



AGREEMENT BETWEEN

BOARD OF EDUCATION  
NORTHVIEW PUBLIC SCHOOLS

AND

KENT COUNTY EDUCATION ASSOCIATION

September 1, 2021 – August 31, 2024

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## **AGREEMENT**

This AGREEMENT is made and entered into as of May 18, 2021, by and between the Board of Education of the Northview Public Schools hereinafter called the "Board", and the Kent County Education Association, Michigan Education Association, National Education Association (KCEA/MEA/NEA), hereinafter called the "Association".

All terms and conditions of employment specified in this contract apply only to those members of the Kent County Education Association that are employees of the Northview Board of Education as specified in Article I., Section A.

The power to decide whether or not to enter into, ratify, or execute a collective bargaining agreement with the Northview Public Schools Board of Education rests solely with the members of the Northview Education Association, and shall not be delegated to any bargaining representative or any education association or conditioned on approval by any bargaining representative or any education association.

## **WITNESSETH**

The Board and the Association recognize that their primary responsibility is to the children of the District and declare their belief to be that the quality of education can be improved by the observance of the various provisions of the Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I. RECOGNITION**

### **Section A. Bargaining Unit Recognition**

The Board hereby recognizes the Kent County Education Association, the Michigan Education Association, and the National Education Association, (KCEA/MEA/NEA), as the sole and exclusive bargaining agent, as defined in Section II of Act 379, of Public Acts of 1965 for all certified and full year emergency permit classroom teachers, librarians, guidance counselors, school psychologists, social workers, speech therapists, hearing therapists, adult education personnel and other certified special education personnel under contract with the Board in regular K-12 education programs (including summer school) and alternative education teachers; but excluding supervisory and executive personnel, guidance director, and community education personnel, preschool teachers, substitute teachers, instructional assistants paraprofessionals, office and clerical personnel, maintenance operation employees, and all other employees of the Board or of any other employer.

### **Definitions:**

**Teacher** - the term 'teacher' shall refer to and include all bargaining unit members described above whose employment is regulated by or subject to the Michigan Teachers' Tenure Act, as amended.

**Ancillary Staff** - the term 'ancillary staff' shall refer to and include all bargaining unit members described above whose employment is not regulated by or subject to the Michigan Teachers' Tenure Act, as amended.



**Bargaining Unit Member** – the term ‘bargaining unit member’ shall refer to and include all members described above whose employment is or is not regulated by or subject to the Michigan Teachers’ Tenure Act, as amended.

### **Section B. Seniority**

No later than 60 days following ratification of this Agreement and by every September 30 thereafter, the Board shall prepare a seniority list. Seniority is defined as length of continuous employment with Northview Public Schools. All bargaining unit member (s) shall be ranked on the list in the order of their seniority. The effective date of employment will also be included for each teacher on the seniority list.

The first workday under contract will be the effective date of employment. In the circumstance of more than one individual having the same effective date of employment, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and bargaining unit member (s) so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and Association representatives to be in attendance. Seniority applies only as expressly stated in this Agreement.

The seniority list shall be published and posted *conspicuously* in all buildings of the District by October 15 of each school year. Revisions and updates of the seniority list shall also be published and posted as they are made. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association.

All seniority is lost when employment is severed by resignation, retirement or discharge (prohibited per MCL 423.215). Seniority will continue to accrue on all leaves. (This provision shall not be retroactive if not applicable under previous contracts.)

### **Section C. Negotiating with Other Teacher Organizations**

The Board agrees not to negotiate with any teachers’ organization other than the Association for the duration of this Agreement.

## **ARTICLE II. ASSOCIATION AND TEACHER RIGHTS**

### **Section A. Right to Organize**

Employees covered by this Agreement may choose to join the Association or may choose not to join the Association. Neither the Board nor the Association will directly or indirectly, deprive or coerce any teacher with respect to their decision to join, or not join, a union.

### **Section B. Use of Building and Facilities**

The Association and its members shall have the right to use school buildings and facilities for meetings outside of school hours during times when the building is covered by the operating staff. Room arrangements shall be made with the Principal involved and/or the Superintendent.

The Association may request use of equipment at reasonable times when such equipment is not in use. Administrative notification will be given prior to such use.

The Association shall furnish all materials and supplies incidental to its operation.

The Association will be required to secure an approved Building Use Permit before the use of any school facilities.

The Association agrees to pay for any extra custodial services, which it may require as a result of approved use of facilities.

### **Section C. Posting and Distributing Materials**

The Association will have the right to place notices, circulars, and other material on designated school bulletin boards and in teachers' mailboxes. Authorized representatives of the Association will assume responsibility for posting or distributing materials of the Association. An informational copy of all material to be posted on any bulletin board shall be given to the Principal prior to such posting. Inter-school mail may be utilized by the Association for its official business.

### **Section D. Request of Public Documents**

The Board will, in accordance with Board Policy No. 8360, dated September 12, 1977, furnish the Association, in response to written request, copies of public records or documents. The Association may be requested to compensate the Board for the cost of reproduction and making the materials available.

### **Section E. Review of Personnel File**

Each bargaining unit member shall have the right upon request to review the contents of their own personnel file. A representative of the Association may, at the employee's request, accompany the bargaining unit member in their review. This review will be made in the presence of the administrator (or his/her designee) responsible for the safekeeping of such files. Any privileged information, such as confidential credentials and related personal references obtained at the time of the initial employment, may be purged by the administrator prior to such review. However, the bargaining unit member's evaluation reports relative to the employee since coming to Northview Public Schools will be made available. A checklist of what can be legally copied will be provided by the District to the bargaining unit member when they request to review their personnel records.

## **ARTICLE III. BOARD AND ADMINISTRATION RIGHTS**

### **Section A. Board Responsibilities**

1. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the laws of the state of Michigan and of the Federal Government of the United States. Except as stated by this Agreement, all the rights, powers, and authority the Board had prior to this Agreement are retained by the Board.
2. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by the way of illustration and not by way of limitation, the right to:
  - a. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
  - b. Continue its rights and past practice of assignment and direction of work of all its personnel, determine the number of shifts and hours of work, starting and ending times, length of the

- work year, and scheduling of all the foregoing, but not in conflict with the specific provision of this Agreement, and the right to establish, modify or change any work or business or hours or days.
- c. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees both voluntarily and involuntarily, assign and reassign employees, effectuate an employee evaluation system, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
  - d. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and process of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
  - e. Adopt reasonable rules and regulations.
  - f. To hire all employees, to determine their qualifications, and conditions of continued employment, or their dismissal, demotion, and promote and transfer all such employees.
  - g. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings or other facilities.
  - h. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
  - i. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
  - j. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
  - k. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.
  - l. The Board shall continue to have exclusive right to establish, modify, or change any condition except those covered by provisions of the Agreement.

## **ARTICLE IV. PROFESSIONAL BEHAVIOR**

### **Section A. Maintaining Professional Service**

Bargaining unit members are responsible for maintaining a continuous high level of professional service to the welfare and benefit of the student body. Bargaining unit members, therefore, are responsible to discharge their teaching assignments with professional proficiency and to this end each classroom teacher must prepare lesson plans. Such plans must be available in the building to ensure accessibility by substitutes. Upon request, the plans may be reviewed by the building principal or other administrator. Bargaining unit members are required to meet with children, parents, and consultants and are expected to make every effort to attend such meetings even during non-duty hours.

### **Section B. Just Cause Provisions**

No ancillary staff shall be disciplined, reprimanded, suspended, discharged or reduced in compensation without just cause. All information forming the basis for disciplinary action will be made available to the ancillary staff member and the Association.

### **Section C. Violations and Warning Procedures**

Ancillary staff recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline reflect adversely on the

profession and create undesirable conditions in the school building. The Board, in recognition of the concept of corrective discipline, shall notify the ancillary staff member in writing of the alleged delinquencies, indicate expected correction, and indicate a reasonable period to affect said correction. Alleged breaches of discipline shall be promptly reported to the ancillary staff member in question.

It is further recognized by the ancillary staff that if, after warning by an administrator, such practices continue, the Board may institute proceedings against said ancillary staff member which may result in that staff member's suspension or dismissal, provided however, that prior written notice shall not be required before institution of proceedings in cases where the action involved constitutes just and reasonable cause for immediate action.

#### **Section D. Representation at Bargaining Unit Member Reprimand**

A bargaining unit member shall at all times be entitled to have a representative of the Association present when he/she is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action will be taken with respect to the bargaining unit member until such representative of the Association is present.

Normally the local building representative will be used for such representation. If the bargaining unit member requests representation beyond the building level, the bargaining unit member and administrator will promptly schedule a meeting with the requested representative. If a meeting is to take place where reprimand, warning or discipline may take place and anyone other than the immediate supervisor will be in attendance, the member will be informed of the attendee prior to the meeting.

#### **Section E. Association Activities during Duty Hours**

It is agreed that except as specifically provided herein, bargaining unit members shall not engage in Association activities during their duty hours.

### **ARTICLE V. NO INTERRUPTION OF EDUCATION**

#### **Section A. No Strike**

Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes, which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure, the parties have removed the basic cause of work interruptions during the period of the Agreement. The Association and each bargaining unit member agree that during the life of this Agreement they will not encourage, participate in or cause any interruption in the normal education program of the District. Nor will they directly or indirectly engage in or assist in any strike (i.e., the concerted failure to report for duty or willful absence of a bargaining unit member from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful, and proper performance of the bargaining unit member's duties of employment) against the Northview Public Schools.

#### **Section B. Association Violation of Strike and Sanctions**

The Association will not directly or indirectly take reprisals of any kind against a bargaining unit member who continues or attempts to continue the full, faithful, and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article.

## **ARTICLE VI. REPRESENTATION**

### **Section A. Number of Representatives**

The employees who are covered by this Agreement will be represented by a committee, not to exceed five (5), selected by the Association in any manner it determines.

### **Section B. Recognition of Representatives**

The Association shall keep the Superintendent of Schools currently advised, in writing, of the members of its committee, and only such persons shall be recognized by the Board as representatives of the Association.

### **Section C. Meeting with Representatives**

The Board shall from time to time designate supervisory executive or other personnel to meet with representatives of the Association, (and shall advise the Association of its representatives) so that at mutually convenient times they can discuss matters which are either mandatory subjects of collective bargaining under Act 379 of Public Acts of Michigan, 1965, or otherwise are mutually agreed upon topics of discussion or negotiation as provided in Article XXIV., Negotiation Procedures; provided, however, where the Board and the Association have reached agreement upon a given subject for a stated term further discussion may be foreclosed by either party during said term.

## **ARTICLE VII. ASSIGNMENT**

### **Section A. Notification of Assignment**

Ancillary staff under a renewed contract for the ensuing school year will be notified in writing of their assignment, including the schools to which they will be assigned, but in no event later than July 1. The foregoing is subject to subsequent changes in course offerings and/or personnel changes deemed necessary by the Board.

### **Section B. Determination of Assignments**

In the determination of assignments for the ensuing year, voluntary requests for reassignment will be considered based on ancillary staff member preference provided that these considerations do not conflict with the professional training and his/her area of competency or the institutional requirements and best interest of the school system, as determined by the Board.

### **Section C. Reassignment of Notification**

If the Board deems it necessary to involuntarily transfer any ancillary staff member from the position presently held, the Board will consider education, training, experience, seniority, previous involuntary transfers and other relevant factors directly related to the performance of the new assignment. Any ancillary staff reassigned will be notified of the reason(s) for the reassignment and offered an opportunity to meet with the Superintendent or his/her representative, accompanied by a representative of the Association if he/she so wishes.

The building administrator will meet with the incoming bargaining unit member and provide appropriate classroom supplies.

## **ARTICLE VIII. NOTIFICATION REGARDING OPEN POSITIONS**

### **Section A. Posting Notification regarding Open Positions**

Whenever a bargaining unit member (as defined in Article I., Section A.) is interested in being considered for assignment to any bargaining unit position in the District, he/she may file a written notice of his/her interest with the Superintendent. Before any such vacancy is filled, the qualifications of each teacher who has filed a notice of interest therein shall be reviewed. A list of vacancies will be sent to all teachers (either currently working, on layoff, or on leave), electronically, prior to filling such positions.

The Association recognizes that the Superintendent of Schools has the sole right to assign staff members to positions within the school system for which they are certified and qualified.

For the purpose of this Agreement a vacancy is defined as a teaching or supplemental position, previously held by a certified employee, that is no longer filled, or a newly created teaching or supplemental position covered by this Agreement. As new positions are established during the course of the contract by the Board, those positions will be posted to bargaining unit members who may apply for the positions before they are filled externally.

### **Section B. Transfer Requests**

Any employee covered by this Agreement may apply for such a vacancy. In addition to responding to posting of vacancies, bargaining unit members who request a change in grade or subject assignment, or who request to transfer to another building, will file a written statement of such desire with the Superintendent of Schools as soon as practical, preferably by March 1. Such statement shall include in order of preference the grade or subject to which the bargaining unit member desires to be assigned, or the school to which he/she desires to be transferred. Applications will be considered should such vacancy occur either during the school year or during the summer. Applicants will be notified by phone, email, or letter should a vacancy occur during the summer. This application must be renewed annually.

### **Section C. Filling Open Positions**

Consistent with the Board's basic purpose of providing a quality education for the children of the District, such vacancies shall be filled by the Board with the most qualified person available. Qualification shall include education, training, and experience. The Board agrees to give full and equal consideration to present staff who apply for vacancies covered by this Agreement and will discuss their interest in the position before interviewing outside candidates to fill the vacancy.

### **Section D. Transfer of Administrator to Teaching Position**

If an administrator is transferred to a teaching position, he/she will receive credit on the seniority list for all teaching experience in Northview Public Schools. Any administrator who is placed into a teaching position, even part time, shall be subject to applicable state laws as they pertain to teacher evaluation and professional development.

### **Section E. Acknowledgment of Request**

Receipt of all applications and requests referred to in this Article shall be acknowledged by the Board within ten (10) working days.

## ARTICLE IX. TEACHING CONDITIONS

### Section A. Teacher Facilities

The Board recognizes the desirability of rest room, telephone, lavatory, lounge and lunchroom facilities for teachers apart from those used by students. The Board will maintain, and where it deems possible, improve present facilities.

### Section B. Teacher Materials

The Board further recognizes that textbooks and appropriate teaching materials, subject to the financial and other limitations of the District are the tools of the teaching profession. The teaching staff will be encouraged to serve on curriculum committees and meet with the Administration for the purpose of recommending improvements in curriculum and materials. The Board shall have the authority to proceed with the changes it considers necessary to implement them. The Board agrees that at all times the school should be as well-equipped and maintained as may be possible within existing financial limitations determined by the Board.

