

Master Agreement

Between the
**Harbor Springs Education Association
NMEA/MEA/NEA**
And the
Harbor Springs Public Schools

2022-2023

2023-2024



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

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PREAMBLE

The Board and Association recognize and declare that providing a quality education for the children of Harbor Springs is their mutual aim, that the primary duty and responsibility of the teachers is to teach, and that the school and the school day should be organized so as to achieve this aim.

AGREEMENT

This agreement entered into by and between the Board of Education of the Harbor Springs Public School District, Harbor Springs, Michigan, hereinafter called the "Board" and the Northern Michigan Education Association, MEA-NEA, and its local affiliate, the Harbor Springs Education Association, hereinafter called the "Association".

RECOGNITION

- 1.1 The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, for all certified teaching personnel under contract, but excluding Superintendent, principals, director assignments, substitute teachers and all support personnel.
- 1.2 The term "teacher" when used hereinafter in this Agreement shall refer to all certificated employees represented by the Association in the negotiation unit including the Blackbird preschool lead teacher.
- 1.3 The Board agrees not to negotiate with any teacher or teacher organization other than the Association or its designated representative for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

ARTICLE 2

BOARD RIGHTS

- 2.1 Except as modified by the specific terms of this Agreement, the Board shall retain all rights and power to manage the Harbor Springs Public Schools and to direct its employees as conferred by the Laws and Constitution of the State of Michigan and inherent in the Board's responsibility to manage the school system including but not expressly limited to the right:
 - 2.2 To the executive management and administrative control of the school system and its properties and facilities, and the school activities of its employees during the employee working hours;
 - 2.3 To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of their continued employment, or their dismissal or

demotion; and to promote and transfer all such employees;

- 2.4 To establish levels and courses of instruction including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board;
- 2.5 To provide and approve the selection of textbooks, teaching materials, and aids necessary for an adequate instructional program;
- 2.6 To determine class schedules, hours of instruction, and the duties, responsibilities and assignments of teachers;
- 2.7 The exercise of all the foregoing powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules and regulations in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific terms of this Agreement and then only to the extent such specific terms are in conformance with the Constitution and Laws of the State of Michigan and of the United States.

ARTICLE 3

TEACHER RIGHTS

- 3.1 Pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining of negotiation and other lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any right conferred by Act 336 or other laws of Michigan or the constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- 3.2 The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator for such public agency, or arbitrator appointed pursuant to the provisions of this agreement, and the Board agrees to be bound by any lawful order or award thereof.
- 3.3 The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings, i.e. 8:00 a.m. to 11:00 p.m. during the school year or any other time when no special services are required. The use of any building shall be cleared with the building principal or the Superintendent. No teachers shall be prevented from wearing insignia, pins or other identifications of membership in the Association either on or off school premises. The Association has the right to use bulletin boards in the facility lounges and has the right to place printed or duplicated material relative to the Association in faculty mailboxes. The Association shall not be responsible for normal maintenance or utility costs in exercising their rights under this section but will assume

responsibility or any additional expenses to the school district or damage caused by the Association.

- 3.4 The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district including but not limited to annual financial reports and audits, register of certificated personnel, allocations (including county allocation Board budget), agenda of all Board meetings, Treasurer's reports, and census and membership data. Adopted Board Minutes will be sent to the Association president after each meeting. The Association president will also be notified of any Special meetings to be held by the Board. The Board agrees to furnish such information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- 3.5 Upon request, the Board shall inform the Association of any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Association shall be given an opportunity to express its views on said matters.
- 3.6 The employer agrees not to discriminate based on age, race, creed, color, nationality, sex, origin or marital status.
- 3.7 On an annual basis the Board will provide to the Association individual salaries and employment status for each bargaining unit member.

ARTICLE 4

PROFESSIONAL COMPENSATION

- 4.1 The salaries of teachers covered by this agreement are for 184 days of work and are set forth in Appendix A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect as designated each year. Teachers will not be required to report to work on Act of God days and will experience no loss of pay.
- 4.2 The salary schedule is based upon a normal teaching load, as hereinafter defined for not to exceed the number of days specified in the calendar during normal teaching hours. For each additional class the teacher shall be entitled to appropriate additional salary. This salary shall be determined by dividing his/her base salary, as set forth in Appendix A, by the number of class periods scheduled daily.
- 4.3 Teachers may, as a representative group and through the assistance of their building principals, initiate changes in building scheduling which would positively impact the student population. Any changes will include the following standard procedures in building schedules:
 - A. A compilation of "Best Practice" research.
 - B. A representative committee of teachers and respective building principal to study the proposed change.

- C. Consensus of affected building teachers.
 - D. An annual evaluation procedure by the committee specified in "B" above.
- 4.4 The Board agrees that the chief negotiator(s) for the Association engaged during the school day in negotiations on behalf of the Association with the Board and/or its designated representative during the term of this Agreement shall be entitled to released time, as needed, without loss of salary.
- 4.5 Experience outside the school system shall be evaluated by the Board and credit for up to one (1) year less than the BA or MA Maximum may be allowed. Two years credit of the total allowance will be granted for military service upon presentation of an honorable or medical discharge certificate.
- 4.6 Increments become effective September 1, if the contract is in effect, and advancement under the salary schedule shall be automatic as of September 1.
- 4.7 A staff teacher shall be compensated at the rate of thirty dollars \$30.00 for each period of duty of which he substitutes during his/her preparation period or temporarily absorbs more than ten students into his regularly scheduled class.
- 4.8 A teacher may elect to have his/her contractual salary paid in:
- A. twenty-one equal installments
 - B. twenty-six equal installments or
 - C. Such election must be made prior to the issuance of individual contracts or no later than the first week of school.
- 4.9 Upon advance approval of the Superintendent and Principal, the Board shall reimburse teacher tuition for any course work completed after a Master's Degree. This course work shall be limited to six (6) semester hours per fiscal year and would include classes offered at the graduate and undergraduate level. The Board shall pay the fee for certificate renewal. A copy of the application/reimbursement form shall be attached as an addendum to this Agreement.
- 4.10 Masters + 20, as referred to in the salary schedule, shall mean the attainment of a Master's Degree and subsequently twenty (20) additional graduate semester hours (thirty (30) term or quarter hours).
- 4.11 If the Board decides it is necessary to certify a teacher in another area and the teacher agrees to be recertified, the Board shall pay tuition, books and fees. In addition, the Board will pay a stipend of \$300.00 per semester hour taken during the summer non-school days.
- 4.12 Summer Professional Development Compensation
- A. The professional development opportunity will meet one of the following criteria:

- The participation of the teacher is requested by a District administrator
 - The opportunity is consistent with the District Improvement Plan, or District Strategic Plan, or other District initiatives
- B. Teachers participating in professional development on a daily basis will be compensated at a daily rate consistent with their current contracted rate of pay.
- C. Teachers participating in professional development on an hourly basis will be compensated at an hourly rate consistent with their current contracted rate of pay.

4.13 Summer School Compensation

Bargaining unit members shall be paid at a rate of \$50 (Fifty Dollars and 00/100) per hour.

4.14 Senior Teacher Compensation Salary Schedule

For a teacher to be placed on the Senior Teacher Compensation Salary Schedule, the following conditions must be met:

- A. The teacher must submit a written application for placement on the senior teacher step to the school district not later than August 15th of any given school year unless approval for later application is given by the Superintendent. Such application shall include, and establish, the teacher's effective retirement date.
- B. Completion of twelve (12) years of teaching service in the Harbor Springs Public Schools (excluding years of unpaid leave) and a full-time employee.
- C. The teacher must be eligible, make application, and be accepted to receive retirement benefits from the Michigan Public School Employees Retirement System (MPERS) upon completion of the time period specified on the application.
- D. The teacher must have attained ratings of Effective or Highly Effective on their five most recent evaluations.
- E. A teacher who satisfies the requirements to be placed on the Senior Teacher Compensation Salary Schedule, as set forth above, shall be eligible for a payment on the following schedule: two (2) years at \$6,000 per year or three (3) years at \$5,000 per year. This payment will be added to the teacher's salary for those years.
- F. Prior to acceptance of the Senior Teacher provision, the teacher must agree to perform no less than 75 hours per year of various duties in addition to their normal teacher day. A list of acceptable duties will be mutually agreed upon by the teacher and the Superintendent or his/her designee. It shall be the responsibility of the teacher to document hours spent performing said duties on a District approved form. This documentation shall be provided to the Business Office twice a year, no later than the end of the first semester and no later than the end of the school year.

