

AGREEMENT

between the

SPRING LAKE BOARD OF EDUCATION

and the

SPRING LAKE EDUCATION ASSOCIATION,
MEA/NEA



NOVEMBER 2, 2020 – AUGUST 15, 2022
EXTENDED THROUGH AUGUST 15, 2024

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This AGREEMENT is entered into by and between the BOARD OF EDUCATION of the SCHOOL DISTRICT OF SPRING LAKE, hereinafter called the "Board," and SPRING LAKE EDUCATION ASSOCIATION, MEA-NEA, hereinafter called the "Association."

ARTICLE I

RECOGNITION

The Board agrees to recognize the Association as the exclusive bargaining representative, through its duly accredited officers and representatives, for purposes of collective bargaining in respect to wages, hours, or other conditions of employment, as defined in Sect. 11, Act 379, Public Acts of 1965, for all certified personnel whether under individual contract, on leave according to the terms of this Agreement, or on a part-time basis, employed or to be hereafter employed by the Board, excluding the superintendent, assistant to superintendent, principals, athletic director, and any other supervisors within the meaning of the Public Employment Relations Act. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.

ARTICLE II

BOARD RIGHTS

- A. The Board, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system and its properties and facilities and staff.
 2. To hire all teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, and to promote, discipline, and transfer all such employees.
 3. To establish grades and courses of instruction, including special programs and to provide for athletic, recreational, and social events for students, all as deemed necessary or 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 and the hours of instruction, the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities, the terms and conditions of employment.

- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules and 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 hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE III

TEACHER RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have according to the Michigan General School laws and Michigan Teacher Tenure Acts.
- B. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teachers, provided that none of the above are abused in the classroom.
- C. The provisions of this agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, gender, gender identity or expression, sexual orientation, or marital status; or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student and shall not on the grounds of race, color, creed, sex, or national origin exclude any student from participation in or deny him/her benefits of any program nor grant any discriminatory consideration or advantage.
- D. The parties recognize that there are a number of different teaching models and strategies that are effective (for example, the "Madeline Hunter" model). Teachers shall be free to use teaching strategies and materials of their choice provided, of course, that their selection is not ineffective or unreasonable. The adopted Spring Lake curriculum shall be followed.

ARTICLE IV

ASSOCIATION RIGHTS

A. JOINING THE ASSOCIATION

Teachers shall either elect to join the Association and pay the periodic (S.L.E.A., M.E.A., N.E.A.) dues, or teachers may elect not to join the Association and not pay dues.

B. ARTICLE REINSTATEMENT

Portions of this Article have been removed in compliance with PA 349 of 2012. If a court or agency of competent jurisdiction determines that all or part of PA 349 of 2012 is found to be legally invalid during the life of this agreement, the parties agree that Article IV (as

written prior to this successor agreement) shall be reinstated. To the extent only a part or portion of PA 349 of 2012 is determined to be illegal, the remaining portions of this article that were removed shall remain in effect.

C. REQUEST FOR PUBLIC INFORMATION

The Board agrees to furnish to the Association in response to written requests all public information.

- D. The Association and its members shall have reasonable access to school building facilities for scheduled meetings of the Association. Some school equipment, including bulletin boards and mailboxes, shall be made available to the Association. For use of these facilities when they are not otherwise in use, the Association will pay according to the Board policy; postings or mailings must be signed. School equipment as used above does not include paper, ink, etc., but rather only use of capital items.

ARTICLE V

VACANCIES AND TRANSFERS

A. VACANCIES

1. DEFINITIONS

- a. "Vacancy" shall mean a bargaining unit position held by a bargaining unit member on a temporary leave of absence, a bargaining unit position newly created (including added sections) or vacant because of the resignation, retirement, transfer, dismissal, or death of the person assigned to said bargaining unit position.

2. POSTING

- a. Vacancies in the bargaining unit or newly created position in the bargaining unit which the Board wishes to fill will be advertised on one bulletin board in each building and in such areas as the Board deems appropriate for a period of not less than five (5) school days. During the summer when school is not in session, teachers desiring to be informed regarding vacancies should leave self-addressed envelopes with the superintendent. The Association President shall receive a copy of each posting during the school year and during the summer.
- b. The posting shall identify the grade level(s) and subject(s) to be taught and the building(s) in which the position exists. Special education classroom vacancies shall identify the handicaps served (e.g. learning disability, emotionally impaired, etc.). For non-classroom vacancies, the job title shall be listed (e.g. librarian, guidance counselor, speech therapist, etc.) along with the building(s) in which the position exists.
- c. Each posting shall state the qualifications for the position.

3. FILLING VACANCIES

- a. Vacancies will not be filled less than seven (7) days from date of mailing.
- b. The Association recognizes that when vacancies occur during the school year, it may be difficult to fill them from within the district without disruption to the existing instructional program. If the superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the normal school year at which time the position will be considered vacant.

B. TRANSFERS

The reason for any non-requested transfer shall be explained to the teacher involved and, upon request, to Association representatives.

ARTICLE VI

PAID LEAVE

- A. All teachers will be granted 15 days of paid Personal Time Off (PTO) per year.
1. Teachers hired on or after October 1st will be granted PTO proportional to the time remaining in the school year from the date of hire.
 2. No more than 190 days of accumulated PTO will carry forward from one year to the next.
 3. PTO in any year will not exceed the teacher's accumulated balance unless the use of sick bank days has been granted.
 4. A part-time teacher's PTO "days" will be equal to the part-time teacher's fractional contractual status (for example, a three-fifths teacher will be granted 15 three-fifths days).
 5. In the event a part-time teacher assumes full-time status, his/her accumulated PTO days will be prorated to reflect his/her full-time equivalent (for example, a .5 teacher with 10 days PTO who becomes full-time will be granted 5 additional days of PTO).
 6. Whenever an "Act of God" day occurs on a day that a teacher has been granted PTO, that day will be forgiven, that is, not counted toward the number of paid leave days granted.
 7. One PTO day a teacher has been granted will be forgiven (that is, not counted toward the number of paid leave days granted) each year for the purpose of volunteering within the district (i.e. chaperone activity at another building, Watch Dog program, work in son's/daughter's classroom, etc.). The purpose of volunteering must be claimed at the time of the request and must be approved by the Superintendent.
 8. PTO may be used pursuant to the following conditions:
 - a. *Personal Illness.* In the event that a teacher may not be able to perform his/her work on account of personal illness, physical disability, or personal injury not covered by Worker's Compensation, he/she will be granted any part of his/her accumulated leave time.
 - Doctors' certificates may be required to substantiate claim of personal illness, injury, or physical disability.
 - b. *Personal Business.* Requests for more than 2 consecutive days of PTO for personal business reasons must be approved by the superintendent.
 - c. The employee may be asked to provide explanation for any PTO requested for a school day immediately before or immediately after a holiday or vacation period. Restrictions may be imposed on those days. In such cases, the decision of the superintendent will be final.

- d. *Maternity Leave.* Upon the birth of her child, a teacher may opt to use up to 45 accrued PTO days for maternity leave. Any use of PTO time for maternity leave during the days preceding the birth of the child must be medically necessary. This entire leave must occur within nine (9) weeks of the date of birth. Sick bank days may only be utilized per Article VI (B).
- e. *Paternity Leave.* Upon the birth of a child, a teacher may opt to use up to 15 consecutive accrued PTO days for paternity leave. This entire leave must occur within 15 weeks of the date of the birth or adoption. Sick bank days may only be utilized per Article VI (B).
- f. *Maternity/Paternity Leave for Adoption.* Upon the adoption of a child, a teacher may opt to use up to 15 consecutive accrued PTO days. This entire leave must occur within 15 weeks of the date of the adoption. Sick bank days may only be utilized per Article VI (B).
- g. *Death or illness of a teacher's immediate family member.* Such leave in any year may not exceed 10 days per year per immediate family member.
 - i. Immediate family member is defined as parent, brother, sister, husband, wife, son, daughter, grandparent, or person with whom one has had an association similar to family ties.
 - ii. The Board may require a doctor's statement attesting to the illness in the immediate family of an employee who is absent for such illness for more than five consecutive days.
 - iii. In the event a teacher's immediate family member suffers a catastrophic or serious illness or injury, the superintendent may grant the teacher use of more than 10 paid leave days in an amount the superintendent deems appropriate.
- h. In case of an injury caused by his/her employment, a teacher will be paid under terms of the Michigan Worker's Compensation Act. Additionally, the Board will pay the difference between the teacher's regular teaching salary and the allowance paid by Worker's Compensation with a prorated deduction from the teacher's accumulated paid leave time. For example, if Worker's Compensation pays two-thirds of the teacher's salary per day, then the remaining one-third will be paid by using one-third of a paid leave day for each day of disability under this paragraph).

B. Sick Leave Bank

The Board shall establish a single/bargaining unit-wide paid sick leave bank, to be funded at the rate of not more than 180 days per school year. This sick leave bank will be administered by the SLEA and the Superintendent under the following guidelines:

- 1. A teacher may receive paid sick leave benefits from this bank only if:
 - a. He/she has exhausted his/her personal accumulated paid sick leave credits; and
 - b. Paid sick leave days remain available in the bank; and

- c. He/she has already utilized thirty (30) paid and/or unpaid sick leave days in the respective school year.
2. A doctor's disability order may be required when applying for sick leave bank days.
3. Sick leave bank days will be capped at ten (10) days per individual in a seven (7) year period.
4. Catastrophic/Serious Illness or Injury, or other Devastating Event that requires more than ten (10) days will be considered by the SLEA and the Superintendent on an individual basis.
5. Use of such paid sick leave shall be in accordance with the paid sick leave provisions of Article VI, Paragraph B-1 of this Agreement; and such sick leave may not be used if the teacher has satisfied the waiting period of any LTD insurance provided under this Agreement.

C. JURY DUTY

Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who is asked to testify in any arbitration or fact-finding will be paid his/her full salary for such time spent on jury duty or giving testimony less any money received from such services not including travel allowances or reimbursement of expenses. The days spent on jury duty or those spent under subpoena for any judicial or administrative duty will not be deducted from annual leave days.

D. ASSOCIATION LEAVE

At the beginning of each school year, the Association will be provided with a total of 15 days to be used by Association officers or designated agents of the Association at the discretion of the Association. Up to 10 additional days will be available each school year for teachers that are MEA Board of Directors members.

1. The Association will reimburse the Board for all days used at the then current daily substitute-teacher rate.
2. The Association must notify the superintendent 2 days in advance of the use of such leave.
3. Unused days will not cumulate.

ARTICLE VII

UNPAID LEAVE

A. Unpaid leave is subject to the following provisions and conditions:

1. Preparation For Child Or Child Care Leave

Except for periods of physical disability as specified in Article VI (A)(8)(d-f) a request by a teacher for leave before or after birth of a child or adoption of a child or foster care will be handled under this section of the contract.

- a. Upon receipt of a written request to the Board normally submitted at least 1 month prior to the time the leave is to begin, the Board will grant leave without pay and without payment of accumulated leave days for a period up to 12 weeks.
- b. Leaves under this section may be granted for a period of up to 1 calendar year and may be extended at the discretion of the Board, at the request of the teacher.
- c. Paid health insurance, identical to that received by the teacher prior to the leave, will continue for the duration of the leave up to 12 weeks inclusive.

2. Serious Family Health Conditions

Upon written request, unpaid leaves of absence will be granted for a period of up to 12 weeks for the serious health condition of the teacher's spouse, child, or parent.

- a. Paid health insurance, identical to that received by the teacher prior to the leave, will continue for the duration of the leave up to 12 weeks inclusive.
- b. Whenever practicable, the teacher will provide the Board at least 30 calendar days written notice of the request for the leave. It will include the reason for the request, the expected beginning date, and the expected ending date.

3. Sick Leave

A teacher who has exhausted his/her PTO due to the teacher's disability will be placed on an unpaid leave for the duration of the disability up to 5 years.

- a. The Board may require a statement by qualified medical personnel selected by the teacher to substantiate the claim of disability.
- b. At the request of the superintendent, a teacher on an unpaid leave of absence must confirm that he/she wants to continue on his/her unpaid leave of absence due to his/her disability as well as the estimated date of return to work.
- c. In the event that the teacher is unable to communicate the above information, it is expected that the teacher's family will communicate with the school district. The Association will assist the superintendent in these situations upon the request of the superintendent.

