2nd Semester Teacher Days 89.5
Yearly Totals: 183.5

WEST OTTAWA PUBLIC SCHOOLS

# 2025-26 Staff Calendar Draft - Calendar A
## 6 - 8

### July 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |

### August 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 19: First day of School for Staff |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 19: 8 Hours PD |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20: 8 Hours PD |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21: First Day of School for Students |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29: Labor Day Break |
| 31 | | | | | | | 8 Teacher Days/8 Student Days |

### September 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1: Labor Dey |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 17: Half Day Students |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 17: 2 Hours PD, 1 Hour Building Meeting |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | 21 Teacher Days/21 Student Days |

### October 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 14: P/T Conferences 5-8 (in-person) |
| | | | 1 | 2 | 3 | 4 | 16: Half Day Students |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 16: P/T Conferences 1-4 & 5-8 (virtual) |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: No School |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22: Half Day Students |
| 26 | 27 | 28 | 29 | 30 | 31 | | 22: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 31: End of Q1 |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 5: Report cards due 4:30 PM |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 19: Half Day Students |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 19: 2 Hours PD, 1 Hour Building Meeting |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 26-28: Thanksgiving Break |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | | 17 Teacher Days/17 Student Days |

### December 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22-31: Winter Break |
| 28 | 29 | 30 | 31 | | | | 15 Teacher Days/15 Student Days |

**1st Semester Student Days: 93**
**2nd Semester Student Days 89**
**Yearly Totals: 182**

### January 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 1-2: Winter Break |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 15: Half Day Students, Records Day |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16: Half Day Students, Records Day |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16: End of Q2 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 19: No School Students, 8 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| | | | | | | | 21: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5-9: Mid-Winter Break |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 25: Half Day Students |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 25: 2 Hours PD, 1 Hour Building Meeting |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 17 Teacher Days/17 Student Days |

### March 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 17: P/T Conferences 5-8 (in-person) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 19: Half Day Students |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 19: P/T Conferences 1-4 & 5-8 (virtual) |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20: No School |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25: Half Day Students |
| 29 | 30 | 31 | | | | | 25: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 27: End of Q3 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### April 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 1: Report cards due 4:30 PM |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 6-10: Spring Break |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 22: Half Day Students |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22: 2 Hours PD, 1 Hour Building Meeting |
| 26 | 27 | 28 | 29 | 30 | | | 16 Teacher Days/16 Student Days |

### May 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 7: Half Day Staff & Students - Tulip Time |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 20: Half Day Students |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20: 2 Hours PD, 1 Hour Building Meeting |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 25: Memorial Day |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | 29.5 Teacher Days/20 Student Days |

### June 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 4: Half Day Students, Records Day |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5: Half Day Students, Records Day |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 10: Report Cards Due 4:30 PM |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | 5 Teacher Days/5 Student Days |

**1st Semester Teacher Days: 94**
**2nd Semester Teacher Days 89.5**
**Yearly Totals: 183.5**

WEST OTTAWA PUBLIC SCHOOLS

# 2025-26 Staff Calendar Draft - Calendar A
## 9 - 12

### July 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |

### August 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 19: First day of School for Staff |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 19: 8 Hours PD |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20: 8 Hours PD |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21: First Day of School for Students |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29: Labor Day Break |
| 31 | | | | | | | |
| | | | | | | | 8 Teacher Days/8 Student Days |

### September 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1: Labor Day |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 17: Half Day Students |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 17: 2 Hours PD, 1 Hour Building Meeting |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | |
| | | | | | | | 21 Teacher Days/21 Student Days |

### October 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 14: P/T Conferences 5-8pm (virtual) |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 16: P/T Conferences 5-8pm (virtual) |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17: No School |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22: Half Day Students |
| 26 | 27 | 28 | 29 | 30 | 31 | | 22: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 31: End of Q1 |
| | | | | | | | 23 Teacher Days/22 Student Days |

### November 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 5: Report Cards Due 4:30 PM |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 19: Half Day Students |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 19: 2 Hours PD, 1 Hour Building Meeting |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 26-28: Thanksgiving Break |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | | 17 Teacher Days/17 Student Days |

### December 2025

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22-31: Winter Break |
| 28 | 29 | 30 | 31 | | | | 15 Teacher Days/15 Student Days |

