



PROFESSIONAL NEGOTIATION AGREEMENT

between

GRAND HAVEN AREA PUBLIC SCHOOLS

Ottawa and Muskegon Counties, State of Michigan

and

**THE GRAND HAVEN EDUCATION ASSOCIATION,
INCORPORATED
MEA-NEA**

August 14, 2024 through June 30, 2026

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ARTICLE I

PREAMBLE

- A. WHEREAS, the Board of Education of the Grand Haven Area Public Schools (hereinafter referred to as the Board), and the Grand Haven Education Association, Incorporated (hereinafter referred to as the Association), recognize and declare that the implementation, development and operation of a high-quality instructional program for the students of this school district is their mutual goal and responsibility, and that the character of such education depends upon the quality and morale of the teaching service, and
- B. WHEREAS, this common high purpose may best be achieved by close consultation, mutual respect and understanding between the Board and the Association, and
- C. WHEREAS, the Association recognizes that the Board under law has the final responsibility for establishing policies for the district, and
- D. WHEREAS, the Board recognizes that teaching is a profession and the skills, knowledge and creative capacities of teachers contribute greatly toward the goal of high-quality schools for this district, and
- E. WHEREAS, the laws of the state of Michigan authorize public employees and public employers to enter collective negotiation agreements concerning rates of pay, wages, hours of employment, and other terms and conditions of employment, and
- F. WHEREAS, the Board did recognize the Association, by formal resolution, on March 8, 1966, as the choice of a majority of the employees covered by this Agreement as the exclusive representative for the purpose of collective negotiations with the Board in respect to rates of pay, wages, hours of employment, and other terms and conditions of employment, and
- G. WHEREAS, the parties, following deliberate professional negotiations, have reached certain understanding, and
- H. WHEREAS, the Board and the Association desire to incorporate such understandings into a written collective negotiations agreement in the belief that such action is in the best interest of the students attending school therein, the teachers represented by the

Association, and the residents of the Grand Haven Area Public Schools, and

- I. WHEREAS, provisions of this article shall not constitute the basis of a grievance nor be used to interpret subsequent provisions of this contract,
- J. NOW THEREFORE, in consideration of the following mutual covenants, the Association and the Board hereby agree as follows:

ARTICLE II

RECOGNITION

The Board recognizes the Association as the sole and exclusive bargaining representative for those employees of the Board described as full-time classroom teachers, certified teaching staff (including coordinator, if any) in the alternative education program, contracted part-time classroom teachers (including long-term substitute teachers, but excluding temporary substitute teachers), vocational instructors, certificated consultants and counselors media specialists, special education teachers including School Psychologists and School Social Workers, Occupational and Physical Therapists (exclusive of the Director of Special Education) and excluding Recreation Department Director and Staff and Community Education program staff (such as adult basic education teacher, leisure / enrichment course teachers, etc.). Further, that the supervisory, administrative and executive personnel, including but not limited to Superintendents, Assistant Superintendents, Principals, Assistant Principals, and all other employees not specifically included as part of the bargaining unit above mentioned, shall not be included in said unit.

ARTICLE II (A)

DEFINITIONS

- A. Wherever the term "teacher" is used, it is to include any member or members of the bargaining unit, except to the extent that specific provisions are made applicable to a "long-term substitute teacher."
- B. A "temporary substitute teacher" is a person who replaces a regular teacher for less than sixty- one (61) consecutive school days in the same assignment.
- C. A "long-term substitute teacher" is a person who replaces a regular teacher for sixty-one

(61) or more consecutive school days in the same assignment.

- D. Wherever the singular is used, it is to include the plural.
- E. Where the term "Board" is used, it shall mean the Grand Haven Area Public Schools Board of Education, and shall include its designee upon whom the Board has conferred authority to act in its place and stead.
- F. Where the term "Superintendent" is used, it shall mean the Superintendent of Schools and shall include his/her designee upon whom the Superintendent has conferred authority to act in his/her place and stead.
- G. Wherever the term "Principal" is used, it is to include the administrator of any work location or functional division or group.
- H. Where the term "this Agreement" is used, it shall mean the Agreement itself, together with all appendices incorporated by reference and Letters of Understanding.
- I. Where the term "Association" is used, it shall mean the Grand Haven Education Association Incorporated and shall include its designee upon whom the Association has conferred authority to act in its place and stead.
- J. Wherever the term "Association Representative" is used, it shall mean the teachers in a school designated by the Association to represent all the teachers in that school.
- K. Wherever the term "District" is used, it shall mean the Grand Haven Area Public Schools.
- L. Current basic salary shall be defined to mean Step 1 on the present AB salary schedule
- M. For the purposes of Article XVI, Section C. the term "recognized accredited school" shall mean a school recognized as accredited by the North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, Northwestern Association of Colleges and Schools, and the Western Association of Colleges and Schools. Further, it is agreed that the University of Michigan is recognized as an accrediting agency for schools. It is agreed that if a district high school is accredited by one of the above named agencies, it is assumed other schools within that district also meet accrediting standards.

- N. "Accrediting agency" as contained within Article XXVII (Orderly Reduction of Personnel), (Qualifications) shall mean North Central Association of Colleges and Schools.

ARTICLE III

BOARD RIGHTS

- A. The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it and vested in it, by the laws and the constitution of the state of Michigan and/or the United States, or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by the provisions of this Agreement.
- B. It is agreed that the Board retains the right to establish and equitably enforce reasonable rules and personnel policies relating to duties and responsibilities of the teacher and working conditions, which are not inconsistent with this Agreement or in violation of law.
- C. The Board retains the rights of management and control of school property, facilities, grades and courses of instruction, athletics and recreation programs, methods of instruction, materials used for instruction, and the selection, assignment, direction, transfer, promotion, demotion, discipline or dismissal of personnel excepting where expressly and in specific terms limited by the provisions of this Agreement.

ARTICLE IV

ASSOCIATION RIGHTS

- A. The Board agrees to recognize and observe all of the rights given the Association pursuant to Act 379 of the Public Acts of 1965, and all other applicable laws.
- B. The Board and the Association recognize the right of either party to invoke the assistance of the Michigan Employment Relations Commission or a mediator from such a public agency.
- C. The Association shall be notified in writing upon employment of any new teacher and when a substitute teacher obtains the status of a long-term substitute or is hired as such.

- D. The Board recognizes the right of the Association to make reasonable requests, which may be required to be in writing, for certain Board information which is public in nature, which is neither privileged or otherwise confidential, and which will aid the Association in developing intelligent, accurate, informed and constructive programs on behalf of teachers, or which will aid the Association in processing any grievance or complaint. The Board agrees to furnish the Association, in response to such reasonable requests, published information available to the public. Requests for information not available to the public in published reports shall be submitted to the Superintendent who shall have the option of supplying the information or referring the request to the Board. Original records of the Board may be examined only at the office of the Board. The Association shall reimburse the Board for extra expense incurred in furnishing information or making records available.
- E. The Board will provide to the President of the Association a copy of such Board meeting notices, agendas, public minutes with public attachments, and a copy of other printed information as is distributed to the public and/or the media at public Board meetings.
- F. The Association has the right to consult with the Board and/or its administrative representatives during the planning and revision stage of new or modified fiscal budgetary or tax programs, construction programs, or revisions of educational policy, which are proposed or under consideration; provided, however, that the Board shall not be obligated to notify the Association with respect to such programs and policies; provided further that the Board shall have final authority in determining all such programs and policies; and provided still further that when unusual circumstances preclude a formal meeting from being held, such communication may be accomplished by telephone.
- G. The Association and its representatives shall have the right to use school space at all reasonable hours which do not interfere with normal school operations for meetings upon request for such use in accordance with established regulations. If special custodial service is required, the Board may make a reasonable charge, therefore, this provision shall be suspended during the period of any strike or withholding of services by the Association.
- H. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations. If a representative of the Association not employed by the school district shall visit the school for any reason concerning Association business, the representative shall first check in with the building principal or designee and state the nature of the business and the person or persons he/she wishes to see. In the event any Association representative shall violate the

provisions of this section, the principal or designee may have the person removed.

- I. The Association shall have the right to use school equipment, including telephones, computers, copiers, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise needed or in use. The Association agrees that the use of school equipment shall be limited to qualified operators and shall be in accordance with established regulations. The Association shall pay for the cost of all materials, supplies, repairs and/or replacements incident to such use.
- J. The Association shall have the right to post notices of its activities and matters on Association bulletin boards, at least one which shall be provided in each staff lounge or designated location in each school building. The Association may use the school internal mail services and teachers' mailboxes for communication to teachers in accordance with established regulations. The term "established regulations" refers to existing school rules and regulations pertaining to the use of school-owned buildings, property, services and equipment. All Association materials intended for distribution or display in any property under the management of the Board shall be identified as Association material before display or distribution.
- K. The Board recognizes the right of any teacher to request the following payroll deductions or reductions:
 - 1. Group Insurance Premiums
 - 2. U.S. Savings Bonds
 - 3. Credit Unions, Banks or other Financial Institutions
 - 4. United Fund Contributions
 - 5. Tax-Deferred Annuity Programs

All of the above voluntary deductions shall be made upon written authorization of the teacher, which shall be kept on file in the District's Business Office.

ARTICLE V

TEACHER RIGHTS AND RESPONSIBILITIES

- A. The Association and the teachers recognize that the basic duty of each teacher is to use his/her skill as a teacher in the most effective and proper manner to insure the highest quality of education in the Grand Haven Area Public Schools.

- B. Good teaching extends beyond classroom walls and scheduled hours. Teaching is a profession, which requires, among other things, the devotion of extra time to self-improvement and out-of-school time for the preparation of projects, lesson plans, grading of papers, and counseling parents.
- C. In order to ensure continued improvement of the educational process in the Grand Haven Area Public Schools, the Association and the teachers will continue in accordance with past practices to assist in the study, review, revision, updating and amending of the school curriculum through department and grade committees.
- D. The Association and the teachers recognize their obligation to continue to lend their skill and knowledge in the form of recommendations for textbook selections, teaching materials, and plans for new or renovated buildings. The Board's decision in these matters shall be final.

E. **Personnel File**

1. There shall be one personnel file for each teacher, maintained in one central location. Compliments and complaints to be added to or removed from this file must be supplied to the teacher. Complaints concerning a teacher shall be brought to the attention of the teacher and/or filed in a timely manner, identify the name of the person making the complaint, the date and the nature of the complaint, and the conclusion of the administrator who received the complaint. No complaint, including those of an administrator, shall be placed in a teacher's personnel file that has not been investigated and found to be accurate. No "verbal warnings" shall be contained in the Personnel File. Any such warning deemed a "verbal warning" shall be communicated to the individual, and there shall be no written record of such in the employee's Personnel File.
 - (a) Anonymous complaints (i.e., where the person making the complaint does not identify himself/herself) shall be disregarded.
 - (b) Anonymous complaints (i.e., where the identity of the person making the complaint is not made known to the teacher) shall not be placed in the teacher's personnel file unless the complaint(s) is a part of a disciplinary measure; as defined in Article V, H
2. Any complaint in a teacher's personnel file not meeting the above criteria shall be removed unless corrected.

- (a) Each teacher shall have the right upon request to review and discuss the contents of the teacher's personnel file, including administrative evaluations, written complaints and commendations.
- (b) Pre-employment documents are exempted from such review.
- (c) With the consent and approval of the principal, teachers are entitled to place items, which are deemed important to the teacher's professional evaluation in the teacher's personnel file. Each teacher must keep his/her certificate and transcript current.

3. **Freedom of Information Act (FOIA) Requests**

Whenever the District receives a request under the Michigan Freedom of Information Act, MCL 15.231 et. seq., for disclosure of documents concerning a teacher, a copy of the request shall be emailed to the Association President and either emailed or mailed to the teacher within two (2) work days of the receipt of the request by the District. In the event that the District intends to disclose any documents, a copy of said documents should first be made available to the Association and the teacher so that the Association and the teacher are aware of the documents intending to be disclosed.

- F. Whenever corrective action is proposed, the teacher shall be notified and shall be entitled to have present a representative of the Association. The general purpose of any meeting shall be made known to the teacher at the time of the meeting notification.
- G. Just Cause: No bargaining unit employee shall be disciplined without reasonable and just cause. This paragraph does not limit any reasonable and just cause rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.
- H. For discipline that involves the discharge or demotion of a tenured teacher or the discharge or non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.
- I. It is expressly understood, that such school psychologists and school social workers shall be deemed to be serving a period of probation for the first two (2) full years of their employment in such capacity during which time termination of services or failure to re-employ are non-grievable actions.

- J. Teachers affected by actions not subject to the grievance procedure, may schedule a meeting with the superintendent with or without an Association representative.
- K. No teacher shall be required to accept or be responsible for a student teacher without his/her consent.
- L. Assaults & Property Loss/Damage: Any case of assault upon a bargaining unit employee shall be promptly reported to the Employer. The Employer shall promptly render all reasonable assistance to the bargaining unit employee, when possible, to prevent injury. The Employer shall reimburse, or will reimburse any deductible up to \$500 (five hundred dollars) during the course of one (1) school fiscal year for damages to or destruction or loss of the bargaining unit employee's vehicle, clothing and/or personal items, provided such damage, destruction or loss occurred on school premises or while on a school-sponsored activity and was not occasioned by the negligence of the bargaining unit employee.

ARTICLE VI

TEACHING CONDITIONS

A. Calendar

The Association and the Board shall mutually agree upon the Calendar(s) for each year of this Agreement. Said Calendar(s) shall be set forth in Appendix "C" attached hereto.

The Calendar for each year of this Agreement shall provide at least one (1) day of jointly planned (by the Board and Association) in-service training for all teachers.

B. Working Hours

1. Teachers will report for duty not less than ten (10) minutes prior to the start of the school day as established for the administrative unit in which the teacher is employed. Teachers will remain on duty for a sufficient period after the close of the school day to attend to those matters which require the teacher's attention, but not less than ten (10) minutes, except for the high school staff, following the close of the school day as established for the administrative unit in which the teacher is employed. As used in this paragraph, the term "school day" shall encompass the time between the starting time and ending time for pupils in the administrative unit involved. Provided, however, that with respect to any day on which teachers are scheduled to report for duty in the absence (or shortened presence) of pupils, the

teacher's day shall be based on the normal school day unless adjusted by the administration for a particular administrative unit or the District at large.

Teachers whose regular assigned duties vary from the normal school working hours will have proportionate adjustments made in their working schedules.

2. A teacher shall be expected to attend professional staff meetings when called by the building principal or his/her designee. A teacher may place appropriate educationally related items on the agenda for the building meetings. The agenda for building meetings should be presented to the teacher at least one day in advance of the meeting.

3. All teachers, with the exception of Central High School teachers, shall be entitled to an uninterrupted, duty-free lunch period. This period shall conform to the designated prevailing lunch period for the particular school in which the teacher is employed, but shall be of not less than forty (40) minutes duration, which may include five (5) minutes passing, with the exception of kindergarten, which may be adjusted by mutual agreement to thirty-five (35) minutes to meet state-mandated hours. Exceptions to the duty-free lunch period may be made by mutual agreement between the building principal and the teacher involved.

- (a) Central High School teachers will have a twenty-five (25) minute lunch and a sixty (60) minute daily planning period. The remaining 30 minutes in the block schedule will be available on a daily basis for student directed assistance.

4. **Emergency Conditions**

Teachers are not expected to report for duty on those scheduled attendance days when the school district is closed to students. It is understood that during days when school is not in session there shall be no deductions from a teacher's leave days of absence.