- G. Should the teacher subsequently decide not to retire, fails to meet the requirements of, or terminates employment before their agreed upon retirement date on their application, the teacher shall be released from the Senior Teacher Compensation Salary Schedule. The teacher shall be required to repay the total amount of Senior Teacher Compensation Salary monies previously paid to him/her with interest at the current market rates of the District's current interest-bearing account. The teacher shall repay the district in full within thirty (30) days of the request.

4.15 Matching Annuity

Teachers who have attained an effectiveness rating of Effective or Highly Effective on their previous year's evaluation will be eligible for a 1% matching annuity.

ARTICLE 5

TEACHING HOURS

- 5.1 The Board and the teachers agree that the length of the normal instructional day and the number of minutes of instruction per day at each school site will not be less than the number required for NCA Accreditation nor less than the minimum required in order to meet State of Michigan annual student instructional hour and day requirements.

On Fridays and days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day.

- 5.2 As part of their professional work hours, all teachers shall report to their assigned teaching stations at least ten (10) minutes prior to the first bell in the morning and remain at their assigned teaching stations for ten (10) minutes following student dismissal at the end of the day to respond to student and/or parent needs.

Additionally, teachers shall be entitled to a duty-free uninterrupted lunch period of 35 minutes.

- 5.3 Teachers will be required to attend one staff meeting per month (up to 60 minutes) on Monday with an agenda submitted to teachers by Monday 9:00 a.m. Additional meetings and time must be mutually agreed upon by the Association and Administration that additional time is required. The goal of staff meetings is to engage staff in collaborative instructionally focused, and meaningful activities and discussion.

ARTICLE 6

TEACHING LOADS AND ASSIGNMENTS

- 6.1 The normal daily schedule for all full-time certificated personnel in the middle and senior high school will include one unassigned planning period. The term "unassigned planning period" shall be construed to include the use of this period for purposes other than planning when daily schedule changes are necessary.
- 6.2 All teaching positions shall be filled by certified teachers. Every first year teacher shall

provide the central office with a complete up-to-date transcript no later than August 15. Every teacher who earns additional credit should up-date their transcripts annually by September 15.

- 6.3 The normal weekly schedule for all certificated personnel will include a minimum of 275 minutes of planning time during the student contact day per week, which must be in blocks of no less than 20 minutes per period. The Administration and Association will work collaboratively through the problem-solving process to ensure planning time is equitable between schools prior to the start of school. Planning time may include duty-free recess.
- 6.4 Teachers who will be affected by a change in grade assignments in the elementary school and by changes in subject assignment in the secondary school will be notified by their principals as soon as practicable.
- 6.5 Each teacher will be notified of his/her probable teaching assignment for the following year no later than the last day of school. Notification will occur as soon as possible when changes need to be made during the summer.
- 6.6 The Association recognizes the importance of providing students with as many diverse instructional learning opportunities as possible. Therefore, the Association supports the concept of dual enrollment courses being provided on site. However, at no time will the offering of these new courses cause an adverse effect upon the teaching assignments of bargaining unit members, including but not limited to loss of instructional work hours, salary of position. When a new course is offered to Harbor Springs students, bargaining unit members will have the first right of assignment provided all qualifications for the course are met. This may include, but not be limited to, being a qualified adjunct instructor with the institution sponsoring the course.
- 6.7 Any extra curricular assignment or additional daily class for which a teacher is paid, in addition to his base salary, shall be voluntary.
- 6.8 Vacancies in the school district shall be posted and teachers covered by this agreement shall be given the opportunity to apply for such vacancies provided their certification and qualifications meet the standards of the vacancy posting. A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled including newly created positions.
- 6.9 Vacancies occurring within the bargaining unit, including newly created positions, shall be posted electronically to all bargaining unit members as well as on a designated bulletin board in each district building along with a copy of such posting sent to the Association President. Positions as above described shall be posted at least ten (10) school days prior to being filled, except such time limits may be condensed with the mutual agreement of the Association during the ten work days prior to and five work days after the beginning of a new school year so that the District may fill positions in a timely fashion when there are late resignations, illnesses, or when enrollment increases require additional staff. Bargaining unit members may apply for such positions by submitting a written application to the place designated on the posting.
- 6.10 During the summer months when regular school is not in session, the Employer will post in the Superintendent's office and electronically to all bargaining unit members all

vacancies as above described and shall also forward at the same time copies of said vacancies to the Association President. Positions so posted shall remain posted for fourteen (14) calendar days when a vacancy occurs, except as may be modified as outlined in 6.8 (above).

- 6.11 No teacher shall be transferred without prior notification and conference with supervisor. Teacher may request that association representative be present at conference.
- 6.12 Any certificated teacher who is assigned and agrees to supervise the lunchroom will be paid as outlined in Appendix B.
- 6.13 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 tenured member of the bargaining unit. If there are no bargaining unit member volunteers, a retired K-12 teacher may be selected.
- 6.14 Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a professional who can offer assistance, resources and information in a non-threatening collegial fashion.
- 6.15 A Mentor Teacher shall be assigned in accordance with the following:
 - A. Participation as a Mentor Teacher shall be voluntary.
 - B. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification.
 - C. Mentee shall only be assigned to one (1) Mentor Teacher at a time.
 - D. The Mentor Teacher assignment shall be for one (1) year subject to review by the Mentor Teacher and Mentee after six (6) months. The appointment may be renewed in succeeding years.
- 6.16 The parties agree the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential. Neither the Mentor Teacher nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other.
- 6.17 Upon request, and with prior approval, the Administration shall make available up to five, one-half days of release time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular workday. Where possible the Mentor Teacher and Mentee shall be assigned common preparation time.
- 6.18 New teachers (less than three years' experience) shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development shall be scheduled, whenever possible, within the parameters of the regular work day and work year. The school district will pay

the costs of professional development including materials, fees, and mileage. If mentor training becomes mandated, the parties agree to bargain a stipend for mentors.

- 6.19 The mentor teachers will each choose their method of compensation from the following options: 1) attending a conference of their choice with a maximum of \$350 cost to the school district; 2) extra materials or supplies for their classroom not to exceed \$350; 3) taking their class on a field trip, cost not to exceed \$350; or 4) a stipend as noted: Year one, \$450.00; year two, \$350.00; year three, \$250.00.
- 6.20 In the event that a tenured teacher is assigned to a grade level or subject area that he/she has not been teaching in for more than seven (7) years, the teacher shall have the opportunity to request a mentor for a one (1) year period. The terms for the mentor/mentee relationship/compensation shall follow the same procedure as described above in section 6.

ARTICLE 7

TEACHING CONDITIONS

- 7.1 Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size shall be adjusted whenever possible to achieve the ratios prescribed in the NCA–Accreditation standards or State of Michigan guidelines. If an overload is believed to exist, the teacher may inform the administration of the situation. The parties may join together to work on a remedy for the overload situation.
- 7.2 If an elementary teacher is required to teach a class larger than the average class (as defined in the following paragraph) he/she shall be reimbursed two hundred dollars (\$200.00) for each student above the average class size provided the additional students are a result of the failure of the Board to employ ten (10) classroom teachers for grades K-4. The average elementary class size shall be determined by dividing the official enrollment in grades K-4 by 10, the number of available classrooms. If the average class size, as determined in the paragraph above, falls below twenty-five (25) the extra pay provisions will not apply unless any elementary teacher is required to teach a class larger than thirty (30) students.
- 7.3 Any teacher required to teach a split grade shall receive five hundred dollars (\$500.00) above the regular step on the salary schedule.
- 7.4 Teachers and members of the administrative staff shall confer from time to time for the purpose of improving the selection and use of educational equipment and materials. The Board agrees at all times to keep the schools reasonably equipped and maintained.
- 7.5 Medically Fragile: No bargaining unit member, unless on a voluntary basis and with Board provided appropriate training, shall be required to provide school health services.
- 7.6 For the purposes of this article, the term "school health services" shall mean any act or function constituting the "practice of medicine" AND/OR "PRACTICE OF NURSING" within the meaning of Sections 17001 AND 17201 of the Public Health Code (MCL 333.17001, 17201).
- 7.7 Administering Medication: In the event no school medical personnel are employed by

the district, bargaining unit members may be required to administer medication to pupils only when the following conditions are met:

- A. The parents or guardians have given prior written approval for the administration of the medication by non- medical personnel.
- B. The aforementioned permission is accompanied by a prescription and written instruction from the attending physician.
- C. Necessary equipment and supplies are provided.
- D. Prior training is provided with regard to medication protocol, equipment and procedures. Such training shall be provided at the Employer's expense within the teacher's regular duty day.

