

MASTER AGREEMENT  
BETWEEN

NORTHPORT EDUCATION ASSOCIATION  
AND  
NORTHPORT BOARD OF EDUCATION

2013 - 2014

2014 - 2015

2015 - 2016

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## PREAMBLE

AGREEMENT made this 24th day of June, 2013 between  
the Board of Education the Northport Public School District, Northport, MI  
hereafter referred to as the "Board" and the Northport Education Association,  
hereafter referred to as the "Association":

WHEREAS, the Association recognizes that the Board, by law, has the  
final responsibility for the establishment of the policies for the school district;

WHEREAS, following negotiations during the 2013-2014, 2014-2015 and  
2015-2016 school years, certain understandings and agreements have been  
reached by the Board and the Association, including an annual review of salary  
and insurance by mutual agreement of the Board and the Association; and

WHEREAS, the Board and the Association desire to incorporate said  
understanding into a written collective bargaining agreement;

NOW, THEREFORE, in consideration of the following mutual covenants, the  
Association and the Board agree as follows:

ARTICLE I  
BOARD RIGHTS

- A. The Board, on its own behalf and on the 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 invested in it by the law and Constitution of the State of Michigan and of the United States. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgement and discretion in connection herewith shall be limited only by the specific and expressed terms of this Agreement and then only to the extent such terms are in conformance with the Constitution and laws of the State of Michigan and Constitution and laws of the United States.
- It is recognized that it is within the sole discretion of the Board to reduce the educational program and curriculum.

## ARTICLE II RECOGNITION

- A. The Board hereby recognizes the Northern Michigan Education Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for classroom teachers, media specialist(s) and counselor(s). The term, "classroom teacher," when used hereinafter in the Agreement, shall refer to all certified teaching personnel under contract except substitute teachers not under contract, administrators, and those serving in a supervisory capacity.
- B. The Board agrees not to negotiate with any teachers' organizations other than the Association for the duration of this Agreement.
- C. The Association shall have the right to reasonable use of the school building and equipment, including computers, when scheduled through prescribed channels.

The Association shall be permitted reasonable use of interschool mail delivery, including e-mail. A copy of all materials sent through the interschool mail delivery and e-mail shall be given to the Superintendent.

The Association shall be provided with bulletin board space in each building as arranged with the school Principal, or the immediate supervisor.

The Board agrees to furnish the Association in response to reasonable requests for all available information concerning the financial resources of the District, the preliminary budget, and such other information as will assist the Association in developing programs on behalf of the employees preparing for grievances and for negotiations.

Special conferences for important matters may be arranged by mutual agreement of the parties.

ARTICLE III  
PROFESSIONAL COMPENSATION

- A. The salaries of classroom teachers covered by the Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. The salary schedule is based on the assumption that the teacher will perform more than just a normal teaching assignment during normal teaching hours.
- B. Schedule B positions are recognized as an integral part of Northport Public School. For extra responsibilities, as identified in Schedule B, the teacher shall be compensated as shown in Schedule B. Schedule B shall not be considered an all inclusive listing of responsibilities for which extra compensation may be granted. The Board reserves the right to establish additional positions of responsibilities other than those listed in Schedule B and to establish the rate of compensation for the work performed. However, if additional positions which are not in Schedule B should arise during the life of this Agreement, they shall be subject to negotiations between the Board and the Association to establish an equitable pay rate according to existing Schedule B positions. It is expressly understood that tenure status does not apply to Schedule B positions and that such positions may be filled by school employees other than bargaining unit members.
- C. Payment of regular salary will be made on alternate Friday's beginning with the first Friday in September. Bargaining members shall be notified in September of the date of the last pay for that school year. The bargaining unit member shall designate his/her choice of twenty-one (21) or twenty-six (26) equal payments which shall remain in effect on a continuing basis unless changed in writing by the bargaining unit member prior to September 1 of any particular year. Retiring teachers may elect to receive accrued salary on the last contract day.
- D. Deductions of a mandatory nature shall include:
1. Withholding Tax – State and Federal
  2. Social Security
  3. Retirement
  4. LTD

Deductions of a voluntary nature (which shall be limited to no more than four (4) per teacher) shall include:

1. Tax sheltered savings and retirement insurance
2. MESSA Insurance options
3. TBA Credit Union
4. Optional deduction

#### AUTHORIZATION OF DEDUCTIONS

1. Deductions of a voluntary nature shall be authorized in writing by November 1 of the contract year.
- E. The computation of the teacher's daily wage will be based on the annually agreed calendar days for the duration of this contract.
- F. The school calendar shall be negotiated annually between the board and association, meeting the requirements of the State, by June 1<sup>st</sup> of each year.
- G. Half-time or part-time teachers who are required to attend a full day shall be paid for a full day of work.
- H. The Board will provide the following benefits for each full-time teacher and his/her eligible dependents (i.e. spouse and children). The Board will pay up to the hard cap health insurance payment of \$5,698 per year \$474.83 per month for each single person subscriber, \$11,396 per year \$949.67 per month for each two person subscriber, and \$15,540 per year \$1,295.00 per month for each full family subscriber eligible for and electing health insurance coverage. Teachers not electing Plan A Health Insurance will not be factored into the hard cap calculations for total employer paid health insurance contributions. Teachers employed part time shall have health insurance benefits pro-rated on the same fractional basis as for which they are employed. In the event someone resigns for medical reasons or dies, the insurance will be pro-rated. (Example: 60 of the 187 calendar days worked =  $60/187 = 32\% = 4$  months insurance). Resigning for any other reason during the course of the school calendar year will result in the insurance being terminated at the end of the last month of employment. Bargaining unit members will have the cost of negotiated Long Term Disability insurance coverage deducted from their pay. The amount deducted shall be determined by MESSA as part of a PAK benefit package.

PLAN A: FOR EMPLOYEES NEEDING HEALTH INSURANCE

Health:	MESSA Plan A HSA
Negotiated Life:	\$50,000 AD&D
Vision:	VSP 3 Plus Platinum
Dental:	100X90/90-\$1500 Class I, II, III 90 Class IV Lifetime maximum, two cleanings per year, sealants-yes, no adult ortho
Prescription Card	Saver Rx
LTD:	60% \$5,000 monthly maximum 90 Calendar days – modified fill Maternity Coverage Pre-Existing condition waiver Freeze on offsets Alcohol/Drug Addiction – same as any other illness Mental/Nervous – same as any other illness

PLAN B: FOR EMPLOYEES NOT ELECTING HEALTH INSURANCE

Negotiated Life:	\$50,000 AD&D
Dental:	Vision: VSP 3 Plus Platinum 100X90/90-\$1,500 Class I, II, III 90 Class IV Lifetime maximum, two cleanings per year, sealants-yes, no adult ortho
LTD:	60% \$5,000 monthly maximum 90 Calendar days – modified fill Maternity Coverage Pre-Existing condition waiver Freeze on offsets Alcohol/Drug Addiction –same as any other illness Mental/Nervous – same as any other illness

- I. Teachers not electing hospitalization coverage provided in Plan A may apply up to \$5,698.00 per year \$474.83 per month toward the following MESSA or Board Insurance Carrier options:
- A. Short term/long term disability
  - B. Term Life Insurance
  - C. Survivor Income Insurance
  - D. Dependent Life Insurance
  - E. Hospital Indemnity
  - F. Tax Deferred Annuities from Board approved companies

Teachers shall pay a portion, as required by law, of their premium share.  
Teachers shall pay their prescription deductibles.



- J. Any amount exceeding the Board's hard cap allowable employer contribution shall be payroll deducted. If a husband and wife are both members of this bargaining unit, no more than one shall elect health insurance coverage. An open enrollment period shall be provided from September 1 to October 1.
- K. The counselor and the media specialist shall receive at least 2 (two) paid days at their present daily rate to begin and end school obligations. The Administration will set one extra in-service day at the beginning of each year for orientation of new teachers and may set one (1) extra day for probationary teachers. The dates will be mutually agreed upon by the Administration and the Association by June 1 of each year. New and probationary teachers shall attend and be paid per Diem for a full day and prorated for any day less than a full day.
- L. Teachers may be granted an absence with pay for visitations to other schools or attending meetings or conferences of an educational nature. The number of teachers allowed to leave at any one time will be at the discretion of the Administration. Fees, travel, (IRS allowable rate), and other expenses will be paid to the extent that such expenses were given prior approval by the superintendent. Those teachers attending conferences at the official request of the Administration during evenings, weekends, or summers shall be paid one hundred fifty dollars (\$150.00) or earn compensatory time per day. (See conference request form in appendices).
- M. Each teacher may be allowed up to three (3) individual work days per year for the purpose of research (i.e. analyzing student work samples and preparing action research proposals) and curriculum planning (i.e. extending pedagogical and/or disciplinary knowledge). These extra days must adhere to the same guidelines as the extra planning days. One (1) of these extra days (may be taken as two (2) half-days) may be used to get each teacher's room ready for the school year. Approval will be based upon available funds.
- N. Parent-Teacher Conferences – Teachers whose student load exceeds the scheduled conference slots will receive compensation time in lieu of per diem hourly pay. See Article 9, for appropriate comp time usage.