- (a) Should severe weather or emergency conditions cause the closing of the schools during a school day, the teacher will remain on duty until dismissed by the administration.

5. At the end of each semester a time shall be provided for all teachers to complete necessary records and reports as provided in Appendix C (calendar footnotes.)

6. The daily length of the scheduled school working hours for psychologists, social workers and psychologist-social workers shall be seven (7) hours or the daily length of the normal school working hours of the high school, whichever is greater.
7. In the event that the school district offers in-service programs and/or workshops beyond the school calendar and/or beyond the normal working hours for which teachers do not receive additional compensation for attending, said attendance shall be voluntary.
8. The Grand Haven High School student class schedule shall be as printed below:

1st Hour 7:38-8:31	1st Hour 7:38-8:31	1st Hour 7:38-8:31
2nd Hour 8:36-9:29	2nd Hour 8:36-9:29	2nd Hour 8:36-9:29
3rd Hour 9:34-10:27	3rd Hour 9:34-10:27	3rd Hour 9:34-10:27
Academy 10:32-11:16	Academy 10:32-11:16	Academy 10:32-11:16
A Lunch 11:21-11:56	4th Hour 11:21-11:48 B Lunch 11:48-12:23	4th Hour 11:21-12:14
4th Hour 11:56-12:49	4th Hour 12:23-12:49	C Lunch 12:19-12:54
5th Hour 12:54-1:47	5th Hour 12:54-1:47	5th Hour 12:54-1:47
6th Hour 1:52-2:45	6th Hour 1:52-2:45	6th Hour 1:52-2:45
*Zero Hour will run from 6:40-7:33 a.m.		

9. The intermediate and middle school student schedule shall be as printed below:

WHITE PINES INTERMEDIATE SCHOOL 2024-2025
Sample Schedule of Student Classes subject to change.

5th Grade Sample	5th Grade Sample	6th Grade Sample	6th Grade Sample
Homeroom 8:43 a.m. -9:05 a.m.	Homeroom 8:43 a.m.-8:55 a.m.	Core 1 8:43 a.m.–10:00 a.m.	Core 1 8:43 a.m.–10:00 a.m.
Specials 9:10 a.m.- 10:05 a.m.	Core 8:55 a.m.-10:05 a.m.	Core 2 10:05 a.m. -11:20 a.m.	Core 2 10:05 a.m.–11:30 a.m.
Core 10:10 a.m.–12:05 p.m.	Specials 10:10 a.m.-11:05 a.m.	Lunch 11:20 a.m.–12:00 p.m.	Intervention 11:30 a.m.–12:05 p.m.
Lunch 12:05 p.m.-12:45 p.m.	Core 11:10 a.m.-12:45 p.m.	Intervention 12:00 p.m.–12:35 p.m.	Lunch 12:05 p.m. – 12:45 p.m.
Intervention 12:50 p.m.-1:25 p.m.	Lunch 12:50 p.m. – 1:30 p.m.	Specials 12:40 p.m. – 1:32 p.m.	SS 12:50 p.m.-1:32 p.m.
Core 1:30 p.m. – 3:30 p.m.	Intervention 1:35 p.m.–2:10 p.m.	Core 3 1:37 p.m.-2:55 p.m.	Specials 1:37 p.m.– 2:29 p.m.
HR 3:35 p.m.-3:53 p.m.	Core 2:10 p.m.-3:53 p.m.	SS 3:00 p.m. - 3:53 p.m.	Core 3 2:34 p.m. – 3:53 p.m.

LAKESHORE MIDDLE SCHOOL 2024-2025
Schedule of Student Classes subject to change

1st Hour 7:38 – 8:34 a.m.	1st Hour 7:38 – 8:34 a.m.
2nd Hour 8:39 – 9:35 a.m.	2nd Hour 8:39 – 9:35 a.m.
3rd Hour 9:40 – 10:36 a.m.	3rd Hour 9:40 – 10:36 a.m.
4th Hour 10:41 – 11:37 a.m.	4th Hour 10:41 – 11:37 a.m.
7th grade lunch 11:37 a.m. – 12:17 p.m.	5th Hour 11:42 a.m. – 12:38 p.m.
5th Hour 12:17 – 1:13 p.m.	8th grade lunch 12:38 – 1:18 p.m.
6th Hour 1:18 – 2:14 p.m.	6th Hour 1:18 – 2:14 p.m.
Connections 2:19 – 2:48 p.m.	Connections 2:19 – 2:48 p.m.

10. The student schedule at Central High School shall be as printed below:

CENTRAL HIGH SCHOOL 2024-2025
Sample of Student Classes subject to change

1st Block	7:45 a.m.- 9:17 a.m.
2nd Block	9:21 a.m. - 10:53 a.m.
Homeroom	
Lunch	10:53 a.m. - 11:20 a.m.
3rd Block	11:20 a.m. - 12:56 p.m.
4th Block	1:00 p.m. - 2:36 p.m.

11. Any changes in the “annual daily schedule” for the middle schools and the high school will be mutually agreed upon by said parties no later than February 15 of each year for the following school year.
12. Any changes in the current "annual daily schedule" shall be mutually agreed upon.
13. The elementary (Young Fives-4) school schedule consists of a six (6) hour fifty-nine (59) minute day, including a forty (40) minute duty-free lunch.

C. Teacher Assignments

1. Teachers shall be assigned, except temporarily and for good cause, within the scope of either of their teaching certification or of their major or minor field of study.
2. All secondary teachers shall have at least one period per day, equivalent to a normal teaching period, for the purpose of preparing lessons, student conferences, parent conferences, etc. This shall not apply to Alternative Education Program teaching staff. Teacher planning time and class periods are set forth in Article VI, Paragraph B (3)(a).
3. A full-time high school assignment would be five (5) class periods. Secondary high school classroom teachers shall not, without their consent, have more than five (5) assigned teaching periods each day. This shall not apply to Alternative Education Program teaching staff. Teacher planning time and class periods are set forth in Article VI, Paragraph B (3)(a).

- i. A full-time middle school assignment would be 1570 student contact minutes per week or for the dual site-based teacher, 1425 student contact minutes plus 150 minutes of transition time per week between buildings and teaching assignments.
4. Elementary classroom teachers shall be provided with two hundred forty (240) minutes of unassigned time per week, 50 minutes daily.
Monday/Tuesday/Thursday/Friday and 40 minutes Wednesday (individual buildings may adjust with agreement by both administration and teachers) during the student day for class preparation, planning, student conferences and one (1) collaborative meeting per month, nine (9) total for the school year. Bargaining unit employees must remain in the building unless excused by the building principal.
5. Item 3 above shall not be changed during the life of this contract, except in cases of emergency, and then only after full consultation with the Association. The Board contemplates no increases in the number of assigned periods during the life of the contract.
6. **Non-Teaching Duties**
The Board and the Association acknowledge that a teacher's primary responsibility is to teach, and that his/her energies should be utilized to this end. It is agreed that teachers will be relieved of non-teaching duties to the extent possible and practical through the use of non-teaching personnel to perform clerical-type tasks and supervise playgrounds and lunchrooms.
7. **Driver Education**
In filling driver education positions, preference shall be given to bargaining unit members.

D. Teaching Facilities, Equipment and Supplies

Based on past practice of the Board of Education to provide adequate facilities, equipment and supplies, the Board will continue to supply the teachers with the basic tools of their profession by providing the teachers with:

1. Sufficient curriculum resources and instructional materials to carry out the schools' established program of instruction. Prior to changing textbooks or selecting a new textbook, the teachers affected and/or a committee of such teachers shall be given

the opportunity to meet and consult with the Superintendent or his/her designee regarding the proposed change or selection. The Board's decision shall be final.

2. Teachers will be informed as soon as possible as the disposition of their requisitions for supplies, materials and equipment by their building principal.
3. Sufficient library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, and other materials deemed necessary as tools of the teaching profession.
4. Space in each classroom in which teachers may safely store instructional materials and supplies.
5. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
6. Adequate workspace for special teachers.
7. A faculty lounge, lunch room and restrooms.
8. Parking facilities.

E. The Board agrees to meet and confer with the Association to seek mutually acceptable solutions where any of the above conditions are in question.

F. Unless covered by existing insurance, all TB tests required, as a condition of employment, shall be paid for by the Board if performed by the Ottawa County Health Department or other Board- approved agency pursuant to arrangements made between such agency and the Board.

ARTICLE VII

ACADEMIC FREEDOM

A. The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere in which academic freedom for teacher and student is encouraged.

- B. It is expressly understood that academic freedom as hereinbefore discussed, does not entitle the teacher to introduce into his/her teaching controversial matters which have no relation to his/her subject; nor does it give license to violate the laws of the state of Michigan or other areas specifically proscribed by the Board policy.

ARTICLE VIII

CLASS SIZE

- A. The Board and the Association recognize that the pupil-teacher ratio is an important aspect of an effective educational program. Accordingly, the Board agrees to follow the provisions herein contained when establishing and/or adjusting class size. Further, it is recognized that the impact of the presence of special needs students (students receiving special education services and students lacking effective communication abilities in the English language) is a factor to be considered in establishing and adjusting the size and composition of individual class sizes for teachers. Therefore, upon the request of the classroom teacher affected, the building principal, within seven (7) calendar days after the request, shall convene a building review committee composed of the building principal, the Special Education Director, the classroom teacher and the special education teachers at the building to consider the classroom teacher's concern(s) and review alternatives with respect to the placement and distribution of the special needs students.
- B. Classroom aides will be hired to assist elementary classroom teachers with classrooms exceeding the following limitations:

Young Fives	Any class size
Kindergarten	21 students
Grades 1 – 2	24 students
Grades 3 – 4	28 students

When a class exceeds the limits by three (3) or fewer students, an aide will be provided for three (3) hours per day. When a class exceeds the limit by four (4) or more students, an aide will be provided for six (6) hours a day.

- The determination to hire an aide will be made initially after the first full week of school. Class-size counts will be reviewed every six (6) weeks thereafter, and appropriate adjustments made in the amount of time an aide works, whether or not the aide will continue in the classroom, or whether aides will be assigned to new

classrooms that qualify under these limits.

- Teachers will have input to the supervising administrator in evaluating teacher aides.

Any Specials section that is a class and a half and/or exceeds the above student numbers listed in general elementary class sizes will receive a classroom aide. Any section that has a TA assigned to that classroom due to class size shall travel with the students to all specials.

- C. The maximum number of students assigned to a classroom teacher at the middle schools or high school on a full-time daily basis shall be calculated by multiplying the number of regular instruction classes taught by the teacher by thirty- two (32). Large instruction classes such as vocal music, band, orchestra, physical education and study hall shall not be counted toward the maximum student limit for a teacher.
- D. The ratio of students to teachers and other professional staff members at the high school and at the middle schools shall not exceed twenty-five (25) students to one (1) as calculated according to the Standards for Secondary Schools of the North Central Association.
- E. The Curriculum Council shall annually review and report its findings and recommendations concerning pupil-teacher ratios to the Board and Association, in writing, no later than November.

ARTICLE IX

BOARD SUPPORT OF TEACHERS

- A. Teachers are responsible for the control and discipline of students in the classroom or in such places or at such times as the students may be under the jurisdiction of the teacher. A student shall be considered under the jurisdiction of any teacher at any time during the school working day while the student is on school property, and also during school activities or events, whether on or off school property, when the teacher is in a position of responsibility. Any assault by a child upon a teacher shall be promptly reported to the teacher's immediate supervisor. The Board recognizes its responsibility to give reasonable support, assistance and legal services to all teachers with respect to control and discipline of students, including assistance in legal defense where the teacher may be involved in litigation as a result of carrying out reasonable control and discipline.

- B. Teachers shall observe the rules and regulations established by the Board relative to the discipline of students. Such rules and regulations shall be included in the teacher's handbook.
- C. The Board recognizes that exceptional children require special education by specially certified teachers. The Board will continue to seek methods of expanding appropriate programs to serve such children.
- D. If the Board of Education shall determine that a teacher has acted in a reasonable manner and within the scope of Board policy, and provided the teacher itemizes the damage, loss or destruction of clothing or personal property of the teacher as the result of an assault by a pupil while a teacher is on duty in the school, on the school premises or on duty during school- sponsored activities, the Board will reimburse the teachers will be notified without undue delay of significant complaints made against them by parents. The teacher will be granted an opportunity to answer such complaints either in conference or in writing at the discretion of the principal.
- E. A teacher may exclude a pupil for one class period when the grossness of the offense, the persistence of misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal as promptly as his/her teaching obligations allow, full details of the incident.

ARTICLE X

SUBSTITUTE TEACHERS

- A. The Board agrees to maintain a list of available qualified substitute teachers. This list shall contain the majors and minors and type of certificate of each substitute teacher.
- B. A teacher shall notify his principal at the earliest possible time after determining that he/she will not be able to report for duty. It shall be the responsibility of the administration to arrange for a qualified substitute teacher.
- C. It is the teacher's responsibility to provide adequate and complete lesson plans for the use of the substitute.
- D. Teachers will be used to cover classes only in cases of emergency.

- E. A long-term substitute teacher (as defined in Article II (A) (C)), shall, after sixty (60) consecutive school days in the same assignment, be entitled to such salary and sick leave as a regular teacher would be entitled to under the provisions of this Agreement. The long-term substitute salary will, therefore, be appropriately adjusted after sixty (60) consecutive school days of teaching in the same assignment.
- F. A long-term substitute teacher (as defined in Article II (A) (C)) shall, after uninterrupted assignment to one specific teaching position for sixty-one (61) days or longer, be entitled to such leave time and other privileges as are granted to regular teachers pursuant to this Agreement; provided, however, that those fringe benefits described in Article XVI Paragraph J (Insurance Benefits and Limitations) shall only commence as of the first of the calendar month following the calendar month in which the substitute teacher qualified as a long-term substitute teacher; and provided further that such fringe benefits shall then commence only if said substitute teacher still qualifies as a long-term substitute teacher; and that such fringe benefits shall only continue through the calendar month in which the teacher ceases to be a long-term substitute teacher; and finally, that the teacher shall only be permitted to participate in the fringe benefit program in Article XVI, Paragraph J if the teacher intends to maintain participation on an individual direct payment basis when the teacher ceases to be a long-term substitute teacher. The teacher will be required to sign a statement to that intent upon requesting participation. It is understood that this intent is not necessary for teachers addressed in the following paragraph (1)(2).

When, at the time of assignment to a specific teaching position, it is known and understood that the substitute teacher will continuously remain in the same assignment for an uninterrupted period of one (1) semester or longer, then and in such event, such substitute teacher shall:

1. Be eligible, upon commencement of service in the assignment, for the salary and Paid Time Off (PTO) benefits to which a long-term substitute teacher is entitled; and
 2. Be eligible, as of the first of the calendar month following the calendar month of commencement of service in the assignment, for the insurance benefits to which a long-term substitute teacher is entitled.
- G. Notwithstanding any other provisions of this Article, of this Agreement, or of any individual contract (if any) with any substitute teacher (whether temporary or long-term):

1. Nothing shall require the Board to provide for any long-term substitute teacher any insurance or other fringe benefits which are not available through existing programs and/or policies covering regular teachers; and nothing shall require the Board to provide for any long-term substitute teacher any benefits prior to the time such benefits become available after the long-term substitute teacher becomes eligible and makes proper application therefore; and
2. Nothing shall prevent the Board from terminating, laying-off or reassigning any substitute teacher (whether temporary or long-term) at any time; and
3. Nothing shall require the Board to select any substitute teacher (whether temporary or long-term) in preference to any other substitute teacher on the basis of length of service or otherwise. (Substitute teachers shall not gain seniority as substitute teachers.) Long-term substitute teachers shall, however, accrue seniority.

