

**MASTER AGREEMENT BETWEEN**  
**HURON VALLEY SCHOOLS BOARD OF EDUCATION AND**  
**HURON VALLEY EDUCATION ASSOCIATION, MEA/NEA**

**2023-2025**

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## PURPOSE

It is the intent and purpose of the Huron Valley Board of Education and the Huron Valley Education Association, MEA/NEA, to stabilize the collective bargaining relationship between the parties by entering into this Agreement with regard to wages, hours and other terms and conditions of employment. In addition, the parties through this Agreement seek to promote and stabilize the collective bargaining relationship by also providing an amicable means for resolving disputes, which may arise regarding the interpretation of the terms of this Agreement.

## ARTICLE I - RECOGNITION

A. The Huron Valley Schools Board of Education, herein after known as the "Board" hereby recognizes the Huron Valley Education Association, MEA/NEA, hereinafter known as the "Association" as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of 1965 as amended for all K-12 teachers holding permanent, life, continuing and provisional certificates or their equivalent (endorsement, authorization or licensure) issued by the Michigan Department of Education, including Librarians, Media Specialists, Social Workers, Counselors, Special Education Teachers, Speech and Language Pathologists, School Psychologists, Literacy Coaches, Certified Student Activities Coordinators, Head Start Teachers, Great Start Readiness Program Teachers, Career Technical Education Teachers, Teacher Leaders, Staff Development Program Coordinator, Gifted and Talented Program Coordinator, Student Assistance Coordinator, Facilitator for Staff Development, and Alternative Education Program Teachers who work fourteen (14) hours or more per week; excluding all temporary teachers and others not specifically aforementioned, all Supervisors such as: Superintendent, Assistant Superintendent, Administrative Assistants, Administrative Interns, Director of Educational Projects and all area Community School Personnel while serving in that capacity, Athletic Director, Central Office Administrators, Principals, Assistant Principals as well as other classified administrators.

When a new job is created which requires state teacher certification and which is not clearly included within the bargaining unit, the Association president will be promptly notified. At the request of the Association, the parties will discuss the proper classification of the new position.

- B. The designation of Huron Valley Education Association, MEA/NEA, is understood to be the official name of the Bargaining Agent for the employees listed in Section A of this Article. Acknowledgement of this organizational name does not indicate, imply or denote recognition by the Board of any teachers not employed by the Board.
- C. The Board agrees not to negotiate with any other organization other than the Association for the duration of this Agreement. Nothing contained herein shall prevent the Board and/or administration from hearing and discussing concerns with any member(s) of the bargaining unit provided, however, that the Board and/or Administration shall not engage in any

negotiations with these bargaining unit members unless said members are empowered to do so by the Association.

## **ARTICLE II - BOARD RIGHTS, RESPONSIBILITIES, AND PROTECTION**

- A. Except as modified by the specific terms of this Agreement, the Board retains all rights and powers to manage the school district and to direct its employees, including teachers. The Association recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and inherent in responsibilities to manage the Public School System, including the right:
1. To executive management and administrative control of the school system and its properties and facilities, and the activities of its employees, including the teachers, during working hours.
  2. To hire all teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such teachers.
  3. To establish levels and courses of instruction, including special programs and to provide for athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board.
  4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
  5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect there to and with respect to administrative and non-teaching activities.
  6. Pertaining specifically to sub-sections 3.and 4. above, the Board recognizes that successful planning of the school program will involve active teacher participation.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformance with the Laws and the Constitution of the State of Michigan and the Laws and Constitution of the United States.

- B. The Board will attempt to prevent children from involvement in Association/Board controversies.
- C. Except as set forth herein, all rules, regulations, policies, procedures and practices set forth by the Board shall remain in full force and effect and may be changed and up-dated from time to time, but in no way shall they be in conflict with the provisions set forth in this Agreement. The Board Policy Handbook will be available for teacher reference in each building, and an updated copy will be provided to the HVEA President for Association use.
- D. During the duration of this Agreement, the Association agrees that it or the teachers shall

not authorize, engage in, condone, or ratify any strike, which affects the normal operation of the Huron Valley School District. A strike shall be defined to include slowdowns, boycotts, picketing, work stoppages of any kind, including mass "sickness", and other concerted activities having the effect of interrupting work or interfering with the normal school business. In the event of any such violation of this Section, the Association shall endeavor to return the teachers to work as expediently and quickly as possible. It is understood however, that the Association shall not be held liable for any action of a teacher or a group of teachers when the Association has acted in good faith with this provision. Any teachers involved in a strike as herein defined may be subject to disciplinary action without recourse to the grievance procedure.

### **ARTICLE III - TEACHER RIGHTS**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that all employees included under this Agreement shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation, and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board, as well as the Association, undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379.
- B. The Association and its members shall have the privilege of using school building facilities for meetings outside of school hours on the same basis as all other employee groups in the district, as established by Board policy.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher rights they may have elsewhere under this Agreement or under the Michigan General School Laws or other applicable laws and regulations.
- D. Teaching salaries will be paid in twenty-four (24) equal installments on the 10th and 25th of each month. The schedule of pay dates for the year shall be published to teachers by the start of each school year. Pay days that would occur on a bank holiday or weekend will be paid on the week day immediately preceding the scheduled pay day. This provision (D) is contingent upon approval of all Huron Valley Schools bargaining units.
  - 1. Regular school year teachers shall select one of the following pay options:
    - 24 installments, or
    - 20 installments; teachers selecting this option shall authorize same for the entire school year on a signed form on or before the date established by the Board.
  - 2. All teachers shall receive their pay via direct deposit. Pay will be deposited electronically into the bank, credit union or financial institution of the employee's choice. Those employees who do not have such accounts will have their pay electronically sent to the district identified financial institution where they will receive their total pay. Any fee or financial cost associated with the initial deposit

to the financial institution or first withdrawal from the financial institution will be paid by the district. Payroll statements will be sent to the employee by electronic means.

- E. The Board agrees to make payroll deductions from the salaries of teachers, upon proper written authorization to do so from the teachers concerned, for the following:
  - 1. Direct Deposit
  - 2. Tax-deferred annuity plan premiums, including payroll deduction for all MESSA Programs.
  - 3. Other deductions approved by the Board after consultation with the Association.

If a future court decision is made that allows voluntary PAC deductions to be made by public school districts, then "Voluntary MEA/NEA PAC contributions" shall be added to the above list.

- F. The Board agrees to make available to the Association in response to reasonable requests all available information concerning the financial resources of the district, including, but not limited to: Annual audits, names and addresses of all teachers, salaries paid thereto and educational background and monthly financial reports, plus all public information.
- G. The Association may have the privilege of using school equipment including computers, copy machines and audio-visual equipment at reasonable times. The Association shall compensate the district for the reasonable cost of all material and supplies as determined by the building principal in consultation with the Association.
- H. The Association shall have the privilege of posting notices of activities and matters of Association concern on a teacher's bulletin board, which shall be provided in each building. The Association may use the district mail service and teacher mailboxes for communications; (an Association official shall be responsible for placing such notices in mailboxes). Materials for general distribution must be signed by the appropriate Association official and a copy be given to the building administrator, prior to distribution. Failure to abide by this provision shall be cause for the Association official to remove such material.
- I. The Board agrees that it will not interfere with the rights of its teachers to become, or to refrain from becoming members of the Association; and that neither the Board nor its agents, nor the Association and its agents, will exercise discrimination, interference, restraint, or coercion against any teacher.
- J. No teacher will be discriminated against by the Board because they engage in collective bargaining with the Board, institutes a grievance or complaint under this Agreement, or exercises their personal rights as a citizen. Further, the Board and the Association agree that no teacher shall be discriminated against with regard to their race, color, national origin, age, sex, marital status, or handicap.

- K. Membership in the Association shall not be required for employment.

#### **ARTICLE IV - TEACHER RESPONSIBILITIES**

- A. It is the responsibility of the Association and each individual teacher, as well as the Board, to provide the highest quality educational program possible for every student in the district. This includes:
  - 1. Careful daily preparation.
  - 2. Participation in building and district-wide curriculum study.
  - 3. Supervision of students outside the classroom is a shared responsibility of teachers and building administrators.
  - 4. Participation in public-oriented activities of the school when it concerns a particular teacher, such as:
    - a. Open houses,
    - b. Public performances of children in plays, concerts, athletic activities or other extra-curricular activities. This provision shall be on a voluntary basis as long as there are a sufficient number of teachers available. If necessary, the building principal may assign teachers for each activity or function provided that teachers shall not be required to remain more than forty-five (45) minutes after the conclusion of such events. For purposes of this Section teachers shall not be required to transport students in conjunction with their supervision of these activities.
  - 5. Each principal may require the attendance of teachers at meetings, which are contiguous to the normal school day.
  - 6. The assignment of the teachers for adequate recess coverage shall be on a rotating basis as established by the building administrators in consultation with their staffs.
  - 7. Building checkout is complete when all report cards are submitted. Teachers have until 2:00 p.m. of the weekday following the last student day to submit their report cards.

Teachers have the responsibility to exercise independent judgment and discretion in the execution of their classroom and extra-curricular activities; however, this responsibility to exercise independent judgment and discretion is not intended to encourage insubordination.

- B. Teachers are expected to comply with reasonable rules, regulations and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. A partial list of these duties shall include:
  - 1. Teachers will have readily available lesson plans for use by substitutes. Teachers shall also prepare and maintain written evidence of adequate planning which will enable principals to review such planning for the purpose of making constructive suggestions to improve teacher performance and to provide a continuous educational program.
  - 2. Teachers shall dress in a manner befitting their profession.
  - 3. It is the professional responsibility of each teacher to appreciate and understand the



unique characteristics of each student as the youngster presents them to the teacher. It is assumed that the teacher will utilize their professional skills to enable each youngster to proceed along the continuum of educational endeavor. Although it is well recognized that some youngsters learn with greater alacrity than others, it is assumed that all can be successful in achieving to a significant degree. Therefore, the teacher should be aware of the progress or lack of progress of each individual student.

4. The Association will attempt to prevent children from involvement in Association/Board controversies.
- C. When a teacher is unable to be in school on any given day, they shall contact the central office of the Board as early as possible, but in no event later than one hour prior to the time they are scheduled to report to school. The Board recognizes that there may be times when exact conformity to this requirement will be difficult. When there is a just reason for failure to give timely notice, no disciplinary action will be taken. However, any teacher who does not follow the reporting procedure without just reason shall lose pay for the day and be subject to disciplinary measures.
- D. In order to provide continuing health protection for students and other school personnel, it shall be the policy of the Board that:
1. The Board shall have the right to demand a clinical examination of health, at its expense, at any time the Board finds that such examination may be necessary. At the request of the teacher, the Board shall notify the Association.
  2. The time lost by teachers undergoing such clinical examination shall not be charged against their sick leave or deducted from their salary unless and until they are found to be unable to perform their duties.
- E. Since meaningful parent conferences do not always take place on pre-scheduled days, teachers are encouraged to call or hold such conferences at any time during the year.
- F. Teachers shall consider their employment with Huron Valley Schools and their obligation to students as their primary employment responsibility.

#### **ARTICLE V - PROFESSIONAL PERFORMANCE AND ACCOUNTABILITY**

- A. It is recognized that professional persons are required to possess specialized knowledge, which results from long and intensive academic preparation. It is further recognized that actively engaged professionals must demonstrate the consistent and repeated ability to define their objectives and to measure their degree of success in satisfying those objectives. In as much as the primary objectives of teachers are related to the learning of those students assigned to them, it is necessary for teachers to define the objectives of their professional performance in terms of student learning and to provide the means of determining the degree of student learning that results. In recognition of the above, it is agreed that each teacher will develop performance objectives which shall be in terms of

student learning.

- B. It shall be each teacher's responsibility to provide opportunities to discuss educational objectives and student progress with parents of all children assigned to the teacher.

To assist teachers with parental partnerships, the following communication plan will provide parents with information related to on-going student progress.

#### Elementary

1. In the fall, parents will have the opportunity to meet their child's teacher(s) during curriculum night and fall conferences at all grade levels.
2. Teachers will continue to provide communication to parents throughout the year. Specific contact may be required of identified students receiving or in need of additional support.
3. Coordinated guest teacher coverage will be provided for spring IRP's conducted during the school day.

#### Secondary

1. In the fall, parents will have the opportunity to meet their child's teacher(s) during curriculum night and fall conferences at all grade levels.
2. At the start of each course and at the beginning of 2nd semester, teachers will develop and provide a communication which includes an introduction and a course syllabus with expected course outcomes.

The district will establish a communication plan for parents explaining assessment and how to interpret results to measure student progress. The communication plan will provide information to parents on how to obtain student progress related data at specific points throughout the school year.

- C. Each teacher, upon request of the principal, shall have a conference to explain the teacher's educational objectives and method used for keeping parents informed.
- D. In support of the responsibilities of the Article, the principles and expectations outlined in the Huron Valley Student Success and Achievement Initiative are recognized as a professional responsibility of all teachers. Teachers are expected to individually and collectively engage and support the Initiative principles and apply professional knowledge and skills to incorporate the Student Success and Achievement document principles and activities in their professional work. These principles and activities include, but are not limited to the following:
  1. The consistent delivery of the district's curriculum.
  2. Utilize best instructional practices to enhance teaching and learning.
  3. Manage and track the individualized learning of every student.
  4. Provide individualized plans for students underachieving in the four (4) core subject areas.

5. Utilize data to improve student achievement.
6. Individualize instruction to meet the instructional needs of students.
7. Work in collaboration with other staff members to improve collective student achievement.
8. Work in collaboration with parents and other resource personnel regarding student success and achievement issues.

It is understood and mutually agreed that this Article V, Section D of the Master Agreement is intended to align and coordinate with other pertinent and appropriate sections of the Master Agreement and with other initiatives such as, but not limited to the Strategic Plan, Challenge of Change, and Professional Development.

- E. Enhancing student achievement is of primary importance for all district staff members. The Student Success and Achievement Initiative (SSAI) is mutually supported and is considered to be a priority responsibility for teachers and a priority for the district in terms of support for staff. To this end, the Student Success and Achievement Initiative Committee (SSAIC) is created.
  1. The SSAIC is charged with developing precise definitions, strategies, and organizational delivery systems for each of the components (Attached). The Committee is asked to view the Initiative as a systemic effort to improve instruction and therefore develop strategies for the SSAI to be incorporated and sustained in the individual and collective work of the district staff.
  2. The SSAIC shall be a joint committee, co-chaired by a representative of the Board and Association. Regular membership on the Committee shall be up to three representatives from each of the two bargaining teams and other resource staff as determined by the Committee.
  3. The SSAIC is expected to provide a comprehensive report with recommendations to the Board and Association bargaining teams. The report will provide a blueprint for the Student Success and Achievement Initiative that is aligned with the district's Strategic Plan, Challenge of Change, and Board goals.
  
- F. In order to support Literacy Testing by classroom teachers, a Guest Teacher will be made available at each Elementary building for two days in each school year. Each building principal will determine how the guest teacher will be shared for those two days.
  
- G. By successfully adhering to the foregoing procedures, a teacher shall be considered to have demonstrated accountability as a professional.

## **ARTICLE VI - PROFESSIONAL LEARNING**

### **A. Professional Learning**

The content of building level professional learning meetings will be established by the School Improvement Team / Professional Learning Community (SIT/PLC) or Building Professional Learning Committee (PLC) in conjunction with the principal. Members may

attend professional learning workshops that are held at other buildings to satisfy contiguous time requirements.

**B. District Wide Professional Learning Committee (PLC)**

A district-wide Professional Learning Committee (PLC) shall be formed consisting of members selected by the Association and members selected by the Administration.

The responsibility of this committee will be to:

1. Determine the division of the number of hours for district-wide professional learning and Building professional learning;
2. Coordinate planning;
3. Identify district needs and focus;
4. Resolve disputes regarding the validity of individual member hours;
5. Coordinate in-district SCECH's and college credits;
6. Monitor and adjust professional learning activities.

This committee will make plans for the next school year by the first day of June of the previous school year. They shall also meet once a semester to monitor all professional learning activities in the district. This committee will operate on a consensus base.

A formal meeting time will be established each Tuesday in August to specifically discuss and plan for opening day programming and contingency plans.

**C. School Improvement Team (SIT) or Professional Learning Committee (PLC)**

Each building will use their existing School Improvement Team (SIT) to work on building needs or form a building Professional Learning Committee (PLC) to do the same. If a building Professional Learning Committee (PLC) is used, the structure and make-up will be determined by that building. The team or committee will work collaboratively with the building principal to:

1. Survey staff for professional learning needs;
2. Develop professional learning strategies and plans, not only for the building, but for district initiatives at the building level;
3. Report to the district Professional Learning Committee (PLC) regarding building strategies and plans. The building strategies and plans will be sent back to the District Professional Learning Committee (PLC) by June 1 of each year. This committee is open to all building staff members who desire to participate.

## **ARTICLE VII - TEACHER PROTECTION**

- A. Teachers shall be responsible within their classrooms for creating and maintaining conditions conducive to learning following procedures which are sound in terms of modern psychology and pedagogy. The Board shall give all reasonable support and assistance to teachers in the creation and maintenance of these conditions and in the use of such control and discipline of students as may be necessary to create and maintain these conditions.

Principals and teachers will work cooperatively in resolving discipline problems, which disrupt good classroom operations.

- B. Principals and Supervisors agree to develop in consultation with their staffs:
  - 1. guidelines for the implementation of Board policy,
  - 2. procedures for prompt consultation when needed, particularly on discipline problems involving a student being sent to the office after the teacher has met all discipline responsibilities as outlined by the building principal in writing.

Generally, a teacher will be expected to seek administrative assistance and cooperation whenever it is necessary, in the teacher's estimation, to remove a pupil from the classroom. However, if the persistence of the misbehavior or the nature of the violation totally disrupts the normal classroom activities, the teacher may excuse a pupil from class. In all such cases the teacher shall immediately report the problem to the principal or a designee. The principal or a designee will confer with the teacher before returning the pupil to class.

- C. It shall be the responsibility of the teacher to report to the principal on the appropriate form, as supplied by the district, the name of any student who in the opinion of the teacher needs particular assistance from special services personnel. Upon receipt of such referral, the Board shall initiate the necessary procedure to fulfill such request for services within sixty (60) days.
- D. Any case of assault upon a teacher in the course of employment as a teacher (or because of employment as a teacher) shall be promptly reported by the teacher to the principal of the school. At the request of the teacher involved, the Board shall provide and pay for an attorney to advise the teacher of their rights and obligations with respect to such assault provided, however, that the Board or its representative, determines that the teacher was acting in accordance with and within the scope of their duties and authority and Board policy. Such determination is specifically subject to the grievance procedure. If the teacher requests the Board's further assistance to institute and proceed with a civil suit, the Board's representative will confer with the teacher and the Board will respond to that request in writing within twenty (20) working days. The teacher may at their own expense proceed with a civil suit without reprisal.
- E. Any absences by a teacher because of an assault upon the teacher in the course of employment, shall be fully excused and shall not be considered to reduce said teacher's sick day allowance; and the teacher shall receive an amount equivalent to their full salary for any time off each year until age 65 because of said assault or because of any lawsuit arising out of said assault which can be net salary or the difference between full salary and worker's compensation benefits that are in lieu of salary provided, however, as to all of the above, that it is determined by the Board or its representative that the teacher was acting in accordance with and within the scope of their duties and authority and Board policy. Such determination is specifically subject to the grievance procedure. Such salary continuance will be at the level attained as of the teacher's last day worked.

- F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or neglect of duty for any damage or loss to person or property.
- G. The use of any video or audio transcriptions of classroom activities shall be prohibited unless with the full knowledge and prior consent of the teacher.

### **ARTICLE VIII - ACADEMIC FREEDOM**

- A. It is understood that no special limitations shall be placed upon study, investigation, and presentation of facts and ideas concerning human society, the physical and biological world, and other branches of learning subject to accepted standards of professional responsibility.
- B. It is recognized that teachers have a dual role in their relations with the public that complicates decisions from time to time concerning their responsibility. Teachers may have to decide between their responsibility as professionals employed by the school system on the one hand or as members of the community on the other when differences of opinion arise concerning goals or operations of the schools.

The parties further recognize that the first amendment rights of teachers must be protected, but also that the Board must be protected from receiving complaints other than through normal channels for handling complaints or grievances from teachers.

- C. Teachers are expected to assume full responsibility of citizens living in a democracy. These include: voting, discussing the social, political and economic issues of the day in public meetings; supporting candidates; accepting appointive or elective office; or holding office in political parties provided, however, as to the foregoing, that it is understood that teachers take such actions as individuals and not as representatives of the school district.

### **ARTICLE IX - TEACHER PERSONNEL FILES**

- A. Teachers shall have the right, upon written request, to make an appointment with the Human Resources Department to review the contents of their own personnel files. A representative of the Association may, at the request of either party, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

Required medical information as supplied by the teacher, all teacher evaluation reports as supplied by the building principal, a copy of the current annual contract and pay record as supplied by the Board, a copy of the teacher's certificate as supplied by the teacher, a transcript of academic records as supplied by the teacher, and tenure recommendations as supplied by the principal.