- d. In any case involving a claimed work-related disability, the Board maintains its statutorily granted rights to medical certification of the claimed disability by qualified medical personnel selected by the district.

4. Family and Medical Leave Act

In all respects, FMLA leaves of absence under this article will be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.

- a. When medically necessary, leave to care for a family member or for the teacher's own serious health condition may be taken on an intermittent or reduced work schedule.
- b. The district may require a medical certification to support a leave for family medical reasons that must include a statement indicating that the teacher's presence is necessary or would be beneficial for the care of the family member.
- c. Such leaves will be unpaid, except as covered by any paid benefit. At the teacher's request, accrued but unused paid leave days will be substituted for unpaid leave as authorized in Article VI.
- d. For purposes of determining eligibility for a leave subject to the Family and Medical Leave Act, the district will utilize a rolling 12 month period whereby each time a teacher takes family and medical leave, the remaining leave entitlement will be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

5. Military Leave

Military leave of absence will be granted to any teacher who is inducted or enlists for military duty to any branch of the armed forces of the United States. Teachers on military leave will be given the benefit of any unscheduled pay increases and sick leave allowances up to a 2 year maximum which would have been credited to them had he/she remained in active service with the school system.

6. Political Leave

The Board will grant a leave of absence without pay to any tenured teacher to campaign for, or serve in, a public office provided such leave may not exceed 2 years in length and provided further that, if the leave is for part of a school year, a suitable replacement is available.

7. Sabbatical Leave

The Board acknowledges that tenured teachers may apply for sabbatical leave according to the school code.

8. Emergency Leave

The Board may grant upon request leave of absence without pay for situations not specifically covered by contract.

9. Act Of God Day

Whenever an "Act of God" day occurs on a day that a teacher has been granted unpaid leave, that day will be forgiven, that is, not counted toward the number of unpaid leave days granted.

- B. Upon return from an FMLA leave that is less than one (1) year in duration, a teacher shall be returned to the position he/she held immediately prior to the leave.

ARTICLE VIII

PROTECTION OF TEACHERS

- A. The Board will give strong administrative support and physical and legal protection for each teacher during his/her hours of employment, as it relates to learning and discipline both in the classroom and the performance of other duties, provided the behavior of the teacher is in accord with the school code and Board policies.
- B. The parties hereby emphasize the importance of discipline, and the administration and Board of Education shall support reasonable measures to enforce the same. When a teacher refers a student to the office and/or administration for disciplinary reasons, the teacher shall verbally and/or in writing inform the school office or administration of the appropriate information and any suggestions. Teachers shall not routinely be required to fill out any written disciplinary referral forms; however, teachers will provide additional written information upon request.
- C. The building administrator shall diligently pursue all legal means available for obtaining school records, a prompt evaluation, diagnosis and/or IEP for any child in need.
- D. In case of assault on a teacher, the Board will provide legal counsel, upon request, to advise the teacher of his/her rights and to handle the matter in court, if necessary.
- E. The Board will provide legal counsel to defend a teacher against complaints which might arise against properly conducted disciplinary action by the teacher to a student.
- F. Any formal complaint directed to the administration by a parent shall be promptly made known to the teacher. A formal complaint would be in the form of a letter, a telephone call, an appearance at a Board meeting, or a personal appearance at school. If a parent requests that the information not be divulged to the teacher, the request will be honored, but any information obtained in this manner will not be placed in the permanent record file.
- G. Teachers are expected to exercise reasonable care with respect to the safety of students and property but shall not be individually liable, except in case of gross negligence or neglect of duty, for any damage or loss to person or property.
- H. No teacher shall be suspended, discharged, or otherwise disciplined for a reason that is arbitrary or capricious.
- I. In case of assault on a teacher during the course of assigned duties resulting in disabling injury, the teacher shall be paid by the Board an amount in addition to Worker's Compensation such that the total will equal the teacher's normal earnings until the end of the disability or a one-year period, whichever is sooner. Likewise, the Board shall assume such reasonable hospital and medical expenses as are incurred by the teacher, and are not paid by insurance or under terms of law. In cases of assault, and in accordance with Worker's Compensation Laws, sick leave days will not be deducted from a teacher's accumulated sick leave days after the eighth day.

J. Providing File Information To Third Parties

In the event that the district receives a Freedom of Information Act (FOIA) request for records or personnel file(s) of any teacher(s), the administration will notify the affected teacher(s) and the Association. Upon request and insofar as time reasonably permits, the Board's designated FOIA officer will meet with the affected teacher and/or the teacher's representatives to review the Board's proposed response to the request. In order to allow the teacher and Association to seek legal relief, the Board may delay granting the request to the extent permitted by law. Consideration will be given to the teacher's privacy interests and all available Freedom of Information Act exemptions to compelled disclosure and viewing of information.

Personnel files will only be subject to disclosure pursuant to FOIA or as required by law. The teacher, upon written request, will be provided a copy of the information forwarded in response to the request for disclosure.

This provision does not prevent the Association from having access to any employment records related to its duties as the exclusive bargaining representative.

ARTICLE IX

NEGOTIATION PROCEDURE

- A. It is contemplated that negotiable matters not specifically covered by this Agreement shall be subject to professional negotiations between the Board and Association from time to time during the period of this Agreement upon request and thirty (30) days' notice of either party to the other. If agreement is reached on such a matter, the date it will become effective shall be established at the same time.
- B. At least one hundred twenty (120) days prior to the expiration of this Agreement, the parties may likewise begin negotiations for a new Agreement.
- C. During the course of negotiations, should an impasse be reached, the parties may agree on a mediator or mediation panel to help reconcile differences. The mediation panel would consist of one Board representative, one Association representative, and a third party chairperson selected by the parties. Determinations by mediators will be purely advisory.
- D. Tentative proposals may be submitted in writing to either the Board or the Association by the other party. Approval would make such proposals part of the tentative Agreement. When a tentative Agreement is reached on a position of the contract, a draft thereof should be initialed by both parties. It is understood that no permanent agreement exists between the parties until the entire Agreement has been consummated.
- E. It is expected that meetings will normally be scheduled for the least interference in school schedule. When exceptional circumstances warrant, Association representatives may be released to attend special meetings of the parties.

ARTICLE X

GRIEVANCE PROCEDURES

A. Definitions

1. A grievance shall mean a complaint by a teacher, a group of teachers, or the Association, based on an event, a condition, or circumstance under which a teacher works, allegedly caused by a violation, misinterpretation, or inequitable application of any provision of this Agreement or any past practice for any provisions of this Agreement.
2. The "grievant" is the person, persons, or the Association making the claim.
3. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. The term "days" as used herein shall mean days in which school is in session. During summer recess, "days" shall mean days when the Administrative Offices are open.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration or proceeding independently as described in Section E of these procedures.

C. Structure

1. The Association shall select its representative for each school building. As soon as possible, the names of these building representatives are to be made known to the building principals.
2. The Association Professional Rights and Responsibilities Committee shall serve as the Association Grievance Committee.
3. The building principal shall be the administrative representative when the particular grievance arises in that building.
4. The Board hereby designates the superintendent, or a substitute designated by it, as its representative when the grievance arises in more than one building.

D. Procedure

Step One.

A grievance must be submitted to the principal within fifteen (15) regularly scheduled working days after the event occurred or within fifteen (15) regularly scheduled working days after the grievant obtains knowledge of the event upon which the grievance is based, whichever is later. At the grievant's request, arrangements will be made to have the proper Association representative present for such discussion. The grievant's principal shall investigate and report his/her disposition of the complaint within five (5) regularly scheduled working days after it has been made to him/her. In the event the complaint is not satisfactorily settled in this manner, the following procedure shall apply.

Step Two.

To be processed hereunder, a grievance must be reduced to writing, state the facts upon which it is based, when they occurred, specify the section of the contract which has allegedly been violated, must be signed and dated by the grievant and must be presented to the principal within five (5) regularly scheduled working days after the answer at Step One. The principal shall give a written answer to the aggrieved within five (5) regularly scheduled working days after the receipt of the written grievance. If the answer is satisfactory, the grievant shall so indicate it in writing within two (2) regularly scheduled working days, giving one (1) copy of the settled grievance to the principal.

Step Three.

If the grievance is not settled in Step Two and the grievant desires to appeal it to Step Three, the grievant must present the grievance to the superintendent of schools within five (5) regularly scheduled working days after the principal gave the grievant the written Step Two answer. The superintendent of schools shall give the grievant a written, dated, and signed Step Three answer within five (5) regularly scheduled working days after he/she receives the grievance at this step.

Step Four.

If the grievance is not settled in Step Three, the grievance may be appealed to the Board of Education within five (5) regularly scheduled working days after the receipt of the Superintendent's answer. The Board of Education Personnel Committee shall hold a hearing with the grievant and the Association to consider the grievance no later than its next committee meeting. Within five (5) working days after the hearing, the Committee shall render its opinion in writing, with a copy to the grievant and the Association.

Step Five.

In the event the grievance is not resolved satisfactorily at Step Four, the Association will submit a demand for arbitration within thirty (30) regularly scheduled working days after receipt of the Personnel Committee's answer through the following process:

- a. The Association may by written notice to the Superintendent submit the grievance to arbitration.
- b. Within ten (10) regularly scheduled working days after such written notice of submission to arbitration, the representatives of the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. The parties shall be bound by the rules and the procedures of the American Arbitration Association.
- c. Neither party shall be permitted to assert in such arbitration proceedings any ground or rely on any evidence previously in its possession but not disclosed to the other party. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.
- d. The arbitrator shall have no power to add to, subtract from, or alter or modify any of the terms of this Agreement, nor any policy or regulation of the Board which is not in conflict with the express terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered on any court of competent jurisdiction.

The arbitrator shall not hold power to rule on:

- 1) Any tenure issue,
- 2) The appointment or non-appointment of Appendix B positions,
- 3) The non-renewal of a probationary teacher within the first three (3) years of the probationary period.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

E. RIGHTS TO REPRESENTATION

Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another person; provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the Association; provided further, when a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. Only the Association may proceed to arbitration.

F. MISCELLANEOUS

1. A grievance may be withdrawn at any level without prejudice. However, if in the judgment of the Association representative of the P.R.& R. Committee, the grievance affects a group of teachers, the P.R.& R. Committee may process the grievance at the appropriate level.

2. The grievance discussed and the decision rendered at Step One shall be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing, and shall promptly be transmitted to all parties of interest.
3. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation, and no such record shall be placed in his/her personnel file.
4. Forms for filing and processing grievances shall be designed by the superintendent and the P.R.& R. Committee, shall be prepared by the superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
5. Access shall be made to all parties, places, and records of public information necessary for the determination and processing of the grievance.
6. Grievances which are not appealed within the time limits specified in the grievance procedure shall be considered withdrawn by the Association or grievant and shall not be resubmitted. If the Board fails or neglects to answer a grievance within the time limits specified at the various steps of the grievance procedure, the grievance shall automatically be referred to the next higher step in the grievance procedure. It is understood and agreed that the time limits specified in this grievance procedure may be extended by mutual agreement in writing between the Association and the Board.
7. If the P.R.& R. Committee decides that no legitimate grievance exists, the teacher may continue to process his/her claim without Association support through Step Three of this Grievance Procedure.
8. All grievance meetings held under the provisions of this Article shall be held at such times as may be mutually agreed by the Association or grievant and the Board or its authorized representative.

ARTICLE XI

PROFESSIONAL STUDY COMMITTEES

The Board and the Association recognize that the school instructional program and related matters need continuing study and improvements. Therefore, the parties shall cooperate in ongoing study to assist the Board in bringing about desirable changes and innovations in teaching methods and techniques, class composition, all areas of curriculum, and other phases of the instructional program.

It is further agreed that the teachers in accordance with past practice will continue to serve on committees for the purpose of reviewing, revising, updating, and amending current curricula; and reviewing, selecting, and recommending textbooks and teaching equipment. The teachers will also be consulted in regard to specifications and needs with respect to modifying existing buildings or designing new structures.