ARTICLE XI

LEAVES OF ABSENCE

A. Paid Time Off (PTO)

All full-time teachers regularly employed by the Board shall be allowed a total of fifteen (15) Paid Time Off (PTO) leave days at the beginning of the school year, subject, however, to the following:

1. For teachers previously employed by the Board of Education, PTO shall accrue at the rate of one and one-half (1.5) days on the first days of each month on a ten (10) month basis. For newly employed teachers, the fifteen (15) days hereinbefore mentioned shall accrue at the rate hereinbefore specified, but the teacher shall not be eligible to receive any PTO until after the first day of classroom teaching.
 - (a) If an employee terminates his/her service before the end of the contract term, a deduction will be made at the time that service terminates for all PTO used in excess of PTO earned.
 - (b) Teachers' accumulated PTO balances are available at all times through Frontline.

(c) PTO may be used for the following:

- (i) Illness, injury, disability or unavoidable quarantine of the teacher. Routine health examinations, dental appointments, or surgical procedures, which might appropriately be scheduled during vacation period, shall not be covered.
- (ii) Serious illness or injury or death in the immediate family. Immediate family is defined as parent, brother, sister, husband, wife, son, daughter, or person with whom one has had an association equivalent to family ties. Serious illness or injury in the immediate family in order to qualify, presupposes surgical operations or a doctor's attendance. Use of PTO for serious illness or injury or death in the immediate family shall not exceed a maximum total of five (5) days per year for each death or serious illness. Teachers disabled for an extended period of time are required to forward to the Superintendent, upon the request of the Superintendent, medical statements of continuing disability. In the event that a disability is anticipated, such as would result from a surgical operation that can be scheduled or from a pregnancy related disability, the teacher shall notify the Superintendent in writing as soon as the date of anticipated disability is known with a related medical statement accompanying said written notification and, if possible, the anticipated duration of disability.
- (iii) Personal business not to exceed four (4) consecutive school days in a row.

It is expressly understood that a teacher on an unpaid leave of absence shall not be entitled to elect the use of accumulated PTO days for any period of the unpaid leave of absence if and when the teacher incurs an illness, injury or other disability during the unpaid leave of absence. If the illness, injury or other disability continues past the end of the unpaid leave of absence, the teacher shall become immediately eligible for PTO to the extent of his/her accumulation.

- (d) In order to be eligible for payment under the provisions of PTO, teachers shall be required to notify the building principal in the event of absence, not later than seven (7) o'clock a.m., or as soon as possible, on the day or expectant day of absence so that a substitute may be obtained. In order to be eligible for payment for the date of absence without notification to the principal at the time mentioned above, it will be necessary for the teacher to file a written statement concerning reasons for failure to notify the building principal. Based upon these reasons, the principal shall have the discretion to waive notification. Notification for leave for funeral or death in the immediate family is expected as soon as practicable to the Superintendent or the building principal.
- (e) The Board of Education and the administration reserve the right to reasonably demand a physical examination by a doctor of the Board's choosing and at the Board of Education's expense.
- (f) Effective with the 1990-91 school year, teachers who do not use any (0) of their PTO days as defined in section (d) during a particular school year, maintaining perfect attendance, shall be eligible for a one-time payment per year of one hundred fifty dollars (\$150) to be included in the last paycheck issued in June.
- (g) When two bargaining unit members are spouses and they qualify for FMLA leave for the birth of a child, for prenatal care and/or incapacity related to pregnancy, said leave shall be limited to a combined total of twelve weeks. After the birth of a child, staff members who do not carry the baby are entitled to ten days of non-gestational leave time, to be used in the first six months of the life of the child.

2. Members of the Grand Haven Education Association may wish to voluntarily donate PTO days to a GHEA Emergency Leave Bank. Teachers who donate a day(s) into the GHEA Emergency Leave Bank who are not absent any other days for illness will still be eligible for the attendance incentive found in Article XI (B)

- A teacher donating PTO days must do so voluntarily and be an employee for a minimum of three (3) years.
- A teacher may donate up to three (3) days per school year.

At the time of retirement, those teachers achieving two hundred (200) days or more shall be allowed to donate five (5) days without jeopardizing their severance pay reimbursement, provided they have accumulated 75 PTO days.

To request a donation of PTO days from the Emergency Leave bank a teacher must follow these guidelines:

- If a teacher has exhausted their PTO time while on FMLA or medical leave, they are eligible to receive donated PTO days. Such request must be made in writing (email is appropriate) to the Assistant Superintendent of Human Services. The GHEA President and the Assistant Superintendent of Human Services will make the final disposition. Teachers utilizing the Emergency Leave bank must have evidence of donating minimally one (1) day annually. This requirement is waived for teachers in their first three (3) years of service.
- A teacher may not receive donated PTO days for the purpose of extending maternity/paternity leave beyond the approved six-week for general delivery and eight weeks for cesarean delivery. In the event of medical, verifiable complications, causing an extension beyond the six (6) week (normal birth) or eight (8) week Cesarean birth), a teacher may receive additional days as approved by the GHEA President and the Assistant Superintendent of Human Services.
- A teacher requesting donated PTO days may receive a maximum of thirty (30) days for any specific medical purpose. The GHEA President and Assistant Superintendent of Human Services if medically verifiable may approve additional days.
- After using the Emergency Leave bank, members are required to take three unpaid days before being eligible to request any additional days from the Emergency Leave bank.
- There is a lifetime maximum of 100 days from the leave bank.

B. Attendance Incentive

- a. The District will compensate, at a rate of \$250.00 per day, up to two (2) unused PTO leave days at the conclusion of the school year.

- b. In order to qualify for the incentive, teachers must not use more than 5 total –PTO leave days.

C. **PTO Blackout Dates**

PTO days may not be taken on days preceding or succeeding Thanksgiving and Spring Break, unless there are extenuating circumstances and approved by the building administrator.

D. **Other Leaves of Absence with Pay not Chargeable to PTO Leave**

In order to be eligible for the following leaves of absence with pay not chargeable to PTO, the teacher must give written notice to the superintendent or Curriculum Specialist at least seven (7) days prior to taking such leave, except where waived in writing because of emergency or except as hereinafter specified and, upon said notice, the teacher may qualify as hereinafter stated:

1. **Professional Leave**

Upon approval of the Superintendent or Curriculum Specialist, teachers will be granted leave of absence to attend educational conferences, workshops and visitations pertinent to the improvement of the school curriculum. Necessary expenses for such meetings will be paid by the Board of Education upon submission of the proper vouchers.

2. **Jury Duty**

Any teacher summoned to jury duty shall be paid for the loss of salary incurred for each working day of absence by an amount equal to the difference between the jury pay and the teacher's regular salary, not to exceed forty (40) days per school year.

3. **Short-Term Military Service Leave**

A teacher called to active emergency duty by reason of military status will be paid in an amount equal to the difference between his/her military and teacher's pay not to exceed sixty (60) days.

4. **Appearance as a Witness**

Appearance as a witness in a school-connected matter when subpoenaed by the court, except where the Association or any of its affiliates or parent bodies are the plaintiff or defendant, will be paid the full salary for each working day of absence,

unless the teacher is a defendant in any criminal proceeding.

- In the event a teacher is a defendant in a criminal matter and the Board of Education determines that the teacher has acted within the scope of Board policy, and the teacher is adjudged innocent of any criminal activity arising out of the incident, the Board will reimburse the teacher for any salary lost as a result of time spent defending such case when actually in court.

5. **Association Leave**

The Association shall be granted a total of twenty-five (25) school days per year for its authorized representatives to participate in business activities of the Association, provided written notification of the leave is furnished to the building principal not less than twenty-four (24) hours prior to the expected date of leave. The above days shall be granted with the Association sending a check for the substitute rate of pay for each substitute for each day along with the written notification of the leave; provided, that the District shall return said amount for each substitute not secured.

6. One day per year for the purpose of volunteering in the District. (Not counted toward the number of accumulated days.) No partial days shall be granted. Notice of at least forty-eight (48) hours in advance of this absence is required, but may be waived with admin approval.

E. **Leaves of Absence without Pay or Benefits**

1. The Board reserves the right to grant other short term leaves in its discretion with or without pay upon written application by the teacher involved.

2. **Childcare Leave**

- (a) Childcare leave without pay is available to teachers. The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board if requested by the teacher in writing at least three (3) months prior to the expiration of the leave.
- (b) In order to provide for continuity within the classroom between pupil and teacher, the teacher shall notify the Assistant Superintendent of Human Services in writing at least three (3) months prior to the requested beginning date of the leave so that necessary arrangements can be made to procure the teacher's replacement. Said notification shall request a

beginning and ending date of the leave to be agreed upon by the teacher and the administration. In cases of emergency, the Assistant Superintendent of Human Services may waive the three (3) month notification period prescribed herein.

- (c) The agreed-upon date and request shall be referred to the Board of Education for approval. It is understood that each request for childcare leave will be considered on an individual basis.
- (d) The teacher shall notify the Board in writing of his/her intent to return, not later than the midpoint of the duration of the leave, which shall be determined when the Board grants the leave. Re-employment will commence upon the date set when the leave (or any renewal thereof) was granted. It is understood that the foregoing shall not supersede provisions for layoff or other provisions of law or this contract.
- (e) A teacher may make written application to the Assistant Superintendent of Human Services for reinstatement prior to expiration of the leave granted by the Board. However, the Board reserves the right in its sole discretion to approve accelerated termination of childcare leaves on the basis of each individual case.
- (f) Failure to return from a childcare leave on the date specified in said leave shall be deemed a resignation unless mutually agreed upon by the Board and the teacher prior to said date.
- (g) Childcare leave will be granted without pay and without experience credit and without PTO accumulation. Upon return from childcare leave, the teacher shall be restored to the same position on the salary schedule as when the teacher left, and be entitled to other accrued benefits prior to said leave. The teacher shall be returned to a position for which the teacher is certified and qualified.

3. General Leave

- (a) Any teacher desiring a leave of absence without pay, for any reason not hereinabove specifically provided, may make written application for such leave to the Superintendent sixty (60) calendar days, or as soon as possible, prior to the date on which the leave is to start. Such applications shall state the reasons for which and the period during which such leave is sought. The granting or denial of any such requested leave shall be discretionary with the Board. No such leave shall initially be for longer than one (1) calendar year, but such leaves may, in the decision of the Board, be

extended at the teacher's request for one additional period not to exceed one (1) year.

- (b) Board approval of any such leave, if granted, shall be in writing and shall specify the period of the approved leave and the purpose for which it may be used.
- (c) All such leaves shall be without pay or other compensation, shall be without experience credit, and shall be without accrual or accumulation of benefits (e.g., PTO, seniority, etc.).
 - Re-employment after expiration of any such leave shall be to a position for which the teacher is certified and qualified; however, that a teacher on any such leave of absence shall be subject to layoff to the same extent as if he or she were not on such leave of absence.
 - As a condition precedent to re-employment after expiration of any such leave, the teacher shall be able to assume a teaching assignment in the School District and shall notify the Board in writing, of his/her intent to return not later than the midpoint of the duration of the leave.

4. **Unpaid Leave**

Any teacher who has exhausted all of his/her accumulated PTO shall be placed on unpaid leave for the duration of his/her illness, injury or other disability. The Board may terminate the employment relationship of the teacher after a paid and/or unpaid leave that has a duration greater than three (3) continuous calendar years.

- The Board shall not terminate any teacher if said termination would result in the termination of the teacher's long-term disability benefits.

5. **Educational Leave**

Any bargaining unit member may be granted a leave of absence for a school year for the purpose of continuing their formal education. Such application must be made by May 1 preceding the year of the anticipated leave. The teacher shall notify the Board in writing of his/her intent to return, not later than the midpoint of the duration of the leave. The teacher shall be returned to a position for which the teacher is certified and qualified. Any teacher on such leave shall be allowed increment credit

on the salary schedule and such time shall count toward in-district seniority.

F. Sabbatical Leave

The Board of Education may in its discretion grant a sabbatical leave not to exceed two percent (2%) of the teaching staff at any one time, upon written application by the teacher submitted to the Superintendent of Schools no later than May 1 of the school year preceding the school year for which the leave is requested. The leave of absence shall be subject to Section 1235 of the School Code of 1955 as amended. During the course of said sabbatical leave, the teacher may be paid his/her full annual salary and related benefits or the difference between such compensation and any funds granted to the teacher by private, academic or governmental agencies for educational purposes. The Board of Education shall specify the beginning and ending date of the sabbatical leave. Any teacher on sabbatical leave shall be allowed increment credit on the salary schedule.

ARTICLE XII

Grievance Procedure

- A. A grievance is defined as a claim by a teacher or the Association, that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.
- B. If an individual teacher has a personal complaint, which he/she desires to discuss with a supervisor, he/she is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.
- C. The grievance procedure shall not apply to the termination of services of or failure to re-employ any probationary teacher.
- D. The failure to re-employ any teacher to a position on the extra-curricular schedule shall be subject to the grievance procedure up to the Superintendent level. The decision of the Superintendent shall be final.
- E. To be processed hereunder, a grievance must be in writing on a form provided for that purpose, and must conform to the following terms and conditions.

All written grievances shall contain the following:

1. The grievance shall be signed by the grievant or grievants and, in the case of the Association grievances, by the President of the Association and/or the Chairperson of the PR & R Committee.
2. The grievance shall be specific.
3. The grievance shall contain a synopsis of the facts giving rise to the alleged violation.
4. The grievance shall specify the section or subsections of this Agreement alleged to have been violated.
5. The grievance shall contain the date of the alleged violation.
6. The grievance shall specify the relief requested.

- F. A teacher or the Association having a grievance and desiring to invoke the formal grievance procedure shall do so as follows:

Step One

The written grievance must be submitted to the building principal or other appropriate supervisor within thirty (30) calendar days after the alleged grievance occurs; provided, however, that any grievance that could not have been reasonably detected by the grievant at the time of its occurrence may be submitted within thirty (30) calendar days after the same could have been reasonably detected. Within seven (7) calendar days after receipt of the written grievance, the building principal or other appropriate supervisor shall meet with the Association's PR & R Committee in an effort to resolve the grievance. The principal or other appropriate supervisor shall indicate his/her disposition of the grievance in writing within seven (7) calendar days of such meeting and shall furnish a copy thereof to the Association and the grievant.

If the grievance involves more than one building or is an Association grievance, the grievance may be filed with the Assistant Superintendent of Human Services. In such event, the Assistant Superintendent of Human Services may either process the grievance as prescribed in Step Two or refer the grievance to another appropriate administrator for processing at Step One.

Step Two

If the Association is not satisfied with the written disposition of the grievance at Step One, or if no such disposition has been made within seven (7) calendar days of such meeting (or fourteen (14) calendar days from the date of filing, whichever shall be later), then the grievance shall be submitted to the Assistant Superintendent of Human Services by the PR & R Committee within seven (7) calendar days after receipt of or failure to receive such Step One disposition. Within seven (7) calendar days following such submission, the Assistant Superintendent of Human Services or his/her designee shall meet with the Association's PR & R Committee on the grievance and shall indicate his/her disposition of the grievance in writing within seven (7) calendar days of such meeting, and shall furnish a copy thereof to the Association and the grievant.