- B. Letters from parents, newspaper clippings, and records of phone calls shall not be placed in the teacher's file without the teacher's knowledge and opportunity to respond thereto. For purposes of this paragraph, materials will be removed from the personnel file after a period of one (1) year, provided that the teacher so involved requests the removal.
- C. Documents with the exception of confidential credentials and recommendations submitted for the purpose of employment shall not be placed in the teacher's file without the teacher's knowledge and opportunity to respond thereto.
- D. Newly-hired teachers or teachers who have a change in their certificate must file their valid certificate and their official transcript of credits with the Human Resources Department by September 15th. Failure to file the certificate or official transcript shall result in withholding of pay until such filing has been completed. Further, all newly employed secondary teachers shall provide the building principal with an official copy of their transcript.

#### **ARTICLE X -TEACHING HOURS**

- A. A maximum of thirty-five (35) hours per week, exclusive of a thirty (30) minute unassigned duty-free lunch period per day, will be required by each teacher at their assigned building.
  - 1. The normal weekly teaching load in the middle schools and senior high schools will be: twenty-five (25) teaching periods and five (5) unassigned preparation periods based on a six (6) period day, or twenty-five (25) teaching periods, five (5) unassigned preparation periods, and five (5) assigned preparation/conference periods based on a seven (7) period day; scheduled by the principal after consultation with the staff.
  - 2. The normal weekly teaching load in the elementary schools will not exceed five (5) hours, 21 minutes of classroom instruction per day and unassigned preparation time as set forth in Article X, Section B.; scheduled by the principal after consultation with the staff.

The schedules for fine and applied arts teachers shall be established after consultation with the appropriate staff representatives. To the extent possible such schedules will be limited to two buildings per week.
  - 3. The remainder of the required duty time to be spent at the assigned buildings (elementary and secondary) will be decided by the principal after consultation with the staff.
  - 4. It is recognized that teachers spend a minimum of five (5) hours per week of additional time beyond time spent at the teachers' assigned building(s) for professional duties.
- B. The normal weekly teaching load for classroom teachers, including counselors, media specialists, and fine and applied arts teachers shall include five (5) conference planning periods per week. Elementary teachers will be guaranteed an average of 225 minutes per week for preparation time during the instruction day excluding released time during recess duty under Article XI, Section D. The elementary preparation time shall be scheduled in

meaningful blocks of time of no less than thirty (30) minutes duration.

- C. Each elementary building will develop mutually agreed upon special schedules. These planning time schedules shall be based on the following recommendations:
1. The principal will utilize an inclusive process in schedule development which seeks input from both classroom and specials teachers.
  2. Staff input will be provided at meaningful times during the schedule development process.
  3. Within the staffing allotment, the goal is to provide all classroom teachers with a daily special.
  4. In the event that specials are not scheduled on a daily basis, a rationale shall be provided to the staff that explains the final schedule.
  5. Individual teachers may request not to have daily specials to meet personal preferences or team-teaching needs.
  6. Elementary classroom teachers will not be required to supervise lunch periods.
- D. No teacher will be required to teach during the normal conference period as a regular assignment.
1. Due to issues such as curriculum continuation or program continuity, it may be deemed necessary to assign a secondary teacher to a regularly scheduled teaching period beyond the five (5) per day maximum. This may occur only according to the following:
    - a. The Association and the teacher shall be informed by the principal of the reasons for the perceived need.
    - b. The acceptance of the assignment by the teacher is voluntary.
    - c. The Association, teacher, and administration agree to all items associated with the assignment.
    - d. This agreement must include the following:
      - i. Each agreement will be for up to one school year.
      - ii. The teacher will be remunerated an additional one-sixth (1/6) of their regular salary based on their step and lane salary schedule placement for that school year for the period covered by the assignment.
      - iii. Although the assignment may result in exceeding the class load limit as outlined in Article XI, the provisions regarding individual class size will not be altered.
      - iv. The assignment will not result in the layoff of a teacher nor will it supersede the provisions of the Tenure Act.
  2. Conference periods shall be used for such things as preparation, conferences with parents, teachers, and administrators, and special assistance to students. Conference time shall not be used or spent on any unconnected or non-school activity. In addition, it is expressly understood that if teachers must leave their building during the preparation time, they will notify the principal.
- E. No regularly assigned teacher shall be assigned by the administration to substitute for a



regularly assigned teacher except in case of emergency, it being understood expressly that the failure of a substitute to arrive on schedule or inability to secure a qualified substitute shall be considered an emergency. In the event of an emergency, a regularly assigned teacher shall be paid the Additional Teacher Duty rate in Schedule B-1. It is agreed that any such assignment of a teacher as a substitute shall be made as far as possible in advance. Where possible, volunteers will first be sought, and if there are no volunteers, such assignments will be rotated among available teachers. Further, should teachers be assigned to supervise pupils during their lunch period in the elementary school, they shall be paid the Additional Teacher Duty rate in Schedule B-1.

Teachers who participate in Curriculum Development and Staff Development activities shall be compensated at the rate for same which is contained in Schedule B-1, and in accordance with the policy which is incorporated as Appendix A of this Agreement.

- F. After negotiations between the Board and the Association, the school calendar shall be adopted by the Board and made public on or before the last day of school for students each year. In the event agreement has not been reached by the parties at the time of such Board action, then the action of the Board shall be subject to further negotiations between the parties.
- G. On any day when school sessions are scheduled but that student attendance is canceled by the Superintendent due to natural causes or Acts of God, then the following provisions shall prevail:
  - 1. Teachers are not expected to report to their schools.
  - 2. A system of communication to notify teachers as early as possible when they are not expected to report to the schools.
  - 3. In the event one or more buildings are closed but the district student attendance has not been canceled, the teachers of the closed buildings may be required to report for duty in other buildings.
- H. It is understood and agreed that the school calendars, as set forth in Schedule C, have been developed in compliance with the requirement of the State Aid Appropriations Act. The intent of the parties is to permit receipt of state aid without penalty. However, the parties recognize that due to conditions not within the control of school authorities, so called "Act of God" days, such as, but not limited to, severe storms, fires, epidemics, or health conditions as defined by the appropriate health authorities, there may be days when pupil instruction is scheduled but not provided within the meaning of the State Aid Appropriations Act. On such days when pupil instruction is not provided, Section G., above, shall be in effect.

It is the intent of the parties to provide the number of hours of pupil instruction, as defined by law, plus additional teacher duty days. "Act of God" days, when instruction is not provided (as set forth above), and which are not allowed as days of student instruction in the State Aid Appropriations Act, shall be rescheduled on consecutive weekdays in June beginning on the scheduled "Record Day"; or, for the Year-Round program, on consecutive weekdays

beginning on the first day of the May vacation break. The scheduled "Record Day" shall be rescheduled on the first weekday after the rescheduled instruction days. Any "Act of God" days when instruction is not provided which are not required by law to be rescheduled shall not be rescheduled. It is understood that teachers shall work on days rescheduled herein and shall receive no additional compensation therefore.

- I. Fall parent-teacher conferences shall be scheduled outside regular duty hours. The staff and building administrator(s) shall jointly rearrange said duty hours, and teachers shall receive compensatory time off. Such fall conferences shall be scheduled for a total of seven (7) hours. The date(s) will be determined by mutual agreement between the staff and building administrator(s). Any rearrangement of teacher duty times for parent-teacher conferences shall be approved by the building administrator's supervisor prior to implementation.
- J. Teachers will be dismissed at the end of the student day on the last Records Day of the school year if their records are completed and closing procedures are concluded.
- K. In the event the district is required to change the calendar by legislative action, the parties shall reconvene with the intent of protecting the integrity of the negotiated calendar particularly with regard to the total number of student attendance days and teacher workdays.
- L. Beginning with the 2022-2023 school year, the Head Start and Great Start Readiness programs will follow the K-12 calendar including start date, professional learning days, scheduled breaks and end date.

#### **ARTICLE XI - TEACHING CONDITIONS**

- A. The Board agrees to keep the schools equipped and maintained; this includes adequate provision of attendance books, paper, duplicating materials and equipment, chalk, erasers, dictionaries, and other such material and equipment required in the daily teaching responsibilities. The Board agrees to provide significant instruction in the areas of physical education, art, music, reading and library skills in each elementary school in the district. The teachers in these skill areas are to be considered regularly assigned teachers. Further, these teachers are to be considered an integral part of the educational program. The time spent by a class of students receiving instruction from a specialist in the above areas may be used by elementary teachers for preparation, planning and conferences. Attempts will be made to schedule the time of special teachers with equity within each given building.
- B. The Board shall make available in each school an appropriately furnished lounge and/or work space and a lavatory for teachers' use. Provisions for separate lunch facilities along with a furnished lounge and/or work space and a lavatory for teachers' use will be made in all future buildings on a basis proportional to the number of teachers in each building.

- C. Adequate, regularly maintained parking lots shall be made available to the school staff for their use. Concrete or asphalt sidewalks shall be provided to extend from the lot to the building and such sidewalks will be maintained. Precautions will be made to protect staff vehicles from vandalism during the day.
  
- D. Since the Board, the Association and the teachers recognize the continued necessity for safety and welfare of students on the playground and that recesses are an integral part of the educational program, elementary teachers shall continue to supervise the students during recess. For grades 4 through 6, this recess period will be left to the agreement of the teachers and the principal.
  
- E. Teachers will not be responsible for the collection of monies. District approved online merchants will be used whenever possible. If the collection of monies is a necessity, the teacher and building administrator will meet to discuss the collection of monies following the established administrative guidelines. Further, the Board shall work toward limitation of other items with reference to the collection of monies.
  
- F. The Board shall endeavor to develop patterns of organization to equalize the student - teacher ratio between various buildings. Further, the Board shall review attendance boundaries considering the differences in growth patterns within the district each year in an attempt to equalize classroom teacher-student(s) ratio between various buildings.
  - 1. In order to provide acceptable class size levels, the Board shall endeavor to maintain following class size limit recommendations:
    - JK - 20
    - K - 27
    - 1 - 29
    - 2 - 30
    - 3-5 - 31
    - 6-12 - Class Load Limit, 164\*

Recognizing the added responsibility involved in split grade assignments, the Board will reduce the size of split grade classes wherever possible.

At the Elementary level, a stipend of \$250 per semester will be paid for each student over the class load limit.

A stipend of \$50 will be paid per semester for each student over the class size limit to Elementary Specials teachers and \$50 per semester for Secondary teachers over class load limit.

Special Education Teachers and Speech and Language Pathologists shall be paid \$250 per semester for each student over the caseload limit prorated to the date of initial overage.

At the Secondary level, a stipend of \$1,750 per semester shall be paid for large group instruction for a minimum of 25 students over the class load limit of 189 with a cap of 50 students over 214.

\*Exceptions to the Class Load Limit are vocal and instrumental music, physical education, and study halls.

2. In the event a class size or load exceeds the maximum or class size or load limit, then the teacher may conference with the principal. If no mutually satisfactory solution is found, the teacher and/or Association representative will make an appeal to the Class Size Commission. All overages require agreement of the teacher, HVEA and administration.
3. A Class Size Commission shall be established. The Commission shall be comprised of three (3) Association representatives and three (3) Administrative representatives. The Commission's tasks shall be A) to review the actual class sizes at the beginning of the school year, B) to assist in the remedial procedure for identified class size concerns, and C) to review and monitor class size patterns, district enrollment projection, and staffing trends as needed.

The Class Size Commission shall meet within ten (10) days of a request for a meeting by either party, and, in cases where a decision is required, the Commission shall issue same within ten (10) days of its meeting.

4. The Class Size Commission will consider the following possible alternatives in providing relief:
  - a. Transfer of students.
  - b. Rescheduling students.
  - c. Provide Aide time.
  - d. Add a teacher or section.
  - e. Provide materials or supplies.
  - f. Association consent.
  - g. Other mutual arrangement.
5. If the class size or class load concern is not satisfactorily resolved under sections 3 & 4, above, then the matter may be subject to the Grievance Procedure beginning at Step 3.
6. It is understood that large group instruction, differential staffing and other such experimental or innovative programs may be exceptions to the ratios established above with the agreement of the principal and classroom teacher.
7. It is understood that attempts will be made to balance the enrollment in secondary classes of like kind within each building.
8. Within one week following the State Pupil Membership Count Days the Board will report individual elementary class size and individual secondary loads (Class Assignment) to the Class Size Commission which shall be comprised of Association representatives and Administrators for the purpose of identifying critical areas and to recommend solutions.

- G. The Board agrees that the high school counselor to pupil ratio should be no greater than 1 to 375, and at middle school should be no greater than 1 to 425. If that ratio is exceeded by 25 or more students, the counselor will be paid \$1,750 stipend per semester. The contractual counselor to pupil ratio will be reviewed for compliance per semester at the class size commission based on the most recent pupil count day.

Counselor Summer Work - Counselors will be paid per diem up to seven (7) days for summer scheduling work with principal approval. If the approved work exceeds seven (7) days, then the counselor will be paid per the additional teacher duty pay rate. Compensation time is an option for counselors for summer work in lieu of payment.

In coordination with administration and counseling staff, the district agrees to review the scheduling process;

- to improve efficiency
- to provide support for counselors
- and to systematize the scheduling process to provide consistency across the district.

- H. High School Teacher Consultants will be paid per diem up to five (5) days for summer scheduling work with principal approval. If the approved work exceeds five (5) days, then the Teacher Consultant will be paid per the additional teacher duty pay rate. Compensation time is an option for Teacher Consultant for summer work in lieu of payment.

Middle School Teacher Consultants will be paid per diem up to three (3) days for summer scheduling work with principal approval. If the approved work exceeds three (3) days, then the Teacher Consultant will be paid per the additional teacher duty pay rate. Compensation time is an option for Teacher Consultant for summer work in lieu of payment.

- I. The Board recognizes that appropriate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. Further, that efforts shall be continued to seek and use textbooks and supplementary reading materials which contain the contribution of minority groups and women to the history, scientific and social development of the United States. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board shall consider all joint decisions made by its representatives and the Association.

- J. Student teaching assignments will be made with the consent of the individual teacher. All compensation received by the school district for placing student teachers within the school district will be paid directly to the supervising teacher.

- K. In the event of a school closing or building remodel, teachers from that school will be given

one day's paid time to pack their rooms and professional belongings for an orderly transfer if required to pack. This consideration shall also be provided for teachers being involuntarily transferred. This time can be arranged at the Board's discretion.

- L. Medical Procedure for Special Education Students - As a general practice, when a general education classroom is to include a Special Education student whose handicapping conditions includes the necessity of regular or routine medical procedures or assistance with regular hygiene, the general education teacher will not be required to be the provider of these services. In such cases the district shall include arrangements for the separate provision of these services so that the primary focus and responsibility of the teacher will be instruction.

Nothing contained herein shall limit or define the teacher's responsibility in a medical or personal hygiene emergency. In this regard it is understood that a general education teacher may be required to receive the training necessary.

- M. I.E.P.C./B.E.S.T. Meetings: General education teachers of students, who have been referred for or qualified for special education services, shall be informed when I.E.P.C. / B.E.S.T. meetings are scheduled for such students. Such general education teachers shall have the opportunity to provide input for such meetings. Also, the general education teachers shall have the opportunity to attend such I.E.P.C./B.E.S.T. meetings upon reasonable request.

Process to Invite Required Staff to an IEP: All IEP times are required to be mutually agreed upon between the Parent and the District. For HVS this includes Special Education, General Education Teachers and parents/guardians. If the General Education teacher cannot attend the full IEP, there must be a prior parent consent form completed excusing the general education teacher for "part or whole" of the IEP. Rule 30321(e) of IDEA.

Prior to 10 days of an IEP, the caseload manager must collaborate with the required IEP members to coordinate a mutually agreed upon date and time to hold the IEP. Once the school team has agreed upon dates and times to hold the IEP, the caseload manager will offer these to the parent/guardian, who also have the right to a mutually agreed upon IEP date and time for their student.

Note: If you attend an IEP at 8:15am and are required to report to your building at 8:30am, you may either use 15 minutes toward an alternate work schedule (Comp Time) on a different day, or bank within the same month to accumulate time. If you are documenting for pay, each IEP time must be itemized while you may use the same form for multiple IEPs within the same month. Pay Authorization forms must be completed and received by Student Support Services within the same month for processing and payment as appropriate, per the policies of the Business Department.

Payroll Authorization Form and Guidelines for Teachers Attending IEP's: Under IDEA,

Reauthorization 2004, required parties for IEPs was addressed. With this, the endorsement of Reauthorization 1997 included the outlined participants below. With the increase of formal state hearings and complaints, the MDE is emphasizing the federal requirement of General Education Teachers to be included for the whole IEP.

It is a requirement to have the following participants at an IEP:

1. Special Education Teacher
2. General Education Teacher
3. District Representative, if not same as Special Education Teacher
4. Parent for an Initial IEP

| Use Pay Authorization  | Do not use Pay Authorization  |
|--|---|
| <ul style="list-style-type: none"> <li>• Before, or after school, when the IEP is outside of your building/contractual work time.</li> <li>• During the school day when the IEP could not be scheduled outside of your prep time.</li> <li>• When you cover another classroom so that a teacher can attend an IEP for their student; whether it be a general or special education teacher.</li> <li>• After the second IEP attended during planning/conference hour within the same school year</li> <li>• During the school day when teachers are used for sub coverage the Payroll Authorization form will be used.</li> </ul> | <ul style="list-style-type: none"> <li>• If you are attending your first or second IEP for the school year</li> <li>• When you attend an IEP and you have sub coverage for your class.</li> <li>• When you attend an IEP prior to, or following your work day, when you are contractually required to be in your building.</li> <li>• When you are using the Comp Time Recording Form in the HVEA contract, rather than Pay Authorization as a way to accumulate or use compensatory time. *It is the responsibility of the employee to use the Comp Time form documenting the date and time of IEP and to get permission from their principal to utilize comp time.</li> </ul> |

- N. The parties agree to add "The International Academy Letter of Understanding - November 2022 through June 2025" to the terms of this Collective Bargaining Agreement. Pro-ration of stipends shall occur for teachers assigned to the International Academy in a less than full time position.
- O. For teachers whose teaching assignments are at multiple buildings and require travel during the school day, the following conditions will apply:
1. Teachers will submit their mileage monthly to the office coordinator of their home school.
  2. Elementary teachers, including Special Education Teachers, will be given 30 to 45 minutes of travel time dependent on building proximity.
  3. Secondary teachers will be allocated a class period for travel.
  4. If time constraints cannot be met, the District and Association president will meet to determine resolution.

## **ARTICLE XII - PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS**

- A. Any assignments in addition to the normal teaching schedule during the regular school year, shall not be obligatory but shall be with the consent of the teacher. Assignments of extra duties will be made annually at the discretion of the Board.
- B. To the extent that a more experienced teacher acts as a mentor or coach to a newly hired or less experienced teacher, it is understood that such mentoring will be voluntary on the part of the more experienced teacher, and further, that the professional relationship between the mentor and mentee shall be confidential as regards evaluation or disciplinary processes, which processes shall remain the responsibility of the Board.
  - 1. Serving as a mentor teacher shall be voluntary. The professional relationship between the mentor and the mentee shall be confidential as regards evaluation or disciplinary processes, which processes shall remain the responsibility of the Board.
  - 2. A teacher who accepts an assignment as a mentor shall be paid a stipend in the amount of \$500 for the 1<sup>st</sup> year and \$350 each for year 2 and year 3 per mentee per year. The mentor may not accept more than three (3) mentees at any one time.
  - 3. A teacher who accepts an assignment as a mentor for an Alternative Track teacher shall be paid a stipend in the amount of \$750 for the 1<sup>st</sup> year and \$500 each for year 2 and year 3 per mentee per year. The mentor may not accept more than three (3) mentees at any one time.
  - 4. Every reasonable effort shall be made to have the mentor from the same building as the mentee, hold and be teaching in the same area of certification as the mentee, and have a common planning period as the mentee.

## **ARTICLE XIII- TRANSFERS AND VACANCIES**

- A. A Screening Committee including a Huron Valley teacher representing the Association may interview candidates for Huron Valley instructional administrative positions.
- B. Any qualified teacher may apply for any instructional supervisory vacancy. In filling such vacancy, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including seniority of all applicants from within the school district, as well as applicants from outside the school district. Provided, however, in all appointments to positions, the Board's decision shall be final and not subject to the grievance procedure.
- C. Any teacher who shall be transferred to an administrative or executive position and shall later return to a teacher status shall be entitled to retain such rights as they may have had under this Agreement prior to such transfer to supervisory or executive status.
- D. A bargaining unit member, who has not previously attained tenure under the Michigan Teacher Tenure Act (MCLA 38.71, et seq.) in a position other than as a classroom teacher, who is placed in a position other than a classroom teacher, shall not be deemed to have tenure in such non- classroom teaching position by virtue of this contract or any individual contract for such non- classroom position, but shall be deemed to have continuing tenure as



an active classroom teacher after the probationary period if applicable.

#### **ARTICLE XIV- SENIORITY**

- A. Seniority is defined as length of unbroken service within the bargaining unit and shall be computed from the employee's first day of work. All employees shall be ranked on a list in the order of their first day of work as above defined.

In the circumstance of more than one individual having the same seniority date, ties will be broken by applying the following criteria in the order listed:

1. total teaching experience excluding substitute teaching
2. substitute teaching experience in Huron Valley
3. by lottery number drawn at the October Representative Council meeting. Human Resources will submit a list of new hire seniority ties to the Association by October 1st of each year.

- B. The seniority list shall be posted in all buildings of the district by the last working day of the first semester of each school year. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association.

