

**South Haven Public Schools**

**And**

**VBCEA/South Haven Education Association**

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**COLLECTIVE BARGAINING AGREEMENT**

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**AUGUST 14, 2017 – JUNE 30, 2020**

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## **ARTICLE I**

### **INTRODUCTION**

- A. The parties agree that mutual accord in the employment relationship between the Board and members of its teaching staff is necessary in order to carry out a responsibility with which they are mutually charged, that of providing a high-quality instructional program for the children of the South Haven Public Schools.
- B. To foster such mutual accord, the Board of Education for South Haven Public Schools, hereinafter called the "Board," and the VBCEA/SHEA (MEA-NEA), hereinafter called the "Association," have reached agreement on wages, hours, terms and conditions of employment and desire to execute this contract covering such agreements.

## ARTICLE II

### RECOGNITION

- A. The Board hereby recognizes the VBCEA/SHEA (MEA-NEA) as the exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all certified and non-certified teaching personnel as approved by the State Department of Education under contract in Pre-Kindergarten to 12th Grade, including migrant teachers and those shared-time teachers and Adult Education teachers who work at least fifteen (15) hours per week, but excluding substitutes who have not served (100) days assigned to one specific teaching position; community and recreation education teachers; preschool teachers, migrant education coordinator; consortium employees; supervisory and executive personnel; office, clerical, maintenance and operating employees.
1. The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit as above defined.
  2. The term "Board" shall include its officers and agents.
  3. If a teacher is employed as a substitute with an assignment to one specific teaching position, then after 100 days of service in that assignment, the teacher shall be granted for the duration of that assignment all privileges granted to bargaining unit members.
- B. The Board agrees not to negotiate with any organization other than that designated as the representative pursuant to Act 379, PA of 1965, for the duration of this Agreement.

## **ARTICLE III**

### **BOARD OF EDUCATION RIGHTS**

- A. The Board, in 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 the activities of its employees;
  2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such 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, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

## ARTICLE IV

### TEACHER RIGHTS

- A. In accordance with the laws of the State of Michigan, the Board of Education agrees that employees of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations with respect to wages, hours and terms or conditions of employment. No person shall be discriminated against for participating in/or having participated in the negotiating process.
- B. The Association and its members shall have the right to use school building facilities during reasonable hours for meetings, provided that such meetings shall not interfere with other regularly scheduled activities, provided, however, that the Superintendent or his representative approve the room or rooms to be used for such meetings. The Association agrees to reimburse the Board of Education for extra maintenance or service costs incurred by such meetings.
- C. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off the school premises. However, teachers may not post, adhere, or in any way display local union or affiliate literature, emblems or insignia at their teaching stations. Bulletin boards in teacher lounges shall be made available to the Association. Material to be posted may include, but not limited to, the posting of notices of meetings and the posting of informational material from local, state, or national associations. Inter-school mail, Duplicating machines and supplies shall be available to the Association for a mutually established fee.
- D. Neither the Board nor the Association shall discriminate against teachers who are not members of the Association.
- E. The Board, after securing the information, agrees to furnish to the Association in response to reasonable requests from time to time all pertinent information concerning the financial resources of the district, budgetary requirements and allocations, together with information that may be necessary for the Association to negotiate with the Board with respect to wages, hours, and other terms or conditions of employment or to process a grievance. This information will be provided to officers of the Association or to individuals authorized by the President of the Association to secure such information. The Association shall outline in writing, the specific information desired. Original records, if necessary to be checked, are to be examined at the office of the Superintendent. The Association agrees to reimburse the Board of any extra expense involved in furnishing information or making records available. Such extra expense is defined as the necessity of hiring extra personnel or required overtime hours of employment by present personnel. The Association shall be given an estimate of the cost of such expense in advance.
- F. The Board and its representatives will keep the Association informed regarding the financial conditions of the District as outlined in Article IV, Section E. The Board and its representatives will also endeavor to consult, but shall not be required to negotiate, with the Association prior to official Board action on increased millage proposals, major changes of educational policy, and major changes in working conditions that are not prohibited subjects of bargaining.
- G. The Board shall provide an electronic copy of the Collective Bargaining Agreement to each bargaining unit member within thirty (30) days after ratification by the parties. New bargaining unit members shall be given a copy of the Agreement within ten (10) days of employment.
- H. The board agrees to share a monthly personnel report or other communication with the Association if there are any bargaining unit members that have left the employ of the district or have been recently hired.
- I. The terms of this agreement have been equally made for all of the employees in the bargaining unit

and not solely for the benefit of the members of the Association. Association representation will be in accordance with Michigan Law.

- J. At the beginning of each school year the Association shall be afforded the opportunity to communicate to the staff information regarding the collective bargaining agreement. The Association will also provide at the beginning of the year a list of all Association meeting dates to the Administration. Times after the regularly scheduled school day on these dates shall be reserved for association meeting provided they do not conflict with any scheduled school functions.

## ARTICLE V

### TEACHING HOURS

- A. The teacher's day in the secondary and elementary schools shall be between the following hours:

8:00 A.M. and 4:00 P.M. Elementary  
7:30 A.M. and 3:30 P.M. Middle Schools (6-8)  
7:00 A.M. and 3:00 P.M. Senior High

Annually the Board shall notify teachers of starting and ending time of teacher workday.

On days preceding holidays or vacations, the teachers' day shall end at the end of the students' day.

Teachers shall work at least the state mandated instructional days and instructional hours. The Board may schedule such time as necessary to satisfy state mandates. Teachers shall not be eligible for additional compensation for such time provided that it is within the 36.25 hours as set forth below.

- B. However, nothing shall be construed by the provision in Article V, Section A above to prevent a teacher from accepting an assignment that is other than the hours specified. This section is included as a means of providing scheduling flexibility, (*i.e.* a teacher may work eight (8) hours a day two days a week, and 6.75 hours per day three days per week). All assignments not provided for in Article V, Section A will be voluntary. No weekly assignment shall exceed 36.25 hours. Unless otherwise agreed to by the teacher, assignments will be made on a consecutive time basis, inclusive of instructional, planning and lunch time.
- C. The Board and the Association shall form a subcommittee comprised of representatives from each party to develop a contingency plan in the event that it becomes necessary to close any of the school buildings in the district.
- D. The parties recognize that teachers shall work at least the state mandated instructional days and instructional hours necessary for the district to receive its full state aid, and in the event that the Board decides to close any of its school buildings, and the subcommittee described above has not developed a contingency plan that has been ratified by the Board and the Association, the teachers shall satisfy this obligation.
- E. If Open Houses take place, they will be mutually agreed upon by the building principal and a majority of his/her staff. The principal will provide three weeks' notice except in case of an emergency or tragedy. When such accord is reached, all members of said staff shall be expected to attend unless excused by the principal. If mutual agreement cannot be reached the Open House will remain as previously scheduled.
- F. The time stated above may be adjusted earlier or later by the Superintendent of Schools after notifying the Association, but the total hours shall remain the same.
- G. Teachers should remain for a sufficient period after the close of the pupil's school day to attend to those matters which properly require attention at that time, including but not limited to, consultations with parents, conferring with students, correcting papers, and preparing lesson plans. The schools are open and nothing in this agreement shall prevent teachers from remaining in the building to complete or prepare their work.
- H. It is the responsibility of each individual teacher to provide the highest quality educational program practicable for every student in the school district; therefore, each teacher shall make daily preparation, attend staff meetings, and student assemblies unless excused by the principal.



- I. It is expected that each building administrator will announce the day of the week for regularly scheduled faculty meetings during the first two weeks of the school year. The time and day for such meeting shall coincide with the needs and requirements in the various buildings as determined by the building administrator. It is understood, however, that consultations and communications pertinent to various school purposes may require additional meeting days. It shall be the aim of the administration to keep such meetings at a minimum, and where practicable, to no more than one (1) hour's duration.
- J. The Board shall provide training for all teachers in compliance with legal requirements regarding blood borne pathogens, sexual harassment and pertinent state and federal laws and more. The Board shall provide each teacher with one hour of professional development time before the first student day of each school year to individually receive such training on the internet in accordance with instructions and computer equipment provided by the Board. Each teacher shall be required to complete such training before the first student day of each school year unless said teacher is unable to do so due to medical restrictions. Teachers hired after the start of the school year shall complete the training within one week of beginning employment. Any teacher who fails to complete this training by the beginning of the second student week of each school year shall be docked \$30 per day from his or her salary for each work day thereafter that the training remains uncompleted. Any teacher, prior to the first day of school, who cannot complete this training because of medical reasons, shall be allowed to complete the training prior to returning to active teaching duty.
- K. Since it is important to the education program to know and understand the whole child, teachers should attend and participate in activities of the school such as P.T.O. meetings. They are also encouraged to attend public performances of children in plays, concerts, athletic events, or other extracurricular events.
- L. The Agreement shall provide for the establishment of a noon lunch period for each teacher that shall be free of scheduled duties except that it is understood by all concerned that emergencies or building situations may require that teachers share responsibilities on a rotation basis. It is also understood that illness or emergency situations may cause a temporary cessation in the employment of lay persons. It is agreed that teachers' lunch periods may vary according to scheduling needs. The elementary teachers will have approximately a thirty-five (35) minute lunch period and the lunch period for secondary teachers will be equivalent to a student lunch period.
- M. The Board will make every reasonable effort to provide a conference period for all teachers. For secondary teachers, the conference period should coincide with the standard class period of the students' schedule. For elementary teachers, efforts will be made to schedule special subjects so as to ensure periods for teacher planning/conference time. Where deemed administratively feasible, these times will be distributed to allow for planning time on a regular daily basis.
- N. Whenever special teachers are absent, every reasonable effort will be made to provide substitutes.
- O. 12 hours of \*PLC/Data meeting to be completed within 8 (1.5hr) sessions. Day and time each month will be mutually agreed upon by building staff and administration. If mutual agreement cannot be reached the SHEA president and superintendent will confer and the superintendent will make the final decision on day and time for each month.