### Section C. Care of Materials and Equipment

Teachers shall exercise due care for school materials, equipment, and facilities assigned to them.

### Section D. Class Size

Inasmuch as the pupil-classroom teacher ratio is an important aspect of an effective educational program and is related to the quality and volume of a teacher's work, it is agreed that the following limits on General Education class size represent desired objectives insofar as is practical.

	<u>MAXIMUM</u>
Grade DK	18 pupils
Grade K	20 pupils
Grades 1-2	22 pupils
Grades 3-4	25 pupils
Grades 5-6	27 pupils
Grades 7-8	29 pupils
Grades 9-12	30 pupils
<u>Field School</u>	<u>MAXIMUM</u>
Grade K	20 pupils
Grades 1-2	22 pupils
Grades 3-4	24 pupils
Grades 5-6	26 pupils

In grades DK-4, the class size should not exceed the above-mentioned limits by more than two students. If the administration feels that they need to exceed the class size by more than two students, there will be a meeting with the building administrator, an association representative, and the teacher before the first class of that size meets. The parties recognize that this is to open communication/shared acknowledgement about class size and does not impact when remedies are triggered, however the conversation may include additional remedies such as compensation or other assistance for the teacher.

In grades 5-12, the class size should not exceed the above mentioned limits by more than five students. If the administration feels that they need to exceed the class size by more than five students, there will

be a meeting with the building administrator, an association representative, and the teacher before the first class of that size meets. The parties recognize that this is to open communication/shared acknowledgement about class size and does not impact when remedies are triggered, however the conversation may include additional remedies such as compensation or other assistance for the teacher.

The only exceptions to the above-mentioned numbers include classes in grades 5-12 Physical Education, Band, and Vocal Music.

If the number of pupils enrolled in the class exceeds the above-mentioned numbers on pupil count day, the District will invoke the relief procedure provided below.

In grades 7-12, \$150 will be added to the teacher's compensation for each student in excess of the ratio.

In grades 5-6, every core subject teacher will have \$150 added to the teacher's compensation for each student in excess of the ratio. The compensation for unified arts teachers will be \$25 per pupil overage.

In grades DK-4, \$300 will be added to the teacher's compensation for each student in excess of the ratio. The compensation for unified arts teachers will be \$20 per pupil overage.

In grades DK-4, the Administration has the right to add a paraprofessional to the classroom in lieu of overage payment to a staff member. If this occurs, the paraprofessional assigned to the classroom shall also accompany the class to any/all unified arts classrooms in lieu of an overage payment to those unified arts teachers. Principals and the Association President will be provided with overage lists for their review within two weeks of the building's count day. Overage compensation will occur within the next two pay periods.

In grades 5-12, for Physical Education, Band and Vocal Music, as it is unreasonable for a single teacher to be expected to effectively educate more than 40 students, no class should exceed 40 students per teacher. If a class has 41 or more students enrolled on count day, efforts will be made to reduce the class size. If a reduction is not possible, the district will consider adding a paraprofessional or will provide financial remediation of \$25 per student over the ratio.

#### **Section E. Least Restrictive Environment**

The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual student with special needs should participate in general education programs and service involves considerations of that student's unique needs as determined by an Individual Educational Program (IEP). Although it is agreed that the student's participation and right to participate in general education programs and services cannot be affected by this Agreement, the District does agree to consider how the student's placement will affect teachers when determining the student's placement.

The District shall ensure that appropriate general education staff is included in the IEP and other related instructional planning involving the placement of special education students in general education classrooms.

Release time shall be provided to staff who are invited to attend an IEP. District planning related to IEP provisions and recommendations shall include input from general education staff. Appropriate information related to the student's academic, medical, social and emotional needs shall be shared with general education staff invited to participate in the IEP or related planning meetings.



Inasmuch as both general education and special education teachers work to implement the least restrictive environment for students with special needs, should a placement or management concern arise during the school year, affected parties will be directed to refer their concerns first to the building principal, second to the Director of Special Education, and third to the district-wide problem solving committee.

### **Section F. Mentoring**

Each probationary teacher in his/her first and second year teaching assignment will be assigned a mentor and must follow the guidelines as outlined in the State of Michigan New Teacher Induction/Teacher Mentoring Process. A teacher who has served prior years with another K-12 district will be assigned a mentor for a minimum of one year, and/or longer at the discretion of the Superintendent and Association.

Participation as a mentor shall be voluntary. The association will work with the administration after being provided a list of new hires to determine a member in good standing who will be prioritized for the mentoring positions. The mentor position will first be offered to a current association member with at least five (5) successful years of teaching completed, a satisfactory record of evaluation, and administrator approval. Should a volunteer association mentor as described not be available, then the position will be offered to another qualified individual.

The mentor shall not be called as a witness in any grievance or administrative hearing involving the probationer, or vice-versa, except in cases of misconduct or unethical behavior. The mentor shall not be required to provide information for use in the evaluation of the probationer.

The Board agrees to provide release time of two (2) half-days per year (1 half-day per semester) to the probationer and mentor. If the mentor believes additional time is needed to consult with the probationer, additional release time may be provided at the discretion of the principal.

Mentors will accrue one day of compensatory leave per year. If this leave time is not used, it may be credited to the employee's accumulated PTO bank or they will be compensated at the hourly rate specified in Schedule B-3. This reimbursement will occur by the last payday in June. If the employee does not request the B-3 reimbursement, they will be credited with PTO day(s). This time cannot be used before or after a vacation day or on a professional development in-service day unless approved at the discretion of the Superintendent. The probationer and mentor shall be involved in, but not limited to:

- a. Design and implementation of Individual Development Plan (IDP)
- b. District and building programs, policies and procedures
- c. Instructional resources
- d. Statutes that impact probationers

Professional development training required by law or regulation may, but is not required to, occur during the regular workday and work year. However, satisfying such professional development requirements is the sole responsibility of the teacher.

### **Section G. Job-Sharing**

The Superintendent may approve an arrangement for two ancillary staff to share one full-time position.

Salary and benefits for approved job-sharing ancillary staff will be prorated to equal the percentage of the contract worked by each ancillary staff member.

The participating ancillary staff members must agree to share a position for the duration of the school year.

Candidates for job-sharing must agree to accept full-time employment in the event the other ancillary staff in the job-shared position terminates employment.

A leave of absence without pay shall not be available to one ancillary staff employee unless:

- the other agrees to assume the position full-time; or
- an acceptable alternative is available; or
- the employee is disabled.

Both employees agree to participate fully, with no additional compensation, in required activities, including, but not limited to, parent-teacher conferences, in-service sessions and staff meetings.

#### **Section H. Probationary Teachers**

Bargaining unit members are not required to accept extra duty contracts. The building administration must electronically notify all bargaining unit members of any extra duty positions.

Bargaining unit members in their first three years of teaching may only hold up to 2 extra duty contracts annually.

Bargaining unit members in their first three years of teaching shall not have the number of special needs students mainstreamed (excluding team taught) exceed the building average at that grade level.

A teacher who was previously hired in a temporary position will receive credit for their time in the district on the employment salary schedule. However, when a teacher is permanently hired, they shall receive the option to be mentored for the full two years regardless of time spent in the temporary position.

#### **Section I. Classroom Visitors**

The District prefers to limit the number of disruptions to class time. With that in mind, visitors to a classroom must be pre approved by the classroom teacher. The exception to this is that District administrators are allowed to visit a classroom unannounced at any time (see NEOLA Policy 9150 – School Visitors).

## **ARTICLE X. EMPLOYMENT QUALIFICATIONS**

#### **Section A. Certification Materials**

Certification materials must be filed with the Superintendent of Schools by all new teachers no later than October 15. IT IS THE SOLE RESPONSIBILITY OF THE TEACHER TO HAVE VALID AND CURRENT CREDENTIALS ON FILE WITH THE SUPERINTENDENT. Teachers must keep their teacher's license current.

### **Section B. Official Record of Credits**

All professional staff shall have on file with the Superintendent of Schools an up-to-date official record of credits no later than October 15.

The Superintendent of Schools may waive, temporarily, items A and B should an employee find it impossible to meet the requirements. The request for waiver must be in writing and may be approved only on an individual basis.

### **Section C. Maintaining Good Health**

Bargaining unit members shall possess and maintain sufficient good health, physical and mental, to adequately perform the essential functions of their respective duties. In cases where the administrator believes a teacher's physical or mental condition has caused inadequate performance in the classroom, the teacher may be requested to submit to a physical or psychiatric examination. Expenses for such examination shall be paid by the Board. Failure to follow the request may be adequate cause for indefinite suspension and forfeiture of salary and leave benefits of an ancillary staff member. In the event the teacher feels the examination results are incomplete or unjust, he/she may be reexamined by a licensed physician at his/her expense. Should the two examinations differ significantly, the Board may request for a third examination, at its expense, prior to making its final determination.

### **Section D. Requirement to Meet Qualification Criteria**

If any teacher does not meet the certification criteria for their assignment for the ensuing school year, such teacher may be required to complete up to and including six (6) semester hours or alternate training. The course work or alternate training is subject to advance approval by the Superintendent. The appropriate course work must be started as soon as possible and completed no later than nine (9) months following notification of assignment. Extension in time to complete course work shall be given if no authorized courses are available, or if notification of assignment is not given with sufficient time to meet course work or alternate training requirements. Tuition reimbursement for required courses will be paid according to Article XIX., Section J. Additional course work or alternate training may be mutually agreed upon by the teacher and the Superintendent. The cost of tuition, fees, and course materials will be paid by the Board. If applicable, out of town mileage will be reimbursed at current IRS limits.

## **ARTICLE XI. TEACHING HOURS**

### **Section A. Work Week**

The parties agree it is desirable to establish a base work week, and, at the same time, to recognize the need for flexibility in work scheduling for professional teachers in order to provide the best possible educational opportunity for District students.

To this end the parties adopt the principle of a normal forty (40) hour week, excluding lunch periods. In addition to the daily teaching responsibilities scheduled by the principal, a quality educational program requires careful daily preparation and the performance of the duties normally associated with the teaching profession.

The Superintendent and the President of the Northview Education Association will meet as needed to review part-time and shared time positions.

### **Section B. Scheduled Work Day**

Duty hours shall be as follows:

<u>Building</u>	<u>Duty Hours</u>	<u>Class Hours</u>	<u>Half Day Dismissal</u>
NV Next	7:15 a.m. – 2:50 p.m.	7:35 a.m. – 2:40 p.m.	10:55am
High School	7:15 a.m. – 2:50 p.m.	7:30 a.m. – 2:35 p.m.	10:50am
Crossroads	7:10 a.m. – 2:45 p.m.	7:25 a.m. – 2:30 p.m.	10:45am
Highlands	8:00 a.m. – 3:35 p.m.	8:20 a.m. – 3:25 p.m.	11:45am
Elementary	8:10 a.m. - 3:45 p.m.	8:35 a.m. - 3:40 p.m.	11:30am

During the 2021- 2022 school year, ‘class hours’ at all grade levels will start one hour later every Wednesday. All other scheduled work day times shall remain the same. The parties agree to revisit the ‘Delayed Start Wednesday’ schedule at the end of the 21-22 school year to determine if the schedule should be adjusted for the 22-23 school year.

Staff report hours at various levels may be adjusted to provide for virtual, hybrid or “flexed” positions to account for student needs Assignment to an alternative schedule is voluntary, but may be extended in any manner deemed appropriate by agreement between the association and administration. In no case will contracted days or minimum prep periods be sacrificed to accommodate the schedule.

### **Section C. Providing Extra Help for Students**

Each K-4 teacher shall remain available at an instructional or planning area for at least five (5) minutes after the dismissal of school each day to conveniently provide consultation or extra help for students. Each 5-12 teacher shall remain available at an instructional or planning area for at least fifteen (15) minutes. Exceptions can be made by the building principal for staff meetings, committee meetings, etc.

### **Section D. Required Teacher Meetings**

*All full-time teachers* are required to attend administratively designated meetings monthly. Staff members with less than 1.0 FTE will be required to attend administrative meetings at a level commensurate with their FTE. The Administration will normally give two (2) weeks’ notice.

One meeting will be used for management purposes and will be one half (1/2) hour in length.

### **Section E. Teacher Additional Responsibility**

The Board and Association agree that it is important to the total educational development of students and to community relations to encourage participation at activities outside the regular school day. Teachers will make every reasonable effort to make themselves available for additional time for teachers’ meetings, parent-teacher conferences, student conferences, department meetings, open houses, (the first open house of the year will not be scheduled before the first day teachers are required to report), public performances of children, general classroom appearance and those functions necessary to assure a total performance of the teacher's duties. A teacher may be excused from an activity with the approval of the building principal.

### **Section F. School Closing**

In the event schools are closed by the Board during the school year due to inclement weather or other emergency reasons and the day is to be made up later, teachers will not be required to report. Any required makeup days that are not scheduled in the calendar will be added to the end of the school year unless the parties agree to an alternative calendar. If parent-teacher conferences are canceled due to severe weather or other emergencies, teachers will be required to report when the conferences are rescheduled. Any other unscheduled closing by the Board will be accompanied by an announcement

regarding the duty of teachers to report. If school is closed, no teacher will be docked for a previously scheduled personal or sick day.

On days when the start of school has been delayed, teachers should, if possible, report at their regularly scheduled starting time. However, it is recognized by the Board that, dependent upon the location of the teacher's home or the severity of weather conditions that necessitated the delay of school, some teachers may not be able to adhere to their regular hours. In such instances, the teacher is expected to be at work no later than twenty (20) minutes prior to the start of the student day.

### **Section G. Teacher Load Guidelines**

The normal weekly teaching load in grades 7 - 12 will not exceed thirty (30) teaching periods and five (5) unassigned preparation periods.

In grades DK-6, teachers may use for class preparation those hours during which their classes receive instruction from unified arts. Elementary schools will schedule fifteen minutes each day for a teacher-supervised nutritional break or other activity. Elementary teachers will supervise this daily break on a rotating basis.

All full time teachers (1.0) will have a standard weekly schedule that consists of at least 225 minutes of duty free prep time. It is understood that, on occasion, the standard weekly schedule will vary due to act of god days and the planned district calendar, which includes half days, holidays and other adjustments to the weekly schedule. These are to be expected and do not constitute a violation of the standard for minimum duty free prep time.

Each DK-4 elementary teacher will have ½ day per year that is to be used to work cooperatively with other teachers on curriculum issues.

### **Section H. Lunch Periods**

All teachers will be entitled to a continuous, duty-free lunch period. Elementary (DK-4 and 5/6) is 45 minutes. Middle and high school is 30 minutes.