7.8 The Employer shall indemnify and save harmless from any liability bargaining unit members who administer medication to pupils when directed to do so by school supervisory personnel.

7.9 As ongoing support the administration may also provide to the special and general education teacher additional planning time beyond a teacher's prep time if necessary for the purposes of planning to implement IEP programs.

7.10 The inclusive team and the building principal will meet at the end of each year to evaluate the impact of this teaching approach.

ARTICLE 8

LEAVE PAY

8.1 Any teacher absent from duty on account of personal illness or any other approved reason shall be allowed full pay for a total of fourteen (14) days per year, accumulative to one hundred eighty (180).

8.2 A teacher who has exhausted his/her sick leave shall forfeit one day's salary for each subsequent day of absence due to illness.

8.3 Any teacher who has sick leave time accumulated from the previous year or who had taught the previous year and used up his/her sick leave shall be credited with fourteen (14) days, inclusive of both personal days and sick day allowance on the first day he reports for duty. At the end of each academic school year, all unused personal and sick days shall roll over and accumulate into the teacher's sick day allowance.

8.4 Any teacher absent more than five (5) consecutive days because of illness may be required to submit a statement from a doctor certifying such illness.

8.5 The provisions of this Article shall apply to absence due to surgery when the surgeon certifies that such surgery must be performed immediately.

8.6 The Board shall provide each bargaining unit member with digital access to their total accumulated leave credit.

- 8.7 An employee, upon resigning employment with the Harbor Springs Public Schools, with fifteen (15) or more years of service, shall receive fifty dollars (\$50.00) for each unused sick day. Upon retirement from MPERS with twenty (20) or more years of service, the employee shall receive seventy-five dollars (\$75) for each unused sick day. Employees shall receive this severance provided a letter of retirement/resignation is submitted to the Superintendent no later than seventy-five (75) days preceding the official date of retirement/resignation (notification time period may be shortened by mutual written agreement by both parties). In the event of death of the employee prior to severance, this benefit shall be paid to the beneficiary.
- 8.8 Sick leave with pay chargeable against the teacher's allowance shall be granted for the following reasons:
- A. Serious illness in the immediate family. Immediate family shall be limited to father, mother, brother, sister, spouse, children and grandparents and shall include such relationships acquired through marriage or adoption.
 - B. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance.
 - C. Three (3) personal days. The member may elect to accumulate unused days up to five (5) days for future use, to be used in increments of three (3) days or less at a time. Notification for such leave must be made to the building principal three (3) days prior to the absence unless it is an emergency. The use of three (3) consecutive personal days may only occur once every five years. Under no circumstances can such leaves be used to extend a vacation. Personal days will not be granted for the day before or after a vacation period, or on a day before or after other school recesses unless an emergency or extenuating circumstances occur that are determined to be beyond the member's control.
- 8.9 Leaves of absence not chargeable against the teachers' allowance shall be granted for the following reasons:
- A. A maximum of five days per school year per death in the immediate family (as defined in paragraph 9.1.A of this article).
 - B. Absence when a teacher is called for jury service. For such service the teacher shall be paid his/her daily salary less the fee for jury duty.
 - C. Court appearance as a witness in any case connected with the teacher's employment or the school or whenever the teacher is subpoenaed to attend any proceeding when a deposition is not acceptable.
 - D. District-approved professional development.
 - E. Time necessary to take the selective service physical examination.
 - F. Absence from work because of mumps, scarlet fever, measles, or chicken pox.

ARTICLE 9

LEAVES OF ABSENCE

- 9.1 Leaves of absence without pay may be granted upon application for the following purposes:
- A. Study related to the teacher's certification.
 - B. Study to meet eligibility requirements for a certificate other than that held by the teacher.
 - C. Study, research, or special teaching assignment, involving probable advantage to the school system.
- 9.2 Unpaid leaves of absence are not to exceed one contract year with clearly defined beginning and ending dates.
- 9.3 Regular salary increment occurring during leave as specified in paragraph 9.3.C (above) will be allowed and sick leave time accumulated prior to such leave will be credited to the teacher upon his/her return. However, Association seniority shall be frozen and not accrue during this time.
- 9.4 A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year. The leave may be renewed each year upon written request by the teacher and the consent of the Board. Upon return from leave, a teacher shall be assigned to a position for which they are qualified.
- 9.5 Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days. The Board shall pay to such teacher his/her salary less benefits received under the Michigan Worker's Compensation Act.
- 9.6 Upon written request, a teacher shall be granted a leave without pay for care of their child. Such leave shall be granted for up to one contract year and may be renewed upon written request if submitted by April 1st of the subsequent year and if official Board approval is granted for one additional contract year.
- 9.7 Teachers who are officers of the Association or are appointed to its staff should, upon proper application, be given leave of absence of no more than one year without pay for the purpose of performing duties for the Association.
- 9.8 At the beginning of the school year, the Association shall be credited with eight (8) days to be used by teachers who are officers or agents of the Association for attendance at NEA, MEA, or other professional meetings. The Association shall reimburse the Employer for the full per diem pay for substitute teachers during such absences when substitutes are necessary. No more than two teachers shall be absent for these purposes on the same date except by mutual agreement of the parties.
- 9.9 Military leaves of absence shall be granted to any teacher who shall be inducted for military duty to any branch of the armed forces of the United States. Teachers on

military leave shall be given the benefit of any increment and sick leave allowance which would have been credited to them had they remained in active service in the system. Association seniority shall accrue during such leave time.

- 9.10 The Board shall grant a leave of absence without pay for up to one year or the length of the term to any teacher to campaign for, or serve in, public office. Leaves to campaign shall be subject to renewal upon request of the teacher at the will of the Board.

ARTICLE 10

INSURANCE PROTECTION

- 10.1 The Board agrees to pay the full legislated cap amounts toward the bargaining unit members' health plan as determined by the members of the Association.

Coverage additional to health insurance provided by the district includes:

Long Term Disability

70%, \$7,000
\$10,000 maximum monthly salary
Waiting Period 60 CDF

Delta Dental

Basic Services 100%; Annual Max \$3,000; Lifetime Ortho Max \$5,000

Negotiated Life

\$50,000 AD & D

Vision

VSP 3 Plus P 250CL

Plan B (For teachers not electing health coverage)

Long Term Disability

Same as Plan A

Dental

Same as Plan A

Vision

Same as Plan A

Negotiated Life

\$50,000 AD & D

Dependent Life

\$2,000 spouse/ \$2,000 child

- 10.2 Full-time teachers will be given the option to take health care coverage as determined by the membership. If a member chooses to forgo health insurance benefits, they will receive an annual cash stipend in the amount equivalent to the single subscriber legislative hard cap amount per teacher.
- 10.3 This insurance will be in force from September 1 to August 31 of each school year.
- 10.4 When a teacher leaves the system prior to the end of the school year, his/her insurance will be terminated as of the first of the month following his/her termination of service.
- 10.5 A teacher entering this system as a new employee during the school year will be covered

by this insurance as of the first day of the month following his/her employment and such coverage shall continue through August 31.

- 10.6 The Board agrees to assume the legal defense of any suit or action brought against the Association regarding this section of the collective agreement. The Board further agrees to indemnify the Association for any costs or damages which may be assessed against the Association as a result of said suit or action, subject, however, to the following conditions.
- A. The damages have not resulted from the initiation of legal action by the Association or its agents.
 - B. The Board, after consultation with the Association, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Association by any court or tribunal.
 - C. The Board has the right to choose the legal counsel to defend any suit or action.
 - D. The Board shall have the right to compromise or settle any claim made against the Association under this section.
- 10.7 Every teacher employed by the Harbor Springs Public Schools shall have the right to participate in the designated health insurance program and be permitted to pay their portion of health care premiums through payroll deduction.
- 10.8 Teachers who work part-time (2/5 time or more) who need health insurance shall receive single subscriber legislative hard cap paid by the Board. Teachers working part-time who do not need health insurance shall receive Plan B fully paid by the Board.
- 10.9 The Board shall provide without cost to the teachers, public liability and accident coverage in the amount of not less than \$300,000 for each accident, in the case of teachers in the course of their work and all school sponsored activities.

ARTICLE 11

NOTIFICATION OF POLICY AND PROCEDURE

- 11.1 The parties agree that the primary purpose of an evaluation is to improve the quality of instruction. The Board policy pertaining to Teacher Evaluation will be provided to the Bargaining Unit Member within 10 days of the Board taking action on such policy. Additionally, the Board shall provide to the Association electronic copies of all Board policies and procedures pertaining to teacher working conditions within ten (10) days of the Board taking such action.
- 11.2 Each teacher shall be notified of and have the right to review and initial any additional materials added to his/her file and upon request to review the contents of his/her personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in the review.