ARTICLE IV  
TEACHING DAY AND HOURS

- A. The teaching day shall consist of no more than seven (7) clock hours exclusive of the duty –free lunch period.
- B. Teachers shall be in the school building twenty (20) minutes prior to the start of the student day and at their teaching stations or other assigned duty areas at the start of class time. Teachers shall have a thirty-five (35) minute duty-free lunch period.
- C. Teachers working less than full-time shall have their salary prorated on the appropriate full-time contract based on student contact time and planning time.
- D. All teachers shall attend two (2) monthly staff meetings unless prior arrangements have been made with the Administration. These meetings will be held on the same days each month unless a change of the day is agreed to by mutual consent of the staff and the appropriate administrator.
- E. All teachers are encouraged to be on the School Improvement Committee on a rotating basis.

ARTICLE V  
TEACHING LOAD AND ASSIGNMENT

- A. Individualized planning time shall be the planning time in the morning starting twenty (20) minutes prior to the start of student day, and an additional (60) sixty minutes during the course of the school day divided into meaningful units. Part time teachers shall be assigned on a pro-rated planning time. During individualized planning time, the teacher shall be devoted to instructional duties such as the following: developing instructional program, conferring with parents, pupils, and administrators, studying, and maintaining records.
  
- B. Elementary recess periods will be duty-free and considered planning time as defined in Section A of this Article.

ARTICLE VI  
CONTINUITY OF OPERATIONS

- A. During the term of this Agreement, neither the Association nor any person acting in its behalf will cause, authorize, support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful, or proper performance of the teacher's duties or employment) for any purpose whatsoever.
  
- B. Personal Business days will not be used to participate in a strike against another school district.

## ARTICLE VII DUES, FEES, AND DEDUCTIONS

The parties recognize that Public Act 53 of 2012 prescribe that a “public school employer’s use of public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees is a prohibited contribution to the administration of a labor organization”; however, at the time of the Parties reached agreement, the United States District Court for the Eastern District of Michigan had enjoined enforcement of PA 53 of 2012. The Parties aver that they will comply or not comply with PA 53 of 2012 in accordance with the law’s status at any given time during the life of this Agreement, and neither side shall be found to have breached this Agreement by its compliance or non-compliance based on the status then in effect.

- A. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the first day of active employment or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a service fee to the Association, pursuant to the Association’s “Policy Regarding Objections to Political-ideological Expenditures” and the administrative procedures adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408.477; MSAAA 17.277 (7) and at the request of the Association, deduct the service fee from the bargaining unit member’s wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member beginning no later than the first employee payroll check in October each year and continuing through the next nineteen (19) pay periods. Moneys so deducted shall be remitted to the Association, or its designee, each month.
- B. Pursuant to *Chicago Teachers Union v Hudson*, 106 S CT 1066 (1986), the Association has established a “Policy Regarding Objections to Political-ideological Expenditures” that policy and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit

member concerning the application and interpretation of this article shall be subject to the grievance procedure set forth in this agreement.

- C. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the employer an assignment authorizing deduction of dues, assessments and contributions to the Association as established by the Association. Such authorization shall continue in effect from year-to-year unless revoked according to the procedure outlined in the MEA Constitution, Bylaws and administrative procedures.
- D. Due to certain requirements established in court decisions, the parties acknowledge that the amount of the service fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January, or February); consequently, the parties agree that the procedures in this article relating to the payment or non-payment of the representation service fee by non-members shall be activated no earlier than thirty (30) days following the Association's notification to non-members of the service fee for that given school year.
- E. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
  - 1. The employer gives timely notice of action to the Association and permits the Association intervention as a party if it so desires, and
  - 2. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.
  - 3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the employer's compliance with this article, but this does not include any liability or unemployment compensation paid under the Michigan Employment Security Act.