Due to the unique needs of Field School, teachers will eat with their students every day. They will not have a duty-free lunch. As compensation for this, Field School teachers will receive one (1) day each quarter (for a total of four (4) days per year). Two (2) of these days must be used for planning and collaboration. Two (2) of these days may be used at the teacher's discretion.

### **Section I. Evening Parent-Teacher Conferences**

In addition, all teachers shall be required to conduct evening parent-teacher conferences as specified in the School Calendar.

### **Section J. Substituting during Planning Time**

No teacher shall be required to substitute for another teacher during his or her planning time without his or her consent. If at the request of an administrator, a teacher substitutes for another teacher during their planning period, they will be compensated at the hourly rate specified in Schedule B-3 or take compensation time off.

### **Section K. Provisions for Change**

No departure from these norms, except in case of emergency, will be made without prior consultation with the Association. In the event of disagreement between the Board and Association, the Board has

the right to make the final decision provided it does not increase the length of the workweek stated herein.

#### **Section L. Guidance Counselors (Grades 5-12) and Scheduling Support**

Due to the need to have certain school staff spend time in the summer scheduling students for the upcoming school year, the parties agree to the following compensation:

- Highlands: One scheduling position paid for 10 days for extra duty summer work at per diem rate (for a total of 10 days of summer scheduling work)
- Crossroads: One scheduling position paid for 10 days for extra duty summer work at a per diem rate; One scheduling position paid for 5 days for extra duty summer work at a per diem rate (for a total of 15 days of summer scheduling work)
- High School: Four scheduling positions paid for 10 days/person for extra duty summer work at a per diem rate (for a total of 40 days of summer scheduling work).

In addition to the current aforementioned extra duty at the per diem rate, counselors and scheduling support staff will be paid according to the hourly B-3 schedule for any work the administration requests during summer.

## **ARTICLE XII. STUDENT TEACHERS**

### **Section A. Accepting Student Teachers**

It is recognized that the acceptance of a student teacher should be a voluntary decision on the part of the supervising teacher; however, the Board strongly encourages the acceptance of student teachers to ensure the continued supply of competent teaching candidates.

### **Section B. Supervising Teacher**

A bargaining unit member shall not have a student teacher in his/her first three years of teaching.

### **Section C. Number per Year**

A supervising teacher may have no more than one (1) student teacher per school year.

### **Section D. Grants for Student Teacher**

The grants received for having student teachers will be maintained by the Board. One hundred percent (100%) of any funds received from any college will be allocated to the participating classroom teacher for supplies and materials. Administration will notify teachers of the available funds.

## **ARTICLE XIII. REDUCTION OF ANCILLARY STAFF**

### **Section A. General Condition**

At any time, it becomes necessary to reduce the number of ancillary staff employed by the Board, it is agreed that, anything in this Agreement to the contrary notwithstanding, such reduction shall be made in accordance with the provisions of this Article.

### **Section B. Notice of Release**

At the time a notice of release of an ancillary staff member is given in accordance with the foregoing procedures the Association will also be notified.

### **Section C. Individual Contract**

It is intended that this Article take precedence over and governs the individual contract, and the individual contract is expressly conditioned by this Article except where prohibited by section 15 of the Public Employment Relations Act. Any layoff pursuant to the Agreement shall automatically terminate the individual's employment contract. All benefits allowed therein, including all benefits under this Master Agreement, shall be reinstated in full upon reemployment.

### **Section D. Lay-off Notification**

The Board shall give no less than 45 days' notice to the ancillary staff being laid off in the K-12 program. For the first semester the 45 days will be counted back from the last day of the semester. For the second semester the 45 days will be counted back from the last day of school for students before summer vacation. The layoffs will be effective no earlier than the beginning of the next semester following the completion of the forty-five (45) day notification period. Since enrollments are less certain in the alternative education program, ancillary staff may be laid off with thirty (30) days' notice.

### **Section E. Recall Notification**

The Board shall give written notice of recall by sending a registered or certified letter to the ancillary staff at his/her last known address. Each ancillary staff shall be responsible for keeping the Board informed of his/her current address or the name and address of a person who should be contacted during any period when he/she does not expect to be at current address. If ancillary staff fails to notify the Board in writing, by registered or certified letter mailed within fifteen (15) days after the Board has given notice of recall, that he/she desires to accept such recall and will report for work at the date specified in the notice of recall, such ancillary staff shall be considered to have voluntarily resigned and to have given up all further right of recall by the Board.

### **Section F. Voluntary Leave Requests**

During a period of impending layoffs, the Board agrees to grant all requests for voluntary leaves of absence to teachers who make such requests.

## **ARTICLE XIV. EVALUATION OF ANCILLARY STAFF MEMBERS**

### **Section A. Negative Comments**

Negative comments on the performance and evaluation of ancillary staff should be fully discussed with the ancillary staff member. If a conference is held after an observation to discuss the performance of an ancillary staff member, any concerns or suggestions for improvement will be submitted in writing to the ancillary staff member within ten (10) workdays after the conference. Suggestions for improvement of the ancillary staff member's performance shall be addressed through a SSDP (Specific Staff Development Plan – Plan III). The SSDP is a component of the Framework for Effective Teaching (c. Danielson). It is the ancillary staff member's responsibility to take appropriate steps to correct deficient performance. If in subsequent evaluation reports a specific deficiency is not commented on, it will be interpreted to mean that the ancillary staff member has made adequate improvement in that specific deficiency.

### **Section B. Appeal Procedure**

It is expressly understood that the content of an evaluation shall not be subject to the grievance procedure. However, a violation of the evaluation procedure as set forth in this Agreement may be grieved through Step 4 of the grievance procedure.

## **ARTICLE XV. RETIREMENT**

### **Section A. Medical Retirement**

The Board of Education may require retirement of any professional employee whose physical or mental health, as determined by a qualified physician, makes it impossible for the employee to meet the normal obligation of his/her regular assignment. The expense of this medical examination shall be assumed by the Board of Education.

### **Section B. Retirement Compensation**

After ten (10) years of continuous employment a bargaining unit member who reaches the age of retirement to qualify for benefits under the teachers' retirement system and severs his/her employment with the Northview Public Schools, the Board shall pay the bargaining unit member ~~their choice of either:~~

- a. For each day of accumulated PTO, the following rate: \$90.00 per day for the first 180 days and \$100.00 per day for any days over 180 to be paid off within 60 days of retirement. For bargaining unit members hired after August 1, 2021, retirement PTO payout is capped at 200 days.
- b. If applicable, an early retirement incentive program provided by Board policy. All terms and conditions will be determined by Board policy.

Employees electing to retire/resign and are eligible for a sick day payout will have the amount of that payout deposited by the employer in the form of a non-elective employer contribution to a 403 (b) plan account. This payout is subject to IRS limitations. No cash option will be available.

## **ARTICLE XVI. PROTECTION OF TEACHERS**

### **Section A. Maintaining Control and Discipline**

The parties recognize that it is reasonable for teachers to assist in maintaining control and discipline on the school site. The parties recognize that the Administration and the Board have the responsibility to give support and assistance to teachers in this respect. When in the opinion of the principal and the teacher, a pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Administration will, after having received a written referral from the teacher, take reasonable steps to relieve the teacher of sole responsibilities with respect to such pupil.

### **Section B. Assault upon Teacher**

Any instance of assault upon a teacher while in the performance of his/her assigned teaching or additional assignment contract duties or related professional responsibilities shall be promptly reported to the Board or its designated representative. A teacher may use such force as is necessary to protect himself/herself from attack or to prevent injury.



The Board will render all reasonable assistance to the teacher in connection with the investigation, prosecution, and disposition of the matter by the proper authorities.

### **Section C. Lost Time**

Time lost as a result of an assault upon a teacher as specified in Section B above will be subject to the compensable leave provisions of this Agreement. Time lost as a result of legal action initiated because of disciplinary action taken by the teacher will also be subject to compensable leave provisions if his/her action is upheld.

### **Section D. Reimbursement for Damage**

If, in the performance of his/her regular or assigned teaching duties a teacher, without negligence on his/her part, shall suffer damage to his/her clothing or other personal property, useful for the performance of his/her job, if not covered by insurance, the Board shall make reimbursement for such damage. Personal property for the purpose of this Article shall not include money. The reimbursement shall not exceed the actual cash value at the time of loss, to a maximum of \$250. The Board may require such subrogation, assignment, and full cooperation by such teacher in seeking recovery from any party responsible for such loss.

### **Section E. Complaints toward Teachers**

Action taken upon any complaint by a parent of a student directed toward a teacher, and/or any notice thereof to be included in said teacher's personnel file shall be subject to Bullard-Plawecki, Michigan Act 397 of 1978.

A checklist of what can be legally copied will be provided by the District to the bargaining unit member when they request to review their personnel records (see Article II., Section E.).

## **ARTICLE XVII. LEAVES OF ABSENCE WITH PAY**

### **Section A. Paid Time Off (PTO)**

At the beginning of each year each bargaining unit member shall be credited with thirteen (13) days, which may be used in the event the bargaining unit member must be absent from duty.

Any days not so used in one year shall have unlimited accumulation. If the bargaining unit member is unable to report for the opening day of school due to a covered illness, previous paid time off accumulation will then be available. If the bargaining unit member is unable to report for the opening day of school due to an FMLA covered illness, ADA qualifying illness, or work comp injury, such member shall be credited with his/her annual PTO allocation for that school year. A bargaining unit member who is terminated during the school year and who has previously accumulated paid time off days and those days accrued at the rate of one (1) day per month worked for the existing contract year shall have the value of such days, already received as salary, deducted from the last paycheck.

The accumulated leave days may be used in conjunction with the Salary Protection Program provided there is no reinsuring benefit available.

A bargaining unit member who desires to use a paid time off day must call in or register via the Internet the absence to the AESOP system no later than one hour prior to the bargaining unit member's contracted report time, and every effort will be made to call in no later 6:30 a.m. on the day of absence except in the event the teacher becomes ill after having begun teaching that day.

An employee who is absent due to an injury and is eligible for Workers' Compensation benefits will receive benefits according to State rules and regulations of the Worker's Compensation law.

An employee injured on the job shall report such injury at once to the Central Office and building principal. All reports must be filed at the Central Office no later than seven (7) days after the incident has occurred.

If a staff member utilizes less than 6 PTO days during a school year, excluding FMLA, jury duty, and bereavement, the staff member will have the opportunity to set aside up to three (3) PTO days for each year of the contract.

- a. The elected days will be paid at the rate of \$125 per day into a 403(b) investment at the expiration of the contract.
- b. The election to roll approved days into a 403(b) will take place in the final year of this Agreement for deposit at contract expiration. Election forms must be returned to the administration office by the first day in March of the final year of the Agreement.

This money will be deposited into the employees 403(b) account no later than July 31 of the expiration year of the contract.

#### **Section B. Bereavement Leave**

Bereavement shall be granted to bargaining unit members without deduction from their PTO in the following manner:

- Each death of an immediate family member: 5 days
- Other bereavement: 2 days/per school year

Immediate family is defined as spouse, parents, grandparents, grandparents-in-laws, step-grandparent, father-in-law, mother-in-law, child, stepchild, sister, brother, grandchild, or a significant other approved by the Superintendent or designee.

Funerals for current staff and/or students shall be considered district release time.

#### **Section C. Jury Duty**

A teacher who is required to serve as a juror or who is subpoenaed to testify in any judicial proceeding during duty hours shall be paid the difference between his/her base salary and the pay received for performing such service. The teacher must submit any compensation to the Northview Education Foundation upon receipt.

#### **Section D. Witness in Litigation**

A Bargaining Unit Member shall receive his/her regular salary whenever he/she is required to appear as a witness in any litigation or proceeding arising out of his/her employment or involving the school if such testimonial or appearance is during his/her regular workday.

#### **Section E. Paid Time Off**

Bargaining Unit Members are not required to indicate to the Administration the reason for the use of their paid time off days. It is further understood such leave shall not be granted for the first or last day of the school year nor the first working day preceding or following a vacation period, holiday or on a

professional development in-service day unless approved at the discretion of the Superintendent. (Exception: graduation exercises for the teacher, military departure of a child, graduation of children, or terms of the lottery as follows):

Bargaining Unit Members may elect to participate in a random lottery for the use of a PTO day immediately before/after Thanksgiving break, December winter break and spring break. The number of staff who are eligible to use a PTO day is limited to the following and is determined by a random drawing conducted in September for all days:

- DK-4 buildings: staff member/building 3
- 5-8 buildings: staff members/building 4
- High School: staff members/building 6
- NNCC: staff members/building 1

An NvEA representative will be in attendance during the random drawing. The Bargaining Unit Member must enter absence at least 30 days prior to the planned absence. Use of these randomly drawn days is also dependent on the availability of substitutes. This drawing should be conducted by the building administrator or their designee, and an association member may be present.

Such leave shall not be used for Association business.

The Board has the right to have teachers reschedule non-emergency leaves when qualified substitutes cannot be scheduled to work.

PTO leave consisting of four or more consecutive workdays must be approved by the superintendent.

#### **Section F. Doctor's Certificate**

The Board of Education may require a doctor's certificate or other evidence of illness or disability. In the event an examination is needed to verify the illness or disability, cost of such an examination shall be borne: (a) by the Board of Education if the employee has been absent for less than five (5) days and (b) by the employee if the absence has been for a longer duration.

On a continuing illness or disability (10 days or longer) a doctor's certificate may be required every two calendar weeks stating the current condition of the employee and estimated length of illness or disability. Prior to returning to duty after absence due to a continuing illness or disability, contagious disease, or nervous or mental disorder, he/she may be required to present a statement from his/her physician releasing the member for return. The Board of Education also may require such teacher to submit to an examination by a physician designated by the Superintendent or Board of Education. Cost of such an examination shall be borne by the Board of Education.

The Board of Education may require a physician's statement certifying an employee's ability to continue teaching when in the opinion of the Board medical conditions warrant it. The Board also may require such teacher to submit to an examination by a physician designated by the Superintendent or Board.

#### **Section G. Violation of Leave Policy**

All leaves are considered as time off for the reasons stated and necessary for the protection of the employee. Any employee who willfully violates or misuses this policy or who misrepresents any statement or condition under this policy may be subject to disciplinary action up to and including discharge.

## **Section H. Excess Leave Deduction**

Where the absence exceeds the number of days allowed under this policy, the additional absence shall result in a deduction on a per diem basis. In the case of a verified emergency, the Superintendent may allow the sub deduct to apply to this absence.

## **Section I. Association Leave Days**

The Association shall be allowed a total of five (5) days each year for the officers or representatives of the Association to conduct official business matters. Up to three (3) additional days, less salary of the substitute, may be granted by the Superintendent of Schools to attend meetings that have a direct benefit to the school program. The Association agrees to notify the Administration at least five (5) days in advance of taking such leave.