The foregoing committees shall serve as advisory, consultative, and fact-finding bodies only; and the failure of the Board to adopt any of the recommended subjects shall not constitute the basis of a grievance. The Board agrees, however, that the Association and teachers shall have the right to submit their recommendations on these subjects, and the Board agrees to review and study the same. These recommendations, after careful study, will be accepted or rejected. If the Board accepts the recommendations of a committee, they shall be initiated the following school year

A Curriculum Advisory Council of ten members shall be established, with five members appointed by the president of the Association and four members appointed by the Board, and the superintendent of schools or his/her designated representative, who shall act as chairperson. The first meeting of this Curriculum Advisory Council will be held in September. The duties of this council shall be as follows:

1. To select the membership of all committees, permanent, or ad hoc, whichever may be required.
2. To determine areas to be studied by these committees.
3. To aid these committees in setting up a schedule for meetings and deadlines for reports.
4. To receive and carefully review the written reports from these committees.
5. To assist these committees in their reports to both the Board and the Association.

ARTICLE XII

TEACHER EVALUATION

- A. Each teacher will receive a copy of all communications, including evaluation reports, commendations, and validated complaints which are to be inserted into his/her personnel file. Additional copies of such items will be made available upon request of the teacher.
- B. Any time, a teacher, at his/her request, may have present a representative of the Association when he/she meets with an administrator. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- C. The teacher shall have the right to attach a written statement to any evaluation explaining the teacher's perspective of the evaluation.

ARTICLE XIII

CONDITIONS OF SERVICES

A. TEACHING HOURS

1. Teachers will report ten (10) minutes before the student day begins and not leave earlier than ten (10) minutes after student dismissal, except at the close of school on Friday and days preceding holidays. Teachers will be required to remain after official school closing as long as it is reasonably necessary to fulfill their obligations relative to special help to students, parent obligations, faculty meetings, and to perform such other duties which are part of the teaching function.

- a. Elementary and Intermediate School Student Day

The elementary and intermediate (grades K-6) student day will be the following hours: Jeffers Elementary – 8:35 a.m. through 3:35 p.m. inclusive; Holmes Elementary – 8:45 a.m. through 3:45 p.m. inclusive; Intermediate School – 8:45 a.m. through 3:40 p.m. inclusive.

Kindergarten through sixth grade student day will consist of at least a 30-minute lunch.

- b. Middle School Student Day

The middle school (grades 7-8) student day will be the hours of 7:50 a.m. through 2:45 p.m. inclusive.

The middle school (grades 7-8) student day schedule will consist of six core class periods of 57 minutes, one homeroom period of 18 minutes, a 30-minute lunch, and a 4 or 5-minute passing time between periods.

- c. High School Student Day

The high school (grades 9-12) student day will be the hours of 7:40 a.m. through 2:35 p.m. inclusive.

The high school student day schedule will consist of five periods ranging from 72-77 minutes, a 30-minute lunch period and a 6-minute passing time between periods.

B. TEACHING ASSIGNMENTS

1. Elementary and Intermediate Teachers

- a. Kindergarten through sixth grade teachers will be provided at least 50 consecutive minutes of planning time per full day of school. Additionally, kindergarten through sixth grade teachers will be provided one 15-minute relief period each day.
 - b. Specialists will receive a comparable amount of preparation time.

2. Middle School Teachers

- a. Middle school teachers will be provided at least one class period (currently 57 minutes) of planning time per full day of school.
- b. The basic teaching schedules for grades 7-8 secondary teachers will consist of five classes, one homeroom period, and a planning period.
- c. Preps: Secondary teachers will not be required to teach more than two subject areas (Math, English, P.E., Science, Music, Languages, etc.) nor more than a total of three teaching preparations at any one time. In the subject areas of Life Skills, Technology Education, P.E., Special Education and Music, four preparations may be required. Two preparations mean two periods of different subjects; such as Algebra I and Algebra II, French and Spanish, 7th grade English and 8th grade English, etc. The limits on the number of preparations above may be exceeded with the consent of the affected teacher or in order to avoid part-time teaching assignments.

3. High School Teachers

- a. High school teachers will be provided at least one class period (currently 72-77 minutes) of planning time per full day of school.
- b. Basic teaching schedules for grades 9-12 secondary teachers will consist of four classes and a planning period.
- c. Preps: Secondary teachers will not be required to teach more than two subject areas (Math, English, P.E., Science, Music, Languages, etc.) nor more than a total of three teaching preparations at any one time. In the subject areas of Life Skills, Technology Education, Physical Education, Special Education and Music, four preparations may be required. Two preparations mean two periods of different subjects; such as Algebra I and Algebra II, French and Spanish, 7th grade English and 8th grade English, etc. The limits on the number of preparations above may be exceeded with the consent of the affected teacher or in order to avoid part-time teaching assignments.

4. All teachers will be entitled to a duty-free lunch period of no less than 30 consecutive minutes. If there is an exception to this policy it will be mutually agreed to by the teacher and the building principal.

5. Class-Size Limits –

- a. To ensure high quality of education and because the pupil-teacher ratio is an important aspect of effective educational programs, it is agreed that the following class-size limits will be used, exceptions as noted:
 - i. K No individual class will exceed 25 students;
 - ii. 1-2 No individual class will exceed 27 students;
 - iii. 3-12 No individual class will exceed 30 students;
 - iv. No individual vocal-music class will exceed 60 students;
 - v. Band will be exempt from the class-size limits,

- vi. No individual secondary (7-12) required P.E./Health class will exceed 35 students. No individual secondary (7-12) elective P.E. class will exceed 40 students.
 - vii. No ACT/SAT Prep class will exceed 35 students.
 - viii. Co-taught classes will not exceed a pupil to teacher ratio of 16 to 1. See paragraph (e) below.
 - ix. No individual elementary (K-6) Special class will exceed 35 students.
- b. With the exception of co-taught classes (see paragraph [e] below), class size calculations for grades 7-12 will be based on the total number of students assigned to the teacher each trimester. The overage will be computed by taking the total number of assigned students in the trimester and subtracting the sum of all class size limits for the classes assigned to that teacher for the trimester. (International Baccalaureate classes will be excluded from class size calculations.)

In the event a teacher is assigned various classes with differing class size limits (for example, a high school PE teacher is assigned 2 required PE classes with a class limit of 35 and 2 elective PE classes with a class limit of 40), each set of classes with the same limit will be figured separately from the other (that is, the students in the 2 required PE classes will be totaled and compared to a total daily limit of 70, while the 2 elective PE classes will be totaled and compared to a total daily limit of 80).

- c. Violations of the above class size maximums of student attendance will result in the following compensation to the teacher:
- K-6 – An amount equal to \$15.00 per student in excess of the maximum multiplied by the number of scheduled days in the term, per the district calendar.
 - 7-12 – An amount equal to \$3.00 per student in excess of the maximum multiplied by the number of scheduled days in the term, per the district calendar.
- d. With the exception of co-taught classes (see paragraph [e] below), administration will attempt to limit the number of students with an individual education plan (IEP) to no more than five (5) per secondary (7-12) regular education class or course and to no more than seven per elementary (K-6) regular education class or course. Violations of the IEP limits will result in compensation to the teacher as calculated in paragraph (c) above.
- e. Co-taught classes: in order to provide students with an IEP access to their Least Restrictive Environment (LRE), certain general education classes will include a higher number than normal of students with an IEP and be co-taught by a general education teacher and a special education teacher. For computing pupil to teacher ratio in co-taught classes, the number of pupils will be divided by two (2) teachers.

Violations of the 16:1 student:teacher ratio in co-taught classes will result in compensation as calculated in paragraph (c) above, and that compensation will be split equally among both the general education and special education teachers.

- f. Class size limits may be waived in an individual class by mutual written agreement between the individual teacher and the SLEA designee and the building administrator; provided that no waiver shall serve as a precedent in any way.

6. TEACHING ASSIGNMENTS AND SCHEDULES

All teachers will be given written notice of their assignments and schedules for the forthcoming year no later than the preceding first day of June. In the event that changes in such items are proposed, all teachers affected will be notified promptly and consulted. In no event will changes in teachers' assignments and schedules be made later than August 1 preceding the start of the school year unless an emergency situation requires a change.

"Assignment" shall mean the name and number of sections of each class to be taught and any assigned duty. "Schedule" shall mean any assignment with the addition of the period of the school day for each assigned class or assigned duty.

7. Teachers will not be assigned outside the scope of their teaching certificates, their major or their minor (if deemed to be highly qualified in their minor as required by law). A teacher showing competency in a field other than his/her major or minor outside the CORE subject areas as determined by state or federal law may, by mutual agreement with the administration, teach this subject in the middle school.
8. The Board of Education will attempt to employ all new teachers for a regular teaching assignment who have a bachelor's degree from an accredited college or university. The employment of teachers holding special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials, and the Association will be notified in each instance.

C. TEACHER DUTIES

1. Meetings

Teachers are expected to attend all professional meetings unless excused. The first week of the month will include one designated building meeting established by the building principal. The second week of the month will include one department/grade level chairpersons meeting established by the district's curriculum director. The third week of the month will be one department/grade level meeting established by the department/grade level chairperson. All meeting dates for the school year will be assigned and distributed to staff at each of the September meetings. The meetings will not exceed one (1) hour in length, nor do they need to fill one (1) hour if not warranted. The fourth week of the month will be reserved for Association meetings.

2. School Activities Conducted Off School Grounds

Teacher participation in school activities conducted off school grounds can only be required by the district when such activities have been approved by either the Board of Education or the superintendent and occur entirely within the regularly scheduled student day. Other than activities described above, teacher participation in activities off school grounds will be voluntary.

3. Teacher Records/Parent-Teacher Conferences

- a. Records Days –At least one day will be provided at the end of each trimester for the completion of teacher records. On these days, students will be excused from attendance. These records days may be divided into two half-day sessions with the agreement of the Association. Records days are flex time and, therefore, do not require teachers to be on campus.
- b. Parent-Teacher Conferences - Parent-Teacher conferences will be scheduled during the first two trimesters, with teachers participating in conference or conference-related activities, i.e. calling parents of students who are not doing well. Each building principal and a designated Professional Negotiation (PN) team representative will determine a mutually-agreed-to schedule that best fits the needs of the particular building level. In exchange for the nine hours of conference time, teachers will be released from nine school-day hours. The school calendar shall reflect this exchange.

4. Part-Time Teachers

All part-time teachers will be required to attend monthly building and department/grade level teacher meetings, at the discretion of the building administrator, and to participate fully in parent conferences and in-service days.

5. Specialists Teachers

The Board, in keeping with its past adopted policy, will employ additional specialist teachers, as a yearly inventory and diagnosis would indicate the need. These specialists would include and not be limited to physical education, music, and reading.

6. Department Chairpersons

Chairpersons will be appointed by the respective building principal for a period of one year. The Principals may schedule meetings during the school day with the chairpersons at such times as he/she deems necessary.

7. In-service/Professional Development Programs

These programs will be mutually developed and agreed upon by the administration and the Association by way of an ad hoc committee with equal representation of administrators and teachers.

8. Schedule B

Duties which are beyond the description in this article and which are in excess of the basic professional responsibility will be compensated in accordance with Appendix B.

D. TEACHERS' LOUNGE

The Board will make available in each school special facilities for the exclusive use of school employees to use during unassigned periods.

E. SCHOOL CALENDAR

The school year is determined by the calendar listed as Appendix C.

F. CONFERENCE ATTENDANCE

The Board of Education shall encourage teachers to participate actively in local, state, and national professional organizations. Requests for permission to attend professional meetings and conferences shall be submitted to the building principal first, then to the superintendent of schools. Such request should contain an estimate, as far as possible, of the expenses to be incurred, and a statement of the expected benefit to the individual or the school system by such attendance. Teachers attending educational conferences may be responsible for making reports to the whole staff, members of their department, or other groups as the principal or superintendent may require.

ARTICLE XIV

INSURANCE PROTECTION

- A. The Board shall provide a package of insurance benefits for a full twelve-month period from September 1 through August 31 for each full-time bargaining unit member and his/her eligible dependents as follows:

Plan A

Major Medical MESSA Choices, \$500/\$1000 deductible, \$20/\$25/\$50
OV/UC/ER copay, 0% coinsurance, SuperSaver Rx

Or

MESSA ABC Plan 1, \$1350/\$2700 deductible, No
OV/UC/ER copay, 0% coinsurance, ABC Rx

Or

MESSA ABC Plan 2, \$2000/\$4000 deductible, No
OV/UC/ER copay, 20% coinsurance, ABC Rx

Life Insurance National Insurance Service (NIS) –
\$35,000; Life and AD&D, and waiver of premiums
Vision NVA; look alike

Dental	A.D.N. – Self-Funded; 80:80:80:80 – \$2,000 Annual Max, \$1,700 Lifetime Max
Long-Term Disability	National Insurance Service (NIS) – Two-thirds of teacher’s salary, begin after 90 calendar days

Full-time Employees not selecting health care insurance shall be provided the following:

Plan B

Major Medical	None
Life Insurance	National Insurance Service (NIS) – \$35,000; Life and AD&D, and waiver of premiums
Vision	NVA; look alike
Dental	A.D.N. – Self-Funded; 80:80:80:80 – \$2,000 Annual Max, \$1,700 Lifetime Max
Long-Term Disability	National Insurance Service (NIS) – Two-thirds of teacher’s salary, begin after 90 calendar days
\$350/month	Cash-in-lieu of major medical Employees may choose to keep the \$350 per month as additional wages or select a tax sheltered annuity through a Section 125 Plan. Employees choosing the cash-in-lieu of health insurance benefit under the district’s Section 125 Plan may thereafter elect to have the cash contributed to a tax deferred annuity.