Further, seniority listing for teachers with up to two (2) years more seniority than the most senior teacher on the layoff list shall also include certification, total years teaching experience, excluding substitute teaching, and total length of Huron Valley substitute teaching experience.

- C. Seniority is lost when employment is severed by resignation, retirement or discharge for cause. However, seniority is retained if severance of employment is due to layoff. In cases of layoff, bargaining unit members so affected shall continue to accrue seniority while on layoff status.
- D. Seniority shall continue to accrue while an employee is on an approved unpaid leave of absence.
- E. A member that is on an unpaid voluntary leave of absence of longer than one year (365 days) shall have their seniority frozen and shall not continue to accrue seniority for the remainder of said leave until the first day worked after the conclusion of the leave. The date when the member's seniority shall be frozen will be the 366th day after the start of the unpaid voluntary leave.

When the member returns to work after the unpaid voluntary leave of more than 365 days, their seniority shall be adjusted to reflect the binding, new seniority date on the seniority list.

For historical purposes only, the seniority list will reflect both the binding, new seniority date for the member returning from unpaid voluntary leave and also the old, invalid seniority in

parenthesis. The seniority list will reflect the description contained in this section.

## **ARTICLE XV -LEAVES OF ABSENCE**

- A. Upon written application to the Board a member may be granted maternity leave, child care leave, medical leave, professional leave, government service leave, or other leave without pay. A leave may also be granted for the purpose of participating in exchange teacher programs in other states, territories, or countries, foreign or military teaching programs, the Peace Corps, National Teachers or Job Corps as a full-time teaching participant in such programs. As per the law, all such leaves may be renewable. Before being granted a leave of absence, the member shall state in writing the intention to return to the school system. Where possible leave requests under this Section shall be given to the Board by May 1 of the year preceding the requested leave. The Board may require a medical examination as a prerequisite to reinstatement. Salary increments shall not accrue for medical, maternity leave or child care leave.

During a period of teacher layoffs, the Board agrees to grant additional consideration to teacher requests for unpaid leave.

- B. Pregnancy Leave - Sick Leave: Pregnant employees, who are actively employed at the onset of any period of disability caused by the pregnancy, childbirth, or other termination of pregnancy, shall be eligible for all sick leave and disability benefits, set forth elsewhere in this contract, on the same basis as employees suffering from other illnesses or disabilities. Such benefits shall be available for the duration of the period(s) of disability as certified by the appropriate medical personnel.

A pregnant employee who is physically able to continue her employment may apply for a voluntary, unpaid maternity leave under the provision of Section A of this Article. This leave will be treated the same as other voluntary, unpaid leaves of absence; including the fact that employees are not eligible for sick leave or disability benefits while on such leave.

At the conclusion of the period of disability caused by the childbirth or other termination of pregnancy, the employees covered by both paragraphs above shall return to active employment unless a child care or other leave has been granted pursuant to Section A of this Article. The Board reserves the right to require medical verification of illness, disability, or ability to return to work, to the same degree that it may require such verification for other disabilities or the return from other leaves of absence. This limitation also applies to the Board's right to require independent medical verification at its own expense.

- C. Parental and Adoption Leave: Up to twenty-one (21) consecutive days, fifteen (15) of which may be paid days that come from a member's personal sick bank, can be taken to be used for the purposes of parental and adoption. The member shall submit an appropriate FMLA request to Human Resources and notify the building administration as far in advance as possible of the requested leave.

- D. Military Leave: Any member serving in the United States Armed Forces shall upon termination of such services be offered re-employment in their previous position, as set forth in the Michigan Public Act 45 of 1943, provided the teacher has received an honorable discharge, seeks re-employment within ninety (90) days from date of discharge, and is still qualified and competent to perform teaching duties.
- E. Jury Duty: A member called for jury duty or to give testimony in a court of law (except for court appearances relating to outside employment, suits against the district, or civil action initiated by the employee) shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation provided the member where possible, notifies the building administration of such fact at least forty-eight (48) hours in advance of the occurrence.
- F. Bereavement Leave: A member may be permitted to use a maximum of five (5) days in the event of a death in the immediate family. A member may be permitted to use a maximum of two (2) days in the event of a death in the extended family. The immediate family shall be defined as parents, mother-in-law, father-in-law, spouse, children, brother, sister, grandparents, or grandchildren. Extended family includes but is not limited to: brother/sister in law, former spouse's children, former spouse's grandchildren, and former spouse's parents. To use this time without loss of pay, the teacher must certify in writing to the Board Office the details of the request. The Superintendent or designee may, at their discretion, grant bereavement leave for situations other than those mentioned above. The decision of the Superintendent or designee concerning discretionary leaves for situations not included in the definition of immediate family above shall not be subject to the grievance procedure. The Superintendent may also extend the time limit as specified above when they feel the situation merits this extension.
- G. Professional Learning: Professional days may be granted for educational purposes as agreed upon by the member and the principal. Professional days shall be used for the purpose of:
1. Visitation to view other instructional techniques or programs;
  2. Conferences, workshops, or seminars. Members may be requested to file a written report within one week of their attendance at such visitation, conference, workshop, clinic or seminar.
- H. Teacher Leader/HVEA President: The Association President will be released from their regular full-time duties and serve in the capacity of Teacher Leader. HVEA President/Teacher Leader reports to and will be evaluated by the Director of Curriculum Development in the Teaching, Learning & Technology Department. Responsibilities for this position will be discussed in collaboration with the HVEA President. Some responsibilities shall include, but are not limited to the following:
1. Professional Learning/Development Planning (See Article VI, B)
  2. TLT support/collaboration as determined by the Asst. Supt of Teaching and Learning

3. Assist with the HVEA mentoring program - accountability procedure, process, program needs, operating criteria, and expectations of mentor and mentee
4. Support of the New Teacher Orientation program
5. Assist with District-wide Calendar development and roll-out
6. Answering HVEA staff questions specific to evaluation timeline and process
7. Mental Wellness support for staff and students

The Association and the District agrees that the Teacher Leader/HVEA President will have 3 hours per day of Association release time to handle Association business. The Association will reimburse the District for retirement costs (ORS Contribution) of the HVEA President for 3 hours per day release time.

- I. Association Business: Officers, chairpersons, or designated representatives of the Association may be granted, at the discretion of the Superintendent, short leaves of absence to participate in area, regional, and/or state organizational or business activities of the Michigan Education Association.

In the event such released time is authorized, the Association shall reimburse the district for that portion of time a substitute serves. No individual teacher will be granted such leave for more than two (2) days per semester, nor shall more than five (5) teachers be granted such leave on any given day.

- J. Personal Business: Up to two (2) personal business days may be used by each contracted member to attend to matters which cannot be taken care of at other times. Reasons for using personal business days will be given in writing to the principal by indicating one of the following categories: religious, medical, legal, family or personal. A member planning to use a personal business day shall notify the principal at least forty-eight (48) hours in advance, except in cases of emergency. Personal business days shall not be granted contiguous to a holiday or school recess unless the Superintendent or designee feels that the circumstances of the request warrant the use of such days. Personal business days cannot be used for vacations or Association business.

Through an application request, a member can receive up to three (3) days of paid leave time from the Central Sick Leave Bank for the purpose of recognized religious observances during the school year. Said paid leave days shall be deducted from the Central Sick Leave Bank. Applicants must inform building administration and Human Resources of the request no later than 10 calendar days prior to the day being requested. Applications must be completed and delivered to the Central Sick Bank Committee at the same time the member notifies the building administrator and Human Resources of the request.

Through communication directly to the Human Resources Supervisor, members can receive up to five (5) days of paid leave time from the Central Sick Bank after a miscarriage or stillbirth. These five (5) days apply to the mother and/or her spouse/partner who are members of the HVEA. Said paid leave days shall be deducted from the Central Sick Bank.

In the event personal business days are not used during a year, these days may be accumulated in the member's sick leave bank. These personal business days shall be granted to the members depending on the number of substitutes.

The Superintendent or designee may, at their discretion, grant an additional personal business day upon written request outlining the reasons therefore from the individual member. In no case will such additional personal business day be considered to accumulate. The decision of the Superintendent or designee shall be final and not subject to the grievance procedure.

### **ARTICLE XVI -LEAVE DAYS**

- A. At the beginning of each school year, each member shall be credited with ten (10) days to be used for absences of the member for reasons outlined below. The unused portion of such allowance shall be accumulated to 180 days. These leave days may be used for the following:
1. Personal Illness or Disability: The member may use all or any portion of sick leave days accumulated to recover from illness or disability which shall include childbirth and complications of pregnancy. Members will be required to indicate reasons for absences under the illness or disability leave time provisions of this Agreement on forms furnished by the Board. A completed copy used for personnel records will be returned to the member within two days.
  2. Illness of an Immediate Family Member: Up to five (5) days per incident for serious illness or medical care of the spouse, son or daughter, or other dependent which requires the presence of the member in order to provide the necessary care, or critical illness of the immediate family as defined in Article XV, Section F. Additional days may be granted by the Superintendent or designee pursuant to Article XV, Section F.
  3. If a member has used or scheduled their 2 personal business days, they may use their remaining sick days to schedule medical appointments.
  4. The HVEA and administration will team together to educate members about the appropriate use of personal business days and sick leave.
- B. The Association and the district have established a voluntary buy back system for unused sick leave and personal business days credited to the member during the current school year. If the member chooses to 'sell' their unused sick leave days from the current school year, the days will not accumulate into the members' personal sick leave bank.

Teachers who choose to participate in the sick leave & personal business day buy back will have an additional 5 days (from 14 to 19) added to their waiting period for entry to Central Sick Bank for the following school year.

The teacher shall notify the Human Resources department by 11:59pm the 5th day after the

completion of the school year using the form supplied by Human Resources. Payment will be made no later than the July 10th pay.

If two (2) or fewer sick leave and/or personal business days are used in a school year, the district will pay \$750 for the remaining ten (10) sick leave days/personal business days. If a teacher has used zero (0) sick days/personal business days and elects the buyback option they will keep two (2) days in their personal sick leave bank. If a teacher has used one (1) sick leave/personal business day and elects the buyback option they will keep one (1) day in their personal sick leave.

If three (3) sick leave days/personal business days are used in a school year, the district will pay \$630 for the remaining nine (9) sick leave days/personal business days.

If four (4) sick leave days/personal business days are used in a school year, the district will pay \$520 for the remaining eight (8) sick leave days/personal business days.

If five (5) sick leave days/personal business days are used in a school year, the district will pay \$420 for the remaining seven (7) sick leave days.

- C. Upon returning from Central Sick Bank, teachers who have exhausted their personal sick leave bank will have the opportunity to borrow from future years of their personal sick leave bank during the remainder of that school year with the following stipulations.
  - 1. Teachers may borrow up to five (5) sick leave days per school year for no more than five (5) separate years during their career. The teacher will pay back the borrowed sick leave days the following school year from their personal sick leave day allocation.
  - 2. If a teacher separates from HVS before paying back the borrowed sick leave days, the teacher shall pay back the remaining sick leave days at the rate of \$100.00 per day. Payment will be taken from the teacher's final two checks.

#### **ARTICLE XVII -CENTRAL SICK BANK**

- A. The Association will operate a Central Sick Leave Bank on a mandatory basis. The Association will establish a committee to administer the Central Sick Leave Bank and to provide the information whereby the Business Office will keep the records. The Executive Director of Human Resources will serve in the capacity of an adviser to the committee. The initial guidelines for the operation of the Central Sick Leave Bank have been developed jointly by the parties through collective bargaining.

The Association shall make the Central Sick Bank guidelines available to each member within ten (10) days after completion of the guidelines. The Association will appraise members in a timely fashion of guideline changes thereafter. Central Sink Bank approval will be determined after medical leave and FMLA is approved by Human Resources. If FMLA approval extends beyond the contractual waiting period for Central Sink Bank, the

member will not be penalized with their entrance to Central Sink Bank for the extended waiting period.

- B. The Central Sick Leave Bank was established on July 1, 1989. It was initially funded on that date by a mandatory donation of two (2) days sick leave from the 1989-90 allocation of sick days to each member of the bargaining unit. A collaborative analysis of Central Sick Bank balance reporting will occur in August/September at the start of each school year between the Central Sick Bank Committee and Administration. This analysis shall be inclusive of section C & D below. If the number of days in the Central Sick Leave Bank falls to one hundred (100) days, each member of the bargaining unit shall make a mandatory contribution of one (1) of their sick leave days to the Central Sick Leave Bank to replenish it.
- C. In addition to the above, every member new to the district will donate two (2) days of their individual leave upon commencement of their employment.
- D. Any bargaining unit member who leaves the employ of the Huron Valley School District effective on or after June 9, 1989, shall donate one-half of their unused sick leave to the Central Sick Leave Bank.
- E. A bargaining unit member will not be able to withdraw the individually contributed days.
- F. Central Sick Bank Entrance Criteria:
  - 1. A person credited with fifty (50) or more leave days at the beginning of the school year will not be able to withdraw days -from the Central Sick Leave Bank until their leave days are depleted to fourteen (14) days.
  - 2. A person credited with less than fifty (50) leave days at the beginning of the school year will not be able to use days from the Central Sick Leave Bank until their leave days are depleted.
  - 3. The first fourteen (14) consecutive workdays of illness or disability will not be covered by the Central Sick Leave Bank but must be covered by the person's own accumulated leave or as absence without pay.
  - 4. Teachers who choose to participate in the sick leave day buy back will have an additional 5 days (from 14 to 19) added to their waiting period for entry to Central Sick Bank for the following school year.
- G. An employee with a disability is required to seek disability coverage. Eligibility for long term disability occurs following 180 calendar days of disability. Employees are encouraged to submit their application to the disability company in a timely manner following Central Sick Bank Guidelines to allow sufficient time for the approval process. In the event that approval is delayed while the disability company reviews an employee's submitted application, the employee, beginning on the 181<sup>st</sup> calendar day, shall receive 66  $\frac{2}{3}$ % pay through Central Sick Bank. Employees will be held financially harmless for collection beyond 180 calendar days if denied when they have applied for LTD on or prior to 120 calendar days of Central Sink Bank usage. However, to address long term disability applicants that are denied long

term disability by the carrier, the parties agree that in such instances, the member shall appeal the denial through the process provided by the LTD carrier and that the member shall draw days from the Central Sick Bank at a rate equal to that of the LTD salary percentage (currently 66 ⅔% of salary) for the number of days necessary to reach the allowable 365 calendar days as specified in the collective bargaining agreement.

- H. An individual may withdraw the number of days from the Bank necessary to result in no loss of wages for one year, subject to section F & G.
- I. Persons withdrawing leave days from the Bank will not have to replace these days except as a regular contributing member of the Bank.
- J. Should the Association require an employee to be evaluated by a physician of the Association's choice prior to determining their eligibility or continuing eligibility, the results of such an evaluation will be shared with the Administration and will become part of the employee's personnel file.
- K. It is expressly understood that Central Sick Leave Bank days are granted to ensure pay for days on which the individual member is ill or disabled, and such days are not available for illness or disability of family members.
- L. It is expressly understood that employees who are granted days from the Central Sick Leave Bank shall be deemed employees on leave of absence with pay, and shall receive full pay and benefits for all such days.
- M. A recurrence of the same illness or disability shall be treated in the same manner as a recurrence of the same illness or disability is treated in the Long-Term Disability insurance called for in Article XX of this Agreement. Specifically, if the rules and regulations of the Long-Term Disability insurance policy do not require an additional waiting period to qualify for Long-Term Disability insurance, no new waiting period will be required for access to the Central Sick Leave Bank. In this event, the eligibility for days from the Sick Bank will cease when the waiting period for LTD insurance benefits has been met and those benefits commence. If the LTD carrier does not deem the new illness to be a recurrence of the same disability and requires a new waiting period for eligibility for LTD benefits, the employee shall be required to fulfill a waiting period for Central Sick Leave Bank days as set forth in section F above. In this circumstance, the employee shall be eligible for days from the Central Sick Leave Bank for the entire duration of the new LTD waiting period, until eligibility for LTD benefits is established/re-established subject to section F above.
- N. The Board agrees to grant an unpaid leave of absence for up to one year to those persons disabled due to mental or nervous conditions in the event the LTD insurance for these disorders does not provide continuous coverage. This leave may be extended at the Board's discretion. The initial leave of up to one year may be initiated by the request of the member or by the Board consistent with procedures set forth in the Tenure Act.



## **ARTICLE XVIII - SABBATICAL LEAVE**

- A. Sabbatical leaves for certified teaching personnel employed by the Board of Education may be granted for one full school year or the second semester of the school year. However, in any school year, the number of teachers granted the request shall not exceed one percent (1%) of the staff. To qualify for consideration for a leave, the member must have been employed in the system at least seven (7) consecutive years and must hold a permanent or continuing certificate. It is further understood that a second semester sabbatical leave may be granted only in cases where no major disruption of the educational program will occur as a result of such leave.
  
- B. A sabbatical leave may be granted for one of the following reasons:
  - 1. For formal study at an accredited college or university toward an advanced degree.
  - 2. For research work under the guidance of competent research personnel.
  - 3. Advanced study for a special program or professional improvement.
  
- C. The study or research plans for the year, together with the application for sabbatical leave, must be submitted to the Superintendent for approval, no later than March 15.
  
- D. After due consideration of all applications, the Superintendent shall present each request to the Board with a written recommendation of acceptance or rejection. The teacher involved shall be asked to be present at the meeting when their program comes up for consideration by the Board.
  
- E. During the sabbatical leave, the member will receive one-half of the salary at the appropriate step for the year or semester the leave is granted. Such pay will be paid in twenty (20) equal installments, or ten (10) in the case of a semester leave, starting with the first regular pay date and continuing through the contractual school year. The teacher shall also receive full fringe benefits. Provided, however, that the Board shall not be held liable for death or injuries sustained by a teacher while on sabbatical leave.
  
- F. To protect the Board against the member's failure to return to a teaching position, the member shall execute a non-interest bearing note in the amount of the one-half pay. This note shall be paid off by one of two methods:
  - 1. The face of the note shall diminish by an amount equal to one-twentieth of the original face for each eighteen days of service rendered.
  - 2. The note shall, upon failure of the member to return to the system to teach, be payable in twenty (20) installments, beginning with October 1st of the year the member should have returned and continuing for the next twenty-two (22) months, excluding the intervening July and August. During such payments, there shall be added to each payment an amount to cover interest so that the effective rate of interest the Board receives will be one percent (1%) of the unpaid balance per month effective September 1st of the school year the teacher would have resumed a normal teaching position. The member shall, after notifying the Board that they will not return, have the option of paying the note in full with no interest prior to September

1st of the school year the member would have resumed a normal teaching station.

- G. Failure to return the second year would require that the member make the last ten (10) payments in the same manner as in Section F above with the same effective interest rate.
- H. During the sabbatical leave, the member shall not be allowed to hold any full-time paid position. However, this section shall not be construed to deny any teacher the right to fellowships, scholarships, grants-in-aid, or other scholastic stipends.

#### **ARTICLE XIX- GRIEVANCE PROCEDURE**

- A. The provisions of the Michigan Tenure of Teacher Act (Act No. 4, Public Act of 1937) as amended shall be relied upon exclusively by all parties in connection with all matters covered thereby. This means that when tenure charges are acted on by the Board of Education, or when a teacher appeals an adverse decision to the Tenure Commission, the teacher's remedy shall be through the procedure outlined in the Tenure Act and they shall be prevented from using the grievance procedure to remedy such charge.
- B. The primary purpose of the grievance procedure is to provide an amicable means of resolving conflicts, which may arise during the term of this Agreement without interruption of the school program. Further, it is the purpose of this procedure to secure at the lowest level possible equitable solutions to the problems of the parties and to assure that a complaint is processed and considered fairly, with all due speed, and without prejudice or reprisal.
- C. The Board and the Association agree that grievance proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Further, it is agreed that the use of the grievance procedure shall not be cited as a factor in the evaluation of an individual's character or performance.
- D. No grievance shall be processed unless it is presented within twenty (20) working days of its occurrence.
- E. A "Grievance" is a claim based upon a teacher's, group of teachers', or the Huron Valley Education Association's belief that there has been a violation, misinterpretation or misapplication of a provision of this Agreement or any existing rule, order or regulation of the Board specifically establishing a procedure for redress relating to wages, hours, terms, or conditions of employment. The terms of a claim may be applied to Steps 1 through 3 of the grievance procedure. Step 4 may be applied only for a violation, misinterpretation or misapplication of any provision of this Agreement.

The grievance procedure shall not apply to any matter which is prescribed by law, or state regulations over which the Board is without power to act. In addition, the Board shall not be liable when a problem arises from specific provisions of any insurance carriers policies; however, the Board will exert every effort to assist in resolving such problems. An

"aggrieved person" is the person or persons making the claim. A grievance may be filed by any aggrieved teacher. A grievance may also be filed by the Association whenever the grievance applies to more than one building or when a group of teachers with a common complaint have requested such action.