\*The purpose of the PLC/Data meeting time is to collaborate and engage in reflective inquiry with PLC members through analyzing data from curriculum based and standardized assessments for the purpose of improving instruction and student learning. Through analysis and reflection teachers should work with their teacher leaders and administrators to develop a plan for improving student learning.

P. Elementary Prep Time

1. In each week that there is a full five-day week of full days of school for elementary school students, each full time elementary teacher shall be provided with an average of 225 minutes of planning time.
2. This Agreement specifically does not apply to any week in which, for any reason, there are less than five student school days or in which, for any reason, there is any student school day that is shorter than a regularly scheduled full day of school.
3. Planning time means any time between the start and end of the student day, excluding lunch time, that a teacher is not instructing or monitoring a class of students. Planning time for an elementary classroom teacher includes, but is not limited to, related arts instruction, library or computer time, and recess time to which the teacher is not assigned to assist in supervision. Planning time for an elementary related arts teacher includes, but is not limited to, all times that the teacher is not assigned to teach a related arts class.
4. If an activity such as an assembly, field trip, or other similar student activity occurs during a time that an elementary school teacher would otherwise have planning time, said activity will count towards the elementary teachers total 225 weekly minutes.
5. For any full five-day week of full days of school for elementary school students that an elementary teacher is provided less than an average of 225 minutes of planning time, the Board shall pay such teacher, at his or her contract rate, for the number of minutes that equals 225 minus the actual number of minutes of planning time provided to the teacher during such week.
6. Elementary Principals shall not hold more than one common prep time meeting per month.

## ARTICLE VI

### TEACHING CONDITIONS

- A. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to renew its efforts to equalize student classroom assignments at the elementary grade levels and continue its efforts to keep class sizes at an acceptable number as dictated by the financial condition of the District, the building facilities available, the availability of qualified teachers, the best interest of the students, and the best interests of the District as deemed administratively feasible.
- B. The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained.
- C. The Board shall make every reasonable attempt to make available in each classroom building a faculty room or lounge. Teachers are not to use the lounge, however, during period of assignment or instruction. Telephone facilities, as presently constituted, shall be made available to teachers for their reasonable use; however, personal toll calls are to be paid for by the teacher making the same.
- D. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board will endeavor to provide a teacher reference library in the elementary and the junior and senior high schools and to include therein all texts which are reasonably requested by the teachers of that school.
- E. The Board agrees to make available, in each school for teacher use, adequate reproduction materials.
- F. Teachers shall not be held responsible for the loss of books from room libraries.
- G. The Board recognizes the need to provide teachers sufficient opportunity for turning all money collected in to the appropriate office. However, the teacher is responsible for all money collected by him/her until turned in to the appropriate office.
- H. The Association requests the Board and Administration to continue the practice of employing persons to assist the teachers in supervising the students during the noon hour.
- I. The Board and Association recognize the importance of counseling students at both the elementary and secondary levels. Thus, dependent upon finances and the availability of qualified personnel, the Board will endeavor to maintain or decrease the student-counselor ratio.
- J. In grades K-5, the Board will continue to provide specialized instruction in the areas of art, music, and physical education, provided that finances and qualified personnel are available.

## ARTICLE VII

### MENTOR TEACHERS

- A. The building principal shall appoint a person who qualifies under Section 1526 of Public Acts 1993 as a mentor for each probationary teacher, except for teachers who are in the fourth or fifth year of probation. The Board may, in its discretion, appoint a qualified person as a mentor for a fourth or fifth year probationary teacher. Bargaining unit members shall be given first consideration and any person so selected may choose to decline to serve as a mentor.
- B. Every reasonable effort shall be made to match mentor teachers to probationary teachers who work in the same building and have the same areas of certification.
- C. Probationary employees shall only be assigned to one mentor teacher at a time.
- D. The mentor teacher's assignment shall be for one (1) school year subject to review by administration. The appointment may be renewed in succeeding years.
- E. Mentor release time may be provided in those K-12 special areas for probationers to consult with special staff when needed.
- F. With approval of administration, release time shall be made available so the mentor may work with the probationer in his/her assignment during the regular work day. When possible, mentor and probationers will be provided a common preparation or conference time.
- G. Each mentor shall be compensated at the rate of 2% of the B.A. base each year for their services, inclusive of training activities outside the work day or school year, not to exceed 5 days beyond the contract year.
- H. The mentor teacher will be considered consultants to probationary teachers and will not recommend on the hiring and firing of probationary teachers. However, a mentor teacher may be required from time to time to consult with a principal and comment on his or her probationary employee's growth, maturation, competence and other attributes identified as important to satisfactory classroom instruction and overall performance as a teacher.
- I. The mentor teacher is expected to provide support to the probationary teacher equal to 36 hours for the school year and recorded in hourly increments on a form provided by a central office administrator (or personnel department). The record shall be signed by both the mentor and the probationary teacher and shall be submitted to the personnel office before the close of the school year. Failure to complete this assignment may result in: 1) loss of pay and/or 2) ineligibility for future mentor work.

## **ARTICLE VIII**

### **SPECIAL STUDENT PROGRAMS**

The Board and Association recognize that students having special physical, mental, and emotional problems as determined by a school psychologist or other competent individuals may require special services. The Board, therefore, will endeavor to secure such services as are deemed necessary by the Superintendent to help these students and/or aid the teacher in working with these students.

**ARTICLE IX**  
**TEACHING MATERIALS**

It is recognized that quality teaching requires quality materials with which to work. In view of this fact, the following guidelines shall be followed in requisitioning supplies and materials:

- a. Requisition forms will be provided by the office;
- b. Teachers are to request items and materials that will materially aid in the instruction of students;
- c. Normally, requisitions for supplies by teachers will be made in the spring;
- d. Teachers shall be notified by June 30 as to the disposition of the major items over one hundred dollars (\$100) on requisition requests.

Consultations may be held with teachers or department chairpersons where there are questions concerning materials ordered. Depending upon funds available, reasonable efforts will be made to fill requests.

## ARTICLE X

### PROFESSIONAL IMPROVEMENT

- A. The Board and Association will cooperate in the endeavor to provide for local courses, workshops, conferences, and programs designed to improve the quality of instruction.
- B. All teachers are expected to keep abreast of current educational trends by reading professional books and magazines, participating in in-service programs and travel in order to maintain their teaching certificate.

## ARTICLE XI

### TEACHER PROTECTION

- A. Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The Board recognizes its responsibility to give administrative assistance and support to its teachers with respect to the maintenance of control and discipline in each school-centered activity, whether in the classroom, on school property or at other school activities. Such support shall be contingent upon the teacher acting in accordance with Board policies and administrative rules and regulations as they relate to student control and discipline. Rules and regulations setting forth the procedures regarding the disciplining, suspending or expelling of students shall be publicized at the commencement of each school year. A Teacher Building Committee will assist the Principal in the formulation and review of rules for student control and discipline in each building. The Teacher Building Committee will include the SHEA Building Representative(s) and any other interested teachers. The work of this joint committee will be completed by April 15 of each school year.

This provision in no way shall alter or diminish the responsibility or power of the Board to have final authority on the establishment, amendment, additions, or deletions of rules regarding student conduct and discipline, which authority and power are specifically reserved by the Board.

- B. Any case of assault upon a teacher which had its inception in a school-centered problem shall be reported immediately in writing to the Superintendent or his designated representative. In the event of such assault, the teacher involved may request assistance of the Board in such a matter. These requests shall be made in writing to the Superintendent. If the Board considers assistance to be justified, it may provide legal counsel or other assistance to the teacher making the request. The teacher making such request shall be supported by the Board in all justifiable cases.
- C. All communications, commendations, and complaints shall be called to the teacher's attention prior to being placed in his/her personnel/evaluation file.
- D. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under Workers' Compensation, shall not be charged against the teacher unless he is adjudged guilty of charges relating to that incident by a court of competent jurisdiction.



## **ARTICLE XII**

### **PROFESSIONAL RESPONSIBILITIES**

It shall be the professional responsibility and duty of each teacher:

1. To provide for the proper instruction of the student.
2. To endeavor to maintain in the classroom such order and discipline as shall be conducive to good instruction.
3. To be responsible for the conduct of any student during the time he/she is in school, where and when feasible.
4. To assist in the enforcement of such rules and regulations as shall from time-to-time be issued governing the conduct of students, the use of school premises, and related matters.
5. To report promptly any defective condition in the buildings or premises which might cause personal injury or which may be required to provide proper maintenance.

## **ARTICLE XIII**

### **VACANCIES, ASSIGNMENTS, TRANSFERS, AND PROMOTIONS**

- A. The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in the secondary school grades, and transfers between schools will be necessary. The right of determination to assign or transfer a teacher is vested in the Superintendent. As a common courtesy, the Superintendent or his designee may discuss the assignment or transfer with said teacher
  - 1. Prior to a transfer the Superintendent may ask for volunteers who may wish to transfer. Any teacher may request a meeting to discuss their assignment, which will be granted.
  - 2. If it is necessary to make changes to such tentative assignment, the affected teacher may request a meeting to discuss the assignment.
- B. Except as a temporary and interim measure, non-certified personnel shall not be responsible for student evaluation, promotion and instructional planning or be assigned to positions which must be filled, according to state statutes, by a teacher.
- C. Teachers having paraprofessionals assigned to them shall not assign the responsibility of planning lessons, evaluating students, or teaching classes to said paraprofessionals. It is further understood that paraprofessionals are available to assist teachers and have no authority to assume basic teacher or administrative responsibilities.