Step Three

The Association may appeal the Assistant Superintendent of Human Services 's written Step Two decision to the Board within seven (7) calendar days of its receipt (or fourteen [14] calendar days from the date of submission to the Assistant Superintendent of Human Services if the Assistant Superintendent of Human Services fails to answer at Step Two). The Board shall hold a hearing to consider the grievance no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later. The grievant may appear with or without representation. Within fourteen (14) calendar days after the hearing, the Board shall render its opinion in writing, transmitting a copy to the grievant and the Association.

Step Four

In the event satisfactory disposition of a grievance is not obtained after pursuing the procedures above provided by this Article, the Association may, within thirty (30) calendar days from the date of the Board's written disposition of the grievance and after written notice to the Board, submit the grievance to the American Arbitration Association for binding arbitration in accordance with and subject to the following provisions:

1. Powers of and limitations upon the arbitrator:
 - (a) The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
 - (b) The arbitrator shall have no power to award new salary scales or to recommend any changes in salary schedules.
 - (c) The arbitrator shall have no power to recommend a change in any practice,

policy or rule of the Board, nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board, except where the same may violate the provisions of this Agreement.

- (d) The arbitrator shall have no power to interpret state or federal law in his/her recommendations.
- (e) The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure in a prior arbitration proceeding.
- (f) Where no loss of compensation has been caused by the action of the Board complained of, the arbitrator shall not recommend that the Board be obligated to make monetary adjustments.
- (g) Arbitration awards will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. However, in no event shall the award recommend settlement earlier than the commencement of the school year in which the grievance is filed.
- (h) All grievances submitted for arbitration pursuant to this Article shall be submitted to the American Arbitration Association and shall be subject to the rules and regulations of the American Arbitration Association in relation to the selection of an arbitrator and otherwise.
- (i) The costs for the services of the arbitrator, including expenses, and any other charges of the American Arbitration Association, shall be borne equally by the Board and the Association, except that any party ordering a transcript of any arbitration proceeding shall bear the entire cost of such transcript.
- (j) By mutual agreement the grievance can be submitted to a process of expedited arbitration as defined by the American Arbitration Association rules.
- (k) By mutual agreement an arbitrator can issue a decision, verbally or written immediately following conclusion of the hearing.

G. The time limits prescribed in this Article shall be strictly observed but may be extended by written agreement of the parties.

- H. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.
- I. It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties; provided, however, in the event it is mutually agreed by the aggrieved person, the Association and the Board to hold proceedings during regular working hours, a teacher participating in any level of the grievance procedure with any representative of the Board, including arbitration on his/her own behalf or on behalf of the Association, shall be released from assigned duties without loss of salary.
- J. By mutual agreement, in writing, the Board and the Association may bypass one or more steps of the grievance procedure.

ARTICLE XIII

CURRICULUM STRUCTURES

- A. The purpose of the CC is to coordinate the efforts of Content Area Teams representing curriculum areas of communication arts, math, social studies, science, fine arts, and applied arts. The CC shall include all members of the Design Teams, one board member, as well as representative administrators, parents, and students.
- B. The purpose of the Design Team is to lead each of the Content Area Teams in a representative fashion.
- C. K-12 Content Area Teams will represent communication arts, science, social studies, math, fine arts, and applied arts. The purpose of the K-12 Content Area Teams is to lead the district in each of the specific curriculum areas by incorporating the elements of best knowledge surrounding each discipline.
- D. Each unit may be represented by one member of the teaching staff on each of the six (6) Content Area Teams. The teachers at each site will select these members by the Association's procedures. Members shall serve for a three (3) year term.
- E. District Curriculum Task Teams of interested teaching staff shall be led by members of the K-12 Content Area Teams and shall meet on an as needed basis to represent grade levels

on curricular issues. These groups will focus on grade level groupings, Young Fives-2, 2-4, 5-6, 7- 12.

- F. The parties agree that the CC K-12 Content Area Teams and Curriculum Task Teams serve the Board in an advisory capacity
- G. Design Team members will be compensated at the current hourly curriculum rate.
 - Participants on Content Area Teams may choose to meet during the school day or receive meeting compensation at the curriculum development rate (1/1250th of BA Base).
 - Participants on Curriculum Task Teams shall receive compensation for meetings at the curriculum development rate (1/1250th of BA Base) for work outside of the school day.

ARTICLE XIV

INDIVIDUAL CONTRACTS

- A. All individual contracts between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement, and any individual contract hereafter executed shall be expressly made subject to and consistent with terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- B. All individual contracts will:
 - 1. State the beginning and ending dates of the contract.
 - 2. Indicate the amount of salary to be paid.
 - 3. Indicate whether the teacher is a probationary or tenure teacher; or is in a non-tenure position.
 - 4. Offer option of twenty (20) or twenty-six (26) salary payments.
 - 5. The individual teacher's contracted salary shall be based upon the number of required days of service as determined by the negotiated calendar, and any deductions shall be computed by dividing the total salary by the number of service days.

- C. A teacher shall hold a Michigan Teacher's Certificate valid for his/her work assignment. Failure to have or keep such certificate shall invalidate the contract of any teacher.
- D. A supplemental sheet including the necessary supporting data for the individual contract will be furnished to each teacher who is not a new hire.
- E. It is understood that in emergencies, it may be necessary for the Board of Education to employ teachers not fully certified.
- F. It is agreed between the Board and the Association that psychologist and social work positions are non-tenure under the Michigan Tenure Act.
- G. The Board may offer an extended schedule of days at its discretion to psychologists and social workers. Individual contracts will be distributed to new hires only. Individual salary data sheets will be available online to all other teachers through the Employee Service Portal.

ARTICLE XV

WORKERS COMPENSATION

Any teacher who is absent as a result of an injury or disease compensated through the Worker's Disability Compensation Act of 1969, as amended, shall receive a supplement from the Board of Education for a period not to exceed six (6) months without deduction from PTO in order that the teacher's net take home pay will remain the same.

Beyond the six (6) month period, such payments by the Board of Education shall be charged against PTO on a pro rata basis computed on the relationships of the differential pay to his/her regular net weekly pay until PTO is exhausted.

ARTICLE XVI
PROFESSIONAL COMPENSATION

A. Salary Schedule

The basic salaries of teachers covered by this Agreement are stated in "Schedule A" which is attached to and incorporated in this Agreement. This schedule includes the additional compensation. Bargaining unit members shall advance one step on the salary schedule every July 1.

Bargaining unit members who were hired prior to July 1, 2024 who were not given any credit or partial credit for prior teaching experience for their Schedule A step placement upon initial hire shall be adjusted as follows:

6 or more year's prior experience not awarded: Bargaining unit members shall receive two steps for the 2024-2025 school year.

B. Advancement on Schedule

1. Teachers whose contracts begin after the opening of school or who are granted leaves of absence, or do not complete the year, will be granted credit for advancement on the salary schedule in one-tenth (0.1) increments. Said increments shall be determined by dividing the individual teacher's experience credit days, as defined below, by the number of contracted work days in the district as determined by the Master Agreement. The increment quotient shall always be rounded to the nearest tenth (0.1) increment.

Experience credit days shall include the teacher's actual work days plus all days of absence found in Article XI except those listed in Section D of Article XI.

2. Evaluation of applications for advancement on schedule due to college or university courses or equivalency credits:

(a) Guidelines for College or University Courses:

- (1) Teachers completing the necessary number of eligible semester hours for advancement to the next higher schedule may make application for such consideration when official grades, transcripts, etc. have been received. It is required that the Application for Advanced Schedule Credit form be completed and submitted to the

Assistant Superintendent of Human Services within ten (10) days of the teacher receiving the grades, transcripts, etc. Advancement on the salary schedule will take effect immediately and be retroactive to the date the course was completed. Failure to submit application form and grades/transcripts within ten (10) days of receipt will result in advancement on salary schedule being effective on date of application rather than the date the course was completed.

(2) **BA + 18:**

- (i) Only those courses taken after full standard certification are applicable for advanced schedule credit.
- (ii) Graduate credit courses may be counted if they have been approved by the college or university in which the teacher is enrolled.
- (iii) Undergraduate credit courses must have the written approval of the Superintendent before enrollment. Such requests will generally be allowed only when the undergraduate course is directly related to the person's teaching assignment or planned future assignment. To secure this, an application for prior approval must be submitted.

(3) **MA + 25:**

- (i) All hours beyond the MA must be on the graduate level and should be related to one's own area of teaching assignment in or preparation for a specific future assignment in the District.
- (ii) Any course not included in a degree program (i.e., second master's program) must be approved by the Assistant Superintendent of Human Services. In order to secure approval, a written application must be submitted as in paragraph 2(a)(2)(iii).

- (iii) Column MA+25 - Employee possesses a Masters of Arts or Masters of Science degree and at least 25 graduate level credits beyond a Master's degree as a minimum and these 25 credit hours were obtained after the Master's degree was conferred. A master's degree that is earned concurrently with credits that exceed twenty-five (25) credits will be counted toward credits toward the plus twenty-five (25), provided that all such credits are related to the teacher's current or future anticipated teaching assignment, including classes in school administration. For example, placement of MA+ 25 will occur if a master's of social work requires 60 college credits.
- (4) With respect to the AB + 18 and MA + 25 salary schedules, only such courses as are completed after receipt of the underlying degree may be considered in determining eligibility for advancement. For example, only courses completed after receipt of the MA degree may be considered in determining eligibility for the MA + 25 schedule.

(b) **Guidelines for Equivalency Credits:**

- (1) Equivalency Credit for advanced schedule placement shall be given after full standard certification.
- (2) Persons seeking Equivalency Credit in lieu of college courses must complete the following:
 - (i) Obtain prior written approval from the Assistant Superintendent of Human Services for taking an activity for credit. Prior approval is to be interpreted as encouragement for the teacher to take the activity; however, this is not to be misconstrued as automatic approval of equivalency credit being granted. Prior approval applications should be sent to the Assistant Superintendent of Human Services marked "Equivalency Credit."
 - (ii) After taking the activity the teacher must complete the

second part of the application form and be sure to attach the statement of validation and send to the Superintendent's office as in paragraph 2 (a)(2)(iii).

- (3) Equivalency Credit will be computed as follows:
 - (i) Twenty-five (25) clock hours of activity sponsored by a firm other than a college or university will be equal to one (1) semester hour of credit.
 - (ii) If a person attends a one (1) day session, it must be for a minimum of five (5) clock hours. By attending five (5) such one (1) day sessions, he/she will be entitled to receive one (1) semester hour of credit.
 - (iii) One (1) college credit = 25 State Continuing Education Clock Hours (SCECH) = 25 District Provided Professional Development Clock Hours (DPPDCH).
- (4) Equivalency Credit may be applied toward advancement on the salary schedule up to but not exceeding a total of ten (10) Equivalency Credits or two hundred fifty (250) clock hours in approved activities.
- (5) With respect to the AB + 18 and MA + 25 salary schedules, only such Equivalency Credits as are earned after receipt of the underlying degree may be considered in determining eligibility for advancement. For example, only courses completed after receipt of the MA degree may be considered in determining eligibility for the MA + 25 schedule.

C. Transfer Credit

Bargaining unit members-hired into the District shall be granted credit for up to a total of three (3) years for prior teaching experience, military service or related work experience. Credit for prior teaching experience shall be for service as a fully-certified teacher within the past three (3) years in a recognized accredited school.

- Not more than two (2) years credit shall be granted for full-time military service,

such service having occurred during the past seven (7) years.

- Not more than two (2) years of related work experience credit shall be granted and then only if such experience is definitely related to the teacher's assignment.
- Not more than one (1) year credit shall be granted for service as a Long Term Substitute in the District.
- The Assistant Superintendent of Human Services may grant more than three (3) years of credit if, in his/her opinion, prior service merits additional credit.

D. Use of Personal Automobiles

A teacher who is required in the course of his/her work to drive a personal automobile from one school building to another shall receive a car allowance equal to the maximum amount allowable by the IRS per mile. This same allowance shall be given to a teacher who uses a personal car for field trips or other approved business of the district.

E. Severance Pay

In recognition of service to the district and its annexed districts, a severance leave payment of one-half percent (.5%) of base salary per year of service in the district and its annexed districts will be paid to the teacher or as allowed under IRS rules in the event of death; provided the teacher shall have been employed in the district and/or its annexed districts for at least ten (10) years. Teachers who resign after ten (10) years of district service shall be eligible for one-quarter percent (.25%) of the base salary per year of service in the district. To the extent permitted by law, the employer shall make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the board approved list of companies as per this agreement. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC).

- F.** The Board shall pay, upon resignation or retirement, 25% of the daily cost of a contracted substitute teacher (ie EduStaff) for each day of PTO that a teacher accumulated, provided they have at least 75 days accumulated. Such accumulation shall be recorded on the teacher's annual data sheet. To the extent permitted by law, the employer shall make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the Board approved list of companies as per this agreement. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC).

G. Pay Option

1. Teachers shall have the option of receiving pay on a twenty (20) or twenty-one (21) pay period basis, depending upon the year, or on twenty-six (26) or twenty-seven (27) pay-period basis, depending upon the year.
2. When a regular payday occurs within four (4) days of the closing of school for a vacation period, said paychecks will be issued on the last school session day prior to the beginning of said vacation.

H. Extra-Duty Assignments

1. Payment for extra-duty assignments outside the normal load will be paid according to the Schedule "B" for such assignments, which is attached to and incorporated in this Agreement.
2. When a teacher's regular assignment extends beyond the normal school year, the additional time shall be compensated at a pro-rata share of the teacher's current basic salary.
3. Teachers shall have the option of receiving their extra-duty pay spread from the beginning of the extra-duty assignment over the remaining paychecks or as two (2) separate checks, the first to occur halfway through the extra-duty assignment and the second at the conclusion of the assignment.

I. Special Teaching Assignments

Special teaching assignments in the district shall be subject to the following provisions:

1. Preference will be given to teachers regularly employed in the district on the basis of qualifications. If two (2) employees are deemed to be equal regarding qualifications, then certification, effectiveness, experience and seniority will be considered.
2. Contracts for summer school programs shall be offered to teachers at the earliest possible date.
3. All teaching conditions, which prevail during the "regular" school year, shall also

prevail during the summer, adult education and evening school programs.

4. Summer school teachers shall be entitled to two (2) summer school days of PTO with no deductions from pay. Such PTO shall not be accumulated from summer to summer, nor added to or deducted from a teacher's regular PTO accumulation. Compensation for teaching, under this provision of the contract, shall be paid at the rate of not less than 1/1250 of base pay during the duration of this Agreement.
5. CyberSchool Coordinators—Coordinators at Central High School with a combination of CyberSchool and traditional students will be compensated seventy-five dollars (\$75) per student, per semester for each student above 75.
6. Cyber School Teachers – Teachers at Central High School (other than assigned Cyber School Staff) will be compensated seventy-five dollars (\$75) per student, per semester.
7. A maximum student load for full-time Cyber School Teacher will consist of:
 - (a) 210 students
 - (b) 50 mentor students
8. Dedicated Cyber School teachers may work a flexible schedule to meet the needs of students. Schedule should be communicated and arranged with the Coordinator and/or Principal.
9. In addition, Driver Education Instructors shall receive a longevity payment of five percent (5%) of the 1/1250 of base pay added to the start of the fifth (5th) year and again at the start of the tenth (10th) year of in-district experience.

J. Insurance Benefits and Limitations

After a teacher has been hired or has reached the position of a long-term substitute, a meeting shall be held with the Assistant Superintendent of Human Services or his/her designee where all benefits and applications will be explained.

1. Health Insurance

Effective January 1, 2013, the Board shall provide MESSA benefits for all full-time teachers and eligible dependents. Full-time teachers not electing health insurance would have PAK B benefits. All part-time teachers eligible for insurance would have

the same coverage options, however they would not be part of a PAK, and have Non-PAK benefits.