- F. During Steps 2 - 4, where a grievance is submitted in writing, the written statement shall clearly specify:
1. The specific section of the Master Agreement or the specific Board rule or regulation allegedly violated.
  2. When this alleged violation occurred.
  3. In what way there has been violation, misinterpretation, or misapplication of this Agreement or rule or regulation of the Board.
  4. The results of the previous step in the grievance procedure and why such results were unsatisfactory.
  5. The name or names of the aggrieved person or persons, the manner in which they have been injured, and the proposed remedy or remedies for resolution of the grievance.
- G. An aggrieved person or the Association believing that they have a grievance as defined in Section E. may file the grievance as follows:

Step 1 The aggrieved person shall first discuss the matter with the principal with the objective of resolving the matter informally. A representative of the Association may be present. The aggrieved teacher shall confirm in writing to the administrator that they are instituting Step 1 of the grievance procedure under the Master Agreement.

Step 2 In the event the matter is not resolved informally, the grievance must be submitted in writing (see Section F, a-e) and presented to the principal or designee within ten (10) working days (calendar days shall be substituted for working days during the summer vacation period). Within ten (10) working days of receipt of the written grievance, the principal shall meet with the grievant. The principal or other designated representative of the Board shall, within ten (10) working days after such meeting, render a written decision detailing the disposition of the grievance. A representative of the Association may be present at any meetings held at Step 2.

Step 3 If the grievance resolution is unsatisfactory, it can be appealed to the Superintendent or the Superintendent's designee within ten (10) working days. The Superintendent or the Superintendent's designee shall within ten (10) working days after receipt of the written Grievance meet with the aggrieved person in an attempt to resolve the matter. A representative of the Association may be present at this meeting. Within ten (10) working days following the meeting between the aggrieved and the Superintendent or the Superintendent's designee, the Superintendent or the Superintendent's designee shall answer the grievance in

writing and shall forward said answer to the grievant.

Step 4 Only grievances dealing with violation, misinterpretation or misapplication of a provision of the Master Agreement are acceptable as subject matter for consideration at Step 4. If the Association is not satisfied with the disposition of the grievance by the Superintendent or the Superintendent's designee, or if no written answer has been made within ten (10) working from the meeting with the Superintendent or the Superintendent's designee, the grievance may be submitted to arbitration before an impartial arbitrator.

Within ten (10) school days after the date of a written request for submission of the grievance to arbitration, representatives of the Board and the Association shall make every reasonable effort to agree upon a mutually acceptable arbitrator. If the parties are unable to mutually agree upon the selection of an arbitrator during the above stated time period, then the Association shall file a request with the American Arbitration Association for a list of qualified arbitrators. The arbitrator shall be selected in accordance with the rules and regulations of the American Arbitration Association. The Board and the Association shall be permitted to present only issues, concerns and evidence previously disclosed to the other party as admissible evidence at a hearing before an arbitrator. It shall be the function of the arbitrator, and they shall be empowered except as their powers are limited below after due investigation, to make a decision in cases of alleged violation, misinterpretation or misapplication of the Master Agreement between the Board and the Association.

1. The arbitrator shall not have the right or power to add to, subtract from or otherwise alter the terms of this contracted Master Agreement.
2. No Board of Education rules, policies or regulations can be the subject matter of binding arbitration hearings or subject to an arbitrator's decision.
3. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned less any compensation that they may have received from any sources during the period of back pay.
4. The arbitrator shall have no power to rule on any of the following:
  - a. The termination of services or failure to re-employ any probationary teacher.
  - b. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
5. Any grievance occurring during this agreement period shall be processed according to this Master Agreement.
6. Additionally, both the Board and the Association agree to:
  - a. Be bound by the award of the Arbitrator and agree that judgment thereon can be entered into any court of competent jurisdiction.
  - b. Share the fees and expenses of the Arbitrator equally. Teachers called by the Association as witnesses will be granted leave with pay for the time required. The Association will be billed for the cost of a substitute teacher. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of a witness called by the other.

- H. It is understood that the steps set forth in Section G. relating to the specific procedure for processing grievances and the time limits set forth in Section G., Steps 1 through 4, shall be strictly adhered to. Failure to comply with the aforementioned provisions of this grievance procedure at any step shall be considered substantive and shall mean default by the party failing to conform unless by previous mutual consent of the parties.
- I. Any grievance initially presented at the wrong step of the grievance procedure will be referred back to the appropriate step without faulting the grievance.
- J. For administrative convenience, the Board may cause complaints, which may be subject of grievance in Step 1 of Section G., first to be presented to an assistant principal or central office administrator, for informal grievances handled under the grievance procedure herein established.
- K. A teacher engaged during the school day on behalf of the Association for any emergency situation in any of the grievance procedures detailed in this Article shall be released from regular duties without loss of salary and without charge against any leave allowance.
- L. If the Board and/or its representatives believe there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement, they may file a grievance with the Association. Such grievance shall be in writing and shall set forth the issue involved. Any item introduced into the grievance procedure shall be resolved within the confines of this Article. Representatives of the parties shall meet within fifteen (15) working days after receipt of such grievance and work toward the resolution of the issue.
- M. The records of grievances must be kept separate from the personnel file

**ARTICLE XX- INSURANCE PROGRAM**

- A. Health and Hospitalization Insurance: The Huron Valley Board of Education shall provide health and hospitalization insurance for all employees covered by this Master Agreement. The Board further agrees to provide up to full family coverage to employees and their dependents not otherwise covered under another group health plan. Eligible dependent children may be covered until the end of the calendar year in which they turn 26 subject to insurance company requirements.
  - 1. Insurance plans will be offered to all HVEA employees based on eligibility each Benefit Plan Year beginning January 1 through December 31. Please refer to the Benefit Guide for the current plan details and costs at [hvs.org/page/human-resources](http://hvs.org/page/human-resources).
  - 2. 2023 Health Benefit Plan Options. This section will be updated each year based on the decisions of the HVEA insurance committee.

MESSA Choices      (\$500/\$1000)

MESSA Choices 500/1000 with no co-insurance and MESSA Saver Rx

MESSA Choices (\$500/\$1000)

MESSA Choices 500/1000 with 10% co-insurance and 3-Tier Rx with mandatory mail

MESSA Essentials (\$300/\$750)

MESSA Essentials 375/750 with 20% co-insurance and Essentials Rx

MESSA ABC Plan 1 (\$1500/\$3000)

ABC Plan 1 1500/3000 with 950/1900 HAS pre-funding and ABC Rx

MESSA ABC Plan 2 (\$2000/\$4000)

ABC Plan 2 2000/4000 with 10% co-insurance and 3-Tier Rx with mandatory mail

Benefit plans will be reviewed and determined each new Medical Benefit Plan Year.

3. Prior to the start of a new Medical Benefit Plan Year, the Board, in compliance with PA152 of 2011, will determine the district status for the following plan year under the State hard cap or the 80/20 cost share alternative provision setting the maximum employer contribution limits toward medical benefit plan costs.
4. Each employee that participates in the health insurance program shall contribute their portion of the medical benefit plan costs inclusive of premium, taxes and fees, and any district health savings account pre-funding under the guidelines and restrictions of Public Act 152 of 2011.
5. Payments for employees' health insurance contributions, as defined above, shall be deducted pre-tax under the district's Section 125 plan, as allowable by IRS rules as evenly as possible from 24 pays as determined by the board.
6. To account for the employee contribution toward the health insurance, the annual employee maximum contribution for health savings accounts and flexible spending accounts shall be in accordance with the maximums established by the IRS, Federal or State regulations.
7. Health and hospitalization coverage shall be available on the basis of a twelve month insurance year for each employee and their eligible dependents. Domestic partner coverage is available, at the employee's expense, as allowed by the insurance carriers.
8. Health and hospitalization insurance shall be available to all teachers in the bargaining unit. Provided, however, that any teacher who is otherwise covered for health and hospitalization insurance shall not be eligible for health and hospitalization insurance under this Agreement. Insurance for part-time teachers shall be provided on a pro-rata basis. Example .50 FTE teacher, the Board shall pay 50% of the monthly hard cap.
9. Teachers eligible for Medicare shall have such premiums paid by the Board, provided that the total premium amount does not exceed the amount the teacher would otherwise be eligible for under health insurance.
10. Any teacher not enrolled in a health insurance program provided in this Agreement may elect, at Board expense, to take the following option program: A sliding scale

will be established annually during the Open Enrollment as follows for cash-in-lieu payout for members who waive medical coverage and elect cash-in-lieu: 1<sup>st</sup> Tier: 1-165 participants - \$3,750, 2<sup>nd</sup> Tier: 166+ participants = \$5,500. This amount shall be paid on a 20-pay cycle. The cash-in-lieu of health provision is subject to the member providing proof to the Human Resources Department of other group health coverage not provided on the Exchange. Participants in this option plan shall have the opportunity to readjust choices when subsidy amounts change.

11. The parties shall establish an Insurance Committee (IC) which consists of six (6) members, three (3) members selected by the Board and three (3) members selected by the Association. The IC is charged with the authority to modify the health insurance coverage, change providers, create a "cafeteria plan", and/or self-insure. After consultation with the Board and the HVEA Rep Council, the IC shall select a health insurance program.

B. Life Insurance: The Board shall select the insurance carrier and support the cost of a forty-five thousand dollar (\$45,000) life insurance policy for every full-time teacher. Further, in the event of the accidental death of a teacher covered under this policy, the effective amount of such coverage shall be doubled, (coverage to specify AD&D). Insurance for part-time teachers shall be provided on a pro-rata basis.

C. Long Term Disability Insurance: The Board shall provide long-term disability (LTD) insurance to each employee covered by this Agreement. Plan of Benefits:

1. If the insured person is disabled beyond the one hundred eighty (180) calendar day eligibility period, benefits shall then be payable at the rate of up to 66  $\frac{2}{3}$ % of monthly salary, not to extend beyond age 65. The long-term disability plan will include nervous and mental conditions on the following basis: In-patient, duration of illness; out-patient for up to two (2) years.
2. Benefits shall commence after one hundred eighty (180) calendar days of illness or disability if approved by the carrier.
3. The LTD insurance shall provide for a social security freeze provision and primary only social security as an offset, and other offsets as established in the carrier's policy.
4. Teachers who (a) are on an extended sick leave which began before the end of a school year and continued into the next school year and (b) have exhausted their sick leave days shall be entitled to the LTD insurance provisions contained in the current Collective Bargaining Agreement.
5. An employee with a disability is required to seek disability coverage. Eligibility for long term disability occurs following 180 calendar days of disability. Employees are encouraged to submit their application to the disability company in a timely manner following Central Sick Bank Guidelines to allow sufficient time for the approval process. In the event that approval is delayed while the disability company reviews an employee's application, the employee remains on full pay through Central Sick Bank. However, to address long term disability applicants that are denied long term disability by the carrier, the parties agree that in such instances, the teacher shall

appeal the denial through the process provided by the LTD carrier and that the teacher shall draw days from the Central Sick Bank at a rate equal to that of the LTD salary percentage (currently 66 ⅔% of salary) for the number of days necessary to reach the allowable 365 calendar days, extended in equal proportion to receive the maximum 180 paid days, as specified in the collective bargaining agreement. (Grandfather current employees in the LTD appeal process).

6. The Board shall retain the right to select and name the carrier of this insurance with the following specifications:
  - a. A reputable insurance company with experience in teacher long-term disability coverage;
  - b. Immediate availability of field representatives;
  - c. Definite time procedure for pay back which is acceptable to both the Board and the Association;
  - d. Proven reliability in fulfilling contracts;
  - e. The coverage shall include maternity disability benefits, and eligibility waiting periods as defined in this collective bargaining agreement.
  - f. Teachers on long-term disability will have their health insurance only continued for one hundred eighty (180) calendar days beyond the date of eligibility as determined by the carrier. Teachers must complete forms provided by the insurance company to make claims against it.
7. LTD information and insurance claim forms will be available at the Human Resources Office.

D. Dental Insurance: The Board shall select the insurance carrier and support the cost of the dental plans set forth for all employees covered by this Master Agreement and their eligible dependents.

1. The Board shall provide MESSA Delta Dental:
  - a. 100% Diagnostic and Preventive Services which includes the following: oral examinations, Prophylaxes, Topical fluoride, Brush biopsy, Emergency palliative, two cleanings in 12 months.
  - b. 80% Basic Services which include the following: Radiographs (X-rays), Restorative, Crowns, Oral Surgery, Endodontic Services - treatment for diseased or damaged nerves, Periodontic Services - treatment for diseases of the gum and teeth-supporting structures,
  - c. 80% Major Services which includes the following: Procedures for the construction of fixed bridgework endosteal implants, partial and complete dentures.
  - d. 50% Orthodontic Services benefits which includes the following: Necessary treatment and procedures required for the correction of the abnormal bite.
2. The maximum benefit per person for Basic and Major Services combined is \$1,500 per calendar year.
3. The maximum benefit per person for Orthodontic Services is at a \$2,500 lifetime maximum benefit per eligible insured person.
4. Where applicable, the dental programs shall provide for both internal and external



coordination of benefits.

5. Please refer to the Benefit Guide for the current plan details at [hvs.org/page/human-resources](http://hvs.org/page/human-resources).

E. Vision Insurance: The Board shall provide, without cost to all employees and their eligible dependents, MESSA Vision Preferred vision coverage subject to coverage plan provisions including coordination of benefits, which shall be effective the first day of the month following ratification of this Agreement. MESSA Vision Preferred pays 100% of the approved amount of Optometrist and Ophthalmologist exams and eyeglass lenses. There is a \$135 allowance for contact lenses and eyeglass frames.

1. Please refer to the Benefit Guide for the current plan details at [hvs.org/page/human-resources](http://hvs.org/page/human-resources).

F. General Insurance Provisions:

1. A teacher who fulfills their contract and resigns at the end of the school year shall have the insurance coverage listed in this contract continued at district expense subject to PA 152 limitations through August 31 of the year in which the teacher severs employment.
2. In the event of the death of a bargaining unit member, the employer shall continue payment of premiums for applicable health and dental insurance, including coordination of benefits, through the then current insurance year, provided that such dependent coverage is not otherwise available to the eligible dependents, and provided the insurance policy permits such continued dependent coverage.
3. Insurance benefits for a teacher who is laid off or who resigns during the school year for health reasons, or for other mutually agreeable reasons, will be extended to reflect the pro-rata portion of the work year, which was completed.
4. The terms and any contract or policy issued by an insurance company hereunder shall be controlling as to all matters concerning benefits, eligibility, and termination of coverage, and other related matters.
5. The Board, by payment of the premium payments, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as above described. The failure of an insurance company to provide any of the benefits for which it has contracted for any reason shall not result in any liability to the Board or the Association nor shall such failure be considered a breach by either of them of any obligation.
6. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedure. However, the Board will exert every effort to assist in resolving such problems.

## **ARTICLE XXI- SALARY SCHEDULE**

A. The salary of all teachers covered by this Agreement, with the parameters set forth in Article XXI, section C of teachers of Head Start and Great Start Readiness Program, shall be listed in Schedule A. The pay schedule for compensable, extra-curricular activities and duties

shall be listed in Schedule B. Both Schedules A and B shall be attached hereto and made part of this Agreement.

- B. No teacher shall be given credit for experience beyond level five (5) of the salary schedule unless the teacher shall have qualified for a temporary vocational authorization, occupational, provisional, continuing, professional, or permanent teaching certificate valid in the State of Michigan. The provisions of this section shall apply specifically (but not exclusively) to teachers with "emergency" certificates, and it shall also apply to teachers who fail to qualify within the allotted time for a continuing certificate.
  
- C. The salary of teachers of Head Start and Great Start Readiness Program, shall be listed in Schedule A with the following parameters:
  - 1. Teachers hired prior to August 1, 2021, and remain a teacher in Head Start or Great Start Readiness Program, shall advance on the salary schedule for the 2021/22 & 2022/23 school years. Beginning with the 2023/24 school year, teachers shall not progress beyond Step 5 or shall be frozen on the step they were on during the 2022/23 school year if at Step 5 or greater.
  - 2. Teachers of Head Start and Great Start Readiness Program hired on or after August 1, 2021 shall not progress beyond Step 5 of any Lane in Schedule A.
  - 3. Teachers of Head Start and Great Start Readiness Program shall be eligible for lateral salary advancement as outlined below in Section D.
  - 4. In the event a teacher of Head Start or Great Start Readiness Program transfers to a teaching position other than Head Start or Great Start Readiness Program, the teacher shall be placed on the salary schedule with credit for any years frozen, if applicable, in the Head Start or Great Start Readiness Program.
  - 5. Any teacher transferring into a Head Start or Great Start Readiness Program position shall not be placed or advance beyond step 5.
  - 6. In the event the district receives an annual student foundation allowance for Head Start or Great Start Readiness Program equal to or greater than the annual student foundation allowance for K-12 programming, the parameters of this section shall not apply and teachers of Head Start and Great Start Readiness Program shall be placed on the salary schedule with credit for any years frozen, if applicable, in the Head Start or Great Start Readiness Program.
  
- D. The established procedure for lateral salary advancements will be: Teachers who submit transcripts attesting to their completion of graduate semester credit hours shall receive salary schedule credit provided said transcripts are transmitted to the district's Human Resources Department by October 15 for the first semester and March 15 for the second semester. Salary adjustments shall be made retroactive to the first day of the semester.

To be eligible for additional credit on the salary schedule, graduate semester credit shall be defined as: a graduate level course within a planned graduate degree program at an institution that is accredited by at least one of the agencies listed below and earned after the attainment of the individual's highest conferred degree. Graduate level courses that are

within a planned program are permitted even when the teacher is not enrolled within the planned program. All such credit hours must be graduate semester credit hours and reported on an official transcript from a college, university, or program, which is accredited by the appropriate regional or national agency for accreditation of educational programs through the Counsel for the Accreditation of Educator Preparation (CAEP) or by the appropriate regional institutional accrediting agencies.

If teachers intend to utilize a course that is not part of a graduate program for a lane change, they must submit a pre-approval request to HR. Appropriate exceptions may be made by mutual consent between the Board and the Association.

The parties agree to the combination of the Masters and the Bachelors +36 hours in a single salary Lane C. The parties further agree to the combination of the Ed. Specialist and the Masters +36 hours in a single salary Lane E, provided that the college graduate semester credit hours for the above apply directly to the improvement of the teacher as it relates to the teaching assignment.

- E. Any teacher who is employed by the district prior to the end of the first semester and who continues such employment for the remainder of the school year shall receive credit on the salary schedule for a full year's employment. Any teacher who is employed after the end of the third term and who continues such employment shall be placed on the same experience level for the ensuing school year. Any teacher who is recalled after the end of the first semester and who continues such employment shall be placed on the next experience level for the ensuing school year.
- F. Any teacher within the bargaining unit having a doctoral degree shall receive a stipend at a rate of \$1,452 over the appropriate step on Schedule E, provided that the advanced degree applies directly to the improvement of the teacher as it relates to the teaching assignment.
- G. Teachers who are newly hired in the district who have previous teaching experience will be granted credit on the Salary Schedule of this Agreement in the lane which corresponds to the educational level attained by the teacher at the time of hire. The teacher may, at the discretion of Human Resources, receive one year of credit on the Salary Schedule for each year of experience credit, granted or attained, on the salary schedule of a public educational institution. For teachers who are newly hired into a bargaining unit position other than classroom teachers, credit will be granted in accordance with the above stated limitations for previous professional employment in a position related to the position for which the teacher is hired. Previous experience in substitute teaching or as a para-professional shall not be included in the granting of previous teaching experience. Up to five (5) years of experience may be granted. Any experience granted above five (5) years must equate to the teacher's total teaching experience as identified in this section and shall be at the discretion of the district.
- H. In keeping with the current practice of allowing compensatory "comp time" for certain

situations including, but not limited to counselor services in the summertime:

1. The form below shall be used to record all activities, accumulation of and use of comp time by HVEA members. The comp time recording form shall be signed by the HVEA member and supervisor to ensure that both parties are in agreement.
2. For comp time to be credited, the total number of hours and the activity involved shall be determined and mutually agreed to by the employee and supervisor prior to instituting the activity in which comp time is being requested.
3. For comp time to be used, the number of hours and the date that the hours are to be used shall be submitted to the supervisor and mutually agreed to prior to using any accumulated comp time.

HVEA Comp Time Recording Form

| Date | Activity | Hours Earned | Hours Used | HVEA Member Signature | Principal - Supervisor Signature |
|------|----------|--------------|------------|-----------------------|----------------------------------|
|      |          |              |            |                       |                                  |
|      |          |              |            |                       |                                  |
|      |          |              |            |                       |                                  |
|      |          |              |            |                       |                                  |
|      |          |              |            |                       |                                  |

- I. Any teacher in the bargaining unit working as a School Social Worker or Speech Language Pathologist shall be paid at the appropriate step in Lane D to compensate for the additional coursework or certification required for the School Social Worker or Speech Language Pathologist position.