# **ARTICLE XVIII. LEAVES OF ABSENCE WITHOUT PAY**

## **Section A. General Provisions**

Unpaid leaves of absence shall be subject to the following general provisions:

1. Unless expressly amended by other provisions of this contract a teacher returning from leave will be returned to a position for which he/she is certified and qualified unless subject to layoff due to staff reduction.
2. Unless expressly amended by other provisions of this contract, teachers returning from leave shall not receive experience credit for salary or tenure purposes for the time encompassed by the leave.
3. Whenever practical leaves of absence will be made to coincide with the school year. The teacher returning from a leave of absence shall inform the Superintendent in writing no later than the first day of April preceding the school year of the intended return.
4. No benefits will accrue to a teacher during a leave of absence except as otherwise stated herein. Upon return from leave the teacher's unused sick leave benefits and salary increments which had been accumulated at the time the leave commenced will be restored to him/her.
5. Bargaining unit members shall not receive promises of re-employment by any administrative staff member. Re-employment upon the completion of a leave period is dependent upon the availability of a position for which the individual is certified and qualified.

## **Section B. Extended Illness or Injury Provisions**

A teacher whose illness or injury continues beyond his/her accumulated sick leave days shall be granted an unpaid sick leave of absence for the balance of the school year if requested. Such leave may be renewed for a period not to exceed one (1) year. The Board of Education may require a doctor's certificate or other evidence of illness or injury to substantiate the request for leave of absence. Expenses incurred in obtaining evidence will be borne by the employee.

## **Section C. Caring for Critically Ill or Injured**

The Board may grant an unpaid leave of absence to any teacher for the purpose of caring for the needs of a critically ill or injured family member or other person whose relationship is appropriate to warrant such leave.

## **Section D. Personal Leave**

Leaves for personal reasons deemed sufficient by the Board may be granted for periods up to one (1) year, subject to renewal by the Board. The matter of term of leave, replacement and notice, will be subject to agreement between those interested parties at the time the leave is considered.

Applicants returning from leave will be assigned to his/her former position if vacant, but if not, then to the first vacant position for which he/she is certified and qualified.

#### **Section E. Childcare Leave**

Leaves for childcare shall, if requested, be granted by the Board for the period of time from the termination of paid maternity leave until the end of the current school year. If requested, such leave may be extended for up to one (1) year at the sole discretion of the Board.

#### **Section F. Military Leave**

A teacher who enlists or is inducted into the armed services of the United States shall be granted military leave of absence in accordance with all applicable laws and regulations.

#### **Section G. Career Exploration Leave**

Career exploration leaves shall be subject to the following conditions:

1. The Board will grant a leave of up to one (1) year to any teacher for the purpose of career exploration.
2. Return from such leave shall be only at the beginning of a semester.
3. If the salary and subsequent unemployment benefits paid to the replacement teacher exceed the amount that would have been paid to the teacher on leave, the teacher returning from a career exploration leave will have his/her salary for the first contract year after such leave reduced by the excess compensation specified above.

#### **Section H. FMLA**

Leave provisions of this Agreement shall be construed consistent with the requirements of the Federal Family and Medical Leave Act. Employees may take unpaid leave in accordance with the Act for birth, adoptions, placement of a child in their foster care, or for serious medical conditions affecting themselves or their immediate family as defined in the Act. In cases where an employee has accumulated PTO, he/she will be required to utilize those days during qualifying FMLA leave. All such leaves shall be cumulative with, and not in addition to, any other applicable leave, paid or unpaid, provided for in this Agreement. Notification of FMLA absence and required paperwork will be requested after three (3) days of absence. A reference sheet on issues of FMLA and paternity and maternity is available in each school office and from the building association representatives.

#### **Section I. Temporary Contracts**

Temporary contracts may be issued to teachers who are temporarily filling a vacancy created by a teacher who is absent due to leave or illness and plans to return before the end of the school year or to teachers who are hired after November 1 to temporarily fill a position for the remainder of the year. In the case of special education and foreign language teachers, temporary contract may also be issued before November 1 when a vacant position cannot be filled with an appropriately certified and qualified instructor due to the lack of applicants.

- a. Temporary contracts will be issued to a teacher after that teacher has completed sixty (60) days in the same specific teaching assignment.
- b. The temporary contract will include a termination date or will terminate upon return of the regular teacher. In circumstances where a temporary contract has been issued to fill a

vacant position due to the lack of applicants who are appropriately certified and qualified, the temporary contract will terminate when such a candidate is hired.

Teachers employed under temporary contracts will have no recall rights other than those required by law.

The Association's leadership will be notified of the name and effective date of hire for each teacher employed on a temporary contract.

Salary placement and fringe benefits will be as required by state law unless the Board agrees to grant experience credit and/or earlier qualification for benefits to attract qualified candidates.

## **Article XIX. PROFESSIONAL COMPENSATION**

### **Section A. Reference to Compensation**

The salaries and supplementary compensation of teachers covered by this Agreement are set forth in schedules which are attached hereto and incorporated in the Agreement.

### **Section B. Salary Schedule Provision**

The salary schedule shall be both a minimum and maximum except as elsewhere expressly provided in this Agreement.

### **Section C. Maximum Credit on Salary Schedule**

New faculty personnel shall be placed on the appropriate step of the salary schedule on the basis of the degree status and previous teaching experience. Credit will be allowed for up to five (5) years of successful experience in other school systems; provided, such experience shall have been continuous service of more than one-half of any school year. Intermittent or short-term substitute service will not be credited as previous teaching experience. Additional experience may be granted at the discretion of the Superintendent.

### **Section D. Partial Year Experience Credit**

Teachers who work more than one (1) semester shall be granted the contracted movement on the salary schedule in accordance with Article XIX., Section H. Changes will be effective at the beginning of the next school year.

### **Section E. Part-Time Proration**

The salary of any part-time teachers shall be reduced to a figure proportioned to the fractional time for which appointed.

### **Section F. Change in Degree Status**

Faculty personnel completing requirements for a change in degree status prior to a fall or spring semester shall be issued a revised contract for the given semester provided the change is reported in writing NOT LATER THAN NOVEMBER 1 FOR THE FIRST SEMESTER AND APRIL 1 FOR THE SECOND SEMESTER and is accompanied with an up-to-date transcript, grade report, or other necessary supporting documentation from the college/university. FOR PAYROLL PURPOSES STAFF SHOULD SUBMIT DOCUMENTATION AS EARLY AS POSSIBLE! Once the appropriate official paperwork is received the individual teacher's contract will be amended and retroactive pay to the start of the semester will be adjusted. If the official paperwork is received after November 1 for first

semester and after April 1 for second semester, the adjustment of pay will be reflected the following semester and will not be retroactive. IT IS THE RESPONSIBILITY OF THE TEACHER (NOT THE SCHOOL DISTRICT OFFICIALS) TO FILE AN UP-TO-DATE TRANSCRIPT OR OTHER NECESSARY SUPPORTING INFORMATION WITH THE SUPERINTENDENT.

### **Section G. Mileage Reimbursement**

Bargaining Unit Members who are required to drive their personal automobiles in the performance of their duties shall be paid at the current rate allowed by IRS.

### **Section H. Step Placement**

For step placement purposes the step on which the bargaining unit member was placed when the salary steps were originally adopted or when the bargaining unit member was hired will be the determining factor. A part-time bargaining unit member will move a step if they have completed their pro-rata share of the 30 hours of required professional development.

For each year of service bargaining unit members will move one step from their previous year's placement if they have completed their 30 required hours of professional development. Any college credits, state continuing education clock hours, or state board continuing education units should be recorded on the bargaining unit member's professional development record. All hours will be recorded annually on the professional development record by the end of the district's fiscal year (June 30).

Bargaining unit members who are hired with previous experience and certifications that place them into specialist positions will be placed in the appropriate salary lane without regard to district tenure.

### **Section I. Additional Teaching Load**

Bargaining Unit Members who agree to teach more than a normal teaching load (as defined in Article XI., Section G.) on a regular basis shall receive additional compensation of one-fifth (1/5) of their salary for a year-long course, or one-tenth (1/10) for a semester-long course.

### **Section J. Tuition Reimbursement**

Tuition reimbursement will be made only as specified below:

- a. For course work required by the Board under Article X., Section D.
- b. All Bargaining Unit Members in their third, fourth, or fifth year at Northview with an E/HE rating in the previous year will be reimbursed a maximum of \$1,000 per year for graduate courses, regardless of the number of actual credit hours completed.
- c. All Bargaining Unit Members who are at least in their sixth year at Northview with an E/HE rating in the previous year, and have not reached the MA+30 status will be reimbursed a maximum three (3) semester hours per year for graduate courses. The reimbursement for authorized courses will be for actual tuition costs, not to exceed \$2,000 per year.
- d. All Bargaining Unit Members who are at least in their sixth year at Northview with an E/HE rating in the previous year, and have reached the MA+30 status will be reimbursed a maximum of \$600 per year for graduate courses.
- e. Tuition reimbursement will only be for courses completed during the duration of the association Agreement.

The Superintendent may authorize credit for workshop hours offered through the Kent Intermediate School District or other sponsoring organization when university credit is offered upon payment of tuition provided workshop requirements are the same as the university credit requirements.

No tuition payment shall be in addition to tuition paid under any other grant or scholarship.

To receive tuition reimbursement, evidence of successful completion of the approved courses must be presented to the Superintendent. Each individual requesting tuition reimbursement shall be responsible for reporting any reimbursement from another source.

#### **Section K. After School Programs**

Payment for after school programs authorized by the Board and authorized extra duty in the summer will be paid as specified in Schedule B-3. Examples of current programs are CASE, K-12 Summer School, and Drivers Education.

#### **Section L. Definitions**

Compensation time may be paid at the B-3 rate, in daily increments, with one day counting for 6.25 hours, or may be rolled into the teacher's accumulated PTO days. Unless otherwise stated all compensation days that will be reimbursed at the B-3 rate must be done so no later than the second pay date in June. Per Diem is calculated by taking the employee's base salary divided by the number of contracted teacher days.

#### **Section M. Merit Pay**

Bargaining unit members who receive an annual effectiveness rating of effective or highly effective will receive \$150 in Merit Pay by the second pay date in June.

#### **Section N. District Provided Professional Development (DPPD)**

Bargaining unit members are now allowed to input their DPPD directly into the state offices for renewal of their professional certificate.

Bargaining unit members who elect to use DPPD hours for certificate renewal and do not request tuition reimbursement for the period of time between renewals will earn a stipend of \$100 per year. Verification of license renewal is due to the Superintendent's office not later than June 30 of the expiration year. The stipend will be paid once annually to the bargaining unit member by the second pay in July. It is the responsibility of the bargaining unit member to provide the District with a copy of their license renewal.

### **ARTICLE XX. PAYROLL DEDUCTIONS**

#### **Section A. Authorized Deductions**

A bargaining unit member shall give the Board a signed authorization to deduct amounts from his/her salary for any of the following purposes that he/she elects: insurance contributions, Board approved annuities, credit union and/or savings bonds.

#### **Section B. Payroll Periods**

Teachers' annual salaries shall be paid in twenty-six (26) or twenty-seven (27) approximate equal payments, with payroll checks issued every other Friday.

Any teacher who leaves the system by resignation, retirement, discharge or otherwise will, on request, receive the balance of his/her earned annual salary in the next pay period after leaving the system.



### **Section C. Withholding Tax Information**

Withholding tax statements showing the number of dependents claimed by each bargaining unit member shall be on file by the end of the pre-school orientation. If no such statements are on file by that time, the Board will assume the bargaining unit member claims no dependents.

### **Section D. Supplemental Pay Provisions**

Bargaining unit members performing duties under a supplementary contract may elect to have the supplemental salary prorated over the pay periods remaining or receive total payment as provided below provided the assignment is completed:

Fall Sports: Second pay period in November.

Other Activities: First pay period in February.

Winter Sports: Second pay period in March.

Spring Sports and Other Activities: First pay period in June.

Assignments not performed in full according to the applicable job description will result in a pro-rata reduction in compensation. Such reduction may be applied to any compensation not yet received by the teacher.

## **ARTICLE XXI. INSURANCE**

### **Section A. Health Insurance**

#### **1. Contribution**

- a. For those bargaining unit members on a HSA, the District will provide amounts toward coverage in accordance with the annual addendum of Public Act 152 of 2011. The full amount of the Cap will off-set the cost of monthly premiums.

Employees may contribute, through payroll deduction and electronic transfer, additional money toward their HSA up to the maximum amount allowed by Federal law.

- b. Bargaining unit members will continue to contribute 10% toward the cost of Vision, Dental and Life Insurance.
- c. The Board will make one-half (1/2) of the above contribution on behalf of each teacher who teaches at least half-time, but less than full-time (1.0 FTE).

For new Bargaining Unit Members hired after June 1, 2021, the District will apply a pro-rata portion of the Cap towards either the monthly premium OR deposit the pro-rata amount into an HSA on behalf of the employee. The new employee may choose whether the pro-rata portion of the Cap is applied to premiums or deposited into an HSA. Beginning January 1 of each year all District provided amounts will be applied to the cost of the monthly premiums.

2. No changes and/or additions can be made by the employee after January 1, except as a qualifying event occurs thereafter.
3. Coverage will terminate:

- a. On the date the teacher leaves the system if he/she resigns or is discharged before the end of the school year.
  - b. The bargaining unit member who resigns/retires from the school system at the end of the school year, shall notify the payroll/benefits office by June 1 to determine the benefits cost (for July and August) to be deducted from their final paycheck or choose the retirement health care coverage.
4. A single person qualifies for individual membership under group provisions.
  5. The Board shall provide the above program until this contract terminates.

### **Section B. Options**

The Board will provide up to the following dollar limit for all teachers, who teach at least halftime, who elect such benefits in lieu of health insurance benefits:

80% of the single health care premium

This Benefit in Lieu payment will be deposited into a qualifying 403b retirement account for Bargaining Unit Members hired after June 1, 2021. The District's tax qualified cafeteria plan (Section 125) is the vehicle for all options selected.

### **Section C. Salary Protection**

The Board of Education will make available to each full-time employee a Salary Protection (Long Term Disability) insurance program to enhance the present sick leave provisions with the following conditions.

1. There will be a limit of  $66\frac{2}{3}$  (75% monthly pay limit) of income not to exceed \$5,500 per month prorated over a twelve (12) month period to age 65.
2. There will be a ninety (90) calendar day waiting period.
3. The Board of Education will consider any financial offset such as Workers' Compensation, Social Security, other insurance income, etc., to determine its obligation to the employee (freeze on offsets).
4. Alcoholism/drug addiction - 2-year limit.  
Mental/nervous - 2-year limit.
5. The coverage shall become effective at the beginning of the insurance month immediately following the time they begin their teaching duties.
6. An employee who qualifies for long term disability will be afforded medical care premium payments as outlined under health insurance through the end of the school year in which the disability occurs.
7. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services as a teacher.