Full-Time Teachers

Package A

Choices II

\$10 office visit and the Rx Saver Prescription Card.

The \$500 / \$1000 deductible will be the responsibility of the teacher.

OR

MESSA ABC Plan I with ABC Rx. –

The District will pre-fund eighty (80) percent of the deductible into the employee's

Health Savings Account.

OR

MESSA ABC Plan 3 with 20% co-insurance and ABC Rx.

The District will pre-fund eight (80) percent of the deductible of MESSA ABC Plan 1 into the employee's Health Savings Account.

2. **Dental Insurance**

Delta Dental

- 100 / 80 / 80 / 80
- \$2000 Annual with UCR Orthodontics

3. **Vision Insurance - VSP 3 Plus**

4. **Long-Term Disability**

Negotiated Long-Term Disability

- Seventy (70) percent
- Ninety (90) calendar Day Modified Fill
- \$5,000 Maximum
- Alcoholism/Drug Abuse Waiver: Same as any other illness
- Mental/Nervous Waiver: Two (2) year limitation
- Offset of Other Income: Family
- Own Occupation Two (2) years
- Minimum Pay out: Five (5) percent
- Pre-Existing Condition Waiver
- Freeze on Offsets
- Maternity: Standard
- Rehabilitation: Standard

5. **Life Insurance - Negotiated Life - \$50,000 AD&D**

6. **PAK B**

Cash In Lieu of health insurance in the amount of the Single Subscriber rate of Choices II (PAK A rate).

- Negotiated Long Term Disability: Same as PAK A
- Delta Dental: Same as PAK A
- Negotiated Life: Same as PAK A
- Vision: Same as PAK A

7. **Part-Time Teachers**

Non-Pak Benefits Include:

Eligible Part-time employees must elect from the following benefits for self and eligible dependents:

Choices II - This option includes a \$500 / \$1000 In-Network deductible, \$10 office visit and the Rx Saver Prescription Card. Effective January 1, 2019 the \$500 / \$1000 deductible will be the responsibility of the teacher OR Cash In Lieu of health insurance.

- **Delta Dental** - Same as PAK A
- **Vision** - Same as PAK A
- **Negotiated Long-Term Disability** - Same as PAK A
- **Negotiated Life**
- Teachers working .8 would have negotiated life of \$40,000 AD&D
- Teachers working .6 would have negotiated life of \$30,000 AD&D
- Teachers working .5 would have negotiated life of \$25,000 AD&D

8. **Cash In Lieu**

Teachers electing cash benefit under J above may elect cash benefit equal to, but not exceeding, the Choices II Single Subscriber PAK A rate, pursuant to a Section 125 Cafeteria Plan. Teachers electing the cash benefit may participate in a qualified Tax- Deferred Annuity Program. Teachers hired after August 23, 2006, electing cash benefit shall receive a flat annual rate of \$7000.

- This Tax Deferred Annuity option shall terminate immediately if the availability of an annuity option adversely affects the taxability of the Board paid health insurance premiums. If the Board incurs any withholding tax obligations or tax payment liability pursuant to this annuity option, this becomes the responsibility of the teachers. If a

court of competent jurisdiction rules that no supplemental retirement benefits may be provided in addition to the retirement benefits provided by the Public School Employees Retirement Act (MCLA 38.201 et. seq.; MSA 15.893(1) (et. seq.)), or if the annuity option is in any other way contrary to or prohibited by law, this Tax Deferred Annuity Option shall terminate. Those employees who elect to participate in a qualified tax deferred annuity program shall participate in the program through a third party administrator as required by Federal law.

- Programs on the Board approved annuity programs list include:

AIG Retirement – VALIC	Lincoln Investment Planning
American Century Investments	Massachusetts Mutual Financial Group
Ameriprise Financial Services, Inc.	MEA Financial Services
Equitable/Equi-Vest	Midwest Capital Advisors
Cetera - MG Trust Company	LPL Financial
Fidelity investments	Plan Member Services Corporation
GLP & Associates, Inc.	Putnam Retirement Plan Services
Horace Mann Life Insurance Co.	Thrivent Financial for Lutherans

- Programs on the Board approved list will not be removed from said list without the consent of the program participants and assuming the program in question remains legally qualified. Whenever the list is changed, a copy of the new list will be posted in each building.

9. Teachers employed one-half (1/2) time or more shall be entitled to insurance benefits as provided herein in the same ratio as their employment.
10. In the event that an employee is absent because of involuntary leave, illness or injury has exhausted sick leave accrual, the above-mentioned fringe benefits shall continue during the waiting period for long-term disability coverage.
11. If a teacher's employment is terminated for reasons other than illness prior to June, the teacher's insurance subsidy shall terminate on the first of the month following the date of the teacher's last employment; provided, however, that any teacher who has completed the full school year shall have insurance benefits continued through the month of August or until commencement of the next school year, whichever

occurs first. Bargaining unit members hired before January 1, 2012, who complete the full school year and who terminate employment on or before June 30th in order to take advantage of the MPSERS summer birthday provision shall maintain their employer paid insurance coverage through the district until August 31 (if eligible for retiree health insurance on September 1) or until September 30 (if not eligible for retiree health until October 1). Any contractually required monthly employee contribution shall be paid in full by the individual prior to the beginning of each month they receive this maintained employer provided insurance.

12. A teacher utilizing long-term disability and/or PTO shall remain at the salary level of his/her earnings on the date of the occurrence of his/her disability.
13. Insurance benefits described in this agreement are based upon the insurance programs of MESSA.
14. The Board's obligation for insurance benefits shall be limited to the terms and conditions of the insurance policies.
15. Effective June 17, 1983, any teacher with twelve (12) or more years of district service and who would also be eligible to receive a retirement allowance from the Michigan Public School Employees Retirement System and was hired prior to May 1, 2004, and elects to retire from this school district, may elect either:
 - (a) A yearly payment of ten percent (10%) of the current BA Base plus seven hundred dollars (\$700) in lieu of continued district coverage of vision and dental insurance until they reach the age of eligibility for full social security benefits, OR
 - (b) Health Insurance benefits as provided in Article XVI, Section J (1), not to exceed ten percent (10%) of the current BA Base plus seven hundred dollars (\$700) in any one year (July 1 - June 30) until they reach the age of eligibility for full social security benefits. For teachers who are eligible for a yearly payment pursuant to paragraph 9(a) or
 - (b) Above, the employer shall, during the first five (5) years following retirement and to the extent otherwise permitted by law, make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the Board approved list of

companies as per this agreement. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC). If a participant dies within the first five (5) years after retirement, the District shall make a non-elective employer contribution for the year of the Participant's death to a 403(b) plan account of the employee's choosing (from the District-approved list) that is equal to the lesser of:

- The excess of the participant's includible compensation for that year (pro-rated to the Participant's date of death) over the contributions previously made for the Participant for that year; OR
- The total contributions that would have been made on the Participant's behalf after the participant's date of death had the Participant survived the entire five (5) years subsequent to retirement.

Any yearly payments remaining due the employee beyond five (5) years following retirement shall then be made to the employee and shall be subject to appropriate deductions and withholdings (e.g., for taxes, etc.)

- (c) In the event of a retiree's death, (a) or (b) above shall be continued to his or her surviving spouse in accordance with IRS rules.

The Board shall provide the above insurance benefits by continuing the teacher on the MESSA and other appropriate billing as if the teacher was actively employed.

If this retirement benefit is found contrary to law, it shall be deemed invalid and the Board's obligation for such benefit shall be immediately null and void.

Teachers hired beginning May 1, 2004, will be eligible for an annual contribution of up to two hundred dollars (\$200) for the first ten (10) years of their employment with the District paid by the District to a District approved annuity program as listed in Section J (2), provided they match the contribution. To the extent permitted by law, the employer shall make the matching payment as an employer contribution directly into the employee's 403(b) account established by the employee from the board approved list of companies as per this agreement. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal

Revenue code (IRC). The district contribution is prorated for part-time employees. To be eligible, teachers must elect and submit to the Business Office the necessary documentation of their match by February 1, of each year.

K. Reimbursement of Certificate Costs

The District will fully reimburse for the application, addition, and renewal of any teaching certificate, permit, authorization, endorsement, and/or approval issued by the Michigan Department of Education, the Intermediate School District, or other authorizing agency. Reimbursement will be given once the updated certificate has been received. Forms for reimbursement should be requested through the Assistant Superintendent of Human Services.

The District will fully reimburse Social Workers for the renewal of their MI License.

The District will fully reimburse Psychologists for the renewal of their MI license.

The District will fully reimburse Speech Language Pathologists for the renewal of their MI license; and for the renewal of their ASHA CCC.

The District will fully reimburse Occupational Therapists for the renewal of their MI License; and for their National Certification/Registration.

The District will fully reimburse Physical Therapists for the renewal of their MI License.

L. Tuition Reimbursement

Tuition reimbursement for the successful completion of academic courses taken during each contract year shall be shared by the teacher and the Board, subject to the following provisions.

1. Reimbursement shall be made for tuition of graduate coursework leading to a Master's Degree. Coursework taken after attainment of a Master's Degree will not be eligible.
2. Payment for documented successful completion of graduate coursework will be \$500 per contract year.
3. Prior approval of at least two (2) weeks before a course begins is required along with documentation verifying Master's program relating to current position. Documentation of course completion with B or better grade and proof of payment should be submitted to Assistant Superintendent of Human Services no later than sixth (60) days from course conclusion to receive reimbursement.

4. The Board is not responsible for a tuition payment if courses are taken under a scholarship, grant or are reimbursed in any way from another source.

M. 403(b) Contribution

Effective with the 2011-2012 school year, the District shall directly contribute to a 403(b) account of each teacher's choosing, (from the Board approved list of providers), the sum of one hundred seventy-five dollars (\$175) per school year. Such contributions shall be made after January 1, of 2012, and each year thereafter. Teachers shall not have an option to receive cash instead.

N. Merit Pay

Each teacher that earns effective rating on their evaluation will receive \$100 the second payday in June.

ARTICLE XVII

NEGOTIATION PROCEDURES

- A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties, which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. Not later than April 1 of the calendar year in which this Agreement expires, the Board agrees to negotiate with the Association over a successor agreement in accordance with the procedure set forth herein in a good-faith effort to reach agreement concerning teachers' salaries and all other conditions of their employment. Such negotiation may include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement so negotiated will apply to all teachers and will be reduced to writing and signed by the Board and the Association.

- C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party, nor may each party select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- D. If the parties fail to reach an agreement in any negotiation, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.
- E. The Board agrees that whenever the Association and the Board mutually agree to engage in contract negotiations during the school day, representatives of the Association will be relieved from all regular duties without loss of pay in order to permit their participation in such meetings; provided, however, that the Association shall advise the Board, before such mutual agreement, of the maximum number of teachers to be so involved.

ARTICLE XVIII

MISCELLANEOUS PROVISIONS

- A. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner, which is not arbitrary, capricious or discriminatory.
- B. This Agreement shall be provided electronically on the GHAPS website. A designated number will be printed for Association usage.
- C. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions and applications shall continue in full force and effect.
- D. This Agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

ARTICLE XIX
CONTINUITY OF PROFESSIONAL SERVICES

The Association recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, by teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association and the individual teachers represented by it agree that during the term of this Agreement they will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE XX
WAIVER CLAUSE

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XXI
SCHOOL IMPROVEMENT PLANS

- A. A School Improvement Plan (SIP) as used in this Article shall mean a plan, procedure or process implemented pursuant to Section 1277 of the School Code MCL 380.1277.
- B. It is hereby agreed by and between the parties that with respect to the responsibility contained in Section 1277 of the School Code 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 Board and the Association, executed in writing. Any provision(s) of the SIP or any application thereof inconsistent with or contrary to the terms of this Agreement or any decisions as a result of building level decision making which require a deviation from the terms of this Agreement must have the written approval of the Association and the Board prior to being adopted and/or implemented.

- C. Teacher membership on any SIP council or committee shall be voluntary. Teacher representatives to the district level School Improvement Council and/or to the building level School Improvement Council shall be selected by the teachers in the building or department. The selection of teacher representatives to the Building and/or District School Improvement Committees shall be determined by the teachers of the respective School Improvement Councils.
- D. The Association President shall be supplied a copy of each annual SIP report upon its completion.
- E. Upon the reasonable request of the Board or the Association, the Superintendent and the Association President or their respective designees shall meet in an attempt to avoid and/or resolve any perceived difficulties with SIP plans, procedures and processes.

ARTICLE XXII

MENTOR TEACHERS

- A. 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 when possible.
- B. Each bargaining unit member in his/her first three (3) years of teaching experience shall be assigned a mentor teacher from a list of master teachers. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the

mentor assignment is to coach and nurture a new teacher, by offering assistance, resources and information in a non-threatening collegial fashion.

- C. A mentor teacher shall be assigned in accordance with the following:
1. The mentor teacher shall be a tenured member of the bargaining unit or in the case of employees excluded from coverage under the Tenure Act; the mentor teacher shall have more than five (5) years seniority, when possible.
 2. Participation as a mentor teacher shall be voluntary and meet the district criteria as contained in mentor teacher guidelines.
 3. The Administration shall notify the Association when a mentor teacher is matched with a bargaining unit member (mentee).
 4. 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.). Where possible, the mentor teacher and mentee shall be assigned common preparation time.
 5. Mentee shall only be assigned to one (1) mentor teacher at a time, whenever possible.
 6. Subject to renewal each year, the mentor teacher assignment shall be for one (1) year.
- D. Because of the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality work performance, the board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the mentor teacher or mentee. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other. Further, the mentor teacher shall not be called as a witness in any grievance or administrative hearing involving the mentee nor shall the mentee be called as a witness in any grievance or administrative hearing involving the mentor teacher. The parties agree that neither a mentor nor a mentee shall be called as a witness in any Tenure Act proceedings.
- E. Upon request, the Administration shall make available reasonable release time so the mentor teacher may work with the mentee in his/her assignment during the regular workday.
- F. Mentor trainers will be paid according to the rates established in Appendix B of this Master Agreement. It is understood that the filling of the positions(s) of Mentor trainers is

the responsibility of the District.

ARTICLE XXIII

TEACHER EVALUATIONS

Teacher (defined under MCL.1249) Evaluations

- A. Beginning with the 2024-25 school year the negotiated performance evaluation system shall include:
1. Specific performance goals identified by the evaluator in consultation with the teacher to improve their effectiveness in the upcoming school year.
 2. An evaluation of the teacher's job performance with timely feedback.
 3. Multiple rating categories that take into account student growth and assessment data or student learning objective metrics in consultation with the Association
 4. The use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination. 10% shall be based on District assessments and 10% shall be based on individual teacher data.
 - (a) The student growth and assessment data or student learning objectives shall consist of measurable, long-term academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers.
 - (b) With mutual agreement between the teacher and the administrator, the teacher may be allowed to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data.
 - (c) The 10% based on individual teacher data used in this section must be attributable to the actual teaching responsibilities of the individual teacher.
 5. The weighted components for a year-end evaluation will be as follows:
 - 60% - 5D+ or Itinerant Staff Rubric
 - 15% - Professionalism Rubric
 - 10% - District Data
 - 10% - Individual Teacher Data
 - 5% - Attendance

B. Process: The negotiated Performance Evaluation system, “Post-observation Feedback Form”, “Year-End Evaluation Reporting Form”, and “Individual Development Plan (IDP) Form” are attached and included in this Agreement in Appendix D. The forms, rubrics, and evaluation tool shall be maintained on an online platform and shall be accessible to teachers.