ARTICLE VIII  
VACANCIES AND PROMOTIONS

- A. Whenever any certified position or Schedule B position is vacant or created within the district, the Board shall publicize the same by giving written notice of such vacancy to the President of the Association.
  
- B. Applications must be renewed annually for all Schedule B positions.

ARTICLE IX  
ABSENCE FROM DUTY

- A. An employee absent from duty due to personal illness shall be paid his/her salary for the period of such absence, not to exceed ten (10) school days in any one school year, except where additional time has been accumulated. Teachers, if requested, must submit a doctor's confirmation of illness after any period in which five (5) continuous working days are missed due to personal illness.

Each employee shall have placed to his/her credit the number of sick leave days not used during the year, and the maximum number of days so accumulated shall be one hundred ten (110). Days that are carried over shall not exceed one hundred (100). Where accumulated sick leave is exceeded and sick leave bank (see B below) provisions have been exhausted, any further absences will result in full deduction of the prorated salary for the extended period absent (the ratio of days absent to the number of days which teachers are required to be on duty times the annual salary).

- B. A teacher with an extended illness that has used all of the personal sick time available to them may petition the Sick Bank Committee for additional sick time subject to the following provisions:
- The petition for additional sick time must be in writing.
  - The illness/sick time must be defined by a medical doctor in writing and provided to the Sick Bank Committee and the superintendent. The Board reserves the right to verify all claims for an extended illness.
  - The petition must be approved by the NEA Sick Bank Committee.
  - The NEA Sick Bank Committee shall request voluntary sick time contributions from the association to cover the anticipated extended illness.
  - A teacher with an extended illness may draw a total of sick time, not to exceed thirty (30) equal to the accumulated personal sick time when the contract year began.
  - The Association agrees to hold the Board harmless in any event of any claim, grievance, or lawsuit regarding any decision of the Association's Sick Bank Committee.



- C. Any teacher who is absent because of injury or disease compensable under Michigan Workers' Compensation Law, shall receive from the Board the difference between allowances under Workers' Compensation Law and the contracted salary for the duration of the illness (during the contract) with no subtraction from sick leave.
- D. Absence without loss of salary shall be allowed, not to exceed ten (10) days, in any school year, for an illness in the immediate family, significant other, and/or foster child that requires the presence of the employee. Such absences shall be deducted from the teacher's sick leave.
- E. Absence without loss of salary shall be allowed, not to exceed ten (10) days, for each incident upon death of a husband, wife, child, and significant other. Absence without loss of salary shall be allowed, not to exceed five (5) days for each incident upon death of a parent, brother, sister, parent-in-law, grandparent, and foster child. Absence without loss of salary shall be allowed, not to exceed three (3) days, for each incident upon death of a close relative or friend. This absence will be deducted from sick leave.
- F. Any teacher summoned to jury duty shall be paid his/her full salary provided that the teacher shall return to the school district the earnings received for jury duty less mileage and allowed expenses. The Board reserves the right to request the judicial authority that the teacher be excused.
- G. An absence with pay may be granted at the discretion of the Board for time necessary for appearance in any legal proceeding, which the teacher is required by law to attend, connected with the teacher's employment or with the school system.
- H. Absences without loss of salary will be allowed during the school year for two (2) days for transacting personal business. At the end of each school year, if two personal days remain, one day will be carried over to the next year and the other day will be converted to sick time. If one personal day remains, it will be carried over to the next school year.

Application shall be made in writing to the Superintendent one week in advance on the appropriate form (except in the event of an emergency when shorter notice may be acceptable). The district may disapprove requests for personal business days if more than two (2) teachers request the same day for business purposes. Requests will be honored in the order that they are received. Emergencies would take top priority.