### **Section D. Dental**

The Board will provide dental care insurance for all full-time bargaining unit members, as agreed upon by the insurance committee.

### **Section E. Life Insurance**

The Board agrees to provide \$60,000 term life and \$60,000 accidental death insurance coverage for all full-time regularly scheduled bargaining unit members for the school year who elect such coverage by completing and signing the appropriate application.

Coverage will terminate on June 30 for the bargaining unit members who are not scheduled to return the following year. The Board will not be liable for claims beyond what its carriers will provide.

### **Section F. Vision**

The Board will provide vision insurance for all full-time regularly scheduled bargaining unit members, as agreed upon by the insurance committee, for the school year who elect such coverage by completing and signing the appropriate application.

### **Section G. Unpaid Leave**

A bargaining unit member on an unpaid leave will receive a pro-rata payment of their benefit premiums for the current school year. Continuation of the coverage for the balance of the current contract year will be contingent on advance premium payment each month. Coverage beyond the current contract year will be as provided by C.O.B.R.A. regulations.

### **Section H. Insurance during Layoff**

A laid off bargaining unit member may continue his/her health, dental, and/or vision insurance benefits as permitted by C.O.B.R.A. regulations

### **Section I. Insurance - Board Contribution**

Full-time bargaining unit members laid off at the end of the school year will have their health, dental and/or vision insurance coverage continued through August 31 of that year at the June Board contribution rate. Any excess premiums will be paid by the employee.

## **ARTICLE XXII. SCHOOL CALENDAR**

### **Section A. Reference to Schedule C**

The school calendar(s) are set forth in Schedule C which is attached hereto and incorporated in this Agreement.

### **Section B. Length of School Year**

The school year shall consist of full-time equated contractual days for returning staff (two additional for new staff). See calendar.

The basic emphasis shall be on student instruction and the time devoted to this purpose must conform to the requirements of the Michigan Department of Education.

The time remaining shall be devoted to: (a) parent-teacher conferences, (b) correction of exams, (c) preparation of records, (d) teacher orientation, (e) staff development, and like duties as assigned by the Board of Education or required by the Michigan Department of Education.

### **Section C. Makeup Days**

If required by law, makeup days will be scheduled at the end of the school year unless the parties agree to an alternate calendar.

## **ARTICLE XXIII. GRIEVANCE PROCEDURE**

### **Section A. Definition of Grievance**

A grievance shall be defined as an alleged violation or misapplication of any specific provision of this Agreement or administrative guideline. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance, but such grievance shall be submitted to the following grievance and arbitration procedures. An individual employee may present a grievance to the Board or its representatives, as long as any adjustment is not inconsistent with the terms of this Agreement.

The Kent County Education Association designates the District Director for Northview as local agent responsible for processing grievances.

### **Section B. Individual Grievance Provisions**

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.

### **Section C. Matters Not Subject to Grievance**

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. Adverse evaluation shall not be subject to the grievance procedure.
2. The termination of services or failure to re-employ any probationary teacher.
3. Assignments under supplementary contracts.
4. Any claim or complaint for which there is another remedial procedure or forum established by law including any matter subject to the procedures specified in the Teacher Tenure Act.
5. Any claim or complaint regarding the retirement plan or any insurance plans or the amount of payment by the insurance company(ies).
6. Any subject that is a prohibited subject of the Public Employment Relations Act.

### **Section D. Procedures**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level unless extended by written mutual agreement.

#### **STEP ONE:**

- a. A teacher may within ten (10) working days of the occurrence of the alleged violation orally discuss the matter with the principal with the objective of resolving the matter informally. If the teacher is not satisfied with the disposition from the oral discussion, he/she shall file the grievance in writing within ten (10) working days of the occurrence of the grievance. The grievance shall indicate the Article and Section of concern and remedy sought and will be dated and signed by the teacher or teachers filing the grievance.

- b. Within five (5) working days of receipt of the written grievance the principal shall meet with the teacher(s) and/or the Association representative in an effort to resolve the grievance. The principal's written answer shall be given within five (5) working days after such meeting.

**STEP TWO:**

- a. If the grievance disposition given in Step One of the written procedure is not considered satisfactory, the grievance may be filed by the teacher or Association representative to the Superintendent of Schools within five (5) working days following the date of the disposition to Step One.
- b. Within five (5) working days of receipt of such grievance, the Superintendent of Schools will meet with the parties involved to discuss the issues. A written answer shall be given within ten (10) working days after receipt of such grievance.

**STEP THREE:**

- a. If the grievance disposition given in Step Two of the written procedure is not considered satisfactory, the grievance may be filed by the Association to the Secretary of the Board with a statement of reasons as to why it is being pursued within ten (10) working days following the date of the disposition in Step Two.
- b. Within twenty (20) working days of receipt of the grievance, the Board shall respond to the grievance.

**STEP FOUR:**

- a. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted for arbitration by written notice by the Association within ten (10) working days after receipt of the Board's decision.

**Section E. Arbitration**

An impartial arbitrator shall be promptly selected by the parties from a list supplied by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration hearing.

The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement and he/she shall have no power to alter, add to, or subtract from, the terms of this Agreement as written. The arbitrator's decision shall be final and binding on the Association, its members, the teacher or teachers involved and the Board.

**Section F. Arbitration Costs**

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 called by the other.

**Section G. Time Limitation**

No grievance shall be processed unless initiated and carried to the next Step within the time provided herein or as extended by written mutual agreement.

**Section H. Emergency Meetings**

Both parties recognize that in some instances settlement of a grievance involving more than one school should be considered immediately. When a situation of this kind arises, the grievance may be processed in the first instance at Step Two. This procedure is to be used in exceptional situations only where immediate action is clearly defined.

## **ARTICLE XXIV. NEGOTIATION PROCEDURES**

### **Section A. Entire Agreement Clause**

During the negotiations leading up to the Agreement each party had the right to make proposals and bargain on all bargainable matters. This contract contains the entire agreement of the parties. During its life, each party agrees that the other will not be required to engage in further bargaining on any matter, whether covered herein or not.

By mutual agreement between the Board and the Association matters of common concern may be discussed and any agreement that results may become a part of this Agreement by mutual agreement of the parties.

### **Section B. Negotiation Representatives**

In any negotiations provided for here, both parties shall have any control over the selection of the negotiating 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 the Board and by the members of the Association who are employees of the Northview Board of Education, but the parties may mutually pledge that the representatives selected by each shall be clothed with all necessary power and authority to make and consider proposals and to make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.

### **Section C. Distribution of Copies**

There shall be three (3) signed copies for purposes of record, one to be retained by the Board, one by the Association, and one by the Superintendent.

### **Section D. Mediation**

If the parties fail to reach agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission.

### **Section E. Meetings Held During School Day**

A member of the Association negotiating committee who participates in a joint meeting during the school day with representatives of the Board at a meeting scheduled by agreement of the parties shall not suffer reduction in pay.

## **ARTICLE XXV. MISCELLANEOUS PROVISIONS**

### **Section A. Past Practices**

This Agreement shall supersede any rules, regulations or practices of the Board heretofore in effect or terms of any teacher's individual contract to the extent they are contrary to or inconsistent with its terms.

### **Section B. Provisions Contrary to Law**

If any provision of this Agreement or its application to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsist except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

### **Section C. Annexation and Consolidation**

In the event this District shall be combined with one or more districts, the Board will use its best efforts to assure the continued employment of its members in such combined districts.

### **Section D. Headings**

The headings used in this Agreement are for reference only and shall not add to nor subtract from the express terms and provisions contained therein.

### **Section E. Emergency Manager**

An emergency financial manager appointed under the Local Financial Stability and Choice Act, 2012 PA 436, MCL 141.1541 to 141.1575 may reject, modify, or terminate this Agreement as provided therein.

## **ARTICLE XXVI. SUPPLEMENTAL AGREEMENTS**

### **Section A. Assignment and Tenure Status**

The Board and the Association recognize that it is in the best interest of the students to have supplemental duties filled by staff members covered by the Master Agreement. Therefore, all staff members covered by the Master Agreement will be notified electronically of any supplemental duties and given an opportunity to apply before the job is offered to a nonmember. Work performed under a supplementary contract is not subject to tenure. Assignment of individual bargaining unit members to supplemental duties is discretionary with the Board of Education and subject to renewal each year. If a supplemental contract is not renewed, the bargaining unit member affected may request an appointment with the appropriate Principal and/or Director to discuss the reason(s) for non-renewal. For liability reasons all supplemental contracts should be signed and returned to the District before the bargaining unit member begins the supplemental assignment.

### **Section B. Establishment of New Positions**

The Board of Education has the right to establish additional positions and issue payment on supplementary contracts for such positions during the term of the Master Agreement.

### **Section C. Coaching Assignments and Resignations**

Employees, working under a supplemental contract as coach, desiring not to continue in that position and/or sport for the next school year, shall notify the Board, in writing, no later than April 1 of such decision. In turn, the Board of Education shall make the coaching assignments as far in advance as possible. This will be done at or before the June Board meeting if the activity has been approved for the next school year.

### **Section D. Supplemental Assignment and Resignations**

Employees, working under other supplemental contracts, desiring not to continue in that position for the next school year, shall notify the Board, in writing, no later than May 1, of such decision. In turn, the Board of Education shall make other supplemental assignments as far in advance as possible. This will be done at or before the June Board meeting if the activity has been approved for the next school year.

### **Section E. Coaching Experience**

Experience credit for supplemental salary schedule placement may be allowed by the Board. Coaching experience from outside the sport and outside the system may be used for placement on the supplemental salary schedule for professional staff.

The Board reserves the right to allow additional experience credit for salary schedule placement in special cases.

### **Section F. Evaluation**

The Athletic Director will submit periodic written evaluation reports to the Superintendent. The evaluation must be completed before supplemental contracts are issued for the following year. Each written review of the coach's job performance shall be based on at least fifteen (15) consecutive minutes of observation to an accumulated total of thirty (30) minutes.

Prior to submitting the written report, the Athletic Director or Assistant Athletic Director and Coach will hold an evaluation conference. The evaluation is to be signed by both the Coach and the Athletic Director or Assistant Athletic Director.

### **Section G. Supplemental Positions**

The building administration must electronically notify all teaching staff of any extra duty positions. All coaches shall have fingerprints on file in the administration building and should have a signed contract prior to beginning the season and working with students. For instructional staff that also coach, there will be an option on their supplemental contract for a lump sum payment at the end of the season. Every attempt shall be made to limit taking students out of class for club meetings.

## **ARTICLE XXVII. SALARY SCHEDULE QUALIFICATIONS**

1. Bargaining unit members, to qualify for the BA+18 schedule, must have eighteen (18) graduate semester hours beyond their bachelor's degree and have a permanent or continuing teaching certificate.

For the purpose of moving to the BA+18 or BA+30 schedule the Superintendent may approve undergraduate courses or other related activities if those courses or activities more appropriately meet the bargaining unit member's program needs.

2. Bargaining unit members, to qualify for the BA+30 schedule, must have thirty (30) graduate semester hours beyond their bachelor's degree. Such hours or degree must be from an accredited educational institution. Starting with new hires of August 1, 2005, an employee entering with a master's degree will be assigned to MA.
3. Bargaining unit members must meet the following requirements to qualify for the MA schedule:
  - a. must have a permanent or continuing teaching certificate; and
  - b. a master's degree in any related field of education from an accredited institution.
4. Bargaining unit members must meet the following requirements to qualify for the MA+15 schedule:
  - a. must have a permanent or continuing teaching certificate; and
  - b. a master's degree, plus fifteen (15) graduate semester hours beyond their master's degree in any related field of education from an accredited institution.
5. Bargaining unit members must meet the following requirements to qualify for the MA+30 schedule:
  - a. must have a permanent or continuing teaching certificate; and



**ARTICLE XXVII. SALARY SCHEDULE QUALIFICATIONS**

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For the purpose of moving to the BA+18 or BA+30 schedule the Superintendent may approve undergraduate courses or other related activities if those courses or activities more appropriately meet the bargaining unit member's program needs.

- 2. Bargaining unit members, to qualify for the BA+30 schedule, must have thirty (30) graduate semester hours beyond their bachelor's degree. Such hours or degree must be from an accredited educational institution. Starting with new hires of August 1, 2005, an employee entering with a master's degree will be assigned to MA.
- 3. Bargaining unit members must meet the following requirements to qualify for the MA schedule:
  - a. must have a permanent or continuing teaching certificate; and
  - b. a master's degree in any related field of education from an accredited institution.
- 4. Bargaining unit members must meet the following requirements to qualify for the MA+15 schedule:
  - a. must have a permanent or continuing teaching certificate; and
  - b. a master's degree, plus fifteen (15) graduate semester hours beyond their master's degree in any related field of education from an accredited institution.
- 5. Bargaining unit members must meet the following requirements to qualify for the MA+30 schedule:
  - a. must have a permanent or continuing teaching certificate; and
  - b. a master's degree, plus thirty (30) graduate semester hours beyond their master's degree in any related field of education from an accredited institution.
  - c.

**ARTICLE XXVIII. DURATION OF AGREEMENT**

**Section A. Life of the Agreement**

This Agreement shall be effective, and continue in effect until August 31, 2024 This Agreement shall not extend orally and it is expressly understood that it shall expire on the date specified.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives this.

**NORTHVIEW EDUCATION ASSOCIATION**

BY   
Chief Negotiator

BY   
NVEA Negotiator

**THE BOARD OF EDUCATION OF NORTHVIEW PUBLIC SCHOOLS**

BY   
Chief Negotiator

BY   
Team Member

BY \_\_\_\_\_  
NVEA Negotiator

BY Linda Kubertaux  
Board President

BY \_\_\_\_\_  
NVEA Negotiator

BY Robert Ensign  
Board Secretary

BY [Signature]  
MEA/KCEA Staff

BY [Signature]  
KCEA President

## **SALARY SCHEDULE**

2021-2022:

Each Bargaining Unit Member will receive one step plus a 2.5% on schedule increase to the base salary.

2022-2023:

Each Bargaining Unit Member will receive one step plus a 2.5% on schedule increase to the base salary schedule.

2023-2024:

Wage only opener. Each Bargaining Unit Member will receive one step plus 3.75% will be added to each step on the salary schedule. An additional 0.25% will be added to each step on the salary schedule if the Michigan Per Pupil Funding is \$499 or above.