## ARTICLE XIV

### REDUCTION OF PERSONNEL

- A. The term seniority shall be the length of continuous service with the South Haven Board of Education or in a bargaining unit position. Administrators who previously acquired seniority in the bargaining unit shall retain but not accrue seniority rights in the unit. Seniority, effective August 30, 1982, shall not accrue while on unpaid leaves of absence, other than Workers' Compensation leave, unless otherwise provided in this Agreement.

When subtracting days which do not count towards seniority, the base year shall be the number of teacher work days as specified in the Master Agreement for each year.

Part-time teachers shall accrue seniority on a prorated basis using the same formula as used in calculating their salary.

Seniority shall start with the teacher's first regularly scheduled work day at South Haven Public Schools in a bargaining unit position. In the event that more than one (1) teacher has the same seniority date, order of seniority will be based on the date the letter of intent to hire is received by the District administrative office or the order of Board approval.

**Each year, the District will provide, to the Association, an updated seniority list on or before April 15<sup>th</sup>. The association will have 30 days to make the District aware of any corrections that need to be made. The final agreed upon seniority list, for that year, will be published on May 15<sup>th</sup> to the Association.**

- B. Teachers accepting recall who have signed a contract to teach during the school year in question in another public school district shall also:
1. Notify the Board in writing that such a contract has been signed.
  2. Furnish a written statement from the Superintendent of Schools with whom the contract was signed indicating that a release from said contract cannot be obtained.
- C. Voluntary leaves may be granted to an individual for up to one year by the Board of Education for the purpose of reducing lay-offs. By mutual consent of both parties, a voluntary leave may be extended a second year.

**ARTICLE XV**  
**JOB SHARING**

- A. Job sharing shall be defined as sharing of a single position by two staff members. This may be arranged by alternating semesters or by dividing a class day(s) into two or more units as mutually agreed upon. Job sharing shall be for a minimum of one half day.
  - 1. Job sharing teacher(s) shall receive full (not salary) seniority credit for each year or years he/she is participating. In addition, the job sharing teachers will continue to receive full fringe benefits (including retirement) to the extent that such benefits do not exceed the amount of salary and benefits normally paid to the most senior participating teacher(s). When this amount is exceeded, the amount available shall be prorated between the job sharing teachers.
- B. Based on the needs of the District and the ability to retain a certified and qualified teacher(s) for a position, the Board may refuse to grant a job sharing in its sole discretion and shall not be subject to the grievance procedure.
- C. Teachers hired for, or requesting part-time assignments shall have salary and benefits prorated to the time worked. The administration shall determine when a job sharing situation exists.

## **ARTICLE XVI**

### **OTHER**

No teacher shall obtain "Tenure in Position," in any position, covered by this Agreement, including (but not limited to) classroom teachers, counselors, librarians, coordinators, special education teachers or teachers of special subjects such as art, music, physical education and those persons working Schedule B positions.

## **ARTICLE XVII**

### **PERFORMANCE CONTRACTING**

The Board shall enter into an agreement for Performance Contracting only after conducting a thorough study of the needs and feasibility for such a program. Provision shall be made by the Board for active participation by the professional staff in conducting the study, in appraising the study following its completion, and in providing an advisory service to the Board in establishing priorities of instructional need.

## ARTICLE XVIII

### ILLNESS, DISABILITY & FMLA

#### A. Paid Sick Days

All teachers under contract to the District shall be allowed paid sick leave at the rate of twelve (12) days per year. Paid sick leave may be accumulated to a total of one hundred and forty (140) days. Paid sick leave will be recorded as half or full day only. Paid sick leave shall only be used by a teacher who must be absent from duty owing to personal illness and/or disability, unless otherwise provided for in this Agreement.

#### B. Family and Medical Leave

The District will provide covered employees unpaid job protected leave for certain family and medical reasons. Unpaid leave for up to twelve (12) weeks may be granted for any of the following reasons: (1) to care for the employee's child after birth or placement for adoption or foster care; or (2) to care for the employee's spouse, child or parent who has a serious health condition, (3) serious health condition, or (4) qualifying military leave.

1. When the need for the leave is foreseeable, teachers are expected to provide 30 days advance notice. When not foreseeable, teachers are required to provide notice of the need for the leave as soon as practicable. The District will require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at District's expense) and a fitness for duty report to return to work. The medical certification must include the first anticipated date of absence from service to the District and the expected date of return. The duration and timing of such leave shall be subject to the limitations for the Family and Medical Leave Act pertaining to leaves near the end of an academic term.
2. When medically necessary, leaves may be taken on an intermittent or reduced work schedule basis. Such leaves are subject to the limitations contained in the Family and Medical Leave Act on intermittent leave or leave on a reduced leave schedule.
3. When leave is required for a serious health condition, employees will normally give fifteen (15) calendar days to obtain the necessary medical certifications to support a leave under this Article. Employees will be required, unless the District waives the requirement, to recertify the need for the leave at least every thirty (30) days and are required to report in on a periodic basis no less often than every two weeks with respect to their progress, the progress of their parent, spouse, or child, and their anticipated date for return to work.
4. For the duration of the leave, not to exceed twelve (12) weeks, the District will maintain the employee's health coverage under the appropriate group health plan. Any employee contributions to the health plan must be maintained on a monthly basis by the employee during the leave to continue to receive coverage.
5. Subject to Board approval, a leave of absence may be terminated early upon the request of the teacher and the availability of a teaching position.
6. The teacher will not lose any employment benefits that accrued prior to the start of his/her leave. In the event the teacher has completed over one half of the contract year during which his/her leave of absence commences, he/she shall be credited with a minimum of an additional one-half years experience on the salary schedule. Additional adjustments shall be at the discretion of the Board.
7. Teachers who fail to return from a leave will be obligated to reimburse the District for the cost of District paid health coverage, except when the teacher fails to return due to continuation, recurrence or onset of a serious health condition which would entitle the employee to leave

under the Family and Medical Leave Act of 1993 or other circumstances beyond the teacher's control as provided by law.

8. Available leave will run concurrent with FMLA.
9. The granting of a leave, as provided for herein, in no way interrupts seniority rights for the purposes of layoff and recall. It is understood that nothing in this leave provision supersedes provisions for layoff.

#### C. Unpaid Disability Leave

Any teacher whose personal illness or disability extends beyond the period compensated for under the provisions of paragraph A or B shall be granted a leave of absence without pay for a period not to exceed one (1) calendar year.

#### D. General Provisions for Sick and Disability Leave

1. A teacher shall make every effort not to disrupt student learning in his or her classroom by not scheduling cosmetic surgery (excluding reconstructive surgery), sex change operations, or any elective medical treatment or surgical procedure that can be scheduled during non-working days.
2. In the event of an absence of a teacher for illness/disability in excess of three (3) consecutive working days, the Board, in its discretion, may require the teacher to produce verification of such illness/disability by his/her physician.

The Board, in the event it becomes concerned about the health and/or safety of a teacher, at its own expense, may require examination(s) by an independent physician.

3. A teacher who has advance knowledge of a forthcoming incapacitating illness/disability that will necessitate temporary or permanent cessation in the performance of their duties, shall provide the District with a minimum of thirty (30) days advance notice, if practicable, in order to receive benefits outlined in this article.
4. If it is deemed necessary by the building administrator, a teacher may be required to submit additional statements from his/her physical regarding his/her physical condition and ability to perform his/her responsibilities to the District.
5. Teachers shall provide written lesson plans and/or outlines for all paid illness/disability days (up to a maximum of thirty (30) calendar days) except in an emergency situation.
6. To receive paid sick leave, a teacher shall not be absent unless physically ill/disabled and shall return to service as soon as physically able to perform his/her responsibilities to the District.

#### E. Sick Bank for Catastrophic Illness or Injury

1. A sick bank of sixty (60) days is established by the Board of Education for the use of teachers who suffer a catastrophic illness or injury, who have exhausted their paid sick days, are not yet eligible to receive long term disability benefits, are not otherwise compensated by other insurance or workers' disability benefits for time off from work, and are granted sick bank days by the sick bank panel.
2. Sick bank days may only be used for catastrophic illness or injury. "Catastrophic illness or injury" shall be interpreted to mean a condition of extreme seriousness suffered by a teacher (or someone in the immediate family as defined in Article XIX, Section E, 1, teacher, teacher's parent, spouse or child) substantially in excess of the level that would satisfy the



eligibility criteria for use of sick leave days under Article XVIII.