### January 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 1-2: Winter Break |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 14: Half Day Students, Records Day |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15: Half Day Students, Records Day |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16: Half Day Students, Records Day |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 16: End of Q2 |
| | | | | | | | 19: No School Student, 6 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| | | | | | | | 21: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5-9: Mid-winter Break |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 25: Half Day Students |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 25: 2 Hours PD, 1 Hour Building Meeting |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | | | | | | | 17 Teacher Days/17 Student Days |

### March 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 17: P/T Conferences 5-8pm (virtual) |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 19: P/T Conferences 5-8 (virtual) |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20: No School |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25: Half Day Students |
| 29 | 30 | 31 | | | | | 25: 2 Hours PD, 1 Hour Building Meeting |
| | | | | | | | 27: End of Q3 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### April 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 1: Report Cards Due 4:30 PM |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 6-10: Spring Break |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 22: Half Day Students |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22: 2 Hours PD, 1 Hour Building Meeting |
| 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | 16 Teacher Days/16 Student Days |

### May 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 7: Half Day Staff & Students- Tulip Time |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 20:Half Day Students |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 20: 2 Hours PD, 1 Hour Building Meeting |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 25: Memorial Day |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | 19.5 Teacher Days/20 Student Days |

### June 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 3: Half Day Students Records Day |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4: Half Day Students, Records Day |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 5: Half Day Students, Records Day |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 10: Report Cards Due 4:30 PM |
| 28 | 29 | 30 | | | | | |
| | | | | | | | 5 Teacher Days/5 Student Days |

**1st Semester Student Days: 93**
**2nd Semester Student Days 89**
**Yearly Totals: 182**

**1st Semester Teacher Days: 94**
**2nd Semester Teacher Days 89.5**
**Yearly Totals: 183.5**

WEST OTTAWA PUBLIC SCHOOLS

# 2026-27 Staff Calendar Draft - Calendar A
## K - 5

### July 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

### August 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 25: 7 Hrs PD |
| | | | | | | | 26: 7 Hrs PD |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 27: First Day of School |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 5 Teacher Days/5 Student Days |

### September 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 4-7: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 16: Half Day Students |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 16: 3 Hrs PD |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | 20 Teacher Days/20 Student Days |

### October 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 12: P/T Conferences 5-8 (in-person) |
| | | | | 1 | 2 | 3 | 15: Half Day Students |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 15: P/T Conferences 1-4 (virtual), 5-8 (in-person) |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 21: Half Day Students |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 21: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 30: End of Q1 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### November 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 18: Half Day Students |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 18: 2 Hrs PD, 1 Hr Building |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 25-27: Thanksgiving |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | 18 Teacher Days/18 Student Days |

### December 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 21-31: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | 14 Teacher Days/14 Student Days |

### January 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 1: Winter Break |
| | | | | | | | 14: Half Day Students, Records Day |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 15: Half Day Students, Records Day |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15: End of Q2 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18: No School Student, 6 Hrs PD Staff (3 Hrs PD, 3 hours PLC) |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 20: Report Cards Due 4:30 PM |
| 31 | | | | | | | 20 Teacher Days/20 Student Days |

### February 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 12-16: Mid-Winter Break |
| | 1 | 2 | 3 | 4 | 5 | 6 | 24: Half Day Students |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 24: 2 Hrs PD, 1 Hr Building |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | | | | | | | 17 Teacher Days/17 Student Days |

### March 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 15: P/T Conferences 5-8 (in-person) |
| | 1 | 2 | 3 | 4 | 5 | 6 | 16: Half Day Students |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 18: P/T Conferences 1-4 (virtual) |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 18: P/T Conferences 5-8 (in-person) |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19: No School |
| 28 | 29 | 30 | 31 | | | | 24: Half Day Students |
| | | | | | | | 24: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 26: End of Q3 |
| | | | | | | | 23 Teacher Days/22 Student Days |

### April 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 2-9: Spring Break |
| | | | | | | | 21: Half Day Students |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: 2 Hrs PD, 1 Hr Building |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 16 Teacher Days/16 Student Days |

### May 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6: Half Day Staff & Students -Tulip Time |
| | | | | | | | 26: Half Day Students |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 26: 2 Hrs PD, 1 Hr Building |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 31: No School |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 19.5 Teacher Days/20 Student Days |