C. PART-TIME TEACHERS

Part-time Teachers shall be subject to the following provisions:

1. For teachers half-time or more, the Board shall pay the applicable premium for Plan B, including the monthly annuity amount, or the applicable premium for Plan A with Self-only health coverage. If a half-time or more teacher elects Plan A with Full Family or Self & Spouse or Self & Children health coverage, the teacher shall pay, by payroll deduction, an amount equal to the applicable monthly premium (Full Family or Self & Spouse, etc.) times the quantity of 1 minus the teacher's fractional FTE (as calculated in Article XV (G)). : (e.g., a 0.6 FTE teacher enrolled for Full Family would pay an amount equal to 0.4 of the Full Family premium rate).
2. For teachers less than half-time, the Board shall pay the applicable premium for Plan B, including one-half of the monthly annuity amount or, if the teacher elects Plan A, the teacher shall pay, by payroll deduction, an amount equal to the applicable monthly premium (Full Family or Self & Spouse, etc.) times the quantity of 1 minus the teacher's fractional FTE (as calculated in Article XV (G)).: (e.g., a 0.3 FTE teacher enrolled for Full Family would pay an amount equal to 0.7 of the Full Family premium rate).

D. MAJOR MEDICAL PREMIUM CO-PAY

For eligible and participating full-time employees, the Board's contribution toward the cost of group health insurance coverage, including premiums and other Board payments or contributions relating to such coverage, will be the so-called "hard cap" levels at the maximum amount prescribed in the Publicly Funded Health Insurance Contribution Act (Act 152 of 2011; MCL 15.561-569), as the same may be amended from time to time.

The annual employer-paid amounts will automatically adjust each plan year (July 1) to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. The annual employer-paid amounts will automatically adjust to reflect any amendments or changes to the Publicly Funded Health Insurance Contribution Act.

For eligible and participating part-time employees, the Board's contribution toward the cost of such coverage shall be pro-rated based on the employee's part-time status in relation to full-time status.

The participating employee will pay required employee contributions by payroll deduction on a pre-tax basis through a Section 125 Plan.

E. HSA PLANS

1. For those employees enrolled in MESSA ABC Plan 1 or ABC Plan 2, the Board will provide 0%, 25% or 50% (dependent on the employee's choice during open enrollment) of the annual deductible amount to each employee's Health Equity HSA each year. The Board's full deductible funding obligation of 25% or 50% as elected by the employee shall be paid to the employee's Health Equity HSA on the first pay date in January of each year.
2. During the first four months of the deductible year, an employee may ask the Board (through the Superintendent) to fund up to 100% of the annual deductible for that employee on an emergency basis.
3. Employees shall reimburse all elected deductible funding and granted additional deductible funding between January 1 and June 30 of that year. Reimbursements can be made through payroll deductions as set up by the employee.
4. Employees who sever employment with the district and who have not reimbursed the district for any deductible funding shall have the remaining balance owed the district deducted from their final pay(s).
5. If the premium cost of any plan is more than the maximum hard cap amount as set forth in Section 3 of the Publicly Funded Health Insurance Contribution Act, the remaining annual cost for the employee's elected medical plan premiums will be paid by the employee through payroll deductions on a per-pay basis through a qualified Section 125 Plan and, as such, will not be subject to withholding. The district's qualified Section 125 Plan shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA account administered through Health Equity.
6. If the premium cost of any plan is less than the maximum hard cap amount as set forth in Section 3 of the Publicly Funded Health Insurance Contribution Act, the Board will deposit the monthly difference between the premium and the applicable hard cap amount into the employee's Health Equity HSA account on the first pay date of each month.

7. In addition to any employer-deposited funds to the Health Equity HSA, employees may contribute up to the maximum amount allowed by Federal law through payroll deduction and electronic transfer to the Health Equity HSA.
8. In the event an employee is not qualified for a Health Savings Account for any of the months of the deductible plan year, the employee may elect to have the employer deposit any money the employee is entitled to pursuant to Paragraph 6 above to either a Flexible Spending Account ("FSA") or a 403(b) account. Affected employees shall notify the employer where to contribute the money on or before December 15 of each school year.

F. NON-MEDICAL PREMIUM CO-PAY

The teacher will pay through payroll deduction ten percent (10%) of the Plan A non-medical or Plan B premium.

- G. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the Plan A and/or Plan B benefits shall continue throughout the balance of the insurance year (through August inclusive).

- H. The Board shall make payment of insurance premiums for each employee to assure insurance coverage for the full 12-month period commencing September 1 and ending August 31. Necessary premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage. In instances where cost of coverage exceeds amount of subsidy, the Board shall make provision for the excess to be deductible. If an employee terminates his/her employment for reasons other than illness or pregnancy prior to June, his/her subsidy shall terminate on the first of the month following.

- I. The Board shall provide, without cost to the teachers, public liability and property damage insurance to cover happenings arising from their employment with the schools. The amount of said insurance to be carried shall be determined annually by the Board, and current practice shall be the minimum amount of coverage. The liability of the Board shall be limited to the prompt payment of agreed premiums.

- J. In the event an employee dies or is laid off during insurance year, applicable premiums and coverage through MESSA shall be maintained by the Board for the duration of the insurance year.

ARTICLE XV

COMPENSATION

A. Economic Agreement School Years 2020-2024

The Spring Lake Education Association and the Spring Lake Board of Education, hereby agree to the following economic compensation for a new contract covering the 2020-2024 school years:

1. For school year 2020-2021: All teachers will advance one step, pro-rated per their FTE. The 2020-2021 salary schedule will increase 2.0%.
 2. For school year 2021-2022: All teachers will advance one step, pro-rated per their FTE. The 2021-2022 salary schedule will increase 2.5%.
 3. For school year 2022-2023: All teachers will advance one step, pro-rated per their FTE. The 2022-2023 salary schedule will increase 2.5%.
 4. For school year 2023-2024: All teacher will advance one step, pro-rated per their FTE. The 2023-2024 salary schedule will increase 2.5%.
 5. Teachers earning an end-of-year overall evaluation of highly effective or effective for each of the school years 2020-2021, 2021-2022, 2022-2023, and 2023-2024 will receive \$100 in a lump sum payment on the first pay date of June.
- B. The salaries of teachers covered by this Agreement for work outlined in Article XIII are set forth in Appendix A (Salary Schedule) which is attached to and made a part of this Agreement. A list of extra duties and the extra compensation comprises Appendix B, which also is made a part of this Agreement. It is the Board's opinion that Appendices A and B cover all of the expected duties to be assigned to teachers under this Agreement. Should assignments beyond the scope of the aforementioned become necessary, the rate of compensation will be negotiated.
- C. New or incoming teachers
1. New or incoming teachers hired for a normal classroom without extra-curricular duties may not be offered any other compensation than those listed in Appendix A, except as may be specifically agreed to between the PN Committee and the superintendent of schools.
 2. An incoming teacher may be given credit for salary schedule placement for all outside teaching experience up to and including eleven (11) years on the salary index. Seniority is provided for in Article XVI, paragraph A (2) (c).
- D. Part-time teachers will be placed on the salary schedule as any other incoming teacher. Teachers hired and/or employed as part-time teachers (less than 1 FTE) and working less than the full student day will have their part-time percentage calculated as follows:
1. Elementary, Intermediate, and Shared-Building part-time teachers - The total number of scheduled student-contact minutes per day divided by 304 (an average total minutes a full-time teacher teaches during a regular school day).
 2. Middle School teachers - The number of assigned classes/study halls/duties divided by 5 (the number of classes taught by a full-time middle teacher).
 3. High School teachers - The number of assigned classes/study halls/duties divided by 4 (the number of classes taught by a full-time high school teacher).
- Compensation for planning time (same proration as salary proration) is included in the above salary proration for part-time teachers.

- E. Shared-Building, Full-Time Teachers hired or employed as full-time teachers (1 FTE). Full-time secondary (7-12) and shared-building teachers will be scheduled for 268 to 305 minutes. Middle school and shared building teachers' proportions of full-time shall be determined as follows: Typically, teachers at the secondary level and those who teach in more than one building will not be scheduled for less than 268 minutes or more than 305 minutes of teaching time per day. If they are scheduled for less than 268 minutes or more than 305 minutes per day in any trimester, they shall receive a reduction or addition in remuneration based on the following: \$67/minute.

Example #1: If a teacher has a schedule of 265 minutes per day in the first trimester and 285 minutes in the second and third trimesters, the teacher would receive \$201 (3 x \$67) less for the first trimester and full compensation for the 2 remaining trimesters.

Example #2: If a teacher has a schedule of 308 minutes per day in the first trimester and 285 minutes in the second and third trimesters, the teacher would receive additional compensation of \$201 for the first trimester and full compensation for the 2 remaining trimesters.

F. Teaching An Extra Section

Teachers that accept an extra teaching assignment in excess of a full-time status, for example teach during their planning time, will receive 7.5% of their salary per trimester for each section/class they teach in that given trimester.

G. Advancement On The Salary Schedule

1. Experience credit will be awarded as follows:
 - a. No experience credit if the percentage of day worked is 25% or less until 2 years have been worked, at which point in time one-half year experience will be earned.
 - b. One-half year experience credit if the *percentage of day* worked is 26% to 74%.
 - c. One year experience credit if the *percentage of day* worked is 75% or greater.
 - d. No experience credit if the *number of days* worked during the school year is 45 or less.
 - e. One-half year experience credit if the *number of days* worked during the school year is more than 45 and less than 136.
 - f. One year experience credit if the *number of days* worked during the school year is 136 or more.
 - g. "Days worked" will include student and non-student attendance days and will be computed on the basis of equivalent full time days.
 - h. For the purposes of this section, days on a paid leave of absence will count as days worked.
 - i. Salary adjustments for teachers who receive one-half step will be reflected by a blended salary the following year. (e.g. a teacher on step 5 who receives one-half step will be paid a salary the following year at the rate that is calculated at 5.5 steps).

2. Credit accumulation for advancement on the salary schedule will be made according to the following schedule and procedure:
- a. Schedule: Teachers will present the superintendent with verification of the successful class completion and the grade awarded. Salary will be adjusted as follows:
 - i. If the Superintendent receives such verification on or after April 1, but prior to September 1, the teacher's salary will be adjusted at the beginning of the successive school year.
 - ii. If the class is completed and the grade awarded prior to September 1 and the Superintendent receives verification prior to November 15, the teacher's salary will be adjusted retroactively to the beginning of that school year.
 - iii. If the class is completed and the grade awarded prior to February 1 and the Superintendent receives verification prior to April 1, the teacher's salary will be adjusted retroactively to the midpoint of that school year.
 - BA+18 – Teachers will be advanced on the salary schedule when they have earned eighteen (18) or more semester hours of graduate credit.
 - MA – Teachers will be advanced on the salary schedule when they have earned a master's degree.
 - MA+30 – Teachers will be advanced on the salary schedule when they have earned thirty (30) graduate semester hours beyond the master's degree. These hours should be in a planned program leading toward an additional master's degree or specialist's degree or other courses that have previously been approved by the superintendent.
 - b. Procedure: Credits that have been approved for reimbursement do not necessarily qualify as being approved for salary schedule advancement. In order to apply a consistent and reasonable standard to advancement on the salary schedule, it is necessary that credits earned outside a planned Master's or Specialist's Degree program (non-planned program credits) be approved for salary schedule advancement based on all of the following criteria:
 - i. Credits are earned from an accredited institution.
 - ii. Demonstrated an appropriate level of rigor and sophistication (via course syllabi or other documentation).
 - iii. In advance of registering for the course, a completed "Advance Approval of Non-Degreed Program Credits" form has been submitted with all required documentation and approved.

