

**Letter of Agreement
Between the
Bay Arenac ISD Education Support Personnel Association (MESPA)
And
Bay Arenac ISD**

It is agreed by the Bay Arenac ISD Education Support Personnel Association (MESPA) and the Bay Arenac ISD that all year-round Instructional Support Staff (ISS) positions shall follow the provisions in Article V section D:

Article V

D. Federally/Michigan Mandated year-round calendar.

1. For the 2023-2024 school year, all year-round Instructional Support Staff positions shall be posted in accordance to Article IX section A. prior to April 10, 2023. Any mandated positions will be posted for a minimum of 7 hours and 38 minutes per day of the board approved year-round calendar beginning July 1, 2023. Those Instructional Support Staff identified in Appendix C will be offered a minimum of 7 hours and 38 minutes per day and shall have voluntary first priority in filling a posted 12-month position. Any vacancies remaining in accordance with Article IX section A shall be filled on a voluntary district-wide seniority basis.

If there are not enough voluntary year-round program applicants to fill the needed open positions, assignments to year-round programs will be made starting with the least senior bargaining unit employees first.

2. Beginning July 1, 2023, the Federally/Michigan mandated 5-26-year-old programs will implement a 12-month calendar that will contain a minimum of 185 student instructional days and 190 paid staff days inclusive of five professional development days for all instructional staff as outlined in the attached calendar.
3. Federally/Michigan Mandated Instructional Support Staff in year-round positions will receive five (5) vacation days per year to be used on non-student, non-work days. Year-round Instructional Support Staff will receive three (3) personal days and twelve (12) sick days per year. Employees who are on Appendix C will continue to have fifteen (15) vacation days.
4. Bargaining Unit Members in year-round programs will receive a duty-free lunch and/or breaks per day for any day worked that has been identified on the attached year-round calendar.
5. Beginning in November 2023, a Committee will be assembled of equal BAEA and MESPA Association representatives and District representatives to develop a calendar for the 2024-2025 school year.
6. Bargaining Unit Members following the year-round calendar will voluntarily be able to substitute in traditional 185-day programs during non-student, non-work days for students in year-round programs. Year-round staff will have the first opportunity to sub in programs for Bay-Arenac ISD programs located in local Districts.

Recommend moving to number 6 as paragraph 2. Employees wishing to substitute in year-round programs during the summer months need to put their name on a summer substitute list. Employees on the list will be called to substitute in order of seniority. The rate of pay for the year-round positions, including subbed positions filled by Instructional Support Staff, shall be at the Instructional Support Staff's hourly rate for 7.25 hours.

7. Bargaining Unit Members in year-round programs will receive their wages as non-exempt hourly wage earners for the 2023-2024 school year and negotiations will include the exploration of or non-exempt salary earners in future years.
8. Bargaining Unit Members who choose to work in a year-round program must remain in that program until the last day of school in June. Bargaining Unit Members may choose to opt out of the year-round program and be reassigned to any open regular school year program Instructional Support Staff position in Bay-Arenac ISD. After the completion of one (1) year, Instructional Support Staff who do not wish to work in a year-round program the following year must request a move to their administrator by March 31 of the current school calendar. Movement to a traditional calendar will occur the following school year (the first school day for traditional programs after July 1st).
9. At least one Instructional Support Staff person will be hired by the District in June, July and August for the year-round programs as a food service staff member. This position will be posted for up to five (5) hours per school day and will be posted with the Extended School Year positions. This position will
10. only be available for the year-round school days in June, July and August. Posting of the position will take place prior to April 10th and will state the hours required in the food service area. Assignment will be voluntary and determined by seniority on a yearly basis. The ISS person will have to take the Serv-Safe training program and test and other required trainings to participate in this program at the district's expense. Time not spent on food preparation or distribution will be spent in ESY classrooms working with students or working on projects for the ESY classroom. Work will be identified and assigned by the ESY classroom teacher or building administrator.

This Agreement expires on June 30, 2024.

Heidi King VP LeRoy Haw 3-30-23
 Signature for BA MESPA Date

Michael J. McLean 3/30/23
 Signature for Bay Arenac ISD Date