- 11.3 Should the district receive a Freedom of Information Act (FOIA) request for any teacher's file or a portion thereof, the district will immediately notify the teacher of said request.
- 11.4 A teacher shall, at all times, be entitled to have present, at his/her request, a representative of the Association as an observer when he is being formally reprimanded for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- 11.5 No teacher shall be disciplined without due process.

ARTICLE 12

PROTECTION OF TEACHERS

- 12.1 The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with the provisions of the School Code. It shall be the responsibility of the teacher to report to their principal the name of any student who, in the opinion of the teachers, needs particular assistance from skilled personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- 12.2 A teacher may intervene as necessary to protect himself from attack or to prevent injury to another student. A teacher may exclude a student from one class period when the grossness of the offense, the persistence of the 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 will allow, full particulars of the incident.
- 12.3 Any case of assault upon a teacher which has its inception in a school-centered problem shall be reported immediately in writing to the Superintendent or his/her designated representative. In the event of such an assault, the teacher involved may request assistance of the Board. Such request shall be made in writing to the principal, who with the Superintendent shall make a determination as to whether the conduct of the teacher making the request justifies any assistance from the Board, and the extent thereof. When the request has been approved, the Board shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- 12.4 If any teacher is complained against or sued as a result of any reasonable action taken by the teacher while in pursuit of his/her employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense, to the extent provided by the District's insurance.
- 12.5 Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, provided that the teacher was not deemed at fault.
- 12.6 The Board will reimburse a teacher, in an amount not to exceed two hundred dollars

(\$200.00) for loss, damage, or destruction while on duty in the school, of personal property of a kind normally worn or brought into the school building, when the same has not been caused by the negligence of the teacher. The Board will reimburse teachers for malicious damage or destruction which occurs to a teacher's car while a teacher is on duty. This obligation shall extend only to that portion of any such loss not covered by insurance taken out by the teacher and shall be payable only after the teacher has first exhausted all possibility of collection of such loss under his/her own insurance, if any.

- 12.7 Any complaint by a parent about a teacher that is considered serious enough to be recorded in the teacher's personnel file; or if it is used as a basis for reprimanding a teacher, shall be brought to the teacher's attention and the parent making the complaint shall be identified unless confidentiality is protected by law.
- 12.8 Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable for any damage or loss to person or property. So long as the loss is covered by the district's insurance policies.

ARTICLE 13

NEGOTIATION PROCEDURES

- 13.1 This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- 13.2 The parties will discuss and set an initial date to begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board no later than ninety (90) days before the expiration of this MASTER AGREEMENT.
- 13.3 In any negotiations described in this Article, neither party shall have any control over the selection of the negotiation or bargaining representatives of the other party and each party may select its representatives from within or without the school district. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratifications.
- 13.4 Within thirty (30) days after final ratification, or within thirty (30) days after Association and Board representatives have reviewed the final proof of the contract, whichever occurs last, copies of the Agreement shall be duplicated at the expense of the Board and presented to each teacher and all new teachers employed during the term of the Agreement.

ARTICLE 14

GRIEVANCE PROCEDURE

- 14.1 A claim by a teacher or group of teachers, that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.
- 14.2 The following matters shall not be the basis of any grievance filed under the procedures outlined in this Article.
- A. The termination of services or failure to reemploy any probationary teacher.
 - B. The placing of a non-tenure teacher on the fifth year of probation.
 - C. The process of teacher evaluation, provided that procedures listed in Article 11, paragraph 11.1 through 11.13 have been followed.
 - D. Any complaint or claim for which there is another remedial procedure or form established by law or regulation having the force of law.
- 14.3 Procedures:
- A. Level One
 - 1. In the event that a teacher believes there is a basis for a grievance, he/she shall first file the grievance with his/her building principal within ten (10) working days of such grievance.
 - 2. At this meeting, and any subsequent meetings concerning this grievance, the teacher may be represented, if so desired, by the Association.
 - 3. A grievance affecting two or more teachers may be filed by the Association.
 - 4. Within five (5) working days of the receipt of the grievance, the building principal shall meet with the grievant to discuss the grievance. Within five (5) working days of the grievance hearing, the disposition of the grievance will be made in writing in accordance with the grievance form.
 - B. Level Two
 - 1. In the event the grievant(s) is not satisfied with the disposition of the grievance by the building principal, the grievance may be filed in writing with the Superintendent within five (5) working days of the disposition by the building principal.
 - 2. Within five (5) working days of the receipt of the grievance, the building principal and the Superintendent shall meet with the grievant(s) to consider the grievance. The Superintendent shall render a decision within five (5)

working days of this meeting.

C. Level Three

1. In the event the grievant(s) is not satisfied with such decision the grievance may be filed with the secretary of the Board within five (5) working days of the receipt of the Superintendent's decision.
2. Within ten (10) working days from receipt of the grievance, the Board shall consider the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance provided, however, that in no event, except with the express written consent of the Association, shall final written determination of the grievance be made by the Board more than ten (10) working days after the Board has given consideration to the grievance or the next regular Board meeting, whichever comes first.

D. Level Four

1. In the event the grievant(s) is/are not satisfied with the decision of the Board, the Association shall notify the Board in writing within ten (10) days that the grievance is submitted for binding arbitration.
2. The Association and the Board shall attempt to select an arbitrator locally. If the parties cannot agree on a local arbitrator within ten (10) working days they shall select an arbitrator from a list obtained from the American Arbitration Association.
3. If the parties cannot agree as to the arbitrator from the list provided them, the arbitrator shall be selected by the American Arbitration Association in accord with its rules.
4. Each party shall submit to the other party, not less than seventy-two hours prior to any hearing on a grievance, a pre-hearing statement alleging facts, grounds and rationale which will be proven at the hearing.
5. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
6. There shall be no appeal from the arbitrator's decision, if it is within the scope of his/her authority as set forth above. It shall be binding on the Board and the Association, its members, and the teacher or teachers involved.
7. All arbitration proceedings shall be governed by the rules of the American Arbitration Association.

14.4 The meetings provided for in Levels One, Two and Three shall be a mutually agreed date and time.

14.5 If any teacher has found to have been improperly denied of any professional

compensation or advantage the same or its equivalent in money shall be paid to them as per the decision of the arbitrator.

- 14.6 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses from outside the school system called by the other.
- 14.7 A grievance may be withdrawn at any level without prejudice, but that same grievance may not be filed a second time. The failure of the grievant(s) to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute waiver of any future appeal concerning the particular grievance.
- 14.8 The grievant(s) shall be present for each level of the grievance procedure.

ARTICLE 15

EMPLOYMENT PROCEDURES AND STATUS

- 15.1 Definitions:
 - A. **Certifications**: Possessing a State of Michigan Certificate appropriate to the teaching level.
 - B. **Qualifications**: Possessing a major or minor appropriate to the teaching assignment as well as a sufficient number of credit hours in that academic area to meet accrediting agency standards.
 - C. **Seniority**: Seniority shall be defined as total years of service to the Harbor Springs School District in a position that required teacher certification dated from the first day the employee was required to work.
- 15.2 To settle impasses, the Board or its representatives shall call a meeting with the executive committee of the Association for the purpose of receiving professional staff recommendations before the Board makes a final decision on the teachers to remain.
- 15.3 A seniority list will be published within 30 days of ratification of this Agreement. The list will be posted in all buildings of the district and updated during the first week of school each year.

ARTICLE 16

MISCELLANEOUS PROVISIONS

- 16.1 The Board agrees at all times to maintain an absence management system. Teachers shall register their absence before 6:30 a.m. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- 16.2 Representative of the Board and of the Association will meet once a month when

requested by either party for the purpose of reviewing the contract and to resolve problems that might arise. These meetings are not intended to by-pass the grievance procedure. During the 2019-20 school year, a work group of selected teacher representatives and administrators will discuss and recommend changes to Schedule B stipends.

- 16.3 This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- 16.4 An electronic copy of this Agreement shall be made available to all teachers. Paper copies will be duplicated at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board if requested by the teacher.
- 16.5 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 of application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 16.6 Teachers shall have the right to authorize payroll deductions for items other than dues deductions. Such deductions shall continue until notice is provided in writing to the Superintendent.
- 16.7 "SIP" as used in this Article shall mean a School Improvement Plan as provided in Act 197, P.A. 1989 [Section 15.1919 (919b) MSA].
- 16.8 The conditions that follow shall govern employee participation in any plan, program or project included in the term S.I.P.
 - A. Participation by the employee is voluntary for time spent on such activities outside of contract hours. It is understood that school improvement plan activities conducted during contract hours may be deemed mandatory by the building administrator.
 - B. S.I.P. committees will not, in any way, alter the Master Agreement without the prior written agreement of the Association.