3. Column Shifts

Those members in the BA, BA+18, or MA column who have obtained the credits or advanced degree necessary to shift to the next highest column will receive a normal pay level increase in their current column, shift to their new column at the next highest pay level, and will then advance two additional pay levels.

This may mean that the member may be on a numerically lower pay level when they are repositioned into the higher column.

Example: A member in the BA+18 column on pay level 15 (\$57,900) in the 2017-18 school year obtains a master's degree prior to the start of the 2018-19 school year. The member would be advanced on the 2018-19 salary schedule as follows:

- a. Advanced to BA+18, pay level 16 = \$59,885
- b. Repositioned in MA column at pay level 12 = \$60,433
Advanced two pay levels to MA 14 = \$63,356

- H. A teacher not reporting for work shall have his/her salary reduced by the fraction (1/number of teacher days) for each day's absence, providing the absence is not permitted under the terms of this agreement.
- I. All teachers shall have the option of receiving their salary in one (1) of three (3) ways:
1. Twenty-six (26) pays over a twelve (12) month period.
 2. Salary pro-rated on twenty-six (26) pays with the balance due on the twenty-first (21st) paycheck.
 3. Salary pro-rated on twenty-one (21) pays.

Lump sum payments will be contingent on an orderly cash flow of state aid payments and the ability of the employer to extend payments in this fashion. Any employee desiring a method of payment other than number (1.) must notify the business office at the time of signing individual contracts. In emergency situations, teachers shall be given the opportunity to receive the balance of their pay at the last pay period in June.

- J. Compensatory time will be provided for those teachers voluntarily involved in the summer kindergarten screening process.
- K. A teacher agreeing to cover a class on his/her preparation period shall be paid thirty five dollars (\$35.00) per class period.
- L. A teacher agreeing to accept a student as an "independent study" student shall be paid \$3.00 per student per day for that term.

M. Reimbursement Of Costs For Certificates

The district shall reimburse each teacher for all costs and/or fees assessed for one renewal per five years up to a maximum of five renewals of any teaching certificate issued by the Michigan Department of Education.

N. Tuition Reimbursement for the Purpose of Certification Renewal

1. As long as the law allows Michigan teachers to utilize District Provided Professional Development (DPPD) for the purpose certificate renewal, the Board shall not reimburse teachers for the cost of tuition, text, and course supplies beyond the first five steps on the salary schedule.
2. Teachers on steps 1 through 5 on the salary schedule will be reimbursed for up to six credit hours at the published rate that Grand Valley State University charges for graduate level coursework for the actual cost of tuition, text and course supplies incurred by the teacher. The Board will not reimburse the cost of transportation, room or board, nor will it reimburse the cost of that portion of course costs covered under the fellowship grants, scholarship grants, or other reimbursed programs.

These six credits for teachers on Steps 1 through 5 must meet one of the following criteria:

- a. 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a regionally accredited college or university; or
 - b. 6 semester credit hours in a planned course of study from a regionally accredited college or university. A planned course of study may include credits taken as part of an education-related masters or high degree or credits in a program that leads to an endorsement.
3. In addition, any teacher on any salary step level holding a Standard (or Provisional) teaching certificate with at least 3 years of successful teaching experience with the intention of moving to a Professional teaching certificate will be reimbursed for three credit hours at the published rate that Grand Valley State University charges for graduate level coursework for the actual cost of tuition, text and course supplies incurred by the teacher.

These three credits for all teachers must be in an approved course of study in Reading Diagnosis/Remediation as set in the Teacher Certification Code R390.1132(4) and Michigan Compiled Law 380.1531(4).

4. In order to qualify for tuition reimbursement, the following conditions must be met:
 - a. The appropriate degree and certificate for the teaching assignment have already been earned.

- b. An application for course approval and evidence of earned credit is filed in accordance with regulations established by the superintendent of schools.
 - c. The staff member is actually employed in the school system at the time the course or activity is completed.
5. Payment of the above amount for earned credits will be made as follows:
- a. Credit earned during the first semester of the school year will be reimbursed in February of that school year.
 - b. Credit earned during the second semester will be reimbursed in June.
 - c. Credit earned during the summer will be reimbursed in September.
6. If the law removes the use of DPPD for certificate renewal, the Board will reimburse all teachers, including those who have moved from Provisional or Standard Certification, to Professional Certification for the cost of six credits per five years at the published rate that Grand Valley State University charges for graduate level coursework for the actual cost of tuition, text, and course supplies incurred by the teacher. The Board will not reimburse the cost of transportation, room or board, nor will it reimburse the cost of that portion of course costs covered under the fellowship grants, scholarship grants, and other reimbursed programs.

These six credits must meet the same credit criteria and qualifying conditions, as well as follow the same payment schedule, as stated above.

ARTICLE XVI

REDUCTION OF CERTIFIED PERSONNEL

- A. The Board and the Association recognize the possibility that the financial condition and/or enrollment of the Spring Lake Schools at a given time could necessitate a reduction of certified personnel. The parties also recognize that such determinations are within the exclusive discretion of the Board.
- 1. The Board shall maintain one roster of employees in the bargaining unit. The roster shall reflect the following information: last date of hire; degrees held; certificates held; department, if any; transferred credit years allowed; tenure status; number of years at Spring Lake and the total years of seniority.
 - 2. Definitions:
 - a. Certification: Possessing a certificate appropriate to the teaching level.
 - b. Qualifications: Possessing a major or a minor appropriate to the teaching assignment, as well as a sufficient number of credit hours or other requirements in that academic area to meet state and federal standards.

- c. Seniority: Seniority shall be defined as the total years of service to the Spring Lake School District as determined below. Such service shall not be interrupted except by an approved leave of absence.

The seniority date of each teacher shall be established as follows:

- 1) New hires in bargaining unit positions shall be placed on the seniority list as of their date of hire.
 - 2) All persons placed on the seniority list shall continue on the list until such time as they may resign. Persons who resign and are later reemployed shall be placed on the list from the last date of hire. Approved leaves of absence shall not constitute a resignation.
 - 3) Those part-time employees who work less than a half (1/2) day will receive one-half (1/2) year seniority. All other part-time teachers shall receive one (1) full year of seniority.
 - 4) The seniority list shall be posted by October 1st. Employees may file objections within thirty (30) calendar days, thereafter, the list shall be final and conclusive for the current school year.
- B. Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the Board's designee. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.
- C. The individual contract executed between each teacher and the Board is subject to the terms and conditions of this Article. It is intended that this Article takes precedence over and governs the individual contract, and the individual contract is expressly conditioned upon this Article.

ARTICLE XVII

MISCELLANEOUS

A. Financial Institutions and 403(b) Contributions

At the beginning of each school year, teachers may sign and deliver to the Board a statement authorizing financial institutions and 403(b) deductions from the teacher's salary. Such deductions shall be made from all pay periods each month with the amount deducted determined by the individual teacher.

Spring Lake Public Schools will provide to employees the opportunity to invest pre-tax dollars under the revised IRS 403(b) guidelines. Beginning with the 2020-21 school year, the following vendors will be utilized:

GLP & Associates, Inc.
MEA Financial Services/Paradigm Equities, Inc.

Midwest Capital Advisors
Plan Member Services
Putnam Investments
Lincoln Investments
VALIC
Waddell & Reed, Inc.

If no bargaining agreement between the Spring Lake Board of Education and the Spring Lake Education Association is in effect, the above list will be utilized until such agreement is changed through collective bargaining.

The Spring Lake Board of Education does hereby agree that any changes/potential changes to the 403(b) program must be communicated promptly to the Spring Lake Education Association for discussion. Any changes to the Adoption Agreement of the 403(b) Plan dated October 21, 2008, will be mutually agreed upon by the two parties. If the Adoption Agreement becomes obsolete, the parties must renegotiate and mutually agree upon the continuance of the terms of the Agreement. The approved vendor list will include at least three vendors to be mutually agreed upon by the parties.

B. Student Teacher Program

Supervisory teachers of student teachers will be tenure teachers possessing a minimum of a bachelor's degree in academic preparation. The assignment of a student teacher will only be made with the voluntary concurrence of the supervisory teacher.

Stipends granted to the Spring Lake School District by the colleges for the training of student teachers shall be contributed to the Scholarship Fund of the Association.

Student teachers shall not be used as substitute teachers unless it is an emergency situation and a substitute teacher cannot be obtained. Student teachers will only be used in accordance with the participating college's or university's guidelines. In this situation, a student teacher would be used under the supervision of a building administrator and only after the student teacher has been judged to be capable of handling the classroom.

C. Resignation of Teacher

If any employee fails to complete his/her contract with the Board, the following procedures will be followed:

1. The action will be entered on the record.
2. Any request for a recommendation will show that the employee did not fulfill the contractual obligation.
3. Tenure teachers will lose their tenure right under Article V, Section 4, of the Tenure Act.

The superintendent of schools may recommend to the Board that the resignation be accepted due to extenuating circumstances.

D. Retirement

As currently provided by law, there shall be no mandatory retirement age.

E. School Counselors

If the Board requires any teacher's length of employment to precede or extend beyond the regular teacher's contract year, the teacher will be compensated for each additional day at the rate of the fraction (1/number of teacher days) of his/her annual salary.

Counselors shall not be assigned more than one regular classroom teaching assignment unless they are employed as counselors on a part-time basis. Neither shall counselors be assigned attendance functions, discipline responsibilities, administrative and clerical duties (including the laying out of the master schedule) or study hall or lunch room supervisory responsibilities as part of their normal duties.

The Board further recognizes that counselors shall have the flexibility to arrange their schedules to permit their taking part in activities outside the school building which are in the interest of the student. These activities shall include, but not necessarily be limited to, liaison activities with community and social agencies as part of the referral process, vocational/educational guidance workshops, parental contact, and job and educational placement activities. This shall be done with approval of the principal.

F. Use of Substitutes

When a teacher is ill for a full day or attending a conference approved by the superintendent, the Board will hire a qualified substitute teacher or teacher aide to teach his/her classes, unless the number of classes is such that an administrator could cover them. Teachers would not be asked to substitute except in cases of emergency. When an aide has the sole responsibility for teaching a classroom, he/she must be qualified as required by current state law and will be paid the rate of a substitute teacher.

G. School Calendar/"Act of God" Days

See Appendix C (attached): provided, however, that if certain "Act of God" days (e.g., days canceled due to inclement weather, problems with the physical plant, etc.) cannot be counted as days of pupil instruction for state aid payment purposes, teachers shall neither be required to report to work nor suffer any loss of pay; provided, however, such days shall be rescheduled (by mutual agreement) without any additional salary being paid to the teachers. In the absence of such mutual agreement, the days will be added to the end of such school year. Further, in the event inclement weather or other conditions cause a later reporting time and/or earlier leaving time on a given school day, but without any resulting loss of state aid, such changes shall not result in loss of pay.

ARTICLE XVIII

RETIREMENT BENEFIT

A. Requirements

To be eligible for participation in this program, a teacher must satisfy all of the following requirements:

1. Be eligible to retire under the provisions of the Michigan Public School Employees' Retirement System (MPERS).
2. Have the equivalent of at least fifteen (15) years employment in Spring Lake Public Schools as defined by the Michigan Public School Employees' Retirement System.
3. Be an active employee which shall be defined as a teacher who holds seniority, is currently a member of the bargaining unit and is not on an unpaid leave of absence other than an unpaid sick leave of absence.
4. Unless otherwise approved by the school district, should an employee wish to retire during the academic year, one trimester's written notice is required.

B. Benefits

1. The Board will pay seventy-five dollars (\$75) per banked Personal Time Off (PTO) day, up to a maximum of 205 days (190 days carried forward, plus 15 days granted in the final year before retirement).
2. The Board shall deposit said amount up to the annual maximum possible pursuant to current limitations as a non-elective employer contribution to a 403(b) account designated by the employee.
3. Any amount in excess of the annual allowable maximum will be a non-elective employer contribution to a 403(b) account designated by the employee after January 1 of the following tax year. In the event of a retiree's death, any balance not yet paid will be paid to his/her designated beneficiary.
4. Any tax liability will be borne by the teacher.

ARTICLE XIX

SEVERABILITY

In the event that any provision of this Agreement shall conflict with any federal or state law, or is proven illegal in a court of law, such provision hereof shall not remain operative or binding upon the parties, but the remaining portion of this Agreement shall remain in force and effect.