- I. An unpaid leave of absence up to one year shall be granted to a teacher for the purpose of providing child care for a newborn or adopted infant under the following conditions:
  1. The application for such leave shall be received by the Superintendent no later than thirty (30) calendar days, if possible, prior to the expected date of the commencement of the leave.
  2. The child care leave will commence on the first day after the mother has a medical release signed by the doctor to return to work or date of adoption of the child and shall terminate not later than the end of the school year during which the leave is granted. A teacher may be granted an unpaid personal leave for not more than thirty (30) days prior to the expected birth or adoption of said child for the purpose of preparing for the event. Further, at the request of the teacher and in the sole discretion of the Board, the childcare leave may be extended to the end of the year which follows the expiration of the original leave of absence. Illness related to pregnancy shall be compensated under Section A of this article.
  3. Barring illness or emergency, failure to return from leave on the agreed upon date shall mean the employee has voluntarily terminated his/her employment.
  4. If both parents are employed by the Board, not more than one such parent will be eligible at any time for the leave. In case of an emergency, both parents may be allowed to take a leave on a case-by-case basis at the sole discretion of the superintendent.
  
- J. The following conditions shall apply to extended professional growth leaves of absences:
  1. Requests for leave shall be in writing.
  2. Requests for leaves shall be for study related to the teacher's certification or endorsement or professional growth as determined by the Board of Education.
  3. Eligibility shall be based on a minimum of six (6) years continuous employment in the district and having achieved tenure status.

4. All extended leaves shall be limited to one calendar year. Further extensions shall be at the will of the Board.
  5. Sick leave days, seniority, and pay step shall be frozen during the time of the leave.
  6. Written notice of intention to either return or resign shall be given to the Superintendent 90 days prior to the expiration of the leave.
  7. The professional development leave is without pay or benefits.
  8. The approval of the leaves shall be at the discretion of the Board.
- K. Teachers are responsible for providing adequate lesson plans for substitutes whether or not an absence is anticipated.
- L. Any employee absent because of an extended or serious illness ten (10) or more consecutive days shall present to the Board or its representative, prior to his/her return to service, a statement from a licensed physician, physician assistant, or nurse practitioner indicating that he/she has recovered from the illness and may return to duty.
- M. The Board shall provide at no cost to the Association four (4) days per school year of release time for the handling of Association business as deemed appropriate by the Association President. Notification shall be given to the Superintendent.
- N. Teachers may accrue Compensatory Time (comp time) for required additional hours or days worked beyond contracted time, as described in Article IV, and approved by the Administration. Teachers must accrue three and one-half (3.5) hours of comp time before it can be used.
- O. Comp time must be used in no less than ½ day increments and can be used at the teacher's discretion only after the comp time has been scheduled and approved by the Administration. Comp time shall be carried over until used or until converted to sub pay.

P. The Employee may apply to use Compensatory time or a personal day with administration permission to leave a day early or return a day late from a scheduled break.

Each employee wanting to use this leave will apply to the administration in advance of the leave day.

Employees will be notified at least one week before the scheduled break.

No more than two employees from the K-6 staff and two employees from the 7-12 staff may be gone on the same day.

A list will be maintained by the administration and each employee will be granted the option of a leave before any employee is granted a second leave.

No employee may request and be granted a leave more than one day per year.

## ARTICLE X RETIREMENT

- A. Upon retirement from teaching, a teacher will be eligible to receive a daily amount equal to sub pay for each unused sick day up to One Hundred (100) days, subject to the following conditions:
  - 1. The teacher is receiving benefits from the Michigan Public Schools Retirement System.
  - 2. Laid-off teachers are ineligible for this benefit unless they resign and are eligible to receive benefits from the Michigan Public Schools Employee's Retirement System.
  
- B. The Board reserves the right to negotiate with individual members of the NEA to provide early retirement incentives including the purchase of service time. Service time shall not total more the 30.0000 years. Such negotiations shall not be precedent setting.

## ARTICLE XI PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative and the Board shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- C. Time lost by a teacher in connection with any incident covered by this Article shall not be charged against the teacher unless the teacher is adjudged guilty of a crime by a court of competent jurisdiction. If the courts decide against a teacher, cost will be the responsibility of the teacher.
- D. Teachers shall be notified when essential supplies they have requested have not been ordered. Teachers have the responsibility of indicating which supplies on the annual order are essential.
- E. A complaint directed toward a teacher, which does not result in discipline or discharge, shall be called to the attention of the teacher with the names of the complainants stated. The teacher shall in no manner take retaliatory action whether directly or through a third party against the complainants.
- F. A copy of any item being placed in a teacher's file must be given to the teacher at the time of the filing.
- G. In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel files (s) of any teachers (s), the District shall immediately notify the teacher. The teacher will be provided an opportunity to review the contents before the release of the information.
- H. A teacher shall be entitled to have a representative of the Association present during any meeting which leads to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the teacher until said representative is present, not to exceed 48 hours.