3. The number of sick bank days a teacher may use shall be limited to whichever is least of either sixty (60) work days per illness or disability, as defined by the Long Term Disability Policy, the number of days necessary to qualify the teacher for LTD.
4. The number of sick bank days at the beginning of each school year shall be sixty (60). Days will only be added to the sick bank at the beginning of each school year. Staff members may donate to the sick bank at the beginning of the school year. Staff members may donate up to five (5) days. Donated sick days are non-refundable.
5. At the beginning of each year, the Board will reestablish the sick bank to a beginning total of 60 Board contributed days. Any sick bank days that were contributed by a member of the Association the previous year and not used will roll over into the next year. Each year the Board contributed 60 days will be granted first before using any Association member contributed days and/or roll over days.
6. A teacher is not eligible to utilize sick bank days until said teacher has fulfilled a qualification period of two (2) missed work days. A teacher who is determined to be eligible to use sick bank days shall be credited with such days retroactive to the first day of the qualification period.
7. All leaves of absences granted through the sick bank language will run concurrent with the Family Medical Leave Act.
8. A teacher may apply to use sick bank days on a form approved by the Board and the Association. If the teacher is incapacitated, the SHEA president may apply on behalf of the teacher. The completed application must be submitted to the sick bank panel described in paragraph 7, below, for consideration. In order to be determined eligible to use sick bank days, a teacher must establish all of the following:
  - a. The teacher or immediate family member has suffered a catastrophic illness or injury.
  - b. The teacher has exhausted all of his or her accumulated sick days.
  - c. The teacher is not yet eligible to receive long term disability benefits.
  - d. The teacher is not eligible to receive other insurance benefits or workers' disability benefits as a result of the personal catastrophic illness or injury.
9. A sick bank panel composed of two Association representatives (appointed by the Association), two administration representatives (appointed by the superintendent) shall be established to consider teacher applications to use sick bank days. This panel shall review the application to determine if the teacher meets the eligibility criteria, and if so, the number of days to be granted. Factors to be considered by the panel in making its determination shall include the degree of seriousness of the illness/disability, the anticipated duration of absence from duty, whether the teacher could reasonably have scheduled surgery/treatments for the illness/disability to occur outside of the duty year, and such other factors as the panel shall deem appropriate in any particular case. The panel shall issue a written statement of their decision and rationale in each case. All decisions of the above panel as to whether to grant applications for use of sick leave bank days shall be final and binding and shall not be subject to the grievance procedure.
10. The Board shall furnish the Association with an annual report on the status of the sick bank as of June 30.

## ARTICLE XIX

### PAID LEAVES OF ABSENCE

#### A. Personal Leave Days

Personal Leave Days - Each teacher may use two (2) personal leave days each year for personal obligation of the teacher that cannot be attended to at a time that school is not in session and are not in conflict with the provisions of this Agreement. Personal leave days shall be recorded as half or full day only. Teachers shall fill out the personal leave form before commencing such leave verifying that he/she will use the leave according to the provisions below.

#### B. The use of personal leave is restricted as follows:

1. All leaves must be requested at least five (5) days in advance except in an emergency.
2. No paid leave shall be used for normal household maintenance, other employment or employment interviews.
3. Personal leave days shall not be granted for the first or last day of the school year, for beginning or extending a vacation period, nor before or after a holiday, nor during parent/teacher conferences. Exceptions may be granted by the Superintendent in cases of emergency.
4. Teachers granted a leave, Section "A" above, during parent/teacher conferences shall be expected to "make up" conferences by devising a plan to confer with appropriate parents that is satisfactory to the building principal.
5. For each day during the last two weeks of the school year, personal days will be granted only to the first two teachers in each building whose requests for such days are approved consistent with paragraphs A. and B. of this Article. Upon request from a teacher, the superintendent may waive this restriction in the Superintendent's sole discretion. The Superintendent's denial or granting of an individual request to waive this restriction shall not be the basis for a grievance, and no decision by the Superintendent in response to any such request shall establish any precedent or past practice in this regard.

#### C. If this application is denied, and/or if additional and other days are needed, they may be allowed with loss of pay at the Superintendent's discretion.

#### D. A teacher shall be granted leave without loss of pay for the following reasons:

1. For each death in the immediate family of the teacher, including children, daughter-in-law, son-in-law, and parents as well as spouse. Parent implies foster parent or legal guardian who serves as parent. A maximum of five (5) days leave shall be granted.
2. For each death in the immediate family of the spouse, provided the teacher and spouse are living together at the time of said death. Children and parents of the spouse shall be included. A maximum of three (3) days leave shall be granted.
3. Absence when the teacher is required by law to serve on jury duty; however, the Board of Education shall pay the amount of salary that is equal to the teacher's salary for the time, if the teacher reimburses the District for the amount they receive for jury service (excluding mileage).
4. Absence not to exceed two (2) days when required to take the Selective Service examination. Absence when taking a physical or other examination due to enlistment in military service is excluded under this leave.

5. Up to two (2) days annually, time to attend the funeral of grandparents, grandchildren, brother, sister, aunt, uncle, brother-in-law, sister-in-law of teacher or spouse.
  6. When required by law to appear at court as a witness for non-school connected cases when the teacher is not a defendant or complainant. All cases when the teacher is charged to be in violation of the law are excluded from this provision.
  7. Absence required by law for court appearance as a witness in any case connected with the teacher's employment for the school system; except wherein the teacher is a plaintiff versus the school system.
  8. Not to exceed absence of two (2) days per school year for attending an educational conference or convention in the teaching field of the teacher when approved by the teacher's Principal and Superintendent. Expenses (registration fees, mileage and lodging) for conference shall be paid by the Board of Education upon prior approval of the Superintendent.
  9. With the approval of the Principal, time off without loss of pay may be granted a teacher to attend a local funeral of a close friend or relative not included in other provisions of this Agreement; provided, however, that other teachers on the staff would agree to substitute without compensation for the excused teacher.
- E. A teacher shall be granted leave without loss of pay for the following reasons:
1. *Illness of the teacher's parent, spouse, or children. Days used pursuant to this subsection shall be deducted from accrued sick leave.*
  2. A maximum of one (1) day for attendance to receive the award of a degree from a college or university.
  3. A maximum of one (1) day for attendance at a graduation ceremony for a son, daughter, husband, or wife. Days used pursuant to this subsection shall be deducted from accrued sick leave.
- F. Teachers shall provide written lesson plans and/or outlines for all paid leave days as noted in B-1 and B-2 except in an emergency situation.
- G. The Association shall be granted ten (10) days for the Association representatives to carry on the work of the Association. The SHEA President shall notify the representative's Principal at least one (1) week in advance of such absences. Teachers will substitute without compensation during free periods for teachers who are absent on Association business days as stated above.

## ARTICLE XX

### UNPAID LEAVES OF ABSENCE & SABBATICAL LEAVE

- A. Teachers may apply for unpaid leaves of absence for the purposes of birth, placement for adoption or foster care of a child, to care for the teacher's spouse, child or parent who has a serious health condition, for the employee's own serious health condition, funerals, military service, M.E.A./N.E.A. presidency or sabbaticals as described below.

By March 15 of each year, the Board shall request a written statement from the teacher as to his/her desire to return to employment. This statement must be filed by the teacher no later than April 15 of the same year.

- B. A leave of absence shall be granted to the teacher without pay during the period of the time that he/she is in military service through the provisions of the Selective Service law; provided that the teacher shall be performing his/her duties as an employee of the School District when called to service. The leave of absence shall not apply if the teacher is inducted or enlists before he/she begins his/her employment in the South Haven School System. A teacher who enlists because of imminent induction shall be granted leave under this provision. Salary increments and sick leave allowance will accrue to the teacher while in military service under this provision, and shall become effective upon reassignment.
- C. Leaves of absence without pay shall be granted to teachers who assume the presidency of the M.E.A. or N.E.A.
- D. In return procedures for personnel on leaves of absence or layoff, it shall be the responsibility of the teacher to keep the Board informed as to:
1. Intention to return to full or part-time employment
  2. Current address and phone number

E. Sabbatical Leave

1. Authorization

Sabbatical leaves for study and research may be charged to members of the teaching staff of the South Haven District by the Board. Such sabbatical leaves shall be in recognition of significant service through teaching and for the purpose of encouraging scholarly achievement which contributes to the professional effectiveness of the members of the staff and the value of their subsequent service to the South Haven School System.

2. Eligibility and Qualifications

Any teacher employed by the District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:

- a. Applicant must hold a Master's Degree.
- b. Applicant must have seven (7) consecutive years' experience of satisfactory service as a full-time employee in the South Haven School District.
- c. Sabbatical leave may be granted to not more than three (3) staff members in any one (1) year with the provision that not more than one (1) such leave will be granted from each teaching level.
- d. Sabbatical leave may be granted for one (1) full semester or one (1) full school year.

- e. Such leave of absence may be denied if no qualified replacement can be found to fill the vacancy that would be created by the absence of the applicant.
- f. Subsequent sabbatical leaves may be granted to teachers after an additional seven (7) consecutive years' service following such previous leave.
- g. Sabbatical leave, once granted, may not be terminated before the date of expiration except as otherwise agreed upon by the Superintendent, the Board of Education, and the applicant for sabbatical leave. Except, however, in cases of illness where the person is unable to continue with his program, the agreement is canceled and payments to the individual on leave shall cease.
- h. The decision of the Superintendent in granting or denying sabbatical leave shall be final.
- i. The applicant signs an agreement to return to service with the South Haven District immediately on termination of his/her sabbatical leave and to continue service for a period of two (2) years with the District, or to refund, within two (2) years, any compensation received from the Board while on leave, except when the Board shall waive such obligation.

### 3. Application

The following information shall be presented in the application:

- a. For formal study - A program of study at an accredited college or university shall be outlined.
- b. For research - A program of research under guidance of a competent research personnel shall be outlined.

### 4. Application Requirements

Written application for sabbatical leave must be filed with the Superintendent not later than October 1 for a second semester leave; by April 14 for a first semester leave or a full year leave.

### 5. Requirements and Status While on Sabbatical Leave

#### Financial Policies

- a. Compensation for a staff member on sabbatical leave shall be 50% of the salary he/she would receive was he/she on active staff status.
- b. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board for payment of salary to other members of the teaching staff.
- c. On returning from sabbatical leave, the employee shall be entitled to the automatic salary schedule increment as though he/she had been in continuous service in the school system.
- d. The accumulative sick leave shall remain the same as it was at the time of the beginning of the sabbatical leave.