ARTICLE 17

SCHOOL IMPROVEMENT PLAN

- 17.1 One teacher representative from each building will be selected by the teachers at the building as members of the **District Steering Committee** to provide oversight in school improvement. The **District Steering Committee** will also include principals, Superintendent, one Board of Education member, and Association president (or designee). In addition, two community members mutually agreed upon by **District Steering Committee**, will form membership in this committee.

- 17.2 All teachers are members of a **Subject Area Committee** (SAC) that meet to engage in curriculum planning and development. The overall purpose of each SAC is to empower teachers to effect change in teaching and learning. The leaders of each SAC will be chosen by members of each committee and will be supported by an administrator. Each teacher-leader of a SAC will also become a member of the **District Curriculum Council** that will meet monthly.
- 17.3 Other committees may be established and approved by the **District Steering Committee**. Job descriptions will be posted with description of tasks, responsibilities, and expectations will be included in this job description, along with selection process, date and time of meeting.
- 17.4 Members of **District Steering Committee** and **District Curriculum Council** will be compensated at the rate of one percent (1%) of the teacher's regular annual salary for a teacher's participation on the first committee.
- 17.5 Teachers who work on an additional committee approved by the **District Steering Committee**, including the Technology Governance Committee and Climate and Culture Committee, shall be compensated at the rate of one percent (1%) of base (BA Step 1) for that committee work. A teacher shall receive pay for no more than two committees annually.
- 17.6 The **Problem Solving Committee** will meet monthly or as needed to discuss and/or remedy contractual or other district issues that may arise.
- 17.7 The **Problem Solving Committee** will be comprised of the Association Chief Negotiator and other negotiation members as needed, plus the Superintendent of Schools and/or the School Board President if desired.
- 17.8 The district Curriculum Council will be made up of the SAC teacher-leaders from each Subject Area Committee (SAC), building principals, a representative from the Association and the Superintendent. They will meet monthly to make recommendations and allocations of funding for curriculum and instructional projects and materials initiated by SACs and teachers. Funds will be allocated for professional development activities such as conferences, training seminars and bringing in trainers to the district. All funding decisions are based on approval from the Curriculum Council of qualified applications.

ARTICLE 18

SICK BANK

- 18.1 The Harbor Springs EA/NMEA will establish a sick bank for bargaining unit members. A suggested donation is one day per year or any other number of days donated by bargaining unit members. Donations will be made at the beginning of each semester except in case of emergency.
- 18.2 If bargaining unit members need to borrow sick day(s) from the Association sick bank, they must submit a written request to the Executive Board of the Harbor Springs Education Association with a copy to the Superintendent before or within two weeks after the date requested.
- 18.3 Bargaining unit members must repay the Sick Bank three days per year until the borrowed days are repaid. The Executive Board may at its own discretion modify the repayment schedule in special circumstances.
- 18.4 Bargaining unit members who leave employment with the Harbor Springs Public Schools must repay any outstanding sick days prior to their last day of work unless specifically waived by the Executive Board.
- 18.5 Final approval of sick days borrowed is at the discretion of the Executive Board of the HSEA.
- 18.6 A member who disagrees with the decision of the Executive Board may appeal that decision to the Grievance Committee of the HSEA within fourteen (14) calendar days of the Board's decision.

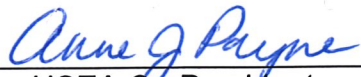
ARTICLE 19

DURATION OF AGREEMENT

19.1 This Agreement shall be effective as of September 1, 2022, and shall continue in effect for two (2) years until the 31st day of August, 2024, or until such time as agreement on a new contract has been reached.

19.2 Dated this 25th day of May, 2022.

NORTHERN MICHIGAN EDUCATION ASSOCIATION, MEA/NEA

By 
HSEA Co-President


By 
HSEA Co-President

By 
Chair: Negotiating Committee-HSEA

By 
Negotiation Committee Member

By _____
NMEA Staff

HARBOR SPRINGS PUBLIC SCHOOLS BOARD OF EDUCATION

By 
President

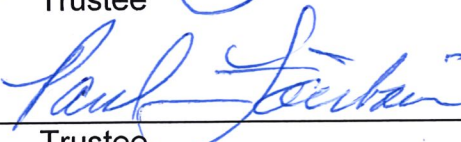
By 
Vice-President

By 
Secretary

By 
Treasurer

By 
Trustee

By 
Trustee

By 
Trustee

**APPENDIX A
SALARY SCHEDULE**

3.0% Salary Increase

2021/2022				2022/2023				2023/2024			
Steps	BA	MA	MA+20	Steps	BA	MA	MA+20	Steps	BA	MA	MA+20
1	46,567	49,355	50,834	1	47,964	50,836	52,359	1	49,403	52,361	53,930
2	48,566	51,567	53,118	2	50,023	53,114	54,712	2	51,524	54,707	56,353
3	50,706	53,895	55,512	3	52,227	55,512	57,177	3	53,794	57,177	58,893
4	54,348	58,199	59,950	4	55,978	59,945	61,749	4	57,658	61,743	63,601
5	56,747	60,813	62,637	5	58,449	62,637	64,516	5	60,203	64,517	66,452
6	59,239	63,552	65,452	6	61,016	65,459	67,416	6	62,847	67,422	69,438
7	61,848	66,413	68,404	7	63,703	68,405	70,456	7	65,615	70,458	72,570
8	64,563	69,407	71,479	8	66,500	71,489	73,623	8	68,495	73,634	75,832
9	67,413	72,527	74,703	9	69,435	74,703	76,944	9	71,518	76,944	79,252
10	70,371	75,788	78,058	10	72,482	78,062	80,400	10	74,657	80,403	82,812
11	71,284	79,198	81,572	11	73,423	81,574	84,019	11	75,625	84,021	86,540
12	72,203	81,159	83,599	12	74,369	83,594	86,107	12	76,600	86,102	88,690
13	72,203	81,159	83,599	13	74,369	83,594	86,107	13	76,600	86,102	88,690
14	72,203	81,159	83,599	14	74,369	83,594	86,107	14	76,600	86,102	88,690
15	73,707	82,805	85,288	15	75,918	85,289	87,847	15	78,196	87,848	90,482
16	73,707	82,805	85,288	16	75,918	85,289	87,847	16	78,196	87,848	90,482
17	73,707	82,805	85,288	17	75,918	85,289	87,847	17	78,196	87,848	90,482
18	73,707	82,805	85,288	18	75,918	85,289	87,847	18	78,196	87,848	90,482
19	73,707	82,805	85,288	19	75,918	85,289	87,847	19	78,196	87,848	90,482
20	75,229	84,439	86,971	20	77,486	86,972	89,580	20	79,810	89,581	92,268

For the 2022/2023 school year, returning teachers will receive a \$500 off-schedule retention bonus payable on a September payroll.

Schedule B

1	46,567
2	48,566
3	50,706
4	54,348
5	56,747
6	59,239
7	61,848
8	64,563

Schedule B

1	47,964
2	50,023
3	52,227
4	55,978
5	58,449
6	61,016
7	63,703
8	66,500

Schedule B

1	49,403
2	51,524
3	53,794
4	57,658
5	60,203
6	62,847
7	65,615
8	68,495

The high school counselor shall work ten (10) days before and ten (10) days after each academic school year. The middle school counselor shall work five (5) days before and five (5) days after each academic school year. The Shay/Middle School Media Center director shall work five (5) days before and five (5) days after each academic year. Each of these employees shall be paid for such days at his/her individual per diem rate.