**ARTICLE XXII - MILEAGE**

- A. Teachers shall not be expected to transport students to and from school activities in their personal cars.
- B. The Board's mileage reimbursement rate shall be the maximum allowed by the Internal Revenue Service per mile.
- C. Teachers who provide their own transportation shall be reimbursed for:
  1. travel between duty stations
  2. travel to and from approved conventions and conferences and
  3. other authorized travel on school business

D. The Board shall instruct all teachers in the district of the procedures for reimbursement.

**ARTICLE XXIII- SEVERANCE PAY**

A. Qualified teachers will receive severance pay based on the table below. To qualify for severance pay the teacher must have been employed for a minimum of fifteen (15) years in Huron Valley and must be holding a teaching assignment. Exchange leaves and sabbatical leaves shall count as years of service for purposes of computing severance pay. The percentage of severance pay shall be based upon the teacher's last year's salary, exclusive of premium pay; provided however, that the teacher who completes the first semester of the school year receives severance pay, if otherwise eligible, on the then current salary schedule, while the teacher who does not complete the first semester receives severance pay on the previous school year's salary schedule.

| <b>Years of Service</b> | <b>Percentage of Severance Pay</b> |
|-------------------------|------------------------------------|
| 15                      | 4.5                                |
| 16                      | 5.0                                |
| 17                      | 5.5                                |
| 18                      | 6.0                                |
| 19                      | 6.5                                |
| 20                      | 7.5                                |
| 21                      | 8.0                                |
| 22                      | 8.5                                |
| 23                      | 9.0                                |
| 24                      | 9.5                                |
| 25                      | 10.5                               |
| 26                      | 11.0                               |
| 27                      | 11.5                               |
| 28                      | 12.0                               |
| 29                      | 12.5                               |
| 30                      | 14.0                               |

B. There will be a reimbursement to retirees of \$60.00 for each unused sick day over seventy-five (75) days that the employee has accumulated to a maximum reimbursement of one hundred-five (105) days.

C. Severance and sick day reimbursement payments will be deposited directly into the Huron Valley Schools non-elective tax-deferred plan, in accordance with current IRS regulations.

If the payments exceed the IRS limits, excess funds shall be distributed in this same manner to the non-elective tax deferred plan during the month of January in the next calendar year.

If individuals have yet to attain the age of 55 and elect to withdraw their funds and as a result incur an early withdrawal penalty by the IRS, the members will be reimbursed by

Huron Valley so as not to suffer a loss of funds. Individuals covered by this provision shall declare whether or not they plan to withdraw the money early and incur the penalty no later than the final day of the school year of their separation.

Individual members shall select an IRS approved non-elective tax-deferred plan Administrator.

The parties agree to renegotiate the program should there be a change by the applicable Internal Revenue Service tax rulings.

#### **ARTICLE XXIV- CONTRACT MAINTENANCE COMMITTEE**

The Board and the Association agree to form a joint district committee entitled the Contract Maintenance Committee (CMC) consisting of five (5) members appointed by the Administration and five (5) members appointed by the Association. The HVEA President and Executive Director of Human Resources shall co-facilitate the CMC. The purpose of this committee will be to discuss areas of mutual concerns that arise during the life of the Master Agreement to try and resolve issues before they become problems. This committee may replace other district-wide groups by consensus of the group.

Issues addressed by the CMC should be global in nature and not specific to an individual. Only the teams may bring issues to the CMC, not individual members of the respective parties. Items that come before the committee are heard by mutual consent and the CMC will also mutually agree on the number of issues that will be brought to this committee. The CMC is empowered to resolve issues within the existing decision-making framework of their respective constituency.

The parties agree that before an issue is brought to the CMC, the party bringing the issue should try to resolve it at the lowest possible level in the district. Any issue that is being processed through the grievance procedure will not be taken to the CMC, unless the parties mutually agree to put the grievance on hold and waive the contractual timelines of the grievance procedure. No issues involved in the total compensation framework agreed to by the parties will be brought to the CMC.

At each meeting at least three (3) members from each team must be present for a quorum to be established. There shall be a school year term for the committee team members of each party which will remain constant for this duration. At the end of this time, either party may replace some or all of the appointed members. The majority of members of the committee will be trained in interest-based bargaining and the consensus model will be used for decision-making. Subcommittees and resource persons may be used by consensus of the group. The first meeting of the CMC will be held within the first forty-five (45) work days of the school year and at that meeting, the CMC will schedule their calendar for the year. All times and agenda items will be agreed to in advance of a meeting. Meetings will include agendas, minutes and joint communiques to stakeholders. The CMC will not meet if there are no issues to discuss.

## **ARTICLE XXV SEPARABILITY**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect. In the event that a provision of this contract should become null and void, the parties agree to negotiate necessary changes.

## **ARTICLE XXVI - NEGOTIATION PROCEDURES**

- A. By April 1, prior to the expiration date of this Agreement, the parties shall initiate negotiations for the purpose of entering into a successor agreement.
  
- B. The parties agree to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving the subjects for negotiation.
  
- C. In any negotiations, neither party 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 outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the teachers, but the parties mutually pledge that the representatives shall be clothed with necessary power and authority to make and consider proposals and make concessions in the course of negotiations subject only to such ultimate ratification.
  
- D. All copies of the final Agreement shall bear the signatures of the parties. Three (3) copies of the Agreement shall be retained as a matter of record: one retained by the Board, one retained by the Superintendent, one retained by the Association.
  
- E. Any section may be reopened for negotiation by mutual consent.

**ARTICLE XXIV- CONCLUSION AND DURATION OF AGREEMENT**

- A. Zipper Clause: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and Association for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either of the parties at the time they negotiated or signed this Agreement.
  
- B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties.

If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.

- C. Signed copies of this Agreement titled "Master Agreement between the Huron Valley School District and the Huron Valley Education Association, MEA/NEA" shall be printed at the expense of the Board within thirty (30) days of ratification by both parties. Further, the Board shall furnish fifty (50) copies of the Master Agreement to the Association for its use. An electronic version will be made available to all members on the district website.
  
- D. Duration of Agreement: This agreement shall be effective August 1, 2023 and shall continue in effect until July 31, 2025.

**EDUCATION ASSOCIATION**


  
\_\_\_\_\_  
Jennifer Hollander, HVEA President

  
\_\_\_\_\_  
Terese Fitzpatrick, MEA Uniserv Director

**BOARD OF EDUCATION**

  
\_\_\_\_\_  
Thomas Wiseman, HVS Board President

  
\_\_\_\_\_  
Denise Pistana, HVS Board Secretary

  
\_\_\_\_\_  
Dr. Paul Salah, Superintendent

  
\_\_\_\_\_  
Jeanette Wenger, Chief Human Resource Officer



## Negotiating Team Members

### For the HVEA

Jennifer Hollander  
Terese Fitzpatrick  
Don Hogaboom  
Natalie Moore  
Heidi Utterback  
Lisa Dunleavy  
Jim Shouldice  
Emily Mienkwic

### For the Board

Jeanette Wenger  
John Tavernier  
Geoffrey VanGoethem  
Teri Thompson  
Kevin McKenna  
Heather Carignan  
Jennifer Bjorkman  
Stacy Sattler

## **SCHEDULES AND APPENDICES**

### **Schedule A**

- A-1 Salary Schedule 2023-2024
- A-2 Salary Schedule 2024-2025
- A-3 Financial Review Committee
- A-4 Financial Agreement for the 2023-2025 Contract

### **Schedule B**

- B-1 Extra Curricular Pay Schedule
- B-2 Extra Curricular Transition Pay Schedule 2023-24
- B-3 Extra Curricular Transition Pay Schedule 2024-25

### **Schedule C**

- C-1 School Calendar - 2023-24
- C-2 School Calendar - 2024-25
- C-3 Professional Learning Calendar

### **Appendix A**

- A-1 Compensation for Curriculum Development and Staff Development

### **Appendix B**

- B-1 Counselor Evaluation Forms
- B-2 Social Worker Evaluation Forms
- B-3 Psychologist Evaluation Forms
- B-4 Speech Pathologist Evaluation Forms

**SCHEDULE A-1 TEACHERS' SALARY SCHEDULE 2023-2024**

| STEP              | Bachelors | Bachelors +18 | Masters<br>Bachelors +36 | Masters +15 | Ed.Spec.<br>Masters +36 |
|-------------------|-----------|---------------|--------------------------|-------------|-------------------------|
|                   | A         | B             | C                        | D           | E                       |
| <b>1</b>          | 40,411    | 41,720        | 44,477                   | 46,268      | 48,056                  |
| <b>2</b>          | 41,725    | 43,285        | 46,322                   | 48,189      | 50,051                  |
| <b>3</b>          | 43,081    | 44,908        | 48,246                   | 50,189      | 52,128                  |
| <b>4</b>          | 44,481    | 46,592        | 50,247                   | 52,272      | 54,291                  |
| <b>5</b>          | 45,926    | 48,338        | 52,332                   | 54,441      | 56,545                  |
| <b>6</b>          | 47,419    | 50,152        | 54,505                   | 56,700      | 58,891                  |
| <b>7</b>          | 48,961    | 52,033        | 56,767                   | 59,053      | 61,336                  |
| <b>8</b>          | 50,552    | 53,983        | 59,123                   | 61,503      | 63,881                  |
| <b>9</b>          | 52,194    | 56,008        | 61,575                   | 64,056      | 66,532                  |
| <b>10</b>         | 53,890    | 58,108        | 64,131                   | 66,715      | 69,293                  |
| <b>11</b>         | 55,642    | 60,288        | 66,793                   | 69,483      | 72,169                  |
| <b>12</b>         | 57,451    | 62,548        | 69,564                   | 72,367      | 75,164                  |
| <b>13</b>         | 59,317    | 64,894        | 72,452                   | 75,370      | 78,283                  |
| <b>14</b>         | 61,246    | 67,328        | 75,458                   | 78,498      | 81,532                  |
| <b>15</b>         | 63,236    | 69,852        | 78,590                   | 81,755      | 84,915                  |
| <b>SUPER STEP</b> | 65,766    | 75,561        | 84,218                   | 86,760      | 90,116                  |

**SCHEDULE A-2 TEACHERS' SALARY SCHEDULE 2024-2025**

| STEP      | Bachelors | Bachelors +18 | Masters<br>Bachelors +36 | Masters +15 | Ed.Spec.<br>Masters +36 |
|-----------|-----------|---------------|--------------------------|-------------|-------------------------|
|           | A         | B             | C                        | D           | E                       |
| <b>1</b>  | 41,623    | 42,971        | 45,811                   | 47,656      | 49,498                  |
| <b>2</b>  | 42,977    | 44,584        | 47,712                   | 49,635      | 51,553                  |
| <b>3</b>  | 44,373    | 46,255        | 49,693                   | 51,694      | 53,692                  |
| <b>4</b>  | 45,815    | 47,989        | 51,754                   | 53,840      | 55,920                  |
| <b>5</b>  | 47,304    | 49,788        | 53,902                   | 56,074      | 58,241                  |
| <b>6</b>  | 48,842    | 51,656        | 56,140                   | 58,401      | 60,658                  |
| <b>7</b>  | 50,429    | 53,594        | 58,470                   | 60,825      | 63,176                  |
| <b>8</b>  | 52,068    | 55,603        | 60,897                   | 63,348      | 65,797                  |
| <b>9</b>  | 53,760    | 57,688        | 63,422                   | 65,978      | 68,528                  |
| <b>10</b> | 55,507    | 59,852        | 66,055                   | 68,716      | 71,372                  |
| <b>11</b> | 57,311    | 62,096        | 68,796                   | 71,567      | 74,334                  |
| <b>12</b> | 59,174    | 64,425        | 71,651                   | 74,538      | 77,419                  |
| <b>13</b> | 61,097    | 66,841        | 74,625                   | 77,631      | 80,631                  |
| <b>14</b> | 63,083    | 69,348        | 77,722                   | 80,853      | 83,978                  |
| <b>15</b> | 65,133    | 71,947        | 80,947                   | 84,208      | 87,462                  |
| <b>16</b> | 67,739    | 77,828        | 86,745                   | 89,363      | 92,820                  |

## **SCHEDULE A-3 FINANCIAL REVIEW COMMITTEE**

The Financial Review Committee (FRC) will meet at least two times a year, the first in November following the district audit and the second in the spring. The FRC will consist of a maximum of eight committee members (four HVEA representatives and four District representatives) and a minimum of six committee members (three HVEA representatives and three District representatives). The FRC will discuss formula results, fund balance, student enrollment decline/growth, health insurance costs and any other topics of interest to both parties.

## **SCHEDULE A-4 FINANCIAL AGREEMENT FOR THE 2023-2025 CONTRACT**

### FY (school year) 2023-2024

- A. Grandfather steps will be removed and members moved to the appropriate step on the salary schedule
- B. Longevity in HVS will no longer be a factor and the salary schedule will have 15 steps + 1 super step
- C. Steps and Lanes will be awarded to all educators covered under this contract
- D. Salary Schedule A-1
- E. A 3% off schedule payment will be made to all HVS staff who were on Longevity Step 25 for the FY 22/23 and paid with the first paycheck in December

### FY (school year) 2024-2025

- A. Steps and Lanes will be awarded to all educators covered under this contract
- B. Salary Schedule A-2
- C. Wage reopener with no backward movement for 2024-2025, no sooner than October 2, 2024 and no later than October 25, 2024, if any of the following occur based on the audited fall 2023 count, the fall 2024 count as of count day, the 2023-2024 foundation allowance and the 2024-2025 foundation allowance:
  - 1. Student enrollment loss is 125 FTE or less and foundation allowance increase of \$250 or greater or,
  - 2. Student enrollment loss is 150 FTE or less and foundation allowance increase of \$275 or greater or,
  - 3. Student enrollment loss is 175 FTE or less and foundation allowance increase of \$300 or greater or,
  - 4. Student enrollment loss is 200 FTE or less and foundation allowance increase of \$350 or greater or,
  - 5. Student enrollment loss is 225 FTE or less and foundation allowance increase of \$400 or greater or,
  - 6. Student enrollment loss is 250 FTE or less and foundation allowance increase of \$425 or greater.

SCHEDULE B

EXTRA - CURRICULAR

PAY SCHEDULE

## **SCHEDULE B-1 EXTRA-CURRICULAR PAY SCHEDULE**

The following pay schedule for extra-curricular duties or activities shall be in addition to the salary of the teacher concerned and shall be based upon Lane A of the salary schedule A-1 and A-2 for the current HVEA contract.

- The inclusion of any extra duty in this section does not obligate the Board to assign, or fund that duty.
- In the event duty is continued, but the teacher is not retired, the Board or its designee will advise the teacher of the reason in writing
- The fact that monetary compensation will be given for these duties does not preclude the possibility of the department heads being assigned released time whenever deemed necessary by the administration.
- Intramural coordination includes at least 50 hours of supervised student physical and enrichment activities (i.e. skiing, bowling, basketball, hockey, volleyball, arts and crafts, etc.) throughout the school year. For less than 50 hours pay will be pro-rated.
- Department heads may be appointed when there is a full-time equivalency of two (2) or more teachers in a designated department. The duties of the department heads will be established by the building principal. The rate of compensation for performing these duties is set forth on the schedule above.
- Elementary Overnight Camp Learning Experiences
  - The standard is for either two- or three-night stays. There is no additional compensation for more than three-night experiences.
  - Payment is only for Camp Counselors. The Camp Director position will not be funded.
  - A maximum of one teacher per classroom will be compensated.
  - The rate of compensation has been formulated. The amount of \$789 is based on a five (5) day camp. The amount of \$395 will be paid for two and/or three-night camp experiences.
  - The following is a list of activities/responsibilities that would typically be expected:
    - Organizing and pre-planning camp activities
    - Serving as a liaison between camp and school
    - Parent communications
- Every effort will be made to post Schedule B coaching positions when they become vacant, or are anticipated to become vacant. Appointments may be made by the Athletic Director in emergency situations.

## **HIGH SCHOOL ATHLETICS**

|                 |  |            |
|-----------------|--|------------|
| <u>Tier I</u>   | Football and Boys & Girls Basketball   |            |
|                 | Varsity Head Coach   | 11%        |
|                 | Junior Varsity and Freshman Coach  | 8%         |
|                 | Assistants   | 7%         |
| <u>Tier II</u>  | Cross Country, Soccer, Swim/Dive, Hockey, Lacrosse, Track & Field, Volleyball, Wrestling, Baseball, Softball |            |
|                 | Varsity Head Coach   | 9%         |
|                 | Junior Varsity and Freshman Coach  | 7%         |
|                 | Assistants   | 6%         |
| <u>Tier III</u> | Golf, Tennis, Bowling, Skiing, Gymnastics & Competitive Cheer  |            |
|                 | Varsity Head Coach   | 7%         |
|                 | Junior Varsity Coach   | 6%         |
|                 | Assistants   | 5%         |
| <u>Tier IV</u>  | Equestrian, Sideline Cheer, Pom-Pon Fall, Pom-Pon Winter, Figure Skating, Boardercross                       |            |
|                 | Varsity Head Coach   | 5%         |
|                 | Junior Varsity Coach   | 4%         |
|                 | Assistant & Others   | Flat to 3% |

Athletic coaches will be provided with contracts before the season (first allowed practice) begins. Coaches will sign and return contracts to the Athletic Director before the season (first allowed practice) begins.

High School Building Athletic Coordinator The High School Building Athletic Coordinator shall be compensated at 10% of Schedule A-16 the first year, 11% the second year, 12% the third year, 13% the fourth year, and 14% of the Schedule A-16 thereafter.

## **MIDDLE SCHOOL ATHLETICS**

|  |      |
|--|------|
| Coaches: Basketball, Wrestling, Cross Country Track & Volleyball | 5.5% |
| Assistant Coaches: Cross Country, Track, Volleyball              | 3%   |

**OTHER PROGRAMS & DUTIES**

|   |            |
|---|------------|
| Additional Teacher Duty (Article X, E.)   | \$55.32/hr |
| Curriculum Development / Professional Learning (See Appendix A)   | \$35.00/hr |
| Teacher Leaders (up to 50 hours per semester, July 1 <sup>st</sup><br>through end of Semester 1 and start of Semester 2<br>through June 30 <sup>th</sup> . Additional hours require prior approval) |            |
| Summer School   | \$35.00/hr |
| Secondary Department Heads (full time equivalency of 8 or more)   | \$1,714    |
| Secondary Department Heads (full time equivalency of 2 to 7)  | \$ 970     |
| Website Coordinator   | \$1,200    |



## **HIGH SCHOOL ACTIVITY**

### **Band**

|                                    |     |
|------------------------------------|-----|
| Band Director                      | 10% |
| Competitive Marching Band Director | 6%  |
| Assistant Band Director            | 6%  |
| Percussion Captain                 | 4%  |
| Color Guard Captain                | 4%  |

### **Drama Production**

|                          |    |
|--------------------------|----|
| Stage Director           | 6% |
| Theater Program Director | 3% |
| Technical Director       | 2% |

### **Musical Production**

|                    |    |
|--------------------|----|
| Stage Director     | 8% |
| Music Director     | 5% |
| Orchestra Director | 2% |
| Technical Director | 2% |
| Choreographer      | 2% |
| Accompanist        | 2% |

### **Robotics - Hot Team Mentor**

7%

### **Vocal Music Director**

10%

### **Class Advisors, per sponsor (if there is more than one advisor, pay will be equally divided):**

|           |         |
|-----------|---------|
| Senior    | \$1,697 |
| Junior    | \$875   |
| Sophomore | \$875   |
| Freshman  | \$875   |

|  |         |
|--|---------|
| Career Internship Coordinator (Compensation for additional auto insurance) | \$500   |
| Debate   | \$1,953 |
| DECA   | \$1,680 |
| Forensics  | \$1,348 |
| Literary Magazine  | \$791   |
| National Honors Society  | \$840   |
| Newspaper  | \$1,545 |
| Social Studies Olympiad  | \$1,683 |
| Science Olympiad   | \$1,683 |
| Student Council Advisor  | \$1,697 |
| Yearbook (if no release time)  | \$1,953 |

**MIDDLE SCHOOL ACTIVITY**

|   |         |
|---|---------|
| Band  | 6%      |
| Vocal Music                                 | 3%      |
| Cohort Facilitator (if not department head) | \$500   |
| Drama                                       | \$1,000 |
| Future Problem Solvers                      | \$1,348 |
| Intramurals Coordinator                     | \$1,195 |
| Leadership Coordinator                      | \$1,195 |
| Literary Magazine                           | \$500   |
| National Junior Honors Society              | \$840   |
| Newspaper (if no release time)              | \$609   |
| Science Olympiad Coaches                    | \$1,348 |
| Yearbook (if no release time)               | \$1,224 |

**ELEMENTARY ACTIVITY**

|   |                      |
|---|----------------------|
| Art Show (Single building)  | \$500                |
| Art Show (2 or more buildings)  | \$600                |
| Building Support Coordinator  | \$1,050 per semester |
| Chorus (Single building; pro-rated for more or less than 4 performances/yr)     | \$504                |
| Chorus (2 or more buildings; pro-rated for more or less than 4 performances/yr) | \$630                |
| Cohort Facilitator  | \$500                |
| Drama (pro-rated for more or less than 2 performances/yr)                       | \$504                |
| Math Pentathlon Building Coordinator/Facilitator                                | \$500                |
| Physical Education Kids Heart Challenge (Single building)                       | \$500                |
| Physical Education Kids Heart Challenge (2 or more buildings)                   | \$600                |
| Safety Patrol   | \$500                |
| Science Olympiad Building Coaches   | Add'l Duty Rate      |
| Science Olympiad Building Coordinator   | \$500                |
| Science Olympiad District-Wide Coordinator                                      | \$952                |
| Student Council/Leadership  | \$630                |
| Yearbook  | \$840                |