# FTE Calculator for Part-Time Instructional Staff

- + Contact Minutes (begins with the first scheduled student contact & includes 15 min travel time for shared staff)
  - + 30 minutes (15 minutes before and after instructional hours)
  - + Planning Time (\* Pro-rated Based on the position posting)
- 440 Minutes (Divided by)

* Pro-rated Planning time	0.0 - .25 = 15 minutes of planning time
	.26 - .50 = 30 minutes of planning time
	.51 - .75 = 45 minutes of planning time
	.76 - .90 = 60 minutes of planning time

<b>2021-2022</b>	<b>BA</b>	<b>BA+18</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
STEP 1	40,484	41,437	43,554	45,142	46,942	46,942
STEP A	42,602	43,554	46,201	47,789	50,117	50,117
STEP B	44,719	45,671	48,319	50,435	52,764	52,764
STEP C	46,624	47,789	50,435	52,553	54,881	55,305
STEP D	48,319	49,905	52,553	54,669	56,998	57,951
STEP E	50,012	52,023	54,669	56,787	59,115	60,068
STEP F	51,706	54,139	56,787	58,904	61,233	62,185
STEP G	53,399	56,257	58,904	61,021	63,350	64,302
STEP H	55,093	58,374	61,021	63,138	65,468	66,419
STEP I	56,787	59,962	62,609	65,255	67,584	68,537
STEP J	58,480	61,550	64,197	67,372	69,702	70,654
STEP K	60,175	63,138	65,784	69,225	71,395	72,771
STEP L	61,233	64,197	67,372	70,812	73,089	74,888
STEP M	61,471	65,255	68,431	72,401	74,147	77,005
STEP N	61,708	65,573	69,225	73,988	75,206	77,799
STEP O	61,947	65,891	70,019	75,046	76,000	78,594
STEP P	62,185	66,208	70,654	75,576	76,794	79,387
STEP Q	62,423	66,525	71,183	76,106	77,588	80,181
STEP R	62,662	66,843	71,713	76,635	78,382	80,710
STEP S	62,899	67,161	72,242	77,164	78,911	81,240
STEP T	63,138	67,478	72,665	77,694	79,440	81,769
STEP U	63,376	67,797	73,089	78,223	79,969	82,298
STEP V	63,614	68,113	73,513	78,752	80,499	82,828
STEP W	63,853	68,431	73,936	79,281	81,028	83,357
STEP X	64,090	68,749	74,360	79,811	81,558	83,887
STEP Y	64,329	69,066	74,783	80,340	82,086	84,415
STEP Z	64,567	69,384	75,206	80,869	82,616	84,945
STEP AA	64,805	69,702	75,629	81,399	83,145	85,474
STEP BB	65,043	70,019	76,053	81,928	83,675	86,003
STEP CC	65,282	70,336	76,476	82,457	84,204	86,533
STEP DD	65,519	70,654	76,900	82,986	84,734	87,062
STEP EE	65,758	70,972	77,323	83,515	85,262	87,591
STEP FF	65,996	71,289	77,747	84,045	85,793	88,121
STEP GG	66,234	71,608	78,171	84,574	86,320	88,650
STEP HH	66,473	71,924	78,594	85,104	86,850	89,179
STEP II	66,710	72,242	79,017	85,633	87,380	89,708

<b>2022-2023</b>	<b>BA</b>	<b>BA+18</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
STEP 1	41,496	42,473	44,643	46,271	48,116	48,116
STEP A	43,667	44,643	47,356	48,984	51,370	51,370
STEP B	45,837	46,813	49,527	51,696	54,083	54,083
STEP C	47,790	48,984	51,696	53,867	56,254	56,688
STEP D	49,527	51,153	53,867	56,036	58,423	59,399
STEP E	51,262	53,324	56,036	58,207	60,594	61,570
STEP F	52,999	55,492	58,207	60,377	62,763	63,740
STEP G	54,734	57,663	60,377	62,547	64,934	65,910
STEP H	56,470	59,833	62,547	64,716	67,105	68,079
STEP I	58,207	61,462	64,174	66,887	69,274	70,250
STEP J	59,942	63,089	65,802	69,056	71,445	72,420
STEP K	61,679	64,716	67,430	70,956	73,180	74,590
STEP L	62,763	65,802	69,056	72,582	74,916	76,761
STEP M	63,007	66,887	70,142	74,211	76,001	78,930
STEP N	63,251	67,211	70,956	75,838	77,086	79,744
STEP O	63,496	67,538	71,769	76,922	77,900	80,559
STEP P	63,740	67,863	72,420	77,465	78,714	81,372
STEP Q	63,985	68,189	72,963	78,008	79,527	82,186
STEP R	64,228	68,514	73,505	78,551	80,342	82,729
STEP S	64,471	68,840	74,048	79,093	80,884	83,270
STEP T	64,716	69,165	74,482	79,636	81,47	83,813
STEP U	64,960	69,492	74,916	80,179	81,968	84,355
STEP V	65,204	69,816	75,351	80,721	82,511	84,899
STEP W	65,448	70,142	75,784	81,263	83,054	85,441
STEP X	65,692	70,468	76,219	81,806	83,597	85,984
STEP Y	65,937	70,794	76,653	82,349	84,138	86,525
STEP Z	66,181	71,118	77,086	82,891	84,681	87,069
STEP AA	66,425	71,445	77,521	83,433	85,224	87,611
STEP BB	66,669	71,769	77,954	83,976	85,767	88,154
STEP CC	66,913	72,095	78,388	84,518	86,309	88,696
STEP DD	67,157	72,420	78,823	85,061	86,852	89,239
STEP EE	67,402	72,746	79,256	85,603	87,395	89,781
STEP FF	67,646	73,071	79,691	86,146	87,938	90,324
STEP GG	67,890	73,398	80,125	86,688	88,478	90,866
STEP HH	68,134	73,722	80,559	87,232	89,021	91,408
STEP II	68,378	74,048	80,992	87,774	89,563	91,951

**2023-2024 Salary Schedule (Wage Reopener)**

<b>2023-2024</b>	<b>BA</b>	<b>BA+18</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
STEP 1	43,052	44,066	46,317	48,006	49,920	49,920
STEP A	45,305	46,317	49,132	50,821	53,296	53,296
STEP B	47,556	48,568	51,384	53,635	56,111	56,111
STEP C	49,582	50,821	53,635	55,887	58,364	58,814
STEP D	51,384	53,071	55,887	58,137	60,614	61,626
STEP E	53,184	55,324	58,137	60,390	62,866	63,879
STEP F	54,986	57,573	60,390	62,641	65,117	66,130
STEP G	56,787	59,825	62,641	64,893	67,369	68,382
STEP H	58,588	62,077	64,893	67,143	69,621	70,632
STEP I	60,390	63,767	66,581	69,395	71,872	72,884
STEP J	62,190	65,455	68,270	71,646	74,124	75,136
STEP K	63,992	67,143	69,959	73,617	75,924	77,387
STEP L	65,117	68,270	71,646	75,304	77,725	79,640
STEP M	65,370	69,395	72,772	76,994	78,851	81,890
STEP N	65,623	69,731	73,617	78,682	79,977	82,734
STEP O	65,877	70,071	74,460	79,807	80,821	83,580
STEP P	66,130	70,408	75,136	80,370	81,666	84,423
STEP Q	66,384	70,746	75,699	80,933	82,509	85,268
STEP R	66,637	71,083	76,261	81,497	83,355	85,831
STEP S	66,889	71,422	76,825	82,059	83,917	86,393
STEP T	67,143	71,759	77,275	82,622	84,481	86,956
STEP U	67,396	72,098	77,725	83,186	85,042	87,518
STEP V	67,649	72,434	78,177	83,748	85,605	88,083
STEP W	67,902	72,772	78,626	84,310	86,169	88,645
STEP X	68,155	73,111	79,077	84,874	86,732	89,208
STEP Y	68,410	73,449	79,527	85,437	87,293	89,770
STEP Z	68,663	73,785	79,977	85,999	87,857	90,334
STEP AA	68,916	74,124	80,428	86,562	88,420	90,896
STEP BB	69,169	74,460	80,877	87,125	88,983	91,460
STEP CC	69,422	74,799	81,328	87,687	89,546	92,022
STEP DD	69,675	75,136	81,779	88,251	90,109	92,585
STEP EE	69,930	75,474	82,228	88,813	90,672	93,148
STEP FF	70,183	75,811	82,679	89,376	91,236	93,711
STEP GG	70,436	76,150	83,130	89,939	91,796	94,273
STEP HH	70,689	76,487	83,580	90,503	92,359	94,836
STEP II	70,942	76,825	84,029	91,066	92,922	95,399

## SUPPLEMENTAL SALARY SCHEDULE B-1

<u>Position</u>	<u>Salary</u>
Advisor Student Government Crossroads	6.0%
Advisor Student Government Highlands	6.0%
Class Advisor - Freshman	3.0%
Class Advisor - Sophomore	3.0%
Class Advisor - Junior	4.0%
Class Advisor - Senior	4.5%
Crossroads Junior Honor Society (1 position)	1.5%
Debate	6.0%
High School Department Heads (ten (10 total)	7.0%
DK-4 Grade Level Chairs (6 positions plus Field School and UA)	4.0%
District Diversity Coordinator (2 positions)	3.0%
EAC: Environmental Action Committee	3.0%
Elementary Vocal (per building)	3.5%
Grade 5-6 Core Content Chairs (5 positions)	4.0%
Grade 7-8 Core Content Chairs (5 positions)	4.0%
HS Student Council	10.0%
HS Band	16.0%
HS Honor Society	3.0%
HS Newspaper	5.0%
HS Play (per play)	6.0%
HS Vocal Music	8.5%
Lunchroom Supervisors	5.0%
Middle School Band	6.5%
Middle School Dramatics (per play)	3.0%
Middle School Vocal Music	5.5%
SADD: Students Against Destructive Decisions	2.5%
Science Olympiad	6.0%
Volunteer Coordinator	3.0%
Yearbook - Alternative Ed	5.0%
Yearbook - Crossroads	6.0%
Yearbook - High School	6.0%
Art Show (maximum of two per year/per teacher)	\$125 per show



## SUPPLEMENTAL SALARY SCHEDULE B-2

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b><u>FOOTBALL</u></b>						
Head Coach	13.0%	14.0%	15.0%	16.0%	17.0%	18.0%
Assistant Coach	7.0%	8.0%	9.0%	10.0%	11.0%	
Assistant Coach	7.0%	8.0%	9.0%	10.0%	11.0%	
Assistant Coach	7.0%	8.0%	9.0%	10.0%	11.0%	
Assistant Coach	7.0%	8.0%	9.0%	10.0%	11.0%	
JV Head Coach	8.0%	9.0%	10.0%	11.0%	12.0%	
JV Assistant	7.0%	8.0%	9.0%	10.0%	11.0%	
JV Assistant	7.0%	8.0%	9.0%	10.0%	11.0%	
Fresh Head	8.0%	9.0%	10.0%	11.0%	12.0%	
Fresh Assistant	6.0%	7.0%	8.0%	9.0%	10.0%	
<b><u>BASKETBALL</u></b>						
Varsity Head	13.0%	14.0%	15.0%	16.0%	17.0%	18.0%
Varsity Asst.	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	8.0%	9.0%	10.0%	11.0%	12.0%	
Freshman Head	7.0%	8.0%	9.0%	10.0%	11.0%	
<b><u>WRESTLING</u></b>						
Head Coach	11.0%	12.0%	13.0%	14.0%	15.0%	16.0%
Varsity Asst.	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	7.5%	8.5%	9.5%	10.0%	11.0%	
JV Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
<b><u>SWIMMING</u></b>						
Head Coach	11.0%	12.0%	13.0%	14.0%	15.0%	16.0%
Assistant Coach	7.5%	8.5%	9.5%	10.0%	11.0%	
Diving Coach	3.0%	3.5%	4.0%	4.5%	5.0%	
<b><u>TRACK</u></b>						
Boys Head Coach	9.0%	10.0%	11.0%	12.0%	13.0%	14.0%
Assistant Coach	6.5%	7.5%	8.5%	9.5%	10.0%	
Girls Head Coach	9.0%	10.0%	11.0%	12.0%	13.0%	14.0%
Assistant Coach	6.5%	7.5%	8.5%	9.5%	10.0%	
Field Assistant #1	6.5%	7.5%	8.5%	9.5%	10.0%	
Field Assistant #2	6.0%	7.0%	7.5%	8.0%	8.5%	
<b><u>BASEBALL/SOFTBALL</u></b>						
Head Coach	10.0%	11.0%	12.0%	13.0%	14.0%	15.0%
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	6.5%	7.5%	8.5%	9.5%	10.0%	
Freshman Head	5.5%	6.5%	7.5%	8.5%	9.0%	

TENNIS

Varsity Head Coach	7.0%	8.0%	9.0%	9.5%	10.0%	11.0%
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	6.0%	7.0%	7.5%	8.0%	8.5%	

GOLF

Varsity Head Coach	7.0%	8.0%	9.0%	9.5%	10.0%	11.0%
JV Head Coach	6.0%	7.0%	7.5%	8.0%	8.5%	

CROSS COUNTRY

Boys Varsity Head	7.0%	8.0%	9.0%	9.5%	10.0%	11.0%
Girls Varsity Head	7.0%	8.0%	9.0%	9.5%	10.0%	11.0%
Assistant Coach	6.0%	7.0%	7.5%	8.0%	8.5%	

VOLLEYBALL

Varsity Head	11.0%	12.0%	13.0%	14.0%	15.0%	16.0%
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	7.0%	8.0%	9.0%	10.0%	11.0%	
Fresh Head	6.0%	7.0%	8.0%	9.0%	10.0%	

BOWLING

Head Coach	5.0%	5.5%	6.0%	6.5%	7.5%	8.5%
Assistant Coach	4.0%	4.5%	5.0%	5.5%	6.0%	

SKI

Varsity Head	6.0%	7.0%	8.0%	9.0%	10.0%	
Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
Assistant	1.5%					

SOCCER

Varsity Head	9.0%	10.0%	11.0%	12.0%	13.0%	14.0%
Varsity Assistant	5.5%	6.5%	7.5%	8.5%	9.0%	
JV Head Coach	6.5%	7.5%	8.5%	9.5%	10.0%	

CHEERLEADERS -  
SIDELINE CHEER

Varsity Head	6.0%	7.0%	8.0%	9.0%	10.0%	
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	4.0%	4.5%	5.0%	5.5%	6.0%	

CHEERLEADERS - COMPETITIVE CHEER

Varsity Head	6.0%	7.0%	8.0%	9.0%	10.0%	
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	
JV Head Coach	4.0%	4.5%	5.0%	5.5%	6.0%	

HOCKEY

Varsity Head	8.0%	9.0%	10.0%	11.0%	12.0%	13.0%
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%	