APPENDIX B
SCHEDULE B – EXTRA PAY

ACADEMIC & MUSIC

HIGH SCHOOL	COMPENSATION
Band	12.5% Plus \$2,500 for Marching Band Program Writing
HS Musical	11% Director 4% Assistant Director
NHS	6%
Student Council	3%
Robotics Coach	6%
Class Advisor 9 th	\$ 250
Class Advisor 10 th	\$ 250
Class Advisor 11 th	\$ 750
Class Advisor 12 th	\$ 500
MYIG Advisor	2%
MYIG Assistant	\$ 300 each
MIDDLE SCHOOL	COMPENSATION
MS Play 1	6%
MS Play 2	6%
Student Council	2%
Robotics Coach	2.5%
MIYIG Advisor	1%
MIYIG Assistant	\$200
Science Olympiad	\$500
Math Counts	\$500
Yearbook	\$500
ELEMENTARY	COMPENSATION
All Elem Vocal Music Concerts	2%
Elem Play 1	6%
Shay Student Council	\$500

ATHLETICS

HIGH SCHOOL	COMPENSATION
Football	
Varsity Head	11%
Varsity Assistant	8%
JV Head	8%
JV Assistant	7%
Cross Country	
Varsity Head	8%
Track	
Varsity Head	8%
Assistants (2)	3%
Softball	
Varsity Head	10%
JV Head	4%
Tennis	
Varsity Head	7%
Soccer	
Varsity Head	10%
Assistant Soccer	4%
Golf	
Varsity Head	7%
Basketball	
Varsity Head	11.5%
Varsity Assistant	8.5%
JV Head	9%
9 th Head	7%
Skiing	
Head	9%
Assistant	7%
Volleyball	
Varsity Head	8%
JV Head	5%
9 th Head	4%
Baseball	
Varsity Head	10%
Varsity Assistant	7%
JV Head	8%

MIDDLE SCHOOL	COMPENSATION
Football	6%
8 th Basketball	6%
7 th Basketball	6%
Rams Basketball	2%
8 th Volleyball	4%
7 th Volleyball	4%
Rams Volleyball	2%
Track	3.5%
Track Assistant	2%
Skiing	3%
Cross Country	3.5%
Cross Country Assistant	2%

INACTIVE SCHEDULE B ASSIGNMENTS

These assignments will not be paid unless teacher/administrator proposes that the positions be reinstated. To be reinstated, Problem Solving Committee must approve and write a Letter of Agreement to be attached to the contract with compensation defined.

ACTIVITY	Past Compensation	Status
DISTRICT		
Tech Team	1% each in contract	Active
HIGH SCHOOL		
HS Play	7%	Inactive
Glee Club	3.5%	Inactive
HS Vocal Music Concerts	1.5%	Inactive
MIDDLE SCHOOL		
Glee Club	3.5%	Inactive
Math Olympiad	\$ 750	Inactive
Debate	\$ 300	Inactive
MS Vocal Music Concerts	1.5%	Inactive
Newspaper	\$ 500	Inactive
Talent Show	\$ 200	Inactive
ELEMENTARY		
Talent Show	\$ 200	Inactive

APPENDIX B (continued)
SCHEDULE B – EXTRA PAY

- A. All Schedule B positions will be paid.
- B. Any teacher employed by Harbor Springs Public Schools who meets minimum qualifications will be selected over a non-teacher applicant for all Schedule B positions declared vacant by the Board of Education.
- C. When a new activity is started, or when there is a change in leadership, the position will be posted internally first.
- D. Any future clubs/activities/sports that wish to be included in the Schedule B list for compensation must be approved by the Problem Solving team prior to inclusion of the list of Schedule B activities.
- E. Payment of compensation will occur after the submission of a final report to the direct supervisor.
- F. Credit up to five years may be given for experience outside Harbor Springs Schools. The steps below are based on BA scale only. For all activities in schedule B listed as percentages, the extra pay is a percentage of the number of years' experience in that activity on the following scale:

Step	2021-22	2022-23	2023-24
1	\$46,567	\$47,964	\$49,403
2	\$48,566	\$50,023	\$51,524
3	\$50,706	\$52,227	\$53,794
4	\$54,348	\$55,978	\$57,658
5	\$56,747	\$58,449	\$60,203
6	\$59,239	\$61,016	\$62,847
7	\$61,848	\$63,703	\$65,615
8	\$64,563	\$66,500	\$68,495

- G. The above schedule is effective for coaches hired after 3/13/95. All coaches hired before this date will be grandfathered under the 1993-94 contract language. In addition, any coach being hired for a previously held coaching position in our district will be also grandfathered under the previous language.

APPENDIX C

GRIEVANCE REPORT FORM

HARBOR SPRINGS PUBLIC SCHOOLS

NAME OF GRIEVANT BUILDING ASSIGNMENT DATE

LEVEL ONE - PRINCIPAL

A. Date Cause of Grievance Occurred _____

B.1 Statement of Grievance Including the Article and Section Violated.

B.2 Relief Sought _____

SIGNATURE DATE

C. Disposition by Principal _____

SIGNATURE DATE

D. Position of Grievant and/or Association _____

SIGNATURE DATE

If more space is needed in answering the sections above, attach additional sheet.

APPENDIX C (Continued)

LEVEL TWO - SUPERINTENDENT

A. Date Received by Superintendent or Designee _____

B. Disposition by Superintendent or Designee _____

SIGNATURE

DATE

C. Position of Grievant and/or Association _____

SIGNATURE

DATE

LEVEL THREE - BOARD OF EDUCATION

A. Date Received by Board of Education or Designee _____

B. Disposition by Board of Education _____

SIGNATURE

DATE

C. Position of Grievant and/or Association _____

SIGNATURE

DATE

If more space is needed in answering the sections above, attach additional sheet.

APPENDIX D SCHOOL CALENDAR 2022-23 DISTRICT-WIDE CALENDAR OF DAYS OF INSTRUCTION

AUGUST	M	T	W	TH	F
(1T)			31 PD		
SEPTEMBER	M	T	W	TH	F
(20T)		6 First Day for Students	7	8 1 PD	9
(19S)	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
OCTOBER	M	T	W	TH	F
(21T)	3	4	5	6	7
(21S)	10	11	12 Elem/MS/HS P/T Conf	13 Elem/MS/HS P/T Conf	14 PD
	17	18	19	20	21
	24	25	26	27	28
	31				
NOVEMBER	M	T	W	TH	F
(20T)		1 PD	2	3	4
(19S)	7	8	9	10	11
	14	15	16	17	18
	21	22	23 Day	24	25
	28	29	30		
DECEMBER	M	T	W	TH	F
(15T)				1	2
(15S)	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22 Holiday Break	23 Holiday Break
	26 Break	27 Break	28 Break	29 Break	30 Break
JANUARY	M	T	W	TH	F
(21T)	2 Holiday Break	3	4	5	6
(21S)	9	10	11	12	13
	16	17	18	19	20 Half Day
	23	24	25	26	27
	30	31			

FEBRUARY	M	T	W	TH	F
(20T)			1	2	3
(20S)	6	7	8	9	10
	13	14	15 Elem/MS P/T Conf	16 Elem/MS P/T Conf	17 PD
	20	21	22	23	24
	27	28			
MARCH	M	T	W	TH	F
(17T)			1	2	3
(17S)	6	7	8 HS P/T Conf	9 HS P/T Conf	10
	13	14	15	16	17
	20	21	22	23	24 Spring Break
	27 Break	28 Break	29 Spring Break	30 Spring Break	31 Break
APRIL	M	T	W	TH	F
(19T) Good Friday 4.7.23	3 Spring Break	4	5	6	7 Half Day
(19S)	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
MAY	M	T	W	TH	F
(22T)	1	2	3	4	5
(22S)	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26 PD
	29 Day	30	31		
JUNE	M	T	W	TH	F
(8T)				1	2
(7S)	5	6	7	8 Half Day	9 Half Day /ast Day of School
	12 No School Comp Day				

November 23—25 Thanksgiving Break
 December 22—January 2 Holiday Break
 March 24—April 3 Spring Break
 May 29 Memorial Day
 June 10 Last Day of School

PD Days 10/14/22 11/1/22 2/17/23 5/26/23
(counted as instructional days)

TOTAL TEACHER DAYS: 184
 TOTAL STUDENT DAYS: 176+4 PD = 180

HARBOR SPRINGS PUBLIC SCHOOLS 2022-23 School Calendar

August 31	Professional Development Day
September 1	Professional Development Day (Digital)
September 6	First Day of School for all Students, Full Day
October 12	Elementary and High School Parent/Teacher Conferences (3:00—6:00 pm) Middle School Parent/Teacher Conferences (3:30—6:30 pm)
October 13	Elementary, Middle School and High School Parent/Teacher Conferences (5:00—8:00 pm)
October 14	No School—Teacher Inservice
November 1	No School—Teacher Inservice (ISD)
November 23	No School—Comp Day
November 24, 25	Thanksgiving Break
December 22—January 2	Holiday Break
January 3	School resumes
January 20	Half Day of School
February 15	Elementary School Parent/Teacher Conferences (3:00—6:00 pm) Middle School Parent/Teacher Conferences (3:30—6:30 pm)
February 16	Elementary and Middle School Parent/Teacher Conferences (5:00—8:00 pm)
February 17	No School—Teacher Inservice
March 8	High School Parent/Teacher Conferences (3:00-6:00 pm)
March 9	High School Parent/Teacher Conferences (5:00-8:00 pm)
March 24—April 3	Spring Break
April 4	School resumes
April 7	Half Day of School
May 26	No School—Teacher Inservice
May 29	No School—Memorial Day
June 8, 9	Half Days of School
June 9	Last Day of School
June 12	Comp Day for Teachers