### 6. Reports Required

The Superintendent shall require and the employee shall promptly furnish reports containing sufficient information to enable the Superintendent to determine that the leave is utilized in the approved manner. In the event the Superintendent shall find that the employee is not fulfilling the agreement, the entire sum paid to the employee shall become immediately due and all future payments shall cease.

Semester Leaves--One (1) report at the middle of the semester and one (1) report at the end of the semester

Year Leaves--One (1) report at the middle of each semester and one (1) report at the end of each semester

7. Recognition of Longevity

All other factors being equal, the person with the greatest longevity shall be granted the leave.

## **ARTICLE XXI**

### **DISCIPLINE**

- A. A teacher will be notified, and may respond in writing within ten (10) school days of notification, of any material placed in the personnel file. Such responses are to be attached to the original document and are to become a part of the personnel file. The teacher not electing to attach a statement bearing his/her signature shall sign the document indicating he/she has been notified of its inclusion in his/her file.
- B. Each teacher shall have the right upon request, to review the contents of his/her personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

**ARTICLE XXII**  
**GRIEVANCE PROCEDURE**

A. Definitions

1. A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract.
2. The aggrieved person is the person or persons making the claim.
3. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.
4. The term "days" shall mean school days. However, for grievances that arise or are in process during summer recess, the term "days" shall mean calendar work days.

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

1. Any matter for which there is recourse under state or federal statutes.
2. Any matter in which the Tenure Act prescribes a procedure or authorizes a remedy (*i.e.*, discharge and/or demotion, etc.)
3. Any matter filed by the Association in its own name, except in those cases where express contractual rights have been afforded the Association through the terms of this Agreement.
4. Any data contained in a teacher's evaluation shall not be subject to the benefits of this article.

C. Structure

The Association shall designate representatives to handle grievances when requested by the grievant. The Board hereby designates the Principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described. Class grievances involving more than one building may be filed by the Association and shall be initiated at Level Two, and shall be filed with the Superintendent or his designee within twenty (20) days of its occurrence. All other grievances shall be initiated at Level One.

D. Procedure

Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants, and/or the Association's representatives if the grievance is a class action. Individual grievances not signed by an Association representative may not be processed beyond Level One.
2. It shall contain a synopsis of the facts giving rise to the alleged violation;
3. It shall cite the section or subsections of this contract alleged to have been violated;
4. It shall contain the date of the alleged violation;
5. It shall specify the relief requested.
6. A copy of the Grievance Form is in Appendix 3 of this Agreement.



### Level One

A teacher with a grievance shall, within fifteen (15) days of its occurrence, discuss the grievance with the building Principal in an attempt to resolve same. If the teacher so desires, he/she may be accompanied by an Association representative.

The building Principal shall render a decision within five (5) days of the discussion. If no decision has been rendered or the decision is unsatisfactory to the grievant, the grievant shall, within five (5) days of the decision of the Principal or the date such decision should have been rendered by subject Principal, submit the grievance in writing to said Principal. Within five (5) days of receiving the written grievance the Principal shall render a decision in writing. If the decision is unsatisfactory to the grievant or if no decision has been rendered by the Principal, the grievant may proceed within ten (10) days of written submission of the grievance to the Principal, to Level Two.

All grievances processed past Level One must be approved by the Association and will be considered to be Association grievances. Any grievances appealed to Level Two must be represented by the Association.

### Level Two

A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One with the approval of the Association. Within ten (10) days of receipt of the grievance, the Superintendent or his/her designated agent shall arrange a meeting with the grievant and the designated Association representatives to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the Association.

If no decision is rendered within ten (10) days of the discussion, or the decision is unsatisfactory to the Association, the Association may, within ten (10) days of the meeting with the Superintendent or his/her designated agent, appeal same to the Board of Education's Review Committee by filing such written grievance along with the decision of the Superintendent or his/her designated agent with the Secretary of the Board or his designee.

### Level Three

If a satisfactory disposition of the grievance is not reached, the grievance may be submitted, within thirty (30) days after receipt of the Superintendent's decision, for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he/she shall be selected in accordance with the rules of the American Arbitration Association, which shall likewise govern the arbitration proceedings. The fees and expenses of the arbitrator shall be shared equally. Any additional fees or expenses incurred by either party shall be borne by the party. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

- a. Neither party may raise a new defense or ground at Level Three not previously raised or disclosed to the other party.
- b. Powers of the arbitrator are subject to the following limitations:
  - 1) The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
  - 2) More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.

- 3) Where no financial loss can be attributed to the Board due to its failure to pay the appropriate contracted wage, insurance premiums or conference expenses approved by the Superintendent, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
- 4) He/she shall not hear any grievance previously barred from the scope of the Grievance Procedure. Further, should a teacher fail to institute or appeal a grievance within the time limits specified, the arbitrator shall be expressly barred from hearing the grievance.
- 5) If either party disputes the arbitrability of any grievance under the terms of the Agreement, the arbitrator shall have no jurisdiction to hear the grievance on its merits until he/she has settled the question of arbitrability. In the event that a case is appealed to the arbitrator on which he/she has not power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
- 6) Arbitration awards or grievance settlements shall not be made retroactive beyond the beginning of the current contractual school year, in which the grievance is filed.

#### E. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record.
2. 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.
3. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
4. All preparations, filing, presentation or consideration of grievances shall be held at times other than when a teacher or participating Association representative(s) are to be at their assigned duty stations. This provision may be waived at the discretion of the appropriate Board representative.

## ARTICLE XXIII

### PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. The Extra Duty Services Schedule is set forth in Schedule B. Such schedules shall remain in effect during the term of this Agreement. However, to the extent it may apply, paragraph B of this Article will be utilized.
- B. The Board reserves the right to place an incoming experienced teacher at an appropriate professional level/salary less than the teacher's actual years of experience. Or to place an incoming experienced or new teacher at a level/salary higher than that of the teacher's years of experience. This ability is capped at \$5,000 more than the individual earned at a previous position.
- C. Teachers who earn an advanced degree shall provide to the Superintendent evidence of completion of the degree, such as, letter from the Dean of the Department, diploma, or appropriate transcripts. Upon verification, the teacher will be placed on the salary schedule at the appropriate level at the beginning of the semester immediately following completion.
- D. A group health insurance program shall be provided by the Board of Education. (As outlined in Article XXIV.)
- E. The hourly rate of pay for teachers shall be determined by dividing the annual salary, not including extra duty pay, by 1,288 for each school year in this Agreement. This formula shall be used for temporary salary adjustments when a teacher works either more or less than the regular scheduled work day.
- F. One activity pass, good for all home school events and activities excluding reserved seat events, will be given to each teacher and to each teacher's spouse. These passes are non-transferable.
- G. A teacher who resigns will qualify for payment of unused sick leave days if.
  - 1. Only teachers who have taught for six (6) years or more for South Haven Public Schools shall be eligible for this payment.
  - 2. A teacher must be an active employee of South Haven Public Schools or on personal medical leave under the current contract and not on any leave status other than personal medical leave at the beginning of the year of resignation.
  - 3. A teacher must give notice to the Board of his or her resignation by April 1 and finish the school year to be eligible for this payment. Exceptions may be granted by the Superintendent.
  - 4. Payment will be made in the last pay period in June.
  - 5. Teachers who have taught in South Haven Public Schools 6-19 years will receive 33% of the substitute rate for each unused sick day and teachers who have taught in South Haven Public Schools for 20 years and above will receive 50% of the substitute pay.
  - 6. Each year any teacher that uses less than four (4) days of sick leave will receive a stipend of \$150.00
- H. A teacher will be paid \$50 for each personal leave day that the teacher has not used during an entire school year. Payment will be made in last pay period in June.

I. A teacher may choose prior to the first teacher day of the school year one of the following ways to receive his/her salary:

1. Biweekly for twenty-six (26) payments.
2. Biweekly for twenty-one (21) payments.

If no election is made prior to the first teacher day of the school year, the teacher shall receive the same election as the previous school year. If no election is made by a new teacher, the election shall be twenty-one (21) payments.

All teachers will be required to enroll in electronic direct deposit. The Board shall provide to each teacher, for completion, a form that designates the account(s) and financial institutions for direct deposit or electronic transfer of the teacher's salary payments.

J. A teacher may request that deductions be made from his/her check and sent to his/her checking/savings account. The teacher may make two changes in his/her payroll deduction per school year. These changes will take effect immediately upon receipt of written notice from the teacher.

K. Teachers shall be reimbursed on a per mile basis according to the IRS rate allowable which is in effect on the first teacher work day of each school year while traveling between District school buildings while performing regularly assigned tasks. In order to be reimbursed under the provisions of this Article, each teacher shall comply with those regulations established by the District regarding payment under these provisions and further shall be reimbursed according to those mileage charts developed administratively.

L. Teachers may be requested to substitute during their preparation period at the Principal's discretion and will be compensated as specified in Schedule B.

M. Should a teacher choose to take the subject area competency test(s) in order to be a "highly qualified teacher" as required by state or federal law, the Board shall reimburse the teacher for the cost of said test(s) upon the teacher providing evidence of passing such test(s). The teacher shall be reimbursed within sixty (60) days of the submittal of the receipt for the specific test and evidence that the teacher has passed such test.