1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:
 - (a) The teacher shall be notified no later than September 30 of each year who the administrator will be that conducts their year-end evaluation. If no notification is provided by September 30 of each year, that teacher shall not be evaluated.
 - (b) The classroom observations used in the year-end evaluation must include a review of the teacher’s lesson plan for the day of the observation and the state curriculum standard being used in the lesson. Unless identified as a deficiency in performance within an existing IDP, teachers will only be required to submit lesson plans to an administrator for the day(s) they are being observed to comply with the provisions of this Section.
 - (c) The observation must include a review of pupil engagement in the lesson that is observed.
 - (d) In order to ensure 1.b and 1.c above, the observation shall be no less than fifteen (15) consecutive minutes.
 - (e) For probationary teachers, there shall be notice of each planned observation date given to the teacher at least two (2) school days prior to the observation. Upon such notice, the teacher will provide information relative to 1.b and 1.c before the classroom observation occurs.
 - (f) Feedback on both 1.b and 1.c will be discussed during the post-observation meeting between the administrator conducting the observation and the teacher. The post-observation meeting shall be held no later than ten (10) calendar days after the observation occurred. At the post-observation meeting, the teacher will be provided written feedback on that observation on the “Post-observation” feedback form contained in Appendix D.

- (g) There shall be at least 2 classroom observations of a teacher in each school year the teacher is evaluated that are conducted at least 20 school days apart. The first observation shall occur no later than December 15 of each school year.
 - (h) Administration may conduct unscheduled observations.
- 2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of “effective”, “developing” or “needing support”.
 - (a) The year-end evaluation determination and form shall be delivered at a meeting with the observing administrator and the teacher no later than the last day of school each year. In the event there is no year-end evaluation as described above, the teacher shall be deemed “effective” per the year-end evaluation determination.
- 3. Teachers who work less than sixty (60) days in any school year, or who have an accumulated leave of absence from work during the school year amounting to a total of ninety (90) days or more, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall not be provided an evaluation for that year. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.
- 4. If a tenured teacher has been rated “highly effective” or “effective” for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter, unless the teacher is currently on an IDP. If the subsequent year-end rating is not “effective” on an evaluation following the third year, the teacher shall be evaluated annually until receiving an “effective” rating for an additional three (3) consecutive years.
- 5. Probationary teachers, teachers rated needing support or developing, or teachers with a noted deficiency may be placed on an IDP which will include:
 - (a) specific performance goals that will be used to assist in improving effectiveness developed in consultation with the teacher.

- (b) Training, including, but not limited to, coaching, professional development, and resources, to be provided by the district to assist the teacher in meeting the goals of the IDP.
 - (c) a mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above and completed no later than February 1, that is used as a supplemental tool to gauge a teacher's improvement, and to assist in any needed additional improvement that is aligned with the existing IDP.
- 6. Tenured teachers rated needing support on their performance evaluation may obtain a review of the evaluation rating and evaluation process under the procedure established in MCL 380.1249.
- 7. All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

C. Rights of Tenured Teachers:

- 1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
 - (a) The teacher may request a review meeting of the evaluation and the rating to the district's superintendent. Such request must be made in writing within 30 calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no later than five (5) days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after the meeting.
 - (b) If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.
 - (i) The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.

- (ii) Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the teacher and the association confirming the mediation will be scheduled as appropriate.
- 2. A tenured teacher who receives two (2) consecutive ratings of “needing support” may demand to use the grievance procedure as outlined in Article XII (*Grievance procedure Article if it is inclusive of Binding Arbitration and allows the Arbitrator to issue any appropriate remedy.*)

D. Training on evaluation system, tools, and reporting forms:

- 1. Within the first two (2) weeks of each school year, the district shall provide, during contractually scheduled Professional Development time, an informative review of evaluation expectations and timelines to all teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process.

ARTICLE XXIV

Seniority

- A. The district shall prepare a seniority list by October 15 every year.
- B. The seniority list shall be prepared and emailed to the Association President unit employee by October 15 of each school year. Challenges or revisions to the list must be filed by November 15 of that same year; Otherwise, the seniority list will be considered final for that school year. Should there be disagreement by November 15 of the school year, the Board and Association shall submit the issue to Expedited Arbitration under the rules of the American Arbitration Association for determination of the final seniority list.
- C. Seniority is defined as the length of unbroken service within the bargaining unit and shall be computed from the bargaining unit employee’s first day of work since the most recent date of hire. All bargaining unit employees shall be ranked on the list in the order of their first day of work, as defined above. In the circumstance of more than one individual having the same first day of work, placement on the seniority list shall be determined by last name alphabetically (at the time they were hired) starting with the first letter and each subsequent letter as needed.

- D. All seniority is lost when employment is severed by resignation, retirement, discharge for cause, or transfer to a non-bargaining unit position for more than one (1) year; However, until recall rights expire or are otherwise terminated by the employee, seniority is retained (frozen) if severance of employment is due to layoff.
- E. Seniority shall continue to accumulate for the full duration of a leave of absence due to Military Duty leave.
- F. The Board shall use the seniority list from the previous school year (inclusive of any new hires that year), to determine any layoffs or recalls prior to October 1 of each school year as prescribed in Article XXVII (*Reduction in Personnel and Recall Article*).

ARTICLE XXV

Vacancies

A. Definition of "Vacancy":

A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled, including newly created positions, as well as such positions currently filled but anticipated to be open in the future for a period of thirty (30) or more school days.

Any vacancy that occurs after the beginning of the school year shall be posted as a Temporary Vacancy and remain posted until filled. If the position is to continue beyond the initial school year, it shall be posted and filled in accordance with the provisions for filling vacancies outlined below.

B. Notification (Posting) of Vacancies and Application:

Vacancies occurring within the bargaining unit, including newly created positions, shall be provided via e-mail to each bargaining unit employee with a copy of such posting to the Association. Positions as described above shall be posted at least ten (10) school days prior to being filled. Bargaining unit employees may apply for such positions by submitting an e-mail of interest to the personnel office. Said positions shall be filled in accordance with the procedure outlined in Section C below.

C. Awarding of Vacancies:

Internal candidates shall be provided an interview. Vacancies known prior to June 30 for the following school year shall be posted internally for one week before being posted externally. After June 30,

vacancies may be posted internally and externally at the same time. Internal applicants shall not be required to complete the same application material as external candidates.

ARTICLE XXVI

Transfers

A. Definition of "Transfer":

A "transfer" shall be defined as either a voluntary or involuntary change in (1) a bargaining unit employee's position or assignment to another position or assignment within the bargaining unit, (2) building assignment, (3) grade level(s) included in an assignment in preK-5, (4) subject area(s) included in an assignment, (5) a non-classroom assignment such as librarian, guidance counselor, itinerant personnel, etc., or (6) Special Education assignment such as learning disability, emotionally impaired, etc. Transfer awarding of vacancies shall be first governed by the language in Article XXV pertaining to vacancies. Other transfers will be governed by this Section.

B. Voluntary Transfers:

A request for a transfer may be made at any time in writing to the Personnel Office with a copy to the Association. The request shall specify the school, grade, and subject/position sought. Subject to possessing adequate certification, a request for voluntary transfer shall be granted pending the approval of the building principal and Human Services department. No bargaining unit employee shall be discriminated against because of a request to transfer.

C. Involuntary Transfers:

Involuntary transfers may be affected only for reasonable and just cause. Thirty (30) days' notice of the intention to transfer specifying the reasons for same and the specific position to be transferred to shall be provided to the affected bargaining unit employee and the Association. Cause for involuntary transfer includes only cause involving the individual's performance or as part of a necessary reduction of force. District administration will utilize the following factors when making such decisions: (in no particular order):

1. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
2. Credentials needed for District, school, or program accreditation;

3. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
4. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
5. disciplinary record, if any;
6. length of service in a grade level(s) or subject area(s);
7. The recency of relevant and comparable teaching assignments;
8. Previous effectiveness ratings; (Evaluations for the last three years shall be used when deciding between applicants.)
9. Compliance with state and federal law; and
10. Other factors as determined by the administration and GHEA

ARTICLE XXVII

Reduction in Personnel / Layoff and Recall

- A. It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:

Teachers will be reduced based on years of service, evaluation average, and a rolling three-year average of the teacher's evaluation rating and the listed factors to be considered under Vacancies. For teachers with less than three years of service, the District will use the rolling average of all available evaluation ratings and the listed factors to be considered. All factors being equal, the least senior staff member will be laid off.

- B. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified (per Article XXV, Section C).
- C. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the teachers. Teachers being laid off shall

receive a 60-calendar day notice in writing before the effective date of layoff for layoffs during the summer months and no less than one (1) full semester for layoffs during the school year.

- D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.
- E. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- F. Definitions:
 - 1. Certification – Adequately certified shall be defined as holding the required certificates, endorsements, licenses, and/or approvals required by law to serve in the position assigned. Further, it is the teacher's responsibility to file such certificates, endorsements, licenses, with the Board. The certification status of a teacher on file with the district shall be considered conclusive for all purposes under this Agreement. The teacher shall provide written notice to the Board and Association of any change to their certificates, endorsements, or licenses after the original filing of same with the district. This shall include notice of any additional endorsements, certificates, or renewals, as well as expirations, revocations, and any limitations thereon.
 - 2. Qualification – Teachers shall be considered qualified for positions for which they possess the appropriate adequate certification. Further, their degree of "qualified" status for any position in the district shall be determined by the process outlined in Article XXV, Section C.
- G. A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified per Article XXV, Section C and which is equivalent to the one from which they were laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall. The only exemption from this shall be if the teacher is under contract with a different Michigan School District at the time of recall. In such case, the teacher shall have the ability to finish the term of their contract before reporting for duty at the District of Recall. Should the teacher refuse that option, they shall be deemed to have voluntarily quit as set forth above.

- H. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article XVI until the end of the following month of the notice of layoff. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

DURATION OF AGREEMENT

This agreement shall be effective as of the 14th day of August 2024 and shall continue in effect until the 30th day of June 2026. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date above indicated. Any changes in any provisions of this Agreement shall be applied only prospectively from the date of ratification unless expressly stated otherwise in the provision.

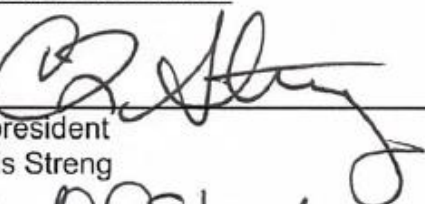
Grand Haven Education Association


By: 
Its President
Amy Stringham

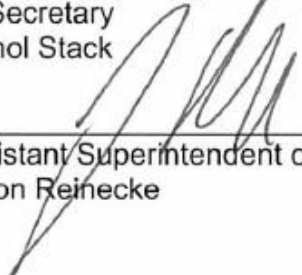
By: 
Its Negotiating Committee Chairperson

By: 
Its Negotiating Committee Chairperson

Board of Education

By: 
Its president
Chris Streng

By: 
Its Secretary
Nichol Stack

By: 
Assistant Superintendent of Human Services
Jason Reinecke

**LETTER OF AGREEMENT BETWEEN THE GRAND HAVEN AREA PUBLIC SCHOOLS
BOARD OF EDUCATION
AND THE GRAND HAVEN EDUCATION ASSOCIATION**

This Letter of Understanding between the Grand Haven Area Public Schools' Board of Education and the Grand Haven Education Association is intended to reflect mutual interest and agreement with respect to the following:

Beginning with the 2024-25 school year, the Grand Haven Area Public Schools Board of Education and the Grand Haven Education Association agree to the following terms in regards to Schedule B stipends for Cheerleading. The below schedule is only applicable when the Cheerleading - Fall - 9th Grade & Cheerleading Winter 9th Grade are unused. If these two stipends are used, then the stipend schedule listed in the Agreement will be observed. However, these two stipends are unused, then this Agreement allows the following stipend schedule to be utilized:

Sideline/Fall Cheer		1	2	3	4	5	6
Varsity	Head	8.00	8.5	9	9.5	10	11
Varsity	Asst	5	5.5	6	6.5	7	8
JV	Head	6.00	6.5	7	7.5	8	9
7th/8th	Coach (2)	4	4.5	5	5.5	6	7

Competitive/Winter Cheer		1	2	3	4	5	6
Varsity	Head	11.00	11.5	12	12.5	13	14
Varsity	Asst	8	8.5	9	9.5	10	11
JV	Head	9.00	9.5	10	10.5	11	12
7th/8th	Coach (2)	5	5.5	6	6.5	7	8

Grand Haven Area Public Schools and its Board of Education

Dated 8/21/24


By


Jason Renecke, Assistant Superintendent

And Grand Haven Education Association

Dated 8/21/24

By


Amy Stringham, President

**LETTER OF AGREEMENT BETWEEN THE GRAND HAVEN AREA PUBLIC SCHOOLS
BOARD OF EDUCATION
AND THE GRAND HAVEN EDUCATION ASSOCIATION**


This Letter of Understanding between the Grand Haven Area Public Schools' Board of Education and the Grand Haven Education Association is intended to reflect mutual interest and agreement with respect to the following:

This document is to serve as a letter of agreement that both the GHEA and the District agree to the terms as defined by the document titled Proposed Contract 2024-2026 pending some formatting clean ups and GHEA ratification.

Grand Haven Area Public Schools and its Board of Education

Dated 8/1/24

By

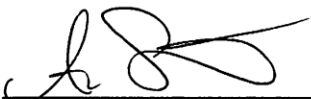


Jason Rienecke, Assistant Superintendent

And Grand Haven Education Association

Dated 8/1/24

By



Amy Stringham, President

**LETTER OF AGREEMENT BETWEEN THE GRAND HAVEN AREA PUBLIC SCHOOLS
BOARD OF EDUCATION
AND THE GRAND HAVEN EDUCATION ASSOCIATION**

This Letter of Understanding between the Grand Haven Area Public Schools' Board of Education and the Grand Haven Education Association is intended to reflect mutual interest and agreement with respect to the following:

For the 2024-2025 school year the following Schedule B changes will be agreed upon:

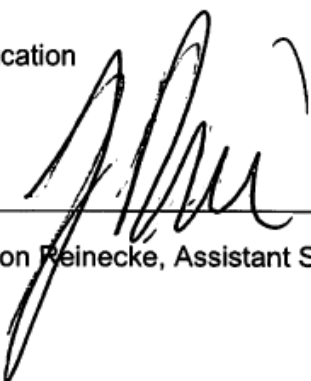
- For the Fall 2024 sports season, a coaching stipend shall be added for Middle School Swimming Assistant Coach at the amount of 5%
- For the Fall 2024 sports season, the coaching stipend of 8% that exists on Schedule B for a second Middle School Soccer Coach, but was unused due to low participation numbers will be re-allocated to cover the Middle School Swimming Assistant Coach (5%) and the balance (3%) will be reserved for other potential changes
- Should the Middle School Soccer program continue with low participation and only require one team instead of two, this agreement will continue for the Fall 2025 sports season

Lastly, both parties agree to negotiate the content of this letter of agreement prior to the 2026-2027 school year as part of a comprehensive review of the Schedule B stipends.