APPENDIX D SCHOOL CALENDAR 2023-24 DISTRICT-WIDE CALENDAR OF DAYS OF INSTRUCTION

AUGUST	M	T	W	TH	F
(2T)			30 PD	31 PD Digital	
SEPTEMBER	M	T	W	TH	F
(19T)		5 <small>First Day for SO/dents</small>	6	7	8
(19S)	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
OCTOBER	M	T	W	TH	F
(22T)	2	3	4	5	6
(22S)	9	10	11 <small>Elem/MS/HS P/T Conf</small>	12 <small>Elem/MS/HS P/T Conf</small>	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
NOVEMBER	M	T	W	TH	F
(20T)			1 PD	2	3
(19S)	6	7	8	9	10
	13	14	15	16	17
	20	21	22 Day	23	24
	27	28	29	30	
DECEMBER	M	T	W	TH	F
(15T)					1
(15S)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22 Holiday Break
	25 Break	26 Break	27 Break	28 Break	29 Break
JANUARY	M	T	W	TH	F
(21T)	1 Break	2 Break	3	4	5
(21S)	8	9	10	11	12
	15	16	17	18	19 Half Day
	22	23	24	25	26
	29	30	31		

PD Days: 11/1/23, 2/16/24, 5/24/24 (counted as instructional days)

FEBRUARY	M	T	W	TH	F
(21T)				1	2
(21S)	5	6	7	8	9
	12	13	14 <small>Elem/MS P/T Conf</small>	15 <small>Elem/MS P/T Conf</small>	16 PD
	19	20	21	22	23
	26	27	28	29	
MARCH	M	T	W	TH	F
(15T)					1
(15S)	4	5	6 <small>HS P/T Conf</small>	7 <small>HS P/T Conf</small>	8
	11	12	13	14	15
	18	19	20	21	22 Spring Break
Good Friday 3.29.2024	25 Break	26 Break	27 Spring Break	28 Spring Break	29 Break
APRIL	M	T	W	TH	F
(21T)	1 Spring Break	2	3	4	5
(21S)	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
MAY	M	T	W	TH	F
(22T)			1	2	3
(22S)	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24 PD
	27 Day	28	29	30	31
JUNE	M	T	W	TH	F
(6T)	3	4	5	6 Half Day	7 Half Day Last Day of School
(5S)		10 <small>No School Comp Day</small>			

November 22-24 Thanksgiving Break
December 22—January 2 Holiday Break
March 22—April 1 Spring Break
May 27 Memorial Day
June 7 Last Day of School

TOTAL TEACHER DAYS: 184
TOTAL STUDENT DAYS: 177+ 3 PD = 180

HARBOR SPRINGS PUBLIC SCHOOLS 2023-24 School Calendar

August 30	Professional Development Day
August 31	Professional Development Day (Digital)
September 5	First Day of School for all Students, Full Day
October 11	Elementary and High School Parent/Teacher Conferences (3:00—6:00 pm) Middle School Parent/Teacher Conferences (3:30—6:30 pm)
October 12	Elementary, Middle School and High School Parent/Teacher Conferences (5:00—8:00 pm)
November 1	No School—Teacher Inservice (ISD)
November 22	No School—Comp Day
November 23, 24	Thanksgiving Break
December 22—January 2	Holiday Break
January 3	School resumes
January 19	Half Day of School (Records Day)
February 14	Elementary School Parent/Teacher Conferences (3:00—6:00 pm) Middle School Parent/Teacher Conferences (3:30—6:30 pm)
February 15	Elementary and Middle School Parent/Teacher Conferences (5:00—8:00 pm)
February 16	No School—Teacher Inservice
March 6	High School Parent/Teacher Conferences (3:00-6:00 pm)
March 7	High School Parent/Teacher Conferences (5:00-8:00 pm)
March 22—April 1	Spring Break
April 2	School resumes
May 24	No School—Teacher Inservice
May 27	No School—Memorial Day
June 6, 7	Half Days of School
June 7	Last Day of School
June 10	Comp Day for Teachers

HARBOR SPRINGS PUBLIC SCHOOLS

APPLICATION FOR COURSE WORK REIMBURSEMENT

- 1) All applicants must have completed a MA degree
- 2) Complete the application and submit to Principal/Superintendent for approval
- 3) Application must be submitted prior to the start of the course
- 4) Upon approval, teachers will receive reimbursement for up to 6 semester hours per year
- 5) After completion of the course submit your grade and copy of original receipt of payment for reimbursement

Name _____ Date _____

Course Title _____

Course Start Date: _____ Course End Date: _____

Institution _____

Total Cost _____ Number of Credits _____

Completion Date _____

How will you and the district benefit from this course?

Principal _____ Date _____

Superintendent _____ Date _____

Letter of Understanding
Between the
Harbor Springs Board of Education
&
Harbor Springs Education Association

Academic Clubs Not Listed Under Schedule B

The parties do hereby mutually agree to the following terms and conditions regarding academic clubs not covered under Schedule B:

- The Superintendent shall have the authority to approve academic club sponsorships paying up to a 1% stipend using the pay scale in Schedule B.
- Clubs must be core academic in nature ((language arts, social studies, science, math, STEM, or world language), have clear outcomes for students, and have at least six students actively participating.
- It is understood that Clubs will meet outside of the teacher's regular work/school day and that the teacher will be present at all meetings and club activities.
- Clubs may be sanctioned by an organization, but that is not a requirement.
- Only one stipend will be paid per club.
- Teachers must complete an application for club sponsorship and an end of year/season final report to receive compensation.



Thom Blanck, HSEA Negotiator

12/11/19

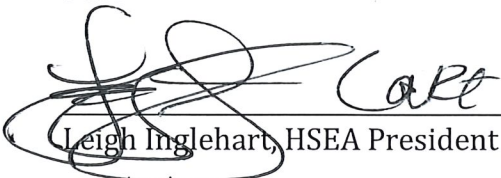
Date



Michael Behrmann, Superintendent

12/11/19

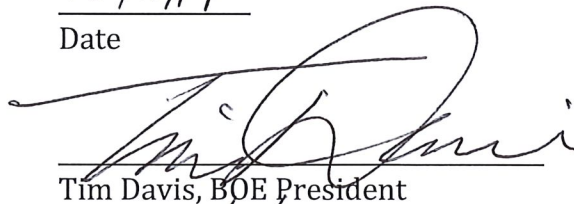
Date



Leigh Inglehart, HSEA President

12/11/19

Date



Tim Davis, BOE President

12/11/19

Date



Anne Payne, HSEA President

12/12/19

Date

Letter of Agreement

Between

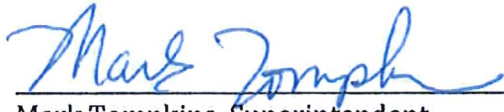
Harbor Springs Board of Education

And

Harbor Springs Board of Education

February 7, 2016

Effective for the 2016-2017 school year, the Blackbird Preschool Lead Teacher Position shall be fully recognized per the terms of Article 1.1 in the HSEA Master Agreement with all contractual rights and benefits.



Mark Tompkins, Superintendent

3.18.16

Date



Thom Blanck, HSEA Chief Negotiator

3-18-16

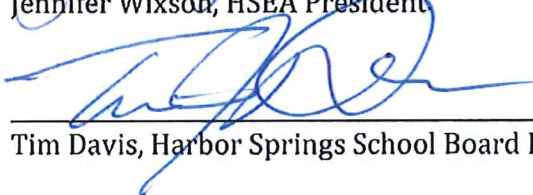
Date



Jennifer Wixson, HSEA President

3-18-16

Date



Tim Davis, Harbor Springs School Board President

3-18-16

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Interim High School Principal Position
2022-23 School Year

The parties do hereby mutually agree to the following terms and conditions regarding the interim high school principal position for the 2022-23 school year:

- Leigh Inglehart will temporarily be given an administrative contract for the 2022-23 school year (7/1/22 through 6/30/23) in which she will withdraw from the HSEA for the same period of time.
- If Leigh Inglehart is not retained as the permanent principal of HSHS, she will return to her 2021-22 full-time teaching assignment for the 2023-24 school year.
- Leigh Inglehart is awarded one year credit on the HSEA salary schedule for the 2022-23 (including steps, lanes, and advances accordingly for the 2023-24 school year).
- Leigh Inglehart is granted one year seniority for the 2022-23 school year on the seniority list.