ARTICLE XX

SCHOOL IMPROVEMENT

It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 (MCL 380.1277) to adopt and implement a 3 to 5 year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the provisions of the collective bargaining agreement between them govern as to the wages, hours and terms and conditions of employment of teachers addressed therein and that those provisions shall not be altered or modified through the school improvement process, except by mutual agreement executed in writing.

ARTICLE XXI

MENTOR TEACHERS

- A. The building principal (with input from the Association) shall appoint a person who qualifies under Section 1526 of the School Code as a mentor for each mentee employed by the school district. Each probationary bargaining unit member in his/her first three (3) years of classroom teaching shall be assigned a mentor.

- B. A mentor teacher shall be assigned in accordance with the following:
 - 1. Participation as a mentor teacher shall be voluntary.
 - 2. Every effort will be made to match mentor teachers and mentees who work in the same building and have the same area of certification or work assignment. Provided there are enough appropriate volunteers, mentor teachers shall be members of the bargaining unit.
 - 3. A mentee shall only be assigned to one (1) mentor teacher at a time.
 - 4. The mentor teacher assignment shall be for one (1) year, subject to renewal each year.
 - 5. A mentor teacher who is a member of the bargaining unit, shall have at least four (4) years of seniority and shall have received a satisfactory rating on their most recent evaluation.

- C. Upon request, the administration may provide release time so the mentor may work with the mentee in his/her assignment during the regular work day. When possible and desirable, the mentor and mentee will be assigned a common preparation period.

- D. Neither the mentor nor the mentee teacher shall participate in the supervision or evaluation of the other. Neither the mentor nor the mentee teacher shall be called as a witness in any grievance or administrative hearing involving the other's evaluation, discipline or discharge. (This limitation applies to matters related to classroom performance; but not to matters involving alleged misconduct.)

ARTICLE XXII

SPECIAL EDUCATION

A. The building administrator shall diligently pursue all legal means available for obtaining school records, a prompt evaluation, diagnosis and/or IEP for any child in need.

B. Individualized Education Program (IEP) and Individualized Education Program Team (IEPT)

1. Right to Participate. At least one sending and one receiving bargaining unit member who will be providing instructional or other services to a student with disabilities in a general education classroom or special education classroom shall be invited, in writing, to attend the student's IEPT annual/ review meeting.
2. IEP Information. The district will provide all affected bargaining unit members who will be providing instructional or other services to a student with disabilities with written IEP Accommodations.

C. Special Education, ESL, and Special Needs

The number of mainstreamed students put into a regular education classroom shall be considered when class size is established. If a teacher feels that he or she has an inordinate number of special needs students and is in need of assistance, he or she may ask the Building Oversight Committee to review the situation.

The Building Oversight Committee will include no more than three (3) teachers appointed by SLEA and no more than three (3) representatives from the Board, including the Director of Special Education and the building principal.

ARTICLE XXIII

HEALTH AND SAFETY

A. Health and Safety

1. Request to Avoid Contact. If a bargaining unit member due to his/her condition, e.g., pregnancy, illness, vulnerable existing condition, or otherwise) would be exposed to a special risk of potential harm if he/she contracted certain communicable diseases, he/she may notify the Employer in writing of such condition(s) and the special risk. The Employer shall keep such notice confidential. Further, the Employer shall notify said bargaining unit member in advance of any situation where a bargaining unit member at risk potentially could have contact with a student or employee with a communicable disease. At the bargaining unit member's request, the Employer will reassign the employee to a similar bargaining unit position with no loss of compensation.

2. Unsafe or Hazardous Conditions. Bargaining unit members shall not be required to work under unsafe or hazardous conditions, or to perform tasks that endanger their health, safety or well-being.
3. Medial Services. Bargaining unit members will not provide medical services or medically related services.

B. Medical Procedures. Teachers will not be required to perform clean intermittent catheterization, suctioning (nasal, oral or deep), tracheotomy care (clean, suction, etc.) tube feeding, dispensing or administering medication, oxygen regulation or care, handling bodily fluids, injections, toileting or similar procedures.

ARTICLE XXIV

DURATION OF AGREEMENT

This entire Agreement shall be effective as of November 2, 2020 and shall continue until August 15, 2024.

In accordance with the Public Employment Relations Act (PERA), an emergency manager appointed under the local government and school district fiscal accountability act shall be allowed to reject, modify, or terminate the collective bargaining agreement as provided in the Local Financial Stability and Choice Act (Act 436 of 2012).

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

SPRING LAKE
BOARD OF EDUCATION



President

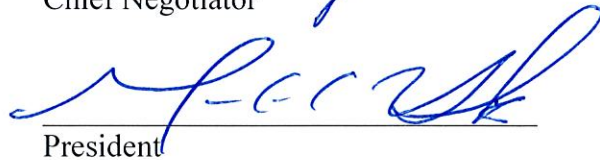


Superintendent

SPRING LAKE
EDUCATION ASSOCIATION, MEA-NEA



Chief Negotiator



President

Note: 2019-20 Salary Schedule is included to figure 2020-21 salary schedule.

APPENDIX A
SPRING LAKE PUBLIC SCHOOLS

2019-20 TEACHER SALARY SCHEDULE

	BA	BA+18	MA	MA+30
Steps	<i>\$ 976</i>	<i>\$1,130</i>	<i>\$1,480</i>	<i>\$1,511</i>
1	\$ 42,443	\$ 43,677	\$ 44,910	\$ 47,479
2	\$ 43,420	\$ 44,807	\$ 46,390	\$ 48,990
3	\$ 44,396	\$ 45,938	\$ 47,870	\$ 50,501
4	\$ 45,372	\$ 47,068	\$ 49,350	\$ 52,011
5	\$ 46,349	\$ 48,199	\$ 50,829	\$ 53,522
6	\$ 47,325	\$ 49,329	\$ 52,309	\$ 55,033
7	\$ 48,301	\$ 50,459	\$ 53,789	\$ 56,543
8	\$ 49,278	\$ 51,590	\$ 55,269	\$ 58,054
9	\$ 50,254	\$ 52,720	\$ 56,749	\$ 59,565
10	\$ 51,230	\$ 53,851	\$ 58,229	\$ 61,075
11	\$ 52,207	\$ 54,981	\$ 59,709	\$ 62,586
12	\$ 53,183	\$ 56,112	\$ 61,189	\$ 64,097
13	\$ 54,159	\$ 57,242	\$ 62,668	\$ 65,608
14	\$ 55,135	\$ 58,373	\$ 64,148	\$ 67,118
15	\$ 56,112	\$ 59,503	\$ 65,628	\$ 68,629
16	\$ 57,088	\$ 60,634	\$ 67,108	\$ 70,140
17	\$ 58,064	\$ 61,764	\$ 68,588	\$ 71,650
18	\$ 59,041	\$ 62,894	\$ 70,068	\$ 73,161
19	\$ 60,017	\$ 64,025	\$ 71,548	\$ 74,672
20	\$ 60,993	\$ 65,155	\$ 73,027	\$ 76,182
21	\$ 61,970	\$ 66,286	\$ 74,507	\$ 77,693
22	\$ 62,946	\$ 67,416	\$ 75,987	\$ 79,204
23	\$ 63,922	\$ 68,547	\$ 77,467	\$ 80,715
24	\$ 64,898	\$ 69,677	\$ 78,947	\$ 82,225
25	\$ 65,875	\$ 70,808	\$ 80,427	\$ 83,736
26	\$ 66,851	\$ 71,938	\$ 81,907	\$ 85,247
27	\$ 67,827	\$ 73,069	\$ 83,387	\$ 86,757
28	\$ 68,804	\$ 74,199	\$ 84,866	\$ 88,268
29	\$ 69,780	\$ 75,329	\$ 86,346	\$ 89,779
30	\$ 70,756	\$ 76,460	\$ 87,826	\$ 91,289

APPENDIX A (Cont.)
SPRING LAKE PUBLIC SCHOOLS

2020-2021 TEACHER SALARY SCHEDULE (2.0% Inc.)

	BA	BA+18	MA	MA+30
Steps	<i>\$ 996</i>	<i>\$1,153</i>	<i>\$1,509</i>	<i>\$1,541</i>
1	\$ 43,292	\$ 44,550	\$ 45,808	\$ 48,429
2	\$ 44,288	\$ 45,703	\$ 47,318	\$ 49,970
3	\$ 45,284	\$ 46,856	\$ 48,827	\$ 51,511
4	\$ 46,280	\$ 48,009	\$ 50,337	\$ 53,051
5	\$ 47,276	\$ 49,163	\$ 51,846	\$ 54,592
6	\$ 48,272	\$ 50,316	\$ 53,355	\$ 56,133
7	\$ 49,267	\$ 51,469	\$ 54,865	\$ 57,674
8	\$ 50,263	\$ 52,622	\$ 56,374	\$ 59,215
9	\$ 51,259	\$ 53,775	\$ 57,884	\$ 60,756
10	\$ 52,255	\$ 54,928	\$ 59,393	\$ 62,297
11	\$ 53,251	\$ 56,081	\$ 60,903	\$ 63,838
12	\$ 54,246	\$ 57,234	\$ 62,412	\$ 65,379
13	\$ 55,242	\$ 58,387	\$ 63,922	\$ 66,920
14	\$ 56,238	\$ 59,540	\$ 65,431	\$ 68,461
15	\$ 57,234	\$ 60,693	\$ 66,941	\$ 70,002
16	\$ 58,230	\$ 61,846	\$ 68,450	\$ 71,542
17	\$ 59,226	\$ 62,999	\$ 69,960	\$ 73,083
18	\$ 60,221	\$ 64,152	\$ 71,469	\$ 74,624
19	\$ 61,217	\$ 65,305	\$ 72,979	\$ 76,165
20	\$ 62,213	\$ 66,458	\$ 74,488	\$ 77,706
21	\$ 63,209	\$ 67,612	\$ 75,997	\$ 79,247
22	\$ 64,205	\$ 68,765	\$ 77,507	\$ 80,788
23	\$ 65,201	\$ 69,918	\$ 79,016	\$ 82,329
24	\$ 66,196	\$ 71,071	\$ 80,526	\$ 83,870
25	\$ 67,192	\$ 72,224	\$ 82,035	\$ 85,411
26	\$ 68,188	\$ 73,377	\$ 83,545	\$ 86,952
27	\$ 69,184	\$ 74,530	\$ 85,054	\$ 88,493
28	\$ 70,180	\$ 75,683	\$ 86,564	\$ 90,033
29	\$ 71,176	\$ 76,836	\$ 88,073	\$ 91,574
30	\$ 72,171	\$ 77,989	\$ 89,583	\$ 93,115

APPENDIX A (Cont.)
SPRING LAKE PUBLIC SCHOOLS

2021-2022 TEACHER SALARY SCHEDULE (2.5% Inc.)

	BA	BA+18	MA	MA+30
Steps	\$ 1,021	\$ 1,182	\$ 1,547	\$ 1,579
1	\$ 44,375	\$ 45,664	\$ 46,953	\$ 49,639
2	\$ 45,395	\$ 46,846	\$ 48,501	\$ 51,219
3	\$ 46,416	\$ 48,028	\$ 50,048	\$ 52,798
4	\$ 47,437	\$ 49,210	\$ 51,595	\$ 54,378
5	\$ 48,458	\$ 50,392	\$ 53,142	\$ 55,957
6	\$ 49,478	\$ 51,573	\$ 54,689	\$ 57,537
7	\$ 50,499	\$ 52,755	\$ 56,237	\$ 59,116
8	\$ 51,520	\$ 53,937	\$ 57,784	\$ 60,696
9	\$ 52,540	\$ 55,119	\$ 59,331	\$ 62,275
10	\$ 53,561	\$ 56,301	\$ 60,878	\$ 63,854
11	\$ 54,582	\$ 57,483	\$ 62,425	\$ 65,434
12	\$ 55,603	\$ 58,665	\$ 63,973	\$ 67,013
13	\$ 56,623	\$ 59,847	\$ 65,520	\$ 68,593
14	\$ 57,644	\$ 61,029	\$ 67,067	\$ 70,172
15	\$ 58,665	\$ 62,210	\$ 68,614	\$ 71,752
16	\$ 59,686	\$ 63,392	\$ 70,161	\$ 73,331
17	\$ 60,706	\$ 64,574	\$ 71,709	\$ 74,910
18	\$ 61,727	\$ 65,756	\$ 73,256	\$ 76,490
19	\$ 62,748	\$ 66,938	\$ 74,803	\$ 78,069
20	\$ 63,768	\$ 68,120	\$ 76,350	\$ 79,649
21	\$ 64,789	\$ 69,302	\$ 77,897	\$ 81,228
22	\$ 65,810	\$ 70,484	\$ 79,445	\$ 82,808
23	\$ 66,831	\$ 71,666	\$ 80,992	\$ 84,387
24	\$ 67,851	\$ 72,848	\$ 82,539	\$ 85,967
25	\$ 68,872	\$ 74,029	\$ 84,086	\$ 87,546
26	\$ 69,893	\$ 75,211	\$ 85,633	\$ 89,125
27	\$ 70,914	\$ 76,393	\$ 87,181	\$ 90,705
28	\$ 71,934	\$ 77,575	\$ 88,728	\$ 92,284
29	\$ 72,955	\$ 78,757	\$ 90,275	\$ 93,864
30	\$ 73,976	\$ 79,939	\$ 91,822	\$ 95,443

APPENDIX A (Cont.)
SPRING LAKE PUBLIC SCHOOLS

2022-2023 TEACHER SALARY SCHEDULE (2.5% Inc.)