Grand Haven Area Public Schools and its Board of Education

Dated 11/1/24

By



Jason Reinecke, Assistant Superintendent

And Grand Haven Education Association

Dated 11/1/24

By



Amy Stringham, GHEA President

APPENDIX A

2024-2025 SALARY SCHEDULE "A"

STEP	BA SALARY INDEX	BA+ 18 SALARY INDEX	MA SALARY INDEX	MA + 25 SALARY INDEX
1	\$47,471 1.000	\$49,845 1.050	\$52,695 1.110	\$57,441 1.210
2	\$48,658 1.025	\$51,150 1.0775	\$54,355 1.145	\$59,055 1.244
3	\$49,845 1.050	\$52,456 1.105	\$56,063 1.181	\$60,716 1.279
4	\$51,032 1.075	\$53,762 1.1325	\$57,726 1.2160	\$62,331 1.313
5	\$52,218 1.100	\$55,067 1.160	\$59,435 1.252	\$63,991 1.348
6	\$53,406 1.125	\$56,374 1.1875	\$61,096 1.287	\$65,605 1.382
7	\$54,593 1.150	\$57,678 1.215	\$62,758 1.322	\$67,267 1.417
8	\$55,779 1.175	\$58,985 1.2425	\$64,466 1.358	\$68,881 1.451
9	\$56,965 1.200	\$60,289 1.270	\$66,128 1.393	\$70,542 1.486
10	\$58,153 1.225	\$61,594 1.2975	\$67,837 1.429	\$72,157 1.520
11	\$59,339 1.250	\$62,900 1.325	\$69,498 1.464	\$73,818 1.555
12	\$60,527 1.275	\$64,204 1.3525	\$71,161 1.499	\$75,433 1.589
13	\$61,713 1.300	\$65,512 1.380	\$72,870 1.535	\$77,094 1.624
14	\$62,900 1.325	\$66,816 1.4075	\$74,531 1.570	\$78,708 1.658
15	\$64,087 1.350	\$68,121 1.435	\$76,239 1.606	\$80,369 1.693
16	\$65,274 1.375	\$69,427 1.4625	\$77,901 1.641	\$81,983 1.727
17	\$66,460 1.400	\$70,732 1.490	\$79,562 1.676	\$83,645 1.762
18	\$67,648 1.425	\$72,039 1.5175	\$81,272 1.712	\$85,260 1.796
19	\$68,834 1.450	\$73,344 1.545	\$82,932 1.747	\$86,919 1.831
20	\$70,022 1.475	\$74,650 1.5725	\$84,640 1.783	\$88,536 1.865
21	\$71,207 1.500	\$75,954 1.600	\$86,303 1.818	\$90,196 1.900
22	\$72,393 1.525	\$77,258 1.6275	\$87,965 1.853	\$91,810 1.934
23	\$73,581 1.550	\$78,566 1.655	\$89,673 1.889	\$93,471 1.969
24	\$74,768 1.575	\$79,871 1.6825	\$91,336 1.924	\$95,086 2.003
25	\$75,954 1.600	\$81,176 1.710	\$93,045 1.960	\$96,748 2.038
26	\$77,141 1.625	\$82,482 1.7375	\$94,707 1.995	\$98,361 2.072
27	\$78,330 1.650	\$83,789 1.765	\$96,367 2.030	\$100,022 2.107
28	\$79,514 1.675	\$85,093 1.7925	\$98,075 2.066	\$101,636 2.141

APPENDIX A

2025-2026 SALARY SCHEDULE "A"

STEP	BA SALARY INDEX	BA+ 18 SALARY INDEX	MA SALARY INDEX	MA + 25 SALARY INDEX
1	\$49,370 1.000	\$51,839 1.050	\$54,803 1.110	\$59,739 1.210
2	\$50,605 1.025	\$53,196 1.0775	\$56,529 1.145	\$61,418 1.244
3	\$51,839 1.050	\$54,554 1.105	\$58,306 1.181	\$63,145 1.279
4	\$53,073 1.075	\$55,912 1.1325	\$60,035 1.2160	\$64,825 1.313
5	\$54,307 1.100	\$57,270 1.160	\$61,812 1.252	\$66,551 1.348
6	\$55,542 1.125	\$58,629 1.1875	\$63,539 1.287	\$68,229 1.382
7	\$56,776 1.150	\$59,986 1.215	\$65,268 1.322	\$69,958 1.417
8	\$58,011 1.175	\$61,344 1.2425	\$67,045 1.358	\$71,637 1.451
9	\$59,244 1.200	\$62,700 1.270	\$68,774 1.393	\$73,364 1.486
10	\$60,479 1.225	\$64,058 1.2975	\$70,551 1.429	\$75,044 1.520
11	\$61,713 1.250	\$65,416 1.325	\$72,278 1.464	\$76,771 1.555
12	\$62,948 1.275	\$66,773 1.3525	\$74,007 1.499	\$78,451 1.589
13	\$64,181 1.300	\$68,132 1.380	\$75,784 1.535	\$80,178 1.624
14	\$65,416 1.325	\$69,488 1.4075	\$77,512 1.570	\$81,857 1.658
15	\$66,650 1.350	\$70,846 1.435	\$79,289 1.606	\$83,584 1.693
16	\$67,884 1.375	\$72,204 1.4625	\$81,017 1.641	\$85,263 1.727
17	\$69,119 1.400	\$73,562 1.490	\$82,745 1.676	\$86,991 1.762
18	\$70,354 1.425	\$74,920 1.5175	\$84,523 1.712	\$88,671 1.796
19	\$71,588 1.450	\$76,278 1.545	\$86,249 1.747	\$90,396 1.831
20	\$72,823 1.475	\$77,636 1.5725	\$88,026 1.783	\$92,078 1.865
21	\$74,055 1.500	\$78,992 1.600	\$89,755 1.818	\$93,804 1.900
22	\$75,289 1.525	\$80,349 1.6275	\$91,484 1.853	\$95,483 1.934
23	\$76,524 1.550	\$81,708 1.655	\$93,260 1.889	\$97,210 1.969
24	\$77,758 1.575	\$83,066 1.6825	\$94,989 1.924	\$98,890 2.003
25	\$78,992 1.600	\$84,423 1.710	\$96,766 1.960	\$100,618 2.038
26	\$80,227 1.625	\$85,782 1.7375	\$98,495 1.995	\$102,296 2.072
27	\$81,463 1.650	\$87,140 1.765	\$100,222 2.030	\$104,023 2.107
28	\$82,695 1.675	\$88,497 1.7925	\$101,998 2.066	\$105,702 2.141

Beginning with the 2024-25 school year, GSRP teachers shall move to the GHEA Teacher salary schedule as follows:

- All new GSRP teachers will be placed on Step 1 and the appropriate education column based on their credits.
- All GSRP teachers who do not hold the Early Childhood Endorsement will be placed at Step 1 and will have a \$5000 deduction from their salary.
- Any experienced GSRP teacher who holds the Early Childhood endorsement will be placed on the scale based on the following equation: For every 1 year of GSRP teaching experience at GHAPS = 0.5 steps on the Salary Schedule.
- 4 day a week GSRP teachers will receive 80% of their salary as defined by the above bullet points.

APPENDIX B

SCHEDULE OF EXTRA-DUTY ASSIGNMENTS

The Board shall grant extra pay to those who are selected by the Board to perform the following extra assignments. Compensation shall be based on a percentage relationship to the current basic salary. The appropriate level is that represented by the teacher's previous years of experience in the activity in the district plus up to six (6) years for outside experience in the activity in another school system. It is understood that positions for which extra pay is granted will be determined by the Board of Education.

				1	2	3	4	5	6
ATHLETIC PROGRAM									
Assistant Athletic Director				10.50	11.00	11.50	12.00	12.50	13.00
Athletic Coordinator	Middle School			15.00	16.00	17.00	18.00	19.00	20.00
Baseball	Varsity	Boys	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Baseball	Junior Varsity	Boys	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Baseball	9th Grade	Boys	Head Coach	6.00	6.50	7.00	7.50	8.00	8.50
Basketball	Varsity	Boys	Head Coach	15.00	15.50	16.00	16.50	17.00	18.50
Basketball	Varsity	Girls	Head Coach	15.00	15.50	16.00	16.50	17.00	18.50
Basketball	Junior Varsity	Boys	Head Coach	10.50	11.00	11.50	12.00	12.50	13.50
Basketball	Junior Varsity	Girls	Head Coach	10.50	11.00	11.50	12.00	12.50	13.50
Basketball	9th Grade	Boys	Head Coach	7.50	8.00	8.50	9.00	9.50	10.50
Basketball	9th Grade	Girls	Head Coach	7.50	8.00	8.50	9.00	9.50	10.50
Basketball	8th Grade	Boys	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Basketball	8th Grade	Girls	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Basketball	7th Grade	Boys	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Basketball	7th Grade	Girls	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Bowling	Varsity	Boys	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Bowling	Varsity	Girls	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Cheerleading Comp.	Varsity		Coach	9.00	9.50	10.00	10.50	11.00	12.00
Cheerleading Sideline	Varsity		Coach	6.00	6.50	7.00	7.50	8.00	9.00
Cheerleading – Fall	Varsity		Asst. Coach	6.00	6.50	7.00	7.50	8.00	9.00
Cheerleading – Winter	Varsity		Asst. Coach	9.00	9.50	10.00	10.50	11.00	12.00
Cheerleading – Fall	Junior Varsity		Asst. Coach	5.00	5.50	6.00	6.50	7.00	8.00
Cheerleading – Winter	Junior Varsity		Asst. Coach	7.50	8.00	8.50	9.00	9.50	10.50
Cheerleading – Fall*	9th Grade		Asst. Coach	5.00	5.50	6.00	6.50	7.00	8.00
Cheerleading – Winter*	9th Grade		Asst. Coach	7.50	8.00	8.50	9.00	9.50	10.50
Cheerleading Comp - Winter	7th / 8th Grade		Coach	5.00	5.50	6.00	6.50	7.00	8.00
Cheerleading Sideline - Fall	7th / 8th Grade		Coach	5.00	5.50	6.00	6.50	7.00	8.00
Cross Country	Varsity	Boys	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Cross Country	Varsity	Boys	Asst. Coach	8.00	8.50	9.00	9.50	10.00	11.00
Cross Country	Varsity	Girls	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Cross Country	Varsity	Girls	Asst. Coach	8.00	8.50	9.00	9.50	10.00	11.00
Cross Country	Middle School	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50
Cross Country	Middle School	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50

Equestrian (self-funded)	Varsity		Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Football	Varsity		Head Coach	15.00	15.50	16.00	16.50	17.00	18.50
Football	Varsity		Asst. Coach	10.50	11.00	11.50	12.00	12.50	13.50
Football	Junior Varsity		Head Coach	10.50	11.00	11.50	12.00	12.50	13.50
Football	Junior Varsity		Asst. Coach	7.50	8.00	8.50	9.00	9.50	10.50
Football	9th Grade		Head Coach	7.50	8.00	8.50	9.00	9.50	10.50
Football	9th Grade		Asst. Coach	6.00	6.50	7.00	7.50	8.00	8.50
Football	7 th /8 th Grade		Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Football	7 th /8 th Grade		Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00
Golf	Varsity	Boys	Coach	9.00	9.50	10.00	10.50	11.00	11.50
Golf	Varsity	Girls	Coach	9.00	9.50	10.00	10.50	11.00	11.50
Golf	Junior Varsity	Boys	Coach	6.50	7.00	7.50	8.00	8.50	9.00
Golf	Junior Varsity	Girls	Coach	6.50	7.00	7.50	8.00	8.50	9.00
Ice Hockey (self-funded)	Varsity	Boys	Coach	15.00	15.50	16.00	16.50	17.00	18.50
Ice Hockey (self-funded)	Varsity	Boys	Asst. Coach	10.50	11.00	11.50	12.00	12.50	13.50
Lacrosse	Varsity	Boys	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Lacrosse	Varsity	Girls	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Lacrosse	JV / Assistant	Boys	Head Coach	6.00	6.50	7.00	7.50	8.00	9.00
Lacrosse	JV / Assistant	Girls	Head Coach	6.00	6.50	7.00	7.50	8.00	9.00
Skiing	Varsity	Boys	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Skiing	Varsity	Girls	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Skiing (self-funded)	Junior Varsity	Boys	Head Coach	6.00	6.50	7.00	7.50	8.00	9.00
Skiing (self-funded)	Junior Varsity	Girls	Head Coach	6.00	6.50	7.00	7.50	8.00	9.00
Soccer	Varsity	Boys	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Soccer	Varsity	Girls	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Soccer	Junior Varsity	Boys	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Soccer	Junior Varsity	Girls	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Soccer	9th Grade	Boys	Head Coach	6.00	6.50	7.00	7.50	8.00	8.50
Soccer	9th Grade	Girls	Head Coach	6.00	6.50	7.00	7.50	8.00	8.50
Soccer - NORA	8th Grade	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50
Soccer - NORA	8th Grade	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50
Soccer - NORA	7th Grade	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50
Soccer - NORA	7th Grade	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	7.50
Softball	Varsity	Girls	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Softball	Varsity	Girls	Assistant	6.00	6.50	7.00	7.50	8.00	8.50
Softball	Junior Varsity	Girls	Head Coach	8.00	8.50	9.00	9.50	10.00	11.00
Softball (self-funded)	9th. Grade	Girls	Head Coach	6.00	6.50	7.00	7.50	8.00	8.50
Swimming	Varsity	Boys	Head Coach	15.00	15.50	16.00	16.50	17.00	18.50
Swimming	Varsity	Boys	Asst. Coach	10.50	11.00	11.50	12.00	12.50	13.50
Swimming	Varsity	Boys	Diving Coach	10.50	11.00	11.50	12.00	12.50	13.50
Swimming	Varsity	Girls	Head Coach	15.00	15.50	16.00	16.50	17.00	18.50
Swimming	Varsity	Girls	Asst. Coach	10.50	11.00	11.50	12.00	12.50	13.50
Swimming	Varsity	Girls	Diving Coach	10.50	11.00	11.50	12.00	12.50	13.50

Swimming	Middle School	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Swimming	Middle School	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Swimming	Middle School	Boys	Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00
Swimming	Middle School	Girls	Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00
Tennis	Varsity	Boys	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Tennis	Varsity	Girls	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Tennis	Junior Varsity	Boys	Head Coach	6.50	7.00	7.50	8.00	8.50	9.50
Tennis	Junior Varsity	Girls	Head Coach	6.50	7.00	7.50	8.00	8.50	9.50
Tennis	Middle School	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Tennis	Middle School	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Track	Varsity	Boys	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Track	Varsity	Boys	Asst. Coach	8.00	8.50	9.00	9.50	10.00	11.00
Track	Varsity	Girls	Head Coach	12.00	12.50	13.00	13.50	14.00	15.00
Track	Varsity	Girls	Asst. Coach	8.00	8.50	9.00	9.50	10.00	11.00
Track	Middle School	Boys	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Track	Middle School	Boys	Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00
Track	Middle School	Girls	Head Coach	5.00	5.50	6.00	6.50	7.00	8.00
Track	Middle School	Girls	Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00
Volleyball (2025-2026)	Varsity	Boys	Head Coach	12.75	13.25	13.75	14.25	14.75	15.25
Volleyball (2025-2026)	JV	Boys	Head Coach	8.00	8.50	9.00	9.50	10.00	10.50
Volleyball	Varsity	Girls	Coach	12.75	13.25	13.75	14.25	14.75	15.25
Volleyball	Junior Varsity	Girls	Coach	8.00	8.50	9.00	9.50	10.00	10.50
Volleyball	9 th Grade	Girls	Coach	6.00	6.50	7.00	7.50	8.00	9.00
Volleyball	8 th Grade	Girls	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Volleyball	7 th Grade	Girls	Coach	5.00	5.50	6.00	6.50	7.00	8.00
Water Polo Club	Varsity	Boys	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Water Polo Club	Varsity	Girls	Head Coach	9.00	9.50	10.00	10.50	11.00	12.00
Water Polo	JV	Boys	Head Coach	6.00	6.23	6.50	6.75	7.00	7.25
Water Polo	JV	Girls	Head Coach	6.00	6.23	6.50	6.75	7.00	7.25
Wrestling	JV/Varsity	Girls	Assistant	8.00	8.50	9.00	9.50	10.00	10.50
Wrestling	JV/Varsity		Asst. Coach	8.00	8.50	9.00	9.50	10.00	10.50
Wrestling	Junior Varsity		Head Coach	8.00	8.50	9.00	9.50	10.00	10.50
Wrestling	Varsity	Boys & Girls	Head Coach	15.00	15.50	16.00	16.50	17.00	17.50
Wrestling	Middle School		Head Coach	6.00	6.50	7.00	7.50	8.00	9.00
Wrestling	Middle School		Asst. Coach	4.00	4.50	5.00	5.50	6.00	7.00