### June 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 10: Half Day Students, Records Day |
| | | | | | | | 11: Half Day Students, Records Day |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 11: End of Q4 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 16: Report Cards Due 4:30 PM |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | 9 Teacher Days/9 Student Days |

**1st Semester Student Days: 88**
**2nd Semester Student Days 94**
**Yearly Totals: 182**

**1st Semester Teacher Days: 89**
**2nd Semester Teacher Days 94.5**
**Yearly Totals: 183.5**

WEST OTTAWA PUBLIC SCHOOLS

# 2026-27 Staff Calendar Draft - Calendar A
## 6 - 8

### July 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

### August 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 25: 7 Hrs PD |
| | | | | | | | 26: 7 Hrs PD |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 27: First Day of School |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 5 Teacher Days/5 Student Days |

### September 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 4: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 7: Labor Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 16: Half Day Students |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 16: 3 Hrs PD |
| 27 | 28 | 29 | 30 | | | | 20 Teacher Days/20 Student Days |

### October 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 13: P/T Conferences 5-8 (in-person) |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 15: Half Day |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15: P/T Conferences 1-4 (virtual), 5-8 (virtual) |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16: No School |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 21: Half Day Students |
| | | | | | | | 21: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 30: End of Q1 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### November 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4: Report Cards Due 4:30pm |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 16: Half Day Students |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18: 2 Hrs PD, 1 Hr Building |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25-27: Thanksgiving |
| 29 | 30 | | | | | | 18 Teacher Days/18 Student Days |

### December 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 21-31: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | 14 Teacher Days/14 Student Days |

### January 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 1: Winter Break |
| | | | | | 1 | 2 | 14: Half Day Students, Records Day |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 15: Half Day Students, Records Day |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15: End of Q2 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18: No School Students, 6 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 20: Report Cards Due 4:30 PM |
| 31 | | | | | | | 20 Teacher Days/20 Student Days |

### February 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 12-16: Mid-Winter Break |
| | 1 | 2 | 3 | 4 | 5 | 6 | 24: Half Day Students |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 24: 2 Hrs PD, 1 Hr Building |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | | | | | | | 17 Teacher Days/17 Student Days |

### March 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 16: P/T Conferences 5-8 (in-person) |
| | 1 | 2 | 3 | 4 | 5 | 6 | 18: Half Day Students |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 18: P/T Conferences 1-4 (virtual) & 5-8 (virtual) |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 19: No School |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 24: Half Day Students |
| 28 | 29 | 30 | 31 | | | | 26: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 26: End of Q3 |
| | | | | | | | 31: Report Cards Due 4:30 PM |
| | | | | | | | 23 Teacher Days/22 Student Days |

### April 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 2-9: Spring Break |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: Half Day Students |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 21: 2 Hrs PD, 1 Hr Building |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 16 Teacher Days/16 Student Days |

### May 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6: Half Day Staff & Students, Tulip Time |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 26: Half Day Students |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 26: 2 Hrs PD, 1 Hr Building |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 31: No School |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 20.5 Teacher Days/21 Student Days |

### June 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 10: Half Day Students, Records Day |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 11: Half Day Students, Records Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11: End of Q4 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 16: Report Cards Due 4:30 PM |
| 27 | 28 | 29 | 30 | | | | 9 Teacher Days/9 Student Days |

**1st Semester Student Days: 88**
**2nd Semester Student Days 94**
**Yearly Totals: 182**

**1st Semester Teacher Days: 89**
**2nd Semester Teacher Days 94.5**
**Yearly Totals: 183.5**

WEST OTTAWA PUBLIC SCHOOLS

# 2026-27 Staff Calendar Draft - Calendar A
## 9 - 12

### July 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

### August 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 26: 7 Hrs PD |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 27: First Day of School |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 5 Teacher Days/5 Student Days |

### September 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 4: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 7: Labor Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 16: Half Day Students |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 16: 3 Hrs PD |
| 27 | 28 | 29 | 30 | | | | 20 Teacher Days/20 Student Days |

### October 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 13: P/T Conferences 5-8 (virtual) |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 15: P/T Conferences 5-8 (virtual) |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16: No School |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 21: Half Day Students |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 21: 2 Hrs PD, 1 Hr Building |
| | | | | | | | 23: End of Q1 |
| | | | | | | | 22 Teacher Days/21 Student Days |