N. Any teacher involuntarily reassigned to another classroom or building for a school year that is different from his/her previous school year classroom/building assignment shall be paid up to an additional ten (10) hours of compensation, based on the summer school hourly teaching rate (Schedule B) upon the submission of a signed time sheet. It is mutually understood that this additional compensation will be paid should the reassignment occur in subsequent school years. This provision shall not apply to a temporary move from a classroom necessitated by repairs or renovations.

**ARTICLE XXIV**

**INSURANCE**

A. South Haven Public Schools and the South Haven Education Association have agreed to use the Van Buren Intermediate School District Consortium.

1. Beginning July 1, 2017, the Board shall pay the following annual amounts towards the total cost of the MESSA medical insurance health premium described below:
  - \$6,344.80 for Single Subscribers
  - \$13,268.93 for 2 Person Subscribers
  - \$17,304.02 for Full Family Subscribers

Beginning January 1, 2018, the auto inflation adjustment according to PA 152 of 2011, will be used to determine the amount paid by the Board.

2. These annual employer paid amounts, per the provisions of PA 152 of 2011, shall be increased based on the inflationary adjustments that are added per said Public Act.
3. The employee's premium contribution will be payroll deducted in equal bi-weekly amounts from the employee's first and second monthly paycheck
4. All other non-medical insurance health MESSA PAK B benefits described in this Article shall be fully Board paid.

PAK A Benefits:

MESSA CHOICES

Medical 1000/2000 in-network deductible; \$20 office visit; SRX Mail

PAK C Benefits:

MESSA ABC Plan 3

Medical - \$3500/\$7000 in-network deductible; ABC RX

PAK D Benefits:

MESSA Choices

Medical - \$500/1000 in-network deductible; \$20 office visit; SRX Mail

PAK E Benefits:

MESSA ABC Plan 1

Medical - \$1300/\$2600 in-network deductible; ABC Mail (RX)

PAK B Benefits:

MESSA Dental – Class I 80%, 80%, 80% \$1,500 annual max; Class IV \$1,200 max

MESSA Vision – VSP 3

MESSA Life Insurance \$20,000

MESSA AD&D – \$20,000

MESSA LTD Plan – 66 % \$5,000 max;

90 day modified fill

B. Bargaining unit members not electing medical insurance shall receive MESSA PAK B benefits and a cash-in-lieu payment equal to the single subscriber hard cap rate as established by PA 152 of 2011. The amount may be applied toward non-taxable MESSA options, MEA-FS Tax Deferred Annuities or accepted in cash payment.

C. All MESSA PAK medical insurance plans shall be subject to the following:

1. When a teacher qualifies and receives a MESSA LTD benefit, the Association shall reimburse the Board \$100 for each occurrence. An occurrence shall be defined as the period of time the teacher collects MESSA LTD benefits. The Board shall provide a written notification of said occurrence to the Association. The Association shall pay the \$100 fee to the Board within sixty (60) days of receipt of the written notification.

2. Effective October 1, 1991, teachers using cash-in-lieu money to purchase insurance or MEA/FS options may elect only those options classified by the IRS as non-taxable.
3. Dental Plan is internally and externally coordinated.
4. In addition to the above stated insurance protection, teachers may purchase options through MESSA; however, they shall be at no expense to the employer and shall be paid for in full by the employee. Teachers will be entitled to receive another MESSA or MEA/FS non-taxable options pursuant to this section.
5. Teachers must complete an application and properly apply for various insurance coverages. Applications for insurance benefits will be made available at the Administration Center at 554 Green Street. The Board will make known annually, in writing, where and when applications will be available.
6. Insurance coverages are subject to the rules and regulations of the individual carriers. The Board of Education in no way endorses any carrier, guarantees coverage of any condition, situation, loss, or expense arising out of any policy or plan. It is agreed the Board is free of any liability beyond payment of the agreed premium.
7. Disputes between the insurance companies and employees or beneficiaries of employees shall not be subject to Grievance Procedure.
8. Board of Education does not have to pay for the premiums for the month of September for the teachers who go on a voluntary leave or resign after completing the school year. This does not apply to a teacher who retires.

#### D. Part-Time Teachers

1. Teachers who work fifty percent (50%) or more will receive a pro-rated insurance benefit based on the time worked and the benefit selected in any of the plans. (an example of such calculations is on file with the Association and the Central Administration.)
2. The teacher's portion of health insurance shall be payroll deducted.
3. Teachers who work fifty percent (50%) or more and do not select health insurance coverage will receive a pro-rated amount towards cash-in-lieu.
4. Teachers working less than fifty percent (50%) will not receive any fringe benefits.

## ARTICLE XXV

### CONTINUITY OF OPERATIONS

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year. Therefore, during the term of this Agreement neither the Association nor any persons acting in its behalf will cause, authorize, or 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 position, or stoppage of work or abstinence, in whole or in part from the full, faithful, and proper performance of the teacher's duties of employment) for any purpose whatsoever.
- B. "Snow Day" policy will revert to past practice should the state legislature or Michigan Department of Education not require the make-up of snow days or other lost days of instruction.
- C. Teachers will not be required to report on days schools are closed due to snow days or other acts of God. However, if the school district is required to make up snow days and other lost days, and/or lost instructional hours in order to receive 100% funding from the State of Michigan, teachers will teach the required number of days and/or hours in order for the school district to receive 100% funding from the State of Michigan and complete the contractual agreements as stated in E of this article. Teachers shall not be required to report or teach for the purpose of making up any snow days or other lost days and/or instructional hours unless necessary for the school district to receive 100% funding from the State of Michigan. In determining the number of days and/or instructional hours, if any, that must be made up in order for the school district to receive 100% funding from the State of Michigan, the school district shall apply all hours of professional development as credit for instructional hours as permitted by the laws and regulations of the State of Michigan.
- D. Teachers will continue to be paid on the regular pay schedule when school is not in session for snow days or other lost days. They will not be paid beyond their regular individually contracted salary amounts for snow days or other lost days which are required to be made-up due to Michigan Department of Education requirements, state law, or contractual obligation.
- E. Calendar
  - 1. Teachers are contracted for 184 days for the duration of the Agreement. This subsection shall be superseded by Article V, Section C of this Collective Bargaining Agreement in the event that the Board is required to close any of its school buildings. However, it is mutually agreed that any changes in daily starting and/or ending times and/or in the number of student and teacher school days made pursuant to Article V, Section C shall not cause any teacher to work more hours in a school year than he or she would have worked pursuant to this Collective Bargaining Agreement had the Board not decided to close a school building.
  - 2. The Calendar, as outlined in Appendix 1 will be followed unless state regulations or emergency conditions call for changes.
  - 3. The Board reserves its legal right to set the opening date for the beginning of school for students.
  - 4. Teachers shall refrain from making appointments of a personal nature such as doctor, dental, legal appointments, except in cases of emergencies, during parent/teacher conferences.

ARTICLE XVII

DURATION OF AGREEMENT

This Agreement constitutes the sole and entire existing Agreement between parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the Board and the Association. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the Board and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.


This Agreement shall be effective August 14, 2017 through June 30, 2020.

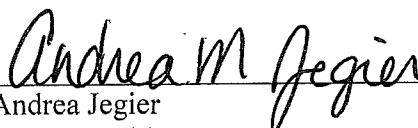
If neither party shall give notice to terminate this Agreement as provided above, the Agreement shall continue in effect for successive periods of one year, unless and until written notice of termination is given between April 1 and June 30, of any subsequent contract anniversary date.

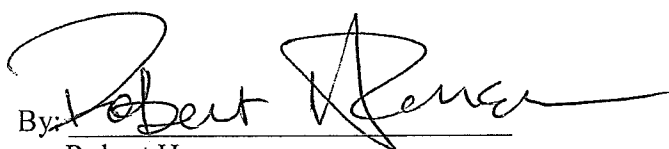
The parties have executed this Agreement by their duly authorized representatives.

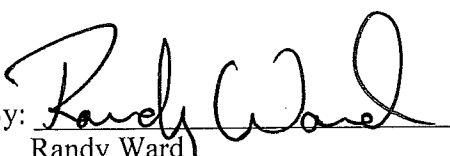
SOUTH HAVEN PUBLIC SCHOOLS

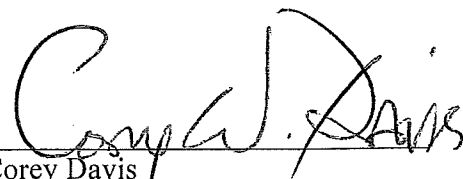
VBCEA/SHEA (MEA-NEA)

By:   
Bryan Lewis  
Board President

By:   
Andrea Jegier  
SHEA President

By:   
Robert Herrera  
Superintendent

By:   
Randy Ward  
MEA Chief Negotiator/VBCEA Rep.

By:   
Corey Davis  
Board Secretary



**ARTICLE XVII**  
**COMPENSATION AND FRINGE BENEFITS**

Appendix X is the previous salary schedule and exists in this contract at historical reference and a transition element. Appendix X will continue to be used for the payment of Schedule B positions. It shall remain in the contract until it is determined that is of no further value. This will maintain a reference point, should any future discussions require a return to or use of the previous compensation system. The escape from this model must be mutually agreed upon by both SHPS and the SHEA. If activated, teachers would return to a step corresponding to their current salary. If between steps, the teacher would move up or down depending on who activated the escape.