Baseball	Add Program Assistant = 5% pool or flat rate
Basketball (B/G)	Add Program Assistant = 7% pool or flat rate
Football	Add Program Assistant = 6% pool or flat rate
Lacrosse (B/G)	Add Program Assistant = 5% pool or flat rate
Volleyball (B/G)	Add Program Assistant = 6% pool or flat rate

MUSIC PROGRAM									
Director of Music				9.00	9.50	10.00	10.50	11.00	11.50
Band	High School		Director	9.00	9.50	10.00	10.50	11.00	11.50
Band	High School		Asst. Director	2.50	2.75	3.00	3.25	3.50	3.75
Marching Band	High School		Director	3.00	3.25	3.50	3.75	4.00	4.25
Marching Band	High School		Asst. Director	2.50	2.75	3.00	3.25	3.50	3.75
Orchestra	High School		Director	9.00	9.50	10.00	10.50	11.00	11.50
Orchestra	High School		Asst. Director	2.50	2.75	3.00	3.25	3.50	3.75
Vocal	High School		Director	9.00	9.50	10.00	10.50	11.00	11.50
Vocal	High School		Asst. Director	2.50	2.75	3.00	3.25	3.50	3.75
Band (7 th /8 th)	Middle School		Director	4.25	4.30	4.45	4.50	4.70	4.90
Orchestra	Middle School		Director	3.75	4.00	4.25	4.50	4.75	5.00
Vocal	Middle School		Director	3.75	4.00	4.25	4.50	4.75	5.00
Vocal	Middle School		Asst. Director	2.50	2.75	3.00	3.25	3.50	3.75
Band (6 th)	Middle School		Director	1.00	1.20	1.30	1.50	1.55	1.60
GOTAK	High School		Advisor	2.50	2.75	3.00	3.25	3.50	3.75
ACTIVITIES									
Ambassador Club	High School		Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Bucs' Blade	High School		Advisor	6.00	6.50	7.00	7.50	8.00	8.50
Catalina Club	High School		Advisor	4.00	4.25	4.50	4.75	5.00	5.25
Class Advisor	High School		All Levels	4.75	5.00	5.25	5.50	5.75	6.00
Instructional Technology	District-Wide		Coordinator	15.00	15.50	16.00	17.00	18.00	18.50
Curriculum Council	District-Wide			1.00	1.10	1.20	1.30	1.40	1.50
Cyber School	District-Wide		Director	10.00	10.50	11.00	11.50	12.00	12.50
DECA Club	High School		Advisor	2.25	2.50	2.75	3.00	3.25	3.50
Department Heads				2.00	2.25	2.50	2.75	3.00	3.25

(Plus .20/member of the Department)

Elem. Math Coordinator				2.25	2.50	2.75	3.00	3.25	3.50
Elementary Team leader	Elementary			1.00	1.10	1.20	1.30	1.40	1.50
E-Sports	High school		Head Coach	2.25	2.50	2.75	3.00	3.25	3.50
First Robotics	High school		Head Coach	2.25	2.50	2.75	3.00	3.25	3.50
Green Club	High School		Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Honor Society	High School			2.25	2.50	2.75	3.00	3.25	3.50
Interact Club	High School		Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Intramural Program	High School		Supervisors	0.00036	0.0003766	0.00041	0.000426	0.000451	0.000476

(Ratio of Hourly Rate of Current Basic Salary)

Mentor Coordinator	Central High School	Coordinator	3.50	3.75	4.00	4.25	4.50	4.75
Mock Trial Club	High School	Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Model UN Student Club	High School	Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Musicals	High School	Director	7.00	7.50	8.00	8.50	9.00	9.50
Musicals	High School	Asst. Director	4.00	4.50	5.00	5.50	6.00	6.50
Musicals	Middle School	Director	2.00	2.25	2.50	2.75	3.00	3.25

Other Clubs & Societies	Approved by Board		2.50	2.75	3.00	3.25	3.50	3.75
Planetarium	Middle School	Coordinator	2.50	3.00	3.50	4.00	4.50	5.00
Play Director	High School	Director	4.50	5.00	5.50	6.00	6.50	7.00
Play Director	Middle School	Director	2.00	2.25	2.50	2.75	3.00	3.25
Safety Patrol	Elementary		3.00	3.25	3.50	3.75	4.00	4.25
Science Olympiad		Advisor	7.00	7.50	8.00	8.50	9.00	9.50
Science Olympiad		Assistant(s)	5.75	6.00	6.25	6.50	6.75	7.00
Student Advocacy	High School	Advisor	2.50	2.75	3.00	3.25	3.50	3.75
Student Council	Middle School	Advisor	3.50	4.00	4.50	5.00	5.50	6.00
Student Council	Central High	Advisor	.50	.60	.70	.80	.90	1.00
Student Senate	High School	Advisor	5.50	6.00	6.50	7.00	7.50	8.00
Team Leader/Recorder	Middle School		1.00	1.10	1.20	1.30	1.40	1.50
Thespians	High School		2.50	3.00	3.50	4.00	4.50	5.00
Yearbook	High School	Advisor	5.75	6.00	6.25	6.50	6.75	7.00
Yearbook	Middle School	Advisor	2.50	3.00	3.50	4.00	4.50	5.00
Yearbook	Central High	Advisor	1.50	1.75	2.00	2.25	2.50	2.75

- The following sports may add an additional assistant if the student athlete to coach ratio exceeds 32:1. The stipend is a flat 5%:
 - JV Tennis
 - HS Track
 - MS Track
 - MS Cross Country
 - MS Swimming
- Mentors will be provided for the following:
 - New teachers with no previous experience will be provided a mentor for three years.
 - New teachers with tenure or five or more years of experience will be provided a mentor for one year.
- Any individual in a Schedule B position currently that is being reduced in percentage rate from the 1997-98 rate will continue to receive the higher rate until the individual leaves that position.
- In addition to the above Schedule B compensation, a longevity payment of five percent (5%) of the teacher's step six (6) compensation shall be added (for the applicable position) at the start of the tenth (10th), the fifteenth (15th), the twentieth (20th) and the twenty-fifth (25th) year of in-district experience within a related/specific Schedule B position.
- Steps and years carry over within the same sport per school year when moving from coaching girls to boys or boys to girls sports. Steps and years carry over when moving from grade level, JV, or varsity levels within the same sport. Steps and years carry over when moving from coaching positions within the same sport (i.e. Asst. Coach to Head Coach or vice versa).
- Coaches cannot achieve more than one (1) year longevity credit in a one (1) year time span.

- Science Olympiad Assistants will be paid at the top of the scale regardless of the step of the Head Coach.
- High school class advisor positions will carry step and years between grade levels.
- Swimming coaches required to complete a yearly CPR certification shall have expenses paid by the board.

APPENDIX C

24-25 SY Calendar

PA-45 - Tab 1

Days of Instruction

School District:

Grand Haven

Building:

All Buildings

Grade(s):

Y5-12

School Year:

2024-25

July 2024						Regular	August 2024						Regular	September 2024						Regular	October 2024						Regular						
M	T	W	T	F	PD		M	T	W	T	F	PD	2	M	T	W	T	F	PD		M	T	W	T	F	PD							
1	2	3	4	5	Sched A						1	2	Sched A	2	3	4	5	6	Sched A						1	2	3	4	Sched A				
8	9	10	11	12	Sched B		5	6	7	8	9	Sched B		9	10	11	12	13	Sched B		7	8	9/10	10	11	Sched B		7	8	9/10	10	11	Sched B
15	16	17	18	19	Sched C		12	13	14	15	16	Sched C		16	17	18	19	20	Sched C		14	15	16	17	18	Sched C		14	15	16	17	18	Sched C
22	23	24	25	26	Sched D		19	20	21	22	23	Sched D	1	23	24	25	26	27	Sched D		21	22	23	24	25	Sched D		21	22	23	24	25	Sched D
29	30	31			Sched E		26	27/28/29/30	29/30	30		Sched E		30	31				Sched E	3	28	29	30	31		Sched E	4	28	29	30	31		Sched E
Total						0	Total						3	Total						20	Total						21						

November 2024						Regular	December 2024						Regular	January 2025						Regular	February 2025						Regular
M	T	W	T	F	PD		M	T	W	T	F	PD		M	T	W	T	F	PD		M	T	W	T	F	PD	
				1	Sched A		2	3	4	5	6	Sched A				1	2	3	Sched A	1	3	4	5	6	7	Sched A	
4	5	6	7	8	Sched B		9	10	11	12	13	Sched B		6	7	8	9	10	Sched B		10	11	12	13	14	Sched B	
11	12	13	14	15	Sched C		16	17	18	19	20	Sched C		13	14	15	16	17	Sched C	1	17	18	19	20	21	Sched C	
18	19	20	21	22	Sched D		23	24	25	26	27	Sched D		20/21	21	22	23/24	24/25	Sched D	1	24	25	26	27	28	Sched D	
25	26	27	28	29	Sched E	3	30	31				Sched E	3	27	28	29	30	31	Sched E	4						Sched E	4
Total						18	Total						15	Total						20	Total						18

March 2025						Regular	April 2025						Regular	May 2025						Regular	June 2025						Regular
M	T	W	T	F	PD		M	T	W	T	F	PD		M	T	W	T	F	PD	1	M	T	W	T	F	PD	
3	4	5	6	7	Sched A			1	2	3	4	Sched A					1	2	Sched A		2	3	4	5	6	Sched A	1
10	11	12	13	14	Sched B		7	8	9	10	11	Sched B		5	6	7/10	8	9	Sched B		9	10	11/12	12/13	13/14	Sched B	
17	18	19	20	21	Sched C		14	15	16	17	18	Sched C		12	13	14	15	16	Sched C		16	17	18	19	20	Sched C	2
24	25	26	27	28	Sched D	1	21	22	23	24	25	Sched D		19	20	21	22	23	Sched D		23	24	25	26	27	Sched D	
31					Sched E	4	28	29	30			Sched E	4	26	27	28	29	30	Sched E	3	30					Sched E	1
Total						21	Total						16	Total						21	Total						10

Color Key (Identify name of "Other Schedule" in cases below)	
No Instruction	No School State Holiday
Prof Dev/Counted as Instructional Day	These 5 colors are standard - do not change & use only for these days
Count Day/Must Hold Instruction	
Regular Daily Schedule Followed	
"Count Day" for Shared Time / ECSE	
Other Schedule A: Half Day	
Other Schedule B: Already flagged a PD day (no double count)	
Other Schedule C: Records Half Day	
Other Schedule D: Records Full Day (No Pupil Instruction)	
Other Schedule E: Early Release PLC Days	
In-person evening PLCs	

District Operates On (please check one):

☒ District Wide Calendar

☐ Individual Bldg Calendars

Directions - Mark calendar days as indicated:

1. What indicates the school day follows the Regular Daily Schedule

2. For people day on calendar only if QPD is being counted as Instructional day (should be reported as QPD day on Tab 3).

3. Label any Other Schedules A-E as left - use color to identify the days which do not follow regular schedule on the calendar (e.g., half day, etc.)

4. For each month, manually total Regular Days and Other Schedules A-E in the column to right of that month's calendar.

5. Monthly totals you enter will automatically populate the Summary - Total Scheduled Days section to the right.

Notes:

17 Non-parochial school days count as "2" days.

For year-round programs, or other programs with a Labor Day Waiver, maintain pre-filled yellow for school days held in July or August.

Summary-Total Scheduled Days

Regular Daily Schedule 138

*QPD Days Claimed 4

Schedule A 2

Schedule B 0

Schedule C 3

Schedule D 3

Other Schedules: E 33

Total Scheduled Days 183

*If PD days counted, district must have completed Tab 3 & have signed QPD certification on file.

APPENDIX D

PERFORMANCE EVALUATION SYSTEM

The Post-Observation Feedback form and the Year-End Evaluation Reporting forms can be found in PIVOT.

Grand Haven Area Public Schools *Individual Development (IDP) Template*

Employee Name:		Employee Position/Building:	
Evaluator Name:		Date:	
Identified Growth Area(s)			
Action Steps			
Success Measures			
Updates on progress (include dates)			

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ELEMENTARY SCHOOL CALENDAR FOOTNOTES

- It is understood that session days can be reduced in length to accommodate in-service, parent- teacher conference schedules and record days.
- Parent-teacher conference schedules for each semester will be available to the affected teachers at least 30 days prior to the conferences. Conferences will consist of three (3) - 3 hour blocks each semester, for a total of nine (9) hours. Open house time will be part of the nine (9) hour conference blocks, but may be taken out of the second semester time blocks.
- Teachers employed less than full time shall be expected to attend such scheduled conferences and open houses in proportion to their employment.
- The Elementary Teachers shall receive the equivalent of four and a half (4.5) records days annually to be designated by the negotiated calendar. Records: Flexibility in work location on these days is allowed.
- If the school year needs to be extended and/or schedule adjusted to allow for a minimum number of student days/hours, the Association and the Board agree to collaboratively develop a plan to meet these hours.

MIDDLE SCHOOL/INTERMEDIATE CALENDAR FOOTNOTES

- It is understood that session days can be reduced in length to accommodate in-service, parent- teacher conference schedules and record days.
- Parent-teacher conference schedules for each semester will be available to the affected teachers at least thirty (30) days prior to the conferences. Conferences will consist of three (3) - 3 hour blocks each semester, for a total of nine (9) hours. Open house time will be part of the nine (9) hour conference blocks, but may be taken out of the second semester time blocks.
- Teachers employed less than full time shall be expected to attend such scheduled conferences in proportion to their employment.
- The Middle Schools shall have four and a half (4.5) records days annually to be designated by the negotiated calendar. If the school year needs to be extended and/or schedule adjusted to allow for a minimum number of student days/hours, the Association and the Board agree to collaboratively develop a plan to meet these hours. Records: Flexibility in work location on these days is allowed.

HIGH SCHOOL CALENDAR FOOTNOTES

- It is understood that session days can be reduced in length to accommodate in-service, parent- teacher conference schedules and record days.
- Parent-teacher conference schedules for each semester will be available to the affected teachers at least thirty (30) days prior to the conferences. Conferences will consist of three (3) - 3 hour blocks each semester, for a total of nine (9) hours. Open house time will be part of the nine (9) hour conference blocks, but may be taken out of the second semester time blocks.
- Teachers employed less than full time shall be expected to attend such scheduled conferences in proportion to their employment.
- Four and a half (4.5) equivalent record days to be designated by the negotiated calendar shall be provided annually. If the school year needs to be extended and/or schedule adjusted to allow for a minimum number of student days/hours, the Association and the Board agree to collaboratively develop a plan to meet these hours. Records: Flexibility in work location on these days is allowed.