**SCHEDULE B-2 EXTRA CURRICULAR PAY SCHEDULE 2023-24**

| <b>STEP</b> | <b>2%</b> | <b>3%</b> | <b>4%</b> | <b>5%</b> | <b>5.5%</b> | <b>6%</b> | <b>7%</b> | <b>8%</b> | <b>9%</b> | <b>10%</b> | <b>11%</b> | <b>12%</b> | <b>13%</b> | <b>14%</b> |
|-------------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|
| <b>1</b>    | 808.22    | 1212.33   | 1616.44   | 2020.55   | 2222.61     | 2424.66   | 2828.77   | 3232.88   | 3636.99   | 4041.10    | 4445.21    | 4849.32    | 5253.43    | 5657.54    |
| <b>2</b>    | 834.50    | 1251.75   | 1669.00   | 2086.25   | 2294.88     | 2503.50   | 2920.75   | 3338.00   | 3755.25   | 4172.50    | 4589.75    | 5007.00    | 5424.25    | 5841.50    |
| <b>3</b>    | 861.62    | 1292.43   | 1723.24   | 2154.05   | 2369.46     | 2584.86   | 3015.67   | 3446.48   | 3877.29   | 4308.10    | 4738.91    | 5169.72    | 5600.53    | 6031.34    |
| <b>4</b>    | 889.62    | 1334.43   | 1779.24   | 2224.05   | 2446.46     | 2668.86   | 3113.67   | 3558.48   | 4003.29   | 4448.10    | 4892.91    | 5337.72    | 5782.53    | 6227.34    |
| <b>5</b>    | 918.52    | 1377.78   | 1837.04   | 2296.30   | 2525.93     | 2755.56   | 3214.82   | 3674.08   | 4133.34   | 4592.60    | 5051.86    | 5511.12    | 5970.38    | 6429.64    |
| <b>6</b>    | 948.38    | 1422.57   | 1896.76   | 2370.95   | 2608.05     | 2845.14   | 3319.33   | 3793.52   | 4267.71   | 4741.90    | 5216.09    | 5690.28    | 6164.47    | 6638.66    |
| <b>7</b>    | 979.22    | 1468.83   | 1958.44   | 2448.05   | 2692.86     | 2937.66   | 3427.27   | 3916.88   | 4406.49   | 4896.10    | 5385.71    | 5875.32    | 6364.93    | 6854.54    |
| <b>8</b>    | 1011.04   | 1516.56   | 2022.08   | 2527.60   | 2780.36     | 3033.12   | 3538.64   | 4044.16   | 4549.68   | 5055.20    | 5560.72    | 6066.24    | 6571.76    | 7077.28    |
| <b>9</b>    | 1043.88   | 1565.82   | 2087.76   | 2609.70   | 2870.67     | 3131.64   | 3653.58   | 4175.52   | 4697.46   | 5219.40    | 5741.34    | 6263.28    | 6785.22    | 7307.16    |
| <b>10</b>   | 1077.80   | 1616.70   | 2155.60   | 2694.50   | 2963.95     | 3233.40   | 3772.30   | 4311.20   | 4850.10   | 5389.00    | 5927.90    | 6466.80    | 7005.70    | 7544.60    |
| <b>11</b>   | 1112.84   | 1669.26   | 2225.68   | 2782.10   | 3060.31     | 3338.52   | 3894.94   | 4451.36   | 5007.78   | 5564.20    | 6120.62    | 6677.04    | 7233.46    | 7789.88    |
| <b>12</b>   | 1149.02   | 1723.53   | 2298.04   | 2872.55   | 3159.81     | 3447.06   | 4021.57   | 4596.08   | 5170.59   | 5745.10    | 6319.61    | 6894.12    | 7468.63    | 8043.14    |
| <b>13</b>   | 1186.34   | 1779.51   | 2372.68   | 2965.85   | 3262.44     | 3559.02   | 4152.19   | 4745.36   | 5338.53   | 5931.70    | 6524.87    | 7118.04    | 7711.21    | 8304.38    |
| <b>14</b>   | 1224.92   | 1837.38   | 2449.84   | 3062.30   | 3368.53     | 3674.76   | 4287.22   | 4899.68   | 5512.14   | 6124.60    | 6737.06    | 7349.52    | 7961.98    | 8574.44    |
| <b>15</b>   | 1264.72   | 1897.08   | 2529.44   | 3161.80   | 3477.98     | 3794.16   | 4426.52   | 5058.88   | 5691.24   | 6323.60    | 6955.96    | 7588.32    | 8220.68    | 8853.04    |
| <b>SS</b>   | 1315.32   | 1972.98   | 2630.64   | 3288.30   | 3617.13     | 3945.96   | 4603.62   | 5261.28   | 5918.94   | 6576.60    | 7234.26    | 7891.92    | 8549.58    | 9207.24    |
| <b>STEP</b> | <b>2%</b> | <b>3%</b> | <b>4%</b> | <b>5%</b> | <b>5.5%</b> | <b>6%</b> | <b>7%</b> | <b>8%</b> | <b>9%</b> | <b>10%</b> | <b>11%</b> | <b>12%</b> | <b>13%</b> | <b>14%</b> |

**SCHEDULE B-3 EXTRA CURRICULAR PAY SCHEDULE 2024-25**

| <b>STEP</b> | <b>2%</b> | <b>3%</b> | <b>4%</b> | <b>5%</b> | <b>5.5%</b> | <b>6%</b> | <b>7%</b> | <b>8%</b> | <b>9%</b> | <b>10%</b> | <b>11%</b> | <b>12%</b> | <b>13%</b> | <b>14%</b> |
|-------------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|
| <b>1</b>    | 832.46    | 1248.69   | 1664.92   | 2081.15   | 2289.27     | 2497.38   | 2913.61   | 3329.84   | 3746.07   | 4162.30    | 4578.53    | 4994.76    | 5410.99    | 5827.22    |
| <b>2</b>    | 859.54    | 1289.31   | 1719.08   | 2148.85   | 2363.74     | 2578.62   | 3008.39   | 3438.16   | 3867.93   | 4297.70    | 4727.47    | 5157.24    | 5587.01    | 6016.78    |
| <b>3</b>    | 887.46    | 1331.19   | 1774.92   | 2218.65   | 2440.52     | 2662.38   | 3106.11   | 3549.84   | 3993.57   | 4437.30    | 4881.03    | 5324.76    | 5768.49    | 6212.22    |
| <b>4</b>    | 916.30    | 1374.45   | 1832.60   | 2290.75   | 2519.83     | 2748.90   | 3207.05   | 3665.20   | 4123.35   | 4581.50    | 5039.65    | 5497.80    | 5955.95    | 6414.10    |
| <b>5</b>    | 946.08    | 1419.12   | 1892.16   | 2365.20   | 2601.72     | 2838.24   | 3311.28   | 3784.32   | 4257.36   | 4730.40    | 5203.44    | 5676.48    | 6149.52    | 6622.56    |
| <b>6</b>    | 976.84    | 1465.26   | 1953.68   | 2442.10   | 2686.31     | 2930.52   | 3418.94   | 3907.36   | 4395.78   | 4884.20    | 5372.62    | 5861.04    | 6349.46    | 6837.88    |
| <b>7</b>    | 1008.58   | 1512.87   | 2017.16   | 2521.45   | 2773.60     | 3025.74   | 3530.03   | 4034.32   | 4538.61   | 5042.90    | 5547.19    | 6051.48    | 6555.77    | 7060.06    |
| <b>8</b>    | 1041.36   | 1562.04   | 2082.72   | 2603.40   | 2863.74     | 3124.08   | 3644.76   | 4165.44   | 4686.12   | 5206.80    | 5727.48    | 6248.16    | 6768.84    | 7289.52    |
| <b>9</b>    | 1075.20   | 1612.80   | 2150.40   | 2688.00   | 2956.80     | 3225.60   | 3763.20   | 4300.80   | 4838.40   | 5376.00    | 5913.60    | 6451.20    | 6988.80    | 7526.40    |
| <b>10</b>   | 1110.14   | 1665.21   | 2220.28   | 2775.35   | 3052.89     | 3330.42   | 3885.49   | 4440.56   | 4995.63   | 5550.70    | 6105.77    | 6660.84    | 7215.91    | 7770.98    |
| <b>11</b>   | 1146.22   | 1719.33   | 2292.44   | 2865.55   | 3152.11     | 3438.66   | 4011.77   | 4584.88   | 5157.99   | 5731.10    | 6304.21    | 6877.32    | 7450.43    | 8023.54    |
| <b>12</b>   | 1183.48   | 1775.22   | 2366.96   | 2958.70   | 3254.57     | 3550.44   | 4142.18   | 4733.92   | 5325.66   | 5917.40    | 6509.14    | 7100.88    | 7692.62    | 8284.36    |
| <b>13</b>   | 1221.94   | 1832.91   | 2443.88   | 3054.85   | 3360.34     | 3665.82   | 4276.79   | 4887.76   | 5498.73   | 6109.70    | 6720.67    | 7331.64    | 7942.61    | 8553.58    |
| <b>14</b>   | 1261.66   | 1892.49   | 2523.32   | 3154.15   | 3469.57     | 3784.98   | 4415.81   | 5046.64   | 5677.47   | 6308.30    | 6939.13    | 7569.96    | 8200.79    | 8831.62    |
| <b>15</b>   | 1302.66   | 1953.99   | 2605.32   | 3256.65   | 3582.32     | 3907.98   | 4559.31   | 5210.64   | 5861.97   | 6513.30    | 7164.63    | 7815.96    | 8467.29    | 9118.62    |
| <b>16</b>   | 1354.78   | 2032.17   | 2709.56   | 3386.95   | 3725.65     | 4064.34   | 4741.73   | 5419.12   | 6096.51   | 6773.90    | 7451.29    | 8128.68    | 8806.07    | 9483.46    |
| <b>STEP</b> | <b>2%</b> | <b>3%</b> | <b>4%</b> | <b>5%</b> | <b>5.5%</b> | <b>6%</b> | <b>7%</b> | <b>8%</b> | <b>9%</b> | <b>10%</b> | <b>11%</b> | <b>12%</b> | <b>13%</b> | <b>14%</b> |

## **SCHEDULE C-1 2023-24 SCHOOL CALENDAR**

|                  |   |
|------------------|---|
| Aug 29 & 30      | No School in Session - Teacher Inservice                          |
| Aug 31           | No School in Session - Teacher Work Day (floating)                |
| Sept. 5          | All Schools in Session – First Day of School for Students         |
| Sept. 19         | Student Early Release   |
| Oct. 10          | Student Early Release   |
| Nov. 3           | Student Half Day for Elementary & Middle School – Teacher Records |
| Nov. 7           | No School in Session – Election Day / Teacher Inservice           |
| Nov. 22          | No Schools in Session - Teacher Comp Parent/Teacher Conferences   |
| Nov. 23 - 24     | No Schools in Session – Thanksgiving Holiday                      |
| Dec. 5           | Student Early Release   |
| Dec. 25 - Jan 5  | No Schools in Session – Winter Holiday Break                      |
| Jan. 15          | No Schools in Session – Martin Luther King Jr. Day                |
| Jan 17-19        | High School Exams   |
| Jan. 19          | Student Half Day – Teacher Records                                |
| Feb. 6           | Student Early Release   |
| Feb. 19-20       | No Schools in Session – Winter Break                              |
| Mar. 12*         | No School in Session - Teacher Inservice                          |
| Mar. 25 - Apr. 1 | No Schools in Session – Spring Break                              |
| Apr. 5           | Student Half Day for Elementary & Middle School – Teacher Records |
| Apr. 16*         | Student Early Release   |
| May 7            | No School in Session – Teacher Inservice                          |
| May 27           | No School in Session – Memorial Day                               |
| June 10-12       | High School Exams   |
| June 12          | Last Day of School/Student Half Day                               |

\*If primary is on Feb. 27; 2/27 becomes Inservice day, 3/12 early release and no early release on 4/16

**SCHEDULE C-2 2024-25 SCHOOL CALENDAR**

**SCHEDULE C-3 PROFESSIONAL LEARNING CALENDAR**

| <b>2023-24 SEMESTER 1</b> |   |
|---------------------------|---|
| <b>Date</b>               | <b>District Wide Professional Learning</b>                      |
| <b>8/29/23</b>            | <b>Full PL Day:</b> Cohort and Building-Based 8:00 am - 3:30 pm |
| <b>8/30/23</b>            | <b>Full PL Day:</b> PLC and Build-Based 8:00 am - 3:30 pm       |
| <b>9/6/23</b>             | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>9/13/23</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>9/19/23</b>            | <b>Early Release Day:</b> Collaborative Inquiry (90 minutes)    |
| <b>9/20/23</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>9/27/23</b>            | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>10/4/23</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>10/10/23</b>           | <b>Early Release Day:</b> Collaborative Inquiry (90 minutes)    |
| <b>10/11/23</b>           | PLC Team Meetings (45 minutes before/after school)              |
| <b>10/18/23</b>           | PLC Team Meetings (45 minutes before/after school)              |
| <b>10/25/23</b>           | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>11/1/23</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>11/7/23</b>            | <b>Full PL Day:</b> Cohort and Build-Based 8:00 am - 3:30 pm    |
| <b>11/15/23</b>           | PLC Team Meetings (45 minutes before/after school)              |
| <b>11/29/23</b>           | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>12/5/23</b>            | <b>Early Release Day:</b> Collaborative Inquiry (90 minutes)    |
| <b>12/6/23</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>12/13/23</b>           | PLC Team Meetings (45 minutes before/after school)              |
| <b>12/20/23</b>           | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>1/10/24</b>            | PLC Team Meetings (45 minutes before/after school)              |
| <b>1/17/23</b>            | <i>Optional Staff Meeting Date (or another date that week)</i>  |
| <b>1/19/24</b>            | <b>Half Day:</b> Records  |

| <b>2023-24 SEMESTER 2</b> |   |
|---------------------------|---|
| <b>Date</b>               | <b>District Wide Professional Learning</b>                                |
| <b>1/24/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>1/31/24</b>            | <i>Optional Staff Meeting Date (or another date that week)</i>            |
| <b>2/6/24</b>             | <b>Early Release Day:</b> Collaborative Inquiry <i>(90 minutes)</i>       |
| <b>2/7/24</b>             | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>2/14/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>2/21/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>2/28/24</b>            | <i>Optional Staff Meeting Date (or another date that week)</i>            |
| <b>3/6/24</b>             | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>3/12/24</b>            | <b>Full PL Day:</b> Build-Based and Cohort 8:00 am - 3:30 pm              |
| <b>3/20/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>3/27/24</b>            | <i>Optional Staff Meeting Date (or another date that week)</i>            |
| <b>4/3/24</b>             | <i>Optional Staff Meeting / State Testing (or another date that week)</i> |
| <b>4/10/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>4/16/24</b>            | <b>Early Release Day:</b> Collaborative Inquiry <i>(90 minutes)</i>       |
| <b>4/17/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>4/24/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>5/1/24</b>             | <i>Optional Staff Meeting Date (or another date that week)</i>            |
| <b>5/7/24</b>             | <b>Full PL Day:</b> Build-Based and Cohort 8:00 am - 3:30 pm              |
| <b>5/15/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>5/22/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>5/29/24</b>            | PLC Team Meetings <i>(45 minutes before/after school)</i>                 |
| <b>6/5/24</b>             | <i>Optional Staff Meeting Date (or another date that week)</i>            |
| <b>6/12/24</b>            | <b>Half Day:</b> Records  |



## **APPENDIX A-1 COMPENSATION FOR CURRICULUM DEVELOPMENT AND PROFESSIONAL LEARNING**

- This compensation plan is designed for curriculum development and professional learning:
  - that is outside the normal school day or school year as defined in the Master Agreement
  - includes work as a participant, presenter, trainer, chairperson, writer, or project developer.
  - that is approved by the administration
  
- All compensation set forth herein will be based upon the hourly rate set forth in Schedule B-1 as “Curriculum/Professional Learning”.
  
- Compensation Rates
  - Bargaining unit members who participate in professional learning committees, projects, programs, or curriculum development committees, projects, programs shall be compensated at the hourly rate above for each hour of project activity. Curriculum writers will receive compensation when the product is acted upon by the CIC, but not later than the end of the school year in which the writing is performed.
  - In addition to the compensation set forth in paragraph A above, bargaining unit members who serve as presenters, trainers, or chairpersons shall receive an additional one hour of compensation for each hour of project activity.
  - In addition to the compensation set forth in paragraph A above, bargaining unit members who are employed to design or develop a project shall receive an additional two hours of compensation for each hour of project activity.

Each project will have established goals, tasks, and a budget. The budget will be established by estimating the number of hours the project will take using the hourly compensation rate. Bargaining unit members in charge of a project will work within the budget unless an overage is approved. Project contracts will be established on mutually agreed time estimates. These agreements will be placed in writing. Any changes in the project specifications will result in the re-negotiation of the compensation.

**APPENDIX B-1 COUNSELOR EVALUATION FORMS**

**Huron Valley Schools**

**Counselor Evaluation**

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Counselor Name:

Administrator:

Building:

Conference Dates:

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**Standard I: Implementing the Guidance Curriculum Component**

| <b>Criteria</b>   | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|---|--------------------|------------------|---------------|
| Counselor demonstrates knowledge of Michigan State Guidance Curriculum. |                    |                  |               |
| Counselor demonstrates effective teaching strategies.                   |                    |                  |               |
| Counselor demonstrates knowledge of assessment tools and techniques.    |                    |                  |               |

**Standard II: Performance - Implementing the Individual Planning Component**

| <b>Criteria</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|--|--------------------|------------------|---------------|
| Counselor performs outreach to students.   |                    |                  |               |
| Counselor demonstrates knowledge of standardized test instruments.                           |                    |                  |               |
| Counselor demonstrates knowledge of academic and extracurricular opportunities for students. |                    |                  |               |

**Standard III: Performance - Implementing the Responsive Services Component**

| <b>Criteria</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|--|--------------------|------------------|---------------|
| Counselor assesses priorities.                           |                    |                  |               |
| Counselor assesses problems and their issues.            |                    |                  |               |
| Counselor demonstrates counseling skills and techniques. |                    |                  |               |
| Counselor uses the referral process.                     |                    |                  |               |
| Counselor provides follow-up.                            |                    |                  |               |

**Standard IV: Performance - Response to Building and Guidance Needs**

| <b>Criteria</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|--|--------------------|------------------|---------------|
| Counselor adheres to policies and procedures.                    |                    |                  |               |
| Counselor aligns guidance and building needs.                    |                    |                  |               |
| Counselor educates others about the guidance program.            |                    |                  |               |
| Counselor is responsive and responsible to the guidance program. |                    |                  |               |
| Counselor is a team member.                                      |                    |                  |               |

**Standard V: Performance - Professional and Interpersonal Relationships**

| <b>Criteria</b>                              | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|--|--------------------|------------------|---------------|
| Counselor forms relationships with students. |                    |                  |               |
| Counselor forms relationships with staff.    |                    |                  |               |
| Counselor forms relationships with parents.  |                    |                  |               |

**Standard VI: Performance - Responsibilities**

| <b>Criteria</b>                                  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly</b> |
|--|--------------------|------------------|---------------|
| Counselor participates in professional learning. |                    |                  |               |
| Counselor demonstrates work habits.              |                    |                  |               |
| Counselor demonstrates ethical procedures.       |                    |                  |               |

Counselor Signature:

Administrator's Signature:

Date:

Date:

**Standard I: Implementing the Guidance Curriculum Component**

| <b>Criteria</b>   | <b>Ineffective</b>  | <b>Effective</b>   | <b>Highly Effective</b>   |
|---|---|--|---|
| Counselor demonstrates knowledge of Michigan State Guidance Curriculum. | Seldom selects student competencies based on student needs and has little or no knowledge of the State of Michigan Guidance Curriculum. | Usually selects student competencies based upon State of Michigan Guidance Curriculum and consistent with student needs.   | Accurately selects student competencies based upon State of Michigan Guidance Curriculum and consistent with student needs.   |
| Counselor demonstrates effective teaching strategies.                   | Uses few instructional techniques and guidance learning activities so that only some students have a rudimentary understanding.         | Uses instructional techniques and guidance learning activities so that most students have a basic understanding.   | Uses effective instructional techniques and guidance learning activities so that all students have a clear understanding.   |
| Counselor demonstrates knowledge of assessment tools and techniques.    | Shows little evidence of knowledge of assessment tools that would provide evidence outcomes attainment.                                 | Uses a few assessment tools, which may include such things as interest inventories, job search, career exploration, aptitude investigation to provide evidence of student outcomes attainment. | Uses a variety of assessment tools, including such things as interest inventories, job search, career exploration, aptitude investigation to provide evidence of student outcomes attainment. |

**Standard II: Performance - Implementing the Individual Planning Component**

| <b>Criteria</b>  | <b>Ineffective</b>  | <b>Effective</b>   | <b>Highly Effective</b>   |
|--|---|--|---|
| Counselor performs outreach to students.                           | Seldom extends invitations to interested and/or needy students to provide personalized educational and career planning. | Often extends invitations to interested and/or needy students to provide personalized educational and career planning. | Consistently extends invitations to interested and/or needy students to provide personalized educational and career planning. |
| Counselor demonstrates knowledge of standardized test instruments. | Possess little understanding of current tests so that interpretation of test information is inaccurate and              | Demonstrates a functioning understanding of current tests in order to accurately and appropriately interpret           | Demonstrates a high level of understanding of current tests to accurately and appropriately interpret test information.       |

|  |   |  |   |
|--|---|--|---|
| Counselor demonstrates knowledge of academic and extracurricular opportunities for students. | Holds individual planning sessions, but information is somewhat incomplete. | Presents accurate, relevant, and unbiased information in carefully planned sessions. | Always presents accurate, relevant, and unbiased information in carefully planned sessions. |
|--|---|--|---|