	BA	BA+18	MA	MA+30
Steps	\$ 1,046	\$ 1,211	\$ 1,586	\$ 1,619
1	\$ 45,484	\$ 46,806	\$ 48,127	\$ 50,880
2	\$ 46,530	\$ 48,017	\$ 49,713	\$ 52,499
3	\$ 47,577	\$ 49,228	\$ 51,299	\$ 54,118
4	\$ 48,623	\$ 50,440	\$ 52,885	\$ 55,737
5	\$ 49,669	\$ 51,651	\$ 54,471	\$ 57,356
6	\$ 50,715	\$ 52,863	\$ 56,057	\$ 58,975
7	\$ 51,761	\$ 54,074	\$ 57,642	\$ 60,594
8	\$ 52,808	\$ 55,286	\$ 59,228	\$ 62,213
9	\$ 53,854	\$ 56,497	\$ 60,814	\$ 63,832
10	\$ 54,900	\$ 57,709	\$ 62,400	\$ 65,451
11	\$ 55,946	\$ 58,920	\$ 63,986	\$ 67,070
12	\$ 56,993	\$ 60,131	\$ 65,572	\$ 68,689
13	\$ 58,039	\$ 61,343	\$ 67,158	\$ 70,308
14	\$ 59,085	\$ 62,554	\$ 68,744	\$ 71,926
15	\$ 60,131	\$ 63,766	\$ 70,330	\$ 73,545
16	\$ 61,178	\$ 64,977	\$ 71,915	\$ 75,164
17	\$ 62,224	\$ 66,189	\$ 73,501	\$ 76,783
18	\$ 63,270	\$ 67,400	\$ 75,087	\$ 78,402
19	\$ 64,316	\$ 68,612	\$ 76,673	\$ 80,021
20	\$ 65,363	\$ 69,823	\$ 78,259	\$ 81,640
21	\$ 66,409	\$ 71,034	\$ 79,845	\$ 83,259
22	\$ 67,455	\$ 72,246	\$ 81,431	\$ 84,878
23	\$ 68,501	\$ 73,457	\$ 83,017	\$ 86,497
24	\$ 69,548	\$ 74,669	\$ 84,603	\$ 88,116
25	\$ 70,594	\$ 75,880	\$ 86,188	\$ 89,735
26	\$ 71,640	\$ 77,092	\$ 87,774	\$ 91,354
27	\$ 72,686	\$ 78,303	\$ 89,360	\$ 92,972
28	\$ 73,733	\$ 79,514	\$ 90,946	\$ 94,591
29	\$ 74,779	\$ 80,726	\$ 92,532	\$ 96,210
30	\$ 75,825	\$ 81,937	\$ 94,118	\$ 97,829

APPENDIX A (Cont.)
SPRING LAKE PUBLIC SCHOOLS

2023-2024 TEACHER SALARY SCHEDULE (2.5% Inc.)

	BA	BA+18	MA	MA+30
Steps	\$ 1,072	\$ 1,242	\$ 1,626	\$ 1,659
1	\$ 46,621	\$ 47,976	\$ 49,330	\$ 52,152
2	\$ 47,694	\$ 49,217	\$ 50,956	\$ 53,812
3	\$ 48,766	\$ 50,459	\$ 52,581	\$ 55,471
4	\$ 49,838	\$ 51,701	\$ 54,207	\$ 57,131
5	\$ 50,911	\$ 52,943	\$ 55,832	\$ 58,790
6	\$ 51,983	\$ 54,184	\$ 57,458	\$ 60,449
7	\$ 53,056	\$ 55,426	\$ 59,084	\$ 62,109
8	\$ 54,128	\$ 56,668	\$ 60,709	\$ 63,768
9	\$ 55,200	\$ 57,910	\$ 62,335	\$ 65,428
10	\$ 56,273	\$ 59,151	\$ 63,960	\$ 67,087
11	\$ 57,345	\$ 60,393	\$ 65,586	\$ 68,746
12	\$ 58,418	\$ 61,635	\$ 67,211	\$ 70,406
13	\$ 59,490	\$ 62,876	\$ 68,837	\$ 72,065
14	\$ 60,562	\$ 64,118	\$ 70,462	\$ 73,725
15	\$ 61,635	\$ 65,360	\$ 72,088	\$ 75,384
16	\$ 62,707	\$ 66,602	\$ 73,713	\$ 77,043
17	\$ 63,780	\$ 67,843	\$ 75,339	\$ 78,703
18	\$ 64,852	\$ 69,085	\$ 76,964	\$ 80,362
19	\$ 65,924	\$ 70,327	\$ 78,590	\$ 82,022
20	\$ 66,997	\$ 71,569	\$ 80,215	\$ 83,681
21	\$ 68,069	\$ 72,810	\$ 81,841	\$ 85,340
22	\$ 69,142	\$ 74,052	\$ 83,467	\$ 87,000
23	\$ 70,214	\$ 75,294	\$ 85,092	\$ 88,659
24	\$ 71,286	\$ 76,535	\$ 86,718	\$ 90,319
25	\$ 72,359	\$ 77,777	\$ 88,343	\$ 91,978
26	\$ 73,431	\$ 79,019	\$ 89,969	\$ 93,637
27	\$ 74,504	\$ 80,261	\$ 91,594	\$ 95,297
28	\$ 75,576	\$ 81,502	\$ 93,220	\$ 96,956
29	\$ 76,648	\$ 82,744	\$ 94,845	\$ 98,616
30	\$ 77,721	\$ 83,986	\$ 96,471	\$ 100,275

APPENDIX B

EXTRA PAY FOR EXTRA DUTIES

The Board shall grant extra pay to those who are selected by the Board to perform the following extra assignments. Compensation shall be based on either a fixed amount or the percentage relationship to the current basic salary. This supplementary salary shall be paid upon the successful completion of the activity. These assignments are one (1) year non-tenure appointments.

ATHLETICS (Boys)

Football	Head Varsity	16.0%
	Assistant Varsity (2)	10.0%
	Head Junior Varsity	9.5%
	Assistant Junior Varsity	9.0%
	Head 9th Grade	8.0%
	Assistant 9th Grade	7.0%
	Head 8th Grade	6.5%
	Assistant 8th Grade	6.0%
Basketball	Head Varsity	16.0%
	Junior Varsity	10.0%
	Freshman	8.0%
	8th Grade	7.0%
	7th Grade	7.0%
Swimming	Head Varsity	13.0%
	Assistant Varsity (40 or more athletes required)	6.0%
	Assistant Varsity/Diving	4.0%
	Middle School	6.0%
Golf	Head Varsity	10.0%
	Junior Varsity	6.0%
Wrestling	Head Varsity	13.0%
	Assistant Varsity	8.0%
	Middle School	6.0%
Track	Head Varsity	10.0%
	Assistant Varsity (1)	6.0%
	Middle School Co-ed	6.0%
	Assistant Middle School	5.5%
Cross Country	Head Varsity	10.0%
	B/G Asst. Varsity (45 or more combined athletes required) ...	6.0%
	Middle School Co-ed	6.0%

APPENDIX B (Cont.)

Baseball	Head Varsity	10.0%
	Junior Varsity.....	6.0%
Tennis	Head Varsity	10.0%
	Asst. Varsity/Junior Varsity.....	6.0%
Soccer	Head Varsity	12.0%
	Junior Varsity.....	6.0%
Strength Coach	Co-ed, Winter and Spring	4.0%

ATHLETICS (Girls)

Golf	Head Varsity	10.0%
	Junior Varsity.....	6.0%
Basketball	Head Varsity	16.0%
	Junior Varsity.....	10.0%
	9th Grade.....	8.0%
	8th Grade.....	7.0%
	7th Grade.....	7.0%
Tennis	Head Varsity	10.0%
	Asst. Varsity/Junior Varsity.....	6.0%
Softball	Head Varsity	10.0%
	Junior Varsity.....	6.0%
Swimming	Head Varsity	13.0%
	Assistant Varsity (40 or more athletes required)	6.0%
	Asst. Varsity/Diving	4.0%
	Middle School.....	6.0%
Volleyball	Head Varsity	16.0%
	Junior Varsity.....	10.0%
	9th Grade.....	8.0%
	8th Grade.....	6.5%
	7th Grade.....	6.5%
Track	Head Varsity	10.0%
	Assistant Varsity	6.0%
Cross Country	Head Varsity	10.0%
	B/G Assistant Varsity (see Boys' Cross Country)	
Soccer	Head Varsity	12.0%
	Junior Varsity	6.0%

APPENDIX B (Cont.)

Cheerleading	Fall -	Head	10.0%
		Junior Varsity.....	6.0%
		9th Grade.....	6.0%
	Winter -	Head	10.0%
		Junior Varsity.....	6.0%
		9th Grade.....	6.0%
		Middle School.....	3.0%

MUSIC PROGRAM

H.S., Elem. Band/School & Community Service	11.0%
Marching Band (2).....	2.5%
Band Camp (2).....	2.5%
Color Guard - Marching Band (1)	2.5%
Instrumental Music/extended day (2)	6.0%
M.S., Elem. Band/School & Community Service	11.0%
Elementary Choral (3)	2.0%
Middle School/High School Choral (2)	3.0%
Pep Band	2.0%

INTERNATIONAL BACCALAUREATE

Director CAS	\$1000
Extended Essay Coordinator	\$1000
Essay Mentors	\$100/Student

ACTIVITIES

All School Musical Director	8.0%
Assistant All School Musical Director	2.0%
All School Musical Director - instrumental	3.5%
All School Musical Director - vocal	3.5%
All School Play Director.....	3.0%
Yearbook Advisor.....	6.0%
Freshman Class Advisor (1)	2.5%
Sophomore Class Advisor (1).....	2.5%
Junior Class Advisor (2)	3.0%
Senior Class Advisor (1).....	3.0%
National Honor Society Advisor (2)	3.0%
Student Council Advisor - High School (2).....	3.0%
- Middle School.....	2.0%
- Intermediate School	2.0%
Quiz Bowl Advisor	3.0%
Middle School Yearbook	2.0%
High School Newspaper Advisor.....	2.5%
Business Professionals of America Advisor	3.0%
Interact (2).....	3.0%

APPENDIX B (Cont.)

Middle School Drama(2)	3.0%
Lunch Supervision	\$350 per trimester
Detention Study Hall.....	\$350 per trimester
Mentor Teacher.....	\$250 per mentee
Elementary Student Council (2 each – Holmes and Jeffers)	2.0%
Elementary Intra-mural – activity program (will be coordinated on a continuing basis by the building principal(s) and interested staff members. Rates of compensation will be mutually agreed to).	