ARTICLE XII  
NEGOTIATION PROCEDURES

- A. In any negotiations described in this Article, neither party shall have any control over selection of the negotiating or bargaining representatives of the other party. It is further recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership in the Association, but that the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals and concessions in the course of negotiations or bargaining, subject to ratification. It is further agreed that all proposals shall be communicated during formal negotiation sessions.

## ARTICLE XIII GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of a specific article or section of this Agreement. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance; but such grievance shall be submitted to the following grievance procedure.
1. It is expressly understood that no tenured teacher shall use the grievance procedure to dispute any action of the Board which is appealable to the State Tenure Commission.
  2. The failure to employ or reemploy any teacher to a position on Schedule B shall not be the basis for a grievance.
- B. An individual teacher shall have the right at any time to present a grievance as herein defined and to have the grievance fully adjusted without intervention of the Association or its representatives, as long as the adjustment is not inconsistent with the terms of this Agreement.
- C. (Step 1) Within five working days of the time of grievance arises, the teacher or the Association will present, during lunch periods or after working hours, a grievance to the appropriate administrator involved. Within four working days after presentation of the grievance, the administrator shall give his/her answer orally to the teacher. From June 1 to August 31, every effort will be made to resolve the grievance in a timely manner.
- D. (Step 2) If the grievance is not resolved in Step 1, the Association may, within three (3) working days of receipt of the administrator's answer, submit to the Superintendent a written "Statement of Grievance" signed by the teacher. A copy shall be given to the administrator at the same time. The "Statement of Grievance" shall name the teacher involved; shall identify all provisions of the Agreement alleged to be in violation by appropriate reference; shall state the contention of the teacher and of the Association with respect to these provisions; and shall indicate the relief requested. The Superintendent, or his/her designated representative, shall give the Association an answer in writing no later than five (5) working days after receipt of the written grievance. If further investigation is required, additional time may be allowed by mutual agreement of the parties.



- E. (Step 3) If the grievance is not resolved in Step 2, the Superintendent, or his/her designated representative, and the teacher or representative of the Association shall meet, after working hours, within a reasonable time, not to exceed one (1) calendar week, unless a longer time is mutually agreed upon between the parties, to discuss the grievance.
- F. (Step 4) If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Step 3, the teacher or the Association representative may, within three (3) working days of said meeting, submit the grievance to the Board of Education, in writing, and with a copy of said grievance served on the Superintendent. The Board of Education shall give the Association representative an answer, in writing, no later than ten (10) working days after the next regularly-scheduled board meeting.
- G. If a satisfactory disposition of a grievance is not made as a result of the meeting provided for in Step 4, the Association shall have the right to appeal the dispute to the Michigan Bureau of Employment Relations for mediation. Submission shall be made not later than fifteen (15) days following receipt of the answer of the Board of Education.
- H. Any alleged violation of a specific article or section of this Agreement, which has not been satisfactorily settled under the above grievance procedure may be referred to arbitration by either party within ten (10) calendar days after mediation. The arbitrator shall interpret and construe all the provisions of this contract, but shall not have the right to change, alter, or add to any provisions of the contract, or provide monetary relief other than lost pay or benefits. Arbitration shall be accomplished by either party requesting an arbitrator in accordance to the rules of the American Arbitration Association. The decision shall be final and binding on both parties for and during the term of this Agreement. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.
- I. Any grievance not advanced in the next step by the individual teacher or Association within the time limit in that step, or if no time limit is specified within five (5) working days, shall be deemed abandoned. Time limits may be extended by the Board of Education and the Association in writing. The new date shall prevail.
- J. Any grievance occurring during the period between the termination date of this Agreement and the ratification of any subsequent Agreement shall not be processed. Any grievance which arose prior to the effective date of this Agreement shall not be processed.