HSEA Negotiator

6-13-2022

Date



Superintendent

6/13/2022

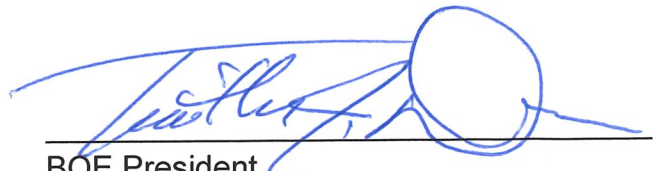
Date



HSEA President

6.13.2022

Date



BOE President

6/13/22

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Corrections

The parties do hereby mutually agree to the following terms and conditions regarding the schedule B for the 2022-24 contract:


- Schedule B was not discussed during negotiations leading up to finalizing the 2022-2024 contract and therefore should not have changed.
- Any changes done to Schedule B were done so in error.
- As a result, page 27 in the 2022-2024 agreement shall be replaced with page 27 from the 2019-2022 agreement.
- Page 28 in the 2022-2024 agreement shall be replaced with page 28 from the 2019-2022 agreement.
- Page 28A from the 2019-2022 agreement shall be inserted as page 28A in the 2022-2024 agreement.
- The Tech Team stipend shall be activated.

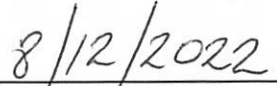
These changes are simply to correct the errors when developing the 2022-2024 agreement.



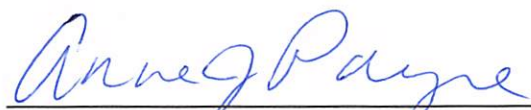
Josh Brey, HSEA Negotiator



Date




Brad Plackemeier, Superintendent



Date



Anne Payne, HSEA President


Date



Tim Davis, BOE President


Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Update

The parties do hereby mutually agree to the following terms and conditions regarding the Schedule B Athletics contracts for the 2022-2024 contract:

- Change the name from "JV Head Soccer" to "Assistant Soccer"
- Move the renamed "Assistant Soccer" position from the Inactive Schedule B assignments to the Active Schedule B assignments.
- Keep the compensation at 4%



Josh Brey, HSEA Negotiator

9/13/2022

Date



Brad Plackemeier, Superintendent

8/25/2022

Date



Anne Payne, HSEA President

9/19/22

Date



Gary Morse, HSPS Board of Education

9/12/22

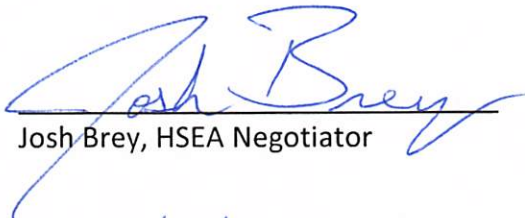
Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Addition – Strength & Conditioning Supervisor

The parties do hereby mutually agree to the following terms and conditions regarding the Schedule B Athletics contracts for the 2022-2024 contract:

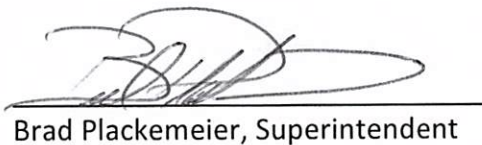
- Addition of Strength & Conditioning Supervisor
- One position per semester
 - Fall semester
 - Spring semester
 - Summer (June/July/August)
- Compensation – 5% for each session



Josh Brey, HSEA Negotiator

11/9/2022

Date



Brad Plackemeier, Superintendent

11/9/2022

Date



Anne Payne, HSEA President

11/9/2022

Date



Gary Morse, HSPS Board of Education

11/9/22

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Update

The parties do hereby mutually agree to the following terms and conditions regarding the Schedule B Academic and Music contracts for the 2022-2024 contract:


- Addition of "High School Yearbook" stipend
- One position per school year
- Compensation - \$1,000 stipend



Josh Brey, HSEA Negotiator

4/11/23

Date



Brad Plackemeier, Superintendent

4/11/23

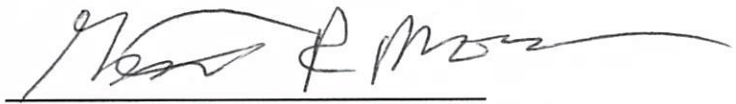
Date



Anne Payne, HSEA President

4/11/2023

Date



Gary Morse, HSPS Board of Education

4/12/23

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Update

The parties do hereby mutually agree to the following terms and conditions regarding the Schedule B Athletics contracts for the 2022-2024 contract:

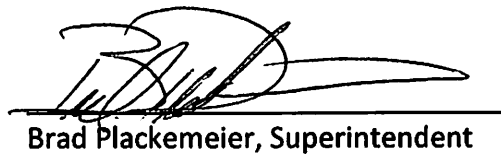
- Change the name from "JV Head Football" to "Assistant Football" with the compensation remaining at 8%
- Change the name from "JV Assistant Football" to "Assistant Football" with the compensation remaining at 7%
- Change the name from "JV Head Softball" to "Assistant Softball" with the compensation remaining at 4%
- Change the name from "9th Head Volleyball" to "Assistant Volleyball" with the compensation remaining at 4%



Josh Brey, HSEA Negotiator

5-8-23

Date



Brad Plackemeier, Superintendent

5/8/23

Date



Anne Payne, HSEA President

5-8-23

Date



Gary Morse, HSPS Board of Education

6/6/23

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association


Experienced Educator Compensation

The parties do hereby mutually agree to the following terms and conditions regarding the revision of the Senior Teacher Compensation Salary Schedule to an Experienced Educator Compensation for the 2022-2024 contract:

The 2022-2024 Master Contract outlines the conditions of the Senior Teacher Compensation Salary Schedule (4.14, page 7). The revision would change the conditions to the following:

Experienced Educator Compensation


Experienced Educator applicants must have completed twelve (12) years of teaching service in Harbor Springs Public Schools (excluding years of unpaid leave), be a full-time employee, and have attained ratings of effective or highly effective on their five most recent evaluations. The teacher must inform the superintendent by formal application no later than August 15th of any given school year. A teacher who satisfies the requirements for an Experienced Educator, shall be paid \$6,000 per year for up to three consecutive years in total. Prior to acceptance of an Experienced Educator position, the teacher, and his/her immediate supervisor (or superintendent), shall agree to specific educational duties in addition to the teacher's normal teaching day that accumulates to no less than seventy-five (75) hours over the course of each school year. The teacher shall be responsible for documenting his/her duties as they are completed. A teacher shall only be eligible for the Experienced Educator position one time during their tenure with Harbor Springs Public Schools.



Josh Brey, HSEA Negotiator

9/12/23


Date



Brad Plackemeier, Superintendent

9/12/23


Date



Anne Payne, HSEA President

9/15/23

Date



Gary Morse, HSPS Board of Education

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Update

The parties do hereby mutually agree to the following terms and conditions regarding the Appendix B Schedule B – Extra Pay for the 2022-2024 contract:

The 2022-2024 Master Contract (6.12, page 10) states, "Any certificated teacher who is assigned and agrees to supervise the lunchroom will be paid as outlined in Appendix B". Appendix B in the 2022-2024 Master Agreement does not contain the extra duty in it. The following would be added to the 2022-2024 Master Agreement to address lunchroom supervision at each level:


- Add High School Lunch Supervision stipend at a compensation of \$500
- Add Middle School Lunch Supervision stipend at a compensation of \$500
- Add Elementary Lunch Supervision stipend at a compensation of \$500



Josh Brey, HSEA Negotiator

9/12/23

Date



Brad Plackemeier, Superintendent

9/12/23

Date



Anne Payne, HSEA President

9/15/23

Date



Gary Morse, HSPS Board of Education

Date

Letter of Understanding
Between the
Harbor Springs Public Schools Board of Education
and
Harbor Springs Education Association

Schedule B Update

The parties do hereby mutually agree to the following terms and conditions regarding the Schedule B Athletics contracts for the 2022-2024 contract:

- Addition of an Assistant Coach position for Tennis
- Compensation set at 3% per season



Josh Brey, HSEA Negotiator

10-11-23

Date



Brad Plackemeier, Superintendent

10/10/23

Date



Anne Payne, HSEA President

10.12.23

Date



Gary Morse, HSPS Board of Education

10/10/23

Date