CREW

Varsity Head	6.0%	7.0%	8.0%	9.0%	10.0%
Assistant Coach	4.0%	4.5%	5.0%	5.5%	6.0%
Assistant Coach	4.0%	4.5%	5.0%	5.5%	6.0%

\*based on numbers

LACROSSE

Varsity Head	9.0%	10.0%	11.0%	12.0%	13.0%
Varsity Assistant	4.0%	4.5%	5.0%	5.5%	6.0%
JV Head Coach	6.5%	7.5%	8.5%	9.5%	10.0%

Girls JV Head – Currently no program

**2019-2020 MIDDLE SCHOOL ATHLETICS (For coaches who were actively coaching during the 2019-2020 school year, the following salary schedule shall continue to apply for their coaching salary so long as they maintain an active coaching status. In the event that a coach resigns or is terminated after the 2019-2020 school year and then later returns to a middle school coaching position, the new salary schedule shall apply)**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b><u>SIDELINE CHEER</u></b>						
Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
<b><u>CROSS COUNTRY</u></b>						
Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
Assistant Coach	2.0%	3.0%	4.0%			
<b><u>VOLLEYBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
<b><u>FOOTBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
<b><u>1<sup>st</sup> SEMESTER ATHLETIC COORDINATOR</u></b>						
Head Coordinator	6.6%					
Assistant Coordinator	4.4%					
<b><u>BASKETBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
<b><u>SWIMMING &amp; DIVING</u></b>						
7/8 <sup>TH</sup> Gr Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
7/8 <sup>TH</sup> Gr Asst. Coach	3.0%	4.0%	5.0%	6.0%	7.0%	8.0%
7/8 <sup>TH</sup> Gr Diving Coach		1.0%	2.0%			
<b><u>COMPETITIVE CHEER</u></b>						
Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
<b><u>WRESTLING</u></b>						
7/8 <sup>TH</sup> Gr Head Coach	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%
7/8 <sup>TH</sup> Gr Asst. Coach	3.0%	4.0%	5.0%	6.0%	7.0%	8.0%

2<sup>nd</sup> SEMESTER COORDINATOR

Head Coordinator 6.6%

Assistant Coordinator 4.4%

TRACK

7/8<sup>TH</sup> Gr Head Coach 4.0% 5.0% 6.0% 7.0% 8.0% 9.0%

7/8<sup>TH</sup> Gr Asst. Coach 4.0% 5.0% 6.0% 7.0% 8.0% 9.0%

7/8<sup>TH</sup> Gr Field Events 2.0% 3.0% 4.0%

TENNIS

7/8<sup>TH</sup> Gr Head Coach 4.0% 5.0% 6.0% 7.0% 8.0% 9.0%

7/8<sup>TH</sup> Gr Asst. Coach 3.0% 4.0% 5.0%

**NEW (beginning 2020-2021) MIDDLE SCHOOL ATHLETICS\***

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b><u>SIDELINE CHEER</u></b>						
Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
<b><u>CROSS COUNTRY</u></b>						
Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
Assistant Coach	2.0%	3.0%	4.0%			
<b><u>VOLLEYBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
<b><u>FOOTBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
<b><u>1<sup>st</sup> SEMESTER ATHLETIC COORDINATOR</u></b>						
Head Coordinator	6.6%					
Assistant Coordinator	4.4%					
<b><u>BASKETBALL</u></b>						
7 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
7 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr A Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
8 <sup>TH</sup> Gr B Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
<b><u>SWIMMING &amp; DIVING</u></b>						
7/8 <sup>TH</sup> Gr Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
7/8 <sup>TH</sup> Gr Asst. Coach	3.0%	4.0%	4.5%	5.0%	5.5%	6.0%
7/8 <sup>TH</sup> Gr Diving Coach	1.0%	2.0%				
<b><u>COMPETITIVE CHEER</u></b>						
Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
<b><u>WRESTLING</u></b>						
7/8 <sup>TH</sup> Gr Head Coach	4.0%	5.0%	5.5%	6.0%	6.5%	7.0%
7/8 <sup>TH</sup> Gr Asst. Coach	3.0%	4.0%	4.5%	5.0%	5.5%	6.0%

2<sup>nd</sup> SEMESTER COORDINATOR

Head Coordinator 6.6%

Assistant Coordinator 4.4%

TRACK

7/8<sup>TH</sup> Gr Head Coach 4.0% 5.0% 5.5% 6.0% 6.5% 7.0%

7/8<sup>TH</sup> Gr Asst. Coach 4.0% 5.0% 5.5% 6.0% 6.5% 7.0%

7/8<sup>TH</sup> Gr Field Events 2.0% 3.0% 4.0%

TENNIS

7/8<sup>TH</sup> Gr Head Coach 4.0% 5.0% 5.5% 6.0% 6.5% 7.0%

7/8<sup>TH</sup> Gr Asst. Coach 3.0% 4.0% 5.0%

\*Current coaches shall be held harmless under the 2020-2021 Middle School Athletics Schedule.

## **SUPPLEMENTAL SALARY SCHEDULE B-3**

.07% of the BA Base Step 1

Hourly rate applies to programs, classes, and other Board approved activities such as authorized curriculum development. This does not apply to conferences paid by the District.



# NORTHVIEW PUBLIC SCHOOLS 2023-2024 District Calendar

**August 2023**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	6	4	0	2		

August

23 - Staff PD  
24 - Staff PD  
28 - First Day of School

February

19-22 - Conference Week  
23 - No School for Students/Staff  
26 - Staff PD  
26 - No School for Students

**February 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
		20	19	0	1	

**September 2023**

S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	19	19	0	0		

September

1 - No School  
4 - Labor Day (No School)

March

29 - Spring Break

**March 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31		20	20	0	0	

**October 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	21	20	0	1

October

16-19 - Conference Week  
20 - No School for Students/Staff  
23 - Staff PD  
23 - No School for Students

April

1-5 - Spring Break

**April 2024**

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	17	17	0	0

**November 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
	19	19	0	0		

November

22-24 - Thanksgiving Break

May

3 - Staff PD  
3 - No School for Students  
27 - Memorial Day (No School)

**May 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		22	21	0	1	

**December 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31		16	15	0	1	

December

8 - Staff PD  
8 - No School for Students  
25-29 - Winter Break

June

6-7 Half Day of School for Students

**June 2024**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30		5	5	2	0	

**January 2024**

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	17	17	0
						0

January

1-5 - Winter Break  
15 - MLK Day - No School

**KEY**

No School for Students or Staff

Full PD Day for Staff (No School for Students)

Half Day for Students - Full Day for Staff

Pay Date

Teacher Days - Student Days - Student 1/2 Day - Teacher PD Day

**Totals: 182 - 176 - 2 - 6**



# **NORTHVIEW PUBLIC SCHOOLS**

**4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525**

**(616) 363-6861 ♦ Fax (616) 363-9609**

## **LETTER OF AGREEMENT**

Date:

Re: Adjusted Work Day

If a bargaining unit member agrees to an adjusted work day, it must adhere to the following restrictions (all of which also pertain to bargaining unit members on a standard work schedule):

- Fifteen minutes will be added to the beginning and end of the class hours to account for 'duty hours'
- Class hours are a continuous length of time with a total length of six hours and fifty minutes, including a duty free lunch
- Class hours may be extended up to seven hours and five minutes as long as the additional 15 minutes is elsewhere included in the day as duty free lunch or prep time
- The District will notify an employee at least two weeks in advance of the anticipated start date that he/she is being asked to work an adjusted work day.



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525

(616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date:

Re: Sick Leave Bank (SLB)

**Intent and Purpose:** A sick leave bank shall be administered for circumstances using the FMLA guidelines. The intent of the sick leave bank is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

A bargaining unit member wishing to withdraw days from the SLB must submit the following information in writing or electronically to the NVEA president or the president's designee for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).

A bargaining unit member requesting sick days from the bank must have exhausted his/her sick leave day balance at the time of the request.

Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

Donation of sick days by bargaining unit members:

- a. Up to 2 sick days per year/per bargaining unit member may be donated.
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate to the SLB.

**Administration of Sick Leave Bank:** The donation and usage of sick leave donations will be monitored and maintained by the District. It is understood by the parties to the agreement that it is the intent of Northview Public School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

LOA

## MEMORANDUM

To: DK-4 Teachers  
Copy: Danielle Stanley, Jason Hoogenstyn, Tony Quinn & Becky Moore  
From: Shelli Tabor, Kurt Stroh, Liz Cotter & Scott Korpak  
Date: January 20, 2021  
Subject: Preparing Learning Materials for Quarantined Students

For many good reasons, the compensation structures in public education are defined. The philosophy, from decades ago, is that a well-defined system supports the collective good of teachers. This philosophy continues, but there are times when specific duties need to be more closely analyzed to see if it might be the very rare exception where additional compensation is appropriate.

We have reviewed the additional time it takes for DK-4 teachers to prepare learning materials for students who are quarantined due to COVID. This task is particularly challenging for DK-4 teachers because they teach all of the subjects, and because the age of their students requires more specific direction with parental participation.

In collaboration with Shelli and Kurt we have signed a Letter of Agreement that provides DK-4 teachers with a process to be compensated for preparing learning materials for quarantined students.

Compensation process details:

1. Teacher accesses a [Google Form](#). This form is a checklist of the primary responsibilities in preparing learning materials for a student in quarantine.
2. Each form submitted equals one hour of teacher pay at the hourly rate as defined in the Master Agreement.
3. During this semester a teacher can submit as many forms as they have students in their classroom.
4. Teachers will be compensated in one lump sum in their June 10, 2022 paycheck.

Liz Cotter

Shelli Tabor

Kurt Stroh



## NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

### LETTER OF AGREEMENT

Date: January 7, 2022

Re: Middle School Wrestling and Diversity Coordinators

---

For the 2021-2022 school year, NVPS ('District') and NvEA agree that the following provisions of the CBA will be adjusted on a temporary basis:

- The district will pay for a total of SIX Diversity Coordinators (Schedule B currently provides for TWO paid positions). These SIX positions will each be paid at 3.0% of base salary for the 21-22 SY and paid again at 3.0% of base salary for the 22-23 SY. Positions will be as follows:
  - 2 positions for 9-12
  - 1 position for 7-8
  - 1 position for 5-6
  - 2 positions for DK-4
  
- The district will split the coaching contract for the 7/8 Grade Head Wrestling Coach position for the 21-22 school year only. Contract amounts will be as follows:
  - Jesse Tobar = 4.5%
  - Travis VanSetters = 4.5% (assuming all onboarding is cleared and approved for hire)

  
\_\_\_\_\_  
NVEA Signature

  
\_\_\_\_\_  
District Signature



## NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

### LETTER OF AGREEMENT

Date: April 2022

Re: Assistant High School Marching Band Directors

In consideration for the work involved in supporting the High School Marching Band, for the 2021-2022 and the 2022-2023 school years, the District agrees to compensate up to two positions which shall be titled 'Assistant High School Band Directors'. Each position will be provided a supplemental contract for 4.0% of base salary per year.

<u>AND</u>	
Director	16%
Assistant Director*	4.0%
Assistant Director*	4.0%

\*Good for the 2021-2022 and 2022-2023 school year. Must be negotiated thereafter.

Absent an explicit subsequent agreement, this agreement expires at the end of the 2022-2023 school year.

Association Representative

District Representative



## NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

### LETTER OF AGREEMENT

Date: June 2022

Re: CIL/BIL

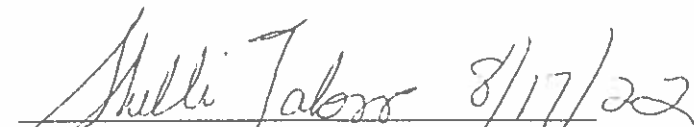
---

In an effort to clarify Article XXI, Section B of the CBA, the parties agree that the Cash In Lieu benefit is *only* available to bargaining unit members who are currently receiving Cash In Lieu and continue to take Cash In Lieu. Any new staff member (hired after June 1, 2021) is only eligible for Benefit In Lieu *and* any current staff member who is newly requesting an 'in lieu of health benefits' option, must take Benefit In Lieu. This is considered a 'phase out' of the cash in lieu option.

**EXAMPLE A:** New staff member hired in July 2022 and does not need health insurance - BENEFIT IN LIEU

**EXAMPLE B:** Staff member hired in July 2019 and is dropping his/her health insurance and now wants cash in lieu - BENEFIT IN LIEU

**EXAMPLE C:** Staff member hired in July 2019 and has been receiving Cash In Lieu and wants to continue to keep Cash In Lieu - CASH IN LIEU

  
Association Representative

  
District Representative



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

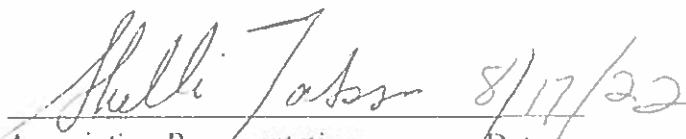
Date: August 18, 2022

Re: 2022-2023 High School Cross Country Coaches

Supplemental Salary Schedule B-2 (page 45)

- Per the September 1, 2021 - August 21, 2024 NvEA and NVPS Collective Bargaining Agreement (CBA), Cross Country is designated to have three coaching positions:
  - (1) Boys Varsity Head
  - (2) Girls Varsity Head
  - (3) Assistant Coach
- At the request of the Athletic Director and Cross Country Coaches, the NvEA and District agree to adjust these positions to reflect the following for the 2022-2023 school year:
  - Three positions will be split equally between three (3) Cross Country Coaching positions, specifically for:
    - John Wojciakowski - Step 6 at 11%
    - Emily Coscarelli - Step 2 at 8%
    - Holly Chapin - Step 1 at 6%

Absent an explicit subsequent agreement, this agreement expires at the end of the 2022-2023 school year.

  
\_\_\_\_\_  
Association Representative      Date

  
\_\_\_\_\_  
District Representative      Date





# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: August 25, 2022

Re: Article XI Teaching Hours: 2022-2023 Duty and Class Times for East Oakview Elementary, North Oakview Elementary, West Oakview Elementary and Highlands Middle School - Sections B and H.

### New language for Article XI. Teaching Hours - Section B Scheduled Work Day (page 18-19):

Due to a change in transportation routes, the NvEA and District agree to adjust the scheduled work day as follows:

Building	Duty Hours	Class Hours	Half Day Dismissal
NV Next No change	7:15am - 2:50pm	7:35am - 2:40pm	10:55am
High School No change	7:15am - 2:50pm	7:30am - 2:35pm	10:50am
Crossroads No change	7:10am - 2:45pm	7:25am - 2:30pm	10:45am
Highlands	7:50am - 3:25pm	8:05am - 3:15pm	11:45am
Elementary	8:00am - 3:35pm	Classroom Supervision: 8:05 - 8:15am  Class Hours: 8:15am - 3:30pm	11:30am

Elementary (DK - 4th grade) Bargaining Unit Members will be granted one additional Paid Time Off (PTO) day and an additional five (5) minutes of duty-free lunch.