**Appendix X**

<b>STEP</b>	<b>BA</b>	<b>MA</b>		<b>STEP</b>	<b>BA</b>	<b>MA</b>
1	\$33,855	36,901		16	\$55,126	63,372
2	\$35,548	39,016		17	\$55,398	63,684
3	\$37,240	41,132		18	\$55,670	63,996
4	\$38,931	43,253		19	\$55,942	64,308
5	\$40,625	45,369		20	\$56,214	64,620
6	\$42,318	47,483		21	\$56,486	64,932
7	\$44,011	49,597		22	\$56,758	65,244
8	\$45,701	51,710		23	\$57,030	65,556
9	\$47,395	53,826		24	\$57,302	65,868
10	\$49,088	55,943		25	\$57,574	66,180
11	\$50,780	58,060		26	\$57,846	66,492
12	\$52,471	60,175		27	\$58,118	66,804
13	\$54,310	62,436		28	\$58,390	67,116
14	\$54,582	62,748		29	\$58,662	67,428
15	\$54,854	63,060		30	\$58,934	67,740

## **SCHEDULE A**

### **New structure to start with 2017-18 School Year**

After the 2016-17 school year, teachers will be placed on the salary schedule at one of the following levels. Placement will be calculated based first on the salary a member had earned on the old salary scale described in Appendix X, and second on experience. No current member's salary will be less than the starting calculated in Appendix X. Any member who completes graduate credits through August 31, 2017, will be moved up on the Appendix X scale first, and then will be moved over to the new salary index described below.

#### **LEVEL I      \$38,000 Base Salary (Fixed during the life of the agreement)**

1. Yearly increase (individual) based on the chart below.
2. Teacher must receive an effective or higher evaluation rating for the year to earn the individual increase.
3. Teacher must receive an effective or higher evaluation rating in 4 out of 6 years to obtain the level increase.

#### **LEVEL II      \$47,500 Base Salary (1.25 times base)**

1. Yearly increase (individual) based on the chart below.
2. Minimum Requirements: Six years teaching experience (two with SHPS)
3. Professional Teaching Certificate
4. Teacher must receive an effective or higher effective rating for the year to earn the individual increase.
5. Teacher must receive an effective or higher evaluation rating in 4 out of 6 years to obtain the level increase.

#### **LEVEL III      \$57,000 Base Salary (1.5 times base)**

1. Yearly increase (individual) based on the chart below.
2. Minimum Requirements: Twelve years teaching experience (four with SHPS)
3. Master Degree or Higher.
4. Teacher must receive an effective or higher evaluation rating for the year to earn an individual increase.

#### **MAX SALARY    \$70,300 (1.85 times base)**

1. Once a Level III teacher reaches the max salary:
2. The teacher will receive payments based on their current salary and the individual increase in the chart below. These payments will be spread out through bi-weekly payments.
3. At the beginning of the next school year, the teacher's salary resets itself to Max Salary.

**Percentage Increase Chart:**

Following years under the NEW agreement

LEVEL I: 2% increase to salary

LEVEL II: 1.5% increase to salary

LEVEL III: 1.0% increase to salary\*

(\*Grandfathered members will receive 0.9% for years 21 – end of career. Members grandfathered are members starting the new system at LEVEL III)

The Board reserves the right to place an incoming experienced teacher at an appropriate professional level/salary less than the teacher's actual years of experience. Or to place an incoming experienced or new teacher at a professional level/salary higher than the teacher's years of experience. This ability is capped at \$5,000 more than the individual earned at a previous position.

A level change on a schedule will only be effective at the beginning of the semester following the date of completion of the professional certificate or MA requirements, (as shown on the official college transcript), provided that the teacher submits supporting evidence of completed requirements at least 15 days prior to the beginning of the semester.

If a teacher's starting salary, or the salary that results from an individual increase, causes the teacher to cross a salary level line, the teacher will be placed at the higher level regardless of qualifications. At this new higher level, the teacher will receive the appropriate level increases for that new level.

If the percentage increase for a teacher takes them above the max salary, they will be paid that portion above the max as an off schedule payment as described above, and then continue as described under the max salary provision.

## **SCHEDULE B**

### **Extra Duty Services**

- A. Any compensation for extra duty services that is expressed in a percentage is based on the BA Schedule, Appendix X.
- B. Percentage figure will apply through the 13<sup>th</sup> step of the B.A. Schedule dependent upon the number of years of experience in the activity.
- C. Full credit for prior years of service will be given to a teacher moving up to a new level in that activity. When a new position is added the person filling the position may receive credit for prior year(s) of experience in that activity.
- D. Prior to the establishment of any additional Schedule B positions, the Board agrees to negotiate the salary with the Association before filling the position.
- E. A vacant Schedule B opening shall be posted by e-mail during the school year and during summer by e-mail and paychecks. A qualified SHEA applicant will receive an interview for the vacant position. The Board will give consideration to the professional background, attainments, years of service with the district, and other relevant factors. SHEA members will be notified within ten (10) days regarding the filling of any vacancy. The decision of the Board as to the filling of such vacancies shall be final. The administration shall determine Schedule B qualifications.
- F. Persons working extra duty positions shall be paid according to the following parameters:
  - 1. Individuals will be paid based on the length of time the activity is in session.
  - 2. Every effort should be made to have individuals sign a Schedule B contract prior to the beginning of the activity. The administrator in charge is responsible for providing the Schedule B contract. The individual needs to turn in the Schedule B contract prior to the end of the activity to receive compensation. Individuals will not receive their first pay until the activity has commenced. Commencement shall be defined based on practice as beginning with rehearsal, practices, or other activities where involvement can be identified.
  - 3. At the conclusion of the activity, no individual will receive additional payments until after a final inventory has been completed (if requested) and items relating to the activity are collected and properly stored. The administrator in charge of the activity should sign off this final inventory (if requested) and the collecting and storing of items. A list of outstanding obligations should be given to the administrator in charge of the activity.
  - 4. Persons paid under Schedule B may choose one of the following schedules:
    - a. Pay commencing at the beginning of the activity and paid through the remaining pay periods.
    - b. Pay commencing at the beginning of the activity and continuing in equal installments until the end of the activity.

**Schedule B (Cont'd)**

- c. Pay made in two equal installments, one payment halfway through the activity and one upon completion of the activity.
- d. Pay made in one payment upon completion of the activity.

**G. Activities**

**1. Athletics**

**a. Boys' Athletics**

Head Football	13.5%
Ass't. Football	8.5%
J.V. Football	8.0%
9th Football	7.5%
Ass't. J.V. Football	6.5%
Ass't. 9 <sup>th</sup> Football	6.5%
Head Soccer	8.5%
J.V. Soccer	7.5%
Head Golf	7.5%
J.V. Golf	5.0%
Head Cross Country	6.5%
Head Basketball	13.5%
Ass't. Basketball	6.5%
J.V. Basketball	8.0%
9th Basketball	7.5%
Head Wrestling	10.0%
Ass't. Wrestling	6.5%
Head Swimming	10.0%
Ass't. Swimming	6.5%
Head Baseball	10.0%
J. V. Baseball	7.5%
9 <sup>th</sup> Baseball	6.5%
Head Tennis	7.5%
Ass't. Tennis	5.5%
Head Track	10.0%
Ass't. Track	6.5%

## Schedule B (Cont'd)

### G. Activities

#### 1. Athletics

##### b. Girls' Athletics

Cheerleading (Football)	3.0%
Ass't. Cheerleading (Football)	2.0%
Swimming	10.0%
Ass't. Swimming	6.5%
Tennis	7.5%
Ass't. Tennis	5.5%
Basketball	13.5%
J.V. Basketball	8.0%
Freshman Basketball	7.5%
Cheerleading (Basketball)	3.0%
Ass't. Cheerleading (Basketball)	2.0%
Head Competitive Cheerleading	5.0%
Ass't. Competitive Cheerleading	3.0%
Track	10.0%
Ass't. Track	6.5%
Volleyball	10.5%
J.V. Volleyball	8.0%
Freshman Volleyball	6.5%
Softball	10.0%
J.V. Softball	7.5%
Ass't. Softball	6.5%
Soccer	8.5%
J.V. Soccer	7.5%
Golf	7.5%
J.V. Golf	5.0%

## Schedule B (Cont'd)

### 2. Middle School Athletic Program

#### a. Boys' Athletics

Cross Country 4.0%

Football 5.0%

Ass't Football (as needed) 4.0%

Basketball 5.0%

Ass't Basketball (as needed) 4.0%

Wrestling 5.0%

Ass't Wrestling (as needed) 4.0%

Track 5.0%

Ass't Track (as needed) 4.0%

#### Girls Athletics

Basketball 5.0%

Ass't Basketball (as needed) 4.0%

Volleyball 5.0%

Ass't Volleyball (as needed) 4.0%

Track 5.0%

Ass't Track (as needed) 4.0%

7<sup>th</sup> Grade Cheerleading 4.0%

8<sup>th</sup> Grade Cheerleading 4.0%

### 3. Academic Challenge Teams

Persons in these positions will be considered academic coaches for the purpose of involving students in, and promoting students' opportunities for academic competitions such as debate, writing, social studies, science, and math competitions. Persons will keep a log of hours spent on these activities to be signed by the building principal at the end of the activity and turned into the personnel office.

**Schedule B (Cont'd)**

4. General

Music

Vocal Jr. High	8.5%
Vocal H.S.	13.5%
Instrumental (M.S./Asst H.S. Band)	10.5%
Instrumental (Strings)	8.5%
Instrumental (H.S. Band)	13.5%
Young Authors	2.0%
Academic Challenge Teams	4.0%
Senior Class Advisor	2.0% annually
Junior Class Advisor	3.0% annually
Freshman/Sophomore Class Advisor	1.0% annually
Team Leader PLC (up to 15)	\$1000 annually
High School Student Senate	2.0% annually
Middle School Student Council	1.5% annually
School Clubs	1.0% annually
Science Olympiad	2.0%
CRITIC Newspaper	2.0%
HS Drama Production Director	5.0%
HS Musical	
-- Drama Director	5.0%
-- Musical Director	5.0%
Assistant Director for HS Drama and/or musical	2.5%
Instrumental Director for HS Musical	1.0 %
HS Variety Show Director	2.5% *

\* This stipend will not be paid in any year that a Schedule B stipend is paid for Director of Musical except with express School Board approval.