ARTICLE XIV  
TEACHER RESPONSIBILITIES AND PLANNING

- A. Teachers shall be responsible for the supervision of school property and for the supervision of all students at all grade levels during the contractual school day. It shall be the responsibility of all teachers to interpret the programs of the school to the community in ways which will improve the public's understanding of purposes and procedures so as to encourage the community's involvement and support. Confidential matters will not be discussed with individuals that have no professional need to know nor within the hearing of students.
- B. Teachers' weekly lesson plans shall be prepared prior to the start of the school week. Daily lesson plans shall reflect Michigan grade / course level content expectations.
- C. The superintendent may, at his/her discretion, allow school time for curriculum development so that committee chairpersons and/or committee members may perform their tasks.
- D. Kindergarten – twelfth grade interim progress reports shall be completed at the mid-point of either the first and last trimester for grades k-5 or at the midpoint of the first marking period of each semester for students grades 6-12. These progress reports shall be for all students.

## ARTICLE XV IMPLEMENTATION

- A. This Agreement shall supersede any rules, regulations, or practices of the Board and the Association which shall be contrary to or inconsistent with its terms. This Agreement, as well as any Board Policies and/or Guidelines shall likewise supersede any contrary or inconsistent terms contained in any individual classroom teacher contracts heretofore in effect. All future individual classroom teacher contracts shall be made expressly subject to the terms of this Agreement, and Board Policy/Guidelines. These provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
  
- B. Copies of the Agreement shall be printed at the expense of the Board and one copy presented to each teacher now or hereafter employed the Board. Three copies shall be given to the MEA 15A Uniserv office.
  
- C. If any provision or any application of the Agreement to any employee, group of employees, or the Board shall be found contrary to law, then such provisions or application shall be deemed null and void, but other provisions or applications shall continue in full force and effect.
  
- D. Nothing contained in this Agreement shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws, the Michigan Public Employment Relations Act, or other applicable laws and regulations. The rights granted to teachers in this Agreement shall be deemed to be in addition to those provided in the above stated laws.
  
- E. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XVI  
PROFESSIONAL DEVELOPMENT

- A. Upon successful completion of course work (grade B or better), and prior approval of the Administration, the Board will pay one-half (1/2) the tuition cost, and textbook cost, not to exceed a textbook cost of fifty (\$50.00) dollars, for three (3) semester hours of college credit each year. The credits earned must be from a college offering recognized courses of teacher education. The District will provide Professional Development grants to other staff members at least equal to the total cost of the tuition costs.
  
- B. After attending a conference at Board expense and prior to being eligible for reimbursement of expenses, teachers shall submit a written report to the administration or make an oral presentation to the Board of Education at a mutually-agreed-upon, regularly-scheduled board meeting. The superintendent may waive this requirement.

ARTICLE XVII  
SENIORITY

- A. Seniority shall be defined as the length of continuous service with the Northport Public School. Probationary teachers do not have seniority. Once they acquire tenure, seniority will then relate back to the original date of hire.
  - 1. In the circumstance of more than one teacher having the same effective date of employment, the dates of individual contracts shall be used.
  - 2. A teacher who leaves the teaching profession, but remains an employee of the school district, shall forfeit any seniority rights under this Agreement.
  
- B. No later than thirty (30) calendar days following the ratification of this Agreement, and by September 30 thereafter, the Board shall prepare and post seniority lists. It is recognized that it is within the sole discretion of the Board to reduce the educational program and curriculum.

ARTICLE XVIII

Duration and Ratification of Agreement

An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

A. This agreement dated 6/24/13 shall continue in full force and effect without change until 8/31/16.

B. Either party may, by prior written notice given at least 60 days, and not more than 120 days, before 8/31/16, demand negotiations with respect to provisions of this contract. After such written notice is given, the parties shall meet to discuss the matter and if they fail to reach agreement by the dates above set forth, either party may request, and the parties shall follow, the procedures for resolution of impasses set forth in Article 379 of the Public Acts of 1965, which procedure shall be exclusive.