### November 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4: Report Cards Due 4:30 PM |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 18: Half Day |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18: 2 Hrs PD, 1 Hr Building |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25-27: Thanksgiving |
| 29 | 30 | | | | | | 18 Teacher Days/18 Student Days |

### December 2026

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 21-31: No School |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | 14 Teacher Days/14 Student Days |

### January 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | 1: Winter Break |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 13: Half Day Students, Records Day |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14: Half Day Students, Records Day |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15: Half Day Students, Records Day |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 15: End of Q2 |
| 31 | | | | | | | 18: No School Students, 6 Hrs PD Staff (3 Hrs PD, 3 Hrs PLC) |
| | | | | | | | 20: Report Cards Due 4:30 PM |
| | | | | | | | 20 Teacher Days/20 Student Days |

### February 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 12-16: Mid-Winter Break |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 24: Half Day Students |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 24: 2 Hrs PD, 1 Hr Building |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | | | | | | | 17 Teacher Days/17 Student Days |

### March 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 16: P/T Conferences 5-8 (virtual) |
| | 1 | 2 | 3 | 4 | 5 | 6 | 18: P/T Conferences 5-8 (virtual) |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 19: No School |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 24: Half Day Students |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 26: 2 Hrs PD, 1 Hr Building |
| 28 | 29 | 30 | 31 | | | | 26: End of Q3 |
| | | | | | | | 31: Report Cards Due 4:30 PM |
| | | | | | | | 23 Teacher Days/22 Student Days |

### April 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 2-9: Spring Break |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 21: Half Day Students |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 21: 2 Hrs PD, 1 Hr Building |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 16 Teacher Days/16 Student Days |

### May 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 6: Half Day Staff & Students, Tulip Time |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 26: Half Day Students |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 26: 2 Hrs PD, 1 Hr Building |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 31: No School |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | 19.5 Teacher Days/20 Student Days |

### June 2027

| S | M | T | W | T | F | S | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 9: Half Day Students, Records Day |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 10: Half Day Students, Records Day |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11: Half Day Students, Records Day |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 11: End of Q4 |
| 27 | 28 | 29 | 30 | | | | 16: Report Cards Due 4:30 PM |
| | | | | | | | 9 Teacher Days/9 Student Days |

**1st Semester Student Days: 88**
**2nd Semester Student Days 94**
**Yearly Totals: 182**

**1st Semester Teacher Days: 89**
**2nd Semester Teacher Days 94.5**
**Yearly Totals: 183.5**

# LETTER OF AGREEMENT

*Between the*

**West Ottawa Public Schools**

*And the*

**West Ottawa Education Association**

**RE: West Ottawa Virtual Academy**

The West Ottawa Public Schools, herein referred to as the "Board", and the West Ottawa Education Association (WOEA), herein referred to as the "Association", agree to the following for the 2022-2023 and 2023-2024 school years:

1. The Board may offer WOVA teaching positions as "extra duty" assignments.

2. Teachers may volunteer to accept the WOVA "extra duty" assignments.

3. WOVA teachers may be required to attend virtual WOVA staff meetings.

4. WOVA teachers may be required to attend one day (6 hours) of training on the use of Canvas and how to prepare a course for WOVA. One-half of this training shall be in person and one-half shall be asynchronous at the teacher's convenience.

5. WOVA teachers are expected to maintain one (1) "office hour" per week for a minimum of thirty (30) minutes to meet virtually with WOVA students during a planning period.

6. Compensation shall be as follows:

   A. $1000 per course per semester for up to 5 students. For any course that has more than 5 students, the teacher will receive an additional $200 per student, per semester.
   B. Each teacher shall be paid one (1) hour of Schedule C pay for each WOVA staff meeting attended (paragraph 3).
   C. Each teacher shall be paid up to three (3) hours of Schedule C pay per course upon the completion of the course set-up checklist.
   D. Each teacher shall be paid up to six (6) hours of Schedule C pay for required training (paragraph 4).
   E. Payments will be made through the first regular payroll date at the completion of each semester.

7. All other provisions of the Master Agreement between the parties shall remain in effect.

For the West Ottawa Public Schools

Date: 10.5.22

For the West Ottawa Education Association

Jackie Kovacs

Date: 10-5-22