HS Art Exhibition/Competition	3.0%
MS & Elementary Art Exhibition	1.0%
Jr. High Musical, Drama	2.0%
Sr. High Yearbook Advisor	8.0%
Jr. High Yearbook Advisor	2.0%
Special Needs Coordinator	½ - 5.0%
Special Needs Coordinator	½ - 5.0%
Academic Advisor (Coach)	
Fall	3.0%
Winter	4.0%
Spring	3.0%
NCA Chairperson	4.0%
Instructional Coach	4.0%
Robotics Coach	8.0%



## Schedule B (Cont'd)

### Driver Training

1st year p/hr	\$19.50
2nd year p/hr	\$21.00
3rd year p/hr	\$22.00

### Summer School Teaching

1st year p/hr	\$19.50
2nd year p/hr	\$21.00
3rd year p/hr	\$22.00

Assigned Curriculum Work	\$19.50 per hour
Auditorium Manager	\$22.00 per hour
Dual Enrollment Stipend	\$500.00 per semester course

### Assigned Homebound Instruction:

- Bargaining Unit Members                      Hourly rate based on  
Teacher's salary schedule step
- Non-Bargaining Unit Members                \$19.50 per hour

Assigned Interviewing during school year and after teaching hours	\$15
--	------

Lead Alternative Education Teacher when no on-site building principal	7.0%
--	------

Substitute teaching during Planning time	An hourly rate = to 1/5 of the daily substitute teacher pay **
--	---

\*\* When a substitute teacher cannot be secured in a team setting, the remaining team member(s) who teach(es) the absent teacher's students will be compensated at the rate of the daily substitute teacher rate divided by five (5) hours for the number of hours taught, not to exceed five (5) hours per day. If the team consists of more than two (2) teachers, with one teacher being absent, the remaining teachers will specify how the hours shall be divided between them while they teach the absent teacher's students, not to exceed five (5) hours. In no event shall the board be required to pay more than the daily substitute teacher rate for any day that a teacher is absent, regardless of the number of teachers who may share in the division of this compensation. It shall be the responsibility of the teachers to complete a payroll request for this compensation that specified the division between them.

## 5. Outdoor Education

Sixty dollars (\$60.00) per day for those teachers in the bargaining unit assigned to the outdoor education program and only for those days in which they are gone overnight. (The Board is currently paying mileage).

# APPENDIX 1

## 2017-2018 South Haven Public Schools Calendar



July				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
		4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DATE(S)	EVENT
Aug 28-31	Teacher Days (PD 29th-31st)
Aug 30	K-8 Open House 4:30-6:00 PM
Sept 4	NO SCHOOL (Labor Day)
Sept 5	First Day of School for Students
Sept 27	1/2 Day for students; PM Teacher In-Service SHHS Open House 4:30-6:00 PM
Oct 4	FALL PUPIL COUNT DAY
Oct 6	Mid-Marking Period--Progress Reports
Oct 25	1/2 Day for students; PM Teacher In-Service
Nov 3	Quarter 1 Ends--44 Student Days
Nov 8-9	Parent Teacher Conferences 5:00-8:00 PM
Nov 10	1/2 Day for Students; Parent Teacher Conferences PM
Nov 22-24	NO SCHOOL (Thanksgiving Break)
Dec 8	Mid-Marking Period--Progress Reports
Dec 22	Last day of school before Winter Break
Dec 25-Jan 5	NO SCHOOL (Winter Break)
Jan 8	First day of school following Winter Break
Jan 15	NO SCHOOL (MLK Day) Students & Teachers
Jan 24	High School Students attend AM ONLY--Exams FULL DAY FOR PK-8 STUDENTS
Jan 25 & 26	1/2 Day for ALL Students--Exams, Records
Jan 26	Quarter 2 Ends-- 46 Student Days
Feb 14	SPRING PUPIL COUNT DAY
Feb 21	1/2 Day for ALL Students; PM Teacher In-Service
Mar 2	Mid-Marking Period--Progress Reports
Mar 21	1/2 Day for ALL Students; PM Teacher In-Service
Mar 30	NO SCHOOL (Good Friday) Quarter 3 Ends--44 Student Days
Apr 2-6	NO SCHOOL (Spring Break)
Apr 27	1/2 Day Students & Teachers
May 11	Mid-Marking Period--Progress Reports
May 25	NO SCHOOL Students & Teachers
May 28	NO SCHOOL (Memorial Day)
June 3	High School Graduation
June 11	High School Students attend AM ONLY--Exams FULL DAY FOR PK-8 STUDENTS
June 12	1/2 Day ALL Students--Exams, Records
June 13	1/2 Day ALL Students--Exams, Records LAST DAY OF SCHOOL--46 Student Days

	Teacher Days (PD 29th-31st)		180 Student Days
	First Day of School		184 Teacher Days
	1/2 Students--Teachers PM PD (4)		
	1/2 Day Students (5)		
	1/2 Day Students & Teachers (1)		
	NO SCHOOL Students & Teachers (2)		
	NO SCHOOL--Teachers Comp Day		
	Holidays/Breaks		

District Bell Schedules	Full Day	1/2 Day	2 Hr Delay
Lincoln & Maple Grove	8:50-3:51	8:50-12:25	10:50-3:51
North Shore	8:34-3:35	8:34-12:10	10:34-3:35
Baseline	7:40-2:38	7:40-11:20	9:40-2:38
SHHS/SHAC	7:30-2:19	7:30-11:05	9:30-2:19

Quarter 1	9/5/17 - 11/3/17
Quarter 2	11/4/17 - 1/26/18
Quarter 3	1/27/18 - 3/30/18
Quarter 4	4/9/18 - 6/13/18

NWEA Testing Windows	
Fall--	Sept 11--Oct 6
Winter--	Jan 8--Feb 2
Spring--	May 7--June 13

\*\* To receive full funding from MDE the District is required to hold 180 student days of instruction, 1098 hours of instruction and 30 hours of professional development.

## APPENDIX 2

### Professional Development

#### A. Flexible Professional Development

Each teacher can complete twelve (12) hours of flexible professional development in lieu of professional development. Each teacher must submit the completion form to the building principal on or before May 31 of the current school year.

#### B. Professional Development Guidelines

These are the Professional Development (PD) Guidelines for the implementation of “Flexible” Professional Development. The time frame for reporting PD hours will be June 1 to May 31, of the current school year. The focus for PD activities should match up with the following questions:

- “Does it serve to increase student achievement?”
- “Does the district in some way support the outcomes of the professional development activity?”
- “Does it align with your building school improvement plan?”
- “Is it planned and intensive?”

#### C. Parameters of Flexible Professional Development:

1. The activity must take place outside of the teacher’s contractual hours.
2. Each PD activity must be pre-approved by the building principal.
3. Each PD activity must be a minimum of one (1) hour.
4. Travel time may not be used for PD hours.
5. The PD activity must be related to the teacher’s teaching assignment. (activities such as coaching workshops, personal finance, real estate, etc. are examples of activities not included)
6. College or University Coursework will be allowed.
7. Any activity for which the State of Michigan Board of Education grants Continuing Education Units qualifies as a flexible professional development activity.

## **Professional Development (Cont'd)**

Examples of Allowable Flexible Professional Development (this list is not all-inclusive):

- \*Curriculum Development Meetings
- \*Study Groups, Action Learning, Lesson Study, Study of Student Work
- \*Conference and Workshops
- \*Sessions Dedicated to Qualifying for NCA Accreditation
- \*College and University Coursework
- \*Online Non-Credit Course or Tutorials
- \*Technology Training
- \*School Improvement Work
- \*Distance Learning

The PD information used for flexible professional development needs to be completed by each teacher and turned in to the building administrator on or before May 31 of the current school year. Teachers should use Professional Development Form A to record flexible professional development.

South Haven Public Schools  
**Flexible Professional Development Log**

Name of Teacher \_\_\_\_\_ Building \_\_\_\_\_

Date	Workshop/Activity	Goal/Intended Outcome of Activity	Number of Hours (Min. 1 hour increments)	Admin. Approval	Verification of Completion

**Requirement:** Participation in 12 hours of pre-approved professional development in accordance with the teacher master agreement. Flexible Professional Development should have a potential outcome of affecting students and student learning. **Total Hours** \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE BUILDING ADMINISTRATOR BY MAY 31.**  
 Received by Administrator on \_\_\_\_\_ Signature of Administrator \_\_\_\_\_  
 \_\_\_\_\_ Signature of Teacher \_\_\_\_\_

**APPENDIX 3**

**SOUTH HAVEN GRIEVANCE REPORT FORM**

Procedure (1) (2) (3)

Date Filed \_\_\_\_\_

(Circle one to indicate level of Grievance)

Grievance No. \_\_\_\_\_

Name of Grievant	Building	Assignment

A. Date cause of grievance occurred: \_\_\_\_\_

B. Relevant contract provisions: \_\_\_\_\_

C. Statement of grievant's claim (detailed statement of facts upon which grievance is based – use additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief desired: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received \_\_\_\_\_

E. Disposition by the appropriate administrator (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_