Highlands (5th - 6th grade) Bargaining Unit Members will have an additional five (5) minutes of Duty Hours each day. Planning time will increase to eighty (80) minutes per day with a thirty-five (35) minute duty-free

lunch period. Highlands Bargaining Unit Members, with the exception of Unified Arts (Music, STEAM, and Physical Education) will be on a rotating morning and afternoon student supervision schedule.

During the first semester of the 2022-2023 school year, 'class hours' at all grade levels will start one hour later every Wednesday. All other scheduled work day times shall remain the same. During the second semester of the 2022-2023 school year, 'class hours' at the elementary buildings and Highlands Middle School at all grade levels will start one hour later every Wednesday. A Second Semester Later Start Schedule is being developed for 7th-12th grade students. The Second Semester Later Start Schedule for Crossroads Middle School, Northview High School, and Northview Next Career Center will not impact Duty Hours.

Staff report hours at various levels may be adjusted to provide for virtual, hybrid or "flexed" positions to account for student needs. Assignment to an alternative schedule is voluntary, but may be extended in any manner deemed appropriate by agreement between the association and administration. In no case will contracted days or minimum prep periods be sacrificed to accommodate the schedule.

**Section H (Revision):**

All teachers will be entitled to a continuous, duty-free lunch period. Elementary (DK-4) is 50 minutes, Highlands (5th-6th) is 35 minutes, and Crossroads and High School is 30 minutes.

This revision does not apply to Field School language (Field School language in Section H remains the same see page 20).

Absent of an explicit subsequent agreement, this agreement expires at the end of the 2022-2023 school year.

  
Association Representative                      Date

  
District Representative                      Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT


Date: August 30, 2022

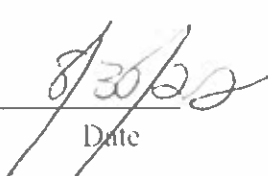
Re: 2022-2023 Crossroads Middle School Athletic Coordinator(s)

Supplemental Salary Schedule B-2 Middle School Athletics (pages 49-50):

- Per the September 1, 2021 - August 21, 2024 NvEA and NVPS Collective Bargaining Agreement (CBA), the Middle School Athletic Coordinator is divided into two positions for each semester:
  - 1st Semester Athletic Coordinator
    - Head Coordinator 6.6%
    - Assistant Coordinator 4.4%
  - 2nd Semester Athletic Coordinator
    - Head Coordinator 6.6%
    - Assistant Coordinator 4.4%
- At the recommendation of the Middle School Administrators and High School Athletic Director, the NvEA and District agree to adjust these positions to reflect the following for the 2022-2023 school year:
  - The role of the Assistant Coordinator will be eliminated and two Athletic Coordinator positions will be designated (one per semester). Due to the discrepancy of responsibilities during each semester, the allotment per semester will also be adjusted. Specifically:
    - First Semester Athletic Coordinator at 13%
    - Second Semester Athletic Coordinator at 9%

Absent an explicit subsequent agreement, this agreement expires at the end of the 2023-2024 school year.

  
\_\_\_\_\_  
Association Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
District Representative

  
\_\_\_\_\_  
Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT


Date: September 21, 2022

Re: Teacher Librarians 2022-2023 Extra Duty Time

---

In consideration of the fact that Carrie Davies and Kurt Stroh are required to work an extra 20-minutes of duty time every week for the 2022-2023 school year (split building time between North/East Oakview and Highlands), the District agrees to removing bus duty assignments for Carrie Davies and to add two (2) PTO days to Kurt Stroh's accumulated bank of days.

This agreement expires at the end of the 2022-2023 school year..

  
\_\_\_\_\_  
Association Representative      9/21/22  
Date

  
\_\_\_\_\_  
District Representative      9/21/2022  
Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: September 22, 2022

Re: Supplemental Salary Schedule B-1: Lunch Supervision

The current Collective Bargaining Agreement (CBA) between the Board of Education Northview Public Schools and the Kent County Education Association, dated September 1, 2021 - August 31, 2024, under Supplemental Salary Schedule B-1, states Lunch Supervision will be compensated at five (5) percent of the BA Step 1 salary amount. Due to an increase to a thirty-five (35) minute lunch period at Highlands Middle School, causing an increase of five (5) minutes to lunch supervision, the District and Association agreed to a compensation of 5.83 percent of the BA Step 1 salary amount.

This agreement expires at the end of the 2022-2023 school year.

Shelli J. Joby      9/22/22  
Association Representative      Date

Christina Heids      9/22/2022  
District Representative      Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: October 3, 2022

Re: Article XVII: Leaves of Absence with Pay

---

### **Article XVII. Leaves of Absence with Pay - Section A Paid Time Off (pages 24-25)**

The current September 1, 2021 - August 21, 2024 NvEA and NVPS Collective Bargaining Agreement (CBA), states: "...If a staff member utilizes less than 6 PTO days during a school year, excluding FMLA, jury duty, and bereavement, the staff member will have the opportunity to set aside up to three (3) PTO days for each year of the contract.

- A. The elected days will be paid at a rate of \$125 per day into a 403(b) investment at the expiration of the contract.
- B. The election to roll the approved days into a 403(b) will take place in the final year of this Agreement for deposit at contract expiration. Election forms must be returned to the administration office by the first day in March of the final year of the agreement.

This money will be deposited into the employees 403(b) account no later than July 31 of the expiration year of the contract."

### **2021-2022 COVID-related absences**

During the 2021-2022 school year, the District developed a process, through a Google form, to credit eligible-COVID-related absences back to eligible employees. This was a District-practice, to benefit its employees, without a letter of agreement. To the best of our knowledge, those employees eligible for COVID days have received credit(s) to their PTO bank.

### **Revised Article XVII Section A:**

Reconsidering the process and timeline of this section, the NvEA and District agree to adjust the timing of the 403(b) election as follows:

...If a staff member utilizes less than 6 PTO days during a school year, excluding FMLA, jury duty, and bereavement, the staff member will have the opportunity to set aside up to three (3) PTO days for each year of the contract.

- A. The elected days will be paid at a rate of \$125 per day into a 403(b) investment at the end of each contract year.
- B. The election to roll the approved days into a 403(b) will take place according to the following schedule:

Fiscal Year	Election Form Due to Business Office	Funds Deposited into 403(b) no later than:
2021-2022	October 20, 2022	November 30, 2022
2022-2023	June 9, 2023	November 30, 2023
2023-2024	March 1, 2024	August 31, 2024

This agreement expires at the end of the 2023-2024 school year.

Shelli Jakob      10/13/22  
Association Representative      Date

Cristina Hudo 10/13/2022  
District Representative      Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: Tuesday, May 9, 2023

Re: Article XV Retirement Compensation Early Notification Incentive (ENI)

---

**Current CBA language for Article XV. Retirement Section B. Retirement Compensation (page 23) states:**

After ten (10) years of continuous employment a bargaining unit member who reaches the age of retirement to qualify for benefits under the teachers' retirement system and severs his/her employment with the Northview Public Schools, the Board shall pay the bargaining unit member their choice of either:

- A. For each day of accumulated PTO, the following rate: \$90.00 per day for the first 180 days and \$100.00 per day for any days over 180 to be paid off within 60 days of retirement. For bargaining unit members hired after August 1, 2021, retirement PTO payout is capped at 200 days.
- B. If applicable, an early retirement incentive program provided by Board policy. All terms and conditions will be determined by Board policy.

Employees elective to retire/resign and are eligible for a sick day payout will have the amount of that payout deposited by the employer in the form of a non-elective employer contribution to a 403 (b) plan account. This payout is subject to IRS limitations. No cash option will be available.

**NVEA and Northview Public Schools Board of Education agree to changes, as follows, to Article XV Section B Retirement Compensation:**

After ten (10) years of continuous employment a bargaining unit member who reaches the age of retirement to qualify for benefits under the teachers' retirement system and severs his/her employment with the Northview Public Schools, the Board shall pay the bargaining unit member:

- A. For each day of accumulated PTO, the following rate: \$90.00 per day for the first 180 days and \$100.00 per day for any days over 180 to be paid off within 60 days of retirement. For bargaining unit members hired after August 1, 2021, retirement PTO payout is capped at 200 days.

Employees elective to retire/resign and are eligible for a sick day payout will have the amount of that payout deposited by the employer in the form of a non-elective employer contribution to a 403 (b) plan account. This payout is subject to IRS limitations. No cash option will be available.

**Section C. Early Notification Incentive**

***Spring 2023***

- Any bargaining unit member who notifies the District on or before May 26, 2023 of her/his retirement at the end of the 2022-2023 year will be eligible for an Early Notification Incentive (ENI) bonus of \$5,000 above the contracted retirement compensation detailed in Article XV, Section B. Payment will be in the



form of a non-elective employer contribution to a 403(b) plan account and made pursuant to the terms of Article XV, Section B. Bargaining unit members must submit their paperwork to the state of Michigan and District Administration on or before Friday, May 26, 2023 to be eligible for the ENI bonus.

***2023-24 & 2024-25 School Year***

- Any bargaining unit member who notifies the District on or before March 31, 2024 (and March 31, 2025) of her/his retirement at the end of the 2023-2024 (2024-2025) year will be eligible for an Early Notification Incentive (ENI) bonus of \$5,000 above the contracted retirement compensation detailed in Article XV, Section B. Payment will be in the form of a non-elective employer contribution to a 403(b) plan account and made pursuant to the terms of Article XV, Section B. Bargaining unit members must submit their paperwork to the state of Michigan and District Administration on or before March 31, 2024 (2025) to be eligible for the ENI bonus.
- Any bargaining unit member who notifies the District on or before May 1, 2024 (and May 1, 2025) of her/his retirement at the end of the 2023-2024 (2024-2025) year will be eligible for an Early Notification Incentive (ENI) bonus of \$2,500 above the contracted retirement compensation detailed in Article XV, Section B. Payment will be in the form of a non-elective employer contribution to a 403(b) plan account and made pursuant to the terms of Article XV, Section B. Bargaining unit members must submit their paperwork to the state of Michigan and District Administration on or before May 1, 2024 (2025) to be eligible for the ENI bonus.

**This would remain until this Letter of Agreement expires on June 30, 2025.**

*\*Signatures on file in the Administration Building\**

Shelli Jobor                      5/9/23  
Association Representative                      Date

Christina Hinds                      5/9/23  
District Representative                      Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: July 6, 2023

Re: Article XI Teaching Hours: 2023-2024 Duty and Class Times - Sections B and H.

New language for Article XI. Teaching Hours - Section B Scheduled Work Day (page 18-19):

The NvEA and District agree to adjust the Scheduled Work Day to:

Building	Duty Hours	Class Hours	Half Day Dismissal
Northview Next	7:15am - 2:50pm	7:30am - 2:35pm	10:35am
Northview High School	7:10am - 2:45pm	7:25am - 2:30pm	10:30am
Crossroads Middle School	7:05am - 2:40pm	7:20am - 2:25pm	10:25am
Highlands Middle School	7:55am - 3:30pm	8:10am - 3:15pm	11:15am
Elementary Schools: East Oakview, West Oakview, and North Oakview	8:10am - 3:40pm	Classroom Supervision/ Instructional Transition: 8:15 - 8:25am  Class Hours: 8:25am - 3:30pm	11:30am

**Elementary (DK - 4th grade) Bargaining Unit Members** will be granted an additional five (5) minutes of duty-free lunch and will have a reduction of duty hours by five (5) minutes per day. Unified Arts (Art, Music, and PE) and library will total 245 minutes (yielding an additional twenty (20) minutes) of planning time each week. To address the morning classroom supervision/instructional transition requirement, elementary teachers will be required to report from 8:10am to 3:40pm. This is five minutes less duty time (than other buildings) due to the five additional minutes of instructional time. All other buildings will have 7 hours 35 minutes of duty hours.

**Highlands (5th - 6th grade) Bargaining Unit Members** will have an additional five (5) minutes of Duty Hours each day. Planning time will increase to eighty (80) minutes per day with a thirty-five (35) minute duty-free lunch period. Highlands Bargaining Unit Members, with the exception of Unified Arts (Music, STEAM, and Physical Education), will be on a rotating morning and afternoon student supervision schedule.

During the 2023-2024 school year, delayed start Wednesdays will continue. "Class Hours" at all grade levels will start one hour later every Wednesday. All other scheduled work day times shall remain the same.

**Section H (Revision):**

All teachers will be entitled to a continuous, duty-free lunch period. Elementary (DK-4) will have a 50-minute duty-free lunch period. Highlands Middle School (5th-6th) will have a 35-minute duty-free lunch period. Crossroads Middle School and Northview High School will have a 30-minute duty-free lunch period.

This revision does not apply to Field School language (Field School language in Section H remains the same see page 20).

Absent of an explicit subsequent agreement, this agreement expires at the end of the 2023-2024 school year.

*\*Signatures on file in the Administration Building\**

Shelli Jabry                      7/6/23  
Association Representative                      /Date

Christina Hinds                      7/6/23  
District Representative                      Date



# NORTHVIEW PUBLIC SCHOOLS

4365 Hunsberger, N.E. ♦ Grand Rapids, MI 49525 ♦ (616) 363-6861 ♦ Fax (616) 363-9609

## LETTER OF AGREEMENT

Date: July 26, 2023

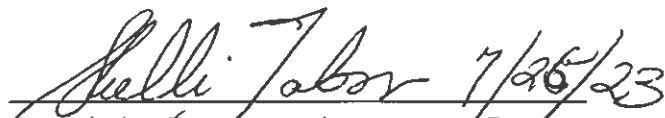
Re: 2023-2024 High School Cross Country Coaches

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### Supplemental Salary Schedule B-2

- Per the September 1, 2021 - August 21, 2024 NvEA and NVPS Collective Bargaining Agreement (CBA), Cross Country is designated to have three coaching positions:
  - (1) Boys Varsity Head
  - (2) Girls Varsity Head
  - (3) Assistant Coach
- At the request of the Athletic Director and Cross Country Coaches, the NvEA and District agree to adjust these positions to reflect the following for the 2023-2024 school year:
  - Three positions will be split equally between three (3) Cross Country Coaching positions, specifically for:
    - John Wojciakowski - Step 6 at 11%
    - Emily Coscarelli - Step 3 at 9%
    - Holly Chapin - Step 2 at 7%

Absent an explicit subsequent agreement, this agreement expires at the end of the 2023-2024 school year.

  
Association Representative      Date

  
District Representative      Date