RATIFICATION

DATE OF RATIFICATION:

Representatives of the  
Northport Education Association

Representatives of the  
Northport Board of Education

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# APPENDICES

SALARY SCHEDULE A

SCHEDULE B

SCHOOL CALENDAR

SENIORITY LIST



SCHEDULE A  
 NORTHPORT PUBLIC SCHOOL  
 TEACHER SALARY  
 2013/2014

<u>STEP</u>	<u>BA</u>	<u>BA+18</u>	<u>MA</u>	<u>MA+30</u>
1	\$38,050	\$39,439	\$40,877	\$42,372
2	\$39,744	\$41,193	\$42,697	\$44,253
3	\$41,512	\$43,028	\$44,599	\$46,225
4	\$43,359	\$44,940	\$46,552	\$48,283
5	\$45,289	\$46,942	\$48,657	\$50,430
6	\$46,375	\$49,030	\$50,819	\$52,676
7	\$49,409	\$51,214	\$53,083	\$55,018
8		\$53,492	\$55,444	\$57,467
9		\$55,871	\$57,910	\$60,024
10		\$58,359	\$60,488	\$62,697
11		\$60,956	\$63,178	\$65,486
12		\$63,665	\$65,992	\$68,401

PLACEMENT ON STEP

Advancement of the salary shall occur as of September 1 of the contract year, following completion of no less than one full semester of service as a full-time teacher.

A teacher that has served one full year will be advanced one step on the salary schedule.

A teacher that has served one semester will advance one-half (1/2) step on the salary schedule.

## SCHEDULE B

2013 - 2014

2014-2015

2015 – 2016

Percentage calculations for this schedule will be based on the BA level of Salary Schedule A. Credit will be given only for experience in the particular assignment while teaching at Northport. EXAMPLE: A varsity basketball coach with two years' experience here would receive 10% on Step 3 on the BA level of the salary schedule. Credit may be given for five (5) years out-of-district experience.

<u>ACTIVITY</u>	<u>PERCENTAGE</u>
Varsity Basketball Coach	11%
J.V. Basketball Coach	7%
Baseball or Softball Coach	7%
Soccer Coach	9%
Assistant Soccer Coach	5%
Varsity Volleyball Coach	11%
J.V. Volleyball Coach	6%
Tennis	6%
Middle School Sports	3%
Elementary Sports	3%
Music Director	9%
Student Newspaper/Web Design	5%
NWEA Coordinator	3%
Team Leader/Events Supervisor	6%

**ADVISORSHIPS**

**STIPEND**

Senior Project Coordinator	\$400.00
Senior Project Coach	\$400.00/student up to 3 students
Senior Project Readers	\$400.00/12 papers
Middle School Advisors	\$250.00/class
9-10 Grade Advisors	\$400.00/class
11-12 Grade Advisors	\$800.00/class
Student Government	\$800.00
Close-Up	\$600.00
Plays/Musicals – Equivalent to 3 Acts	\$600.00
Pep Club	\$200.00
National Honor Society	\$600.00
Mentor Teacher	\$400.00
Computer Club	\$600.00
MVHS Supervisor	200.00 (1-2 students)
Science Olympiad	\$600.00

**ATHLETIC DEPARTMENT**

Athletic Director	\$5,000.00
Athletic Scheduler	\$2,000.00

Driver’s education and substitute teaching by faculty:  
\$20.00 per hour

Committee work:

- School Improvement Committee
- Chairperson - \$25.00/meeting
- Committee members - \$15.00/meeting

Agenda, minutes, and member attendance shall be kept by the chairperson. Members will be paid at the end of each semester upon the chairperson’s request.

If any Schedule B position is shared equally with another/others, pay will be divided by the number of people sharing the responsibilities.

## CALENDAR

Any student instruction days lost due to “Acts of God” (snow, ice, fog, epidemic, etc.) will only be rescheduled in order to comply with the minimum requirements for days and/or hours according to the State of Michigan. The rescheduling of such days and/or hours shall be mutually agreed upon between the Board and the Association.

SENIORITY LIST  
LENGTH OF CONTINUOUS SERVICE

8/31/89:	Sue Boss
9/5/90:	Margie Tropf
9/5/91:	Sue Reinsch
9/5/91:	Steve Wetherbee
7/29/96:	Elizabeth Lint
7/29/96:	Dan Stowe
8/19/02:	Gaynor Walsh
6/9/05	Kevin Skarnulis
8/17/05	Jennifer Evans
11/26/07	Donna Wilson
11/29/07	Stephen Douglas
7/21/08	Scott Martin
5/26/09	Casey Wilcox*
7/20/09	Peter Morio*
7/20/09	Beth Stowe*
9/2/09	Sara Kate Stevens*
9/7/10	Elizabeth Wodek*
10/10/11	Joshua VanderMeulen*
10/10/11	Michele Grantham*
5/2/12	Jennifer Walter*

\*Represents Probationary Teachers