DEPARTMENT CHAIRPERSONS

<u>HS Departments</u>	<u>Compensation</u>
English (Language).....	3.5%
Social Studies.....	3.5%
Mathematics	3.5%
Science	3.5%
Fine (Art & Music) and Applied (Business, Life Skills, Technology Education) Arts.....	3.5%
Health & P.E.	3.5%
Special Ed.	3.5%
Foreign Language	3.5%
 <u>Intermediate/Middle School Departments</u>	
English	3.5%
Social Studies.....	3.5%
Math	3.5%
Science	3.5%
Health & P.E.	3.5%
Elementary Grade Level Chairs.....	1.75%
Guidance	As per extended work contract
Media	As per extended work contract

APPENDIX C

SLPS 2020-21 District Calendar

Spring Lake Public Schools

345 Hammond St.
Spring Lake, MI 49456
616-846-5500

August '20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Half 4 Full 2 PD

September '20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Full

October '20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Half 20 Full 1 PD

November '20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Half 17 Full

December '20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14 Full

January '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 Full 1 PD

Aug. 19 & 20	PD K-12 Staff / No Students
Aug. 25	First Day - Half Day
Sept. 4-7	Labor Day Weekend
Oct. 7	Conferences - Evening / School in Session Full Day
Oct. 8	Half Day Students / Conferences Afternoon & Evening
Oct. 9	PD K-12 Staff / No Students
Nov. 24	Half Day Students
Nov. 25	No School - Staff Records
Nov. 26-27	Thanksgiving Break
Nov.30	2nd Term Begins
Dec. 21-Jan. 1	Christmas Break
Jan. 20 & 21	7-12 Conferences - Evening / School in Session Full Day
Jan. 22	PD K-12 Staff / No Students
Feb. 8-9	Mid-Winter Break
Mar. 3	K-6 Conferences - Evening / School in Session Full Day
Mar. 4	Half Day Students / K-6 Conferences Afternoon & Evening
Mar. 5	No School - Staff Records
Mar. 8	3rd Term Begins
Apr. 2-9	Spring Break
May 16	Graduation
May 31	Memorial Day
Jun. 3	Half Day Students - Last Day
Jun. 4	No School - Staff Records

	Staff PD Full Day/No Students
	First Day of School - Half Day Students & Staff
	No Students/No Staff
	Conferences - School in Session Full Day
	Half Day Students AM
	New Trimester
	Graduation

	Days/Trimester
	63 1st Trimester
	56 2nd Trimester
	57 3rd Trimester
	Total Days
	Students: 176 - 171 Full; 5 Half
	Professional Development: 4 Days



February '21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

18 Full

March '21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Half 21 Full

April '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 Full

May '21						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Full

June '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Half 2 Full

July '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APPENDIX C (Cont.)

SLPS 2021-22 District Calendar

Spring Lake Public Schools

345 Hammond St.
Spring Lake, MI 49456
616-846-5500

August '21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Half 5 Full 2 PD

September '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Full

October '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Half 19 Full 1 PD

November '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Half 18 Full

December '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Full

January '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Full 1 PD

Aug. 18 & 19	PD K-12 Staff / No Students
Aug. 24	First Day - Half Day
Sept. 3-6	Labor Day Weekend
Oct. 6	Conferences - Evening / School in Session Full Day
Oct. 7	Half Day Students / Conferences Afternoon & Evening
Oct. 8	PD K-12 Staff / No Students
Nov. 23	Half Day Students
Nov. 24	No School - Staff Records
Nov. 25-26	Thanksgiving Break
Nov. 29	2nd Term Begins
Dec. 20-31	Christmas Break
Jan. 19 & 20	7-12 Conferences - Evening / School in Session Full Day
Jan. 21	PD K-12 Staff / No Students
Feb. 7-8	Mid-Winter Break
Mar. 2	K-6 Conferences - Evening / School in Session Full Day
Mar. 3	Half Day Students / K-6 Conferences Afternoon & Evening
Mar. 4	No School - Staff Records
Mar. 7	3rd Term Begins
Apr. 1-8	Spring Break
May 15	Graduation
May 30	Memorial Day
Jun. 2	Half Day Students - Last Day
Jun. 3	No School - Staff Records

	Staff PD Full Day/No Students
	First Day of School - Half Day Students & Staff
	No Students/No Staff
	Conferences - School in Session Full Day
	Half Day Students AM
	New Trimester
	Graduation

	Days/Trimester
	63 1st Trimester
	56 2nd Trimester
	57 3rd Trimester
	Total Days
	Students: 176 - 171 Full; 5 Half
	Professional Development: 4 Days

3 staff record days also - 11/24; 3/4; 6/3

February '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 Full

March '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Half 21 Full

April '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Full

May '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Full

June '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Half 1 Full

July '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APPENDIX D

**SPRING LAKE PUBLIC SCHOOLS
GRIEVANCE REPORT**

Name of Grievant _____ Assignment of Grievant _____ Date Grievance Occurred _____ Date Filed _____

GRIEVANCE

Article allegedly violated: Article _____ Section _____

Statement of Grievance:

Relief sought:

Signature of Grievant: _____ Date: _____

Disposition of Grievance:

	Date Filed	Administration Signature	Granted or Denied	Date	Association Signature
Step 1:	_____	_____	_____	_____	_____
Step 2:	_____	_____	_____	_____	_____
Step 3:	_____	_____	_____	_____	_____
Step 4:	_____	_____	_____	_____	_____
Step 5:	_____	_____	_____	_____	_____

Please attach additional sheets as needed. After final disposition, copies of complete procedure to be furnished to:

1. Teacher,
2. SLEA PR & R
3. Principal
4. Superintendent,
5. Board of Education File

APPENDIX E

**LETTER OF AGREEMENT
Between the
SPRING LAKE BOARD OF EDUCATION
And the
SPRING LAKE EDUCATION ASSOCIATION, MEA-NEA**

RE: Senior Civics Lecture Class

The Spring Lake Board of Education and Spring Lake Education Association do hereby agree to waive the following to allow Dan Start to teach a senior civics lecture class during the second trimesters of the school year:

- Class size limitations of Article XIII, paragraph B (5.) and
- Contractual teaching hours of Article XIII, paragraph A (1.)

of the Agreement between the Spring Lake Board of Education and the Spring Lake Education Association.

Mr. Start will be required to teach two classes in addition to his senior civics class. The senior civics classes meet four (4) days per week for 55 minutes each day. There will be other duties as determined by the high school principal.

Spring Lake Education Association
MEA-NEA

Signed: 

Date: 11/2/2020

Spring Lake Board of Education

Signed: 

Date: 11/2/2020

APPENDIX F

The following articles apply only to those individuals who are not subject to the Michigan Teacher Tenure Act.

ARTICLE V, VACANCIES AND TRANSFERS

A. VACANCIES

3. FILLING VACANCIES –

- c. In filling vacancies, the Board agrees to give due consideration to the academic preparation (including majors and minors), professional experience, qualifications (as identified on the posting), performance evaluations and attainments of all applicants, length of service, and other relevant factors. While first consideration will be given to present teachers in the district, the Board reserves the right to hire from other areas as it deems reasonable and necessary. When the filling of a vacancy does not involve one or more outside applicants and the Board deems that the above-mentioned criteria involving internal applicants is equal, the district shall grant the vacancy to the most senior teacher.
- d. Any time that the district fills a vacancy with a less senior internal applicant or outside applicant, the district will explain its rationale to the Association upon request.

B. TRANSFERS

Involuntary and consecutive transfers between buildings shall be minimized or avoided.

ARTICLE VIII, PROTECTION OF TEACHERS

- H. No teacher shall be suspended, discharged, or otherwise disciplined without reasonable and just cause. The Board agrees to follow a policy of progressive discipline which minimally includes verbal warning, written warning, written reprimand, suspension with pay, suspension without pay, with discharge being used only as a final and last resort. This process may be accelerated if a particular situation merits such action.

ARTICLE XII, TEACHER EVALUATION

- D. All probationary teachers shall be evaluated by their building principal each year. All tenure teachers must be evaluated by their building principal at least once every three (3) years. If a tenure teacher is not evaluated during a school year, his/her classroom performance shall be presumed to be satisfactory for that school year unless documentation relative to performance problems has been supplied to the teacher. All evaluations shall be based on the guidelines contained in the "Teacher Evaluation Form" found at the end of this article. All such evaluations shall be recorded on the teacher evaluation form. Not all items listed

on the teacher evaluation form need to be treated for each evaluation; however, in the event a category has been rated unsatisfactory it may not be omitted on the following evaluation.

- E. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The public address system shall not be used to "listen in" on a teacher as a basis for evaluation of that teacher.
- F. Probationary teachers will be observed a minimum of three (3) times a year. Tenured teachers, subject to a formal evaluation, will be observed a minimum of once that year. A conference between the teacher and the evaluator shall be scheduled within three (3) working days and held within ten (10) working days following the observation. At the close of each conference, both the teacher and the evaluator shall sign a statement reflecting the information discussed. This statement will contain specific recommendations for the correction of any problem observed. The signature of the teacher shall not necessarily indicate agreement with this statement.
- G. In evaluations the evaluator will be physically present for an observation of forty (40) to forty-five (45) minutes. No observations shall be conducted during the last two (2) full weeks of student attendance. Each observation shall be followed by verbal and/or written feedback.
- H. At least sixty (60) calendar days before the end of the school fiscal year, the building principal shall meet with and provide each probationary teacher and each tenured teacher who is subject to an evaluation that year a final written evaluation which states whether his/her work has been satisfactory and the reasons for such recommendation. In this evaluation, the building principal shall put in writing his/her recommendation for continuation or non-renewal of the probationary teacher's contract. Probationary teachers who are not recommended for continued employment will be notified on or before April 15.
- I. If an evaluator believes a teacher is doing unsatisfactory work, the reasons shall be set forth in specific terms, and specific recommendations which the teacher can use to correct the problem will be given by the administration.

ARTICLE XVII, REDUCTION OF CERTIFIED PERSONNEL

- A. In the event of a general cutback or reduction of teachers through layoff from employment, the following procedure, based upon program needs, will be utilized by the Board or its designated representative:
 - 3. Probationary teachers in the specific positions being reduced or eliminated will be laid off, provided there are fully qualified, fully certificated teachers to replace and perform all of the duties of the laid-off teachers where such positions remain after such reduction, it being understood that the Board shall have no obligation to fill any position that has been reduced or eliminated.
 - 4. If it becomes necessary to reduce positions occupied by tenure personnel, they will be laid off in order of the least years of seniority.

5. If personnel holding the same seniority, certification, and qualifications must be reduced, the order of priority shall be to the teacher who is considered by the Board to be the most capable to fill such a position.
 6. Refusal or acceptance of a position that is not equivalent in time to the position previously held shall not affect a teacher's recall rights.
- D. If, after a staff reduction, teaching positions become vacant, laid-off teachers who are certified and qualified will be given the first opportunity to fill such positions in the order of most seniority.
- E. Any teacher on layoff shall be notified by certified letter of the first recall from layoff occurring for which the teacher is certified and qualified. The Board may rely upon the last address shown on its personnel records. Recall shall be made in the order of most seniority first. If there is no acceptance of such offer of recall within ten (10) days from the time of receipt of the notice, the right to recall shall be forfeited.
- F. During the last thirty (30) days of twelve (12) consecutive months of being on layoff status, the Board shall send written notice to the teacher by certified mail to the teacher's address as shown on the school records. If the teacher responds in writing within fifteen (15) days of receipt of the mailing that he/she still wants to be considered for available positions for which the teacher is certified and qualified, then he/she shall remain on layoff status. There shall be no recall right if the teacher should fail to respond to the Board's written notice and all seniority rights will be terminated at that time.
- G. Reduction of a position by the Board from full to part-time shall be considered as under-employed. Remaining in the reduced position shall not affect the teacher's right of recall to a full-time position.

APPENDIX G

**LETTER OF AGREEMENT
Between the
SPRING LAKE BOARD OF EDUCATION
And the
SPRING LAKE EDUCATION ASSOCIATION, MEA-NEA**

RE: Zero Hour Teaching Assignment for 2020-21

The Spring Lake Board of Education and the Spring Lake Education Association do hereby agree to the following:

Article XV, paragraph F. states that teachers teaching an extra teaching assignment in excess of full-time status will received 7.5% of their salary per trimester for each section/class they teach in that given trimester.

For the 2020-21 school year, Robin Kieft will teach a zero hour class schedule as follows:

- Trimester 1: Monday – Thursday from 6:45 a.m. to 7:30 a.m.
- Trimester 2: Tuesday – Thursday from 6:30 a.m. to 7:30 a.m.
- Trimester 3: Tuesdays and Thursdays from 6:30 a.m. to 7:30 a.m. through May 3

Robin Kieft will receive 7.5% of her salary for 2 trimesters in compensation for this teaching assignment.

Spring Lake Education Association
MEA-NEA

Spring Lake Board of Education

Signed: _____



Date: 11/2/2020

Signed: _____



Date: 11/2/2020

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