**Standard III: Performance - Implementing the Responsive Services Component**

| <b>Criteria</b>  | <b>Ineffective</b>   | <b>Effective</b>  | <b>Highly Effective</b>   |
|--|--|---|---|
| Counselor assesses priorities.                           | Does provide mandated services as required by district policy and job description.   | Balances core functions with other important, albeit lower priority assignments.  | Manages the mandated elements of the assignment, while being able to assess situations which might require immediate time and attention.  |
| Counselor assesses problems and their issues.            | Incorrectly or inadequately assesses problems and does not make the connection to underlying issues.   | Is able to identify problems and their underlying issues to be resolved.  | Exhibits a keen insight into identifying problems and issues to be resolved.  |
| Counselor demonstrates counseling skills and techniques. | Does not demonstrate thoughtful or knowledgeable counseling and consulting techniques. Students, staff and parents are reluctant to seek the counselor's assistance. | Possesses a basic knowledge of counseling and consulting techniques. Staff, students and parents feel satisfied with their encounters with the counselor. | Possesses a thorough knowledge of counseling and consulting techniques and consistently employs them appropriately. The counselor's expertise is sought out by staff, students and parents. |
| Counselor uses the referral process.                     | Is unaware when it is appropriate to make referrals and has a limited number of referral choices to offer.   | Is able to offer an adequate array of referral sources and does so when necessary.  | Displays a vast and in depth knowledge of community resources and makes appropriate referrals for interventions to students' problems.  |
| Counselor provides follow-up.                            | Does not respond to situations or people in a timely fashion.  | Can usually be counted on to follow-through and provide feedback to staff, students and parents.  | Consistently provides timely follow-up and feedback to staff, students and parents.   |

**Standard IV: Performance - Response to Building and Guidance Needs**

| <b>Criteria</b>  | <b>Ineffective</b>   | <b>Effective</b>  | <b>Highly Effective</b>   |
|--|--|---|---|
| Counselor adheres to policies and procedures.                    | Rarely operates within established procedures, policies, and priorities. | Usually operates within established procedures, policies, and priorities.     | Consistently operates within established procedures, policies, and priorities.  |
| Counselor aligns guidance and building needs.                    | Only provides solutions within assigned responsibilities.                | Contributes to organizational solutions outside of assigned responsibilities. | Identifies building and guidance needs and designs or contributes to development of appropriate solutions.                                  |
| Counselor educates others about the guidance program.            | Is not able or willing to explain the school guidance program.           | Adequately explains the school guidance program.                              | Provides explanations of the school guidance program across all areas and levels including community, parents, students and building staff. |
| Counselor is responsive and responsible to the guidance program. | Seldom attends to ideas and concerns regarding the guidance program.     | Attends to ideas and concerns regarding the guidance program                  | Responds promptly and efficiently to ideas and concerns regarding the guidance program  |
| Counselor is a team member.                                      | Often displays a negative attitude toward other school programs.         | Is available to provide support for other school programs.                    | Consistently operates as a team player, expressing support for other school programs.   |

**Standard V: Performance - Professional and Interpersonal Relationships**

| <b>Criteria</b>                              | <b>Ineffective</b>  | <b>Effective</b>  | <b>Highly Effective</b>   |
|--|---|---|---|
| Counselor forms relationships with students. | Is not sought out by students as trusted, respected professional. | Is respectful and positive with students.   | Consistently cultivates positive and mutually respectful relations with students, who seek out the counselor's assistance and                     |
| Counselor forms relationships with staff.    | Conflicts with school staff are common and remain unresolved.     | Is respected for his or her expertise and is approached for advice by school staff. | Possesses highly developed listening skills and respect for others, translating into harmonious and mutually respectful relationships with staff. |

|   |  |  |  |
|---|--|--|--|
| Counselor forms relationships with parents. | Conflicts with parents/community members are common and remain unresolved. | Demonstrates the skills necessary to produce positive encounters with parents/community members. | Possesses highly developed listening skills and respect for others, translating into positive encounters with parents/community members. |
|---|--|--|--|

**Standard VI: Performance - Responsibilities**

| <b>Criteria</b>                                     | <b>Ineffective</b>   | <b>Effective</b>   | <b>Highly Effective</b>  |
|---|--|--|--|
| Counselor participates in professional development. | Does not meet state and district guidelines for professional development requirements. | Meets state and district guidelines for professional development requirements.   | Exceeds state and district guidelines for professional development requirements.   |
| Counselor demonstrates work habits.                 | Has significant difficulty with attendance punctuality and follow-through.             | Usually demonstrates professional responsibility in work habits as laid out above.   | Consistently demonstrates a highly professional responsibility in work habits that may include things such as attendance, punctuality and follow-through.        |
| Counselor demonstrates ethical procedures.          | Does not practice ethical standards and does not follow legal guidelines.              | Adequately demonstrates an understanding of ethical standards and legal guidelines and follows district and state guidelines and policies. | Demonstrates a thorough understanding of ethical standards and legal guidelines and serves as a model to other counselors in following standards and guidelines. |

**Huron Valley Schools**

**Counselor Evaluation**

Segments 2 and 3

Counselor Name:

Administrator:

Building:

Conference Dates:

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Selected Goal:

Self-Assessment of Goal Attainment:

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*To be completed by administrator*

Supports Self-Assessment

Unable to Support Self-Assessment (Documentation attached)

Fall Conference Date:

Spring Conference Date:

Counselor Signature:

Administrator's Signature:

Date:

Date:



## **APPENDIX B-2 SOCIAL WORKER EVALUATION FORMS**

### **SOCIAL WORKER EVALUATION RUBRIC ELEMENTS - SEGMENT I**

#### **Section I**

##### **Documents and Communications**

1. Written Communications
2. Oral Communications
3. Accurate and Punctual Records

#### **Section II**

##### **Relationship with Students and Families**

1. Relationship with Students
2. Relationship with Parents, Caregivers and Families
3. Parent Education

#### **Section III**

##### **Relationship with School and Community**

1. Relationship with school staff
2. Participating as a Team Member
3. Knowledge and Relationship with Community Based Resource

#### **Section IV**

##### **Professional Growth, Conduct and Participation**

1. Participates in School & District Projects
2. Maintains Ethical Standards
3. Developing Professionally

#### **Section V**

##### **Content Knowledge and Practice**

1. Applied Knowledge of Special Education Law & District Policies
2. Provides Resources to School & Staff on Emergent & Contemporary Topics
3. School Based Programs & Services
4. Knowledge of Mental Health
5. Knowledge of Social Work within Schools
6. Knowledge and Application of Optimum Learning Environments

## **Sec. I**

### **1. WRITTEN COMMUNICATIONS**

#### **Ineffective**

- Written communications are not concise and/or contain factual errors that do not support conclusions and recommendations.
- Documents generated by the SSW do not clarify issues without the need for more information.
- Written documents contain grammatical errors.

#### **Effective**

- Written communications are well composed and understandable to the intended audience.
- Facts are used as the basis for conclusions, suggestions and recommendations.
- The writer systematically lays out information that naturally flows to concise recommendations.

#### **Highly Effective**

- Written communications illuminate the subject in a manner which leads to effective understanding for the reader.
- The writing succinctly provides necessary details that enhance understanding so that a reader accurately extrapolates from its contents.
- Factual information is provided in a natural and understandable sequence.
- The intended readers can easily operationalize summaries, recommendations, and conclusions.

### **2. ORAL COMMUNICATIONS**

#### **Ineffective**

- Oral information from the SSW is based on inaccurate or hearsay information that can't be revealed.
- Recommendations and suggestions are not spoken in a useful form for the intended audience.
- Jargon is overused by the SSW and does not lead to increased understanding of the particular situation or individual.
- Questions and other inquiries are not germane to the situation being assessed or evaluated.
- Confidential information is shared in violation of the code of ethics.

#### **Effective**

- Oral information is accurate and oral suggestions are helpful and jargon free.
- In both scope and sequence, the oral information shared by the SSW is concise and well formed.
- The intended audience can readily apply the oral information to the immediate situation under discussion.
- The listener easily understands the nature of questions being posed to them by the SSW that leads to a high quality response.

### **Highly Effective**

- Oral information provides an in-depth understanding of events and situations by all communicators.
- Parents and staff obtain a deeper understanding and appreciation after hearing from the oral presentation.
- The information given by the SSW is systematic, concise, precise and is exceedingly clear.
- Oral questions are insightful, probing and elicit a high degree of meaningful feedback from respondents.

## **3. MAINTAINS ACCURATE AND PUNCTUAL RECORDS**

### **Ineffective**

- The SSW does not complete legally required or mandated records.
- Information, which is not factual, is included in the student's record by the SSW.
- The SSW does not utilize commonly accepted formats for recording information.
- The SSW does not produce and file all mandated/required records in a timely fashion.

### **Effective**

- The SSW strives to verify information, which is utilized to draw educational recommendations.
- Reports and documents are created and distributed in a timely fashion so as to not interfere with the functioning of other professionals, buildings, parents or CBR.

### **Highly Effective**

- The SSW is highly accurate and factual in their record keeping.
- Reports, evaluations and other documents are prepared before they are required and distributed to all appropriate files and locations as required by law and policy.

## **Sec II**

### **1. RELATIONSHIPS WITH STUDENTS**

#### **Ineffective**

- The SSW engages students in a manner that does not promote positive and/or useful relationships.
- Many students do not or will not seek the social worker out when it is necessary.
- Many students tend to avoid or refuse contact with the SSW on a regular basis.
- Students within the school building generally do not view the social worker as approachable.
- The SSW expresses a judgmental attitude towards students.

#### **Effective**

- In the buildings they serve, the SSW is able to build and maintain relationships with the majority of students.
- Whenever possible, the SSW strives to be available and accessible to students.

- Students, within appropriate socio-emotional boundaries seek out contact with the SSW when necessary.
- The SSW sets appropriate limits and boundaries with students so that a helping relationship develops.
- Students view the SSW as an advocate for their needs.

### **Highly Effective**

- The vast majority of students view the social worker as extremely approachable.
- The social worker is able to approach resistant students and moves them closer to a trusting relationship.
- The SSW makes it clear that they are available to listen and assist the student in developmentally appropriate ways.

## **2. RELATIONSHIP WITH PARENTS/CAREGIVERS AND FAMILIES**

### **Ineffective**

- The SSW is hesitant and ineffective in building a relationship with the student's parents, caregivers and family.
- The SSW displays a judgmental attitude towards parents, caregivers and families.
- There is a general dissatisfaction in the relationship between home and school as a result of the contact with SSW.
- The majority of parents, caregivers and families respond unfavorably to the majority of suggestions and ideas offered by the SSW.
- Trust is generally not fostered, and hostility and/or avoidance increase as a result of most interactions with the SSW.
- The SSW has an inadequate or absent fund of information on how families function as an integrated system

### **Effective**

- In a reasonable amount of time, the SSW is able to form a working relationship, with the majority of parents, caregivers and families.
- The parent, caregivers, families and SSW become partners in an effort to solve the identified problems.
- Confidential and sensitive information is shared in a manner, which promotes trust and understanding.
- The SSW provides useful support to parents, caregivers and families so the children become more successful.
- The SSW understands and values the unique family system, and brings that knowledge to bear on improving its functioning.

### **Highly Effective**

- The social worker forms an effective, trusting relationship with most parents, caregivers and families very quickly.
- The partnership that is formed assists the student, parents, family and the school achieves a high degree of satisfaction and success.
- The parent/caregiver seek out the social worker on other matters because of the value they place on the relationship.
- The SSW has a precise knowledge on family system theory and applies that

information to bring about positive change up to and including improved adjustment at school.

### **3. PARENT EDUCATION**

#### **Ineffective**

- The SSW is unaware of contemporary parent education theories, strategies or tactics.
- The SSW does not offer concrete ideas and suggestions, which, would lead to improved student and family functioning.
- The SSW does not accurately assess the need for parent education, nor do they attempt to engage the parents/caregivers in an effective dialogue.
- The SSW is judgmental and fails to form a collaborative relationship with parents/caregivers most of the time.

#### **Effective**

- The SSW is aware of many current parenting theories, strategies and tactics like, Love and Logic, 1, 2, 3 Magic, S.T.E.P.; or Choice Theory.
- The SSW through any of the following: small group, large group, or individual contacts with the parent are able to provide appropriate suggestions and information that improves the overall functioning of the parent in raising their child.
- The SSW utilizes a variety of resources, including but not limited to: multi-media, literacy, school newsletters and community based parenting programs that focus on improving parenting skills.

#### **Highly Effective**

- The SSW pro-actively engages parents in examining how the school and home can effectively work together to improve overall behavior and school success.
- The SSW is able to quickly and accurately assess the need for parenting support and directs the parent to the appropriate type and level of assistance.
- The SSW may be involved in strengthening family supports within the wider community.
- Parents frequently seek out the SSW for suggestions and advice. The SSW is a key element in making parenting programs available to the parents in their school community.

### **Sec III**

#### **1. RELATIONSHIP WITH SCHOOL STAFF**

##### **Ineffective**

- The SSW has little positive influence with school staff.
- Suggestions, conclusions and recommendations are rarely regarded due to the poor relationships with school staff.
- Conflicts with school staff are common and remain unresolved.
- The SSW is not sought out for their expertise on families, child development, socio-emotional issues, mental health, school climate and knowledge of CBR's.
- The SSW demonstrates judgmental attitudes towards school staff.

##### **Effective**

- The SSW is able to effectively listen and understand many varied viewpoints simultaneously, and takes them into account when formulating collaborative solutions to common problems.
- The SSW is respected for their expertise and is approached for advice by school staff.
- Even when disagreements occur, the SSW demonstrates a level of respect for all viewpoints
- The SSW remains neutral and attempts to mediate the normal disputes that occur within the school setting.
- The SSW differentiates their duties and responsibilities between themselves and other professional colleagues.

### **Highly Effective**

- The SSW maintains a high degree of mutual respect with the school staff.
- Listening skills are very highly developed, leading to a high level of mutual understanding of others opinions and positions.
- The SSW maintains their advocacy for the student regardless of differences of opinion among school staff.
- The SSW is sought out as an expert on family and socio-emotional issues that manifest within both the school and community settings.

## **2. PARTICIPATING AS A TEAM MEMBER**

### **Ineffective**

- The SSW does not function as a team member.
- The SSW does not recognize, understand, respect and/or value the contributions of other professionals on the team.
- The relationships between the SSW and other team members are marked by unresolved conflict.
- Assigned duties are not completed in a manner that leads to effective teamwork.
- Differences of professional opinion are not considered nor respected by the SSW.
- The SSW fails to articulate the socio-emotional perspective when examining a student's overall behavior.

### **Effective**

- The SSW performs duties and tasks in a timely fashion that leads to successful interactions among the team, parents and student.
- The SSW provides "creative solutions" to the common and unique situations that confront the team as they work towards improved student functioning.
- The SSW provides useful information at MET's, IEP's (including Manifestation Determinations), B.E.S.T.'s, FBA's, and BIP's.
- The SSW is able to recognize, assist in mediating and help bring about resolution of the normal conflicts which arise within the team.
- The SSW recognizes, understands, respects and values the input from team members.

### **Highly Effective**

- The SSW is always timely in conducting their assigned duties and tasks.
- The SSW participates in a way that allows the team to be very effective and efficient.
- The team's productive function is distinctly improved as a result of the SSW's

participation.

- The SSW utilizes enhanced listening skills in identifying problems, providing innovative ideas, managing conflict and improving overall collaboration on any team they serve.
- The SSW articulates the socio-emotional perspective on the student, which allows the team to effectively work together.

### **3. KNOWLEDGE & RELATIONSHIP WITH COMMUNITY BASED RESOURCES (CBR)**

#### **Ineffective**

- The SSW is ineffective in transmitting and receiving information from the CBR and this negatively impacts the student, family or school.
- The full support and services of the CBR's are either underutilized or not utilized at all.
- The SSW is unaware of the scope of service commonly accessed by students, their families and HVS.

#### **Effective**

- The SSW uses their knowledge of the CBR to access appropriate services for the student, family and school.
- The CBR are informed of applicable school policies and procedures so as to assist the student, family and school pursue their respective goals.
- As a result of the efforts of the SSW, effective and useful partnerships are formed between the district and CBR. These partnerships directly benefit the student, parent, family and/or school.

#### **Highly Effective**

- The SSW assists in creating and maintaining a high degree of collaboration between the district and CBR.
- As a result of the SSW efforts the effectiveness of the partnership between HVS and the CBR are significantly improved and enhanced.
- Whenever possible, the SSW assists in strengthening the ties between the CBR in the community.
- The partnership between HVS and the CBR grow as a result of the SSW efforts.
- The SSW participates in generating or instrumental in creating a new CBR that benefits the HVS community.

### **Sec. IV**

#### **1. PARTICIPATES IN SCHOOL DISTRICT & BUILDING PROJECTS**

##### **Ineffective**

- The SSW is disinclined to contribute or participate in building and district wide projects when approached.
- When compelled to participate, the interest is noticeably absent and very little effort is given.

##### **Effective**

- The SSW participates when requested and occasionally volunteers for building and district projects.

- The contributions are well intentioned and often improve the overall quality of the project they are working on.

### **Highly Effective**

- The SSW actively volunteers for building and district projects and displays keen interest in their success.
- Contributions prove to be very important to the overall success of the project(s).
- The SSW initiated ideas for building and district projects.
- The SSW takes a leadership role in developing ideas for improving their school and HVS.

## **2. MAINTAINING PROFESSIONAL ETHICAL STANDARDS**

### **Ineffective**

- The SSW does not adhere to accepted standards of ethical conduct contained in the most recent version of the National Association of Social Workers "Code of Ethics" handbook.

### **Effective**

- The SSW is aware of the Code of Ethics and maintains the standards contained therein.

### **Highly Effective**

- The SSW maintains an extremely high degree of ethical standards and is a model for other School Social Workers.
- The SSW articulates those standards so that others understand their importance.

## **3. DEVELOPING PROFESSIONALLY**

### **Ineffective**

- The SSW has not availed themselves of any of the following: district based, county based, university based, privately based or professional association based educational opportunities.
- The SSW is resistant to the "state of the art" and widely accepted professional "best practices" in SSW.

### **Effective**

- The SSW takes advantage of development opportunities.
- The SSW incorporates these opportunities into their practice of SSW.
- The SSW recognizes their own professional shortcomings and seeks out resources that lead to professional growth.
- The SSW shares what they have learned with others within the school district.

### **Highly Effective**

- The SSW takes frequent advantage of professional development opportunities both within their job description as well as those of allied school professions.
- The SSW is constantly challenging themselves with varied professional experiences



and best practice theories.

- The SSW is sought out to share their professional practice and experiences.
- The SSW is sought out for their professional expertise as a provider of professional development both inside and/or outside of HVS.

## **Sec. V**

### **1. APPLIED KNOWLEDGE OF SPECIAL EDUCATION LAWS & DISTRICT POLICIES AND PROCEDURES PERTAINING TO SSW**

#### **Ineffective**

- The SSW is ill informed of the laws, rules, local policies and procedures pertaining to SSW.
- Mistakes in procedures occur, which can impact the delivery of service to students.
- The SSW does not engage in acquiring the information which lead to corrective action, clarification or accurate interpretation of the law, policies, procedures, and rules that govern the practice of SSW.

#### **Effective**

- The SSW follows the written policies emanating from the HVS Special Education Manual (SEM) and School Board
- The SSW is familiar with and understands (the newly revised (Nov. 2002)) Special Education State Rules.
- The SSW seeks clarification from appropriate sources when they do not know the specific action or correct interpretation required.
- The SSW often serves as a resource to regular education school staff in understanding the myriad of rules and regulations.
- The SSW complies with the state "Child Protection Act" as required.

#### **Highly Effective**

- The SSW raises questions and issues that are not contained in the SEM or the revised state rules but need clarification and/or discussion.
- School staffs regularly seek the SSW for their expertise for correct interpretation of the law, policies procedures and rules.
- The SSW alerts their respective building when the special education law or district policies are not followed. The SSW may serve on district, county or state committees to improve and update special education policies and procedures.

### **2. PROVIDES RESOURCES TO SCHOOL STAFF ON EMERGENT & CONTEMPORARY TOPICS**

#### **Ineffective**

- The SSW is ill prepared to respond to the issues, events and contemporary topics, e.g. untimely death, accident, threat or social situation.
- The SSW does not access resources, which are or could be available to assist the building and/or district respond to the crisis.
- The SSW does not know, understand or utilize the HVS emergency flip chart as the template for first response to emergency situations.

#### **Effective**

- The SSW is able to provide prompt well-considered responses to emergent situations.

- The SSW engages other professionals as needed to be part of a multi-disciplinary response team.
- The SSW promptly assesses the request and contributes either on the individual, classroom, or building level as deemed appropriate.
- The SSW uses assessment skills in determining a proper recommendation action.
- The SSW is knowledgeable of the contents of the emergency flip chart that governs HVS response to unexpected/traumatic events.

### **Highly Effective**

- The SSW initiates discussion on how to respond to the immediate need after an unexpected event occurs.
- The SSW takes a leadership role in assessing and planning an appropriate response, which takes into account the developmental ages of the students they are charged with serving.
- The SSW contribution to the overall response plan is thorough and complete.

## **3. SCHOOL BASED PROGRAMS AND SERVICES**

### **Ineffective**

- The SSW consistently fails to provide mandated services as required by IEP or district policy.
- The SSW is unaware of and fails to fulfill specific responsibilities like participation on the B.E.S.T., M.E.T.'s, and I.E.P.'s.
- The SSW does not respond to immediate situations in a timely fashion.
- The direct service rendered by the SSW does not contribute to the overall improved functioning of the school, classroom or student.

### **Effective**

- The SSW delivers mandated services as required by IEP or district policy.
- The SSW balances mandated or core functions with other important but albeit lower priority assignments.
- The SSW responds appropriately to emergent or crisis situations as the number one priority when the health, safety and welfare of students are potentially compromised.
- The direct service and programs (i.e. small groups, classroom activities and individual interventions) provided by the SSW are useful in improving the school climate and/or individual student functioning.

### **Highly Effective**

- The SSW manages the mandated elements of their assignment, while being able to assess situations, which might require immediate time and attention.
- The SSW delivers high quality programs and services which, directly and may significantly improve the district, school, classroom and student improve academic success.
- The programs and services are well planned and are easily integrated into the existing framework of the school and classroom.
- The program and services promote the image of the school district, school and classroom.
- 

## **4. KNOWLEDGE OF MENTAL HEALTH**

**Ineffective**

- The SSW has inaccurate, incomplete or cursory knowledge of the field of mental health.
- The SSW utilizes professional jargon in a way that does not add useful or helpful information to individuals needing information.
- The SSW is unable to initially assess the most common forms of mental illnesses.
- The SSW has provides little if any usable information of the use of medication and the desired effects on student behavior.
- The SSW does not know how to or fails to direct families toward mental health services when appropriate or required.
- The SSW does not know how to conduct a mental status exam or assist in the screening for developmental disabilities.

**Effective**

- The SSW refers sh1dents to proper mental health treatment when needed.
- The SSW has a basic understanding of the elements in developing good mental health as well as identifying the signs of mental illness.
- The SSW has a basic understanding of the common psychotropic medications.
- The SSW is able to describe the differences between mental illness and mental health.

**Highly Effective**

- The SSW knows how to conduct mental status exams, assess suicidal threats, and help in the assessment for developmental disorders.
- The SSW is advanced in their understanding of mental health, various treatments and is able to assess and describe its components to school staff, families and health care providers.
- The SSW is sought out to assess students and others in crisis, and is able to guide both the school and family towards treatment.
- The SSW either knows or learns about the various psychotropic medications in current use.
- The SSW is able to articulate the elements of developing and maintaining mental health with parents, school staff and with students when developmentally appropriate.
- The SSW differentiates between personality disorders and other forms of mental illnesses.

**5. KNOWLEDGE OF SOCIAL WORK WITHIN SCHOOL****Ineffective**

- The SSW is unfamiliar with public schools, its laws, policies and procedures as it applies to students, families and the professional staff.
- The SSW does not demonstrate knowledge of how the field of school social work interfaces with teachers, counselors, administrators, psychologists and other professional staff.
- The SSW does not follow accepted "best practice".

**Effective**

- The SSW follows current accepted "best practices".
- The SSW understands the scope of social work practice within the school and district.
- The SSW sets appropriate limits on both their authority and influence within the systems they operate.

- The SSW responds to requests for service that are within the scope of professional services.
- The SSW has a basic working knowledge of pedagogy and how that interrelates with the practice of school social work.
- The SSW differentiates how the practice of school social work is unique from other social work specialties.

### **Highly Effective**

- The SSW can precisely explain what school social work practice involves to parents, students, school staff and the community at large.
- The SSW sets appropriate limits on the scope of their practice in a manner which benefits the student and school.
- The SSW utilizes a high degree of creativity in developing new "best practices".
- The SSW is keenly aware of their varied responsibilities identified within school district policy, county policy and state and federal regulations.

## **6. KNOWLEDGE AND APPLICATION OF OPTIMUM LEARNING ENVIRONMENTS**

### **Ineffective**

- The SSW is unaware of conditions within the school and classroom, which negatively impact student's academic achievement.
- The SSW does not consider the culture, tone or tenor of the learning environment when assessing or evaluating students.
- Little or no effort is made to investigate or determine how the learning environment may be improved or its likely impact on unique needs of the student.
- The SSW has little useful understanding of pedagogy.

### **Effective**

- The SSW understands the basic principles of creating a healthy learning environment.
- The SSW articulates these principals to school staff and parents alike.
- The SSW actively examines how to optimize student learning within the school environment.
- The SSW accounts for the impact of the learning environment on students and suggests practical ideas on how to improve it.
- The SSW provides concrete suggestions, examples and recommendations to parents/caregivers on optimum learning environments within the home.

### **Highly Effective**

- The SSW is fluent in describing "optimum learning environment" in socio-emotional terms.
- The SSW actively participates in improving the learning environment within the school, individual classroom or home
- The SSW recognizes concepts like; "relevant, useful and meaningful" are essential to improving the academic environment.
- The SSW engages teachers, administrators, parents and students as necessary in improving the overall learning environment.
- The SSW can both articulate and translate the basic human needs of power, love/belonging, freedom, fun and survival into the optimum learning milieu.

**Huron Valley Schools**  
**School Social Worker Evaluation**  
 Non-probationary

Social Worker Name:

Administrator:

Building:

Conference Dates:

|    | <b>Elements</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> | <b>Comments</b> |
|----|--|--------------------|------------------|-------------------------|-----------------|
| 1  | Written Communications   |                    |                  |                         |                 |
| 2  | Oral Communications  |                    |                  |                         |                 |
| 3  | Maintains Accurate Punctual Records.<br>Mandated required reports to be completed and filed on time.   |                    |                  |                         |                 |
| 4  | Relationship with Students   |                    |                  |                         |                 |
| 5  | Relationship with families/parents/caregivers  |                    |                  |                         |                 |
| 6  | Provides Current Parent Education  |                    |                  |                         |                 |
| 7  | Relationship with School Staff   |                    |                  |                         |                 |
| 8  | Participates as Team Member- IEP, MET, BIP's FBA's, etc. (Collaboration socio emotional partnership)   |                    |                  |                         |                 |
| 9  | Community Based Resources & Knowledge of Social Work Skills in School Setting  |                    |                  |                         |                 |
| 10 | Participates in School & District Projects. Appointed, volunteer to serve on committee, starting initiatives- input, diff. of opinion- seek resolution |                    |                  |                         |                 |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
| 11 | Maintains Ethical Standards. Code of Ethics of National Association of Social Workers   |  |  |  |  |
| 12 | Developing Professionally   |  |  |  |  |
| 13 | Applied knowledge of Special Education Laws, Procedures, Practices and Policies as applied to school Social Work  |  |  |  |  |
| 14 | Provides Resources to School Staff on contemporary topics<br>*crisis situations<br>*staff support   |  |  |  |  |
| 15 | Creates, Develops and/or Delivers School Based Programs and Services (ex. Dist. Mandates/ BEST/ Bullying)   |  |  |  |  |
| 16 | Knowledge of current Mental Health Practices<br>*Medications<br>*Psych/medical relating to possible side effects, etc.<br>*Developmental Disabilities & Social Dev. |  |  |  |  |
| 17 | Knowledge of Social work within schools   |  |  |  |  |
| 18 | Knowledge of Optimum Learning Environment Arrangements in class/ organization/ conducive to learning. 504, strategies   |  |  |  |  |

Social Worker Signature:

Administrator's Signature:

Date:

Date:

**Huron Valley Schools**  
**School Social Worker Evaluation**  
 Probationary

Social Worker Name:

Administrator:

Building:

Conference Dates:

|    | <b>Elements</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> | <b>Comments</b> |
|----|--|--------------------|------------------|-------------------------|-----------------|
| 1  | Written Communications   |                    |                  |                         |                 |
| 2  | Oral Communications  |                    |                  |                         |                 |
| 3  | Maintains Accurate Punctual Records.<br>Mandated required reports to be completed and filed on time.   |                    |                  |                         |                 |
| 4  | Relationship with Students   |                    |                  |                         |                 |
| 5  | Relationship with families/parents/caregivers  |                    |                  |                         |                 |
| 6  | Provides Current Parent Education  |                    |                  |                         |                 |
| 7  | Relationship with School Staff   |                    |                  |                         |                 |
| 8  | Participates as Team Member- IEP, MET, BIP's FBA's, etc. (Collaboration socio emotional partnership)   |                    |                  |                         |                 |
| 9  | Community Based Resources & Knowledge of Social Work Skills in School Setting  |                    |                  |                         |                 |
| 10 | Participates in School & District Projects. Appointed, volunteer to serve on committee, starting initiatives- input, diff. of opinion- seek resolution |                    |                  |                         |                 |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
| 11 | Maintains Ethical Standards. Code of Ethics of National Association of Social Workers   |  |  |  |  |
| 12 | Developing Professionally   |  |  |  |  |
| 13 | Applied knowledge of Special Education Laws, Procedures, Practices and Policies as applied to school Social Work  |  |  |  |  |
| 14 | Provides Resources to School Staff on contemporary topics<br>*crisis situations<br>*staff support   |  |  |  |  |
| 15 | Creates, Develops and/or Delivers School Based Programs and Services (ex. Dist. Mandates/BEST/Bullying)   |  |  |  |  |
| 16 | Knowledge of current Mental Health Practices<br>*Medications<br>*Psych/medical relating to possible side effects, etc.<br>*Developmental Disabilities & Social Dev. |  |  |  |  |
| 17 | Knowledge of Social work within schools   |  |  |  |  |
| 18 | Knowledge of Optimum Learning Environment Arrangements in class/organization/conducive to learning. 504, strategies   |  |  |  |  |

Social Worker Signature:

Administrator's Signature:

Date:

Date:



**Huron Valley Schools**  
**Social Worker Performance Appraisal**  
Segments 2 and 3

Social Worker Name:

Administrator:

Building:

Conference Dates:

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Selected Goal:

Self-Assessment of Goal Attainment:

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*To be completed by administrator*

Supports Self-Assessment

Unable to Support Self-Assessment (Documentation attached)

Fall Conference Date:

Spring Conference Date:

Social Worker Signature:

Administrator's Signature:

Date:

Date:

**APPENDIX B-3 PSYCHOLOGIST EVALUATION FORMS**

**Huron Valley Schools  
Psychologist Evaluation Instrument**

Psychologist Name:

Administrator:

Building:

Conference Dates:

Standard I: School psychologists work as effective members when dealing with staff and families.

| <b>Criteria</b>   | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> |
|---|--------------------|------------------|-------------------------|
| 1. Engages in indirect and direct consultation and assessment practices that identify why students are not being academically or socially successful. |                    |                  |                         |
| 2. Uses data-driven processes that provide meaningful information to staff and families about how students learn.                                     |                    |                  |                         |
| 3. Helps develop and monitor strategic instructional, behavioral, or motivational interventions that strengthen the learning process.                 |                    |                  |                         |

Standard II: School psychologists have knowledge of psycho-educational theories and know how to deliver these services to schools.

| <b>Criteria</b>   | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> |
|---|--------------------|------------------|-------------------------|
| 1. Keeps abreast of sound psychological principles and practices in consultation, assessment, and counseling.                           |                    |                  |                         |
| 2. Acts as a resource for colleagues, parents, and students in the application of psychology to effective schooling.                    |                    |                  |                         |
| 3. Selects appropriate materials, methods, and resources to assess and assist students in achieving learning and behavioral objectives. |                    |                  |                         |

**Standard III:** School psychologists use a decision-making process in collaboration with other team members, school staff, and students' family members, as appropriate to identify academic and behavior problems and to facilitate appropriate service delivery systems.

| <b>Criteria</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> |
|--|--------------------|------------------|-------------------------|
| 1. Defines problems in ways that identify desired goals and develops multiple methods to assess student progress.          |                    |                  |                         |
| 2. Selects assessment methods that are validated for the problem area.   |                    |                  |                         |
| 3. Helps develop and implement effective interventions   |                    |                  |                         |
| 4. Integrates technology and research into planning and facilitating effective instructional and behavioral interventions. |                    |                  |                         |

**Standard IV:** School psychologists actively participate in activities designed to continue, enhance, and upgrade their professional training and skills the help ensure high-quality service provision.

| <b>Criteria</b>  | <b>Ineffective</b> | <b>Effective</b> | <b>Highly Effective</b> |
|--|--------------------|------------------|-------------------------|
| 1. Seeks out opportunities to enhance instructional practice through workshops, professional organizations, conferences, and graduate-level courses. |                    |                  |                         |
| 2. Seeks the assistance of other disciplines in consultative or referral roles in providing services, as appropriate.                                |                    |                  |                         |
| 3. Maintains awareness of effective psychological practices and materials and uses newly acquired knowledge and skills in professional practice.     |                    |                  |                         |

Standard V: School psychologists exhibit a high degree of professionalism.

| Criteria   | Ineffective | Effective | Highly Effective |
|--|-------------|-----------|------------------|
| 1. Takes leadership roles on committees; helps to plan staff meetings or workshops, and shares knowledge or expertise with colleagues.   |             |           |                  |
| 2. Meets professional obligations in a timely manner (including reports and data collection), participates in meetings, and is willing to serve as a facilitator/mentor to others. |             |           |                  |
| 3. Conducts him-/herself in a professional manner when collaborating with colleagues, community and public agencies, and private partners on behalf of students and families.      |             |           |                  |
| 4. Follows federal, state, & local policies & procedures.  |             |           |                  |

Psychologist's Signature:

Administrator's Signature:

Date:

Date:

**Huron Valley Schools**  
**Psychologist Performance Appraisal**  
Segments 2 and 3

Psychologist Name:

Administrator:

Building:

Conference Dates:

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Selected Goal:

Self-Assessment of Goal Attainment:

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*To be completed by administrator*

Supports Self-Assessment

Unable to Support Self-Assessment (Documentation attached)

Fall Conference Date:

Spring Conference Date:

Psychologist's Signature:

Administrator's Signature:

Date:

Date:

## APPENDIX B-4 SPEECH PATHOLOGIST EVALUATION FORMS

### SPEECH PATHOLOGIST EVALUATION RUBRIC ELEMENTS

#### Knowledge of Diagnostics

| Ineffective  | Effective   | Highly Effective   |
|--|---|--|
| Pathologist performs assessments that are not comprehensive, do not include appropriate formal and informal measures, and/or do not address concerns presented for assessment. | Pathologist assesses students' communication skills using a basic assessment battery for formal and informal measures when determining eligibility for service; addresses most concerns presented for assessment. | Pathologist accurately assesses students' communication skills using appropriate formal and informal measures when determining eligibility for service; addresses concerns presented for assessment. |
| Pathologist does not modify assessment to meet the individual needs of the student.  | Pathologist modifies assessment to meet the individual needs of the student.  | Pathologist modifies assessment with a variety of tools to meet the individual needs of the student and effectively communicates results to parents and/or staff.                                    |

#### Knowledge of Intervention Strategies

| Ineffective   | Effective  | Highly Effective  |
|---|--|---|
| Pathologist plans lessons that do not reflect an understanding of communication skills and development.   | Pathologist uses knowledge of communication skills and child development to plan and implement appropriate intervention.         | Pathologist uses knowledge of communication skills and development to plan and implement appropriate intervention, making adaptations for ability levels and disorders. |
| Pathologist does not discuss, reinforce, and/or promote independent use of communication skills.  | Pathologist makes students aware of their present level of communication skills and goals.                                       | Pathologist helps students take responsibility for learning and using optional communication skills.  |
| Pathologist does not use new or different techniques or strategies with students; utilizes specific and/or familiar techniques or strategies, regardless of their effectiveness in promoting the development of optimal communication skills. | Pathologist implements several techniques or strategies for improving communication skills of students.                          | Pathologist implements new or varied techniques or strategies for improving communication skills of students.   |
| Expectations of students are not clearly stated. Feedback on students' work is often inaccurate, non-specific, or non-existent.   | Expectations of students are stated. Pathologist occasionally gives students feedback regarding performance to improve learning. | Expectations of students are clearly stated. Pathologist gives students feedback at optimal times regarding performance to improve learning.                            |

|  |  |   |
|--|--|---|
| Pathologist uses inappropriate lessons/activities for students in a group session without regard for the specific needs of students. | Pathologist designs lessons/activities that address the specific needs of each student within a group setting.         | Pathologist designs motivating lessons/activities that address the specific needs of each student within a group setting. |
| Pathologist avoids and/or is resistant to applying information from research in the field of speech-language pathology to lessons.   | Pathologist shows willingness to apply information from research in the field of speech-language pathology to lessons. | Pathologist routinely applies information from research in the field of speech-language pathology to lessons.             |

### Knowledge of Special Education Procedures

| Ineffective   | Effective  | Highly Effective   |
|---|--|--|
| Pathologist makes recommendations for service eligibility/ineligibility with little or no regard for the HVS Speech and Language Programs guidelines. | Pathologist demonstrates basic knowledge of HVS' Speech and Language Programs guidelines to establish rationale for service eligibility. | Pathologist demonstrates extensive knowledge of HVS' Speech and Language Programs guidelines to establish rationale for service eligibility.                               |
| Pathologist does not complete MET and/or IEP paperwork appropriately.   | Pathologist develops MET and IEP reports containing appropriate information regarding the speech and language needs of the student.      | Pathologist develops MET and IEP reports containing all appropriate information regarding the speech and language needs of the students and makes modifications as needed. |
| Pathologist lacks awareness of required procedures; does not implement mandated procedures; does not implement IEP as written.                        | Pathologist usually implements required IEP team procedures for students with disabilities; usually implements IEP's as written.         | Pathologist consistently implements required IEP team procedures for students with disabilities; consistently implements IEP's as written.                                 |

### Professional Responsibility

| Ineffective   | Effective  | Highly Effective  |
|---|--|---|
| Pathologist does not adequately convey information regarding communication skills to family or staff.   | Pathologist communicates information, concerns, and progress to families and staff as needed.  | Pathologist effectively communicates information, concerns, and progress to families and staff as needed.   |
| Pathologist does not participate or collaborate with RISE members.  | Pathologist participates in RISE meetings or communicates with team members as needed.   | Pathologist actively participates in RISE meetings or communicates with team members as appropriate.  |
| Pathologist does not pursue knowledge about speech-language best practices through a variety of professional growth activities; little or no change in assessment or intervention | Pathologist acquires knowledge and skills in best practices through professional activities such as: <ul style="list-style-type: none"> <li>attending district workshops and conferences or</li> </ul> | Pathologist acquires knowledge and skills in best practices through professional activities such as: <ul style="list-style-type: none"> <li>attending county, state or national conferences or</li> </ul> |

|  |   |   |
|--|---|---|
| strategies from year to year.  | <ul style="list-style-type: none"> <li>• participating in seminars, study groups and in-service trainings.</li> </ul> | <ul style="list-style-type: none"> <li>• reading professional literature or</li> <li>• affiliating with professional organizations</li> </ul> |
| Pathologist shows little or no evidence of interaction with colleagues to exchange professional ideas.                       | Pathologist interacts with colleagues to share ways in which assessment and intervention can be improved.             | Pathologist takes initiative with colleagues to share ways in which assessment and intervention skills can be improved.                       |
| Pathologist is unaware of, or fails to adhere to, the ethical standards of the American Speech-Language-Hearing Association. | Pathologist is knowledgeable of the ethical standards of the American Speech-Language-Hearing Association.            | Pathologist adheres to the ethical standards of the American Speech-Language-Hearing Association.   |



**Huron Valley Schools**  
**Administrative Observation**  
**Speech Language Pathologist**

Name:

Administrator:

Building:

Conference Dates:

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**Knowledge of Diagnostics:**     Ineffective                       Effective                       Highly Effective

**Knowledge of Intervention Strategies:**     Ineffective                       Effective                       Highly Effective

**Knowledge of Special Education Procedures:**     Ineffective                       Effective                       Highly Effective

**Evidence of Professional Responsibilities:**     Ineffective                       Effective                       Highly Effective

Speech Pathologist Signature:

Administrator's Signature:

Date:

Date:

**Huron Valley Schools**  
**Speech Language Pathologist Performance Appraisal**  
Segments 2 and 3

Speech Language Pathologist Name:

Administrator:

Building:

Conference Dates:

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Selected Goal:

Self-Assessment of Goal Attainment:

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*To be completed by administrator*

Supports Self-Assessment

Unable to Support Self-Assessment (Documentation attached)

Fall Conference Date:

Spring Conference Date:

Speech Pathologist Signature:

Administrator's Signature:

Date:

Date:

**LETTER OF UNDERSTANDING - EMERGENCY MANAGERS**

**LETTER OF UNDERSTANDING  
BETWEEN THE HURON VALLEY BOARD OF EDUCATION  
AND THE  
HURON VALLEY EDUCATION ASSOCIATION**

**RE: EMERGENCY MANAGERS**

As required by State law, the parties are signing this Letter of Understanding solely to be compliant with the law. The parties neither agree nor disagree with the following provisions:

This Agreement is subject to the provisions of the Public Employment Relations Act, MCL 423.201 *et seq.*, including Section 15(7) thereof, MCL 423.215(7), and therefore may be rejected, modified, or terminated by an emergency manager appointed under the Local Financial Stability and Choice Act, 2012, PA436, MCL 141.1541 to 141.1575.